



Community Development Committee

1. Semi Annual EDA Revolving Loan Fund Certification

Each year the City is required to submit a semi-annual report of the activities performed with the revolving loan fund that were capitalized with EDA funds. City Council is being asked to pass a resolution certifying the current report for 2012. (attachment)

Administrative Recommendation

The City has effectively used EDA revolving loan funds to retain and attract new business investment in Kent. Council certification of the City's Loan Fund Plan is a semi-annual procedure that is required by the Ohio EDA to maintain eligibility and I would urge Council's adoption.

Council Action

Approve and certify the EDA Revolving Loan Fund report for 2012.

2. Downtown Kent Corporation Land Title Transfer

Dan Smith has requested Committee time for Council's consideration of a staff recommendation to transfer the title of property that the Downtown Kent Corporation (DKC) purchased on the City's behalf as part of the West River Redevelopment project. The parcel at 311 N. Mantua Street is un-developable so the staff is recommending putting the title in the City's name. (attachment)

Administration Recommendation

Since this parcel has no future development potential I support Dan's recommendation for the property title to be placed in the City's name.

Council Actions

Authorize the staff to work with the DKC to transfer the title of 311 N. Mantua Street.

3. Draft Fund Balance Policy

Dave Coffee and I have requested Committee time for Council discussion of a draft fund balance policy. Council has previously referred to the administration a request to prepare a strategy that outlines intervention measures that the City could deploy in the event of declining resources and diminishing fund balance. The staff has drafted a general policy for guiding our financial management which would be presented for Council's approval at the December 5th meeting. We will also provide Council with examples of the steps other cities, counties and towns have taken as their state of fiscal health grows increasingly in jeopardy. (attachment)

Administration Recommendation

The staff would like Council to adopt the general guidelines included in the draft fund balance policy and then at a future Council meeting(s) we would begin to define the budget intervention tactics we would plan to use if our budget problems worsened.

Council Actions

Receive the staff report and adopt the fund balance policy.



Finance Committee

4. 2012 Appropriations Amendments



Dave Coffee has been working with the department heads to reconcile the approved 2012 budget line items and he has prepared the necessary appropriations amendments to reflect the changes needed to balance those line items. (attachments)

Administration Recommendation

I recommend Council's authorization of the appropriations amendments.

Council Actions

Approve the appropriations amendments as presented.

5. Community Development Department Fee Update



Bridget Susel has been reviewing the Community Development Department fees and she is requesting Committee time for Council to consider updating those fees effective in 2013 to better reflect the costs of services and to be more comparable to peer cities. (attachment)

Administration Recommendation

The proposed fee changes are consistent with the market rates and I would recommend Council's consideration to adopt the fee schedule proposed by Bridget.

Council Action

Authorize the proposed fee changes to go into effect for 2013.

6. Ametek Building on Lake Street Lease Back



Dan Smith has requested Committee time for Council to consider authorizing staff to enter into a lease for approximately 10,000 square feet of existing Ametek building on Lake Street back to Ametek for a period of one year. In relocating their operations Ametek is in the process of building out new storage and processing capabilities at a property on Middlebury Road. The Middlebury Road site will not be ready for occupancy likely through the end of 2013 so Ametek requested renting space in their previous building until that space is ready. (attachment)

Administration Recommendation

Dan and Jim Silver have drafted a lease agreement with Ametek that is a triple net lease (Ametek pays all building taxes, utilities, etc.) with a rental rate of \$1 per year. It is likely that the ongoing property remediation will take at least a year, if not longer, so the property is not really marketable for tenants at this time and I encourage Council's support.

Council Actions

Authorize staff to enter into a lease with Ametek Corporation.

7. Modify City Depository Ordinance

Deposit	
CASH	
CHECKS	
Subtotal	
Less Cash	
TOTAL	

Jim Silver and Dave Coffee have requested Committee time to seek Council's approval to modify the City's depository Ordinance to include investment firms. In evaluating market rates the staff have determined that it would be advantageous to place some of our active and interim investment portfolio funds in brokered FDIC insured bank CD's. We have utilized investment brokerage services to execute placement of these funds and they in turn have used several financial management institutions for settlements. Jim and Dave have recommended that we add these entities to our designated depository listing. (attachment)

Administration Recommendation

I recommend Council's support for the proposed modifications to the City's Depository Ordinance.

Council Actions

Approve the Depository Ordinance as presented.

Streets, Sidewalks & Utilities Committee

8. Street Vendor Program Modifications



After its first year of operation, Jim Silver, Suzanne Robertson and Chief Lee have come up with a series of modifications that they are recommending to Council to improve the street vendor program. Jim has requested Committee time to review the proposed changes with Council. (attachment)

Administration Recommendation

I believe that the staff recommendations will make the vendor program work more effectively and reduce a number of the problems that the staff encountered with the program in the first year, so I recommend Council's support.

Council Actions

Receive the staff report and amend the street vendor program as presented.

9. City-ODOT Agreement For the Fred Fuller Bridge Replacement



Jim Bowling and John Idone have requested Committee time to seek Council's authorization to enter into an agreement with ODOT to proceed with the replacement of the Fred Fuller Bridge. (attachment)

Administration Recommendation

Jim and John have obtained state funding as part of the bridge replacement and I recommend Council's support authorizing staff to enter into an agreement with ODOT to replace the bridge.

Council Actions

Authorize staff to enter into the Agreement with ODOT to replace Fred Fuller bridge.

Health and Safety Committee

10. Modify City Ordinances for Fire Department Hiring



Jim Silver has requested Committee time to seek Council's approval to update the age requirement listed in the City's Codified Ordinances to match the State Civil Service guidelines. Jim is requesting to change the City's Codified language for hiring new firefighters from "before their 31st birthday" to "before their 40th birthday" for original appointments to the fire department. (attachment)

Administration Recommendation

I recommend Council's support for the proposed modifications to the City's Codified Ordinances for fire department age requirements.

Council Actions

Approve the revised age requirement for hiring in the Fire Department as presented.

Information Items

1. December Architectural Review Board Meeting

Bridget Susel has enclosed copies of the Architectural Review Board (ARB) agenda for the December 4th ARB meeting. There are 2 items up for consideration to receive a Certificate of Appropriateness: 1) Kent State University & Agile Sign Company, 215 S. Depeyster & 230E. Erie Streets, comprehensive sign plan and 2) Glavan Feher Architects, Building C (Erie & Depeyster), revised building and site plan. (attachment)

2. December Planning Commission Meeting

Bridget Susel has enclosed copies of the Planning Commission agenda for the December 4th Planning Commission meeting. There is one item up for consideration: 1) Kent Wells Sherman House, E. Erie Street, legal proceedings update. (attachment)