



## Council Executive Session Interviews

Council has scheduled interviews of prospective City Clerk candidates before the Regular Council meeting **beginning at 5:30 pm**. Time permitting after the interviews the staff have a short personnel item to discuss with Council in Executive Session as well.

## Committee of the Whole

### 1. Interview Candidates for City Boards and Commissions

The City Clerk has scheduled time for Council to interview candidates for vacant positions on City Boards and Commissions.

### 2. New City Administration Building Update

Melanie has requested time with Council to continue conversations with the architectural firm, Branstetter Carroll Inc., to receive an update on the status of the project and review Council's expectations for the new City Hall building.

#### *Administration Recommendation*

Receive the update and direct staff accordingly.

#### *Council Action*

**Receive the update and direct staff accordingly.**

## Community Development Committee

### 1. Proposed Text Amendment to the City's Housing Code

Bridget has requested Council's consideration of a proposed text amendment to the City's Housing Code (Title 7: Environmental Health and Housing Maintenance) that would improve consistency between the rental licensing program operated by Community Development and the licensing performed by the Health Department, particularly related to the civil and criminal enforcement sections. (attachment)

#### *Administration Recommendation*

The City was intentionally methodical in rolling-out the new rental licensing program in order to ensure the fair and effective implementation of this joint effort between Community Development, the Health Department, and local landlords. At this point in the roll-out the staff believe it is important to make the proposed text amendments to provide uniformity in enforcement across the respective City departments and I recommend Council's support.

#### *Council Action*

**Authorize the proposed text amendment to Title 7 for the uniform regulation of the rental licensing program as presented.**



## Community Development Committee (continued)

### 2. Updated City/County MOU for Neighborhood Stabilization Funds

Bridget has requested Council's consideration of an updated MOU between the City and Portage County governing the administration of Neighborhood Stabilization Program (NSP) funds. HUD and the Ohio Development Services Agency have recently ruled that NSP funding may be used locally to support eligible CDBG projects and the updated MOU would reflect that new ruling and potentially allow the City to access NSP funds for use on City CDBG projects. (attachment)

#### *Administration Recommendation*

The recent ruling to allow NSP funding to be eligible for CDBG projects could provide additional funding for City CDBG projects and I recommend Council's support.

#### *Council Action*

**Authorize and execute the proposed updated City/County MOU as presented.**

## Streets & Sidewalks Committee

### 1. Proposed Amendment to the Downtown Parking Ordinance

Bridget has requested Council's consideration of a recommendation of the City's Traffic, Engineering & Safety Committee (TE&S) and the Parking Action Committee (PAC) to eliminate the 2 hour parking restriction for on-street parking in the downtown central business district after 5:00 pm. (attachment)

#### *Administration Recommendation*

The staff and the PAC unanimously supported the proposed change in downtown parking restrictions in order to support downtown business activity and I recommend Council's support.

#### *Council Action*

**Authorize the elimination of the 2 hour parking restriction for on-street parking in the downtown central business district after 5:00 pm as presented.**

### 2. Proposed New Street Closure Request for the Creativity Festival

Dan and Harrison have requested Council's authorization for a new street closure approval in case it becomes necessary to relocate the Kent Creativity Festival from the Esplanade/Great Lawn area. Last year's festival was planned to be held on the Esplanade but it was cancelled at the last minute due to an open carry pro-gun rally that was deemed to be too high a risk to the children events planned for the festival. Festival planners have requested Council's approval to be able move the festival at the last minute to Erie Street between Haymaker Parkway and S. Depeyster Street in case an unexpected open carry rally returns this year. (attachment)

#### *Administration Recommendation*

Although the open carry rallies in Kent have been peaceful the presence of such weaponry is considered unsafe around so many children so I recommend Council's support for the alternate site of Erie Street as "Plan B".

