



LAW DEPARTMENT MEMORANDUM KENT, OHIO

To: Dave Ruller, City Manager
From: Hope L. Jones, Law Director
Date: December 26, 2018
Re: Credit Card Records Policy

Mr. Ruller,

I request that City Council approve the City's Credit Card Policy. The Ohio General Assembly passed Substitute House Bill 312 which mandates that Council approve a policy for the acquisition, use, expenses allowed to be purchase with the card, along with other provisions addressing several mandates. Prior to Sub. H.B. 312, the City had a robust policy in place, but there are a couple of provisions that needed to be added.

I ask that this policy be placed on the January 9, 2019 agenda so that Council may consider approving it as a legislative act.

The policy is attached.

Thank you.



CITY OF KENT, OHIO
CREDIT/DEBIT/PURCHASING CARD POLICY

Approved by City Manager: _____ Date: _____

Adopted by City Council Ordinance No.: _____ Date: _____

City of Kent City-Held Credit/Debit/Purchasing Card Policy

I. Purpose

The purpose of this policy is to ensure that credit/debit/purchasing cards (such as Sears, Home Depot, VISA, MasterCard, Discover) that are issued to and held in the name of the City are closely controlled and monitored so as to provide for maximum security and to guard against misuse and/or losses for which the City may be held liable. This policy is meant to comply with the mandates of Sub HB 312 enacted by the 132nd General Assembly. City use includes situations where a purchase order is not accepted by the provider for needed services, supplies and/or materials, or are purchased from a provider who issues a purchase card to be used in conjunction with a purchase order. There may also be instances where discounts and/or rebates that are deemed to be advantageous to the City are associated with this type of payment. The City-held credit/debit/purchasing cards (sometimes referred to as "card(s)") re NOT for personal use, and will not be permitted to be carried by personnel on a regular basis for any reason. All City credit/debit/purchasing cards shall be the name of the "City of Kent, Ohio."

II. General Guidelines

If the Budget and Finance Director does not retain general possession and control of each credit/debit/purchasing card account and related presentation instrument (card), Council hereby designates the City Controller as the City's "Compliance Officer." The Compliance Officer may not use a credit card account and may not authorize an officer or employee to use a credit card account.

If credit/debit/purchasing cards are not controlled by the Budget and Finance Director, the cards are to be kept in the control of the Department Head or his/her designee as authorized by the Budget and Finance Director. Each Department Head or designee will secure the cards in a safe, or in a locked cash box in a secure drawer.

Each Department Head must keep a master list of all employees who are permitted to use City credit/debit/purchasing cards, along with each employee's title, and a master list of cards being held and controlled within the department. Both lists must be provided to the Budget and Finance Department annually, or whenever changes are made. Only one

person at a time will be assigned to use each card. A copy of both master lists must be on file with the Budget and Finance Department and must be kept current by the Department Head or designee.

A log of the card name showing date, sign out time, sign in time, signature of person using the card, and valid purchase order number is to be kept by the Department Head or designee. (See Exhibit A) The Department Head must initial each entry on the log indicating approval of the card's use and the purchase. A copy of this information is to be forwarded to the Budget and Finance Department monthly. Anyone needing to use a card must go to the Department Head or designee holding the card and sign the card in and out on this log.

Regular purchase order policy and procedures must be followed whenever you anticipate using the card. Every purchase using any card must have a valid purchase order assigned to it before the purchase is legal. The purchase order must contain the vendor and provide descriptions, account numbers and estimated dollar amounts. No single vendor purchase shall exceed a spending limit of Five Thousand Dollars and No Cents (\$5,000.00) without the express written consent of the Department Head or designee. This will assure that sufficient appropriations exist to cover the anticipated charges. Once an invoice is received, simply return a copy of the P.O. along with the receipts you have accumulated, directly to the Budget and Finance Department, to complete the transaction.

III. Budget and Finance Director Responsibilities

By way of approving this overall Credit/Debit/Purchasing Card Policy, City Council authorizes the Budget and Finance Director to apply for and establish all such accounts as he/she deems necessary for the conduct and benefit of City business, so long as the expenditures do not exceed the corresponding Approved Budget for related transactions. Only City employees are eligible to have custody and permission to use City cards.

A. Opening Accounts/Cancellation

All credit/debit/purchasing cards will be issued under approval of and in coordination with the Budget and Finance Department and approval of the respective Department Head. The reissuance of credit/debit/purchasing cards shall be approved by the Budget and Finance Director. Debit card use and possession will only be permitted for law enforcement purposes as stipulated by ORC 9.22.

In the event that a credit/debit/purchasing card has not been used during any twelve (12) month period, the Budget and Finance Director shall determine if the card account should be cancelled.

B. Retrieving cards from employees

The Budget and Finance Director shall ensure that a Department Head retrieves cards from employees who leave the City, change departments, or move to a job in which they will no longer require use of a City credit/debit/purchasing card account.

C. Overseeing appropriate use of the card

Budget and Finance Director or designees will:

1. Review the all credit/debit/purchasing card transactions and management reports to ensure that the cards are being used appropriately.
2. Ensure all transactions are marked "Viewed" and "Approved" in the system prior to mapping into the General Ledger.
3. Reporting lost and stolen cards immediately to the appropriate card companies.
4. The Budget and Finance Director have authorized the following positions to use a City credit/debit/purchasing card pursuant to the mandates of this Policy and the City's Purchasing Policy:

Fire Department positions: Fire Fighter/Paramedic, Lieutenant, Captain and Chief:

Police Department positions: Police Officer, Sargent, Lieutenant, Captain and Chief;

Parks and Recreation positions: Recreation Supervisor, Recreation Specialist, Program Instructor, Account Clerk, Recreation Coordinator, Parks Supervisor and Parks and Recreation Director;

Water Plant positions: Water Plant Manager, Chief Operator, Chemist, Environment Technician, Lab Technician, Chief Coordinator,

Other positions: City Manager, Executive Assistant to the City Manager, and the following Department Heads:, Community Development Director, City Engineer, Fire Chief, Police Chief, Health Commissioner, Human Resources Manager, Information Services Director, Law Director, Parks and Recreation Director, and Service Director,

D. Ensuring documentation requirements are met

Budget and Finance Director or designees will:

1. Ensure necessary detail and documentation are provided on all transactions.
2. Ensure that itemized receipts and card statements are retained and kept in accordance with the City's Records Retention Schedule.

IV. Reporting and Reviewing Requirements

The Budget and Finance Director, annually, shall file a report with City Council detailing all rewards received based on the use of the City's credit/debit/purchasing card accounts.

The Compliance Officer, if applicable, and City Council, at least quarterly, shall review the number of cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits.

V. Rules and Procedures for Use

- A. The card is for City business expenses only. It must not be used for personal purchases.
- B. The card is not transferable. It may be used by the authorized City employee cardholder only.
- C. Itemized receipts must be obtained for all transactions.
- D. Pyramiding - i.e., dividing one purchase into two or more, in order to stay within your transaction limit - is not allowed.

- E. Authorized City employee cardholders may not receive cash advances.
- F. Authorized City employee cardholders are responsible for resolving discrepancies and ensuring credits are received.
- G. Authorized City employee cardholders may not receive cash back or in-store credits for any refunds or exchanges. Such amounts must be credited to the credit/debit/purchasing card account. If a supplier mistakenly issues a refund check, it must be submitted to the Budget and Finance Department within five days of receipt by the cardholder.
- H. Authorized City employee cardholders should not pay Ohio sales tax. The cardholder must tell in-state suppliers the City is exempt from Ohio sales tax. A copy of the City's Tax Exempt Certificate is available if the supplier needs to see it.
- I. If grant funds are being charged, Authorized City employee cardholders are responsible for seeing that all granting agency requirements are fulfilled.
- J. Authorized City employee cardholders may not make purchases that violate City policy restricting business transactions that may be perceived as a conflict of interest (purchases from a business in which you or a relative have a financial interest).

VI. Documentation Requirements

Employees should always obtain an itemized receipt for each transaction. If a cash register tape does not have descriptions, write them on the tape. Any transaction without a properly substantiated receipt is subject to reimbursement to the City by the employee.

