

Finance Committee

1. Service Administration Roof Repairs

Gene Roberts has requested Committee time to seek Council's authorization to move funds previously approved in the Capital Program for 2011 up to 2010 in order to address roof leaks in the Service Administration Building. Gene notes that the staff has continued to try to make patch repairs but the frequency of leaks has increased to the point that Gene feels it is imperative to replace the south section of the roof in order to prevent damage to the interior of the building. (attachments)

Administrative Recommendation

Gene has looked at many alternatives to avoid having to reallocate funds from 2011 to 2010 but at this point it appears that the roof condition has left little choice and it would be financially prudent to replace the worst section of the roof in order to prevent further costly building damage so I recommend Council's support for the partial roof replacement.

Council Action

Authorize funds to be allocated to replace the south section of the roof of the Service Administration.

2. City Surplus Property Auction

Gene Roberts has been working with the Department Heads to compile a list of surplus City property items for sale at a public auction. Gene is recommending using an on-line auction vendor off of the state of Ohio bid list. Gene has researched the on-line vendor performance and he believes that we will get more interest using the internet and that interest should hopefully produce better prices. The on-line vendor also offers better auction service rates (as a percentage of sales) than local live auctioneers. (attachment)

Administrative Recommendation

I recommend Council's approval of the on-line auction service and authorization to proceed with the sale of the surplus items noted in Gene's list.

Council Action

Adopt a resolution to enter into an agreement with the on-line auction company and authorize staff to sell the surplus City property items listed.

3. OEPA Funding Agreement for Plum Creek Improvement Project

Jim Bowling has requested Committee time to seek Council's authorization to enter into an agreement with the Ohio EPA for the Water Pollution Control Fund Full Principal Forgiveness Assistance. By signing this agreement the City will have access to \$1,366,527 in state funds for use in the planning, design and construction of the Plum Creek Improvement Project. (attachment)

Administrative Recommendation

Authorize staff to enter into the Principal Forgiveness Assistance Agreement with OEPA.

Council Action

Authorize staff to enter into the OEPA Agreement as presented.



Streets, Sidewalks & Utilities Committee

4. AMATS Federal Funding Applications

Jim Bowling has requested Committee time to seek Council's authorization to submit 3 City capital projects for consideration of AMATS funding. The projects include: East Summit Street Pavement Resurfacing (\$276,800), Crain Avenue Pavement Resurfacing (\$149,600), and Portage Hike and Bike Trail (\$700,000).

Administration Recommendation

I recommend Council's authorization to submit the AMATS funding requests.

Council Action

Authorize the staff to submit the funding requests to AMATS.



Land Use Committee

5. Zoning Text Amendment

Gary Locke has requested Committee time for Council to consider an amendment to the Zoning Code (Part 11 of the Codified Ordinances). Gary noted that Council recently passed a similar amendment to allow public schools in the O-R District that omitted certain conditions which he would now like Council to consider adopting and including in the Zoning Code. (attachment)

Administrative Recommendation

I recommend Council's support of the Zoning Text amendment as presented.

Council Action

Adopt the Zoning Text amendment as presented.



Community Development Committee

6. KSU Esplanade – Erie Street Extension MOU

Jim Bowling has been working with representatives from Kent State to develop an agreement related to the extension of the KSU Esplanade into downtown Kent. Jim has requested Committee time for Council to consider authorizing staff to sign the Memorandum of Understanding that establishes the terms by which the City and the University will work together to make the physical connection between the campus and downtown Kent. (attachment)

Administrative Recommendation

I recommend Council's support for the MOU.

Council Action

Authorize staff to sign the MOU between the City and KSU.



7. Downtown Revitalization Project Declaration of Collective Intent

Jim Bowling, Dan Smith, Gary Locke, Jim Silver and I have been working with representatives from PARTA, Kent State and the private developers to draft a conceptual agreement that defines the roles and respective obligations between the various parties for the downtown revitalization project that will include a new multi-modal facility, hotel & conference center, office space, retail space and residential space. The Declaration of Collective Intent is not legally binding but it is an important first step towards finalizing the legal project agreements. (attachment)

Administrative Recommendation

I recommend Council's support for the Declaration of Collection Intent.

Council Action

Authorize staff to negotiate and sign the Declaration of Collective Intent.



