

Meeting Minutes
State College Borough Council
Work Session
February 2, 2007

The State College Borough Council met in a work session on Friday, February 2, 2007, in the State College Municipal Building's Room 241, 243 South Allen Street, State College, PA. Ms. Dauler called the meeting to order at 12:05 p.m.

Present: Catherine G. Dauler, President of Council
Thomas E. Daubert
Ronald L. Filippelli
Elizabeth A. Goreham
Donald M. Hahn
Craig R. Humphrey
Jeffrey R. Kern

Also present: Thomas J. Fountaine, II, Borough Manager; Thomas S. Kurtz, Assistant Borough Manager; Carl R. Hess, Planning Director; Michael Groff, Finance Director; Michele Nicolas, Personnel Director; Mark Henry, Health Director; Amy R. Miller, Recording Secretary; Norma Crater, Accounting Supervisor; Thomas R. King, Police Chief; Tim Grattan, Information Technology Director; Mark Whitfield, Public Works Director; members of the media; and other interested observers.

Public hour. There were no comments from the public.

Legislative Issues. Mr. Fountaine explained that Council previously identified key legislative issues to prepare for upcoming sessions of the General Assembly and Congress. He noted based on previous feedback from Council, a draft policy statement was prepared for Council's review. Council was asked to review the document and provide any additional feedback to staff. A final document will then be drafted for planned meetings with state and national representatives.

Mr. Fountaine added today's session would be adjusted as needed to allow Borough Council members to attend the funeral of former Council member Dick McCarl; if an item on the agenda needed to be continued, it would be.

Ms. Goreham said support for local fiscal authority should be mentioned in the policy statement. Ms. Goreham added that she is not familiar with the PLCM payroll tax initiative. Mr. Groff explained the tax would be levied on the gross payroll at a place of business. Mr. Daubert said he felt the tax initiative was not a priority of PLCM.

Ms. Dauler suggested including the Governor's health care initiatives as a topic for legislative discussion.

Ms. Dauler added that Michael Glazier from Congressman Peterson's State College office said if Council gave him ample notice, the Congressman might be available to meet with Council in State College.

Mr. Daubert said the support of housing initiatives should be narrowed down to benefit the Borough specifically. Mr. Humphrey said he agreed. Ms. Dauler said as the momentum for affordable housing initiatives increases at the county level, Council should be supportive.

Mr. Kern said Council was not prepared to support the topic of a payroll tax because it has not yet been studied.

Mayor Welch said Mr. Hess gave an excellent presentation on the Borough's affordable housing activities to the CBICC. He suggested C-Net could show the presentation and/or perhaps he could give the same presentation to Council. The presentation explained the leadership that the Borough has had in a variety of housing initiatives. Mr. Fountaine said an upcoming agenda will include an overview of this presentation.

Mr. Hahn said an additional topic for legislative discussion is the increase of fines for violation related to alcohol.

Mr. Fountaine said staff will prepare a final legislative policy based on Council's comments.

Arts Festival Fee Ordinance. Mr. Fountaine said Council was asked to review an ordinance that establishes vendor fees for the sidewalk sale vendors and food vendors during the Central Pennsylvania Festival of the Arts (CPFA) and First Night. The ordinance requires payment of a vendor fee of \$25 per booth for the sidewalk sale and \$125 for each food vendor. In addition to the food vendor fee, a temporary food license will be required for food vendors that are not currently licensed in the Borough of State College. The temporary food license is proposed at \$75 per day or \$125 for a five day license. Children's day sidewalk sale vendors will not be

charged a vendor fee. The ordinance also corrects inconsistencies in the temporary retail and foot peddlers' ordinance.

Mr. Fontaine said discussion was originally scheduled for last Friday when Rick Bryant, Executive Director of CPFA, was available but the work session was cancelled. He said Mr. Bryant sends apologies for not being available today but would be available for questions at a later date.

Mr. Fontaine said staff prepared background information on the direct and indirect Borough costs for the Arts Festivals held in 2004, 2005 and 2006 which was included in the agenda packet. In addition Mr. Bryant provided Council with the CPFA analysis of the fiscal impact of the 2006 Arts Festival. Mr. Daubert requested an interpretation of the analysis from Mr. Bryant. Mr. Humphrey agreed and added that Mr. Bryant should also explain the impact the new fees would have on the CPFA. Mr. Fontaine said Mr. Bryant is willing to speak to Council; he added that Mr. Bryant does support the ordinance.

Mr. Kern asked if the new fees would cover the Borough's cost for the festival. Mr. Fontaine replied no; the total direct cost incurred by the Borough was \$39,000 and the fees would generate roughly \$9,500. Mr. Fontaine added the Borough receives a few reimbursements such as \$4,800 for police services. In addition, he said staff analyzed the increase of revenue of the parking system during the week of the festival which brings in more revenue during that week, benefiting the community. Mr. Fontaine said the ordinance will be prepared for Council's vote.

Performance Measurement. Mr. Fontaine said staff has gone through training for the first set of data collection in the performance measurement program. Norma Crater is the primary coordinator and has been working with staff to gather the data. Mr. Fontaine said because this is a new program, modifications will need to be made in the various departments' formats of data collection. He added in some cases data is being collected at a regional level.