A receipt is defined as an invoice, cash register receipt, sales slip, or packing slip which contains an itemized list of goods purchased, with dollar amounts, and the name and location of the supplier. An employee of the supplier must sign handwritten receipts.

A. Purchases Made in Person

Retain the itemized receipt in addition to the credit/debit/purchasing card copy to properly substantiate the purchase.

B. Faxed or Mailed Purchases

Retain a copy of the order as faxed or mailed and the fax confirmation (if available) for your records.

C. Internet Purchases

At least one of the following types of documentation is required:

1. Print-out of the completed online order form;
2. Print-out of the online order confirmation; or
3. Print-out of the e-mail confirmation.

The user must immediately advise the Budget and Finance Director if a card is damaged, lost, stolen or the subject of suspected fraudulent activity.

VII. Preventing Fraud

The cardholder should use basic security measures, as outlined below, to guard against fraud:

- A. **DO** Keep the card in a secure location; guard the card number carefully.
- B. **DO** Save receipts and statements in a secure area (they may contain your card number).
- C. **DO** Keep an eye on the card during the transaction, and retrieve it as soon as possible.
- D. **DO** Always know where your card is. If you can't find the card, assume the worst: Notify Budget and Finance so that the account can be canceled.
- E. **DO** Be aware of what you are signing: Your signature can copy through to other slips deliberately placed underneath.
- F. **DO** Audit your monthly statement closely. Make sure all charges shown are legitimate charges.
- G. **DO** Visit reputable, familiar merchants whenever possible.

- H. **DO** Report possible fraud immediately.
- I. **DO NOT** Discard credit/debit/purchasing card slips in public areas, or discard them whole. Thieves can acquire your card number from receipts, slips and statements.
- J. **DO NOT** Lend your card to anyone.
- K. **DO NOT** Give your card number to anyone over the phone unless you know you are dealing with a reputable vendor.

VIII. Unauthorized Purchases

City credit/debit/purchasing card accounts may not be used to purchase the following items:

- A. Personal items
- B. Alcohol and entertainment
- C. Controlled substances requiring a DEA license
- D. Employee relocation and relocation-related expenses
- E. Purchases that involve signing an agreement, license, or contract (e.g., leases).
- F. Long term rentals (1 year or longer).
- G. Contracted or personal service providers - specific to unincorporated 1099 service providers (e.g., photographic studios, dry cleaners, physicians, medical labs, auto towing or repair, etc.).
- H. Weapons or ammunition
- I. Donations
- J. Fuel for a privately-owned vehicle or aircraft

IX. Inappropriate Use of Cards

Employees using City-held cards are responsible for safeguarding the card. If inappropriate use of the card is discovered, disciplinary action up to and including discharge from employment is possible. In the event of fraudulent use, the City may pursue legal prosecution.

Improper costs associated with prohibited purchases will be collected by requesting the employee voluntarily repay the City, by the employee voluntarily agreeing to a payroll deduction or by any legal action available to the City.

Upon the first notice of suspected credit/debit/purchasing card abuse, the Department Head should immediately advise the Budget and Finance Office and consult with the Law Department. Budget and Finance will initiate and coordinate an investigation of the suspected card abuse. The employee shall be given an opportunity to respond to the allegations being investigated.

Following the interview with the employee and completion of the investigation, Budget and Finance shall issue a final written report to the City Manager, Law, Department, Human Resources Manager and investigated Employee's Department.

X. Employee Acknowledgment

I have read the forgoing Credit/Debit/Purchasing Card Policy and acknowledge that I understand it and will abide by its mandates.

I understand that:

- A. The City's card is to be used only for legitimate City business purchases at the request of and for the benefit of the City of Kent.
- B. The City's card is to be used within the guidelines of the City's purchasing policy.
- C. The City's card must be used in accordance with the provisions of the City's Credit/Debit/Purchasing Card Policy.
- D. The City's card is **NOT** to be used for any personal expenses even if the intent is to repay the City.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the City's card will be required to reimburse the City of Kent for all costs associated with the improper use through direct payment or payroll deduction. Disciplinary action may be taken up to and including termination.

_____ Date: _____

Signature

Print Name: _____

Title: _____

For City Use Only

Card Issued:

Card Type & Number: _____ Date: _____

Card Returned to Budget and Finance:

Received by: _____ Date: _____

Exhibit A
USE OF CREDIT/DEBIT/PURCHASING CARD FORM

Card Checked Out:

Signature: _____ Time: _____ Date: _____

Card Checked In:

Signature: _____ Time: _____ Date: _____

Name: _____

Department: _____

Description of item(s)/service(s) purchased:

Purchase Order Number: _____

Attach original receipt(s) signed by the employee.

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Checked by the Fiscal Officer: _____ Date: _____

KENT POLICE DEPARTMENT
301 SOUTH DEPEYSTER STREET KENT, OHIO 44240
330-673-7732

MICHELLE A. LEE
Chief of Police

To: Mayor Fiala and Kent City Council
Dave Ruller - City Manager
From: Michelle Lee - Police Chief
Date: December 17, 2018

This memo serves as a request to revise ordinances in regards to towing services rendered for police services. The requests are described numerically and the revised ordinances are attached.

1. We received an inquiry from a local tow operator if the City of Kent would raise towing/storage rates in conjunction with state maximums being raised effective June 8th 2018. Law Director Jones surveyed other local jurisdictions and found our rates to be lower than most. We are both in favor of raising our towing/storage rates to reflect a modest increase. A \$10.00 increase from \$90.00 to \$100.00 for standard tows and a \$3.00 increase from \$12.00 to \$15.00 for 24 hour storage is recommended. The attached KCO 137. 11 reflects the changes being requested.
2. The police department has also experienced difficulty with our local tow companies keeping tow yards within our city limits as required by KCO 137.11. There are currently only three companies, (City Service Towing, Plaza Towing, Baker's Towing) that maintain tow yards within our city limits. We have, on many occasions, been unable to contact these companies for response and were forced to contact a service outside of our city limits. This is a violation of 356.02 which I would like to have revised. The removal of 137.11b will allow us to contact and use tow companies located in surrounding jurisdictions and stay in compliance with city ordinance.
3. We are also requesting a revision to KCO 356.02 IMPOUNDING OF VEHICLES; PUBLIC PROPERTY. The revision would allow police towing on city property to occur. With limited parking available on police, fire and city hall properties we are experiencing student parking in our lots. With limited on street parking and limited parking for 345 Flats residents, there has been an increase with prohibited parking that ticketing and increased signage has not curbed.

137.11 MOTOR VEHICLE TOWING.

The following charges, requirements and procedures shall apply for commercial motor vehicle towing within the City at the request of the City:

(a) All commercial tow services used by the Police Department for removal or storage of motor vehicles parked in violation of City ordinance, impounded as a result of proper law enforcement actions, removed from streets due to in operability as a result of an accident or removed from private property due to statutory or ordinance mandated requirements shall perform each service consistent with standards of performance established by the Police Department. In addition, cleanup of accident scenes shall be performed as a part of basic services.

