

January 11, 2013



Board and Commission Appointments

Just a reminder that Council will vote to fill the vacancies on City Boards and Commissions at the start of the Regular Council meeting next week.

Unauthorized Items

1. Appointments to Boards and Commissions

After finalizing your votes, Council will need to formally appoint the new members of the City's Boards and Commissions. These appointments will need to be approved as unauthorized items.

Administrative Recommendation

Appoint the citizen representatives to fill Board and Commission vacancies.

Council Action

Appoint the citizen representatives to fill Board and Commission vacancies.

Community Development Committee

1. CHIP Revolving Loan Fund Agreement Renewal

The City's Revolving Loan Fund (RLF) Agreement for the CHIP program with the Ohio Department of Development (ODOD) expired on December 31, 2012. Bridget Susel has requested Committee time to seek Council's approval to renew the Agreement that governs the use and appropriation of the state funds through 2013. (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 2013.

Health & Public Safety Committee

2. New Special Event Permit, Kent Marathon and Half Marathon

City staff have received a request from a local running group to authorize a new race event in Kent tentatively planned for April 2013. The race includes both marathon and half marathon distances and will require safety forces to manage certain street crossings. The estimated public safety staff costs to support the event are \$1,700. (attachment)

Administrative Recommendation

The local running club has agreed to pay the City staff costs for the event and Chief Lee has approved the running routes so I would recommend Council's approval for the new special event permit.

Council Action

Authorize the new special event permit for the marathon and half marathon.



Health & Public Safety Committee (continued)

3. Police Dispatch Position Change

Chief Lee has requested Committee time to seek Council's authorization to change 2 of the 3 Dispatch Coordinator positions from a supervisory to non-supervisory classification. Over the last 20 years the number of supervisory dispatch positions grew from 1 to 3 positions but the Chief believes that the dispatch functions would operate more efficiently if the number of supervisory positions went back to the original single Dispatch Coordinator position. The reclassification of the 2 supervisory positions to non-supervisory is estimated to save \$10,000 a year. (attachment)

Administrative Recommendation

Given the annual cost savings and operational benefits outlined by the Chief, I recommend Council's support to reclassify 2 of the 3 dispatch positions from supervisory to non-supervisory as presented.

Council Action

Authorize the reclassification of the dispatch positions as presented.

Information Items

1. January Architectural Review Board Meeting

Bridget Susel has enclosed copies of the Architectural Review Board (ARB) agenda from the January 8th ARB meeting. There was 1 item up for consideration to receive a Certificate of Appropriateness: 1) Fairmount Properties (Bar 145), 100 E. Erie Street Suite 130, review of proposed patio addition and signage. Due to the timing of Council meetings this month this Board meeting has already taken place. (attachment)

2. January Planning Commission Meeting

Bridget Susel has enclosed copies of the Planning Commission agenda and staff report from the January 8th Planning Commission meeting. There were 3 items up for consideration: 1) Art & Heart Gallery, 707 S. Water Street, conditional zoning certificate & site plan review; 2) Steve Kubofcik, 335 Park Avenue, conditional zoning certificate & site plan review; and 3) Bar 145 Patio, 100 E. Erie Street, sign & site plan review. Due to the timing of Council meetings this month, this Commission meeting has already taken place. (attachment)

3. Civil Service 2012 Activity Report

Alicia Schrenk, Civil Service Coordinator, has prepared a summary of the activity of the Civil Service Office for 2012 that I have shared for your information. (attachment)

