



# CITY OF KENT, OHIO

CLERK OF COUNCIL

## MEMO

**To:** Dave Ruller, City Manager

**From:** Amy Wilkens, Clerk of Council

**Date:** November 4, 2020

**Re:** Boards and Commission Applicant Packet

Board and Commission vacancies have been advertised in the Tree City Bulletin, on the City's website and social media, the electronic sign downtown and email blasts and the application review will be held at the November 4, 2020 Council Committee Meeting. The Clerk of Council is requesting Council time to review and approve moving forward with filling vacant spots on the City's Boards and Commissions.

Attached is the applicant packet of candidates for your review. ***An Executive Session has been planned at the end of the Committee Meetings to discuss the applicants.*** Voting will occur and appointments will be made at the Regular Council Meeting on November 18, 2020.

Please let me know if you have any questions concerning the attached materials or if you need additional information. Thank you.

CC: Mayor Fiala  
Hope Jones  
Bridget Susel  
Patti Long



**Boards and Commissions  
November 2020 Candidates  
All Appointments Effective January 1, 2021**

**Architecture Review Board** – One (1) Vacancy

- ❖ Howard Boyle II Seeking Reappointment

**Civil Service Commission** - One (1) Vacancy

- ❖ Christine Klein Seeking Reappointment

**Income Tax Review Board**- One (1) Vacancy

- ❖ Denise Mote Seeking Reappointment

**Fair Housing Board**- Two (2) Vacancies

- ❖ Michael Harrison New Applicant
- ❖ Janet Dauber Seeking Reappointment

**Loan Review Board**- Three (3) Vacancies (2 Loan Officers, 1 Local Attorney)

- ❖ Eric Decker Seeking Reappointment (Loan Officer)
- ❖ Tara Murphy Seeking Reappointment (Loan Officer)

**ARCHITECTURAL  
REVIEW BOARD**



# CITY OF KENT, OHIO

CITY COUNCIL

**Deadline - October 27, 2020 at NOON.**

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Below is an application form that would give us a little background information. Please fill this out if you think you could devote sufficient time to serve on one of our Boards. You may use additional pages, if necessary. If you have a resume, you may attach it to the application. Please return to: Clerk of Council at [councilclerk@kent-ohio.org](mailto:councilclerk@kent-ohio.org) or mail to the address at the bottom of this application.

NAME: Howard T. Boyle II PHONE: (330) 678-1855 (HOME)

ADDRESS: 1485 River Edge Drive (330) 842-2500 (CELL)

EMAIL: hboyle@ht.bank

EDUCATION: BA Ashland University 1972

OCCUPATION: President & CEO

PLACE OF EMPLOYMENT: Hometown Bancorp

POLITICAL PARTY: N/A  
(OPTIONAL EXCEPT WHEN APPLYING FOR CIVIL SERVICE COMMISSION AND INCOME TAX BOARD OF REVIEW WHERE INFORMATION IS REQUIRED BY LAW)

EXPERIENCE RELATED TO THIS APPOINTMENT: Kent Historical Society (Past President & Current  
Trustee) Architectural Review Board 22 years

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? Interest in historic preservation.

ANYTHING YOU CARE TO ADD, SUCH AS EXPERIENCE ASSOCIATED WITH THE CITY:

Served on various committees and boards. See attached resume  
I WOULD LIKE TO BE CONSIDERED FOR:

1<sup>st</sup> CHOICE: Architectural Review Board 2<sup>nd</sup> CHOICE: \_\_\_\_\_

SIGNATURE:  DATE: 10-6-2020

\*\*\* The City of Kent reserves the right to perform background checks.

# Howard T. Boyle II

1485 River Edge Drive Kent OH 44240

Wife: Linda  
Daughter: Kelly - Graduate, Miami University of Ohio, Account Manager, Health Equity  
New York, NY  
Son: Tom - Graduate, University of Notre Dame, Notre Dame, Indiana,  
CFO, Public Storage, Glendale, CA  
Son: Colin - Graduate, Seton Hall University, South Orange, NJ  
Senior Vice President & CFO, Hometown Bank  
Date of Birth: April 3, 1950

## Education

Kent City Schools	1956-1968
Ashland University	B.A. 1972
Institute of Financial Education	numerous classes

## Professional Experience

U. S. Army	1972-1974
74 <sup>th</sup> USA, Artillery Detachment Lagerleckfeld, West Germany	
Hometown Bank 142 North Water Street Kent, Ohio 44240	March 1975 to Present Secretary 1977 Director 1979 Chairman, President & CEO 1985 Chairman, & CEO 2018 Chairman 2019
Hometown Bancorp Inc. 142 North Water Street Kent, Ohio 44240	Chairman, President & CEO 2013

## Activities

Kent Jaycees	Past President
Kent Rotary	Past President - Current Member
Kent Downtown Community Urban Redevelopment Corporation	President
Kent Area Chamber of Commerce	Past President - Current Member
Kent City Board of Education	Past President - 22 Years Service
United Way of Portage County	Past Vice President
Kent Historical Society	Past President - Current Trustee
Kent Rotary Foundation	Past President
Savings & Community Bank Exchange	Past Chairman
Ohio League of Financial Institutions	Past Chairman
Ohio Bankers League	Past Trustee
City of Kent Parking Action Committee	Chairman - Current Member
City of Kent Architectural Review Board	Chairman - Current Member
Kent State University Centennial Commission	Past Member
The Henry V. and Frances W. Christenson Foundation	Trustee
Kent City School Foundation	Past Trustee
American Bankers Association	
Community Bankers Council	Past Chairman
Government Relations Council	Past Member
Board of Directors	Member

State of Ohio	
Savings and Loan Associations and Savings Bank Board	Past Member
Federal Reserve Board, Washington, DC	
Thrift Institutions Advisory Committee	Past Member
Community Depository Institutions Advisory Council	Past President
Federal Reserve Bank, Cleveland	
Community Depository Institutions Advisory Council	Past Member
Great Lakes Bankers Bank	Secretary, Director

### Distinguished Awards

Kent Jaycees Distinguished Service Award	1980
Kent Medal for Public Service	1990
Ohio Commodore Association	2007

### Hobbies

Antique automobiles, boats and sailing and reading

Howard T. Boyle II is Chairman, of the \$235,000,000 asset Hometown Bank of Kent. Hometown Bank, founded in 1898 is currently in its 123<sup>rd</sup> year.

Mr. Boyle served as chairman of the Ohio League of Financial Institutions from 1998-1999, and has served as an honorary trustee. He has also served as Chairman of the Strategic Options Committee of the Ohio League, and served as Trustee of the Ohio Bankers League and is past Chairman of the American Bankers Association Community Bankers Council, and a past member of the Government Relations Council and a former member of the State of Ohio Savings and Loan Associations and Savings Banks Board as appointed by Governor Taft. He has recently completed a term with the Federal Reserve Board, Washington, DC as a member of the Thrift Institutions Advisory Committee and has completed a term on its Community Depository Institutions Advisory Council serving as its President. He has recently completed a term on the Federal Reserve Bank of Cleveland's Community Depository Institutions Advisory Council.

Mr. Boyle has been affiliated with Hometown Bank since March 1975. First named company secretary in 1977, he was elected a director in 1979, executive vice president in 1983, and to president and CEO in 1985. Prior to joining Hometown Bank, Mr. Boyle served two years with the U. S. Army (1972-1974) in then West Germany.

