

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller
Linda Jordan

FROM: Jim Bowling *SB*

DATE: January 14, 2015

RE: Allen Drive Bridge Replacement - Highway Easement

As part of the Allen Drive Bridge Replacement being performed by the Ohio Department of Transportation (ODOT), a five (5) foot wide highway easement is required from parcel 17-043-10-00-028-001 owned by the City of Kent. The highway easement is required for the construction and future maintenance of the new structure. Therefore, ODOT will obtain the easement in the name of the City of Kent because this is a City owned bridge.

The parcel is located at the northeast corner of the Allen Drive Bridge over Fish Creek (please see the attached right-of-way plan). The parcel was purchased by the City in 2001, to provide sanitary sewer service to McKinney Boulevard. The sanitary sewer traverses through the approximate center of the parcel, to connect the McKinney Boulevard sanitary sewer to the sanitary sewer on Allen Drive.

ODOT has requested the City of Kent donate the easement, which we have approximated the value at \$300 from the Portage County Auditor Records. ODOT is replacing the bridge for the City as part of their Ohio Bridge Building Partnership Program. Without this program we were anticipating to replace the bridge for a total project cost of \$980,000.

Based on the future need for the City to maintain the parcel and savings to the City by ODOT replacing the structures, we recommend approving the donation.

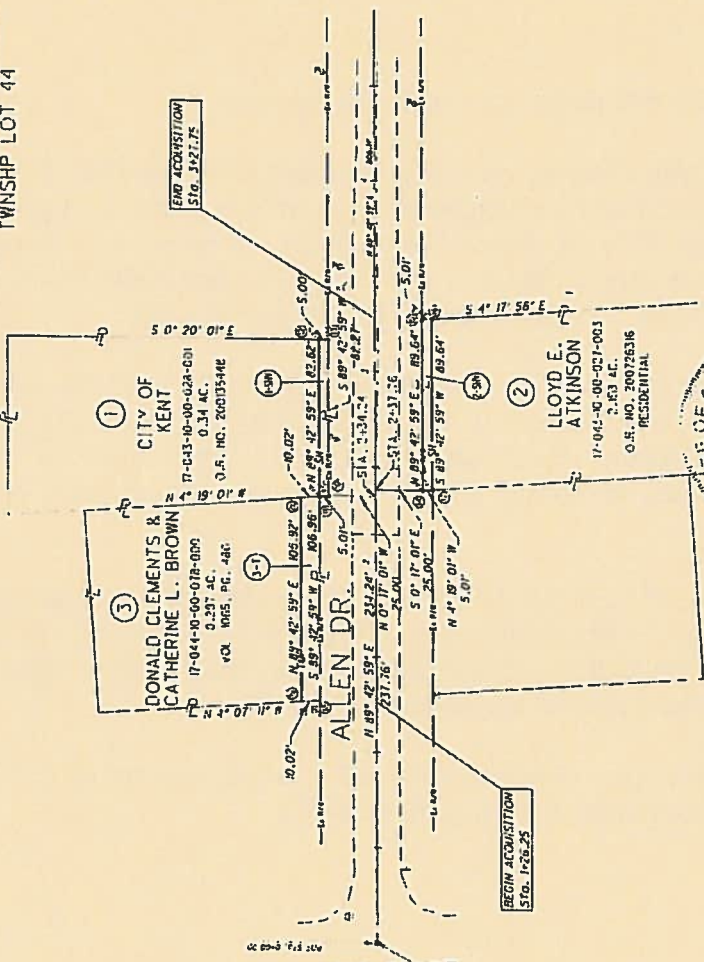
c: Gene Roberts
file

RIGHT OF WAY PLAN

FOR-OBPP-FY2016

BASIS FOR BEARINGS:
 NAD83/2011 EPOCH 2010.000
 PROJECT DESCRIPTION:
 REPLACEMENT OF BRIDGE STRUCTURE

POR-ALLEN DRIVE
 CITY OF KENT
 PART OF ORIGINAL FRANKLIN
 TOWNSHIP LOT 44



STATION/OFFSET	STATION	OFFSET
10	2+34.24	25.00 LT.
11	2+33.89	30.00 LT.
12	2+16.50	30.00 LT.
13	3+16.51	25.00 LT.
14	2+37.76	25.00 RT.
15	3+27.40	25.00 RT.
16	3+27.75	30.00 RT.
17	2+38.1	30.00 RT.
18	1+26.92	30.00 LT.
19	1+26.29	40.00 LT.
20	2+33.18	40.00 LT.

I, Tim Ward, P.S., have calculated the Gross Take, present roadway occupied (PRG), Net Take and Net Residue, as well as proposed the legal descriptions necessary to acquire these parcels as shown herein.
 All of my work contained herein was conducted in accordance with Ohio Administrative Code 4733-37 commonly known as "A Minimum Standards for Boundary Surveys in the State of Ohio" unless noted.
 The words I and my as used herein are to mean either myself or someone working under my direct supervision.

Timothy W. Ward
 Tim Ward, Professional Land Surveyor 8645
 Date: 12-18-14

SHV = STANDARD HIGHWAY EASEMENT
 ACQUIRE IN NAME OF CITY OF KENT
 T = TEMPORARY EASEMENT

TOTAL NUMBER OF TOTAL TAKES OWNERSHIP W/ STRUCTURES INVOLVED
 3 OWNERSHIP
 3 PARCELS

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD BOOK / PAGE IMAGE NO.	AUDITOR'S PARCEL	TOTAL P.R.A.	RECORD AREA	NET TAKE	NET TAKE	STING-TYPE	NET RESIDUE LEFT	NET RESIDUE RIGHT	TYPE FUND	REMARKS AND PERSONALITY	AS ACQUIRED IMAGE NO.
1-SHV	CITY OF KENT	1	O.R. 20013544E	17-043-10-00-028-001	0.34	0.000	0.000	0.009	LOCAL	0.331	0.000	LOCAL	ACQUIRE IN NAME OF 'CITY OF KENT'	
2-SHV	LLOYD E. ATKINSON	1	O.R. 200726316	17-043-10-00-027-003	2.143	0.000	0.000	0.010	LOCAL	2.143	0.000	LOCAL	ACQUIRE IN NAME OF 'CITY OF KENT'	
3-T	DONALD CLEMENTS & CATHERINE L. BROWN	1	O.R. 20013544E	17-044-10-00-078-000	0.397	0.000	0.024	0.000	LOCAL	0.373	0.024	LOCAL	TO GRADE AND SEED	

GRANTEE:
 ALL RIGHT OF WAY ACQUIRED IN THE NAME OF
 STATE OF OHIO, DEPARTMENT OF TRANSPORTATION
 UNLESS OTHERWISE SHOWN.

