

January 27, 2012



Public Hearing

Bridget Susel has requested a public hearing prior to the Committee meeting to receive public comment on the 2012 Community Development Block Grant (CDBG) action plan.

Work Session

City Council has requested work session time to discuss the procedures for replacing the City Council seat vacated by Councilman Valenta.

Streets, Sidewalks & Utilities Committee

1. Fallen Veterans Memorial in Kent

Mayor Fiala and I have had additional conversations with the Hamilton family to discuss possible options for honoring Adam Hamilton and the other veterans that have made the ultimate sacrifice for their country. The Mayor and I have requested Committee time to share the latest update with the full Council.

Administrative Recommendation

Receive the staff update.

Council Action

Receive the staff update.

2. Water Street Tavern/Cajun Dave's Smoker Permit

As a condition of the renewal of the smoker permit issued in 2011 to Cajun Dave's and the Water Street Tavern, City Council requested a 6 month review of the smoker/cooker permit. I have asked for Committee time for Council to hold the 6 month review as requested.

Administrative Recommendation

Receive comments on the permit and direct staff accordingly.

Council Action

Receive comments and direct staff accordingly.

Finance Committee

3. 2012 Appropriations Amendments

Dave Coffee has been working with the department heads to review the 2011 capital carry-over items that need to be re-appropriated for work planned in 2012. (attachment)

Administration Recommendation

I recommend Council's authorization of the appropriations amendment.

Council Actions

Approve the appropriations amendment as presented.



Finance Committee (continued)

4. Local Government Innovation Fund (LGIF) Grants

Bridget Susel has requested Committee time to review two projects that she has developed with Gene Roberts and Bill Lillich that we believe are good candidates to receive state local government Innovation grant funds. Both projects involve the City of Kent partnering with our neighboring cities to acquire shared equipment that would improve our productivity, efficiency and capacity to collaborate. Bridget, Gene and Bill will provide an overview of the projects and outline the details of the grant application that we are requesting Council's authorization to submit for funding. (attachment)

Administrative Recommendation

The staff has been very active in a series of regional discussions to find more ways to partner with our neighboring cities, pool resources and save money. I believe that we have a strong grant application and I would request Council's approval to enter into a Memorandum of Understanding with the participating cities and authorize staff to submit the grant application.

Council Action

Approval of the Memorandum of Understanding and authorization to submit the LGIF grant application

5. City of Kent – Portage County Land Swap for County Courthouse

Jim Silver has been working with legal staff for Portage County to finalize the legal terms for the land swap that was authorized in concept by Kent City Council as part of our effort to secure the new County Courthouse in downtown Kent. Jim has requested Committee time to provide an overview of the final terms and conditions of the proposed land swap agreement. (attachment)

Administrative Recommendation

Receive the update from Jim Silver and authorize the staff to proceed with the land transaction as presented.

Council Action

Approve the land swap agreement and authorize staff to proceed with the land transaction.

Land Use Committee

6. Certified Local Government (CLG) Application

Bridget Susel, Jim Silver and I have requested Committee time to provide City Council with an overview of the State of Ohio Historic Preservation Office's (OHPO) Certified Local Government (CLG) designation. Over the last 5 years the staff have been gradually implementing a number of elements that are typically found in a CLG program, e.g., including acceptance into Heritage Ohio's Main Street program, establishing historic design guidelines for downtown Kent, incorporating the design guidelines into City Code, and creating the Architectural Review Board. We are requesting Committee time to discuss the final steps necessary to achieve CLG status and to seek Council's adoption of the Ordinance required for the submission of the CLG application to the OHPO. (attachment)

Administrative Recommendation

With the City's designation as a CLG, those properties within the defined historic district would then be eligible for state and federal tax credits, as well as grants, for historic property renovation. The proposed historic district boundaries include the block containing the old hotel and I would strongly encourage Council's support.

Council Action

Adopt the Ordinance and authorize staff to submit the CLG application.



Health & Safety Committee

7. West River Parking Sub-Lease Renewal With Universalist Church

Bridget Susel has requested Committee time to seek Council's authorization to renew the sub-lease for parking spaces that are made available for the members of the Universalist Church. (attachment)

Administrative Recommendation

The sub-lease arrangement has worked without problem over the last year, and it provides some cost offset (\$100/month) for the City, so I recommend Council's support.

Council Action

Approve the sub-lease renewal with the Universalist Church.

8. Downtown Parking Management Options

Jim Bowling has requested Committee time to discuss parking management changes being proposed for downtown Kent that are designed to support all of the new development activity. With the planned addition of new parking resources, including the 350 space PARTA facility, new 130 space surface parking lot and new on-street parking designations, the staff is recommending approval of a comprehensive downtown parking management strategy that integrates all of these resources into an efficient and effective parking plan. A proposed parking plan has been developed by staff, working in conjunction with downtown business representatives and professional parking consultants. Jim will review the elements of that plan in Committee and he would like Council to refer the plan to the Parking Action Committee for additional public input. (attachment)

Administrative Recommendation

With new businesses already open in Acorn Alley Phases I and II, and with the Fairmount anticipating opening new businesses in their project as early as Fall 2012 (and PARTA set to open March 2013), it is imperative to finalize the details of a comprehensive parking plan as soon as possible so that the City staff can proceed to have all the changes made in time to support the new development. I recommend Council's support for the Parking Management Plan.

Council Action

Approve the proposed Parking Management Plan in concept and refer the Plan to the Parking Action Committee for additional public input.

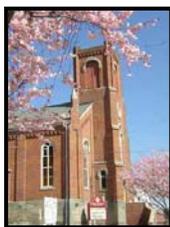
Information Items

1. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of December 2011. Overall the City income tax collections closed-out the year up 2.4% (\$258,734) from 2010. Kent State University's collections thru the end of the year were down .49% (\$21,093). The first 3 quarters of 2011 were better than the 4th quarter and overall 2011 ended up being the highest income tax year since 2008. (attachment)

2. Kent Police Statistics

Chief Lee has provided a copy of the police statistics report for December 2011. In 2011 calls for service are down 6% (1,199 calls); traffic citations are down 12% (406 tickets); accident incidents were up 2% (17 incidents) and serious crimes were up 4% (41 cases). (attachment)



Information Items (continued)

3. Health Board Meeting Minutes and Department Statistics

Jeff Neistadt has provided copies of the minutes from the Health Board meeting on December 13th and the statistical report for December 2011. Health Department revenues are up 11% (\$22,099), inspections were the same as 2010 and permits are down 4% in 2011 from 2010. (attachment)

4. Monthly Permit and Zoning Reports

Bridget Susel has enclosed copies of the monthly zoning and permit report for November and December 2011. The total number of permits issued thru the end of the year was up 94% (559 permits) from last year and the corresponding revenues were up 463% (\$788,233). (attachment)

5. Citizen Action Center Summary

Suzanne Robertson has provide a summary of the usage of the City's Gov QA citizen action center from 2008 thru 2011. In 2011 the views of our frequently asked questions and answers tripled from 5,300 in 2010 to nearly 16,000 in 2011. City on-line service requests also reached their highest level in 2011, with 123 requests made and yet our response time dropped to the fastest yet of an average of 2.5 days to get the problem fixed. (attachment)