Active within the Kent community, Mr. Boyle is past president with 22 years' service to the Kent City Board of Education. He is a past president of the Kent Historical Society and currently a trustee and serves as President of the Kent Downtown Community Urban Redevelopment Corporation. He is also a member of Kent Rotary and Kent Area Chamber of Commerce and is a past president of both organizations. He is past vice president of the United Way of Portage County and a past member of the Kent State University Centennial Commission. He received the Kent Jaycees Distinguished Service Award in 1980 and the Kent Medal for Public Service in 1990. He is a current member of the American Legion, the City of Kent Architectural Advisory Board, and the Parking Action Committee, past trustee of the Kent City School Foundation and currently serves as trustee of the Henry V. and Frances W. Christenson Foundation.

Mr. Boyle graduated from Theodore Roosevelt High School in 1968 and from Ashland University with a B.A. in 1972.

He and his wife, Linda, have a daughter, Kelly, who is a graduate of Miami University, Oxford, Ohio and two sons, Tom who is a graduate of the University of Notre Dame, Notre Dame, Indiana and Colin a graduate at Seton Hall University, South Orange, New Jersey. Among his hobbies are reading, antique automobiles and boats and sailing.

# Civil Service Commission



Council, Clerk of &lt;councilclerk@kent-ohio.org&gt;

## Online Form Submittal: Online Boards & Commissions Application

1 message

noreply@civicplus.com &lt;noreply@civicplus.com&gt;

Tue, Sep 29, 2020 at 9:42 PM

To: councilclerk@kent-ohio.org

### Online Boards & Commissions Application

#### Note

*All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.*

First Name	Christine
Last Name	Klein
Address	471 Harvey St.
City	Kent
State	OH
Zip Code	44240
Home Phone Number	330/678-0665
Cell Phone Number	330/389-0934
Email Address	thomascak@netscape.net
# of years you have lived in Kent	40 (Kent City & Franklin Township)
Education	B.A. - KSU ODE K-5 Teaching Certificate - Notre Dame College ODE K-12 Reading Endorsement - Notre Dame College
Place of Employment	NEOMED
Political Party	Democrat
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Civil Service Commission
Please provide educational and professional background to assist Council in review of your application.	- Curriculum Coordinator, NEOMED – organize, implement, and support 4th year medical students and their specific curricula - Intervention Tutor, Kent City Schools – making the curriculum accessible to students - Adult Basic Literacy Education, Reading Instructor, Maplewood Career Center



- Tutor and Long-Term Substitute, Kent City Schools
- Administrative Assistant & Telemarketing Representative, MACtac/Morgan Adhesives Co.
- Able to work independently and in a team to accomplish goals & objectives
- Demonstrated ability to build and maintain effective and constructive lines of communication within and outside of the working environment
- Proven ability to work under pressure in fast-paced situations; flexible, creative, and resourceful

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Why are you interested in this appointment?

I want to build on the strong working relationship we currently have on the Civil Service Commission. I want to provide a continuation of uninterrupted service to the City and to the civil servants who work for the city. I also want to volunteer my time and talents in a collaborative environment with other like-minded individuals.

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Resume or other qualifications

*Field not completed.*

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Email not displaying correctly? [View it in your browser.](#)

# Income Tax Review



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NAME: Denise Mote PHONE: 330-678-6048 (HOME)

ADDRESS: 550 Overlook Dr. 330-554-2354 (CELL)

EMAIL: kentmotefamily@sbcglobal.net

EDUCATION: MAT (KSU), EMBA (KSU), BS Math (OSU)

OCCUPATION: Retired; was Global Business Placement Manager

PLACE OF EMPLOYMENT: Retired; was Packard Electric (Delphi, Aptiv)

POLITICAL PARTY: Democrat

(OPTIONAL EXCEPT WHEN APPLYING FOR CIVIL SERVICE COMMISSION AND INCOME TAX BOARD OF REVIEW WHERE INFORMATION IS REQUIRED BY LAW)

EXPERIENCE RELATED TO THIS APPOINTMENT: Kent Income Tax Board of Review,  
12 years tax preparer as AARP Tax-Aide volunteer

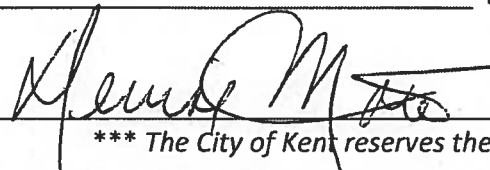
WHY ARE YOU INTERESTED IN THIS APPOINTMENT? I provide a service to Kent,  
I enjoy analyzing and problem-solving, and it isn't too "taxing".

ANYTHING YOU CARE TO ADD, SUCH AS EXPERIENCE ASSOCIATED WITH THE CITY:

Kent Income Tax Board of Review

I WOULD LIKE TO BE CONSIDERED FOR:

1<sup>st</sup> CHOICE: Income Tax Board of Review 2<sup>nd</sup> CHOICE: \_\_\_\_\_

SIGNATURE:  DATE: 10/5/2020

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**FAIR  
HOUSING  
BOARD**



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NAME: Michael Harrison PHONE: (330) 360-5150 (HOME)

ADDRESS: 225 N Water St B (330) 360-5150 (CELL)

EMAIL: harrisonbmichael@gmail.com

EDUCATION: B.S. Public Health, Kent State University

OCCUPATION: Zoning Inspector

PLACE OF EMPLOYMENT: Coventry Township

POLITICAL PARTY: \_\_\_\_\_

(OPTIONAL EXCEPT WHEN APPLYING FOR CIVIL SERVICE COMMISSION AND INCOME TAX BOARD OF REVIEW WHERE INFORMATION IS REQUIRED BY LAW)

Past experience as a housing inspector for a local health department. Experienced in nuisances, tenant/landlord disputes, healthy homes assessments and client referral.

EXPERIENCE RELATED TO THIS APPOINTMENT: \_\_\_\_\_

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? To help prevent discrimination and assist with community and economic development programs \_\_\_\_\_

ANYTHING YOU CARE TO ADD, SUCH AS EXPERIENCE ASSOCIATED WITH THE CITY: \_\_\_\_\_

I WOULD LIKE TO BE CONSIDERED FOR:

1<sup>st</sup> CHOICE: Fair Housing Board

2<sup>nd</sup> CHOICE: \_\_\_\_\_

SIGNATURE: Mike Harrison

DATE: 10/23/2020

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### Online Form Submittal: Online Boards & Commissions Application

noreply@civicplus.com <noreply@civicplus.com>

To: councilclerk@kent-ohio.org

Tue, Oct 27, 2020 at 2:28 PM

### Online Boards & Commissions Application

Note

First Name	Janet
Last Name	Dauber
Address	1132 Windward Lane
City	Kent
State	Ohio
Zip Code	44240
Home Phone Number	3304375454
Cell Phone Number	Field not completed.
Email Address	janetdauber@hotmail.com

# of years you have lived in Kent	4
Education	Bachelor of Arts, University of Mount Union
Place of Employment	Cutler Real Estate
Political Party	Field not completed.
Are you a registered voter?	Yes

Which boards, commissions and committees are you

Fair Housing Board
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applying for:

Please provide educational and professional background to assist Council in review of your application. I am a real estate agent in Kent, and I have been working as such for the past 3 years. Fair housing issues are extremely important in my industry, and I believe it's essential to be aware of the issues here in Kent and to be able to communicate these to others in my industry.

Why are you interested in this appointment? I have served on the Fair Housing Board for the past 2 years, and I wish to reapply.

