

Interviews for Boards and Commissions

Just a reminder that City Council will begin the Committee meeting with interviews of candidates to fill vacancies on City Boards and Commissions.

Finance Committee

1. West Side Fire Levy

Bill Lillich and Dave Coffee have requested Committee time for Council to consider the renewal or replacement of the West Side Fire Levy. In 2005 the voters approved the replacement of the West Side Fire Levy at .73 mils. The Levy generates an estimated \$247,000 a year in revenues that are used to support fire operations. The filing deadline for the primary ballot is February 2, 2011 and August 4, 2011 for the Fall ballot. Staff is working with the County Auditor's Office to estimate what the dollar difference would be between a renewal and replacement levy. We plan to bring that information to the meeting.

Administration Recommendation

The Fire Levy revenue is critical to the City budget and I would recommend Council's support for the renewal or replacement to be put on the ballot.

Council Action

Authorize a resolution to request the County Auditor to certify the amount of funds to be received so that the West Side Fire Levy can be placed on the ballot.

2. Clean Ohio Assistance Fund Grant Acceptance

Dan Smith has requested Committee time for Council to accept a Clean Ohio Assistance Fund Grant from the Ohio Department of Development in the amount of \$244,870. The funding will be used to finance a complete Phase II Environmental Assessment for the Ametek property on Lake Street. This environmental assessment work is critical to the moving of the 100 Ametek employees from the Lake Street site into the downtown redevelopment block. (attachment)

Administration Recommendation

These funds are dedicated by the State for the purpose of identifying environmental concerns and promoting economic development. There is no local match required by the City and I recommend acceptance of the grant funds.

Council Action

Authorize the staff to accept the grant and make the necessary appropriation to begin the environmental assessment work at the Ametek site on Lake Street.

3. 2010 Appropriation Amendment

Dave Coffee has been working with the Gene and Jim to propose changes to the 2010 Appropriation Amendment. (attachment)

Administration Recommendation

I recommend Council's support for the Appropriation Amendment changes.

Council Action

Authorize the proposed Amendment to the 2010 Appropriations Ordinance.



Finance Committee (continued)



4. Length of Time for Material Distribution to City Council

Council members had requested time in Committee to discuss appropriate time frames for the distribution of important budget and other Council information in advance of the Committee discussion. The questions up for Council discussion include which materials would fall within the terms of this policy, how far in advance of the meeting should they be distributed, and how should exceptions be handled.

Administration Recommendation

Discuss, clarify and direct staff accordingly.

Council Action

Direct staff accordingly.

5. Main Street Kent Position Change

Representatives from Main Street Kent Board of Directors have been working with Dan Smith and I to discuss their proposal to eliminate the City position that has been loaned to Main Street for the last 4 years. In return, Main Street has asked for the City to agree to provide a financial contribution, representing 1/3rd of the Main Street budget, to Main Street in the amount of \$75,000 a year.

Administration Recommendation

The City has been encouraging Main Street to reduce their dependency on the City funded position and this proposal accomplishes that. The City would save between \$10,000 to \$15,000 a year by agreeing to this proposal and it would also reduce our long term liabilities related to carrying this position, e.g., retirement, health insurance, etc. With all the investment occurring in downtown Kent, I think maintaining and supporting the Main Street organization is critical and I recommend Council's support of this request to take effect with the 2011 operating budget.

Council Action

Authorize staff to make the budget changes to execute this proposal in 2011.

6. 2011 Budget Expectations

Dave Coffee and I have requested Committee time to update City Council on the progress of the 2011 Budget. In the discussion we will outline the financial assumptions that form the basis of the 2011 budget and we will raise questions to City Council regarding budgetary strategy. (attachment)

Administrative Recommendation

We are seeking Council's affirmation on the budget assumptions and input on their expectations for the proposed budget.

Council Action

Discuss and direct staff on the 2011 budget development.

Land Use Committee

7. Managing Chronic Code Violations

Council had requested Committee time to consider strategies for managing properties that repeatedly violate City Code. Staff from the respective departments that deal with repeat offenses will be present to discuss their observations and answer Council questions.

Administration Recommendation

Discuss Council's objectives in regards to chronic code violations and direct staff accordingly.

Council Action

Direct staff accordingly.



Land Use Committee (continued)

8. Citizen Request Management

Since Council had expressed an interest in discussing methods for improving the timely response to citizen requests, I requested Committee time for Suzanne Robertson to demonstrate the on-line citizen request and referral software that we use to input, track and manage customer requests. In preparation for that discussion Suzanne has summarized the use of the City's Citizen Action Center over the last 3 years in the attached report. This customer software has many applications and given Council's interest in this area it seemed appropriate to discuss all of the capabilities of the software. (attachment)

Administration Recommendation

Discuss and direct staff accordingly.

Council Action

Discuss and direct staff accordingly.



Streets, Sidewalks & Utilities Committee

9. Application for NOPEC Funding

Gene Roberts has requested Committee time to discuss a possible use of the NOPEC grant that the City is eligible to use on an energy improvement project. NOPEC has allocated \$244,620 for use in Kent on energy projects and Gene is recommending that we apply \$131,137 of these funds to cover the local share of the City's \$633,000 citywide energy conservation project. Gene is proposing to allocate the remaining balance to install a new solar hot water heater at the City's wash rack and for the purchase of more radio read water meters. (attachment)

Administration Recommendation

I recommend Council's support for Gene's recommendations.

