



CITY OF PITTSBURGH

Department of Finance

William Peduto, Mayor

Paul Leger, Director

July 15, 2015

Nicholas Varischetti
ICA Chairman
One Oxford Center, Suite 1010
301 Grant Street
Pittsburgh, PA 15219

AND

Henry Sciortino, Executive Director
ICA
One Oxford Center, Suite 1010
301 Grant Street
Pittsburgh, PA 15219

BY HAND DELIVERY AND EMAIL

Dear Mr. Varischetti and Mr. Sciortino:

I am requesting information from the Intergovernmental Cooperation Authority for Cities of the Second Class under the Pennsylvania Right To Know Act. The standard request form is enclosed along with three pages detailing the items requested.

Under the Act, the ICA has five business days to respond. Please send the documents to:

Paul Leger
Room 200, City-County Building
414 Grant Street
Pittsburgh, PA 15119

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Leger", with a stylized flourish at the end.

Paul Leger
Director of Finance

Cc: William Peduto, Mayor
Kevin Acklin, Chief of Staff



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 7-14-2015

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): Intergovernmental Cooperation Authority for Cities of the Second Class, One Oxford Center, Suite 1010, 301 Grant Street, Pittsburgh, PA 15219

NAME OF REQUESTER: Paul Leger, Finance Director, City of Pittsburgh

STREET ADDRESS: Room 200, City County Building, 414 Grant Street

CITY/STATE/COUNTY/ZIP(Required): Pittsburgh, PA 15219

TELEPHONE (Optional): 412-255-8670 EMAIL (optional): paul.leger@pittsburghpa.gov

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

Please see attached three sheets for list of requested documents/information.

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? YES NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

- 1) All Budgets for the Intergovernmental Cooperation Authority for Cities of the Second Class for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 2) A report of all revenues received by the Intergovernmental Cooperation Authority for Cities of the Second Class, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 3) Any and all documents reflecting revenues received by the Intergovernmental Cooperation Authority for Cities of the Second Class for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 4) A report of all expenditures of funds by the Intergovernmental Cooperation Authority for Cities of the Second Class, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 5) Any and all documents reflecting expenditures of funds by the Intergovernmental Cooperation Authority for Cities of the Second Class for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 6) All invoices, account, voucher, contract or other document reflecting an obligation to remit payment to any person or entity by the Intergovernmental Cooperation Authority for Cities of the Second Class, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 7) All W-2 forms and Internal Revenue Code 1099 forms prepared by or on behalf of the Intergovernmental Cooperation Authority for Cities of the Second Class, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 8) All expense reports or reimbursements for expenses submitted to the Intergovernmental Cooperation Authority for Cities of the Second Class by any employee, contractor, board members, or other such related person or entity, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 9) All checks, receipts, and statement(s) of electronic transmission for payments made by the Intergovernmental Cooperation Authority for Cities of the Second Class, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 10) All board packets, meeting agendas, executive director reports, or any other documents prepared by the Intergovernmental Cooperation Authority for Cities of the Second Class or any of its employees or contractors that were distributed at any official meeting of the Authority, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 11) Annual audits of the Intergovernmental Cooperation Authority for Cities of the Second Class, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 12) All Requests for Proposals, Requests for Information, Requests for Qualification, or other similar requests, issued by the Intergovernmental Cooperation Authority for Cities of the Second Class, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.
- 13) Any and all records, including electronic and written communications, relating to the evaluation, award justification(s), or award notifications for each Request(s) for Proposals, Request(s) for Information, Request(s) for Qualification, or other similar requests, issued by the Intergovernmental Cooperation Authority for Cities of the Second Class, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.

14) All contracts awarded or entered into by the Intergovernmental Cooperation Authority for Cities of the Second Class, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.

15) Any and all scopes of work or other instructions provided to contractors for work contracted by and with the Intergovernmental Cooperation Authority for Cities of the Second Class, sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.

16) Any and all contracts, including employment agreements, by or involving Henry Sciortino and the Intergovernmental Cooperation Authority for Cities of the Second Class, including any such agreements that identify the Commonwealth of Pennsylvania and/or any of its departments, agencies, authorities, or other related units of government that were in effect during the fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.

