THE CITY OF KENT, OHIO
COMMUNITY DEVELOPMENT COMMITTEE
WEDNESDAY, NOVEMBER 2, 2016

Chairman John Kuhar called the meeting of the Community Development Committee of the Kent City Council to order at 7:06 p.m.

PRESENT: **MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUHAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER AND MS. TRACY WALLACH.**

ALSO PRESENT: **MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MR. DAVID COFFEE, DIRECTOR OF BUDGET & FINANCE; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MR. JIM BOWLING, CITY ENGINEER; MS. MELISSA BAKER, PUBLIC SERVICE DIRECTOR; MS. MICHELLE LEE, CHIEF OF POLICE; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.**

There were 2 items on the Agenda.

1. Update on New Business and Economic Development Projects.

MOTION TO POSTPONE THE UPDATE ON NEW BUSINESS AND ECONOMIC DEVELOPMENT PROJECTS TO THE NEXT MEETING made by Mr. Ferrara, seconded by Mr. Sidoti and carried by a voice vote of 9-0.

2. Multi-Cultural Initiatives Update.

Mr. Ruller updated Council on the registration process for becoming a Compassionate City. There is much more involved than filling out a form and checking off boxes. He does not want the application process to be unilateral and would like Council's assistance.

Ms. Shaffer discussed accountability of goals. Mr. Ruller agreed that this process needs to be done in a controlled environment with the commission. Part of the process is drafting a Proclamation for the Mayor to present.

Mr. Sidoti offered to be one of 2 or 3 Councilmembers to help work through the process and bring the information back to all of Council with specific items and goals.

Ms. Shaffer also offered to sit down with Mr. Ruller to discuss details.

Mr. Turner offered to be the third member.

MOTION TO APPROVE MR. SIDOTI, MS. SHAFFER AND MR. TURNER TO WORK WITH MR. RULLER ON THE REGISTRATION FOR BECOMING A COMPASSIONATE CITY made by Mr. Amrhein, seconded by Mr. DeLeone, and carried by a voice vote of 9-0.

Hearing no further business before this Committee, Chairman Kuhar adjourned the meeting at 7:13 p.m.

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Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

1) **MOTION TO POSTPONE THE UPDATE ON NEW BUSINESS AND ECONOMIC DEVELOPMENT PROJECTS TO THE NEXT MEETING**
2) **MOTION TO APPROVE MR. SIDOTI, MS. SHAFFER AND MR. TURNER TO WORK WITH MR. RULLER ON THE REGISTRATION FOR BECOMING A COMPASSIONATE CITY**

THE CITY OF KENT, OHIO
FINANCE COMMITTEE
WEDNESDAY, NOVEMBER 2, 2016

Chairman Michael DeLeone called the meeting of the Finance Committee of Kent City Council to order at 7:13 p.m.

PRESENT: **MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUHAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER AND MS. TRACY WALLACH.**

ALSO PRESENT: **MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MR. DAVID COFFEE, DIRECTOR OF BUDGET & FINANCE; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MR. JIM BOWLING, PUBLIC SERVICE DIRECTOR; MR. JOHN TOSKO, FIRE CHIEF; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.**

There was 1 item on the Agenda.

1. Proposed 2017 Operating Budget.

Mr. Ruller stated it was noteworthy that this is the 1st budget to contain permanent expansion without dipping into funds. He and Mr. Coffee have called it "a milestone budget". It is a testament to how far we have come as a City and this is a feel good moment. Mr. Coffee prepares the budget with a conservative view but within comfortable limits. We are finally able to hire the three firefighters full-time to cover the 3 shifts after being proposed a decade ago.

Mr. Ruller then referred to Mr. Coffee who presented a brief synopsis of the budget. Mr. Coffee explained this is the 8th budget he has worked on and is by far the one he is "happy" about. It is gratifying to be able to meet the request for and the capacity within the budget for the 3 additional firefighters. It translate to safety for not only all the firefighters but for the City as well. The hiring of the 3 firefighters will eventually alleviate overtime expenditures.

Mr. Coffee began with the Revenue section of the budget book, page 1-1. $16.1 Million is forecasted in tax revenue and hope we can outperform that number. In absolute terms, we are at **-**$2.14 in our year-to-date collection of revenue compared to the anomaly that occurred in 2015. In normal term, taking the anomaly out of the equation, we would be at **-**$3.71 year-to-date. It is an acceptable, sustainable and healthy rate of growth in income tax revenues. It also still reflects some of the local construction currently going on.

Ms. Wallach asked about R.I.T.A. and if they help collect the delinquent tax revenue the City is due.

Mr. Coffee stated "yes" it is an effective rate of collection to which our cost continues to go down, and they continue to assist us in enforcement issues. We could not perform this function "in-house" for less money.

