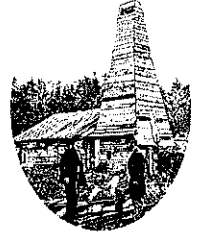




CITY OF TITUSVILLE

BIRTHPLACE OF THE OIL INDUSTRY



COUNCIL PROCEEDINGS
February 25, 2008

The regular meeting of Titusville City Council was called to order by Mayor Peden in the Conference Room at the Titusville Redevelopment Authority at 5:30 p.m. Invocation was given by Mrs. Smith. The Pledge of Allegiance was led by Mayor Peden. Present at the meeting were Mayor Dennis Peden, Councilmen James Nystrom, John Frye, Councilwomen Bonnie Hull and Esther Smith, Mary Ann Nau, City Manager, Richard Winkler, Solicitor. Tom Boyle represented The Titusville Herald.

It was moved by Mrs. Hull, seconded by Mrs. Smith, and carried unanimously to accept the minutes of the regular meeting of February 11, 2008 as submitted and place on file.

MEETING WITH BOARDS/AUTHORITIES/COMMISSIONS

Mrs. Gail Myer, Director, Benson Memorial Library attended the meeting, along with Board Members, Lois Nazzaro, Rose Nystrom, and Donna Noel to talk to Council about the Library Board. Mrs. Myer stated that their biggest goal right now is to install a brand new circulation system. This is a cooperative venture with other libraries in Crawford County. Over the past several years refurbishing the building has been item number one. The Library is directly under the Department of Education. They have to meet the standards of the Department of Education and are required to file an annual report. Mr. Frye asked what software they were putting in. Mrs. Myer stated it is an open source operating system and it has been adapted for library use. Mrs. Myer stated that the responsibility of the Board is mainly to help with funding and to create or approve policy. Mayor Peden asked what could this Council and the City do to support or help them. Mrs. Myer stated the appropriation from the City helps them a great deal.

PUBLIC PARTICIPATION - Pertaining to agenda items - None.

APPROVAL OF BILL LISTING - It was moved by Mr. Frye, seconded by Mrs. Hull, and carried unanimously to ratify the bill listing warrant dated 2/15/08 and 2/22/08. Mrs. Hull asked how often do they pay retainer. Mrs. Nau stated the retainer is paid monthly and the other part of the bill is anything above and beyond the retainer. Mr. Winkler stated the retainer basically covers meeting attendance, ordinance preparation, reasonable phone calls with the City Manager. The other part would cover litigation, contract review, memorandums, legal research, labor negotiations, whatever else comes up. Mr. Nystrom stated he doesn't have a problem with the retainer but he does have a problem the way it is being charged - 1/3, 1/3, 1/3. Mr. Nystrom stated there are other items in the bill listing he will take exception to the method and the way it is being charged.

It was moved by Mr. Frye, seconded by Mrs. Hull, and carried unanimously to approve the bill listing warrant dated 2/27/08.

OLD BUSINESS

APPOINTMENT OF ALTERNATE REPRESENTATIVE - It was moved by Mrs. Hull, seconded by Mr. Frye, and carried unanimously to appoint Jamie Beechey as alternate representative to serve on the Regional Greenways and Open Space Committee.

RECOMMENDATION OF CABLE COMMITTEE - Mrs. Nau stated that they should have an Agreement returned to the City within the next two weeks for the Cable Committee consideration and then from the Cable Committee it should come to all of City Council for action.

NEW BUSINESS

APPOINTMENT TO LEISURE SERVICES BOARD - It was moved by Mrs. Hull, seconded by Mrs. Smith, and carried unanimously to appoint David Zaritski, 327 E. Central Avenue, to the Leisure Services Board to fill an unexpired term. Term will expire January 1, 2009.

AUTHORIZATION TO ENTER INTO CONSULTANT AGREEMENT - It was moved by Mr. Nystrom, seconded by Mrs. Hull, and carried unanimously to authorize the proper City officials to enter into a Consultant Agreement with Dick Fox, Weber Murphy Fox on behalf of the City for the Community Center Project.

APPROVAL TO ADVERTISE BID PACKAGE - It was moved by Mr. Frye, seconded by Mrs. Smith, and carried unanimously to approve to advertise bid package for purchase of self contained breathing apparatus through federal grant @95% of cost and the City share of 5% or \$3,188.

APPROVAL OF MEMORANDUM OF UNDERSTANDING - It was moved by Mr. Nystrom, seconded by Mrs. Smith, and carried unanimously to approve a Memorandum of Understanding between Crawford County and the City of Titusville for loan to the Fire Department, a 2004 Car Mate trailer with low frequency high severity emergency equipment for the use of emergencies and disasters which may occur in the City or anywhere it may be required.

Mayor Peden commented that he had provided City Council with a Resolution for consideration regarding I80 and tolling and asked that the Manager put this on the Agenda for discussion at the next work session.

PUBLIC PARTICIPATION

Mr. Cecil Dennis representing VFW stated they have private refuse service and asked why do they have to pay the City. Mrs. Nau stated that if they use the City's contractor for a commercial dumpster they don't get charged a refuse factor.

