



Finance Committee

1. Utility Discount Program Overview

Dave Coffee has requested Committee time to provide an overview of the process being employed to ensure that eligible customers receive the City utility discount. Dave reports that eligible renters will have to go through an application review process (estimated at 15 days) before the discount would go into effect but his Department is capable of providing that discount immediately. (attachment)



Administrative Recommendation

Receive the staff report.

Council Action

Receive the staff report.

2. Income Tax Collection Procedures

In response to Council's questions over collection of income taxes from construction contractors, Dave Coffee will review the process that the Finance Department uses to coordinate the reporting of contractors to RITA based on permits issued in the Building Department and referrals from staff, project managers and citizens.



Administrative Recommendation

Receive the staff report.

Council Action

Receive the staff report.

3. Water Reclamation Lab Services Organizational Change

Gene Roberts has been working with Jeff Neistadt, Health Commissioner, to evaluate the staffing of the Water Reclamation Facility lab services and organizational assignments of those employees. Gene and Jeff have requested Committee time to present to Council their recommendation to reassign 3 employees from the Health Department to the Water Reclamation Division of the Service Department. (attachment)

Administrative Recommendation

The Health Board voted to approve the reassignment of the lab services employees on December 13, 2012, and I would recommend City Council's support.

Council Action

Authorize staff to proceed with the proposed reassignment of the lab personnel.

BUDGET DIVISIONS	2012 RECOMMEND
HEALTH	
Health Commissioner	1
Deputy Health Commissioner	1
Public Health Sanitarian	2
Admin. Asst. to Health Commission	1
Laboratory Technician	2
Chemist	1
Secretary (part-time)	1
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4. General Compensation Plan Changes for 2012

Liz Zorc has requested Committee time to seek Council's approval to update the status of the terms of the General Compensation Plan for City employees that are not in collective bargaining units. The changes include establishing the same pay rate changes approved in the union contracts; 0% in 2012, 1% in 2013, and 2% in 2014, and increasing the health care contributions also consistent with the unions. (attachment)

Administrative Recommendation

I would request Council's approval to authorize the proposed revisions to the General Compensation Plan.

Council Action

Authorize the revisions to the General Compensation Plan.

5. Civil Service Commission Position Discussion

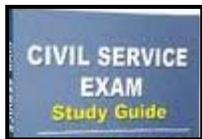
With the impending retirement vacancy for the Civil Service Coordinator position, City Council has invited members of the Civil Service Commission to attend the Committee meeting and review their findings into the full time status of the Coordinator position.

Administrative Recommendation

Receive the report from the Civil Service Commission.

Council Action

Receive the report from the Civil Service Commission.



Information Items

1. Planning Commission January 3rd Agenda and Staff Report

Bridget Susel has provided a copy of the January 3rd Planning Commission agenda and staff report. The Planning Commission will be considering one item; site plan and conditional zoning for the PARTA multi-modal facility (Kent Central Gateway and Multi-Modal Center) at 201 East Erie Street. (attachment)

2. Health Board Meeting Minutes and Department Statistics

Jeff Neistadt has provided copies of the Health Board agenda (for the December 13th meeting) and the statistical report for November 2011. Health Department revenues are up 10% (\$19,680), inspections are up 1.5% and permits are down 4% in 2011 from 2010. (attachment)

.. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of November 2011. Overall the City income tax collections are up 3.4% (\$328,868) from November 2010. Kent State University's collections thru the end of November are down .24% (\$9,526). (attachment)

4. Year End Council Activity Reports

For your information I've included copies of the 1st, 2nd, 3rd, and 4th quarter Council Activity Reports for 2011. I've also included a year-end summary of City Council's time in Committee during the course of 2011. (attachments)

Information Items (continued)

5. Silver Oaks Item Donations

Bridget Susel reports that the owners of Silver Oaks properties has offered to donate items that will not kept in the remodeling of the Silver Oaks property to Family and Community Services and the Habitat for Humanity Restore. At last check the items included 260 stoves/fridges, playground equipment, doors, sinks, etc. The local agencies are thrilled to take these much needed items.

6. KSU Housing Demo on Erie Street for Esplanade

Staff at Kent State report that the salvage operations in the two homes on Erie Street and the two homes on Willow Street are now complete. The demolition contractor, Lockhart, has scheduled to begin the demolition immediately following the holidays, starting on Tuesday, January 3rd. A fifth home, located on the northeast corner of Willow and College, will not begin until after the first four are demolished, and that home will also require several weeks of salvage prior to demolition. I've been told that most of the salvaged materials are being provided to Habitat for Humanity for reuse locally.