Mr. Turner was concerned with how we know the level of income tax we are supposed to be receiving, how we mandate the monies that are due to us and if we are comfortable with R.I.T.A. being the guarantor with receiving the monies.

Mr. Coffee explained we receive monthly reports from the larger employers, which is the largest portion of our income tax revenue. We also collaborate with Economic Development regarding the plausibility. R.I.T.A. checks local income tax returns against federal tax returns and is confident R.I.T.A. guarantees the monies that are owed to the City. He further stated it is not a perfect system, and has never been a problem for us.

Mr. Turner questioned the requirement to the City, what targets are we supposed to hit, what the format we have in place is, and what is established for R.I.T.A. to be able to react and respond.

Ms. Coffee replied the income tax collection is an ongoing process and we look for exceptions. We get the word out about obligations to pay tax. There is no other database available to make absolute determinations.

Mr. Turner requested private time with Mr. Coffee to further discuss if the current procedures in place are adequate.

Mr. Coffee acknowledged Mr. Turners request and stated he can also provide a synopsis for Council's review.

Mr. Kuhar asked Mr. Coffee if we have ever gone to R.I.T.A. to ask about "Uber" tax returns.

Mr. Coffee assured Mr. Kuhar that we do have these discussions, as we have in the past when they have gone to R.I.T.A. with Council's concerns.

Ms. Shaffer asked about the "User Charges" line item of EMS and Parking meters and what we planned to make on the parking meters.

Mr. Coffee explained it is a catchall category for miscellaneous bills, and the gross revenue for parking meters is $100,000.00.

Mr. Kuhar commented on the net loss looking at both the revenue and expense sides.

Ms. Long asked about the loss of the State's local municipal funding and if we have absorbed the loss and kept on going.

Mr. Coffee stated "yes" we have recovered and would gladly accept any reinstatement of those funds by the State.

Mr. Coffee then referred to the Summary section pages 1-5 and Expenditures. There is an increase in payroll due to the labor agreement increases and additional staff for the fire department, there is an increase in worker's compensation and an increase in health insurance costs, as well as a few lump sum retirement payments. He also referred to the O & M column and the Economic Development Job Creation Tax Credit, its multi-year payback and how it has increased out tax base. If we took all that money out, it would reduce that number to 1.87.

Ms. Shaffer questioned how much the increased cost is for the health insurance.

Mr. Coffee stated it is a total increase of $80,000 for the City, or $400 per year for each Individual employee.

Mr. Kuhar commented that with our success, there will be increased costs to maintain our success.

Mr. Coffee stated he has incorporated inflation factors and there will be a marginal increase in expenses.

Mr. Kuhar questioned if we reduced our spending, would the monies going into the reserve fund or other funds.

Mr. Coffee replied the money would be spread across the 80 funds.

Mr. Kuhar further questioned using inside help v. hiring outside help to slim down our expenditures in those areas.

Mr. Coffee reminded Council, in theory that would work, in the real world, it would not. The outside help is utilized on the tremendous significate projects. It is not an "either or" situation.

Mr. Kuhar asked about the contractors having their own "on-board" engineers on these larger projects.

Mr. Coffee responded that Mr. Bowling still needs to have an element of oversite on the larger, significant projects. He would rather outsource for specific engineers than add 3 additional engineers to payroll.

Ms. Long asked what the "Food Service" fund column was for.

Mr. Coffee stated it is for the Health Department inspections.

Mr. Turner assured Council that the community is not in favor of cutting the budget when it comes to roads and engineering. Roads are our priority as well as the people of the City. We are all in support of infrastructure improvements and confident in the efficiency of our engineering department.

Mr. Amrhein clarified the increase to the Health Department's budget is beyond our control; the State is mandating the Health Department be certified. There is an increased need for monies because of the State and the laws we pass within the City.

Chairman DeLeone asked if there was any further discussion. Hearing none, he then asked if anyone from the audience would like to speak on the issue. Hearing no comments from the audience, Chairman DeLeone returned the matter to Council.

Mr. Ferrara made a Motion to Authorize the Budget, seconded by Ms. Wallach.

Mr. Coffee interrupted stating there will be a difference in the final budget and referred to the Parks and Recreation portion. The final budget will appear as if it has been discounted. The number will be less to comply with the County's existing agreement certificate.

MOTION TO AUTHORIZE THE 2017 OPERATING BUDGET WITH THE ADJUSTMENT IN THE PARKS AND RECREATION BUDGET TO COMPLY WITH THE COUNTY CERTIFICATE made by Mr. Ferrara, second by Ms. Wallach. The motion carried by a voice vote of 8-0-1, with Mr. Kuhar abstaining.

