

**Meeting Agenda
State College Borough Council
Work Session
August 12, 2019
7:00 p.m.**

- I. Call to Order**
- II. Moment of Silence and Pledge of Allegiance**
- III. Roll Call**
- IV. Public Hour - Hearing of Citizens**
- V. National Citizens' Survey (NCS) of State College Borough Residents**
- VI. Centre County Economic Development Partnership - Evaluative Approach to Retention/Expansion Opportunities**
- VII. Update on Zoning Rewrite**
- VIII. COG's Program Plan/2020-2024 Capital Improvement Plan**
- IX. CATA Service Update**
- X. Adjournment**

Documents:

[August 12, 2019 Work Session Agenda Packet.pdf](#)

Meeting Agenda
State College Borough Council
Work Session
Monday, August 12, 2019
7 p.m.

I. Call to Order

II. Moment of Silence and Pledge of Allegiance

III. Roll Call

Donald M. Hahn, Mayor
Evan Myers, Council President
Jesse L. Barlow
David J. Brown
Catherine G. Dauler
Janet P. Engeman
Theresa D. Lafer
Daniel Murphy

IV. Public Hour – Hearing of Citizens

Anyone in the audience wishing to address Council with an item that is not on the agenda should ask to be recognized at this time. Each speaker will have up to four minutes to present comments to Council.

V. National Citizens' Survey Monthly Update (15 Minutes)

In December 2018, staff provided Council with an overview of the 2018 National Citizens' Survey results from the surveying of State College Borough residents in 2018. This survey is part of the National Citizens' Survey by the National Research Center, Inc. This year, staff will periodically provide Council with an overview of the survey results of specific components or sections of the report. This evening, staff will review the Education and Enrichment section of the report. No action is required of Council at this time.

VI. Centre County Economic Development Partnership – Evaluative Approach to Retention/Expansion Opportunities (15 Minutes)

The Centre County Industrial Development Corporation, which hosts the Centre County Economic Development Partnership (CCEDP), operates under a diverse economic development platform, ranging from entrepreneurial development, business retention and expansion, business recruitment efforts, and numerous small business assistance pathways. A significant part of its economic development activities is concerned with keeping and growing the businesses that are already located here (i.e. business retention and expansion) and in concert with that effort, it

has developed evaluative criteria which can be used to assess the viability of projects. The economic development goal is to assist many sizes and types of companies, but also to identify those that may be worthy of additional assistance from CCEDP partners. These companies would typically be viewed as being key to the economy, change-making in their growth plans relative to community impact, producers of significant investment and job impact in the community, etc. [Page 3]

Through the CCEDP partnership, the attached approach allows for a collective evaluation, useful to all partners, that can substantiate the net positive effect of any transaction seeking additional assistance from the partnership.

To date, College and Ferguson Townships have approved the CCEDP. Patton Township has discussed it and will bring it back to a future meeting for a vote. The County has not yet taken any action. Council will be asked to act on this policy at the August 19, 2019 regular meeting.

VII. Update on Zoning Rewrite (20 Minutes)

Planning staff will update Council on the progress of the Zoning Rewrite.

VIII. COG's Program Plan/2020-2024 Capital Improvement Plan (30 Minutes)

The COG General Forum received the 2020 COG Program Plan and the 2020-2024 Capital Improvement Plan (CIP) at its July 29, 2019 meeting and has referred it to all Centre Region municipalities for review and comments. Council is asked to review both the Program Plan and CIP and provide any comments they may have. The Borough must provide comments to the COG Executive Director by 8 a.m. on Thursday, August 15, 2019. COG staff has prepared the attached review table for capturing comments. Staff has not had an opportunity to review the Program Plan and CIP. Council is asked to complete its review of the CIP and Program Plan and provide any comments now. [Page 5]

IX. CATA Service Update (15 Minutes)

CATA, like many agencies in the Centre Region, is facing limited resources to meet our community's growing needs. As part of CATA's 10-year strategic plan, they have completed a study on routes that serve areas of low population density. These routes often have much lower ridership, and a higher cost per passenger and are served with fixed route service like more populated areas. Following the results of the study, CATA's board has made several decisions concerning service to these areas that will roll out over the next 2 years. These changes will have an impact on local match as CATA prepares for new transportation paradigms.