NOTE: ALL TEMPORARY PARCELS TO BE OF 12 MONTH DURATION.

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE

ALL AREAS IN ACRES

EXHIBIT A

LPA RX 87I SH

Page 1 of 2

Rev. 06/09

Ver. Date 12-17-14

PID 97404

**PARCEL 1-SHV
POR-OBPP-FY2016
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS
IN THE NAME AND FOR THE USE OF THE
CITY OF KENT, PORTAGE COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the City Of Kent, Portage County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in City of Kent, County of Portage, State of Ohio, and being known as part of Sublot 1, of the Brookside Farms Estate as recorded in Plat Book 24, Page 53 and 54, and also being part of land conveyed to the City of Kent in Official Record 200135448 and being more particularly described as follows:

Commencing at a monument box found at the intersection of the centerline of right of way of Allen Drive and the centerline of right of way of Erin Drive, and being 0.00 feet right of the centerline of right of way of Allen Drive, Sta. 0+00.00;

Thence North 89 degrees 42 minutes 59 seconds East along the centerline of right of way of Allen Dr., a distance of 234.24 feet to point on the centerline of right of way of Allen Dr., at Sta. 2+34.24:

Thence North 0 degrees 17 minutes 01 seconds West, a distance of 25.00 feet to an iron pin set on the northerly right of way line of Allen Dr., and the grantor's southwesterly property corner, at Sta. 2+34.24 25.00 feet left of the centerline of right of way of Allen Dr. and being the **TRUE POINT OF BEGINNING** of the parcel described herein;

Thence North 4 degrees 19 minutes 01 seconds West, along the northerly right of way line of Allen Dr., a distance of 5.01 feet to an iron pin set;

EXHIBIT A

LPA RX 871 SH

Page 2 of 2

Rev. 06/09

Thence North 89 degrees 42 minutes 59 seconds East, along the proposed Standard Highway easement line, a distance of 82.62 feet to an iron pin set on the grantor's easterly property line;

Thence South 0 degrees 20 minutes 01 seconds East, along the grantor's easterly property line, a distance of 5.00 feet to an iron pin found on the northerly right of way line of Allen Dr.;

Thence South 89 degrees 42 minutes 59 seconds West, along the northerly right of way line of Allen Dr., a distance of 82.27 feet to the **TRUE POINT OF BEGINNING**.

The above described area is contained within the Portage County Auditor's Permanent Parcel Number 17-043-10-00-028-001 and contains 0.009 acres, of which 0.000 acres are in the present road occupied, leaving a net take of 0.009 acres.

Grantor/Owner claims title by Official Record 200135448 at the Portage County Recorder's Office.

This description was prepared and reviewed in December 2014 by Tim W. Ward, Registered Surveyor No. S-8045, of the State of Ohio, Department of Transportation.

This description is based on a survey made by the State of Ohio Department of Transportation, under the direction and supervision of Peter A. Trivelli, Registered Surveyor No. 8031.

The basis of bearing is based on the Ohio North Zone State Plane Coordinates NAD83 (2011). The bearings are for project use only.

Iron pins to be set are of the specification, size and to the standards prescribed by the Ohio Revised Code Chapter 4733.37. Placement of the pins will be made under the direct supervision of an Ohio Registered Surveyor.



Tim W. Ward
12-18-14

MEMORANDUM
DEPARTMENT OF COMMUNITY DEVELOPMENT
City of Kent

Date: January 9, 2015

To: Dave Ruller, City Manager

From: Jennifer Barone, Development Engineer *JKB*

Re: Crossings at Golden Pond
Shaw Drive

Copy: Bridget Susel, Director of Community Development
Linda Jordan, Clerk of Council
Jim Silver, Law Director
Gene Roberts, Service Director
Jim Bowling, City Engineer
Project file

I hereby respectfully request City Council agenda time on February 4, 2015 to consider acceptance of a storm sewer easement.

The storm sewer easement is needed as a result of a modification during construction of a culvert the drains Sunnybrook Road. This easement straddles the condominium association and Jon Horning's property. This easement was signed and recorded without Kent City Council's acceptance. Hence, Council's acceptance is now required.

If you have any questions, please call me.

EASEMENT AND RIGHT-OF-WAY AGREEMENT
GRANTING EASEMENT UTILITY LINE CONSTRUCTION

FOR AND IN CONSIDERATION of the sum of One Dollar (\$1.00), the receipt of which is acknowledged, and such other consideration as is herein below set forth, the undersigned Crossings at Golden Pond Unit Owner's Association Inc., an Ohio Non-Profit Corporation, and Jon L. Horning II, hereinafter referred to as "Grantor(s)", who claim title to certain real estate by deed recorded in Image No. 200429664 and Volume 1139, Page(s) 571 respectively of the Portage County records, do (or does) for their heirs, ✓ successors, and assigns, hereby give, devise, grant and convey to the City of Kent, Ohio, a municipal corporation, which is hereinafter referred to as "Grantee", its successors and assigns, the perpetual right to a permanent exclusive easement and right-of-way to lay, maintain, operate, repair, remove and replace storm sewers and related necessary appurtenances over and through said real estate situated in the City of Kent, County of Portage, State of Ohio and known as being a part of Lot 3 of original Brimfield Township, said easement being more fully described as follows:

Situated in the City of Kent, Portage County, State of Ohio, and being a part of Original Brimfield Township lot Number 3 and being more definitely described as follows:

Commencing at a point in the northeasterly corner of a parcel of land described in a deed to Jon L. Horning, II as recorded in Volume 1139, Page 571 of the Portage County Deed Records and the intersection of Meloy Road (60.00 feet), said point being 0.03 feet southerly from and 0.12 feet westerly from a 1-inch iron pin in a monument box:

Thence South 17" 00' 00" West, along the centerline of said Sunnybrook Road, a distance of 200.09 feet to a point in the southeasterly corner of said Horning parcel;

Thence North 72" 56' 14" West, a distance of 30.00 feet to a point in the northwesterly right-of-way line of said Sunnybrook Road and the True Place of Beginning of land herein described;

Course 1: Thence South 17" 00' 00" West, along the northwesterly right-of-way line of said Sunnybrook Road, a distance of 10.00 feet to a point;

Course 2: Thence North 72" 56' 14" West, a distance of 33.00 feet to a point;

Course 3: Thence North 17" 00' 00" East, a distance of 20.00 feet to a point;

Course 4: Thence South 72° 56' 14" East, a distance of 33.00 feet to a point in the northwesterly right-of-way line of said Sunnybrook Road;

Course 5: Thence South 17° 00' 00" West, along the northwesterly right-of-way line of said Sunnybrook Road, a distance of 10.00 feet to the True Place of Beginning,

Containing within said bounds 0.0152 of an acre of land, be the same more or less, but subject to all legal highways and easements of record. All bearings are to an assumed meridian and are intended to describe angles only. The basis of bearing used was the centerline of Sunnybrook Road, which was assumed to be South 17°00'00" West.

Together with the right of the City of Kent, its agents or employees, to store earth and materials during the period of construction, repair or replacement of said storm sewers lines upon the premises of the Grantor on an additional strip of land ten (10) feet wide along the east and south sides of the above described easement.

And grantor(s) do agree to keep said easement free of all permanent structures, providing that the City of Kent, Portage County, Ohio shall operate and maintain said improvement as a public facility in accordance with the standards, policies and procedures of other similar public facilities within the City of Kent and shall properly backfill and restore the ground surface and ground cover vegetation to the condition existing immediately prior to such construction, reconstruction, maintenance or repair; except that said City shall not be required to repair any structures (such as buildings, driveways, light poles and appurtenances, catch basins, storm sewers, utility service lines, pavement, curbing or landscape islands belonging to Grantor and located within the easement and right-of-way, unless such damage was caused by an intentional act of negligence of the City of Kent, its agents, employees, contractors, licensees, or invitees).

IN WITNESS WHEREOF, the Grantor has hereunto set its signature this 10 day of June, 2010.

WITNESS:

GRANTOR Robert A Rummel, Jr
ROBERT A RUMMEL, JR, PRESIDENT

GRANTOR: Crossings at
Golden Pond Unit Owners
Association Inc. ✓

By: Robert Rummel, Jr
President, Crossings at Golden
Pond Unit Owners Association
Inc.

STATE OF OHIO)
) SS:
COUNTY OF PORTAGE)

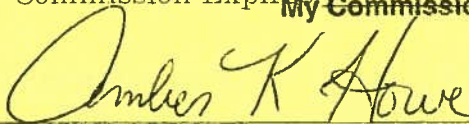
This day, before me, a Notary Public of the State and County aforesaid, personally appeared Robert Rummel, Jr., President of Crossings at Golden Pond Unit Owners Association, Inc., with whom I am personally acquainted and who upon oath acknowledged himself to be such President of aforementioned Crossings at Golden Pond Unit Owners Association, Inc. and that he as such President being authorized so to do executed the foregoing instrument for the purpose therein contained by signing in the name of the Association as such President.

Witness my hand official seal this 10 day of June, 2010.

AMBER K HOWE, Notary Public
State of Ohio

My Commission Expires:

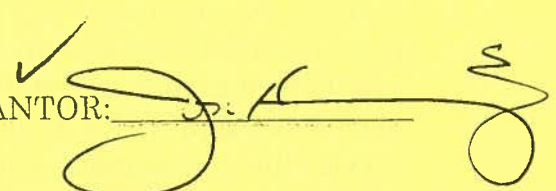
My Commission Expires: 9-19-11



Notary

IN WITNESS WHEREOF, the Grantor has hereunto set its signature this 27 day of MAY, 2010.

WITNESS:

GRANTOR: 

By: _____

STATE OF OHIO)
) SS:
COUNTY OF PORTAGE)

This day, before me, a Notary Public of the State and County aforesaid, personally appeared Jon L. Horning II, with whom I am personally acquainted and who upon oath acknowledged himself do so executed the foregoing instrument for the purpose therein contained by signing.

Witness my hand official seal this 27 day of MAY, 2010.

My Commission Expires:

David E. Williams
Notary

David E. Williams
Notary Public for State of Ohio
My commission has no expiration date
R.C. 147.03

Accepted by Kent City Council, _____, 2010

v Rummel

PREPARED BY REIM COMMERCIAL

QMF

BONNIE M. HOWE
PORTAGE CO. RECORDER

201008703

10 JUN 10

RECEIVED FOR RECORD
AT 10:07:39
FEE 6400

INDEXED



City Of Kent Fire Department

320 S. Depeyster St.
Kent, Ohio 44240
330. 673.8814
330.676.7374 Fax

To: Dave Ruller, City Manager
Kent City Council

From: John Tosko

Date: January 26, 2015

Reference: Safer Grant

I am requesting committee time for Council to consider allowing the Fire Department to apply for a FY 2014 SAFER Grant during the February 4th 2015 committee meeting. The SAFER (Staffing for Adequate Fire & Emergency Response) grant is a staffing grant which allows fire departments to supplement daily staffing. I am requesting a grant to hire an additional three (3) firefighter/paramedics. The total amount we are asking for is **\$500,669.65**

The application period runs from February 9th to March 6th. The projected award start date begins on June 1st 2015 with the last awards handed out by September 30th. We would then have 180 days to hire the firefighters. This is a two year grant which begins when we hire the Firefighters, projected to be in the last quarter of 2015.