~~—(b) Each commercial tow service shall maintain an adequate and secure impound area located within the corporate limits of the City.~~

—(e) (b) Each commercial tow service shall charge a rate not to exceed rates as set below:

(1)	For all standard towing by sling or wheel lift truck performed within the corporate limits of the City including the release of a vehicle after it has been connected to the tow vehicle:	\$90.00 \$100.00
(2)	For the storage of motor vehicles, motorcycles or mopeds at a commercial tow service or at a City of Kent facility:	
	A. For less than six hours	\$10.00
	B. For each period of twenty-four hours or fraction thereof	\$12.00 \$15.00
	C. For each period of twenty-four hours or fraction thereof stored inside a building	\$25.00
(3)	For the release of any vehicle during non-business hours when the business is closed. (Normal business hours shall be 9 a.m. to 5:00 p.m. M-F: Sat 9 a.m. to Noon)	\$40.00
(4)	For show-up at the scene of tow when no tow is required: (For show-up at scene when a different piece of equipment is necessary requiring a second response, a fuel surcharge of \$4.00 per mile may be billed for that unused equipment)	\$40.00
(5)	For any unusual situations as would justify the use of additional equipment or operations which may be needed to remove a vehicle from City streets, an additional fee may be charged as follows:	
	Flatbed truck	\$30.00
	Use of dollies	\$30.00
	Double hook-up	\$30.00

	Winching of a vehicle	\$30.00 Plus \$2.00 per foot in excess of 30 feet
	Motorcycle tow	\$30.00
	Linkage disconnection	\$30.00
(6)	If, due to requirements at an accident scene, a tow operator is called out and stand-by time exceeds one-half hour the additional rate for each one-half hour or fraction thereof is:	\$35.00
(7)	Major recovery or salvage operations, or the tow of vehicles in excess of a three-quarter ton chassis shall be at the authorized towing company's established hourly rate of the equipment required.	
(8)	For extensive clean-up of an accident in excess of fifteen minutes duration, or for clean-up that requires compliance with special waste standards: (All such special waste clean-up will require disposal of the waste material in compliance with the current State guidelines for handling of special waste materials).	\$35.00.
(9)	<p>Retrieval of property from an impounded vehicle: During the period that a vehicle is impounded, no items of vehicle equipment, vehicle accessories, or other items typically associated with the operation of, or attached to the vehicle, may be removed by the owner, operator or other person claiming to have custody of the vehicle.</p> <p>If the owner or operator of an impounded vehicle reports to the impound location, and requests the release of personal items from the vehicle during normal business hours of 9:00 a.m. to 5:00 p.m. daily, said request shall be granted without charge.</p> <p>If the request is for retrieval of personal items during a period that is outside the posted business hours, a fee of up to \$40.00 may be charged for providing access to the vehicle.</p>	
(10)	If a vehicle that is impounded, or damaged in a motor vehicle accident is requested to be towed to a destination outside the City limits, a fuel surcharge of \$4.00 per mile or fraction of a mile may be charged by the towing company. A fuel surcharge of \$4.00 per mile may be charged for any in-City tows.	

(Ord. 2014-126. Passed 10-15-14.)

356.02 IMPOUNDING OF VEHICLES; PUBLIC PROPERTY.

(a) The Police Department is authorized to provide for the immediate removal of a vehicle under the following circumstances:

(1) When any vehicle is left unattended upon any street, bridge or causeway and is so illegally parked so as to constitute a hazard or obstruction to the normal movement of traffic, or so as to unreasonably interfere with street cleaning or snow removal operations. (Adopting ordinance)

(2) When any vehicle has been left unattended or abandoned in excess of twenty-four consecutive hours upon any public street or other public bridge, alley, or causeway, which period of time shall include moving any vehicle to another public street or right of way for parking or storage purposes. (Ord. 1971-18. Passed 2-1-71.)

(3) When a vehicle is parked on public property in violation of rules and regulations set out by the governmental agencies controlling the public property.

~~(34)~~ When any vehicle has been stolen or operated without the consent of the owner.

~~(45)~~ When any vehicle displays illegal license plates or fails to display the current lawfully required license plates.

~~(56)~~ When any vehicle has been used in or connected with the commission of a felony.

~~(67)~~ When any vehicle has been damaged or wrecked so as to be inoperable or violates equipment provisions of this Traffic Code whereby its continued operation would constitute a condition hazardous to life, limb or property.

~~(78)~~ When any vehicle is left unattended due to the removal of an ill, injured or arrested operator.

~~(89)~~ When any vehicle has been operated by any person who has failed to stop in case of an accident or collision.

~~(910)~~ When any vehicle has been operated by any person who is driving without a lawful license or while his/her license has been suspended or revoked.

~~(1011)~~ When any vehicle is found for which two or more citation tags for violations of this Traffic Code have been issued and the owner or operator thereof has failed to respond to such citation tags as lawfully required.

(b) The Police Department is hereby authorized to remove and tow away or have removed and towed away by commercial towing service any motor vehicle parked in any place, including private property, whether with or without the permission of the owner, when such parked vehicle blocks the use of a fire hydrant or obstructs, or in the opinion of the Safety Director or his/her designee, may obstruct or tend to obstruct the movement of access of any public safety or emergency vehicle thereon or thereto, or places the citizens of the City in jeopardy of their health and/or safety. Exempted from this section are vehicles operated by Public Safety officers in emergency situations.

(c) The Police Department shall forthwith notify the registered vehicle owner of the fact of such removal and impounding, reasons therefor and the place of storage. Any person desiring to redeem an impounded vehicle shall appear at the Police Department to furnish satisfactory evidence of identity and ownership or right to possession. Prior to issuance of a release form, the claimant, owner or operator shall either pay the amount due for any fines for violations on account of which such vehicle was impounded, or as the court may require, post a bond in an amount set by the court, to appear to answer to such violations. The pound operator shall release such vehicle upon receipt of the release form and payment of all towage and storage charges. Should said vehicle not be claimed and released, it shall be disposed of pursuant to Section 356.11 of this code.

(d) The(City Manager) or (City Council) shall promulgate and publish a set of rules and regulations to implement this section as he deems proper, including the establishment of reasonable maximum rates for the removal and storage of any vehicle removed from private property. The rates established pursuant to this section shall be posted as provided in Section 356.04 subsection (c).



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: December 31, 2018
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Community Development Director *bsusel*
RE: Zoning Ordinance Update Status Report

The Community Development Department zoning and planning staff has spent the past six (6) months working with representatives from McKenna, the consulting firm selected to complete Phase I of the update to the City's Zoning Code. The first step in the update process was the completion of diagnostic review by the consultants, which involved a thorough analysis of each chapter of the Zoning Code in order to identify the Code's current strengths, weaknesses, and areas in need of improvement. The diagnostic review identified many of the same issues listed in the request for qualifications (RFQ), including correcting and updating inconsistent, redundant, and confusing language; incorporating graphics and tables to better convey detailed requirements; and re-organizing the content so it is in a more logical format and easier to access.

The consultant currently is in the process of updating and formatting the individual chapters. Staff recently met with two representatives from McKenna to go through the proposed changes to the first two chapters which, includes the "Definitions" chapter. The planning and zoning staff identified some needed revisions and the second drafts of these chapters are expected by mid-January.

The first work session to discuss the first two draft chapters is tentatively scheduled for 7:00 p.m. Tuesday, February 19, 2019 during the Planning Commission meeting. Once the date and time is finalized, notification for the first work session, as well as for all subsequent work sessions, will be sent to all members of Council and will be posted in the newspaper, on the City's website, and on the public notice board at the entrance to the Service Administration Complex located at 930 Overholt Road.

All additional work sessions will be scheduled as each draft chapter(s) is ready for review and are anticipated to be scheduled every 4-6 weeks based on the following order:

1. "Title, Interpretation, and Conflict;" and "Definitions" chapters;
2. "Zoning Districts and Map" chapter;
3. "Schedule of Regulations" chapter;
4. "Standards Applicable to Specific Land Uses" chapter;
5. "General Provisions" chapter;
6. "Environmental Performance Standards" chapter;
7. "Parking, Loading, and Access Management" chapter;

8. "Landscaping and Screening" chapter;
9. "Signage" chapter;
10. "Nonconforming Uses" chapter;
11. "Administrative Organization" and "Administrative Procedures" and "Violations, Penalties, and Enforcement" chapters.
12. Comprehensive review of all chapters (2-3 work sessions expected).

I am respectfully requesting time at the January 9, 2019 Committee session to provide a status report on the Zoning Code Update and to answer any questions members of Council may have regarding the Zoning Code update process.

If you need any additional information in order to add this item to the agenda, please let me know.

Thank you.