COMMENTS BY MAYOR AND/OR COUNCIL/COMMITTEE REPORTS

Mr. Nystrom asked Mrs. Nau if she was able to set up a time for the Engineer to come up and talk to City Council regarding the Water Study. Mrs. Nau stated that the internal Task Force Committee is meeting tomorrow and she would presume there will be some direction from that meeting. Mr. Nystrom commented that the proposal that is out there they are basically talking about 5/8" meter size and asked if there were any changes in other meter sizes. Mayor Peden stated yes. Mr. Nystrom asked if this proposal will affect commercial establishments as well as rental establishments. Mayor Peden stated all water users who are metered at this time. Mayor Peden stated the Task Force Committee had set goals and one thing that was not on those goals was actually to come back and recommend water rate increases. They wanted to look at readiness to serve, the meter sizes to make sure everybody is paying. Mayor Peden stated he thinks what the Task Force did to come up with the new definitions and the user fees and that type of thing was done very well. To add in the water rate increases, he doesn't think at this time.

On the refuse factor, Mayor Peden stated what he would like to see them do, once the Water Task Force is settled, is to talk about sewer next. From that he thinks they can move right in to refuse and recycling. Mayor Peden stated he would extend an invitation to Cecil to attend that meeting.

Mr. Nystrom stated if they are talking about all different sizes of meters they should have representation from business people in town involved in this discussion.

Mayor Peden commented that they have two unexpired terms for the Airport Authority and one term for the Municipal Authority.

It was moved by Mr. Frye, seconded by Mr. Nystrom, and carried unanimously to adjourn the meeting. Meeting adjourned at 6:25 p.m.

Suzanne Birtciel
Recording Secretary

ISSUES FOR CONSIDERATION IN YEAR 2008

1. Exploration/ Completion of Early Intervention Program (EIP) Recommendations/ Phase III

- **Citizen Survey/ Community Visioning-** As follow-up to the City's (EIP), a survey of community residents and stakeholders was conducted in 2007 to determine what residents think about current services, areas where further reductions or improvements could be made and to gain feedback to set the priorities of the City. The survey was sent to 300 households in the service area and eight focus groups were conducted consisting of key community stakeholder and consumer groups with over 120 participants. The survey examined the satisfaction and dissatisfaction of services within the City as well as areas of strengths and weaknesses. Investing in maintenance of the City roads is a top priority for survey participants, followed by enforcing property maintenance codes and building/maintaining recreational sites. The majority who took the survey felt that the current City services should stay the same rather than be increased or decreased. From this community input, the steering committee developed five community goals with specific priorities and further expanded into five sub-committees. The six identified goals include: (1) Increase the tax base for the City by fostering local and regional economic development, through collaboration and coordination; (2) Support proactive public health and safety efforts thus improving the general health, safety and welfare of the region; (3) Preserve and promote the historical significance of the community and revitalize the downtown; (4) Continue to improve management and fiscal policies to control tax payer burden; (5) Actively advocate proactive local, state and federal legislative changes; and lastly, (6) Form partnerships with the County and interested municipalities to foster intergovernmental collaboration. These five committees then worked to develop action steps under each of these goals necessary for achieving success. The City Council considered the results of the community feedback when preparing the FY 2008 budget and will need to seek available funding sources to meet the top priorities. Assistance through a Phase III EIP Project could be available to accomplish this task.
- **Economic Development Forum.** Through the Community Visioning process, an informal committee has been formed to focus on economic and community development issues. UPT President William Shields has been facilitating meetings of representatives from the City, TRA, TASD, Chamber of Commerce and other community entities. The purpose of the committee will be to foster local and regional economic development, collaboration and coordination among the participating groups.
- **Pursuit of County wide reassessment and/or City wide reassessment-** Year 2007 saw no effort by Crawford County to pursue a county-wide reassessment of real estate for the purpose of properly reflecting property values throughout the County. Instead we have seen increasing assessment appeals which is resulting in

real loss of tax revenue for both the City and the T ASD. During FY 2007, real estate taxes increased 5% due to the adjustment in the predetermined ratio and the Land Value Taxation (LVT) was being reviewed by Joshua Vincent from the Center for the Study of Economics. As part of his initial research, Mr. Vincent noted that a County-wide reassessment is needed. A resolution was passed by City Council in November 2006 to pursue continuation of the study which would include:

1. Land Value consistency among similar type lots.
2. Building Value consistency compared to sales price data.
3. Fairness between residential and non-residential properties.

The City continues to receive no help in the area of county-wide reassessment and has had no further follow-up from LVT concerning its request. At this time, talks should be held between T ASD and other political subdivisions in the County such as the City of Meadville to determine a plan of action to address this problem. Another approach is for the City to request proposals from qualified assessment firms to determine the cost for the City to undertake a reassessment of all City parcels under Article 25 of the Third Class City Code. As a result of the reassessment, City taxes would be treated more fairly and the City may become much more attractive place for future investment. Assistance through a Phase III EIP Project could be available to accomplish this task

- **Fire Feasibility Study-** the City has been notified by DCED that they will receive assistance in completing this study through as a Phase II EIP project. A consultant has been identified by the State and will be meeting with the City Manager, Fire Chief and Local government Policy Specialist from DCED in order to develop a scope of services for the Study. In addition to the items identified in the 2006 EIP, the Study will also look at the duties of the Fire Chief as it relates to the needs of the City and current ISO requirements. This was a priority identified by the 2008 City Council and will be included in this Study. We received assistance through a Phase II EIP Project to accomplish this task.
- **Regionalization of Financial Burden/ Regional Park Facilities-** a 2007 priority, the City, the Titusville Area School District (T ASD), and the Titusville Leisure Services Board (TLSB) has not met to date to explore. However, during the Community Visioning process should attempt to conduct a meeting with the officials of the municipalities that make up the regional service area of the Titusville Leisure services Board and attempt to have these municipalities, proportional to population of the T ASD, assist in the funding of TLSB to enable the City to reduce its contribution. An independent Committee should be identified through discussion to accomplish this task. Assistance through a Phase III EIP Project could be available to accomplish this task.
- **Tax Exempt Properties/ Payments in Lieu of Taxes (PILOTS) -** the City launched a PILOT program in June of 2007 sending out 122 requests.