Louwana Oliva will provide an update on CATA service and schedules. This is for information only, and no action is required at this time.

X. Adjournment

CCEDP - Evaluative Approach to Retention/Expansion Opportunities

Each contemplated consideration of support for growing and expanding projects shall be reviewed against the following measures to determine the project/opportunity meets the necessary level(s) of extraordinary performance needed to warrant CCEDP support:

- 1.) Field of achievement
 - Company is in a recognized/developing sector in Center County/region
- 2.) Stellar *within* their field/category/sector
- 3.) Exemplary as a business (including, but not limited to)
 - Hiring practices
 - Emphasis on Local/Regional talent
 - Longevity/Durability of positions
 - Above County/category (SIC) average wage
- 4.) Growth Factor(s)
 - 36-48 month metrics regarding:
 - Investment
 - Job retention
 - Job growth
 - Space addition(s)/new leases/new construction involved
 - Time/Urgency
 - Longevity/Durability
- 5.) Critical Factor(s)
 - Discern if there are urgent/critical factors relative to the decision to invest/expand
 - Look to CCEDP (public and private) sources/resources to devise needed solutions
- 6.) Evaluate opportunities on “but for” basis... i.e. “but for” the commitment of support, the project in question would not be able to happen at all, and/or in a timely manner.
- 7.) Utilize a “performance based” agreement with the company/project in question to assure clarity of any/all support measures, including the performance obligations inuring to the company **and** to the community/CCEDP. All such agreements shall have clawback/return provisions, and shall require annual compliance reporting.

Note: The CCEDP reserves the right to consider additional information beyond those outlined in this document and deviate from any step above.

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2020 Program Plan Municipal Comments Guide

August 9, 2019

Page #	Statement	Municipal Comments
General Non-fund Specific Comment(s)		
Office of Administration Budget		
20	Should the position of Refuse/Recycling Administrator be transferred to the Office of Administration to the Centre Regional Planning Agency? This proposal will be revenue neutral to the municipalities – the program administration fee will be added to the Planning Budget and subtracted from the Office of Administration Budget.	
20	Should the position of full-time Facilities Coordinator be established in the Office of Administration in mid-2020 after the new Executive Director has started? The estimated compensation and benefit cost are \$45,000 to \$50,000.	
20	Should \$35,000 (for moving, temporary housing and other expenses) be designated for expenses relating to the hiring of the Executive Director?	
21	Should , in concept, funds be included in the Office of Administration Budget to pay for expenses (advertising, consulting and meeting costs) relating to the investigation of a joint solar power purchase agreement	
21	Note: The Recruitment and Screening Committee may recommend a one or two month overlap period between the current and new Executive Director during with the two individuals will work together.	
Refuse & Recycling Program Budget		
21	Note: As identified in the Office of Administration Budget, the Program Plan recommends transferring the oversight of the Refuse and Recycling Program from the Office of Administration to the Centre Regional Planning Agency.	

COG Building Capital Budget

21	Should \$33,000 be budgeted to replace 5 or 6 HVAC units in the COG building?	
21	Should \$25,000 be budgeted to replace the 2011 <i>back-up</i> server in the COG Building as recommended by State College Borough IT staff?	

Office of Administration – Insurance Reserve Budget

22	Note: As recommended by the Finance Committee, beginning in 2020 a method of calculating the amount of the health insurance reimbursement will be implemented.	
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Office of Administration – Contingency Budget

69	Should up to \$35,000 be budgeted to restore the fund balance in the budget that will be expended during 2019 to fund expenses associated with the search for a new Executive Director?	
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Centre Region Code Administration – New Construction Program Budget

22	Note: If the General Forum approves the lease agreement for the rental of office space for the Centre Region Parks and Recreation Agency, then the Code Agency offices will expand into the vacated space. This increase in office space will increase rental, utility and other building-related expenses. All these expenses would be paid through permit fees.	
22	Note: No personnel changes are proposed for 2020. Expenditures other than for building expenses are expected to remain relatively flat.	
22	Note: Staff with the Public Safety Committee and Finance Committee will monitor the cost of a building permit and the Agency's fund balance.	