**Cc: Tara Grimm, Clerk of Council
Community Development Department Zoning & Planning staff**

MEMORANDUM
DEPARTMENT OF COMMUNITY DEVELOPMENT
City of Kent

Date: December 19, 2018

To: Dave Ruller, City Manager

From: Jennifer Barone, Development Engineer *JLB*

Re: 4263 Newcomer Road

Copy: Bridget Susel, Director of Community Development
Tara Grimm, Clerk of Council
Hope Jones, Law Director
Melanie Baker, Service Director
Jim Bowling, City Engineer
Project file

I hereby respectfully request City Council agenda time to consider acceptance of the street right-of-way (R/W) dedication at 4263 Newcomer Road.

Newcomer Development Group (Lappin Farm) has subdivided/consolidated two lots created subplot 5A and subplot 7. Currently the property lines extend to the center of Newcomer Road for subplot 7, 4263 Newcomer Road. As part of this lot split/consolidation, the portion of the property in the road right-of-way is being dedicated to the City of Kent.

If you have any questions, please call me.

LEGAL DESCRIPTION
Right-of-Way Dedication
Newcomer Road to City of Kent
0.1035 Acres

Situated in the Original Township of Franklin, (T-3, R-9 Connecticut Western Reserve), County of Portage, and State of Ohio, and known as being part of Original Franklin Township Lot 45, now in the City of Kent, and being all of the area dedicated in Right-of-Way of Newcomer Road in the Newcomer Development Group Subdivision Two, and Dedication of part of Newcomer Road, recorded as Plat Number 2018-78 of Portage County Records and containing 0.1035 acres, 4,508 Sq.Ft. of land, be the same more or less, but subject to all legal highways, and easements of record as determined by a survey performed by Bruce L. Robinson, P.E., P.S. 7774, of B.L. Robinson Engineering & Surveying, Co. in August of 2018.


Bruce L. Robinson, P.E., P.S. S-7774

8/30/2018
Date



N 00°28'45" W 5280.20' REC., 5282.10' OBS.
(TWO MILE STONE TO THREE MILE STONE)

N 00°28'45" W 3506.50' CALC.(COR. OF O.L 28 & O.L 45
TO CENTERLINE INTERSECTION OF NEWCOMER ROAD &
BUNKER LANE)

N 00°28'45" W 4140.67' CALC.(COR. OF O.L 28 & O.L 45
TO CENTERLINE INTERSECTION OF NEWCOMER ROAD &
JOHNSON ROAD)

QUAIL HIGHLANDS No. 5
BOUNDARY LINE

PLA
N 00°28'45" (S.W. COR. O
PROPERTY 1
NEWCOME

27.50' R/W TO CITY LINE
(QUAIL HIGHLANDS NO. 5 PLAT)
24.82' CALC.

C.H. 85

NEWCOMER RD 45

R/W
SUMMIT COUNTY
PORTAGE COUNTY

200.00 D&U
CITY OF KENT

N 00°28'45" W 699.16'
699.16'

N 00°28'45" W 2432.75' KOLB Dd.,
2430.31' CALC.

N 00°28'45" W 2630.31' CALC. (COR.
OF O.L 28 & O.L 45 TO COR. OF
O.L 45 & O.L 46 IN CENTERLINE OF
NEWCOMER ROAD)

R/W
DEDICATION
NEWCOMER ROAD
0.1035 ACRES

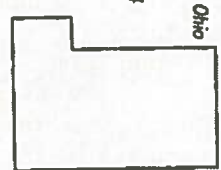


EX. BARN

PP#17-046-00-00-019.003
NATHAN & BRANDI THIBERLAKE (J&S)
08/08/17
DOCUMENT NUMBER 201713331
SUB-LOT 3
PLAT 2017-28

PP#17-046-00-00-019.004
JASON & NICOLE RICE (J&S)
08/03/18
DOCUMENT NUMBER 201812766
SUB-LOT 4
PLAT 2017-28

Existing Easement To Ohio
Edison
11-18-1960
VOL. 719, Pg. 234



NEWCOMER DEVELOPMENT GROUP, LLC
PPN 17-045-00-00-001.000

S/L 7
3.6424 ACRES

PP#17-045-00-00-003
AMY K. KOLB TRUSTEE
10-26-2004

N 89°01'49" W 1086.61' Dd. & USED
1064.14' CALC. TO R/W

N19°43'26" W
205.14'

N39°42'14" W
286.19'

Created Storm Water Management Ditch

5/8" I. PIN SET W/ CAP
BLROBINSON S-7774°

1526.15 Dd. & Used To CENTERLI
1578.94' Dd. & USED

5/8" I. PIN SET W/ CAP
BLROBINSON S-7774°

5/8" I. PIN SET W/ CAP
BLROBINSON S-7774°

N 90°58'11" W
76.50'

PRIOR
NB9°0



UNDERGROUND UTILITIES

2 WORKING DAYS

BEFORE YOU DIG



1-800-262-2764



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: December 31, 2018
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Community Development Director *BDS*
RE: EDA RLF Plan Update

On March 14, 2018, the U.S. Department of Commerce Economic Development Agency (EDA) amended the terms and conditions that regulate the EDA Revolving Loan Fund (RLF) program. The updated standards apply to all communities that administer an EDA RLF program and the City needed to update its EDA RLF Plan in order to incorporate the changes.

The Community Development Department staff updated the Plan and submitted the draft to the EDA for review. Comments on the draft were received from the City's EDA representative and the draft was modified, again, in order to incorporate those comments.

The final draft of the City's RLF Plan Update is attached and Tom and I are respectfully requesting time at the January 9, 2019 Committee session to discuss the EDA RLF Plan Update in greater detail and request Council's approval of the Plan, with emergency, so it can be submitted to EDA.

If you need any additional information in order to add this item to the agenda, please let me know.

Thank you.

Attachments

Cc: Tom Wilke, Economic Development Director
Hope Jones, Law Director
Tara Grimm, Clerk of Council



CITY OF KENT, OHIO

DEPARTMENT OF ECONOMIC DEVELOPMENT

Date: December 28, 2018

To: Kent City Council

From: Tom Wilke

Subject: Revolving Loan Fund Activity

Below is a summary of both current and past loan activity from the Economic Development Administration and UDAG Revolving Loan Funds as of the end of September, 2018:

Active Loans

Business	Purpose	Amount	Balance
West River Place	Building Renovations	\$90,000.00	\$15,466.47
Water Street Tavern	Real Estate	\$100,000.00	\$28,362.74
COR Enterprises	Real Estate	\$50,000.00	\$16,366.71
Superior Aerial	Real Estate & Renovations	\$60,000.00	\$26,629.74
MAC Trailer	Equipment	\$87,000.00	\$6,943.40
Bent Tree Coffee #1	Equipment & Renovations	\$15,000.00	\$5,521.60
MadCap Brewery	Equipment & Renovations	\$31,384.00	\$14,167.63
Bent Tree Coffee #2	Equipment & Renovations	\$15,000.00	\$9,314.07
Sugar Rush	Equipment & Renovations	\$14,400.00	\$10,718.05
Rez-Tech	Production Line Purchase	\$400,000.00	\$394,246.68
Totals		\$862,784.00	\$527,737.09

In addition to these ten active loans, there were also 21 past loans made from the RLF totaling \$1,271,433 all of which were satisfactorily paid off with the exception of one loan to Country Kitchen which had to be partially written off.

At the end of November, 2018, there was a total in both funds of \$390,228 available for new loans. Please let me know if you have any questions.

cc: Dave Ruller
Bridget Susel



**City of Kent, Ohio
Draft RLF Plan Five Year Update**

**Proposed Date for Adoption by Kent City
Council**

January 16, 2019

EDA Award #: 063902287

Reporting Unit # 17143OH

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Part 1: Revolving Loan Fund Strategy

A. Economic Adjustment Overview

1. Cause, Nature and Scale of Economic Adjustment Problem(s)

The City of Kent is located in Portage County in Northeastern Ohio and occupies just over 9 square miles. The economy of the City is dominated by the presence of Kent State University, which occupies approximately one fourth of the area of the City and is the City's largest employer with just over 3,000 employees. The University has seen significant growth in enrollment over the past ten years peaking at just over 29,000 students in 2016, but changes in the demographics at the feeder high schools has slowed that growth to the point that the University is seeing small declines in year over year enrollment and this trend is not expected to change significantly in the near future. There is concern that this trend will affect future employment at the University and hence, the income tax collections from the City's largest source of withholding tax.