Approximately four new entities came forward with a PILOT contribution. City Council this year would like to try a new approach and ask for support in the form of a smorgasbord of possibilities (i.e. buy a fireman, buy a police officer, buy a piece of equipment). Other discussions may include municipal service agreements and/or the creation of a community public service foundation as another approach for funding support. Assistance through a Phase III EIP Project could be available to accomplish this task. In addition, legislation has been proposed by State Representative Robert Freeman to establish the Tax Exempt Municipal Assistance Fund. HB2018 would provide for an annual revenue sharing program for municipalities that have greater than 17% tax-exempt property. City owned properties would not qualify but all other tax exempt properties would be included. Public hearings are being held across the State. This would benefit the City and provide an alternative to getting PILOTS from tax exempt properties located within the City.

- **Feasibility Study/ Regional Authority**

The City's recently completed Pre-Act 47 Early Intervention (EIP) Financial Study recommended that the City undertake an independent feasibility study to determine the best structural alternative for providing utility services to its citizens. In October 2006 the City Council approved the preparation of a letter of support for the Oil Creek Area Council of Governments (COG) to pursue grant funds for the purpose of performing a study to determine the feasibility of establishing a regional water and sewer operation for the area. In 2007, we provided information to Venango County Planning to assist with the pursuit of these funds and to date have not been asked to participate in any inter-governmental agreement to facilitate the filing of an application. Assistance through a Phase II EIP Project could be available to accomplish this task.

2. **2008 City Manager Projects/ Goals**

- **Employee Handbook.** A recommendation included in the Phase I EIP was the completion of an employee handbook and job descriptions. Again during the Phase II EIP or 2007 Community Visioning Sub-Committee meetings the topic a completion of the handbook was discussed. This has been identified as a priority project for the Manager from the 2008 City Council.
- **AFSCME Contract Negotiations.** The Contract for the Public Works and Clerical Employees expires at the end of 2008. Contract negotiations will commence sometime in June.
- **Employee Health Reimbursement Arrangement (HRA) -** The City is currently receiving contributions from all employee groups and most recently has all groups contributing as a % of premium. This will allow the City Administration to begin working with all employee groups to lower the cost to provide coverage for both the City and the employee. Meetings will be set up with Representatives of the employee groups and MEIT to work toward this goal.

- **Dry Dam Flood Control Project**

Resolution #5 of 2000 was adopted and began the process to complete the long over due flood control project for the Church Run area. The Project consists of a 26 foot high roller compacted concrete detention dam. In 2004 the City of Titusville entered into a sponsorship agreement with the Department of Environmental Protection (DEP), Bureau of Waterways and Dams that serves as a trigger for DEP Engineers to complete final design work. The agreement described the responsibilities of both the City of Titusville and the Commonwealth for design, construction, and maintenance of the project. However, in July 2007, the results of the soil analysis of the area ruled out the possibility of constructing a dry dam as a solution to the problem and a box culvert design is now being proposed. The City is currently awaiting a new Sponsorship Agreement from DEP that will provide details of the responsibilities of each. Property easements will still need to be acquired and acquisition funding acquired through PEMA is still available at this time.

- **Police and Fire Pension Plans**

In 2007, City Council along with the Police and Fire Pension Committees sought assistance with review of the Police, Fire and Non-Uniform Employee Pension Plans from Morrison Fiduciary Advisors. Currently the Police and Fire Plans are defined benefit plans and non-uniform is a defined contribution plan. The objectives of the review done by Morrison Fiduciary Advisors included a review of the actuarial assumptions and valuation report of fire and police plans; review and update of all three Plans investment policy; review and evaluation of the Plan's historical investment performance; evaluation of the Plan's current asset allocation, investment holdings, and brokerage activities; review of the Plan's vendor contracts and assess reasonableness of fee schedules; and provide ongoing oversight and guidance in a comprehensive and professional manner as requested. General Findings of the Report included that the Police and Fire Plans are materially under funded and their ability to pay City retirees represents a major financial challenge to the City, its tax payers and its employees/ retirees. The pension plans are not being guided by a SEC registered investment advisor serving the Plans in a co-fiduciary capacity. City Council is ultimately responsible for maintaining all aspects of the Pension Plans but currently operating procedures do not allow City Council sufficient oversight to ensure that proper fiduciary procedures are being adhered to. The Study provided insight into the significance of the problem and provided some general recommendations to begin addressing the problem. The Study results show that the Police Plan is funded at 85% or \$961,424 under funded and the Fire Plan is funded at 72% or \$1, 169,892 under funded. This \$2.1 M funding shortage must be addressed and general recommendations provided by the Report will be discussed and addressed in 2008 by the current City Council. In contrast, the Study conclusions regarding the Non-Uniform Plan were that it is appropriately managed and serves the needs of the non-uniform employees.

