

**Meeting Agenda
State College Borough Transportation Commission
Regular Meeting
February 9, 2016
12:15 p.m. / Room 304**

I. Call to Order

II. Roll Call

III. Approval of Minutes – *December 8, 2015*

IV. Public Hour – Hearing of Citizens

V. Action Items

A. Next Five Intersections of Study

Continuing to work through the priority list as recommended in the 2010 Planned Intersection Safety Improvement Program as prepared by Stahl Sheaffer Engineering, LLC, the following represent the next ten (10) intersections of which five (5) should be considered for study:

1. Atherton/Branch
2. Atherton/Nittany
3. Park/Allen
4. Allen/Hamilton
5. University/Marylyn
6. University/Hastings
7. College/Allen
8. Waupelani/O'Bryan
9. College/Fraser
10. Garner/Prospect

Each of the first five (5) intersections had been previously by-passed for various reasons, such as PENNDOT projects, land development projects or recent tree removals. A total of \$25,000 was budgeted in 2016 for the continued study.

Recommendation: Staff recommends intersections 1 through 5 for study.

B. Summary of Proposed Borrowing for Parking Fund

On February 8, 2016, Borough Council will be asked to authorize a \$5,216,375 borrowing in the Parking Fund, which will be used to fund numerous capital improvements for the benefit of off-street parking facilities and operations. The \$5.2M borrowing will be used for parking garage maintenance and renovation projects that will be completed over the next

two years. It is estimated that the \$5,216,375 borrowing will increase Debt Service in the Parking Fund by \$502,558 over the next fifteen (15) years while the loan is in repayment. Since the Borough intends to capitalize the interest on the loan that would otherwise become due in 2016, the first scheduled repayment of the loan will not occur until 2017, which enables a phased approach with respect to the rate increases that are needed to fund the loan repayment.

Parking Manager, Rick Ward will review the proposed parking rate increase strategy and the Commission will be asked to make a recommendation to Council.

C. Summary of Projects for Parking Fund (\$5,216,025)

Borough Council is asked to authorize a \$5.2M borrowing in the Parking Fund, which will be used to fund numerous capital improvements for the benefit of off-street parking facilities and operations. The \$5.2M borrowing will be used for parking garage maintenance and renovation projects that will be completed over the next two years.

The work, all of which were previously approved by Council as part of the 2016-2020 Capital Improvement Plan, includes:

- routine maintenance in Fraser and Pugh Garages;
- exterior renovations at Fraser Garage including the Martin Luther King, Jr. Plaza;
- replacement of hydraulic elevators at Fraser Garage;
- modernization of elevators at Pugh Garage;
- lighting replacement at Pugh Garage;

New work recommended includes:

- replacement of elevators at Beaver Garage, which suffer from substantial down time resulting in low service levels;
- evaluation and potential renovation of the parapet walls at Pugh Garage.

Because a borrowing is required to fund this project, staff recommends the work at Pugh be consolidated rather than spread over three years as originally proposed in the 2016-2020 Capital Improvement Plan. Funding for the parking control equipment (i.e. PARCS system replacement, ITPF139) project was delayed in 2015, and given the concerns about the Parking Fund's ability to afford the project in 2016, an additional \$650,000 has been included in the borrowing to fund the project. Additional funding for elevator replacement at Beaver Garage (\$760,000), parapet wall renovations at

Pugh (\$575,000) and a non-competitive, sole source design contract with Walker Parking Consultants (\$425,000) round out the \$5.2M listing of projects.

• 2016 **SUBTOTAL - \$3,889,225**

Sole source contract with Walker Parking Consultants	\$425,000
<i>(awarded by Council on 2/1/16)</i>	
PARCS (IT-PF139) System Replacement	\$650,000
Fraser Garage	
* Elevator Retrofit	\$650,000
* Brick Repair/Repointing	\$37,825
* Brick Plaza	\$366,750
* Exterior Elements	\$405,000
* Other Maintenance	\$275,000
§ <i>Fraser/Beaver Public Space</i>	<i>\$125,000 (General Fund)</i>
Beaver Garage	
* Elevator Retrofit	\$760,000
Pugh Garage	
* Elevator Retrofit	\$210,000
* Spot structural repairs and floor waterproofing	\$109,650

• 2017 **SUBTOTAL - \$1,217,150**

Pugh Garage	
* Additional Wall Reinforcements	\$575,000
* Lighting Retrofit	\$415,000
* Stair Pan Replacement	\$117,500
* Spot structural repairs and floor waterproofing	\$109,650
§ <i>Brick sidewalk and streetscape</i>	<i>\$300,000 (General Fund)</i>