As this trend became evident, the City partnered with the University to conduct a *Comprehensive Community Housing Study and Needs Analysis* of the housing supply and demand in the immediate area. The Study determined that the existing student-oriented housing stock, plus the planned student-oriented housing scheduled for construction, would soon exceed the demand and raised concerns of future excess vacant properties. Additionally, the Study also determined there was a limited supply of 55+ housing in the City leading many empty nesters to remain in their family homes reducing the single-family housing supply available for new families wanting to locate in Kent.

The population of the City has grown slowly but steadily over time to the current level of just under 30,000 residents. Because of the presence of under-employed students as residents, the City's median household income is depressed at \$36,539 which is well below the State of Ohio average because Kent is included in the metropolitan statistical area (MSA) that also includes the City of Akron, which is more urban and densely populated. The family median income for the City only is higher at \$53,432, which is slightly lower than the State average and more representative of the income status of the City. Overall, 58.9% of the households in the City of Kent are at or below 80% of the area median income so the majority of the households have limited disposable income.

Three companies choose to locate their world headquarters in Kent, including, Davey Tree, Smithers-Oasis and the Motor Division of Ametek. The presence of these three entities contribute significantly to the relatively stable employment in the City and all three companies are performing well and are trending up in terms of revenue. Ensuring these three companies maintain their presence in Kent is key to the City's economic well-being.

Beyond the University and these three large employers, much of the Kent economy is dominated by small businesses operated by entrepreneurs. These businesses range from manufacturing operations and plastics extrusion, to restaurants and bars much of which operate in the City's downtown central business district. These entrepreneurs are often the ones who need gap financing to complete expansions or new equipment purchases.

Beginning in 2009, the City embarked on an ambitious and complete redevelopment of its downtown central business district. With significant contributions from six partner entities, including the City of Kent, Burbick Properties, Kent State University, Portage Area Regional Transit Authority, Fairmount Properties and the Kent State University Foundation, a cumulative \$150 million was invested in the core downtown district over an eight year period. This redevelopment spawned the creation of many new businesses and an economic revitalization for many of the existing businesses. Providing assistance and support to these small businesses to ensure their on-going success is and will remain a key priority for the City for the foreseeable future.

The Comprehensive Economic Development Strategy (CEDS) for the area was developed in 2013 by the Northeast Ohio Four County Regional Planning and Development Organization (NEFCO) which includes Wayne, Summit, Stark and Portage Counties.

Per the CEDS, the region was assessed as having the following trends that contribute both positive and negative variables to its economic growth:

Economic and Community Development Issues

- a. The number of jobs in Northeast Ohio has been declining, but appears to be stabilizing recently within some key driver industries.
- b. The funds available for transportation infrastructure construction and maintenance are declining. Northeast Ohio is unlikely to see additional freeway or rail transit network development in the foreseeable future and will need to maintain the infrastructure it has in place.
- c. Northeast Ohio has experienced some improvement in surface water in specific areas, but that suggests that other water sources throughout the region continue to need remediation.
- d. Most Northeast Ohio counties fail to meet National Ambient Air Quality Standards for ground-level ozone and fine particulates.
- e. While the region has made progress in addressing systematic issues of race at the county level, the National Segregation Dissimilarity Index indicates that certain areas of Northeast Ohio remain highly segregated.

- f. Northeast Ohio residents in urban and select exurban communities have shorter overall life expectancies and suffer disproportionately from chronic illness than their suburban and exurban counterparts. These disparities are shaped by social, environmental and economic conditions that affect the choices available to them and their health outcomes.

The innovation capacity and activity of the region can be measured by looking at factors that contribute toward economic growth. www.StatsAmerica.org offers the Innovation Index, a tool to compare a region's innovation performance with that of the U.S. The index utilizes inputs to innovation, which measure innovative capacity, and outputs of innovation, which measure the results. The specific input and output measures utilized to evaluate the innovation capacity and activity includes:

Inputs

- a. Human Capital – Educational attainment (degrees earned), the young adult population, share of high-tech employment, and the presence of technology-based knowledge occupations.
- b. Economic Dynamics – Size of business establishments, venture capital investments, the prevalence of broadband connections, and business growth and contraction.

Outputs

- a. Productivity and Employment -- Measures of Gross Domestic Product, Job growth: population growth ratio, high-tech employment share, and patents.
- b. Economic Well-Being – Income, net migration, unemployment and compensation.

A comparison of the index for the NEFCO Economic Development District, which includes three participating NEFCO counties and a fourth county that is no longer a participating member, shows that the region lags behind the U.S. on all measures of inputs and outputs: Human capital (80.7), Economic Dynamics (78.6), Productivity and Employment (83.9), and Economic Well-Being (83.9). When measured against the State of Ohio, however, the NEFCO region surpasses the State in measures of Productivity and Employment and Economic Well-Being. With the high score of 96.4, the NEFCO region performs well in Economic Well-Being. The compilation of these measures, known as the Innovation Index, portrays the region's performance as nearly comparable to the State of Ohio. These comparisons may indicate that, in order to continue to succeed in innovative outputs (Productivity and Employment and Economic Well-Being), leaders will need to address the lag in inputs of Human Capital and Economic Dynamics.

Entrepreneurship – JumpStart, Inc., undertaking its most recent EDA-funded investment, is exploring gaps within the NEFCO region where entrepreneurial efforts are either underfunded or not translating into investments. JumpStart's objective is to fund untapped

opportunities and to continue to transform entrepreneurial ideas into investment realities. The organization hopes to strengthen the connections between higher education, community-based organizations, the business community, and entrepreneurial talent in order to form competitive advantages for the region. An assessment of the region indicates that the scarcity of entrepreneurial talent in the NEFCO region is a barrier to commercialization. Specifically, the rate of inquiries for JumpStart's services from minority and women in the NEFCO region is lower than for Northeast Ohio overall.

Workforce Issues

A prolonged labor shortage in fields critical to the region's manufacturing base, such as welding for example, will hamper the CEDS region's ability to remain economically and globally competitive and to recover from economic setbacks. The Chief Executive Officer of Team NEO, an economic development organization designated by the State of Ohio to represent Northeast Ohio, recently suggested that many of these labor shortages are in vocations, such as truck driving, that do not require extensive education or training. Furthermore, Team NEO's CEO stated that the shortage will exacerbate with the retirement of the baby boomer generation over the next 10 years. Team NEO projects that up to 40,000 workers will be needed to fill these pending job vacancies.

Despite the abundance of colleges and universities in the NEFCO region and the rest of Northeast Ohio, another emerging workforce concern is the continued out migration of young adults from the region. The NEFCO region, in particular, seems to be experiencing a greater percentage of loss in this age cohort than the State of Ohio or U.S. average.

A draft set of population projections through the year 2040 prepared by the State of Ohio's Office of Strategic Research reveals an overall decline in population throughout most of the region. The figures are currently under review by selected regional councils, including NEFCO, and have not been released to the public. Population loss can create the perception of regional decline, and this in turn influences business location, the housing market, and other factors that contribute to the overall appeal of a region.