3. **2008 Police Department Projects/Goals**

- **Pennsylvania Law Enforcement Accreditation.** The Department has now adopted 40 new policies to comply with accreditation. In addition the Department has begun to gather proofs for these policies. The Department is currently working on completing and implementing approximately 30 more. Several policies cover more than one accreditation standard. In order to complete the accreditation process the department is going to have to change some of the department lay-out and purchase some minor equipment. For example: accreditation requires visual and audio surveillance of the holding cells. At this time the video system at the police department is only capable of providing visual monitoring.

- **Anti-Graffiti Task Force/ Community Block Watch**
The Department has begun to implement these two programs. The start was the establishment of the graffiti task force composed of representatives from T ASD, UPT and the City. Officer Dilley has been assigned to start a crime watch program. Residents have already been in contact with the department who are also interested in starting some kind of program to address vandalism. Neighborhood programs will be the most effective way to deal with the problem of both vandalism and graffiti by establishing ownership and community pride.

- **DUI Task Force/Checkpoints.** With the smooth operator and buckle up programs/grants last year, DUI arrests have increased. These opportunities have provided the City with outside funding for speed and seatbelt enforcement and have also provided for more traffic enforcement leading to more DUI related arrests. These efforts will continue in 2008.

4. **Finance Department Projects 2008**

- **Implementation of Cursory Audit & Security Assessment (EIP Recommendation)**
During 2006, a computer committee was formed to implement recommendations from the Cursory Audit & Security Assessment prepared by Secure Communications, Inc. In 2007, a vendor was selected to implement the list of recommendations for immediate action. Among the list of items to be addressed is an updated policy on computer and internet use, security of the servers and building, computer replacement schedule, software support, etc. There are a host of recommendations both long-term and short-term to be accomplished with varying degrees of priority. Such items include change in passwords, backup procedures, disaster recovery plan, liability issues, software upgrades, etc. This Project was identified during the EIP Phase I and funded in part by an EIP Phase II Grant.

- **Refuse / Recycling Contract Bid or Extension**
The current refuse contract between the City and Tri-County Industries, Inc. expires in 2008. The contract covered a three-year period from July 1, 2005 to July 1, 2008 and allows for a two year extension. Upon notification 60 days prior

to contract expiration the City must notify the hauler of intent to renew. Otherwise the City needs to re-bid the service.

- **2009 Budget Preparation**

Budget preparation starts mid-year with an update to capital purchases. Department Heads assess capital needs for FY 2009 and also update long-term needs. The budget cycle, also recommended by DCED, contains projection of revenue and expenditures of the current year completed in September. In October, department heads will be asked to prepare and review with the City Manager and Finance Director, their respective expenditure estimates for FY 2009. During November, capital requests are presented to City Council for consideration and adjustments are made to bring the budget into balance. The budget will then be presented to City Council at the last stated meeting in November for a first reading. Second reading must be completed before December 31st. During the course of 2008 the Finance Director will work to eliminate the Fringe Benefit Account and re-distribute departmentally. Should City Council choose to change allocation methods, the impact of those changes will be reflected in the 2009 budget.

- **Assess and Implement Recommendation from Water Rate Study**

The Landlord Task Force Committee (LTF) formed by City Council in March 2007 included City Council representatives, Landlord Associations representatives along with City administration. Meetings began in April in order to work on establishing a fair and equitable billing structure for City water customers. After reviewing the Water Rate Study by Malcolm Pirnie, the City engineering firm, Gannett Fleming (GF), has made recommendations to the Committee. The Committee is in agreement with GF and will present to City Council for consideration and implementation.

5. **Infrastructure Improvements/ Public Works Department**

- **Road Milling and Resurfacing/ Handicapped Curb Cuts**

Some City wide milling and paving will take place in 2008 utilizing both CDBG and PA DOT Liquid Fuel funds. The 2007 CDBG funded handicap curb cut project will be bid out in 2008 contingent on available funds and identification of pavement project areas. However, financing for a more extensive program as identified by the Community 2007 Visioning Project is still the main obstacle to accomplishing this #1 priority according to the citizens' survey results and therefore this is another area we would like assistance through a Phase III EIP Project to accomplish this task.

- **Water Meter Replacement Program/ Valve Turning- 2011**

Since 2004 the City has undertaken an aggressive approach and will further step up these efforts in 2008. In house numbers on meters are sufficient at this time however, problems with the current reading equipment, which is technically defunct, could be a catalyst in upgrading the entire system at an accelerated rate. The current estimate to complete would be \$150,000.00 in equipment (meters and readers) alone DEP has begun implementation of monitoring valve conditions in

all public water systems. 2011 is the target date which will place the responsibility on the utility owners to turn (exercise) all valves in the system every 2 years, and maintain a record of location and date for DEP inspection.

- **Phase III-** Preparation of an outline with cost estimates for future improvements (Phase II follow-up) and equipment upgrades for the sewerage facilities began during the fall of 2005. The Phase II/ Post Monitoring schedule has been extended and the new date for completion is November 2008. Primarily, the schedule for, and implementation of, a complete inflow evaluation will be scrutinized by DEP. Among these improvements are slip-lining problem areas, as well as backflow prevention at the WWTP outflow area. We have identified the need to upgrade facilities to handle additional sludge solids that will enable the City to accommodate additional customers for the next twenty years. There is a plan set forth by DEP to flush the entire system's mains every 2 years. This will accomplish 2 needs, identifying failures in the system and freeing the line of debris and grease. There is no doubt this is a proactive maintenance plan and will require time, money and workforce dedicated to allow this to come to fruition. This too may trigger a Phase III Project for the City.