There is no requirement from the City of Kent to match funds, the grant pays for 100% of the costs such as salary and benefits (health insurance, workers' comp, Medicare, and pension). The grant also pays for many of the associated costs such as structural firefighting gear and air pack face pieces. The City is not required to retain the three positions for the third year like the old grant did. It is my hope though that by the end of 2017, the city will be better financially set to absorb these three positions into the budget. If this is not the case, two members, a Captain and a Firefighter are scheduled to retire in the summer of 2017 which will help offset the burden on the budget.

The addition of three firefighter/paramedics will do two things: 1) add to our daily staffing, greatly improving efficiency and safety at emergency scenes, and 2) decrease our reliance on overtime to supplement our daily staffing. This should not only save the City money, but increase service and safety for us all.

**FY 2014 SAFER GRANT Dollar Amounts
3 New Firefighters**

Personnel Costs

Year 1

Base Salary (Step 1 - August 2015-August 2016)	\$	50,086.40
Worker's Comp. 1.8% estimate	\$	901.56
Medicare (Employer's share) 1.45%	\$	726.25
Retirement - employer's share 24%	\$	12,020.74
Health Insurance Estimate	\$	13,450.00

Total for 1 firefighter - year 1
Times 3

Total Year 1 \$ **231,554.85**

Year 2

Base Salary (Step 2 - August 2016-August 2017)	\$	56,950.40
Worker's Comp. 1.8% estimate	\$	1,025.11
Medicare (Employer's share) 1.45%	\$	825.78
Retirement - employer's share 24%	\$	13,668.10
Health Insurance Estimate	\$	13,850.00

Total for 1 firefighter - year 2
Times 3

Total Year 2 \$ **258,958.15**

Associated Costs

Firefighting Turn-out Gear	\$3,170.55
SCBA Face Piece	\$215
Total Amount per Firefighter	\$3,385.55
Times three	\$10,156.65

Grand Total \$ **500,669.65**



FEMA

Staffing for Adequate Fire & Emergency Response Grants

This section is for fire departments: national, state, local; or tribal organizations that represent the interests of firefighters. The section contains information on the Staffing for Adequate Fire and Emergency Response (SAFER) Grants program, application assistance tools, previous grant awards, grant statistics, and more.

Overview

The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720). For details visit <http://www.nfpa.org/freeaccess>.

SAFER Program Updates: FY 2014 SAFER Application Period Announced

- The FY 2014 Staffing for Adequate Fire and Emergency Response (SAFER) application period is scheduled to begin on February 9, 2015 at 8:00 AM EST and end on March 6, 2015 at 5:00 PM EST
- The [FY 2014 Staffing for Adequate Fire and Emergency Response \(SAFER\) Funding Opportunity Announcement \(FOA\)](#) is available now
- [Additional FY 2014 Application Support Tools Available Now Below](#)
- [FY 2013 Staffing for Adequate Fire and Emergency Response \(SAFER\) Awards](#) [View award list](#)
- To receive a SAFER grant award, you must be registered and have up-to-date information in the online System for Award Management (Sam.gov) registration is required of all AFG Program applicants and awardees. Please go to SAM.gov/portal/public/SAM/ and follow the [FAQs](#) and [User Guides](#) for help in completing the registration process.
- [SAFER Success Stories](#)
- If you are not currently receiving the free biweekly AFG Program E-Mail Alerts, be sure to sign up now on the [E-Mail Alert signup page](#).

SAFER Application Assistance Tools

FY 2014 SAFER APPLICATION ASSISTANCE TOOLS

- **FY 2014 Staffing for Adequate Fire and Emergency Response (SAFER) Funding Opportunity Announcement (FOA)**
The Funding Opportunity Announcement contains official SAFER Grant program guidance including the Funding Opportunity description and application dates.
- **FY 2014 SAFER Application Checklist**
Are you planning to apply the Staffing for Adequate Fire and Emergency Response (SAFER) Grant program?
Completing this checklist will help you prepare your SAFER Grant application. Collecting this information beforehand will reduce the time and energy needed to complete your application when the next grant cycle opens.
- **FY 2014 SAFER Self-Evaluation – Hiring Grants**
This Self Evaluation Sheet has been developed to help you understand the criteria that you must address in your Narrative Statement when applying for the Staffing for Adequate Fire and Emergency Response (SAFER) Grant. The Peer Reviewers will review all the criteria in your Narrative Statement and assess the degree to which your proposal best describes your fire department and community risks, the requirements you have listed that will reduce those risks, and how your project(s) align with the SAFER Grant priorities.
- **FY 2014 SAFER Self-Evaluation - Recruitment and Retention - Fire Departments**
This Self Evaluation Sheet has been developed to help you understand the criteria that you must address in your Narrative Statement when applying for the Staffing for Adequate Fire and Emergency Response (SAFER) Grant. The Peer Reviewers will review all the criteria in your Narrative Statement to assess the degree to which your proposal best describes your fire department and community risks, the requirements you have listed that will reduce those risks, and how your project(s) align with the SAFER Grant priorities.
- **FY 2014 SAFER Self-Evaluation - Recruitment and Retention – Interest Organizations**
This Self Evaluation Sheet has been developed to help you understand the criteria that you must address in your Narrative Statement when applying for the Staffing for Adequate Fire and Emergency Response (SAFER) Grant. The Peer Reviewers will review all the criteria in your Narrative Statement to assess the degree to which your proposal best describes your organization and community risks, the requirements you have listed that will reduce those risks, and how your project(s) align with the SAFER Grant priorities.

SAFER Program Tools

AFG PROGRAM VIDEOS

While the AFG Program Office strives to make the information contained in these videos as timely and

accurate as possible, the videos were not intended to be used as substitutes for reading the latest Funding Opportunity Announcement (FOA) or guidance documents. The AFG program office makes no promises, claims or guarantees about the accuracy, completeness or adequacy of the contents of these videos and expressly disclaims liability for errors and omissions in the contents of these videos.