Community Development Committee (continued)

8. Main Street Kent Adopt a Spot Proposal

Gene Roberts has been working with Mary Gilbert to discuss transferring the adopt a spot program management to Main Street Kent. Gene reports that he and Mary have reached agreement on a proposal and they are requesting City Council's consideration to authorize the change. Gene believes that this change will enable a higher level of attention to the flower beds and reduce Gene's department staff time that is required to oversee the program. (attachment)

Administrative Recommendation

Gene indicates that this change in responsibilities should save the City close to \$10,000 a year (\$8,500 in year 1, \$9,500 in subsequent years) and it will free up the staff time that is typically assigned to support the program so I encourage Council's support.

Council Action

Authorize staff to transfer the duties and appropriate dollars to Main Street to administer the Adopt A Spot program.

Information Items

1. Downtown Decorative Lighting

Gene Roberts and I wanted to let you know that we have been negotiating with Main Street Kent to develop a plan to keep the decorative tree lights on all year long. The seasonal lights are a popular amenity that many downtowns have started keeping up all year long. Main Street would like to do the same in Kent and I have included a memo from Gene that summarizes our plan to accommodate their request. From the City's perspective we get the benefit of year round lighting and we project a savings of \$2,400 a year plus approximately 110 hours of staff time by not having to put up and take down the lights each season. (attachment)

2. Main Street Kent 4th Quarter Reports

Mary Gilbert has provided copies of the Main Street Kent summary reports for October, November and December 2009. (attachment)

3. Civil Service Agenda

I have included a copy of the agenda and minutes from the Civil Service meeting on January 26, 2009 for your information.

2. Board of Zoning Appeals December Meeting

Heather Phile from our Community Development has provided a copy of the staff report for the January Board of Zoning Appeals meeting scheduled for January 26, 2009. There is one item on the agenda: 865 Middlebury Road (setback variance). (attachment)

3. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of December 2009. Overall the City income tax collections ended the year down 2.15% or \$230,588. Kent State University's collections ended up 4.37% (\$171,249). (attachment)

4. CDBG Grant Applications Schedule

Bridget Susel has provided an outline of the dates and meetings for the development and passage of the 2010 CDBG program grants application. I have included the summary for your information. (attachment)



Information Items (continued)

5. Planning Commission February Meeting

Jen Barone has provided a copy of the agenda and staff report for the February Planning Commission meeting scheduled for February 2, 2010. There are 4 items on the agenda: 202 E. College Avenue (conditional zoning request for increasing from 3 tenants to 4); 318 Cherry Street (conditional zoning request for a child care facility as a home occupation); Zoning Text Amendment (civil fines change recommended by City staff); 811 Fairchild Avenue, Kent Parks and Recreation (conditional zoning request to construct a maintenance garage). (attachment)

6. Strategic Planning Documents Update

I have provided copies of a new informational brochure that outlines Council's Goals and Objectives as identified over the last couple of years from our retreats and strategic planning sessions. This brochure is meant to offer a general overview of the main strategic themes that Council and the staff are working on with a brief description of the types of objectives under each category. In addition, I have provided a copy of the Strategic Activities Report Card listing our actions and accomplishments for 2009 in each of the strategic priority areas. And lastly, I've attached a one-page summary of the major strategic initiatives that the staff will focus on for 2010. These are intended to be open documents that are designed to help us stay on track towards our top priorities and if Council would like to edit, expand or modify any of these items we would be happy to schedule Committee time in the near future for more discussion. (attachments)

7. Kent State University Economic Impact Report

Kent State recently held an economic summit, inviting regional leaders to listen to the findings of Kent State's year-long economic impact assessment. Not surprisingly the independent research report indicated that Kent State University had a significant economic impact in our region. The full report contains many interesting statistics and if you are interested in receiving a copy we'd be happy to get a copy for you. In the meantime, I have attached a briefing paper that capture the highlights of the report for your information. (attachment)

8. Safety Dog Training in Kent

Chief Williams advised me that he has made arrangements with the Ohio Search and Rescue Canines and Deputy Chief Metz from the Stow Fire Department to allow them to use the facility for dog training on Friday January 29, 2010.

9. Traffic Engineering and Safety Meeting

Bill Lillich has provided copies of the minutes from the January 21, 2010 Traffic Engineering and Safety meeting. There were 5 items up for discussion including: parking around Davey School, parking at Prospect and Park, overnight parking downtown, West Main Street Bridge parking, Crain Avenue Bridge traffic, and high density housing around the university as it relates to parking and traffic.(attachment)

10. Proposed 2010 City Budget

Dave Coffee has finished tallying the year end numbers for 2009 and we are integrating that data into our expense and revenue projections for the 2010 budget. I am anticipating presenting the proposed budget either at a special work session immediately following the February 17th Regular Council meeting or on one of the Wednesdays in-between Council meetings. We will keep you posted on our progress.