Resume or other qualifications *Field not completed.*

[Quoted text hidden]

Loan  
Review  
Board





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NAME: Eric Decker PHONE: 330-289-6442 (HOME)

ADDRESS: 9750 Creekside Way Streetsboro, Oh 44241 330-289-6442 (CELL)

EMAIL: edecker@pcbbank.com

EDUCATION: Kent State University - Bachelor's Degree - Business Management

OCCUPATION: Vice President of Commercial Lending

PLACE OF EMPLOYMENT: Portage Community Bank

POLITICAL PARTY: Republican

(OPTIONAL EXCEPT WHEN APPLYING FOR CIVIL SERVICE COMMISSION AND INCOME TAX BOARD OF REVIEW WHERE INFORMATION IS REQUIRED BY LAW)

EXPERIENCE RELATED TO THIS APPOINTMENT: I have served on the Kent Revolving Loan fund Board for the past 3 years.

My current job duties include the management of a commercial loan portfolio, assessing/mitigating risk and developing new business from local commercial business customers.

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? I want to continue to add value in any way I can to the growth of the city of Kent

ANYTHING YOU CARE TO ADD, SUCH AS EXPERIENCE ASSOCIATED WITH THE CITY:

I am currently the President of the Board of Directors for Main Street Kent and I have served the board for 6 years.

I WOULD LIKE TO BE CONSIDERED FOR:

1<sup>st</sup> CHOICE: City of Kent Revolving Loan Fund Board 2<sup>nd</sup> CHOICE: \_\_\_\_\_

SIGNATURE: Eric Decker DATE: 10/6/2020

\*\*\* The City of Kent reserves the right to perform background checks.



Council, Clerk of <councilclerk@kent-ohio.org>

### Online Form Submittal: Online Boards & Commissions Application

noreply@civicplus.com <noreply@civicplus.com>

To: councilclerk@kent-ohio.org

Tue, Oct 27, 2020 at 2:11 PM

### Online Boards & Commissions Application

Note

First Name	Tara
Last Name	Murphy
Address	101 E Main St
City	Kent
State	OH
Zip Code	44224
Home Phone Number	3304146085
Cell Phone Number	Field not completed.
Email Address	tara.murphy@huntingon.com

# of years you have lived in Kent 10

Education college

Place of Employment Huntington

Political Party democratic

Are you a registered voter? Yes

Which boards, commissions and committees are you Loan Review Board

applying for:

Please provide educational and professional background to assist Council in review of your application. **Huntington SBA business development officer. Have been in finance for close to 19 years**

Why are you interested in this appointment? **To help small business in the community**

Resume or other qualifications **tara murphy resume.doc**

Email not displaying correctly? [View it in your browser.](#)

# TARA MURPHY

✉ 3133 Peterboro Dr Stow OH 44224 ☎ (330) 414-6085 ✉ taralee326@gmail.com

## PROFESSIONAL EXPERIENCE

### **The Huntington National Bank- Kent, Ohio** **January 2017-Present**

#### **Relationship Manager II/Assistant Vice President**

- Manage business banking relationships for companies with revenues 1MM to 25MM
- Facilitate conventional lending requests from 250M to 5MM. Handle SBA Express requests to 350M
- Ranked #2 RM II in company for 2017
- 14MM in loan production for 2017 including 6.989MM in SBA referrals
- Responsible for knowledge in various aspects of banking ranging from depository accounts, treasury services, and lending to include commercial real estate, equipment, and working capital. Strong focus on SBA products.
- Created a center of influence network to obtain business leads and residual referrals. 80% of clients are self-generated with additional 20% being branch referrals

### **The Huntington National Bank - Kent, Ohio** **September 2011-Present**

#### **Business Banking Specialist/ Assistant Vice President**

- Position objective is to enhance and expand the small business customer base, focusing on the micro business segment of the commercial market.
- Territory coverage of 26 Akron/Canton banking branches. Responsible for creating partnerships with branch managers to advise and educate them on business banking acquisition and customer relationship growth.

#### **Achievements:**

- Top 5% of Business Bankers Company wide. #1 BBS on non-ramp up 2016
- Achieved an overall sales goal over 125% for 2012 and over 135% for 2013,2014, 2015, and 162% 2016
- Average 190% + of loan goal 2013 through 2016

### **JP Morgan Chase - Cuyahoga Falls, Ohio** **September 2008-June 2011**

#### **Personal Banker- Small Business Specialist**

- Identify and uncover cross sell opportunities while performing branch transactions
- Developed new small business account growth while maintaining personal banking relationships

#### **Achievements:**

- Increased branch business P&L 225% from acceptance of small business banker position
- Ranked #1 banker in Akron district for 2010 and through June 2011
- Top 10% of bankers nationwide for sales growth

### **Accurate Funding Inc. - Fairlawn, Ohio** **April 2002- September 2008**

#### **Senior Mortgage Loan Officer**

- Responsible for client prospecting and increasing loan volume production
- Developed marketing propaganda for distribution to area realtors, builders and property investors

#### **Achievements:**

- First place sales producer for years 2004, 2005, 2006, and 2007
- Averaged a 90% close rate

## EDUCATION AND PROFESSIONAL INVOLVEMENT

<b>University of Akron, College of Business Administration, International Business</b>	<b>2001-2005</b>
<b>Akron Snow Angels- non-profit – Board Treasurer</b>	<b>2015-2016</b>
<b>City of Kent Revolving Loan Funds Committee</b>	<b>2015-Present</b>
<b>Huntington Bank Advisory Board</b>	<b>2014, 2016</b>

# TARA MURPHY

✉ 3133 Peterboro Dr Stow OH 44224 ☎ (330) 414-6085 📧 taralee326@gmail.com

<b>BNI- networking group – President 2016</b>	<b>2012- 2016</b>
<b>State of Ohio – Department of Commerce Real Estate CEU- : SBA Products and Services</b>	<b>2014- Present</b>
<b>Women’s Business Center Member</b>	<b>2016-Present</b>
<b>CREW (Women in Commercial Real Estate)</b>	<b>2016-Present</b>
<b>Ohio Notary Public</b>	<b>2010- Present</b>

## References

Deb Krejci Citizens Bank Market Manger 440-781-0076	Brian Volz Chase Branch Manager 440-915-4244	Diana Fretwell Current Client, ICNS 216-272-9961
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# CITY OF KENT, OHIO

## DEPARTMENT OF PUBLIC SERVICE

### MEMO

**TO:** Dave Ruller, City Manager  
**FROM:** Melanie A. Baker, Service Director  
**DATE:** 10/26/2020  
**SUBJECT:** Multi-Family Recycling – Changes and Portage County  
Completion of Contract

As we have continued to gain better understanding and read about services in this climate of change, recycling is just one more service that seems to be struggling. With improper recycling, and contamination, haulers are faced with increased costs.

Portage County Solid Waste District is not isolated from these issues. Residentially speaking, single-family contamination remains under control and easier to address. Mr. Steiner, the Director of Portage County Solid Waste District, mentioned in an October 15<sup>th</sup> meeting that some area MRF's (Material Recovery Facilities) are seeing up to 20% contamination in residential recycling. This contamination is requiring dumping fees to continue to rise and haulers to receive additional fees or fines for the contamination.

With that said, Kent's single-family recycling currently seems to be doing well. Portage County is not seeing wide spread abuse or contamination in Kent. If they encounter contamination, they leave notification with our resident and refuse pick up till cleaned. Complaints have been minimal with this process.