Economic Clusters

Industry clusters describe the networks of businesses that create wealth in a regional economy. Using 17 clusters across the U.S. for comparison, the web tool found at www.StatsAmerica.org calculates the location quotients for a region to depict its competitive strengths. Location quotients over 1.0 show where a region has a higher concentration of employment in a particular industry than the national average. Industry clusters were assessed in the NEFCO region with respect to their location quotients for establishment, employment, and annual wages. Location quotients greater than 1.2

indicate industry clusters which are competitive in the NEFCO region. These consist of industry clusters representing:

- a. Advanced Materials
- b. Biomedical/Biotechnical
- c. Chemicals/Chemical-based Products
- d. Forest and Wood Products
- e. Glass and Ceramics
- f. Manufacturing Supercluster (Primary Metals Manufacturing; Fabricated Metal Products; Machinery; Computer and Electrical Products; Electrical Equipment, Appliance & Components; and Transportation Equipment)

An analysis of occupation clusters assists in the identification of the fastest growing occupations in the region. Occupation clusters examine the knowledge, skills and abilities of workers within a region. With low-cost labor readily available overseas and the innovations in transportation which reduce the cost of shipping products to markets, understanding a region's workforce strengths and weaknesses is critical to developing a competitive regional economy. According to StatsAmerica, the NEFCO region's strengths in employment are in the following occupational clusters:

- a. Skilled Production Workers
- b. Health Care and Medical Science
- c. Primary/Secondary and Vocational Education, and Remediation and Social Services
- d. Post-secondary Education and Knowledge Creation

2. Plan(s) or Strategies Developed

Some of the economic adjustment issues and problems identified through the region's CEDS and other regional studies are multi-faceted, including not only identifying emerging regional economic trends, but socio-economic and workforce challenges. The City's RLF Program is designed to offer assistance to businesses operating in several sectors, including the production and manufacturing fields, which typically present greater opportunities for employment stability and higher wages. The City's RLF program also provides a mechanism for encouraging entrepreneurs to stay in the region by providing loans to start-up businesses that have proven to be successful and in several instances, have even resulted in expanded operations.

As mentioned previously, the City recently completed work on a multi-year \$150 million redevelopment of the core of the downtown central business district. One of the goals of this redevelopment was to aid the existing businesses in the City with their efforts to recruit and retain good talent. There is anecdotal evidence that the plan is working and continued private investment in downtown will continue to enhance this "halo" effect.

The City has embarked on a zoning code update primarily to eliminate the inconsistencies that have developed over the years due to reactionary changes made to the Zoning Code in response to new and emerging development. One of the desired outcomes of this update is to provide businesses with clearer language and standards to facilitate more new construction and business expansion efforts. It is not expected that this update will significantly alter the geographic boundaries of the existing zoning districts.

3. Describe How the RLF Will be Used to Support Specific Economic Adjustment Activities
NEFCO identified objectives that should be addressed in the CEDS region, which includes the City of Kent, as follows:

Support programs that diversify local and regional economies and which build a strong regional economy capable of recovering from natural disasters and economic setbacks.

Objectives:

- a. Encourage programs and projects that create and retain jobs;
- b. Support technology and entrepreneurial development by attending pertinent meetings;
- c. Support efforts that will make the region more globally competitive.

Encourage the development of industries that support Northeast Ohio's economic clusters.

Objectives:

- a. Support projects that contribute toward strengthening the region's targeted industries as adopted and updated by the NEFCO General Policy Board;
- b. Support activities that complement targeted as well as other existing industries in the region.

Build intergovernmental and public-private partnerships that place a high value on working cooperatively to address the region's needs.

Objectives:

- a. Support projects that are consistent with a general plan of the appropriate unit of government;
- b. Support collaborative efforts in order to reduce duplication in services and resources;
- c. Seek opportunities to collaborate and pool organizational resources.

Promote the redevelopment of blighted, underused, or vacant and environmentally challenged sites with high market potential.

Objectives:

- a. Gain experience in programmatic details of brownfields redevelopment through training and networking;

- b. Work with entities experienced in brownfields clean-up to better serve recipients of U.S. EPA assessment program;
- c. Support projects that preserve greenspace, either through innovative design or through measures taken to ensure more compact development.

Support existing programs that build human capital.

Objectives:

- a. Gain an understanding of the region's programs and resources for workforce development by attending a minimum of one meeting per calendar year;
- b. Support the continued growth and success of programs that train or develop workers and entrepreneurs.

Promote programs that support sustainability and quality of life for the region.

Objectives:

- a. Support economic development possibilities tied to the local food industry and activities that improve the local food infrastructure;
- b. Continue involvement with the Northeast Ohio Sustainable Communities Consortium (NEOSCC) and evaluate feasibility of implementing measures recommended by the NEOSCC to move toward a more sustainable region.

In addition to supporting the initiatives and objectives delineated in the region's CEDS, the City of Kent's economic development staff actively promotes the availability and financial benefits of its EDA RLF program to new and established businesses across all sectors through marketing efforts, public presentations and direct meetings with existing businesses and entrepreneurs. Staff also partners with the Portage County Development Board, Port Authority and other regional economic development organizations and presents the availability of the City's RLF program as part of financial incentive packages offered to prospective businesses considering locating or expanding in the City. These efforts will continue in support of economic development initiatives that assist the financial start-up and expansion of Kent businesses that are working on increasing and training their employment base; building commercial and industrial infrastructure; and researching and developing high-tech products and services.

Business Development Strategy

1. Objectives

The RLF program will consider all projects of merit which create as many long-term, permanent, head-of-household jobs as possible through local business expansion and which retain as many long-term, permanent, head-of-household jobs as possible through retention of local ownership of a business, including employee(s) purchase of an existing business.

Projects considered to have merit are those the RLF Loan Review Committee determine have a reasonable business plan and other financial resources that are strong indicators the business will be successful and continue to stabilize and expand the existing income tax base and have a substantial development impact to the City of Kent. Although each project shall be considered individually, impact can be measured by; job creation or retention, tax base creation or retention, removal of blighting influences, the potential for spinoff industries, the redevelopment of existing, vacant facilities in order to put them back to productive use, the use of new technologies with an emphasis on growth industries, and/or the diversification of the area's economy.

The City's RLF program has become self-sustaining over the years through adherence to lending protocols and programmatic policies that have resulted in a strong repayment history across the loan portfolio. The practices that have been utilized by the City to safeguard against possible loan defaults will continue to be part of the program so it is expected that revolving loan funds will be available for the issuance of new loans without the need for any additional assistance from federal, state or local resources.

2. Targeted Businesses

The RLF is a City-wide program for commercial and industrial businesses already located in or planning to locate in the City of Kent. Economic development will be encouraged in areas zoned for industrial and commercial use in order to be in conformance with the development goals of the community.

The City of Kent's economic development staff promotes the availability of the RLF program to potential borrowers engaged in business for profit, whether commercial or industrial. RLF borrowers may be incorporated, a partnership, or a sole proprietor. The City's RLF program primarily targets its funds to smaller, diversified, growth industries and encourages providing assistance to projects that will assist with retaining local ownership of businesses. The RLF will consider each project and balance its risk against the potential benefits to the community.

Loan selection priority will be given to businesses that exceed the required loan-to-job ratio, which is the preferred 1 job per \$10,000 loaned and at a minimum, 2 jobs per \$10,000 loaned. Priority will be given to expansion or retention of existing businesses and to facilitate local ownership. Priority will be given to projects which will have a substantial impact on the community. These standards include the growth potential of borrower companies, generation of tax revenues, and linkages with the area's existing economy. Other loan selection priorities includes employee-purchase of an existing business and minority and female-owned business enterprises.

Local ownership of business includes conventional sole proprietorships, partnerships and corporations owned by individuals in the local vicinity and operating within the City of Kent. Local ownership also includes worker cooperatives and other employee-owned businesses operating within the City of Kent.

3. Business Needs

Businesses in Kent continue to need qualified employees, access to transportation, access to capital, marketing, technical training, appropriate facility space, increased customer base, and site readiness. These needs have been determined by multiple approaches:

- a. The City of Kent staff regularly communicates with existing and prospective businesses through retention and recruitment visits.
- b. The Portage County Development Board coordinates with the City to communicate with existing and prospective businesses.
- c. The Ohio Small Business Development Center Consultant maintains a satellite location in the City of Kent Community Development Department offices and provides consultation services for start-up and expanding businesses throughout the region, including Kent.
- d. The most recent CEDS included objectives that were developed by surveying various stakeholders in Kent regarding business needs.
- e. The recent extensive downtown re-development project and other local commercial development initiatives have included surveying businesses and individuals in Kent.
- f. The Mayor, City Council and the City Manager regularly communicate with residents and business owners in Kent regarding development and business needs.