6. **Park and Recreation Improvements**

- **Burgess Park Improvements/ Community Swimming Pool Improvements**
Funding was granted in the amount of \$150,000 by the Department of Conservation and Natural Resources (DCNR) for both the playground and Community Center improvements. Construction of the new playground took place in 2007 and the Community Center will be accomplished in 2008. Funding will also will be sought to re-paint the entire building in time for the 2009 celebrations. Also in 2006, a DCNR/ Land and Water Conservation Fund grant was submitted in September requesting \$200,000 for much needed improvements to the Dick Kraffert Swimming Pool. The funding was awarded. The pool was built in 1950, making the facility 56 years old. In that time one major renovation took place and was completed in 1990. The suggested rehab will include repairs to the existing plumbing, resurfacing of existing pool deck, rehab of the current pool shell adding a zero depth entry making the pool ADA compliant. In addition water bubblers, and spray stations will be added to increase attractiveness to visitors. The current filtration system will be upgraded to increase energy efficiency and safety for the pool operators. Two new motors that meet swimming pool bathing code regulations will be installed to meet the needs of overturn capacity. A non-working mushroom valve will be replaced as well. City CDBG funds have been in the amount of \$100,000 have been earmarked for the project. Fund raising for the remaining \$150, 000 is underway, with the hope that the project will start in September 2008. This is being done via a separate capital campaign committee.
- **Development of 10 Year Master Plan**
A grant was submitted to DCNR for the ability to fund a mini park master plan. This will help us to identify needs that we have, and potentially eliminate some of

the facilities we currently manage as per the request of Council. This plan is mandated in order to continue to apply for state and federal funding for park improvements. It will give us a base to develop a 10 year improvement plan for our parks system.

- **Development of Comprehensive Park Maintenance Plan**

To be completed with the director of public works in order to devise a method of maintaining a level of care that is contiguous throughout the parks. This needs to be done for effective park maintenance management but within the constraints of the union.

7. **Community Health and Safety**

- **Sidewalk Program**

The City, in 1996, began implementing the first of a five year annual sidewalk repair program. The goal was to offer residents an opportunity for a reduced cost to have their sidewalk repaired. The reduced costs came as a result of the City taking applications and hiring a single contractor to perform the work. This economy of scale resulted in reduced costs to the homeowner as the contractor was able to pass along reductions due to his costs associated with mobilization and set up fees. The program originally was to last five years but unfortunately was not offered after 1999. Over recent years, the City began to make repairs to public walk ways in the area parks due to liability concerns and the introduction of the Phase I Walking Tour in 2006. Homeowners also have these same liability concerns for the areas in front of their properties and a new letter advising residents of such has been developed for use by the City. The Program was resurrected in 2007 and resulted in many new sidewalk areas around town. The City will repeat the program in 2008 but the success of a new program will, of course, depend on good citizen participation and remains voluntary.

- **Rental Property Inspection Program**

In light of the high percentage (44.7%) of rental housing properties in the City and an aging housing stock the City's EIP suggested that an emphasis on the enforcement of all property maintenance codes to control the appearance and value of properties throughout the City needed to be a priority. As a follow-up, this question was asked during the Visioning Process and the sub-committee exploring the issue also felt very strongly about the need to improve the overall appearance of the community. Strict enforcement of maintenance codes will increase the viability of City neighborhoods and will hopefully result in increased market values. The City code office should be assisted by the police and fire personnel in monitoring and enforcing the City's code program. The City investigated the development of a rental property inspection program which would require building inspection of rental properties and watched with great interest how the concept was being addressed in the neighboring community of Oil City. Both the City of Warren and Oil City have now established a "Property Committee" made up of community members who are addressing how to proceed in their communities. A requirement for Landlords to register tenants in Oil City

was the first piece of legislation enacted by our neighbors and immediately was challenged. If rental property inspections were conducted, a fee for the service would need to be established to cover both direct and indirect costs. This service would provide for decreased blight and a safer community for the citizens living in the community. Hand in hand, the City should also explore the development of an ordinance to provide for annual tenant registration requiring every person owning any residential property within the City which is rented, in whole or in part, to one or more persons for residential purposes, to certify to the City the name, mailing address and telephone number of the owners and of all tenants occupying the rental property. This information will be cross checked with all other tax data base information to ensure compliance with all applicable City and TASD taxes.

