



Health & Safety Committee

1. Emergency Preparedness Overview

Bill Lillich has requested Committee time to provide Council with an overview of the resources, partners and plans that are in place in Kent and Portage County for emergency preparedness and response. The discussion will include mention of the joint work that is on-going with Kent Police, Kent Fire, Kent City Schools, Kent State University and the Portage County Emergency Management Agency. (attachment)

Administration Recommendation

Emergency preparedness is a critical community function and the City's safety forces work closely with our community partners to be ready for unexpected tragedies and to be prepared to respond at a moment's notice. More resources would always be welcomed for additional preparedness training and equipment.

Council Action

Receive the preparedness report and direct staff accordingly.

2. Security Alarm Ordinance Modifications

Bill Lillich and Chief Lee have requested Committee time for Council's consideration of revisions to the City Ordinance that governs security alarms in the City. Bill reports that the increased use of private alarm companies, with increasing frequency of false alarms, has led to the staff to recommend a limit of 2 false alarms over a six month period, with a fee of \$50 for the third offense and additional fines (in \$50 increments) for any further false alarms during the same six months. (attachment)

Administration Recommendation

As many of the false alarms occur on campus, Bill has shared this draft policy change with Kent State University staff and I believe the proposed revisions are good business practices which I would recommend for Council's support.

Council Action

Authorize the modifications to the City's alarm ordinance as presented.

3. Health Department Proposed Compost Regulations

Jeff Neistadt has requested Committee time for Council to consider draft regulations for composting in the City of Kent. Given the increasing popularity and environmental value resulting from composting organic by-products, Jeff has developed composting regulations intended to ensure the proper containment and handling of these waste products so that they do not create odor, vermin and related nuisance or safety complaints in residential neighborhoods. (attachment)

Administrative Recommendation

Composting is consistent with the City's objectives of promoting environmentally friendly practices and I recommend Council's support for the proposed regulations that are intended to ensure that proper composting practices are followed.

Council Action

Consider and adopt the proposed compost regulations.



Health & Safety Committee (continued)

4. Parking Violation Penalties

Chief Lee has requested Committee time to present her recommendation to update the City's Traffic Code to correct some penalty inconsistencies that she discovered between two sections of the Code. (attachment)

Administration Recommendation

I recommend Council's acceptance of Chief Lee's proposed update to the penalty sections of the Traffic Code for parking related fines.

Council Actions

Adopt the Code updates as presented by Chief Lee.

Finance Committee

5. Trex License Policy Discussion

Dan Smith has requested Committee time to review the Trex License Policy adopted by City Council in 2012. Some Council members have asked for a report on the implementation of the policy over the last 12 months in order to determine if the policy criteria are working as intended or if they need to be modified. (attachment)

Administration Recommendation

I recommend Council receive the staff report, discuss the policy and direct staff accordingly.

Council Actions

Receive the staff report, discuss the policy and direct staff accordingly.

6. Health Department Personnel Change

Jeff Neistadt has been working with Liz Zorc to modify one of the existing job descriptions of the Health Department Sanitarian to create a new Chief Sanitarian position. The State of Ohio has advised Jeff that in order to continue to receive State funding (approximately \$10,000 a year) and to comply with accreditation requirements he has to have an Environmental Director or equivalent on staff. Jeff and Liz are proposing to upgrade an existing Sanitarian position to Chief Sanitarian to fulfill the obligations required by the State.

Administrative Recommendation

Liz and Jeff have negotiated with the AFSCME representatives to take the existing position of Sanitarian and upgrade it to create a new position of Chief Sanitarian. The Chief Sanitarian position upgrade will cost the Health Department (no City funding is involved) an additional \$2.89/hour or \$6,000 per year. I recommend Council's support for the position reclassification.

Council Action

Authorize the position reclassification and modification to the City's position Ordinance.

7. 2013 Appropriations Amendments

Dave Coffee has been working with the department heads to reconcile budget line items and he has prepared an appropriations amendment to make the necessary changes for 2013 budget administration. (attachment)

Administration Recommendation

I recommend Council's authorization of the appropriations amendment.