Unfortunately, multi-family contracts and pickups are not faring as well. Mr. Steiner explained that he is seeing County wide contamination in multi-family as high as 80%. The County has initiated a no pull / dump procedure if the recyclable container is contaminated.

As I reported to Mr. Steiner, the City of Kent has about 6 to 8 multi-family complexes that have excessive contamination. I have reviewed the Ordinances for recycling with the owners. The owners have worked with Portage County on educational materials for their tenants and the different procedures to help lessen the contamination. The owners have worked with Portage County on educational materials for their tenants and different procedures to help lessen the contamination but unfortunately those efforts have not been successful. As a result, the property owners are then unable to get their recyclables picked up and have to pay their trash haulers to dump and haul the contaminated contents away at an additional cost.

Mr. Steiner, said that he was aware of a few of these facilities as he has had to stop dumping and or have pulled their recycling containers due to the inability to get clean recyclables.

It was then noted that the current costs for recycling dumping in Akron is \$57.48 per ton. Mr. Steiner stated that the 2021 contract will be \$77.00 per dump and could escalate as high as \$93.00 by the end of 2021 due to the levels of contamination.

With the large amount of contamination throughout the County, Mr. Steiner stated "It is his preference to remove Portage County Solid Waste from all Multi-family contracts."

With that said, the City is aware of 6 to 8 current multi-family residential facilities under contract as per our ordinances having recycling issues, and paying extra for dumping. The City is also aware of 4 other multi-family facilities that no longer have dumpsters due to excessive contamination and are no longer charged for such service. The City also has 8 other multi-family residential facilities that do not participate in this contract due to prior legal issues and settlements. This is a total of about 23 percent of our multi-family residential complexes that are not participating in our recycling as per our ordinances.

Therefore, due to the request of Mr. Steiner, Director of the Portage County Solid Waste Management, to no longer pick up multi-family facilities, the issues of contamination, and with the lack of participation in the City due to several reasons, I would recommend that the City allow our contract with Portage County to effectively end at the end of 2020. The County has agreed with a 3-month contract extension at the same prices (final end would be March 31, 2021.) This would allow time for our multi-family facilities to individually obtain contracts for their recycling needs.

I will ask for a motion of support / approval of this contract change and ending.

As well, I will update our Ordinances to amend the following items as it pertains to Trash, Solid Waste and Recycling Chapters 933, 935 and 936.06:

- Definitions (For Trash, Solid Waste and Recycling)
- Process of collection
- Items for collection / non-collection
- Containers
- Billing
- The removal of Multi-Family recycling provided by the City to private hauler required.

These items have needed updated and cleaned up since the law suit and recent changes in contracts with Rumpke and Portage County for residential single-family collection.

These corrections and changes will be brought to Council for final review and approval in the next few months.





# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: October 26, 2020

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director *B.S.*

RE: Unpaid Civil Offense Fines: Rental Licensing Program

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In July of each year, the administration presents Council with listings of the various documented delinquent fines and unpaid fees and requests the charges be certified over to the Portage County Auditor to be assigned to the associated property/parcel number for inclusion on the real property tax duplicate.

The Community Development Department had two different rental property owners who had accumulated civil offense fines for noncompliance with the rental registration ordinance. After a period of noncompliance, however, both property owners had exhibited a willingness to comply, beginning early in the summer, so staff did not include these fines on the July list because the Department will apply reductions to the accumulated civil offense fine amount when a property owner exhibits a willingness to cooperate and bring a property into compliance.

The attached list reflects a reduction of 75% in fines for the owner(s) of three rental units who did complete the rental licensing and inspection process after an initial period of noncompliance. The other property owner, however, has not completed the process and in fact, has not responded to numerous recent requests to schedule the needed inspections to secure the required rental license(s) so the full amount of accumulated delinquent civil offense fines is listed to be certified to the Auditor.

I am respectfully requesting time at the November 4th Council Committee to answer any questions Council may have regarding the attached and to request Council authorization, with emergency, to submit the list to the Portage County Auditor in order to have the identified amounts certified and assigned to the real property tax duplicate for the specified properties/parcel numbers.

Please let me know if you need any additional information in order to add this item to the agenda.

Thank you.

Attachment

Cc: Amy Wilkens, Clerk of Council  
Hope Jones, Law Director  
Rhonda Hall, Budget & Finance Director  
Eric Fink, Assistant Law Director  
Brian Huff, Controller  
Paul Bauer, Code Enforcement Officer  
Eric Helmstedter, Code Enforcement Officer

Owner Name	Address	Parcel Number	Amount	Date(s) Incurred	Description
CONSTELLATION OHIO LLC	210 HIGHLAND	17-024-34-00-019-000	\$900.00	8/5/19, 4/9/20	failure to obtain rental license
CONSTELLATION OHIO LLC	1588 E SUMMIT RD (UNIT 1)	17-004-00-00-008-015	\$900.00	8/5/19, 4/9/20	failure to obtain rental license
CONSTELLATION OHIO LLC	1582 E SUMMIT RD (UNIT 2)	17-004-00-00-008-015	\$900.00	8/5/19, 4/9/20	failure to obtain rental license
CONSTELLATION OHIO LLC	1400 VINE (UNIT 1)	17-006-12-00-008-000	\$900.00	8/5/19, 4/9/20	failure to obtain rental license
CONSTELLATION OHIO LLC	1402 VINE (UNIT 2)	17-006-12-00-008-000	\$900.00	8/5/19, 4/9/20	failure to obtain rental license
CONSTELLATION OHIO LLC	508 N WILLOW ST	17-031-22-00-123-000	\$900.00	8/5/19, 4/9/20	failure to obtain rental license
BERTHAUME KRISTIN ELIZABETH	503 ROCKWELL ST	17-030-20-00-132-001	\$900.00	9/19/19, 10/21/19, 11/12/19, 12/16/19, 3/13/20	failure to obtain rental license
BERTHAUME JUSTIN & KRISTIN ELIZABETH (J&S)	249 HARRIS UP	17-012-20-00-199-000	\$900.00	9/19/19, 10/21/19, 11/12/19, 12/16/19, 3/13/20	failure to obtain rental license
BERTHAUME JUSTIN & KRISTIN ELIZABETH (J&S)	249 HARRIS DOWN	17-012-20-00-199-000	\$900.00	9/19/19, 10/21/19, 11/12/19, 12/16/19, 3/13/20	failure to obtain rental license

CD Total Fines to Auditor 10/23/20

\$8,100.00



CITY OF KENT, OHIO  
DEPARTMENT OF BUDGET AND FINANCE  
Rhonda C. Hall, CPA, Director

**To:** Dave Ruller, City Manager  
**From:** Rhonda C. Hall, CPA, Director of Budget and Finance  
**Date:** October 28, 2020  
**Re:** Five-Year Capital Plan

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Mr. Ruller,

I would like to request that a discussion regarding the 2020 to 2025 Capital Plan (CAP Plan) be placed on the November 4, 2020 Agenda.

Thank you.

A handwritten signature in blue ink that reads "Rhonda Hall". The signature is written in a cursive style.

# Utility Rate Stabilization Plans: 2021 Plans Update

3% Option

Council approved the multi-year rate stabilization plans for the water and sewer funds in 2011. The approved rate plans included 4 years of 9% rate increases to “catch-up” with deferred maintenance and capital costs, followed by 3% rate increases in the out years of the plan to keep pace with inflation.