Centre Region Code Administration – Existing Structures Program Budget

22	Should the four Rental Housing Inspectors be promoted to Commercial Fire Inspectors?	
23	Should a new fire position be added to the Existing Structures staff to allow the program to keep pace with the increasing number of rental and commercial properties be constructed in the Centre Region?	
23	Note: Code and Finance Department Staff will continue to monitor the cost of a rental housing permit to ensure that all expenses for	

	conducting the inspection are being recovered.	
Centre Region Code Administration – Capital Budget		
23	Should one Ford Escape be replaced? The Ford Escape used for the New Construction Program is being recommended for replacement. The vehicle is proposed to be replaced with a new Ford Escape as approved in the 2020 Detail and Summary Budget process. The estimated cost is \$26,500.	
23	Should two Ford Escapes used by fire inspection staff in the Existing Structures Program be replaced with two new Ford Escapes? The agency is requesting the purchase of two new Ford Escapes as approved in the 2020 Detail and Summary Budget process. The estimated cost is \$53,000 (\$26,500 each).	
23	Should one Ford Escape used in the New Construction Program be replaced with a new F-150 pickup truck for use in the new construction program? The change in vehicle type is isolated to this vehicle replacement and is due to the new SEO program and the need to transport longer equipment into the field for the SEO site investigations and inspections. The estimated cost is \$32,000.	
23	Should two new Ford Escapes be added to the fleet? These vehicles would be assigned to the new Commercial Fire Inspector and the Code Services Manager. The estimated cost is \$53,000 (\$26,500 each).	
23	Should a Ford Explorer be added to the fleet? The vehicle would be used by the CRCA Agency Director and to transport groups of employees to training program and events. The estimated cost is \$40,000.	
23	Should five radios be replaced and five additional radios be purchased for use with the existing structures program? In addition, should four existing pagers used by the existing fire inspectors be replaced with an additional six pagers for use within the	

Page 8	existing structures on-call program. The estimated cost is \$17,500.	
23	Note: Should the proposal be approved to expand the CRCA offices into the office that would be vacated by the Parks and Recreation Agency, should it move to another building then the CRCA could incur renovation expenses to convert the Parks office space into office space for the Code Agency. This CRCA paid expense may total \$250,000.	
24	Note: The space in Suite 4 (Planning) that has been occupied by the Centre Region Code Administration staff this year may revert to the Planning Agency in 2020 for use by the Refuse and Recycling Administrator. This office space change will transfer the responsibility for paying the rent and utilities on this space from the Code Agency to the Planning Agency.	

Schlow Centre Region Library Operating Budget

24	Should the hourly pay rates for 10 to 12 Library Pages be increased from \$9.00 to \$9.50 an hour? The estimated cost is about \$13,000 to \$16,000.	
24	Should \$18,000 be budgeted to update the Library's strategic plan?	
24	Should expenditures for book purchases increase? No cost estimate is available at this time	
25	Note: 2020 financial aid from the Commonwealth of Pennsylvania is expected to increase slightly from its current amount of \$206,999. The Centre County government's contribution is expected to remain unchanged at \$159,500.	
25	Note: As state and county funding support remains unchanged or diminishes, community contributions are expected to have an increasingly important role in the library's budget. Community donations have played a critical role in replacing decreasing state revenues.	
25	Note: Since 2011, program expenses for speakers and materials have been charged to designated gifts but will be reinstated in the 2020 budget as accounting line items. There	

	will be no change in the level of spending, simply a line item reallocation	
25	Note: With the shift from printed to electronic materials the income from overdue fines will continue to decrease in 2020.	

