



Community Development Committee

1. New Community Neighborhood Liaison Position

The staff and I have been working with representatives from Kent State University to further develop the details of a new community neighborhood liaison position that Council and the University Administration previously expressed interest in pursuing. The details of the position have been broadly defined in a draft job description and the staff would like an opportunity to present the update to Council and to get direction whether the staff should include the funds (estimated at \$20,000 a year for 2 years) to pay the City's share in the 2010 proposed budget. (attachment)

Administrative Recommendation

Receive the staff report and direct staff accordingly.

Council Action

Receive the staff report and direct staff accordingly

2. Housing Revolving Loan Fund Agreement

The City's Revolving Loan Fund (RLF) Agreement for the CHIP program with the Ohio Department of Development (ODOD) expires on December 31, 2009. Gary Locke has requested Committee time to seek Council's approval to renew the Agreement that governs the use and appropriation of the state funds through 2012. (attachment)

Administrative Recommendation

I recommend Council's approval to renew the Agreement as presented.

Council Action

Adopt the resolution to renew the CHIP RLF Agreement with ODOD for 2010 through 2012.

3. City Office Buildings Flag Policy

Gene Roberts has been researching the options for raising and lowering the US Flag that is flown at City buildings and he has requested Committee time to discuss a possible new City Flag policy. Raising and lowering the flag has been a point of concern on those occasions when we wanted to lower the US Flag in honor of the loss of a City employee or a particular community member (e.g., soldier in Afghanistan) but the lack of clear policy precluded us from taking any action independent from the national and state guidance. (attachment)

Administrative Recommendation

Gene has developed what the staff and I consider a good basis for a Flag Policy at City buildings and I would encourage Council's support.

Council Action

Adopt the U.S. Flag Policy for use at City buildings.





4. Unitarian Church Sub-Lease of Parking Spaces

Gary Locke has requested Committee time to share with Council a proposal that he received from representatives of the Universalist Unitarian Church on Gougler Avenue to sub-let parking spaces in the lot that the City currently rents from the Kent school system. The Church has proposed to pay the City \$100 a month for the use of the lot. The Church would also take care of snow plow duties on the lot on Sunday mornings. (attachment)

Administrative Recommendation

The City currently pays \$363 a month to the Kent School System and the sub-lease would reduce our costs by \$100 a month without any significant impact on parking availability (other than Sunday when parking demand is low) which is why I recommend Council's support for the sublease arrangement.

Council Action

Authorize staff to negotiate the terms of a sub-lease and enter into an agreement consistent with the conditions presented.

Health and Safety Committee

5. City Radio System Upgrade

Gene Roberts and Bill Lilich have been working with the City's department heads to come up with a strategy to upgrade the City's radio system to comply with FCC changes, improve public safety and reduce annual operating costs. Gene has requested Committee time to present the staff recommendations to upgrade the City's radio network at a cost of \$72,000. (attachment)

Administrative Recommendation

The radio upgrade has been partially funded in various capital budgets in the out-years of the CIP. I would request Council's support to move the radio upgrade into 2010 which will enable us to comply with the FCC changes, improve safety communications and save approximately \$5,800 a year in operating costs.

Council Action

Authorize staff to amend the CIP to allow funding of the radio system upgrades in 2010.

6. Civil Fines for Code Enforcement

Gary Locke and Jim Silver have requested Committee time to present a proposal for Council to consider amending the City's code enforcement ordinances to enable the use of civil fines rather than having to rely on the public court system. This item was previously discussed as an element of the City's neighborhood enrichment initiatives. The use of civil fines is expected to improve compliance and reduce delays in enforcement actions that result from busy court dockets.

Administrative Recommendation

With the adoption of the exterior maintenance code the staff recommends amending the enforcement mechanism by expanding the use of civil fines for code enforcement violations. I believe these changes are consistent with the intent behind our neighborhood enrichment efforts and I urge Council's support.

Council Action

Adopt the proposed changes to allow the use of civil fines for Code Enforcement.



Finance Committee

7. Brimfield JEDD Tax Rate Agreement Changes



At the request of the City of Tallmadge and our JEDD partners in the Brimfield Township, Dan Smith has requested Committee time to ask Council to amend the tax rate schedule included in the Kent-Brimfield JEDD Agreement. The City of Tallmadge and the Brimfield Township recently amended their tax collection schedule for their JEDD and we are being asked to adopt the same changes to our Kent-Brimfield JEDD to provide consistency and reduce any confusion that varied schedules could present for businesses within the JEDD areas. (attachments)

Administrative Recommendation

The Kent-Brimfield JEDD Board has approved the proposed changes and I would encourage Council's support for the amended tax rate schedule.