Mr. Ruller announced the Executive Session was not needed this evening.

Hearing no further business before this Committee, Chairman DeLeone adjourned the meeting 7:46 p.m.

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Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

1) **MOTION TO AUTHORIZE THE 2017 OPERATING BUDGET WITH THE ADJUSTMENT IN THE PARKS AND RECREATION BUDGET TO COMPLY WITH THE COUNTY CERTIFICATE**

THE CITY OF KENT, OHIO
HEALTH & SAFETY COMMITTEE
WEDNESDAY, NOVEMBER 2, 2016

Chairman Jack Amrhein called the meeting of the Health & Safety Committee of Kent City Council to order at 7:03 p.m. by Jack Amrhein, Chair.

PRESENT: **MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUHAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER AND MS. TRACY WALLACH.**

ALSO PRESENT: **MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MR. DAVID COFFEE, DIRECTOR OF BUDGET & FINANCE; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MR. JIM BOWLING, CITY ENGINEER; MS. MELISSA BAKER, PUBLIC SERVICE DIRECTOR; MS. MICHELLE LEE, CHIEF OF POLICE; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.**

There were 2 items on the Agenda.

1. Collaborative Fire Pump Testing MOU.

Mr. Ruller referred to Chief Tosko who was available to answer any questions regarding the MOU with Suffield, Brimfield, Mogadore, Randolph and Rootstown to jointly participate in acquiring test gauges for fire pump testing.

Mr. Kuhar asked what the lifespan of this equipment was, is it indefinite?

Chief Tosko replied “yes”, it is gauges and valves.

MOTION TO AUTHORIZE THE COLLABORATIVE FIRE PUMP TESTING MEMORANDUM OF UNDERSTANDING WITH AN EMERGENCY CLAUSE made by Mr. Ferrara, second by Mr. Sidoti. The motion carried by a voice vote of 9-0.

2. Sustainability Commission Plastic Bag Report.

Mr. Ruller stated representatives from the Sustainability Commission were available to give there report, however, they would not object to presenting at a future meeting in light of the World Series Game this evening.

MOTION TO POSTPONE THE SUSTAINABILITY COMMISSION PLASTIC BAG REPORT TO A FUTURE MEETING made by Mr. Ferrara, seconded by Mr. DeLeone. The motion carried by a voice vote of 9-0.

Hearing no further business before this Committee, Chairman Amrhein adjourned the meeting at 7:06 p.m.

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Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

1) **MOTION TO AUTHORIZE THE COLLABORATIVE FIRE PUMP TESTING MEMORANDUM OF UNDERSTANDING WITH AN EMERGENCY CLAUSE.**
2) **MOTION TO POSTPONE THE SUSTAINABILITY COMMISSION PLASTIC BAG REPORT TO A FUTURE MEETING**

THE CITY OF KENT, OHIO
STREETS, SIDEWALKS, AND UTILITIES COMMITTEE
WEDNESDAY, NOVEMBER 2, 2016

Prior to the start of the meeting, Fire Chief John Tosko performed a swearing in ceremony of Firefighter Caleb Schjeldahl. Council congratulated Firefighter Schjeldahl.

Chairman Roger Sidoti called the meeting of the Streets, Sidewalks, and Utilities Committee of Kent City Council to order at 7:00 p.m.

PRESENT: **MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUHAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER AND MS. TRACY WALLACH.**

ALSO PRESENT: **MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MR. DAVID COFFEE, DIRECTOR OF BUDGET & FINANCE; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MR. JIM BOWLING, CITY ENGINEER; MS. MELISSA BAKER, PUBLIC SERVICE DIRECTOR; MR. JOHN TOSKO, FIRE CHIEF; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.**

There were 2 items on the Agenda.

1. City Stormwater Regulations Update.

Mr. Ruller requested this item be pulled from the Agenda as he needed more time to prepare.

2. City-ODOT Crack Seal Consent Legislation.

Mr. Ruller asked for Council's approval of Consent Legislation in support of SR 261 crack sealing for FY 2017.

Chairman Sidoti asked if there were any further questions from Council. Hearing none, he called for audience comment. Hearing no audience comment, Chairman Sidoti returned the matter to the Committee.

MOTION TO AUTHORIZE THE CITY-ODOT CONSENT LEGISLATION FOR CRACK SEALING SR 261 WITH AN EMERGENCY CLAUSE made by Ms. Wallach, seconded by Mr. Ferrara, and carried by a voice vote of 9-0.

Hearing no further business before this Committee, Chairman Sidoti adjourned the meeting at 7:02 p.m.

Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

1) **TO AUTHORIZE THE CITY-ODOT CONSENT LEGISLATION FOR CRACK SEALING SR 261 WITH AN EMERGENCY CLAUSE.**