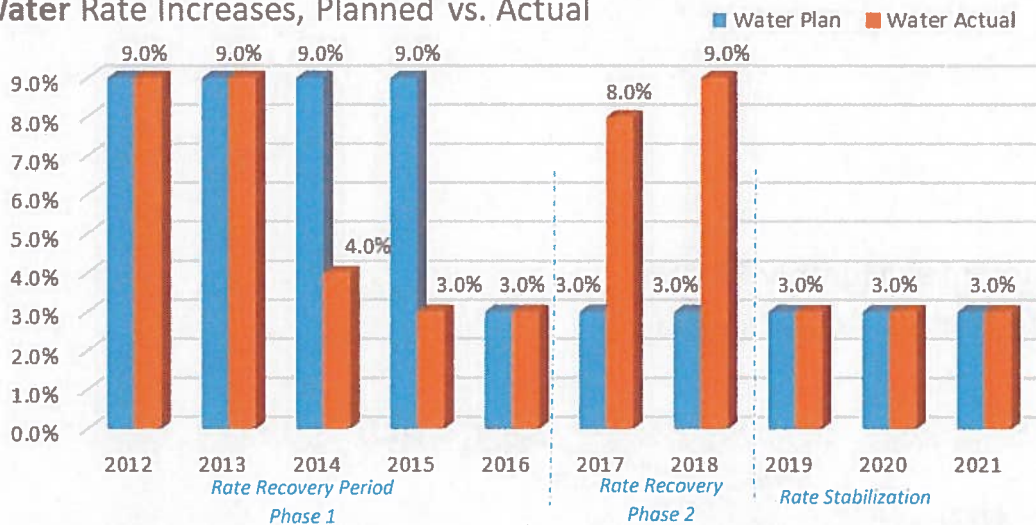
From the outset, the staff committed to pursuing grants, cost savings opportunities, and to make plan modifications in order to provide rate relief while still ensuring necessary re-investment in the City’s water and sewer infrastructure.

In the first 2 years of rate “catch up” the rates approved by Council matched the rate plans. However, in the following 2 years, the rates were less than half of what was originally projected in the plans. As a result, a portion of the lost rates were “made-up” in 2017 and 2018 for the water fund; the sewer fund rate gap was not “made-up.” For 2021 the staff has proposed an option of a 3% sewer rate increase to stay on track with the Plan rates.

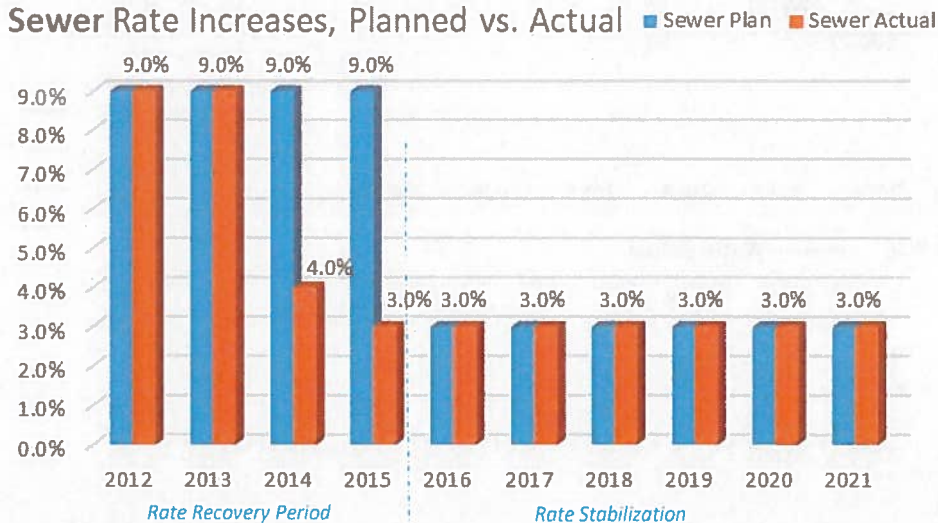
## Rate Plan vs. Actual Rates Comparison Chart

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Water Plan	9.0%	9.0%	9.0%	9.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Water Actual	9.0%	9.0%	4.0%	3.0%	3.0%	8.0%	9.0%	3.0%	3.0%	3.0%
Difference	0.0%	0.0%	5.0%	6.0%	0.0%	-5.0%	-6.0%	0.0%	0.0%	0.0%
Sewer Plan	9.0%	9.0%	9.0%	9.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Sewer Actual	9.0%	9.0%	4.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Difference	0.0%	0.0%	5.0%	6.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

## Water Rate Increases, Planned vs. Actual



## Sewer Rate Increases, Planned vs. Actual

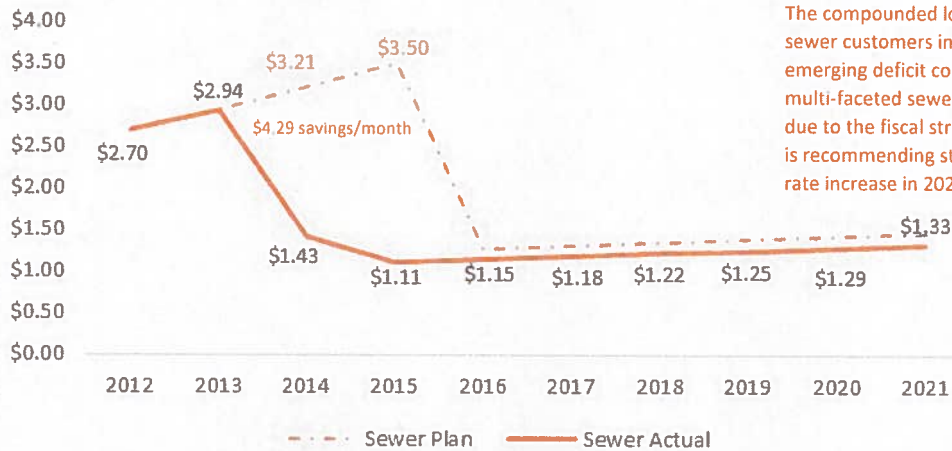


# Average Customer Monthly Rate Increases \$

(based on a calculated average of a \$20 water bill and \$30 sewer bill/month in 2011)