17) Any and all audits of funds, bank statements, statements of earned interest, or other documents that disclose or reflect funds deposited, withdrawn and the amount of interest earned on funds held in any account controlled by or on behalf of the Intergovernmental Cooperation Authority for Cities of the Second Class, sorted and labeled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.

18) Any and all audits of funds, bank statements, statements of earned interest, or other documents that disclose or reflect funds deposited, withdrawn and the amount of interest earned on state gaming money transmitted to the Intergovernmental Cooperation Authority for Cities of the Second Class pursuant to Act 71 of 2004, , sorted and labelled by fiscal year, for fiscal years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.

19) Any and all electronic or written communications, including e-mails (including the e-mail addresses hsciortino@comcast.net and henry@pghica.org), letters, notes, memoranda, text messages, voice messages, and other communications by and between Henry Sciortino, or Nicholas Varischetti, or Dana A. Yealy and any other person related to the acquisition of the JD Edwards Enterprise Resource System operated by the City of Pittsburgh and Allegheny County for the period beginning December 7, 2004 to the present.

20) Any and all written and electronic communications regarding ERP systems and payroll systems of the City of Pittsburgh, County of Allegheny from or to board members (including but not limited to ICA Chairs James Smith, William Lieberman, Barbara McNees, John Murray and Nicholas Varischetti) , executive directors and any elected officials.

21) Any and all electronic or written communications (including the email addresses) of any public officials, current or past ICA board members and Chairs and Public officials related to RFP, award or consideration of award of professional services agreements including but not limited to professional services agreements for legal services, computer related services, ERP services for the ICA or the City of Pittsburgh, and other consultant firms.

22) Any and all electronic or written communications, including e-mails (including the e-mail addresses hsciortino@comcast.net and henry@pghica.org), letters, notes, memoranda, text messages, voice messages, and other communications by and between Henry Sciortino, or Nicholas Varischetti, or Dana A. Yealy and any other person related to the implementation of the new payroll processing system in the City of Pittsburgh and any official action of the Intergovernmental Cooperation Authority for Cities of the Second Class related to the implementation of said system for the period beginning December 7, 2004 to the present.

23) Any and all electronic or written communications, including e-mails (specifically the e-mail addresses hsciortino@comcast.net and henry@pghica.org), letters, notes, memoranda, text messages, voice messages, by and between Henry Sciortino, or Nicholas Varischetti, or Dana A. Yealy and any other person related to withholding or potential withholding of any funds from the City of Pittsburgh that were disbursed to the

Intergovernmental Cooperation Authority for Cities of the Second Class pursuant to Pennsylvania Act 71 of 2004 for the period beginning December 7, 2004 to the present.

24) Any electronic or written record reflecting communication between the Intergovernmental Cooperation Authority for Cities of the Second Class and the Pennsylvania Department of Community and Economic Development concerning any action to disapprove any City of Pittsburgh budget or five year financial plan at any point from December 7, 2004 to the present.

25) Any electronic or written record reflecting official notice by the Intergovernmental Cooperation Authority for Cities of the Second Class to the Pennsylvania Department of Community and Economic Development of an action to disapprove of any City of Pittsburgh budget or five year financial plan at any point for the period beginning December 7, 2004 to the present.

26) Any and all electronic or written communications, including e-mails to or from the e-mail addresses hsciortino@comcast.net and henry@pghica.org, letters, notes, memoranda, text messages, voice messages, and other communications by and between Henry Sciortino, or Nicholas Varischetti, or Dana A. Yealy and any other person related to the review and approval of the annual budget for the City of Pittsburgh for the period beginning December 7, 2004 to the present.

27) Any and all documentation of donations made by any employee, contractor, or board member of the Intergovernmental Cooperation Authority for Cities of the Second Class, including Henry Sciortino, or Nicholas Varischetti, or Dana A. Yealy, to any political campaign, candidate, or committee or any organization that engages in or has engaged in political or advocacy activity on the local, state or federal level for the years 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015.