• 2018 **SUBTOTAL \$109,650**

Pugh Garage	
* Spot structural repairs and floor waterproofing	\$109,650

PARKING FUND **TOTAL \$5,216,025**

D. Schedule of Parking Rate Increases (necessary to repay the loan)

It is estimated that the \$5,216,025 borrowing will increase Debt Service in the Parking Fund by \$502,558 over the next fifteen (15) years while the loan is in repayment. Since the Borough intends to capitalize the interest on the loan that would otherwise become due in 2016, the first scheduled repayment of the loan will not occur until 2017, which enables a phased approach with respect to the rate increases that are needed to fund the loan repayment. The following is a listing of the rate increases, including effective dates that will be implemented:

E. Increased Special event Fees Effective: July 1, 2016

Special event rates will increase from \$1.75 per hour to \$2.25 per hour in all parking garages and surface lots with a daily maximum of \$32.00. This will generate an additional \$102,700 of revenue per year in the Parking Fund.

F. Increase Monthly Permits Effective: July 1, 2016

Monthly permits will increase by \$10.00 per year in all parking garages and surface lots. This will generate an additional \$96,000 of revenue per year in the Parking Fund.

G. On-street meter increase Effective: July 1, 2017

On-street and surface lot meters will increase by \$0.25 per hour from \$1.00 to \$1.25 per hour. This will generate an additional \$235,000 of revenue per year, which is split between the General and Parking Funds. Revenue from the on-street meters is realized in the General Fund, and the surface lot meter revenue is realized in the Parking Fund.

Note: This number is expected to increase by an additional \$120,000 once the implementation of new on-street meters is complete. The increase will be realized in the General Fund.

H. Garage Rate Structure Effective: July 1, 2017

Hourly rates for the garages will increase as outlined in the below. The changes will result in an additional \$298,000 of revenue per year in the Parking Fund.

	Current Rate 6a-6p	New Rate 6a-6p
1 st 30 Minutes	Free	Free
1/2 hr-1 hr.	\$0.50	\$0.50
Each Additional Hour	\$1.00	\$1.25
Daily Maximum	\$16.00	\$20.00

	Current Rate 6p-6a	New Rate 6p-6a
1 st 30 Minutes	Free	Free
1/2 hr-1 1/2 hr.	\$0.50	\$0.75
Each Additional Hour	\$0.50	\$0.75
Daily Maximum	\$16.00	\$20.00

Recommendation: Staff recommends the Commission recommend approval of the proposed rate increases to Borough Council.

VI. Discussion Items

A. Preliminary Findings for Atherton Street Corridor Study

As a follow up to the many meetings and discussion regarding pedestrian safety along the Atherton Street corridor between the Bus Depot and Hillcrest Avenue, Stahl Sheaffer Engineering, LLC is currently working on a study with the following components:

- Complete a pedestrian & bicycle origin-destination (O-D) study to gather the following information:

Direction of travel (NB / SB crosswalk or EB / WB crosswalk)

- Transport type (pedestrian vs. bicycle)
- Frequency of travel (both in terms of days per week and months per year)
- Trip origin (location at which the current trip started)
- Trip destination (location at which the current trip will end)
- Trip purpose

Perform traffic analyses for the following scenarios and include evaluation of levels of service, queuing, and transit signal priority operation:

- Implement all-walk pedestrian phases at Hillcrest Avenue, Park Avenue, Curtin Road, and White Course Drive.
- Maximize pedestrian crossing times at Hillcrest Avenue, Park Avenue, Curtin Road, and White Course Drive.
- Add the leading pedestrian interval (LPI) to applicable phases at Hillcrest Avenue, Park Avenue, Curtin Road, and White Course Drive.
- Implement pedestrian recall operation at Hillcrest Avenue, Park Avenue, Curtin Road, and White Course Drive.
- Evaluate a protected left turn for southbound Atherton Street turns onto Park Avenue.

Aaron Fayish of Stahl Sheaffer Engineering, LLC, will present preliminary findings.