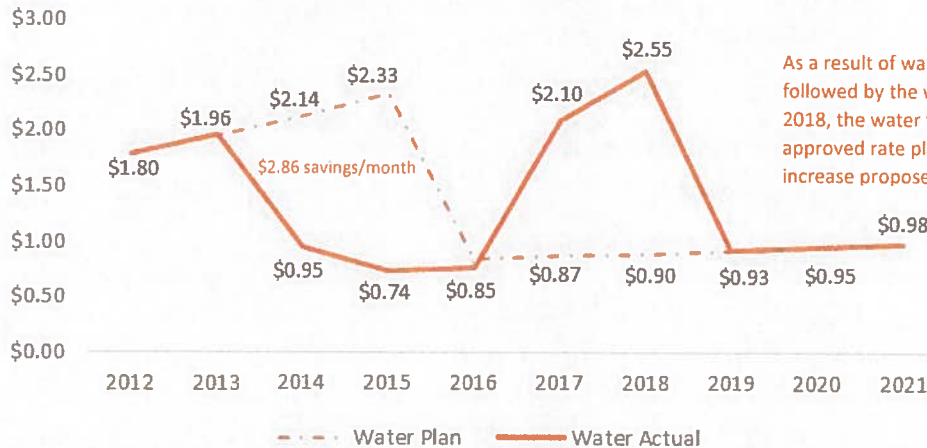
Average Customer Increase \$/Month											
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	
Sewer Plan	\$ 2.70	\$ 2.94	\$ 3.21	\$ 3.50	\$ 1.27	\$ 1.31	\$ 1.35	\$ 1.39	\$ 1.43	\$ 1.47	
<u>Sewer Actual</u>	<u>\$ 2.70</u>	<u>\$ 2.94</u>	<u>\$ 1.43</u>	<u>\$ 1.11</u>	<u>\$ 1.15</u>	<u>\$ 1.18</u>	<u>\$ 1.22</u>	<u>\$ 1.25</u>	<u>\$ 1.29</u>	<u>\$ 1.33</u>	
Difference	\$0.00	\$0.00	\$1.78	\$2.38	\$0.13	\$0.13	\$0.13	\$0.14	\$0.14	\$0.14	
			Customer Rate Relief		Compound Customer Rate Savings Annually						
Water Plan	\$ 1.80	\$ 1.96	\$ 2.14	\$ 2.33	\$ 0.85	\$ 0.87	\$ 0.90	\$ 0.93	\$ 0.95	\$ 0.98	
<u>Water Actual</u>	<u>\$ 1.80</u>	<u>\$ 1.96</u>	<u>\$ 0.95</u>	<u>\$ 0.74</u>	<u>\$ 0.76</u>	<u>\$ 2.10</u>	<u>\$ 2.55</u>	<u>\$ 0.93</u>	<u>\$ 0.95</u>	<u>\$ 0.98</u>	
Difference	\$0.00	\$0.00	\$1.19	\$1.59	\$0.08	-\$1.23	-\$1.65	\$0.00	\$0.00	\$0.00	
			Customer Rate Relief Period (rate lower than planned)			Customer Rate Equalization (rate higher than planned)					

Average Customer Increase (\$) Sewer Rate Plan vs. Actual (month)



The compounded losses of the rate relief provided to sewer customers in 2014 and 2015 has resulted in an emerging deficit condition in the sewer fund.. A multi-faceted sewer rate equalization is needed but due to the fiscal stress created by COVID19, the staff is recommending staying on Plan with a 3% sewer rate increase in 2021.

Average Customer Increase (\$) Water Rate Plan vs. Actual (month)



As a result of water rate relief in 2014 and 2015, followed by the water rate equalization in 2017 and 2018, the water fund is back on track with the approved rate plan schedule with a 3% water rate increase proposed for 2021.

Even with the proposed rate increases for 2021, the City's utility customers will be paying an average of \$4.69 less per month, or around \$56 less per year than originally planned for 2021.

# Utility Rate Stabilization Plans: 2021 Plans Update

5% Option

Council approved the multi-year rate stabilization plans for the water and sewer funds in 2011. The approved rate plans included 4 years of 9% rate increases to “catch-up” with deferred maintenance and capital costs, followed by 3% rate increases in the out years of the plan to keep pace with inflation.

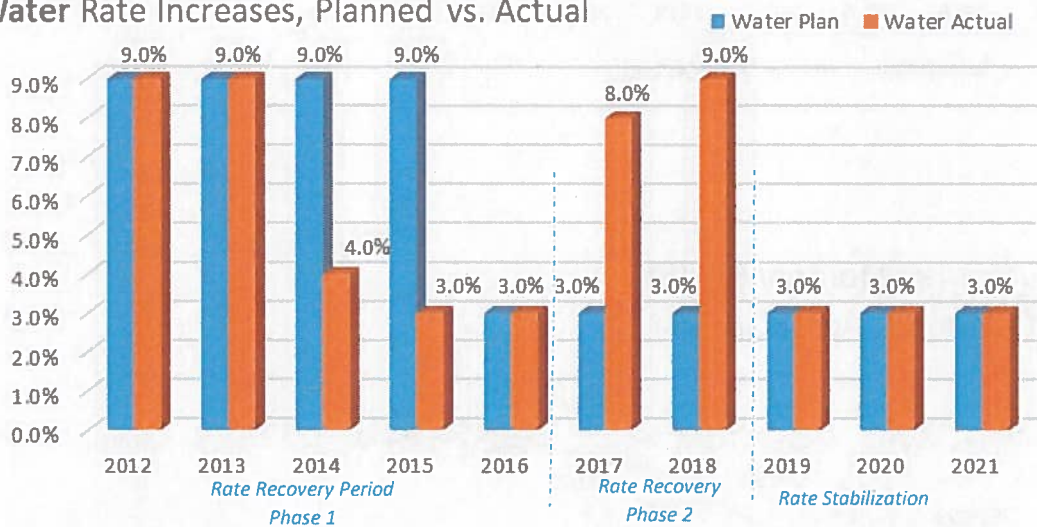
From the outset, the staff committed to pursuing grants, cost savings opportunities, and to make plan modifications in order to provide rate relief while still ensuring necessary re-investment in the City’s water and sewer infrastructure.

In the first 2 years of rate “catch up” the rates approved by Council matched the rate plans. However, in the following 2 years, the rates were less than half of what was originally projected in the plans. As a result, a portion of the lost rates were “made-up” in 2017 and 2018 for the water fund; the sewer fund rate gap was not “made-up.” For 2021 the staff has proposed an option of a 5% sewer rate increase to catch the sewer back up to the Plan objectives.

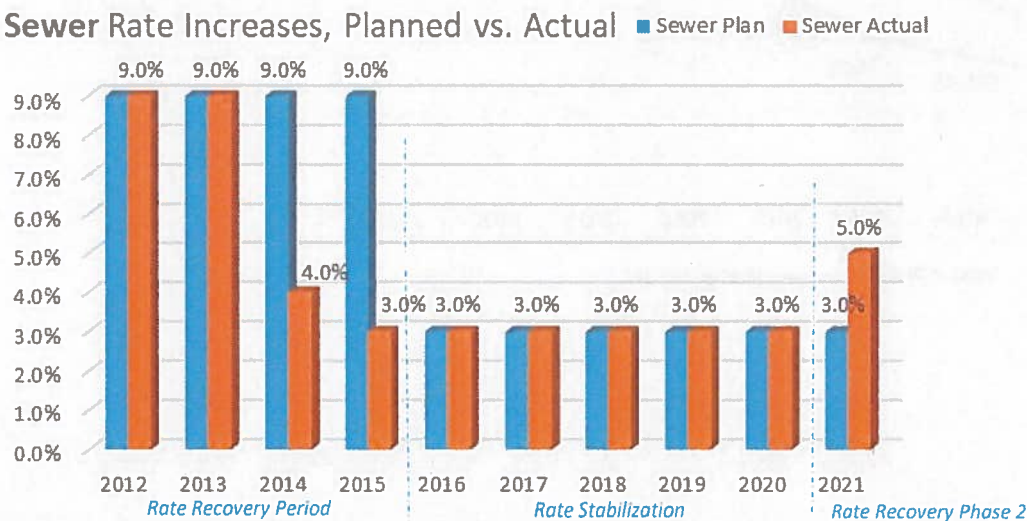
## Rate Plan vs. Actual Rates Comparison Chart

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Water Plan	9.0%	9.0%	9.0%	9.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Water Actual	9.0%	9.0%	4.0%	3.0%	3.0%	8.0%	9.0%	3.0%	3.0%	3.0%
Difference	0.0%	0.0%	5.0%	6.0%	0.0%	-5.0%	-6.0%	0.0%	0.0%	0.0%
Sewer Plan	9.0%	9.0%	9.0%	9.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Sewer Actual	9.0%	9.0%	4.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	5.0%
Difference	0.0%	0.0%	5.0%	6.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-2.0%