Watch the following SAFER videos

- SAFER Grant Recruitment and Retention Video
- FY 2010 SAFER Grant Program Video

OTHER RESOURCES

SAFER Grants Management 101 Webinar

Material from the SAFER Grants Management 101 Webinar for FY 2009/2010 is now available for download. ([PDF](#) 609kB, [TXT](#) 18kB)

- **Topics discussed include:**
 - Periods of performance
 - Payment requests
 - Performance report requirements

System for Award Management (SAM) Registration is Required to Apply or Receive a Grant Award

- Applicants that have not completed the SAM registration process, or have not completed the required annual renewal and revalidation of data, will not be able to draw grant funds, or submit grant amendment requests. Every eligible grantee must have their SAM.gov account validated through the Internal Revenue Service (IRS) and have their CAGE (Commercial and Government Entity) code validated. These validations are conducted as part of the registration process after the organization has submitted their SAM.gov registration.
- Please complete the [SAM registration](#) as soon as possible. For questions about SAM, contact your [State Assigned Grants Management Specialists](#) or visit our [SAM resource page](#).
- SAM.gov is administered through the [Government Services Administration \(GSA\)](#). Technical assistance may be obtained through the Federal Service Desk at 866-606-8220.

Last Updated: 01/27/2015 - 09:33



DEPARTMENT OF PUBLIC HEALTH

325 SOUTH DEPEYSTER STREET, KENT, OHIO 44240 (330)678-8109 FAX (330)678-2082

To: Kent City Council

From: Jeff Neistadt, Health Commissioner

Date: January 9, 2015

RE: Part time Public Health Sanitarian/Accreditation Coordinator

The health department requests committee time for approval to fill the part time Public Health Sanitarian / Accreditation Coordinator position. The part-time Public Health Sanitarian position was approved by council in the Proposed Budget Authorized Position listing in November. Applying for and receiving public health accreditation is mandatory in Ohio due to HB 59 which passed last year. All public health departments must apply for accreditation by 2018. This past year the health department revenue rose from \$245,000 in 2013 to \$402,000 in 2014. This position will cost \$28,000 annually and will be more than fully paid for by the health department's Medicaid reimbursement revenue, increase in vital statistics revenue, as well as fees for service.

Sincerely,

A handwritten signature in black ink that reads "Jeff Neistadt".

Jeff Neistadt, MS, RS/REHS
Health Commissioner

MEMORANDUM

HUMAN RESOURCES

City of Kent

DATE: JANUARY 29, 2015
TO: DAVE RULLER, CITY MANAGER
FROM: LIZ ZORC, HUMAN RESOURCE MANAGER
SUBJECT: HEALTH BOARD REQUEST

I am requesting City Council agenda time to discuss the request by the Kent Board of Health to upgrade the pay range for the Health Commissioner from Management Classification 2 (\$68,819 to \$93,088) to Management Classification 1 (\$71,236 to 99,972).

The Kent Board of Health has expressed concern about Health Commissioner Jeff Neistad's salary several times over the last couple years, having the feeling that Jeff is underpaid. I was told that the Board voted to change Jeff's pay classification in the City's General Compensation Plan from his current Management Classification II, to Management Classification I at their last meeting.

In order to make that happen, members of the Board of Health would need to make their case before the Kent City Council. Jeff was hired in 2011, and is already at the top of his range, \$93,088 (2015), plus he receives \$300 per month car allowance.

I've attached a Health Commissioner Position Study, trying to look at the various pay and responsibility of Health Departments in cities around northeast Ohio. Kent currently pays the highest salary in the cities comparison group.

I also got some information about counties in northeast Ohio with Health Departments, and lastly I laid out information on the Kent department heads who are currently in Management Classification I as to salary and size of department. I have provided updated salaries based on approved 2015 pay rates.

Health Commissioner Position Study

December 2014

NE OHIO COUNTY	Population	No. of Dept. Employees	How long current HC in position	Annual Salary	Vehicle Provided	Car Allowance
Ashtabula County	99,811		29	\$112,549		0.480/mi
Columbiana County	105,893		5	\$93,000		0.500/mi
Cuyahoga County	1,263,154		9	\$159,627		
Geauga County	93,972		14	\$117,603		
Holmes County	43,593		8	\$107,000		0.400/mi
Lake County	229,857		4	\$115,024		\$395/month
Loraine County	302,827		1	\$115,350		0.505/mi
Mahoning County	233,869		1	\$99,008		0.565/mi
Medina County	174,915		1	\$105,000		0.560/mi
Portage County	163,862		7	\$100,797		0.565/mi
Stark County	375,432		1	\$89,617		0.500/mi
Summit County	541,824		13	\$140,613		0.550/mi
Trumbull County	206,442		11	\$124,695		
Wayne County	115,071		19	\$93,142		

City of Kent Classification I	2015	No. of Dept. Employees	Salary Range 2015	Current Salary 2015
Budget & Finance Director		8	\$71,236 - \$99,972	\$98,000
Law Director		3	\$71,236 - \$99,972	\$140,988
Safety Director		97	\$71,236 - \$99,972	Currently vacant
Service Director		58	\$71,236 - \$99,972	\$99,972
Fire Chief		34	\$71,236 - \$99,972	\$99,972
Police Chief		58	\$71,236 - \$99,972	\$99,972

City of Kent Classification I-A

2015 \$70,030 - \$96,532



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager

From: David A. Coffee, Director of Budget and Finance

Date: January 29, 2015

Re: FY2014 Appropriation Amendments, Transfers, and Advances

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

Fund 001 – General

Increase \$ 50,000 Misc. & Sundry - IT Support Services / Other (O&M) - Add'l funding to provide citywide IT Professional Services for computer systems, interfaces and connectivity; and also including succession preparation for existing desktop and network provider.

Fund 126 – Community Development Block Grant (CDBG)

Increase \$ 15,000 CDBG / Capital - Reappropriate 2014 funds for Portage Hike & Bike Trail SR 59 Segment per B. Susel memo dated 1/26/15.