VII. Liaison Reports

A. <u>MPO/CRPA/COG Transportation</u>	Tom Zilla/Trish Meek
B. <u>Centre Area Transportation Authority</u>	Louwana Oliva
C. <u>Penn State Transportation</u>	Robert DeMayo
D. <u>PENNDOT</u>	Ryan Collins
E. <u>Borough Planning Commission</u>	Ed LeClear
F. <u>Borough Engineer</u>	Amy Kerner
G. <u>Environmental Coordinator</u>	Alan Sam

- H. Parking Office
- I. State College Police

Patrick Ward
Lt. Barrett Smith/Cpt. Matt Wilson

VIII. Items of Information

- A. Future Meetings

The next meeting of the Commission will be April 12, 2016 at 12:15 pm

- B. Conflict of Interest Policy

IX. Adjournment

**Meeting Minutes
State College Borough Transportation Commission
December 8, 2015**

The State College Borough Transportation Commission (TC) met on Tuesday, December 8, 2015 in Room 304 of the Borough Municipal Building. Chairman Rito called the meeting to order at 12:16 p.m.

Members Present: Chairman Rito, Richard Garis, Joseph Haloua, Greg Halpin, Paul Jovanis, Diana Malcom and Ray Najjar

Others Present: Mark Whitfield, Public Works Director; Amy Kerner, Borough Engineer; Alan Sam, Environmental Coordinator/Arborist; Patrick Ward, Borough Parking Manager; Trish Meek, MPO, CRPA; Robert DeMayo, Penn State University (PSU) Transportation Director; Louwana Oliva, CATA Director; Kelly Doyle, AmeriCorps volunteer; Sandra Lieb and Denise Rhoads, Staff Assistants and other interested parties

Approval of Minutes:

The October 13, 2015 minutes were approved as submitted by Chairman Rito.

Public Hour:

No one in the audience wished to discuss items not on the agenda.

Action Items

2016 Work Plan

Mr. Whitfield asked the Commission if they had any changes or additions they would like to see in this plan.

Commissioners' comments included:

- Dr. Jovanis asked how old the Intersection Traffic Safety Study is. Mr. Whitfield stated it was drafted in 2008. Dr. Jovanis noted there are tools available now that can be used to evaluate the expected change in the number of crashes at an intersection. He stated one no longer has to use rankings and he will make sure Ms. Kerner has the website information.
- Chairman Rito asked if there will there be a study on the development at Beaver Avenue and High Street. Mr. Whitfield stated there will have to be a traffic impact study and that would occur in 2016.

A motion to approve the 2016 Work Plan was made by Dr. Jovanis and seconded by Mr. Halpin. The vote was unanimously in favor.

2016 Meeting Dates

Mr. Whitfield discussed with the Commission the dates for meetings in 2016 and they are: February 9, April 12, May 10; July 12; September 13; October 11; and December 13.

A motion was made by Dr. Jovanis to approve the 2016 Meeting dates and seconded by Ms. Malcom. The vote was unanimously in favor.

Additional Bicycle Rack Installations

Mr. Whitfield reported there have been two requests for additional bike parking on Allen Street. The first request is from the Schlow Centre Region Library at 211 S. Allen Street and the rack would be placed next to the existing covered rack. The new rack would not be under cover. The second request is from Appalachian Outdoors at 123 S. Allen Street and the post rack would be replaced with a multi-rack.

Mr. Sam, Arborist showed some images of where these racks would be placed. He noted the bike rack at the Library is used heavily and that is why they are requesting another rack in this area. Mr. Sam also noted we do have a lot of additional requests for racks in the vicinity of Appalachian Outdoors.

Commissioners' comment included:

- Chairman Rito asked if there could be a riser placed to accommodate more bikes. Mr. Sam stated he would research this.
- Ms. Malcom stated she was at an area that had bikes hung on the brick wall.
- Mr. Haloua was concerned about bikers using parts of the sidewalk.

Liaison Reports

MPO/CRPA/COG Transportation: Ms. Meek reported the COG Transportation and Land Use (TLU) Committee reviewed the final draft of the Centre Region Bike Plan and it will go to COG for action next Tuesday. The Transportation Alternatives Program and the PennDOT multi-modal funding cycles are open. Ms. Meek stated if anyone has questions to please contact her.

Centre Area Transportation Authority: Ms. Oliva reported they are going to reduced services from December 22, 2015 to January 9, 2016. She also reported they will be adding Saturday service to the Red Link that allows access to the hospital during the break between Christmas and New Year's. She stated the Board has adopted their 10-year Strategic Plan. Ms. Oliva gave kudos to the Borough and A.W. Sons for their help in providing a bus stop along Beaver Avenue which is one of the busier stops within their system. Mr. Whitfield stated this was an item in the Capital Improvement Plan (CIP).

Penn State Transportation: Mr. DeMayo had nothing to report.