Schlow Centre Region Library Capital Budget

25	<p>Note: Except for a cost of living adjustment, no change in the \$80,000 level of municipal contributions to the Library Capital Budget is proposed for 2020. All the below proposals are included in the 2020-2024 Capital Improvement Plan:</p> <ul style="list-style-type: none"> • Update and commission the HVAC system. The estimated cost is \$55,000. • Upgrade the Digital Branch The estimated cost is \$150,000. • Replace public computing software. The estimated cost is \$15,000. • Replace computers and network equipment used by staff. The estimated cost is \$10,000. • Replace the heavily used public furniture. The estimated cost is \$10,000. • Replace second-floor lighting fixtures. The estimated cost is \$40,000. • Design the second floor and replace carpeting. The estimated cost is \$202,000. • Loading Dock Ramp Replacement. The estimated cost is \$35,500. • Interlibrary loan software. The estimated cost is \$11,000. 	
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Regional Fire Protection Program Operating Budget

26	<p>Should funds be budgeted to retain a consultant to prepare a future organizational model for the regional fire protection service? No cost estimate is available at the present time.</p>	
26	<p>Note: No personnel changes are proposed for 2020. Expenditures other than for the fire study are expected to remain relatively flat.</p>	

Regional Fire Protection Program Capital Budget

26	<p>Should \$262,000 (approximately \$131,000 each) be expended to refurbish the two fire police vehicles by buying new chassis and reusing the existing cargo boxes? An expense for fire police vehicles is anticipated in the Capital Improvement Plan for the Regional Fire Protection Program.</p>	
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Emergency Management

26	<p>Should \$7,500 be added to the budget to fund a Deputy Coordinator stipend as recommended by the Centre Region Emergency Management Coordinator?</p>	
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Centre Regional Planning Agency

27	<p>Note: As proposed in the Office of Administration's Program Plan, during the second quarter of 2020, it is recommended that the Regional Refuse and Recycling Program be transferred from the Office of Administration to the Centre Region Planning Agency.</p>	
27	<p>Note: College Township will no longer receive local planning services beginning on October 1, 2019.</p>	
27	<p>Note: With the two previous exceptions, operational expenses are expected to stay level for 2020.</p>	

Centre County Metropolitan Planning Organization

27	<p>Note: No personnel changes are proposed for 2020. Expenditures other than for the fire study are expected to remain relatively flat</p>	
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Parks & Recreation Operating Budget

27	<p>Should one full-time Parks Caretaker position be added at an estimated total annual compensation and benefit-cost of approximately \$63,000 (assuming family medical coverage)? The position is proposed to start in April 2020, the three-month hiring delay would reduce the actual 2020 expense to \$47,250. Although the employee's focus would be Whitehall Road Regional Park, work would also be performed at other parks as well.</p>	
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28	Should the hourly pay rates for seasonal staff be increased? An estimate of costs is not known at this time.	
28	Should \$10,000 be budgeted to fund expenses associated with the implementation of the Parks and Recreation Regional Comprehensive Plan? The municipal contribution could be matched by a grant from the Pennsylvania Department of Conservation and Natural Resources. Because the Plan is not complete and will not be presented until later in 2019, the specific use of these funds has not yet been identified	
28	Note: During 2019 multiple part-time employment positions were converted to two full-time maintenance positions. However, the full budgetary impact of this change on municipal contributions for the 2019 budget year was nominal because of the Agency used its fund balance to pay the higher compensation and benefit costs. However, for the 2020 budget year, because the fund balance will not be available to defray these expenses the municipal shares will likely increase.	
28	Note: The Ad Hoc COG Facilities Committee recommended at the July General Forum meeting that the CRCA offices be expanded into the area currently used by the Centre Region Parks and Recreation Agency. If that proposal is approved, then the rental and utility costs paid by the Parks and Recreation Agency will increase because of the larger office space and higher rental rate. By way of a rough estimate, total costs for office space may increase by approximately \$40,000.	
Parks Capital Budget		
28	Should the following replacement vehicles and maintenance equipment be purchased at a combined cost of \$85,525 as proposed in the 2020 to 2024 Capital Improvement Plan? ➤ Replace Chevy Silverado 1500 truck. The estimated cost is approximately \$26,150.	