Increase \$ 96,778 CDBG / Capital - Reappropriate 2014 funds for CDBG Pine Street Project per B. Susel memo dated 1/26/15.

Fund 201 – Water

Increase \$ 26,500 Capital / SVC-Capital Facilities - Reappropriate 2014 funds for Miller/Steele/Harvey Storm and Water Improvements.

Increase \$ 119,935 Capital / SVC-Capital Facilities - Reappropriate 2014 funds for Hudson Road Watermain Replacement Design.

Increase \$ 74,948 Capital / SVC-Capital Facilities - Reappropriate 2014 funds for Water Model Update and Calibration.

(all of above Fund 201 reappropriations per J. Bowling 1/27/2015 memo)

Fund 202 – Sewer

Increase \$ 7,700 Capital / SVC-WR - Reappropriate 2014 funds for Sanitary Sewer Model Calibration.

Increase \$ 50,000 Capital / SVC-WR - Reappropriate 2014 funds for SW Sanitary Pump Station System Evaluation.

(all of above Fund 202 reappropriations per J. Bowling 1/27/2015 memo)

Fund 301 – Capital

Increase	\$ 372,340	Capital / SVC-Capital Facilities - Reappropriate 2009 funds - Summit St. Traffic Signal Coordination Project.
Increase	\$ 107,584	Capital / SVC-Capital Facilities - Reappropriate 2013 funds - SR 43 Signalization Project.
Increase	\$ 15,500	Capital / SVC-Capital Facilities - Reappropriate 2014 funds for Miller/Steele/Harvey Storm and Water Improvements.
Increase	\$ 120,000	Capital / SVC-Capital Facilities - Reappropriate 2013 funds – Annual Street & Sidewalk Program
Increase	\$ 1,561	Capital / SVC-Capital Facilities - Reappropriate 2010 & 2012 funds – Pine Street Construction Phase I Project .
Increase	\$ 10,000	Capital / SVC-Capital Facilities - Reappropriate 2010 funds – Alley 5 Parking Lot Project
Increase	\$ 152,850	Capital / SVC-Capital Facilities - Reappropriate 2011 and prior funds - Fairchild Ave. Bridge Constr. Project
Increase	\$ 5,000	Capital / SVC-Capital Facilities - Reappropriate 2011 funds – Esplanade Project
Increase	\$ 11,110	Capital / SVC-Capital Facilities – Reappropriate 2014 funding for ODOT SR 261 Resurfacing Project.
Increase	\$ 664,183	Capital / SVC-Capital Facilities – Reappropriate 2014 funding for AMETEK Site Remediation & Building Demolition Project.

(all of above Fund 301 reappropriations per J. Bowling 1/27/2015 memo)



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: January 26, 2015
TO: David Coffee, Budget & Finance Director
FROM: Bridget Susel, Community Development Director *B.S.*
RE: Appropriations Request: CDBG Pine Street Reconstruction Project

I am requesting that a total of \$111,778.00 in committed CDBG funding be appropriated in the 2015 budget for the following capital improvement projects:

\$ 15,000.00 (Portage Hike & Bike Trail SR 59 Segment: Project # 2014-02)
\$ 96,778.00 (PY2014 CDBG Pine Street funding: Project #2014-01)
\$111,778.00 TOTAL

I am respectfully requesting that this appropriations item be presented to Council for consideration at the February 4, 2015 Committee session.

Please let me know if you need any additional information in order to process this request.

Thank you.

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: David Coffee; Dave Ruller
 FROM: Jim Bowling *sb*
 DATE: January 27, 2015
 RE: 2014 Capital Improvement Program – Re-appropriation for 2015

The following projects appropriations need to be carried over to 2015. These projects are critical to the infrastructure of the City and still have a defined need to be completed. If there are any questions on the following list of funds, which were appropriated and not encumbered at the end of 2014, please let me know.

Fairchild Avenue Bridge Construction – The construction of the project was completed in 2013. The Ohio Department of Transportation is finalizing the expenses for the project. They expect the process to take at least a year to finalize the project. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2011 and prior	301 – Capital	\$152,850	

Fish Creek Watershed Study – The revised hydrologic and hydraulic analysis have been completed and submitted to the Ohio Department of Natural Resources (ODNR). In coordination with ODNR and their consultants the revised analysis will be included with their re-mapping of the floodplains in Portage County which are included in the National Flood Insurance Program. Some additional appropriations may be required to fully complete the re-mapping process. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	208 – Storm Water	\$10,000	

SR 43 Signalization – The project is currently in detail design. The project right-of-way acquisition and construction phases are upcoming. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	301 – Capital	\$107,584	

Cuyahoga River – Letter of Map Revision – As with the Fish Creek Watershed Study, the revised hydrologic and hydraulic analysis have been completed and submitted to the Ohio Department of Natural Resources (ODNR). In coordination with ODNR and their consultants the revised analysis will be included with their re-mapping of the floodplains in Portage County which are included in the National Flood Insurance Program. Some additional appropriations may be required to fully complete the re-mapping process. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	208 – Storm Water	\$15,000	

Summit Street Traffic Signal Coordination – This project is currently in the design and right-of-way acquisition phase. Construction should begin in Summer 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	301 – Capital	\$372,340	\$297,872 Fed. Funded \$37,234 KSU Reimbursed
Not applicable	208 - Storm	\$14,100	

Miller/Steele/Harvey Storm and Water Improvements – The project is currently in detail design. The construction phase is programmed for 2016. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	208 – Storm Water	\$97,919	
2014	201 - Water	\$26,500	
2014	301 - Capital	\$15,500	

Pine Street Construction – Phase 1 of this project was constructed in 2013. Phase 2 of the project design is currently being finalized. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2010 and 2012	301 – Capital	\$1,561	

Fund 302 – Downtown Redevelopment – This fund represents the money borrowed and expected to be reimbursed with TIF financing. The fund amount listed below represents the amount of money appropriated for street and utility work related to the downtown development. The downtown development began construction in 2010 and will continue in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
Not applicable	302 – Streets and Utilities associated with the Downtown Redevelopment	\$628,600	