Borough Engineer: Ms. Kerner reported the McKee Street project remains in the Capital Improvement Plan (CIP) and we have applied to County Commissioners for funding. Mr. Whitfield noted Council approved the application.

Chairman Rito asked what the status is on McKee Street. Ms. Kerner stated the project is in the CIP, currently, and they also submitted another round of multi-modal grants but, nothing has been received.

Mr. Haloua asked what is being done about redoing Atherton Street. Mr. Whitfield stated Stahl Sheaffer has been hired to look at this. They are in the data gathering mode at this time.

Environmental Coordinator/Arborist: Mr. Sam asked Ms. Doyle to give an update of some things she has been working on. She noted the Request for Proposals (RFP) s for the bike repair stations have been sent to PennDOT and they have been approved. She also noted bike repair stations will be installed in March 2016. She also noted they received the anti-idling signs and they will be installed in eight spots in the Borough, mostly around the schools.

Parking Office: Mr. Ward had nothing to report.

Items of Information

Future Meetings

The next meeting of the Commission will be February 9, 2016 at 12:15 pm.

The Chairman will present the 2016 Work Plan to Borough Council on February 8 or 16, 2016.

Mr. Najjar asked about a previous discussion on making a connection at the West End on Sparks Street and Gill Street. Ms. Kerner stated they did meet with PennDOT and they are working to get the reimbursement agreement. She also noted they are currently working to get a survey so they can do the design. She stated they are currently working with PSU OPP for sharing services. She stated it looks like it will be done next year. Mr. Najjar also asked which street was selected for the connection and Ms. Kerner stated it is Gill Street.

Adjournment

With no further business to discuss, this meeting was adjourned at 12:57 p.m. by Chairman Rito.

Respectfully submitted:
Sandra Lieb and Denise L. Rhoads, Staff Assistants

Borough of State College MEMORANDUM

to: ABC Secretaries and Staff Assistants
from: Lu Hoover
re: Conflict of Interest Policy and Code of Conduct With Regard to HUD Programs
date: December 3, 2015

A Conflict of Interest Policy and Code of Conduct with Regard to HUD Programs was adopted by the State College Borough Council in 2005. Elected and appointed officials are to receive a copy of the policy at a regular meeting of their respective council, authority, board or commission annually. Members who are absent should receive a copy by mail.

A copy of the policy is attached. Please include it as an agenda item or as an attachment to the agenda at the first meeting of the ABC in 2016. Also, please be sure to note distribution of the policy in the meeting minutes.

from the desk of...
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BOROUGH OF STATE COLLEGE

Conflict of Interest Policy and Code of Conduct With Regard to HUD Programs

SECTION 1

CONFLICTS OF INTEREST

COVERED INDIVIDUALS:

Any employee, agent, officer, elected official, appointed official or consultant of the Borough of State College (Participating Jurisdiction) or; any member of an employee's, agent's, officer's, elected official's or appointed official's immediate family; an employee's, agent's, officer's, elected official's or appointed official's partner; or an organization that employs or is about to employ any of the above.

CONFLICTS PROHIBITED:

No person(s) described in Paragraph 1 of section 1 who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME Investment Partnerships Program (HOME) or Community Development Block Grant (CDBG) or other U.S. Department of Housing and Urban Development (HUD) funds or who is in a position to participate in a decision-making process or gain inside information with regard to these activities may obtain a financial interest or financial benefit from a HOME,- CDBG, or other HUD-assisted activity, or has a financial interest in any contract, subcontract, or agreement with respect HOME,- CDBG, or other HUD-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild and in-laws of a covered person. Occupancy of a HOME-assisted unit by a covered person constitutes a financial interest.

EXCEPTIONS:

Threshold Requirements – Upon the written request of the participating jurisdiction, the U.S. Housing and Urban Development (HUD) or its successor, may grant an exception to the provisions of the CONFLICTS PROHIBITED of section 1 on a case-by-case basis when it determines that the exception will serve to further the purpose of the HOME, CDBG or other HUD program and the effective and efficient administration of the Borough's program or project. An exception may be considered only after the participating jurisdiction has provided the following:

- a. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure* of the conflict and a description of how the public disclosure was made; and
- b. An opinion from the Borough's attorney that the interest for which the exception is sought would not violate state or local laws.

*The requirements for public disclosure include publication in a local newspaper or disclosure during an advertised public hearing.