On a Statewide basis, the statewide blight task force announced the introduction of the Neighborhood Blight Reclamation and Revitalization Act. The task force was formed in 2007 and was charged with drafting legislation to address blight and find way to more aggressively pursue absentee owners and slumlords. Highlights of the Neighborhood Blight Reclamation and Revitalization Act include:

- Allowing for state or local permit denials for a property owner that is found to have delinquent taxes, outstanding water, sewer or refuse charges, or any serious outstanding property maintenance code violations on any real property they own anywhere in the Commonwealth;
 - Asset attachment, so that municipalities can attempt to recoup some of the costs associated with blighted properties;
 - The creation of a statewide blight data system to allow municipalities to track individuals who have a serious outstanding property code violations throughout the Commonwealth;
 - Allowing an interested party to petition the Court of Common Pleas to be an appointed conservator in order to abate, rehabilitate, reconstruct or demolish a vacant, blighted or nuisance property. The conservator would be granted all authority that the owner of the building would have to improve, maintain and otherwise manage the building;
 - Requiring that mortgage lenders assume legal responsibility and liability for properties that are foreclosed on or defaulted on;
 - The extradition of our of state property owners to face prosecution for serious property code violations under Section 7510 of the Crimes Codes; and
 - The authority for the president district judge of any county, upon request or approval of the county commissioners, to establish a housing court to hear cases pursuant to Section 7510 of the Crimes Code.
- **Avian Flu Task Force/ CHIC**
The Task Force continues to monitor and prepare for the possibility of an Avian Flu Pandemic. NIMS' training has been received by all and participation by Task Force members Joe Crotty and Pat Nosko continues at the Crawford County LEPC meetings. Another statewide mock drill is planned for this year but will

include more of the community along with the hospital in the scenario. Crawford Health Improvement Coalition continues to meet and I continue to forward information to Crawford County Local Governments via a group email. Sue McDowell is the Chair for the Coalition and application to the State has been completed to recognize CHIC as an official SHIP (State Health Improvement Program) of the State.

8. Improvements to Communication /Programs/Services

- **City Website Maintenance and Telephone System**

During the 2007 Community Visioning process the City received feedback from the process and its citizens recognizing the importance of building two-way communication between the City management and the residents. Some community visioning session participants felt that regular monthly visits from persons from the City to their groups were through an ambassador program. A proposal to provide such has already been extended to Central Towers and sometime this year Joe Crotty will do a program on 9-1-1 for all the residents to kick this off. Continual updating of the city's web site with relevant information for residents was also discussed and supported by the citizenry. Regarding the telephone system serving the City it was viewed as not user friendly and somewhat impersonal because a live person was not answering. Both of these issues need to be explored in 2008 as time and dollars allow.

- **Cable Franchise Agreement Renewal**

The City's Cable Franchise Agreement expired in July 2006. In keeping with the Cable Communications Policy Act of 1984 and the Cable Television Consumer Protection and Competition Act of 1992 (the "Cable Act"), the franchisors and cable companies are encouraged to reach a franchise renewal agreement through informal discussions. Cebridge Connections has notified the City of their intent to renew their cable television franchise and have requested that the City of Titusville commence renewal proceedings as specified by the Cable Act. Therefore, the City in 2005 began information gathering regarding future television-related needs and interest of the community and relaying such in these informal discussions. However, Cebridge sold their interests to Armstrong before those negotiations began. Notification then came from Armstrong to signal Franchise Renewal. A Cable Committee of City Council members was formed and formal negotiations with Armstrong began in July of 2006. The City is currently negotiating with Armstrong for a new cable agreement that will span a decade or even longer depending on the final agreement. By the Act, the City is entitled to franchise fees on services we are not currently receiving. Should the City be successful this would result in an increase in franchise fee revenues from those categories. Additionally, this Agreement provides cost savings for both the City of Titusville and Titusville Area School District. Increasing the franchise fee from 3% to 5% was utilized in order to balance the 2008 budget shortfalls.

- **City Council Priority List/ Open Lines of Communication Volunteers**

2008 City Council members established a list of priority projects based on discussions that include projects for themselves and other City Departments. In an effort to improve communication, one such Project was to meet with all Boards, Authorities and Committees of the City to obtain information on their priorities and agenda which would assist City Council in lending in kind, financial and/or administrative support. They also looked to extend this same invitation to volunteer organizations for the purpose of opening a line of discussion with the group regarding the function of the "volunteer" in the Community. City Council at their meetings have been hearing from the City Boards, Authorities and Committees regarding their purpose, function and how the City can help them achieve their goals. City Council will need to discuss how they would like to move forward with volunteer groups such as through a "Volunteer Forum" to which an open invitation would be placed.

- **Water Resource Education**

A lot has been accomplished over the last eight years in regards to protection of our water by the Wellhead Protection Committee, City Council and Hasbrouck Sand and Gravel. An Agreement with Hasbrouck's resulted in restrictive covenants being placed on development on the site of the former Titusville County Club with Best Management Practices incorporated into any development of the property. The City also received two WREN Grants (Water Resource Education) through the League of Women Voters. The grant funds were used to develop education materials that have been utilized at annual community events such as Arbor Day, Earth Day, Fall festival, Middle School Watershed Day, etc . A new and improved Consumer Confidence Water Quality Report (CCR) has been developed and is distributed annually to all water customers. The CCR style has changed as well as the information to provide more information about protection of the water resource. The Phase II Sewer Project is another example of how the City is working to protect the waters of the Commonwealth. The City has entered into a CO & A with EPA that has intensified the City's Industrial Pretreatment Program and this too works to protect our water and that of the Commonwealth. A Regional Planning Committee to develop a new Comprehensive Plan for three communities (Titusville, Oil Creek, and Hydetown) reviewed land use issues in relation to water resource protection for the new Plan and any new developments that are being considered bring their projects to the Wellhead Protection Committee prior to development in the Wellhead Protection Zone. Other grants that have been prepared and funded included funding for stream crossing signs through the Resource Conservation and Development Council for each of our bridge crossings. The signs were placed immediately before both sides of bridges identifying the name of the creek or river. These efforts must continue if this resource is going to be protected.