Council Action

Approve the proposed changes to the new tax rate schedule for the Kent-Brimfield JEDD.

8. Local Labor Incentive for City Capital Projects



At Council's request Jim Bowling has completed a review of the capital projects that the City has performed in the last 5 years that were over \$100,000 and were not bound by state or federal bid specifications. Jim will discuss his findings with Council in Committee. (attachment)

Administrative Recommendation

Receive Jim's report and direct staff accordingly.

Council Action

Receive Jim's report and direct staff accordingly.

9. 2010 Capital Re-Appropriations



Jim Bowling, Bill Lillich and Gene Roberts have been working with Dave Coffee to finalize the changes necessary to our budget to allow for revisions to our capital project schedules for 2010. The items requested for re-appropriation are all projects approved in the capital plan. The staff is asking to carry forward unspent 2009 capital funds into the 2010 budget appropriation.

Administration Recommendation

I recommend Council's approval of the re-appropriations request.

Council Action

Authorize the re-appropriation request.

10. Unbudgeted Building Upgrade Request



Gene Roberts has requested Committee time for Council to consider an unbudgeted capital appropriation of \$10,500 from undesignated fund balance to pay to make the Civil Service door ADA compliant and to make energy efficiency improvements to the window in the Mayor's Office. (attachment)

Administrative Recommendation

Both of these projects need to be done and by combining the two into one contract Gene was able to negotiate a savings of 12.5% (\$1,500) and I would recommend Council's support.

Council Action

Authorize the use of \$10,500 for these two minor capital improvement projects.

Information Items

1. Police Statistics

Chief Peach has forwarded his November 2009 Police Statistics report. Total calls for service are slightly above last year (1.3%) and total arrests are also down (-6%). Accident incidents are up .5% but incidents of serious crimes are down 6% from the same period as last year.

2. Board of Zoning Appeals December Meeting

Heather Phile from our Community Development has provided a copy of the staff report for the December Board of Zoning Appeals meeting scheduled for December 21, 2009. There are three items on the agenda: Klaben Ford Lincoln Mercury, 1085 W. Main Street, sign variance request; Klaben Ford Lincoln Mercury, 1089 W. Main Street, sign variance request; and Kent Parks and Recm 811 Fairchild Avenue, setback variance for new storage facility. (attachment)

3. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of November 2009. Overall the City income tax collections are down \$177,631 (-1.81%) through the same month last year with Kent State's collections up 4.46% (\$159,511). (attachment)

4. Fire Statistics

Chief Williams has forwarded his November 2009 Fire Statistics report. Total calls for service are down for both for fire incidents (-24%) and emergency medical service (-5%). (attachment)

5. Leaf Season Summary Report

Gene Roberts and Gerald Shanley have put together a year-end leaf season summary report that I have included for your information. I would point out that some of the staff initiatives instituted this year in routing led to the collection of more leaves (up 19%) at less cost (down 8%). (attachment)

6. Snowplow Operators List

After re-advertising and reaching out to possible snow shoveling and plow contractors that would be interested in being included on the City's official list of winter service contractors, we've finally got a good start on a master list that we can share with the public. The idea behind the list was to promote better sidewalk shoveling compliance by making sure residents had a list of service providers that could help them dig their way out and keep their sidewalks (and driveways) clear around their home. (attachment)

7. Council 4th Quarter Activity Report

I have provided the Council Activity Report for the 4th quarter of 2009. (attachment)

8. Planning Commission January 5th Agenda and Staff Report

Gary Locke has provided a copy of the January 5th Planning Commission agenda and staff report. The Planning Commission will be considering three items; a request for a conditional zoning certificate to increase a boarding house occupancy from 3 to 4; a request for a conditional zoning certificate to build an addition; and a request for a conditional zoning certificate for a new home-based child care business. (attachment)

9. Traffic Engineering and Safety Meeting

Bill Lillich has provided copies of the December 22, 2009 Traffic Engineering and Safety meeting. There were 8 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, truck traffic on E. Main Street, City flag policy and City radio upgrades. (attachment)