

January 19, 2007



Information Items

1. Your Top 3 Priorities



The Mayor asked me to remind everyone to please forward the top three priorities that you would like staff to focus on in 2007. John and I will be meeting on Tuesday to try to lay out an agenda for our retreat on January 31st. John and I don't necessarily need your priorities for our Tuesday meeting, but if possible, please try to send me your priorities by close of business Wednesday January 24 so that I can tally them up and send them out to Council in the Friday mailing.

2. Energy Conservation Policy Progress



In 2006, Council supported the adoption of an Energy Conservation Policy that recommended guidelines for temperature controls in city buildings and suggested measures for turning off equipment during non-business hours in order to conserve energy and control energy costs. The staff have been working towards implementing this policy, and with winter finally arriving in northeast Ohio this week, I thought I'd share some of the accomplishments to date:

- Consolidation and Centralization of Utility Bills – Because the city does not have a facility manager, each department has traditionally managed their own utilities and paid their own bills. As a result of the policy, Gene Roberts has taken the lead on centralizing the utility functions so that he has access to all city building data on energy consumption and costs. A database has been developed that shows the baseline energy costs, by building, for 2006. Gene can now track and compare costs citywide which is a critical first step towards managing energy costs.
- Public Safety Buildings – As 24 hour operations, there are fewer opportunities to shut down the buildings overnight, but Police and Fire have reviewed their operations and taken measures to reduce energy use. The Fire department has installed automatic light switches with timers in certain areas to make sure lights don't get left on, and they have removed light bulbs from certain fixture where we have determined there is too much light or they can do with less. The heating system is more complicated but after frequent visits from a heating contractor they seem to have had some success at balancing the temperature better between rooms which should reduce costs in the long run. The Police building is fraught with heating problems and it has been difficult to manage improvements to the heating system.
- The City Manager's office area has been programmed to automatically drop down in temperature at night and over holidays. The Budget and Finance area does not yet have the automatic controls but Gene has been working with a contractor to get quotes for the installation of programmable control systems. All of the office equipment is either shut down or goes into energy savings mode during non-business hours.
- Gene has taken similar steps at the Public Service complex.

There is more work to be done, but I wanted to let you know that measures have been taken to comply with the new policy. Gene and I will keep you posted.



3. Letter to State Representatives re: Sin Tax

Jim Silver sent a letter to State Representative Kathleen Chandler and State Senator Kimberly Zurz requesting their assistance to explore our proposal to grant cities the authority to implement a sin tax that would create revenues designated for public safety purposes. I also wanted to let you know that we obtained a proposal from a professional lobbying firm in Columbus to work on our behalf and lobby the State Legislature but it turned out to be too costly to pursue. (attachment)

4. City Business Development Center on Summit Street

You may recall that this summer Public Service crews re-worked the side gardens adjacent to my office in order to clean up the property and reinforce the support wall for the upper level parking lot. This week they finished the project as a new business sign was installed at the property. You will note that rather than call the site the "Summit Street Incubator" the new sign identifies the building as the "City Business Development Center," listing each tenant. Although this was a fairly small job overall, I think the work has had a significant improvement, and I've actually received a couple of calls from residents thanking the city for making the property look better.

5. FY2007 CHIP and CDBG Grant Applications

Gary Locke has provided a request to schedule Public Hearings for submission and review of projects to be included in the FY2007 CDBG Annual Action Plan. Gary has proposed to hold the first public hearing on February 7, 2007. I will request Council's authorization for the Public Hearing in the Manager's report at the next Council meeting. (attachment)



Committee Items

1. Brimfield-Kent JEDD Boundary Changes

Mike Weddle has been working with the Brimfield-Kent JEDD Board to modify the JEDD boundaries. The modifications expand the number of businesses and properties included in the JEDD. In order to adopt the new boundaries, a public hearing has been scheduled for **6:45 on January 24th** (before our Committee meetings). The modifications will need Council approval as well. (attachments)

Administration Recommendation

I recommend Council approval of the proposed changes to the JEDD boundaries.

Council Action

Authorize the modifications to the JEDD.

2. Dominion East Ohio Easement

Gene Roberts received a request from Dominion East Ohio to expand Dominion's current easement from 100'x100', to 100'x120' - encroaching an additional 20' on city property. Gene has reviewed the item with staff and they recommend approval of the extension of the easement. (attachment)

Administration Recommendation

I support the staff recommendation to approve the extension of the easement.

Council Action

Authorize the easement extension request.