4. Other Programs and Activities

There are several government financial assistance programs that support economic development activities which are offered at the federal and state level. The availability and eligibility of these other programs are often presented as additional financial assistance options to new and existing businesses seeking to finance new and expansion projects. These development financing programs include:

- a. The SBA 504 loan program which offers long-term, fixed rate financing (up to 20 years) for fixed assets at the Treasury Bond rate and is subordinate to bank financing for 40% of the cost. Generally, projects less than \$100,000 cannot effectively use this program.
- b. The State of Ohio "Regional 166 Direct Loan Program" provides below market interest rates for long-term financing (up to 15 years), for fixed assets for 30% of the cost. Generally, projects less than \$250,000 cannot effectively use this program.
- c. The State of Ohio Linked Deposit program provides loans up to 3% below the market rate for 2 years with a possible 2 year extension for fixed assets, working capital and refinanced debt. Generally, this program works best with projects in \$50,000 to \$100,000 increments.
- d. The State of Ohio Pooled Bond Program provides up to 100% financing for fixed assets at 3/4% to 3% below market rates, for up to 25 years. Generally, projects less than \$200,000 cannot use this program. It is for industrial use only.

- e. The State of Ohio Industrial Revenue Bonds (IDRB) programs allows for the issuance of lower interest rates for 100% of fixed assets for the industrial user. Generally, projects less than \$500,000 cannot effectively utilize this program which is typically at 75% of the prime rate.
- f. The federal Urban Development Action Grant (UDAG) Program provides up to 25% of project cost for fixed asset at a negotiated rate. This is a highly competitive program typically used for projects of \$400,000 or more.
- b. The State of Ohio Development Services Agency offers a Job Creation Tax Credit (JCTC) which is a program that provides a refundable tax credit against a taxpayer's Commercial Activity Tax, insurance premium tax, Ohio corporate franchise tax or an individual's Ohio personal income tax obligations. The tax credit is based on Ohio employee payroll for new jobs created as result of new business investment in Ohio. The credit is given annually for the term of the agreement. The City has a program that matches the State's JCTC in terms of percentage rebate and years of the agreement as it relates to the City's withholding income tax.
- c. The City has (3) Community Reinvestment Areas (CRAs) that offer property tax credits on real property improvements for commercial and industrial projects within the areas. The percentage reduction and years of the credit depend on the CRA where the project is located, the number and quality of the jobs created, and the size of the investment.

The local capital market is competitive among lending institutions for prime commercial and industrial clients. As a result of the competition, these clients are often the beneficiaries of the lower interest rate. Some area banks have recently merged with or been acquired by larger banks. This is often accompanied by a change in personnel and more stringent credit and lending policies.

The SBA 504 program, the State "166" program and in most cases, the IDRB program and the Linked Deposits Program are not geared towards business start-ups and typically local lending institutions do not offer preferred customer rates to business start-ups. Business start-up loans are more at risk than businesses demonstrating a proven track record. With this information, a specific financing problem or gap can be identified. Business start-ups often have problems obtaining financing and securing preferred rates because of the greater potential for risks that are involved with a new business. In speaking with local loan officers from lending institutions, if the City's RLF loan takes a subordinate position on a business start-up loan, the bank, in most cases be more willing to make the loan.

B. Financing Strategy

1. Financing Needs

The types of financing needs and opportunities for target businesses identified in the business development strategy include:

- a. Access to start-up capital: Need for financing to new businesses when surplus collateral is not available;

- b. Access to micro-financing: Need for micro-loans to small businesses for smaller projects;
- c. Access to construction financing: Need for financing of construction phases of development;
- d. Access to affordable financing: Need for flexible rates and terms, along with longer-term affordable financing;
- e. Access to site financing: Need financing for site remediation, infrastructure improvements, and overall site preparation and readiness;
- f. Access to varied financing: Need for financing to assist with multiple uses including working capital, equipment, inventory, and real estate improvements.

2. Local Capital Market

In addition to the public financing available from federal and state programs noted above in section B4, the private commercial lending market in Kent is currently robust as there are two community banks and several national banks located here. All the banks work cooperatively with the City in the use of the City's RLF to reduce their exposure and risk. Huntington Bank in particular is aggressive in its use of the SBA loan programs and have the largest portfolio in the State of Ohio by far.

3. RLF Financing Niche

The City's RLF program is not meant to be the primary lending source. All RLF projects must leverage a minimum ratio of two private dollars to one RLF dollar. The ratio of private sector dollars may include but is not limited to private financing from other lenders, private investment on the part of the borrower, Linked Deposits, IDRB's, or SBA Guaranteed Loans. The ratio may not include SBA 504, State "Regional 166 Direct Loan Program" funding, or other public dollars such as EDA and UDAG that are part of the project.

The RLF portion shall not exceed 30% of total project cost. A 10% minimum of owner equity, as defined by Generally Accepted Accounting Principles (GAAP), is required for each project. A typical structure for a \$100,000 project cost is:

Bank-Conventional Loan	\$ 60,000
City RLF	\$ 30,000
Owner Equity	<u>\$ 10,000</u>
	\$100,000

C. Financing Policies

1. Eligible Lending Area

- a. The RLF is available to be used anywhere within the city limits of Kent where an eligible business is permitted to operate.

2. Allowable Borrowers

- a. All types of business entities are eligible for the RLF program including profit, non-profit, start-ups for business expansions and retentions. These businesses can operate in all business sectors including retail, service and manufacturing among others.

3. Allowable Lending Activities

- a. RLF proceeds may be used to construct, expand or convert facilities and to acquire land, buildings, machinery, equipment or other fixed asset financing. Working capital and inventory may be funded up to a maximum of 50% of the total RLF loan amount. Generally, borrowers should be an established business entity with a minimum of three (3) years in operation. Projects, however, of merit submitted by a new company demonstrating a high probability of success will be considered for RLF financing.

4. Prohibited Lending Activities

- a. RLF monies cannot be used to transfer ownership through acquisition of fixed assets unless the transfer results in an expansion project or in local ownership of the business. Financing of existing debts is an ineligible use of RLF proceeds. Other ineligible uses of RLF proceeds include land development or renovation or construction of buildings for speculative purposes, and primarily recreational businesses
- b. Recipient shall not use RLF Award funds to:
 - (i) Acquire an equity position in a private business.
 - (ii) Subsidize interest payments on an existing RLF loan.
 - (iii) Provide a loan to a borrower for the purpose of meeting the requirements of equity contributions under another Federal agency's loan program.
 - (iv) Enable a borrower to acquire an interest in a business either through the purchase of stock or through the acquisition of assets, unless sufficient justification is provided in the loan documentation. Sufficient justification may include acquiring a business to save it from imminent closure or to acquire a business to facilitate a significant expansion or increase in investment with a significant increase in jobs. The potential economic benefits must be clearly consistent with the strategic objectives of the RLF.
 - (v) Provide funds to a borrower for the purpose of investing in interest-bearing accounts, certificates of deposit, or any investment unrelated to the RLF.
 - (vi) Refinance existing debt, unless:
 - (a) Recipient sufficiently demonstrates in the loan documentation a "sound economic justification" for the refinancing (e.g., the refinancing will support additional capital investment intended to increase business activities). For this purpose, reducing the risk of loss to an existing

lender(s) or lowering the cost of financing to a borrower shall not, without other indicia, constitute a sound economic justification; or
(b) RLF funds will finance the purchase of the rights of a prior lien holder during a foreclosure action which is necessary to preclude a significant loss on an RLF loan. RLF funds may be used for this purpose only if there is a high probability of receiving compensation from the sale of assets sufficient to cover an RLF's costs plus a reasonable portion of the outstanding RLF loan within a reasonable time frame approved by EDA following the date of refinancing.

(vii) Serve as collateral to obtain credit or any other type of financing without EDA's prior written approval (e.g., loan guarantees).

(viii) Support operations or administration of the RLF Recipient.

(ix) Undertake any activity that would violate EDA Property regulations found at 13 CFR part 314.

(x) Finance gambling activity, performances or products of a prurient sexual nature, or any illegal activity, including the cultivation, distribution, or sale of marijuana that is illegal under Federal law.