Alley 5 Parking Lot – This project includes construction of the Alley 5 Parking Lot and Locke Lane in conjunction with the downtown redevelopment. The project started construction in 2012 and was completed in 2014. There are some minor punch list items remaining as well as creation of as-built drawings. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2010	301 – Capital	\$10,000	

Hudson Road Water Main – The request for qualifications for consultants was completed in 2014 and we are ready to enter into an agreement to begin the detailed design. The construction phase is scheduled to begin in 2016. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2008	201 – Water	\$119,935	

Water Model Update and Calibration – The request for qualifications for consultants was submitted in 2014 and we are currently evaluating the submittals. We anticipate that the consultant will be under contract in March 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	201 – Water	\$74,948	

Sanitary Sewer Model Calibration – The sanitary sewer model calibration has been submitted for review. We anticipate that the study will be completed in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	202 – Sewer	\$7,700	

Esplanade Project – Construction of the project was completed in 2013, however the project is still being closed out. Therefore, the following reduced portion of appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2011	301 - Capital	\$5,000	\$5,000 KSU Reimbursement

SW Sanitary Pump Station System Evaluation – Due to issues with other capital projects, this study was unable to be started in 2014. We are currently evaluating the proposal for the study that should begin in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2008	202 - Sewer	\$50,000	

Annual Street and Sidewalk Program – The annual street and sidewalk program in 2014 was delayed due to the severe winter in 2013-2014. We were required to contract out the pavement repairs for the seal coat program. The seal coat program needs completed in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	301 – Capital	\$120,000	

ODOT - SR 261 Resurfacing – This project is an ODOT project to resurface SR 261 in the area. Construction of the project was completed in 2014, however the project will be closed out in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2011	301 – Capital	\$11,110	

AMETEK Site Remediation & Building Demolition – Site Remediation is underway for this site, including asbestos removal and dual phase extraction. Site cleanup and eventual building demolition will continue in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2014	301 – Capital	\$664,183	\$441,354 ODOD Reimbursement

**City of Kent
Income Tax Division**

December 31, 2014

Income Tax Receipts Comparison - (Excluding 0.25% Police Facility Receipts)

Monthly Receipts

Total receipts for the month of December, 2014	\$1,204,676
Total receipts for the month of December, 2013	\$937,014
Total receipts for the month of December, 2012	\$1,332,645

Year-to-date Receipts and Percent of Total Annual Receipts Collected

	<u>Year-to-date Actual</u>	<u>Percent of Annual</u>
Total receipts January 1 through December 31, 2014	\$13,099,836	105.64%
Total receipts January 1 through December 31, 2013	\$12,397,812	100.00%
Total receipts January 1 through December 31, 2012	\$12,063,299	100.00%

Year-to-date Receipts Through December 31, 2014 - Budget vs. Actual

<u>Year</u>	<u>Annual Budgeted Receipts</u>	<u>Revised Budgeted Receipts</u>	<u>Year-to-date Actual Receipts</u>	<u>Percent Collected</u>	<u>Percent Remaining</u>
2014	\$ 12,400,000	\$ 12,400,000	\$ 13,099,836	105.64%	-5.64%

Comparisons of Total Annual Receipts for Previous Eight Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change From Prior Year</u>
2006	\$ 10,151,202	-0.36%
2007	\$ 10,540,992	3.84%
2008	\$ 10,712,803	1.63%
2009	\$ 10,482,215	-2.15%
2010	\$ 10,453,032	-0.28%
2011	\$ 10,711,766	2.48%
2012	\$ 12,063,299	12.62%
2013	\$ 12,397,812	2.77%

Submitted by David A. Coffey, Director of Budget and Finance

2014 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
(Excluding 0.25% Police Facility Receipts)
as of Month Ended December 31, 2014

Monthly Receipts			Comparisons		
Month	2012	2013	2014	Amount	Percent Change
January	\$ 1,085,253	\$ 897,977	\$ 935,222	\$ 37,245	4.15%
February	806,227	919,060	992,427	73,367	7.98%
March	860,826	988,906	1,027,737	38,831	3.93%
April	1,239,488	1,330,732	1,393,884	63,152	4.75%
May	972,050	1,021,364	1,029,906	8,542	0.84%
June	915,138	1,059,172	1,170,257	111,085	10.49%
July	961,433	967,424	1,073,397	105,973	10.95%
August	942,880	989,007	997,630	8,623	0.87%
September	980,892	1,205,984	983,247	(222,737)	-18.47%
October	1,076,141	1,038,755	1,138,675	99,920	9.62%
November	890,325	1,042,418	1,152,778	110,360	10.59%
December	1,332,645	937,014	1,204,676	267,662	28.57%
Totals	\$ 12,063,299	\$ 12,397,812	\$ 13,099,836	702,024	5.66%

Year-to-Date Receipts			Comparisons		
Month	2012	2013	2014	Amount	Percent Change
January	\$ 1,085,253	\$ 897,977	\$ 935,222	\$ 37,245	4.15%
February	1,891,480	1,817,036	1,927,649	110,613	6.09%
March	2,752,306	2,805,942	2,955,386	149,444	5.33%
April	3,991,794	4,136,674	4,349,270	212,596	5.14%
May	4,963,844	5,158,038	5,379,176	221,138	4.29%
June	5,878,982	6,217,210	6,549,433	332,223	5.34%
July	6,840,415	7,184,634	7,622,830	438,196	6.10%
August	7,783,295	8,173,641	8,620,460	446,819	5.47%
September	8,764,187	9,379,625	9,603,707	224,082	2.39%
October	9,840,328	10,418,380	10,742,382	324,002	3.11%
November	10,730,653	11,460,798	11,895,160	434,362	3.79%
December	12,063,299	12,397,812	13,099,836	702,024	5.66%
Totals	\$ 12,063,299	\$ 12,397,812	\$ 13,099,836	702,024	5.66%

2014 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
(Excluding 0.25% Police Facility Receipts)
as of Month Ended December 31, 2014