Page 12	<ul style="list-style-type: none"> ➤ Replace 2010 Toro Infield Pro (grooms softball/baseball infields). The estimated cost is approximately \$27,550. ➤ Replace 2010 Toro Goundmaster (mower). The estimated cost is approximately \$31,825. 	
Active Adult Center		
29	<p>Note: No staffing changes are proposed, and operating expenses are expected to remain level.</p>	
Aquatics - Operating Budget		
29	<p>Note: Expenditure items are expected to remain flat except for personnel cost adjustments. The wage adjustment for seasonal pool staff that the General Forum approved with the 2019 budget made a significant difference in the program's ability to attract and retain staff.</p>	
Aquatics - Capital Budget		
29	<p>Should municipal contributions to the Aquatics Capital Budget be increased from \$47,500 to \$60,000? The pools are approaching 10 years old, and pumps, filters, plumbing, and all mechanical devices will decline over time. At the current level of municipal contributions, staff is concerned that there will not be enough funding available in the long-term to replace the major infrastructure and equipment at the pools. With the 2020 Program Plan, staff recommends increasing the level of annual municipal contribution to \$60,000 to fund the following projects:</p> <ul style="list-style-type: none"> ➤ Replace the plaster lining at Park Forest Pool (\$95,000). ➤ Replace the pool chemical controller at Welch Pool (\$12,000). The controller at Park Forest Pool was replaced in 2019 through a budget amendment approved by the Finance Committee. ➤ Power wash and gel coat the waterslides at both pools (\$10,000). 	

	➤ Refinish exterior sliding at Park Forest Pool (\$10,000).	
Millbrook Marsh Nature Center - Operating Budget		
29	Note: No staffing changes are proposed, and operating expenses are expected to remain level.	
Millbrook Marsh Nature Center - Capital Budget		
29	Should the participating municipalities contribute a combined total of \$100,000 to the cost of the Phase II addition to the Spring Creek Education Building at the Millbrook Marsh Nature Center (MMNC)? The proposed contribution would be requested for both the 2020 and 2021 budgets (\$100,000 each year).	
29	Note: During 2019 the term of the lease between the Centre Region Parks and Recreation Authority (Authority)/Penn State University lease for the MMNC was extended forty years after a Certificate of Occupancy was issued for the building addition.	
Regional Parks Capital Fund		
30	Should \$45,000 be appropriated to install an irrigation system at Whitehall Road Regional Park to water four sports fields? It is hoped that this request is funded in 2020 so that irrigation can be installed in 2020 during the construction of the park, saving time and renovation expenses that would occur with a post-construction install.	
30	Should \$15,000 be appropriated to replace outfield fencing at Hess Softball Complex? The fencing conditions are poor and there are safety issues with a curled chain-link fence that could puncture or tear a player's skin; the entire outfield fence from dugout to dugout will need to be replaced. The Agency is asking for \$15,000 to complete a single field replacement in 2020 and will continue to replace one field each year through 2023.	
30	Note: The 2020 Program Plan for the Regional Parks Budget will focus primarily on the development of Whitehall Road	

Page 14	<p>Regional Park within the \$4.8 million budget in municipal funds as approved by the General Forum. The improvements are to be consistent with the Master Site Park for the park as amended by the General Forum. How much of the budget will be expended in 2020 and 2021 is not known at this time because the planning and time schedule is not complete. A land development plan was submitted to Ferguson Township on June 18, 2019.</p>	
30	<p>Note: The CRPR has met with great success in obtaining grants to augment the municipal funds that have been contributed to Whitehall Road Regional Park. Because of this effort funds will be available to construct an 18,000 square foot, all abilities, universally accessible playground. Non-municipal funding for the installation of sports field lighting looks promising as well.</p>	
30	<p>Note: The Whitehall Road Regional Park requires a small storage building to house the equipment assigned to the park. The approximate expense is \$75,000 and a funding source is yet to be identified. In addition, not all the funding is currently in place for the enclosed pavilion/concession stand/restroom building. Funding for the maintenance building will need to be addressed in the either the 2020 or 2021 budgets.</p>	