Council Action

Authorize staff to apply the NOPEC grant funds for energy conservation projects as presented.



10. Energy Management Project Update

Gene Roberts has requested Committee time to summarize the status of the energy conservation project and review a proposed option in the management contract that could save the City as much as \$100,000 by removing the energy guarantees built into the original agreement. (attachment)

Administration Recommendation

Gene and I would like an opportunity to discuss this option with Council as it could save a reasonably significant dollar amount over the 10 year period.

Council Action

Discuss and direct staff accordingly.



11. Police Facility Project Update

Bill Lillich has requested Committee time to provide Council with an update on the police facility location assessment and to outline the next steps proposed for continuing the analysis.

Administration Recommendation

Receive Bill's report.

Council Action

No action necessary.



Information Items

1. 2010 City Paving Program

The City's street paving contractor is ready to start laying some down some new asphalt for the City's 2010 street program. The contractor's work will consist of a milling 2" off of the existing asphalt pavement and resurfacing it with 2" of surface course asphalt.

Here's the street list for 2010:

<u>Street Name</u>	<u>From</u>	<u>To</u>
Gale Drive	West Cul-de-Sac	East Cul-de-Sac
Garth Drive	Silver Meadows Blvd.	East end of street
Jessie Avenue	Roosevelt Avenue	Longmere Drive
West Oak Street	Franklin Avenue	South Water Street
Sunrise Blvd.	North end of Bridge	Cul-de-Sac at North end

The Engineer's office reports that normal traffic patterns will be maintained for most of the work on this project. These streets may be closed to through traffic when the contractor first places and rolls the asphalt surface course so that traffic does not damage the hot pavement. The closures to through traffic would range from 2 to 4 hours per street.

Vehicles utilizing any street that is being resurfaced can expect minor traffic delays since the traffic will be reduced to one lane where the work is being performed. Residents and businesses may have a temporary loss of access (up to ten minutes) to their drives as the construction work passes by their property.

The work should begin in the next couple of weeks.

2. Kent vs. Ravenna Football Telecast

Recognizing an opportunity, Kent State University's TV2, will be broadcasting the Kent Roosevelt-Ravenna High School football game Friday, October 8. TV2 will air the game taped-delayed beginning at 10:30 pm Friday, October 8 on Time-Warner Cable Channel 16, shown in most of Portage County. The game will be repeated most of that weekend. Ohio High School Athletic Association rules prohibit live broadcasting of the game.

3. Huntington Bank Improvements

In the last week, area newspapers have announced Huntington Bank's plans to spend \$70 million to upgrade and remodel their branches. I asked John Ryan if that included the Kent branches and here's his reply: "Absolutely. The Westside office is slated to be first in our area. The others in Kent and through-out Portage County will follow. I have seen the prototypes and they look great. Our customers and community will be pleased."

4. Board of Zoning Appeals September Meeting

Heather Phile from our Community Development has provided a copy of the staff report and agenda for the September Board of Zoning Appeals meeting held on September 20th, 2010. There were four items on the agenda all related to one property at 1000 Mogadore Road; front yard, side yard and rear yard setback variances. (attachment)

Information Items (continued)

5. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of August 2010. Overall the City income tax collections are down \$249,009 (-3.46%) through the same month last year with Kent State's collections up 4.2% (\$115,903). (attachment)

6. Law Department Monthly Activity Report

Jim Silver has provided a summary of the activities of the Law Department during the month of August 2010. Jim's report notes a half-dozen of cases he and Eric worked on in August, including 68 prosecutions, 4 public meetings, and 7 complaint actions. (attachment)

7. Monthly Permit and Zoning Reports

Gary Locke has enclosed copies of the monthly zoning and permit violations report for September 2010. The total number of permits issued thru the end of September was down 22% from last year and the corresponding revenues were down 25% (\$35,297). Troy had 26 action items in September. (attachment)

8. Health Board Meeting Minutes and Department Statistics

John Ferlito has provided copies of the health board agenda (for the September 14th meeting) and the statistical report for August 2010. Health Department revenues are up 9% and permits are the same in 2010 from 2009. The minutes include the Health Board discussion of the chicken raising proposal. (attachment)

9. Kent Police Statistics

Chief Peach has provided a copy of the police statistics report for August 2010. In 2010 calls for service are down 5.7%; traffic citations are down 9% (236 citations); accident incidents are down 2% (10 incidents) and serious crimes are down 2% (11 cases). (attachment)

10. September Planning Commission Meeting

Gary Locke has enclosed copies of the Planning Commission agenda and staff report for the September 21st Planning Commission meeting. There were 2 items up for consideration: 1)573 Walter Street, conditional zoning certificate and site plan review; and 2)Edwards Communities rezoning request (student housing project tabled). (attachment)

11. 2010 Fall Leaf and Brush Collection Notice

For your information I have included a copy of the press release that Gene Roberts issued announcing the 2010 Fall brush collection schedule and Leaf Collection Program. (attachment)

12. Guidelines for Administrative Contacts

Given some of the questions that emerged surrounding the draft proposal to require the hiring of Kent residents on certain City contracts, Jim Silver suggested that it might be helpful to share a memo with you that the former City Manager (Lew Steinbrecker) distributed in April 1999 that provided guidelines on how requests of staff should be made and how staff should in turn handle those requests. (attachment)