



Finance Committee

1. Consideration of Proposed New Administrative Credit Card Policy

Dave Coffee and Hope have requested Committee time for Council's consideration of a new City administrative policy that would establish internal procedures for the controlled use of credit cards as a payment instrument for certain administrative purposes by City departments. (attachments)

Administration Recommendation

The ability to use credit cards for authorized purchases by designated employees is considered necessary in the timely delivery of City services so the Finance and Law departments have drafted a new administrative policy that would expand the limited use of credit cards by City departments. Credit card transactions have been allowed under the existing City policy, and certain departments have open accounts at designated local supply stores similar to a credit card. The proposed new policy would create a more formal way to manage, control, and track those purchases and I recommend Council's support.

Council Actions

Authorize the proposed new administrative credit card policy as presented.



Health & Safety Committee

1. Proposed Update to the Police Dept. Towing Rates and City Code

Chief Lee has requested Committee time to review the towing contract rates that fall under the responsibility of the Police Department. Chief Lee notes that the towing rates have not been changed in a number of years and she has proposed to raise the rates to be more in line with neighboring cities. Chief Lee is also requesting Council's consideration of a couple of secondary towing and impounding language changes to City Code. (attachment)

Administration Recommendation

Receive the staff report and authorize the proposed towing rate increases and Code changes.

Council Action

Receive the staff report and authorize the proposed towing rate increases and Code changes as presented.



Community Development Committee

1. Update on Phase 1 of the City Zoning Code Update

Bridget has requested Committee time to provide Council with an update on the status of the work underway for the update of the City's Zoning Code. (attachment)

Administration Recommendation

Receive the staff report. No action is necessary.

Council Action

Receive the staff report, no action is necessary.



Community Development Committee (continued)



2. Dedication Request for a Portion of Newcomer Road

Bridget has requested Committee time to seek Council's approval of a dedication of portion of Newcomer Road. (attachment)

Administration Recommendation

Receive the staff report and authorize the road dedication as presented.

Council Action

Authorize the dedication request for a portion of Newcomer Road as presented.



3. Authorization of Proposed Revolving Loan Fund Plan Update

Tom and Bridget have requested Council's approval for authorize the renewal of the City's RLF plan with a few minor changes. The U.S. Economic Development Administration requires recipients of RLF Funds to update their RLF plan at a minimum every five years. City staff prepared and submitted a draft updated plan in September and received a few minor suggested changes which have been incorporated into the final RLF plan that is up for Council's approval. (attachment)

Administration Recommendation

Bridget suggests that the changes are mostly minor administrative points and I recommend Council's approval.

Council Action

Authorize the Proposed RLF Plan update.



4. Consideration of Easements for 1005 E. Main Street

Bridget and Jim have requested Committee time for Council's consideration of a water line easement and a sidewalk easement that are part of the redevelopment project at 1005 E. Main Street (new Starbucks property). (attachments)

Administration Recommendation

These easements are consistent with the approved site plans for the property I recommend Council's support.

Council Actions

Authorize the proposed easements for 1005 E. Main Street as presented.



5. Consideration of Stormwater Easement for Unitarian Church

Bridget has requested Committee time for Council's consideration of an easement for the installation of a stormwater discharge pipe from a stormwater basin on the Unitarian Universalist Church property at 228 Gougler Avenue that crosses the City's parking lot on the west side of Gougler Avenue. (attachments)

Administration Recommendation

I recommend Council's support for the proposed stormwater easement.

Council Actions

Authorize the proposed stormwater easement for the Unitarian Universalist Church as presented.

Community Development Committee (continued)

7. Consideration of a Bike Trail Easement for Kent Parks and Rec

John Idone has requested Committee time for Council's consideration of a proposed easement agreement with the owners of 265 West Main Street (former Bissler Furniture store) in order to improve the bike trail connection.

Administration Recommendation

These easement enables the next phase of the bike trail extension through downtown Kent and I recommend Council's support.

Council Actions

Authorize the proposed easement for Kent Parks and Recreation at 265 W. Main Street as presented.



Streets, Sidewalks & Utilities Committee

1. Consideration of Proposed New Bus Shelter Agreement

Jim Bowling has requested Committee time for Council's consideration of a proposed new bus shelter agreement between the City and PARTA. Under the terms of the agreement the City and PARTA will work together to identify the most heavily used stops in City neighborhoods and install new bus shelters at them. The City will provide the right of way and pay to install the pad, and PARTA will purchase and install the shelter. The agreement caps the City's costs at \$7,000 a year which Jim reports is available in his existing budget. (attachment)

Administration Recommendation

The addition of bus shelters is a proven method for improving transit ridership and I recommend Council's support for the new partnership agreement.

Council Action

Authorize the proposed new bus shelter agreement as presented.



2. Sidewalk Repair and Replacement Update

Melanie and Jim Bowling have requested Committee time to revisit the issues of sidewalk condition, repair services, and billing for the repair and replacement of sidewalks in Kent. Jim has offered a couple of policy and program changes for Council's consideration that could be performed on a pilot basis to evaluate their effectiveness. (attachment)

Administration Recommendation

Receive the staff report and authorize the proposed pilot initiative for 2019.

Council Action

Receive the staff report and direct staff accordingly.



Information Items

1. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of November 2018. Overall the City income tax collections are down 2.95% (\$393,920) from November 2017. Kent State University's collections thru the end of November are up 0.48% (\$22,659). (attachment)

2. Kent Police Statistics

Chief Lee has provided a copy of the police statistics report for November 2018. In 2018 calls for service are down 4% (810 calls); traffic citations are up 0.1% (5 tickets); accident incidents are down 6% (42 incidents) and serious crimes are down 9% (52 cases). (attachment)

3. Monthly Permit and Zoning Reports

Bridget Susel has enclosed copies of the monthly zoning and permit violations report for November 2018. Permit revenues were \$9,457.73 for November with the most permits being issued for HVAC Residential (28 permits). There were 14 code enforcement items in November. (attachment)

4. Main Street Kent 2018 Year-at-a-Glance

Heather Malarcik has provided an informational flyer detailing the activities of Main Street Kent in 2018. These activities promote downtown businesses, create a clean, creative and beautiful downtown district, preserve Kent's character and history, and cultivate a strong sense of community. (attachment)

5. Portage Development Board Executive Summary

Brad Ehrhart of the Portage Development Board (PDB) has provided an executive summary detailing the accomplishments of the PDB as of November 2018. (attachment)