## Water Rate Increases, Planned vs. Actual



## Sewer Rate Increases, Planned vs. Actual



# Average Customer Monthly Rate Increases \$

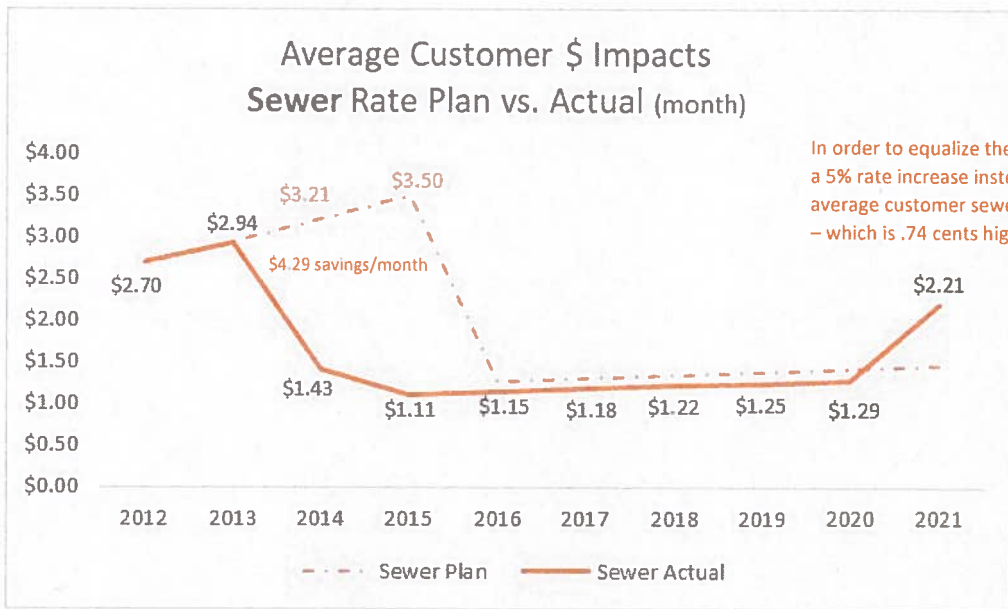
(based on a calculated average of a \$20 water bill and \$30 sewer bill/month in 2011)

Average Customer \$ Impact/Month										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Sewer Plan	\$2.70	\$ 2.94	\$ 3.21	\$ 3.50	\$ 1.27	\$ 1.31	\$ 1.35	\$ 1.39	\$ 1.43	\$ 1.47
Sewer Actual	\$2.70	\$ 2.94	\$ 1.43	\$ 1.11	\$ 1.15	\$ 1.18	\$ 1.22	\$ 1.25	\$ 1.29	\$ 2.21
Difference	\$0.00	\$0.00	\$1.78	\$2.38	\$0.13	\$0.13	\$0.13	\$0.14	\$0.14	-\$0.74
			Customer Rate Relief			Compound Customer Rate Savings Annually				
Water Plan	\$1.80	\$ 1.96	\$ 2.14	\$ 2.33	\$ 0.85	\$ 0.87	\$ 0.90	\$ 0.93	\$ 0.95	\$ 0.98
Water Actual	\$1.80	\$ 1.96	\$ 0.95	\$ 0.74	\$ 0.76	\$ 2.10	\$ 2.55	\$ 0.93	\$ 0.95	\$ 0.98
Difference	\$0.00	\$0.00	\$1.19	\$1.59	\$0.08	-\$1.23	-\$1.65	\$0.00	\$0.00	\$0.00

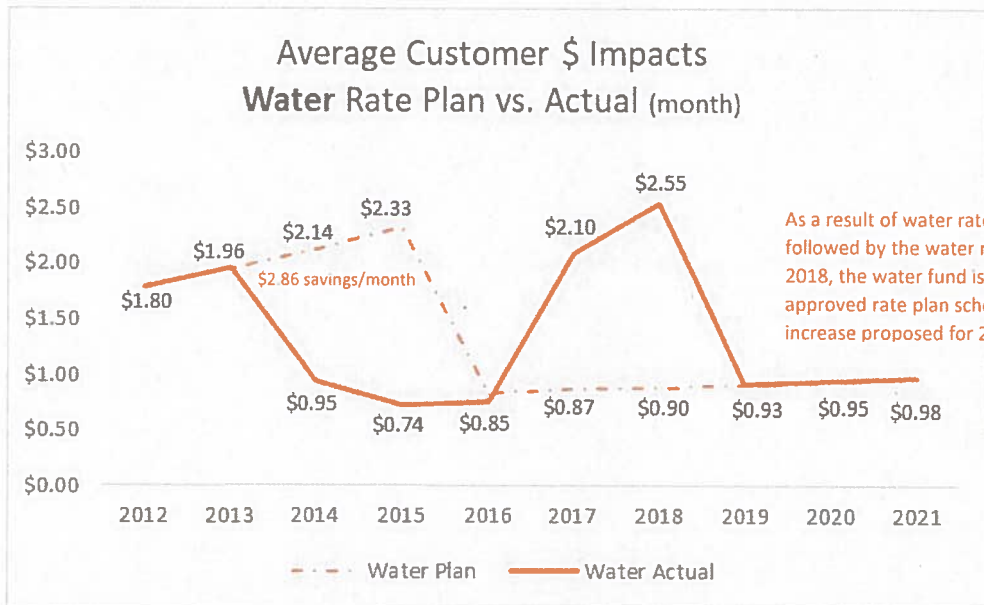
Customer Rate Equalization  
(rate higher than planned)

Customer Rate Relief Period  
(rate lower than planned)

Customer Rate Equalization  
(rate higher than planned)



In order to equalize the sewer rate, staff is proposing a 5% rate increase instead of a 3%, resulting in an average customer sewer bill increase of \$2.21/month – which is .74 cents higher than the rate plan.



As a result of water rate relief in 2014 and 2015, followed by the water rate equalization in 2017 and 2018, the water fund is back on track with the approved rate plan schedule with a 3% water rate increase proposed for 2021.

Even with the proposed rate increases for 2021, the City's utility customers will be paying an average of \$4.09 less per month, or around \$49 less per year, than what they would have been paying based on the original 2011 rate plan.





CITY OF KENT, OHIO  
DEPARTMENT OF BUDGET AND FINANCE  
Rhonda C. Hall, CPA, Director

**To:** Dave Ruller, City Manager  
**From:** Rhonda C. Hall, CPA, Director of Budget and Finance  
**Date:** October 28, 2020  
**Re:** Advance of Property Taxes Resolution

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Mr. Ruller,

The City is permitted by Section 321.34 of the Ohio Revised Code to request the County advance to the City any property taxes that have been collected prior to the normal February settlement date. Passage of this resolution will enable the City to receive at least a portion of its property taxes approximately four to six weeks prior to the actual settlement date. I am respectfully requesting City Council's approval of a resolution for this purpose to be placed on the City Council agenda for Nov. 4, 2020.

Thank you.



CITY OF KENT, OHIO  
DEPARTMENT OF BUDGET AND FINANCE  
Rhonda C. Hall, CPA, Director

**To:** Dave Ruller, City Manager  
**From:** Rhonda C. Hall, CPA, Director of Budget and Finance  
**Date:** October 27, 2020  
**Re:** FY2020 Appropriation Amendments, Transfers, and Advances

---

**The following appropriation amendments for the October Council Committee Agenda are hereby requested:**

**Fund 126 – CDBG Fund**

Increase        \$    162,666    NSP, Other (O&M) – Increase appropriations for O&M related to program income activity from the prior year, per B. Huff 7/27/20 memo.