Factors to be considered for Exceptions – In determining whether to grant a requested exception after the participating jurisdiction has satisfactorily met the requirements of paragraphs a. and b. above, HUD, or its successors, will consider the cumulative affect of the following factors, where applicable:

- a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;
- b. Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiary of the assisted activity, and the exception will permit such person(s) to receive generally the same interests or benefits as are being made available or provided to the group or class;
- c. Whether the affected person(s) has withdrawn from his/her functions or responsibilities or the decision-making process with respect to the specific assisted activity in question;
- d. Whether the interest or benefit was present before the affected person was in a position as described in the COVERED PERSONS Paragraph of this section
- e. Whether undue hardship will result either to the participating jurisdiction or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- f. Any other relevant considerations.

OWNERS AND DEVELOPERS:

No owner, developer or sponsor of a project assisted with HOME, CDBG or other HUD funds (or officer, employee, agent, elected or appointed official or consultant of the owner, developer or sponsor or immediate family member of an officer, employee, agent, elected or appointed official, or consultant of the owner, developer or sponsor) whether private, for-profit or non-profit (including a community development organization (CHDO) when acting as an owner, developer or sponsor) may occupy a HOME, CDBG or other HUD-assisted affordable housing unit in a project during the required period of affordability specified in §92.252(e) or §92.254(a)(4). This provision does not apply to an individual who receives HOME, CDBG or other HUD funds to acquire or rehabilitate his or her principal residence or to an employee or agent to the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

EXCEPTIONS:

Upon written request of a housing owner or developer, the Borough may grant an exception to the provisions of the above paragraph of this section on a case by case basis when it determines that the exception will serve to further the purposes of the HOME, CDBG or other HUD program and the effective and efficient administration of the owner's or developer's HOME, CDBG or other HUD-assisted project. In determining whether to grant a requested exception, the Borough shall consider the following factors:

- a. Whether the person receiving the benefit is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted housing, and the exception will permit such person to receive generally the same interest or benefits as are being made available or provided to the group or class:
- b. Whether the person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted housing in question:
- c. Whether the tenant protection requirements of Sec. 92.253 are being observed;
- d. Whether the affirmative marketing requirements of Sec. 92.351 are being observed and followed; and
- e. Any other factor relevant to the Borough's determination, including the timing of the requested exception.

SECTION 2

COVERED INDIVIDUALS:

Any employee, officer, or agent of the Borough of State College (Participating Jurisdiction).

PROCUREMENT

The CDBG, HOME and other HUD Programs follow the procurement policy of the Borough of State College located in the Borough of State College Code of Ordinances, Chapter 1, Part N. If any provisions of CFR 24 85.36, 24 CFR 570.611, 24 CFR 92.356 are not included or conflict with the Borough's Procurement Policy, the provisions of CFR 24 85.36, 24 CFR 570.611, and 24 CFR 92.356 shall supersede the Borough's Procurement Policy.

No Covered Individuals in section 2 may participate in the selection, award or administration of a contract supported by HOME, CDBG or other HUD Program if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the firm selected for award:

- employee, agents, or officer of the Borough of State College;
- any member of an employee's, agent's or officer's immediate family;
- an employee's, agent's or officer's partner; or
- an organization that employs or is about to employ any of the above

No employee, officer, or agent of the Borough or subrecipient may solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subagreements.

CODE OF CONDUCT:

Persons covered in section 2, paragraph 1, are expressly forbidden from soliciting or accepting money, gifts, gratuities, services, favors, or anything of monetary value (excepting unsolicited calendars, pens, or other items of nominal value used as an advertising medium) from any person, company, firm, or corporation to which any purchase order or contract is or might be awarded or from a party to any potential subcontract.

The Borough shall also take disciplinary action in accordance with the Borough Personnel Rules and Regulations against any covered persons in section 2 paragraph 1 who violate this conflict of interest policy.

Employees will receive a copy of the conflict of interest policy on an annual basis as a mailer included in a paycheck. Elected and appointed officials will receive a copy of the policy at a regular meeting of their respective council, authority, board or commission. Distribution of the policy will be noted in the minutes of the meeting. Members who are absent will receive a copy by mail. Consultants and agents will be provided a copy of the policy as part of their contracts.

SUB-RECIPIENTS:

Applicable Conflict of Interest and Procurement Policies for the Borough's subrecipients are covered under CFR 24 84.42, 24 CFR 570.611 and CFR 24 92.356. Each subrecipient has developed its own Conflict of Interest Policy and Procurement Policy in accordance with the applicable regulations.

Authorized Official: Ed LeClear, Director of Planning and Community Development
243 S. Allen Street
State College, PA 16801
814-234-7109

Adopted by the State College Borough Council on April 18, 2005. Revised by staff on April 30, 2015.