Council Actions

Approve the appropriations amendment as presented.



Finance Committee (continued)

8. Wells Sherman House Loan Terms

Council referred to Committee a review and discussion of the terms of the City's \$15,000 loan for the restoration of the Wells-Sherman House. In making the motion to refer this item into Committee, Council members noted that legal issues have delayed the relocation of the house and as a result the terms of the promissory note may need modification to reflect current time schedules and circumstances. (attachment)

Administration Recommendation

It seems prudent to adjust the terms of the promissory note and I would recommend Council's review and re-consideration of those terms.

Council Actions

Authorize modifications to the terms of the loan for the Wells Sherman House renovations.

Land Use Committee

9. West Main Street Right of Way Dedication

Jennifer Barone has requested Committee time to seek the approval from Council to accept the dedication of street right of way in front of the former Huntington bank property on W. Main Street that was purchased by Klaben. Klaben is in the process of consolidating the former Huntington Bank property at 1085 W. Main Street with the adjacent Klaben Ford property at 1089 W. Main Street. It was discovered that the property lines extend to the center of W. Main Street and Klaben has proposed to dedicate that portion of W. Main Street right of way to the City. (attachment)

Administration Recommendation

I recommend Council's acceptance of the proposed right of way.

Council Actions

Authorize the acceptance of the right of way as presented.

Streets, Sidewalks & Utilities Committee

10. Water Resource Management Amendment

Jen Barone has requested Committee time for Council to consider proposed amendments to the City's Water Resource Management Code. Jen reports that the proposed Code changes are a requirement by the Ohio EPA, along with some minor changes for clarification and correction. OEPA performed an audit of the construction and post construction component of the City's Stormwater Management plan on June 14, 2012. The proposed Code changes seek to implement the recommendations of the audit. The deadline for making these corrections is the end of the City's permit cycle, March 31, 2013

Administration Recommendation

Consistent with the Council's expressed desire to protect the City's water resources, the staff have worked hard to ensure City conformance with the Ohio EPA requirements and I recommend Council's approval.

Council Action

Authorize the proposed changes to the City's Water Resource Management Code.



Community Development Committee

10. CDBG FY 2013 Action Plan



Bridget has prepared the 2013 CDBG project funding recommendations for Council's approval for submission to the US Department of Housing and Urban Development (HUD). To date the City has not been advised of the exact allocation for HUD funding for Kent in 2013 but we anticipate receiving approximately the same amount as 2012 which was \$264,116. With those funds Bridget is recommending funding a total of seven Kent projects that have requested CDBG funding assistance. (attachment)

Administration Recommendation

In total, the CDBG funding requests from community organizations in Kent tallied \$331,808 which is \$67,692 more than the anticipated 2013 budget, so staff attempted to cover at least a portion of the costs for seven of the eight requested projects. I would encourage Council's support of the staff CDBG funding recommendations.

Council Action

Review and approve the 2013 CDBG project funding plan.

Information Items

1. Monthly Permit and Zoning Reports

Bridget Susel has enclosed copies of the monthly zoning and permit violations report for January 2013. The total number of permits issued thru the end of January was down 38% (13 permits) from last year and the corresponding revenues were up 7% (\$1,212). Troy had 13 action items from November thru January, including following up on exterior maintenance, snow sidewalk violations and signs in the right of way. (attachment)

2. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of January 2013. Overall the City income tax collections are down 17.26% (\$187,277) from January 2012. Kent State University's collections thru the end of January are down 4.94% (\$19,919). These numbers may reflect some payroll timing differences from the previous year which would explain why there was a higher than anticipated increase in December. (attachment)

3. Fire Incident Report

Dave Manthey has provided a copy of the fire and emergency medical services report for January 2013. In 2013 calls for fire service are down 33% (24 calls); fire mutual aid assistance is down 1 event in 2013; and EMS responses are down 12% (30 calls). (attachment)