**Fund 137 – Local CARES Act Fund**

Increase        \$ 1,068,315.68    Local CARES Act, Other (O&M) – Increase appropriations for O&M related to additional funding received, per R. Hall 9/22/20 memo.



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: October 20, 2020

TO: Rhonda Hall, Budget & Finance Director

FROM: Bridget Susel, Community Development Director *B.S.*

RE: Appropriations Request: Community Development Block Grant Coronavirus (CDBG-CV) Round 3 Grant Funding

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The City of Kent has received a second supplemental allocation in the amount of \$162,666 in Community Development Block Grant Coronavirus (CDBG-CV) funding from the U.S. Department of Housing and Urban Development (HUD) through the Round 3 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Although this is identified by HUD as the third round of CDBG-CV funding, it is only the second allocation of this funding to the City of Kent.

The Community Development Department plans to utilize these funds in 2020 to assist low-to-moderate income persons adversely affected by the COVID-19 pandemic crisis.

I am respectfully requesting the appropriation of \$162,666 in CDBG-CV funds to the CDBG fund account 126-04-540-401.7999 "COVID-19" be presented to Kent City Council at the November 4, 2020 Committee session.

Thank you for your consideration of this matter. Please let me know if you need any additional information in order process this request.

Cc: Kathy Petsko, Grants & Neighborhood Programs Coordinator  
Brian Huff, Controller  
Kim Brown, Administrative Assistant, Community Development



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

September 11, 2020

The Honorable Jerry Fiala  
Mayor of Kent  
301 S. Depeyster Street  
City Building  
Kent, OH 44240-3649

Dear Mayor Fiala:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department immediately allocated \$2 billion on March 27, 2020, the same day President Trump signed the Act, based on the fiscal year 2020 CDBG formula; this constituted the first round of CDBG-CV funds. Next, \$1 billion was required by the Act to be allocated to States and insular areas within 45 days of enactment of the Act; HUD accomplished this on May 11, 2020, and this constituted the second round of CDBG-CV funds. Finally, the remaining \$2 billion in CDBG-CV funds was required by the Act to be allocated to states and local governments at the discretion of the Secretary on a rolling basis; HUD accomplished this on September 11, 2020, and this constituted the third round of CDBG-CV funds. Additionally, up to \$10 million will be set aside for technical assistance.

Accordingly, this letter informs you that your jurisdiction's allocation for the third round is **\$162,666**. Your cumulative amount for all allocation rounds is \$341,362.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2019 and FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the HUD Secretary to grant waivers and alternative requirements of statutes and regulations the HUD Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative

requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The CDBG CARES Act Federal Register Notice (FR-6218-N-01) was released on August 10, 2020. The notice describes the allocations and grant procedures applicable to the CDBG-CV grants. It also describes the program flexibilities, waivers, and alternative requirements that apply to the CDBG-CV grants as well as the fiscal year 2019 and 2020 CDBG grants. As further such flexibilities become available, they will be posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and the requirement that each grantee have adequate procedures to prevent the duplication of benefits (DOB). HUD will provide guidance and technical assistance on DOB, the prevention of fraud, waste, and abuse, and on documenting the impact of this program for beneficiaries.

Reminder, all CPD Grantees must ensure they maintain active Dun and Bradstreet Numbering System (DUNS) numbers in the System for Award Management (SAM) system. Entities must have an active and unexpired DUNS before execution of grant agreements to avoid delays in the obligation of funds- which will delay your ability to drawdown funds in the Integrated Disbursement & Information System (IDIS). Grantees are required to maintain an active SAMs registration by re-activating their DUNS number annually in the SAM system for the entire drawdown period of their grants. DUNS numbers can be registered and renewed each year at the following website: <https://www.sam.gov/SAM/>.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov).

Sincerely,



John Gibbs  
Acting Assistant Secretary  
for Community Planning and Development  
U.S. Department of Housing and Urban Development



**CITY OF KENT, OHIO**  
**DEPARTMENT OF BUDGET AND FINANCE**  
**Rhonda C. Hall, CPA, Director**

To: Dave Ruller, City Manager  
From: Rhonda C. Hall, CPA, Budget & Finance Director  
Date: October 27, 2020  
Re: CARES Act Appropriations

A handwritten signature in blue ink that reads "Rhonda Hall". The signature is written in a cursive style and is positioned to the right of a horizontal line that spans the width of the page.

I would like to add appropriations in the amount of \$1,068,315.68 to the Local Coronavirus Relief Fund #137.

In order to spend the funding we received from Portage County in relation to the CARES Act through HB 614, the appropriations will be necessary to be in compliance with all Budgetary requirements. Additional appropriations may be requested at a future date, depending on the total dollars received from the County and the costs allowable for reimbursement.



## KENT FIRE DEPARTMENT MONTHLY INCIDENT REPORT SEPTEMBER 2020

### FIRE INCIDENT RESPONSE INFORMATION

#### Summary of Fire Incident Alarms

	CURRENT PERIOD			YEAR TO DATE		
	2020	2019	2018	2020	2019	2018
City of Kent	59	103	77	504	594	496
Kent State University	11	26	14	81	104	88
Franklin Township	15	16	16	129	152	129
Sugar Bush Knolls	0	0	0	4	3	3
Mutual Aid Given	3	1	1	32	31	20
<b>Total Fire Incident Alarms</b>	<b>88</b>	<b>146</b>	<b>108</b>	<b>750</b>	<b>884</b>	<b>736</b>

#### Summary of Mutual Aid Received by Location

	CURRENT PERIOD			YEAR TO DATE		
	2020	2019	2018	2020	2019	2018
City of Kent	1	1	2	8	3	6
Kent State University	0	0	0	0	0	1
Franklin Township	0	1	0	0	1	1
Sugar Bush Knolls	0	0	0	0	0	0
<b>Total Mutual Aid</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>4</b>	<b>8</b>

### EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION

#### Summary of Emergency Medical Service Responses

	CURRENT PERIOD			YEAR TO DATE		
	2020	2019	2018	2020	2019	2018
City of Kent	218	224	244	1844	1932	1983
Kent State University	18	59	54	107	222	252
Franklin Township	43	50	43	380	423	415
Sugar Bush Knolls	0	4	5	8	9	17
Mutual Aid Given	2	4	4	22	26	28
<b>Total Emergency Medical Service Responses</b>	<b>281</b>	<b>341</b>	<b>350</b>	<b>2361</b>	<b>2612</b>	<b>2695</b>

#### Summary of Mutual Aid Received by Location

	CURRENT PERIOD			YEAR TO DATE		
	2020	2019	2018	2020	2019	2018
City of Kent	2	1	3	15	18	20
Kent State University	0	0	1	0	3	2
Franklin Township	0	2	0	2	6	1
Sugar Bush Knolls	0	0	0	0	0	0
<b>Total Mutual Aid</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>17</b>	<b>27</b>	<b>23</b>

### TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS

	2020	2019	2018	2020	2019	2018
	<b>369</b>	<b>487</b>	<b>458</b>	<b>3111</b>	<b>3496</b>	<b>3431</b>

### TOTAL ALL RESPONSES, INCLUDING MUTUAL AID

	2020	2019	2018	2020	2019	2018
	<b>372</b>	<b>492</b>	<b>464</b>	<b>3136</b>	<b>3527</b>	<b>3462</b>