9. Community Development

- **Adoption/ Implementation /Joint Comprehensive Plan, SALDO and City Zoning Ordinance**

The City received LUPTAP Grant funds in 2003 to cover 50% of the cost to prepare a new comprehensive plan and all complimentary ordinances required to implement. The Titusville Planning Commission had been working with Consultant Thomas Graney and Associates since that time to revise the City's 1967 Zoning Ordinance and the 1980 Comprehensive Plan as well as developing a Subdivision and Land Development Ordinance (SALDO) for the City of Titusville. The Titusville Planning Commission in October of 2006 completed its work on the SALDO. It was forwarded to City Council for their review and subsequent adoption. Comprehensive Plan amendments were also completed in 2006 but some revision requests made by Oil Creek Twp. delayed the final adoption by all three parties (Titusville, Hydetown and Oil Creek) and this will be brought back before City Council in the very near future. The Zoning Ordinance and map continues to be worked on by the Planning Commission and is expected to be forwarded to City Council early in 2008. Updating these documents will help protect the quality of life for the Titusville residents and is viewed as critical component of the Main Street Manager Program (if the City is going to pursue such a program in the future).

Titusville Redevelopment Authority (TRA)

- **Administration of Community Block Grant Program-**
The City should study the feasibility of bringing the administration of the CDBG program in-house and expanding the duties of the CDBG coordinator to include total grantsmanship services. This should be analyzed in the first six months of 2008 if a change is to occur in the second half.

- **Comprehensive Traffic Study**
The Comprehensive Transportation Study will provide information that can assist ultimately with economic development of the area and the potential development of a (truck to rail) transloading facility at the Titusville Opportunity Park. A letter of support from the City was provided to Titusville Redevelopment Authority (TRA) regarding the project. Additional funding has been sought by both the City and TRA with some success.

- **Oil Region Alliance (ORA)**
 - **Phase II Walking Tour** is fully funded and in 2007 will begin the implementation phase of the project. Under the guidance of Oil Region Alliance, the various sub-committees met to develop the sign graphics and gain the copyright approvals for the graphics. The bids have gone out for sign production with all concurrent work such as easements being accomplished to allow for placement of the signs. Public Works will then install signs hopefully in time for the August 2008 beginnings of the Oil 150 Celebration. Phase II will concentrate on historical structures located along Main Street. The Project is moving forward under the direction of Kim Harris, Project Manager, ORA.

- **Entrance Sign/ Titusville Entrance Sign/Titusville Gateway Project - Project Management** has started for implementation of this Project. The original funding

application was done in 2004. The Project is now moving forward under the direction of Kim Harris, Project Manager, ORA and local coordination by TRI. The Gateway design is an oil derrick and landscaping that will welcome visitors to Titusville entering the City on Route 8 North. The planning process in cooperation with the City has begun. This project has been extended and will need to be at the top of the priority list for completion in 2008.

- **2009 150th Celebration of Oil** the Regional Steering Committee for the Oil 150 celebration is headed by Will Wingo, Oil 150 Co-Coordinator. This event will take place from August 2008 until December 31, 2009. The emphasis of the celebration is to recognize the way the world changed and the impact with the first successfully drilled oil well in Titusville, PA in 1859. The components of the event are global. Congressman John Peterson has introduced a bill to recognize the event Under a Federal Commission that would allow for more extensive marketing and more dollars needed to make the event successful. Local communities are coordinating the effort through celebration activity within each community.

Titusville Renaissance Inc. (TRI)

Titusville Renaissance has begun a 5-yr. **"Spring into Action" Downtown Improvement Initiative** which includes the following projects:

- **Workshops for building and business owners** on various topics to assist with marketing, building and product presentation and fiscal management. Partners for these workshops include the PA Downtown Center, the Dept. of Environmental Protection, WorldConnx and PA Small Business Development Center.
- **Promotion of the Downtown Façade Loan Program.** Partners include Titusville Redevelopment Authority and Titusville Industrial Fund.
- **Placement of Victorian-style benches and new trash receptacles** in the Downtown. Partners include Crawford County Growing Greener II program, Crawford Heritage Foundation, Dept. of Community and Economic Development, the City of Titusville and building/business owners.
- **Tidy Friday project** to clean up the downtown. Partners include Take Pride in Titusville Committee, the City of Titusville and building/business owners.
- **Historic Preservation Awards** to recognize preservation efforts. Partners include the Titusville Historical Society and Oil Region Alliance.
- **Community Recognition Awards program** to recognize efforts to improve the appearance of our community. Partners include the Titusville Garden Club and the Take Pride in Titusville Committee.
- **Replacement of "Welcome to Titusville" signs.** Partners include Dept. of Conservation and Natural Resources, Oil Region Alliance and the City of Titusville.
- **Facilitation of the Titusville Gateway Project.** Partners include Dept. of Conservation and Natural Resources, Oil Region Alliance and the City of Titusville.
- **Street Light Rehabilitation project**, in conjunction with the Traffic Light Replacement project, including decorative brick work at Downtown intersections.

Partners include PennDOT, First Energy, Titusville Redevelopment Authority, Titusville Area Chamber Transportation Committee, Crawford County Growing Greener II program, Congressman John Peterson, Dept. of Community and Economic Development and the City of Titusville.

- **Restoration of Drake Fountain in Scheide Park.** Partners include the Rees Foundation, Titusville Leisure Services and the City of Titusville.