Monthly Receipts				Comparisons	
Month	2012	2013	2014	Amount	Percent Change
January	\$ 403,606	\$ 383,688	\$ 397,519	\$ 13,832	3.60%
February	335,895	353,861	361,700	7,839	2.22%
March	360,114	384,674	404,469	19,795	5.15%
April	362,957	396,905	412,661	15,757	3.97%
May	360,026	379,202	396,992	17,790	4.69%
June	362,330	413,558	425,614	12,057	2.92%
July	379,316	359,357	374,686	15,329	4.27%
August	359,550	375,619	389,902	14,283	3.80%
September	328,283	321,941	332,001	10,060	3.12%
October	376,474	392,945	407,748	14,804	3.77%
November	384,179	399,939	456,507	56,567	14.14%
December	423,935	441,408	418,293	(23,114)	-5.24%
Totals	\$ 4,436,666	\$ 4,603,095	\$ 4,778,094	\$ 174,999	3.80%

Year-to-Date Receipts				Comparisons	
Month	2012	2013	2014	Amount	Percent Change
January	\$ 403,606	\$ 383,688	\$ 397,519	\$ 13,832	3.60%
February	739,501	737,549	759,219	21,671	2.94%
March	1,099,615	1,122,223	1,163,689	41,466	3.69%
April	1,462,573	1,519,127	1,576,350	57,223	3.77%
May	1,822,598	1,898,329	1,973,342	75,013	3.95%
June	2,184,929	2,311,886	2,398,956	87,070	3.77%
July	2,564,245	2,671,244	2,773,643	102,399	3.83%
August	2,923,795	3,046,863	3,163,545	116,682	3.83%
September	3,252,078	3,368,804	3,495,546	126,742	3.76%
October	3,628,552	3,761,748	3,903,294	141,546	3.76%
November	4,012,731	4,161,688	4,359,801	198,113	4.76%
December	4,436,666	4,603,095	4,778,094	174,999	3.80%
Totals	\$ 4,436,666	\$ 4,603,095	\$ 4,778,094		

2014 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
(Excluding 0.25% Police Facility Receipts)

Comparisons of Total Annual Receipts for Previous Seven Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change</u>
2006	\$ 3,542,080	2.59%
2007	\$ 3,707,931	4.68%
2008	\$ 3,919,539	5.71%
2009	\$ 4,090,788	4.37%
2010	\$ 4,267,465	4.32%
2011	\$ 4,246,372	-0.49%
2012	\$ 4,436,666	4.48%
2013	\$ 4,603,095	3.75%

2014 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
Police Facility Dedicated Income Tax Receipts - 1/9 of Total (0.25%)
as of Month Ended December 31, 2014

Monthly Receipts

Month	2012	2013	2014
January	N/A	N/A	\$ 116,890
February	N/A	N/A	124,039
March	N/A	N/A	128,453
April	N/A	N/A	174,216
May	N/A	N/A	128,723
June	N/A	N/A	146,266
July	N/A	N/A	134,159
August	N/A	N/A	124,690
September	N/A	N/A	122,892
October	N/A	N/A	142,318
November	N/A	N/A	144,081
December	N/A	N/A	150,569
Totals	\$ -	\$ -	\$ 1,637,295

Year-to-Date Receipts

Month	2012	2013	2014
January	N/A	N/A	\$ 116,890
February	N/A	N/A	240,929
March	N/A	N/A	369,382
April	N/A	N/A	543,598
May	N/A	N/A	672,321
June	N/A	N/A	818,586
July	N/A	N/A	952,745
August	N/A	N/A	1,077,435
September	N/A	N/A	1,200,327
October	N/A	N/A	1,342,645
November	N/A	N/A	1,486,726
December	N/A	N/A	1,637,295
Totals	N/A	N/A	\$ 1,637,295

2014 CITY OF KENT, OHIO
Comparison of Total Income Tax Receipts - Including Police Facility Receipts
as of Month Ended December 31, 2014

Monthly Receipts				Comparisons	
Month	2012	2013	2014	Amount	Percent Change
January	\$ 1,085,253	\$ 897,977	\$ 1,052,112	\$ 154,135	17.16%
February	806,227	919,060	1,116,466	197,407	21.48%
March	860,826	988,906	1,156,190	167,285	16.92%
April	1,239,488	1,330,732	1,568,100	237,368	17.84%
May	972,050	1,021,364	1,158,629	137,265	13.44%
June	915,138	1,059,172	1,316,523	257,350	24.30%
July	961,433	967,424	1,207,556	240,133	24.82%
August	942,880	989,007	1,122,320	133,313	13.48%
September	980,892	1,205,984	1,106,139	(99,845)	-8.28%
October	1,076,141	1,038,755	1,280,993	242,239	23.32%
November	890,325	1,042,418	1,296,859	254,441	24.41%
December	1,332,645	937,014	1,355,243	418,229	44.63%
Totals	\$ 12,063,299	\$ 12,397,812	\$ 14,737,131	2,339,319	18.87%

Year-to-Date Receipts				Comparisons	
Month	2012	2013	2014	Amount	Percent Change
January	\$ 1,085,253	\$ 897,977	\$ 1,052,112	\$ 154,135	17.16%
February	1,891,480	1,817,036	2,168,578	351,542	19.35%
March	2,752,306	2,805,942	3,324,768	518,826	18.49%
April	3,991,794	4,136,674	4,892,868	756,194	18.28%
May	4,963,844	5,158,038	6,051,497	893,459	17.32%
June	5,878,982	6,217,210	7,368,020	1,150,810	18.51%
July	6,840,415	7,184,634	8,575,576	1,390,942	19.36%
August	7,783,295	8,173,641	9,697,896	1,524,255	18.65%
September	8,764,187	9,379,625	10,804,035	1,424,410	15.19%
October	9,840,328	10,418,380	12,085,028	1,666,649	16.00%
November	10,730,653	11,460,798	13,381,888	1,921,090	16.76%
December	12,063,299	12,397,812	14,737,131	2,339,319	18.87%
Totals	\$ 12,063,299	\$ 12,397,812	\$ 14,737,131	2,339,319	18.87%