Mr. Fontaine said one key element of the performance measurement is a community survey which will be conducted with a national survey firm. The survey is expected to run every other year using standard nationwide questions and as a local survey in the off years. The data collected from the national survey would be relevant to State College and provide a basis for a performance measurement comparison with other communities around the country that participate in the survey. Mr. Fontaine said the main objective of the survey is to gather baseline data for the future, to observe how services are changing and determine what services are important. He added that Carl Hess is heading up the survey and asked Mr. Hess to brief Council on the status.

Mr. Hess said a model survey was included in the agenda for Council's review. He said if there are items that Council does not find necessary, they can be removed. Questions can also be added to the survey.

Mr. Daubert said the survey is too long and if he received the survey, he would throw the survey out. Mr. Hess said the response rate is 30-50 percent and other college towns were surveyed. Mr. Kern said a survey such as this would make citizens want to participate.

Mr. Filippelli asked who would be surveyed. Mr. Hess said about 1200 surveys would be mailed. However, to avoid including too many students, the addresses will be divided by neighborhood and each would be sampled to get even results from every neighborhood.

Mr. Hahn said he agreed with Mr. Daubert and felt the survey was too long

Ms. Goreham said she liked the idea of the resident survey but asked if the preset questions were changeable. She suggested changing the words 'abandoned buildings' to 'nuisance properties'. Mrs. Dauler suggested altering the survey to relate more to Penn State and State College. Mr. Hess said there a few refinements needed such as the section on abandoned buildings and it is important to insert a section on alcohol and drugs as well as making the entire survey more readable. Mr. Fontaine added this year's survey is to establish a baseline and can be altered as needed for future years. Mr. Fontaine said more specific questions can be added in the local off-year survey.

Mr. Fontaine asked Council to choose the three most important questions from the four suggested by staff to be added to the survey. Mr. Hess said that each question beyond the third costs an extra \$1500 to include in the survey. Mr. Kern and Mr. Filippelli suggested spending the extra \$1500 to include the additional question. Ms. Goreham and Ms. Dauler disagreed and said response rates should be considered before spending additional funds adding questions.

Mr. Fontaine said final costs of the survey would be included on the February 12 agenda.

Reorganization. Mr. Fontaine said staff has been working over the past year on staff reorganization based on the need to better address neighborhood concerns and initiatives and retirement announcements of several key employees. He noted staff has been reviewing supervision and the span of control of the Manager. In addition staff identified revisions needed in the Administrative Code which includes a department that does not exist (human services).

Mr. Fontaine said staff wanted to review these changes with Council before moving forward with recruiting for various positions.

Mr. Fontaine explained the proposed new organizational chart. He said the police and public works departments would not change and would report directly to the Borough Manager. Mr. Kurtz would serve as Assistant Manager for Community Services which would include three departments: planning, parking and neighborhood services. He added neighborhood services would include the reorganization of the health department consisting of ordinance compliance, public health and restaurants.

Mr. Fontaine said that a new Assistant Manager of Budget and Administration would oversee the finance department, the information technology department and the purchasing director (who would also assume the responsibilities of risk manager). He added that the new assistant manager is essentially not a new position, but was handled by Ron Davis until his retirement. The new position would oversee the capital improvement program, the preparation of the annual budget, and be the primary coordinator of the performance measurement program.

He added there is a tentative new position of public information officer but no proposal to fill the position at this time.

Mr. Kurtz distributed copies of the current organizational chart and presented the new version. Mr. Fontaine said the only department not yet reorganized is parking because parking has components in three other departments: Police, Finance and Public Works.

Mr. Hahn said it was his understanding that the reorganization of staff would not involve additional staff, but rather rearrangement of job descriptions and salaries. Mr. Fontaine affirmed the reorganization would shuffle people and responsibilities but would not involve additional staff. Mr. Hahn said he likes the idea of a public information officer. He added that the parking director could fit under both assistant managers, but feels parking is sensitive to the economic development downtown.

Mr. Filippelli requested clarification about the new Assistant Manager of Budget and Administration position. Mr. Fontaine explained the current budget officer and risk manager is John Marchek who will retire in April. The budget officer position will be upgraded to Assistant Manager and this position will resume the old role Ron Davis fulfilled when he was assistant manager. The risk manager responsibilities would go to the purchasing director.

Mr. Fontaine added the position of planning technician is not a new position; it replaces Lisa Beede who was a planner and resigned in 2005.

Mr. Welch said staff did an excellent job of reorganization.

Mr. Filippelli asked Mr. Kurtz to clarify his current position. Mr. Kurtz said as assistant manager he has been overseeing community relations, unlike Mr. Davis who oversaw the financial aspects of Borough operations.

Mr. Fontaine said although the reorganization is new to Council, if Council does not have major objections, he would like to implement the new structure as soon as possible. He noted that changes in the Administrative Code would need to be done to formalize the change. Mr. Fontaine added the positions of Human Resources Director and Assistant Manager for Budget and Administration would be posted as soon as possible.

Ms. Goreham questioned the financial implications of the new positions. Mr. Fontaine replied the reorganization of staff will not impact budgeted payroll because the retirees are at the top of their pay scale. The new hires will be hired at a lower salary level in their respective pay scales.

Council concurred with the proposed staff changes.

Mr. Fontaine noted that he and Chief King would not be in attendance at the February 5 Council meeting. He also noted that Ms. Nicolas will meet with Council in an executive session at 7 pm to discuss personnel matters prior to the regular meeting.

There being no further business, the meeting adjourned at 1:16 pm.

Respectfully submitted by:

Cynthia S. Hanscom
Assistant Borough Secretary