#### *Council Action*

**Authorize the proposed alternative street closure as presented.**



## Streets & Sidewalks Committee (continued)

### 3. Proposed Renewal of the City/ODOT Bridge Inspection Agreement



Jim has requested Council's authorization to renew the municipal bridge inspection program agreement between ODOT and the City for 2020 through 2022. (attachment)

#### *Administration Recommendation*

ODOT performs select bridge inspections within the City limits at their cost and I recommend Council's support for extending the bridge inspection agreement through 2022.

#### *Council Action*

**Authorize the renewal of the ODOT/City bridge inspection agreement as presented.**

### 4. Proposed City/PARTA Easement Agreement for Bus Shelter



Jim has requested Committee time to seek Council's authorization of a proposed easement agreement between the City, PARTA and Family and Community Services that would allow the installation of a new bus shelter at Kentway Apartments on East Summit Street. (attachment)

#### *Administration Recommendation*

The easement would enable the City and PARTA to construct a new concrete pad and bus shelter at a cost of \$1 for the easement. I recommend Council's approval.

#### *Council Action*

**Authorize the proposed easement agreement between the City, PARTA, and Family and Community Services as presented.**

## Finance Committee

### 1. Proposed E. Main Street Transportation Funding Applications



Jim Bowling has requested Committee time for Council to consider approving submission of the City and University's funding applications needed to proceed with the East Main Street Area Improvements Project. The City and University have been working with area residents and a traffic engineering firm for the past 18 months to develop conceptual project plans that would achieve the traffic safety, pedestrian mobility and congestion reduction goals that were included in the project purpose and needs statement that was approved by City Council. Due to the magnitude of the project, Jim has developed multiple funding applications in order to cumulatively secure adequate funding to move the project into the next steps of drafting detailed design options for community and Council review that could then be converted to construction drawings for bidding and construction. (attachment)

#### *Administration Recommendation*

The staff have developed what we believe to be highly competitive funding applications that would replicate the shared project design and financing between the City, KSU and area residents that was successful on East Summit Street. Securing adequate funding is necessary at this point to move the project forward and I strongly recommend Council's approval.

#### *Council Action*

**Approve the submission of the proposed funding applications for the East Main Street improvement project as presented.**

## Finance Committee (continued)

### 2. Proposed 2019 Budget Appropriations Amendment

Dave Coffee has been working with the department heads to reconcile the approved 2019 budget line items and he has prepared the necessary amendments to reflect the changes needed to balance those line items. (attachments)

#### *Administration Recommendation*

I recommend Council's authorization of the 2019 budget appropriations amendments.

#### *Council Actions*

**Approve the proposed 2019 budget appropriations amendments as presented.**



### 3. Authorization to Sell Retired Heavy Duty Rescue Truck

Chief Tosko has requested Council's authorization to accept a bid from the Renovo Fire Department (Pennsylvania) to purchase the City's used 1992 Heavy Duty Rescue truck for \$40,000. The truck has been advertised for sale online at an asking price of \$49,500 for a number of months with no other bids received. (attachment)

#### *Administration Recommendation*

Chief Tosko reports that no other bids have been received and I recommend Council's approval of the sale of the truck as presented.

#### *Council Action*

**Approve the sale of the used Heavy Duty Rescue Truck as presented.**



### 4. Certification of Delinquent Accounts to the County Auditor's Office

Dave Coffee has requested Committee time for Council to certify the list of delinquent property addresses in the City and to forward that list to the Portage County Auditor's Office for the placement of liens on those properties. Dave has asked for certification of delinquent accounts for non-utility bills, utility bills, and special assessments for the period of 2018 into 2019. (attachment)

#### *Administration Recommendation*

I recommend Council's support to forward the delinquent accounts to the County.

#### *Council Action*

**Authorize the use of liens to collect unpaid bills through the County.**



## Information Items

### 1. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of June 2019. Overall the City income tax collections are up 4.15% (\$307,938) from June 2018. Kent State University's collections thru the end of June are down 2.32% (\$61,048). (attachment)