Additional projects/programs of Titusville Renaissance include:

- **Development and management of the Titusville Farmers Market.** Partners include PA Dept. of Agriculture, Ron Kerr and vendors.
- **Master Site Plan for a multi-phase Eco-Ed project on Oil Creek.** Partners include Titusville Redevelopment Authority, University of Pitt-Titusville, Titusville Area School District and the Dept. of Conservation and Natural Resources.
- **Development and management of "Twilight Tales of the Queen City"** Candlelight tour of Historic Woodlawn Cemetery. Partners include Titusville Area School District, Woodlawn Cemetery, Dept. of Conservation and Natural Resources and Oil Region Alliance.
- **Serve as Fiscal Agent for numerous organizations.** Partners include Titusville Shade Tree Commission, Titusville Garden Club, Titusville Area Girl Scouts, Take Pride in Titusville Committee and the City of Titusville.
- **Updating 5-yr. Downtown Action Plan.** Partners include PA Downtown Center, Project for Public Spaces, Oil Creek Regional Comprehensive Plan, Oil Heritage Region Management Plan, Titusville Area Chamber of Commerce 2017 Vision plan and the City of Titusville Vision plan.

Titusville Area Chamber of Commerce

- **Titusville Day at the Fair** will again be celebrated at the Crawford County Fair. The date is August 18, 2008.
- **2008 Oil Festival** is a continuation of the annual celebration of oil. This year's event will culminate with the parade on August 9, 2008, with the theme, "I've been working on the railroad".
- **2009 150th Celebration of Oil** -The local effort, called Titusville Oil 150 Committee is an effort headed by the Chamber and co-chaired by Barb Ives and Jerry Schill. This event will take place from August 2008 until December 31, 2009. The emphasis of the celebration is to recognize the way the world changed and the impact with the first successfully drilled oil well in Titusville, PA in 1859. The components of the event are global. The Titusville Oil 150 Committee has been meeting on a regular basis and includes several sub-committees that meet separately on their individual planned activities.
- **Welcome to Titusville Signs** is a joint effort between the Chamber and Titusville Renaissance. (This is a separate project from the Gateway Project.) TRI submitted a grant application to ORA for partial funding of the effort that will replace all 4

welcome signs coming into the City. The signs will be in place prior to the Oil 150 celebration. The current signs have been in place for 30 years.

- **Marketing & Promotions Committee** is a joint effort of the Chamber and TRI. The Committee is a very active one and includes a number of annual programs as well as new initiatives. They include:
 1. **Annual community yard sale.** This event will be held on July 12, 2008.
 2. **Sidewalk sale days** will be held in July. New ideas will be implemented in 2008 and will need much cooperation between the business community and City Hall.
 3. **Customer Appreciation Day** will again be held the first Saturday in November (November 1, 2008). Much more emphasis will be put on the encouragement of the business community to advertise special offers to attract business.
 4. **Christmas in Downtown Titusville** will begin with a Christmas Kickoff Celebration the day after Thanksgiving. (November 28, 2008). It includes living window displays, carolers, special offers throughout the downtown and the 2nd Annual Martha Burch Downtown Spirit Award.
 5. **Home for Christmas** is a program introduced in 2006 and has been very successful. In cooperation with a local florist, area businesses are asked to purchase a wreath to put on their door. It showcases the community in a common theme throughout the area.

- **Heisman:** Look for a renewed effort from the Chamber in coming months to recognize Coach John Heisman's connection to Titusville.

Any questions concerning the information contained in this report should be directed to Mary Ann Nau, City Manager at 814-827-5300 X 303. If I am unable to provide the answers, I will direct you to the proper individual.

CONFERENCE ROOM - TITUSVILLE REDEVELOPMENT AUTHORITY
4TH. FLOOR TOWNE SQUARE BUILDING, 110 W. SPRING STREET

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Roll Call
5. Approval of the minutes of the regular meeting of February 11, 2008
6. Meeting with Boards/Authorities/Commissions
 - A. Benson Memorial Library Board
7. Public Participation - **pertaining to agenda items** - Maximum 30 minutes with a time limit of five minutes per individual speaker (**City Taxpayers only**).
8. Bill Listing
9. Old Business
 - A. Annual Appointment of one Alternate Representative to serve on the Regional Greenways and Open Space Committee
 - B. Recommendations of Cable Committee
10. New Business
 - A. Appointment to Leisure Services Board
 - B. Authorization to enter into Consultant Agreement with Dick Fox, Weber Murphy Fox on behalf of City for Community Center Project
 - C. Approval to advertise bid package for purchase of self contained breathing apparatus through federal grant @ 95% of cost. City share 5% or \$3,188.
 - D. Approval of Memorandum of Understanding between Crawford County and the City of Titusville for loan to the Fire Dept. a 2004 Car Mate trailer with low frequency high severity emergency equipment for the use of emergencies and disasters which may occur in the City or anywhere it may be requested
11. Public Participation - Maximum 30 minutes with a time limit of 5 minutes per individual speaker - (**City Taxpayers only**).
12. Comments by Mayor and/or Council/Committee Reports
13. Adjournment

PUBLIC NOTICE: Persons with disabilities who wish to attend the meeting and require an auxiliary aid, service, or other accommodations to participate in the proceedings should contact Mary Ann Nau at 814-827-5300, extension 303 to discuss how to best accommodate these needs.