

February 3, 2016



Life outside the lines.

Community Development Committee

1. Local Historic Property Designation, 315 Gougler Avenue

Bridget Susel has requested Committee time for Council to consider the request of the owner of 315 Gougler Avenue (former Dale Adams property) to have the City designate the property as historically significant. As you may recall, we went through the State process to become a "certified local government" which gives Council the authority to designate local properties of historic importance. That designation enables property owners to apply for historic tax credits (state and federal) for eligible property restoration projects. (attachments)

Administration Recommendation

The Committee on Design and Preservation unanimously supported the historic property designation for 315 Gougler Avenue and I recommend Council's approval.

Council Action

Authorize the historic designation request for 315 Gougler Avenue.

2. Update the Pending List for 2016

The staff have reviewed the pending list items and we would like Committee time to review the status of those items and request Council's consideration to remove completed items where appropriate.

Administrative Recommendation

Review the pending list items and authorize the modifications to the list as presented by staff.

Council Action

Authorize and amend the pending list as appropriate.

3. CHIP Revolving Loan Fund Agreement Renewal

The City's Revolving Loan Fund (RLF) Agreement for the CHIP program with the Ohio Development Services Agency (ODSA) expired on December 31, 2015. 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 December 31, 2018. (attachment)

Administrative Recommendation

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

Council Action

Authorize the renewal of the CHIP RLF Agreement with ODSA for 2016 to 2018.

4. Kent State Student Spending Impact Analysis

Working with Tom Wilke, the faculty from the KSU College of Business have completed an analysis of KSU student spending habits in downtown Kent and we have invited the business professors to share their findings with Council. The data looks at the student buying power and offers some quantitative insights into the impact of expanding student living options in and around the downtown. (attachment)

Administrative Recommendation

Receive the report.

Council Action

No action is necessary.



Community Development Committee (continued)

5. Proposed Rootstown-Kent JEDD Agreement



Jim Silver, Bridget Susel, Tom Wilke, Dave Coffee and I have requested Committee time for Council to discuss an outline of the proposed terms of a new Rootstown-Kent JEDD Agreement. For the last 12 months we have been working on developing the framework for a possible new Rootstown-Kent JEDD Agreement. The general terms are consistent with the proposed parameters previously discussed with City Council and in order for the Rootstown representatives to present the proposed new JEDD to their stakeholders, they have asked the City of Kent to authorize the proposed agreement terms in principle. (attachment)

Administration Recommendation

The staff and I recommend Council's support to the Agreement in principle, with final adoption of the Agreement requiring future Council consideration and approval.

Council Actions

Approve the proposed new Rootstown-Kent JEDD Agreement in principle.

Finance Committee

6. Kent Chamber Contribution Request



I have asked for Committee time to request Council's consideration of a request from the Kent Chamber of Commerce to increase the City's financial contribution to support the Chamber. The City currently pays \$5,000 a year to be a member of the Kent Chamber. Recently, the other "public" members of the Chamber -- Kent State University and NEOMED -- have agreed to increase their contributions from \$5,000 a year to \$15,000 a year. The Chamber has asked if the City of Kent would be willing to match those public sector increases.

Administration Recommendation

The City's \$5,000 contribution has not changed for at least the last 10 years and given the growth, activity and impact of the Chamber as a resource partner in Kent's revitalization, I recommend Council's support. In 2016 Council reduced the City's contribution to Main Street Kent from \$75,000 to \$60,000 – a difference of \$15,000 – which I would recommend \$10,000 of which be reallocated to raise the City's contribution to the Chamber to \$15,000 a year.

Council Actions

Consider the funding contribution request and direct staff accordingly.

7. Proposed New IT Manager Position



I am requesting Committee time for Council to consider the creation of a new IT Manager Position. The position would be responsible for overseeing the City's technology investments, systems compatibility, data integration, IT performance, and cyber security. The staff is proposing to use the funds saved from reassigning the Safety Director duties to the City Manager (\$130,000/year) to fund the new position at a pay range of \$68,152 to \$85,502. (attachment)

Administrative Recommendation

In the absence of an IT Manager on staff the City has paid part time contractors approximately \$100,000/year to respond to staff software and hardware problems, coordinate upgrades, and keep the systems running as best as possible. Over time, as the City has integrated computer technology to run more and more critical operations, it has become apparent that the City's technology needs exceed the capacity of part time help. The City's technology investments need to be optimized, future investments must be planned, and a more strategic approach for technology applications needs to be developed. As the risks of IT failure have grown, I strongly urge Council's support for the new position that can be fully funded from savings.

Council Action

Authorize the new IT & Communication Manager position.

Finance Committee (continued)

8. Update on the New City Administration Building Project

I have requested Committee time to provide Council with an update on the status of the planning efforts related to the identification of a site and building for City Administration.

Administration Recommendation

Receive the update and direct staff as necessary.

Council Actions

Receive the update and direct staff as necessary.

9. 2016 Capital Project Re-Appropriations Budget Amendment

Dave Coffee has been working with the department heads to review the 2015 capital carry-over items that need to be re-appropriated for work planned in 2016, and he has prepared the corresponding capital and operating budget appropriations amendment for Council's consideration. (attachment)

Administration Recommendation

I recommend Council's authorization of the appropriations amendment.

Council Actions

Approve the appropriations amendment as presented.

Information Items

1. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of December 2015. Overall the City income tax collections are up 11.39% (\$1,492,655) from December 2014. Kent State University's collections thru the end of December are up 2.90% (\$138,780). (attachment)

2. Citizen Action Center Summary Report

Suzanne Stemnock has put together a year-end summary report for questions and requests submitted by residents through the online Citizen Action Center that I have included for your information. (attachment)

3. 2016 CDBG Grant Applications Schedule

Dan Morganti has provided an outline of the dates and meetings for the development and passage of the 2016 CDBG program grants application package. I have included the summary for your information. (attachment)

4. Warming Centers for the Homeless

Bridget Susel has provided an update on more permanent warming centers for the homeless including discussions with Family and Community Services. I have included her memo for your information. (attachment)