5. Loan Size

Loan amounts will be available from a minimum of \$5,000.00 with the maximum loan amount available to a single borrower limited to 25% of the RLF capital base.

6. Interest Rates

The Loan Review Committee shall establish the interest rate in accordance with 13 CFR 307.15. Loans to eligible borrowers will be made at interest rates and under conditions determined to be appropriate in achieving the goals of the RLF, subject to the minimum interest rate requirement below:

a) The minimum interest rate that the Recipient may charge is four (4) percentage points below the lesser of the current money center prime rate quoted in the *Wall Street Journal* or the maximum interest rate allowed under State law. In no event shall an interest rate be less than the lower of four (4) percent or 75 percent of the prime interest rate listed in the *Wall Street Journal*. Should, however, the prime interest rate listed in the *Wall Street Journal* exceed fourteen (14) percent, the minimum RLF interest rate is not required to be raised above ten (10) percent if doing so compromises the ability of Recipient to implement its financing strategy.

b) Once determined as a percentage rate of interest, this percentage will not be less than 50% and not more than 75% of the prime rate. The actual loan interest rate will be periodically adjusted by the loan servicing bank in keeping with its normal practices in serving floating rate loans.

7. Terms

a. Because of the nature of the RLF fund, it should suffice to say that the shorter terms are preferred. The term, however, for repayment will basically match the life of the

asset to be financed. The maximum number of years to repay a fixed asset loan would be fifteen (15) years. Exceptions may be made to accommodate other public financing agencies or commercial lenders. In most cases, the term of the RLF must be compatible with that of the conventional lender or other public financial assistance agency. The reason for this is that the RLF is subordinate to conventional loans and to public financial assistance agencies. The term of a working capital loan generally will be 12 months. In some cases, due to factors unforeseeable, the RLF Loan Review Committee will make loans at terms which best fit the deal and make it work.

8. Fees

- a. A non-refundable application fee of \$100.00 is to be submitted with the formal application for loan funds. If the loan is approved by the Loan Review Committee, then the borrower will be billed for the full amount of the administrative costs to the City. The application fee of \$100.00 will be applied to the administration costs. Costs include; title searches, recording costs, appraisals and credit bureau reports. Fees are payable at the time of the loan closing.
- b. The loan servicing fee as charged by the bank servicing the loan will be paid by the borrower to the bank on a monthly basis.

9. Equity and Collateral

- a. A 10% minimum of owner equity, as defined by Generally Accepted Accounting Principles, is required for each project.

10. Moratoria

- a. To be decided on a case-by-case basis by the Loan Review Committee, but is typically not considered as the first mechanism utilized for managing a loan repayment. The Committee would consider adjustments to term length prior to moratoria.

11. Start-ups

- a. Projects of merit submitted by a new company demonstrating a high probability of success will be considered for RLF financing.

12. Working Capital

- a. Working capital and inventory may be funded up to a maximum of 50% of the total RLF loan amount.

13. Credit Not Otherwise Available

- a. The RLF is not meant to be a substitute for private capital. The loan administrator or Loan Review Committee member can question the applicant or ask the primary lender if they would finance the project without the use of RLF proceeds. The Loan Review

Committee will request written documentation from the lender stating that its loan is contingent upon RLF approval.

D. Portfolio Standards and Targets

1. Target Percentages

- a. Land Use: Industrial 40%, Commercial 60%
- b. Business Status: Start-up 30%, Expansion 60%, Retention 10%
- c. Loan Type: Fixed Asset 90%, Working Capital 10%

2. Private Sector Leverage

Each loan is expected to be leveraged on average by at least \$2 to \$1 private sector to RLF Funds, however, the leverage ratio for the whole RLF loan portfolio will be at least \$2 for every \$1 of RLF Funds. To be classified as leveraged, additional investment must be made within 12 months of approval of an RLF loan, as part of the same business development project and may include:

- a) Capital invested by the borrower or others
- b) Financing from private entities
- c) The non-guaranteed portions and 90% of the guaranteed portions of any Federal loan or
- d) Loans from other State or local lending programs
- e) Private investments shall NOT include accrued equity in a borrower's assets.

3. Job Cost Ratio

Each project should create or retain at least 1 full-time job equivalent for each \$10,000 that is loaned.

E. RLF Loan Selection Criteria

1. The City of Kent RLF Loan program shall be used for purposes that are consistent with the RLF plan or such other purposes approved by the EDA.
2. City of Kent staff and the RLF Committee shall ensure that proposed RLF projects will capitalize on existing regional assets.
3. City of Kent staff and the RLF Committee will consider whether the proposed loan supports and advances innovation and increases productivity in a particular industry or emerging sector of the economy.
4. City of Kent staff and the RLF Committee will consider if the potential borrower is part of an existing industry cluster, and will provide supporting data in the credit analysis.
5. City of Kent staff and the RLF Committee will provide data to support the extent to which the project's private investment would not otherwise come to fruition without the RLF investment.
6. City of Kent staff and the RLF Committee will consider if the proposed loan will result in the creation or retention of higher-skilled, higher-wage jobs.

F. Performance Assessment Process

1. RLF Performance Evaluation

City of Kent staff will monitor the loan portfolio on a monthly basis at minimum to determine the level of consistency with the policies and procedures in this plan and in the strategy. Staff will advise the City Controller and the RLF Committee of actual performance with the policies and procedures, along with any changes in the plan or strategy. Staff will review all reports, EDA monitoring, and audits in assessing the need for changes.

2. Process for Integration

City of Kent staff and the RLF Committee will modify procedures as indicated from the performance reviews, and will update the RLF Plan accordingly. The City will update the RLF Plan as necessary in accordance with changing economic conditions in the region and will submit an updated plan to EDA for approval every five years at a minimum.

Part 2: Revolving Loan Operational Procedures

A. Organization Structure

1. Critical Operational Functions

- a. The Economic Development Director will be responsible for marketing the RLF and for identifying appropriate financing opportunities. The program will be communicated to local lending institutions, businesses and agencies.
- b. The Economic Development Director will provide business assistance and advisory services to prospective borrowers and connect them to other local resources such as the Ohio Small Business Development Center and Service Corps of Retired Executives (SCORE).
- c. Environmental reviews for each loan, as required by EDA, will be conducted by the Community Development Director and/or his or her designee who has experience in conducting environmental reviews.
- d. Loan processing including review of applications, conducting credit analysis, preparing loan documentation and recommendations will be conducted by the Economic Development Director and/or outside legal counsel.
- e. Loan closings will be conducted by the City Law Director or outside counsel.
- f. Loan servicing including monitoring repaying activities, referring troubled loans to the appropriate technical assistance provider, administering loan collections, and handling defaulted loans and foreclosures will be handled by Hometown Bank and City staff.
- g. Organizational administration including financial record keeping and ensuring compliance with all EDA requirements will be handled by the Community Development Director and/or his or her designee.

2. Loan Administration Board

- a. The Loan Review Committee shall consist of five (5) members appointed by Kent City Council.
- b. These persons represent:
 - I. Three (3) experienced commercial loan officers from different local banks,
 - II. One (1) local realtor who has knowledge of the commercial real estate market, and
 - III. One (1) local attorney.
- c. The Loan Review Committee members shall be appointed by Kent City Council.
- d. The Loan Review Committee members will be appointed to 4 year terms with the ability to be reappointed to multiple consecutive terms.
- e. A quorum of three of its five members is required for loan decisions with at least two commercial loan officers present.

3. Conflicts of Interest

1. Definitions

- a. An "Interested Party" is any officer, employee or member of the board of directors or other governing board of Recipient, including any other parties that advise, approve, recommend or otherwise participate in the business decisions of Recipient, such as agents, advisors, consultants, attorneys, accountants or shareholders. An Interested Party also includes the Interested Party's "Immediate Family" (defined as a person's spouse or partner in a domestic relationship, parents, grandparents, siblings, children and grandchildren, but not distant relatives, such as cousins, unless the distant relative lives in the same household as the person) and other persons directly connected to the Interested Party by law or through a business arrangement.
- b. A conflict of interest generally exists when an Interested Party participates in a matter that has a direct and predictable effect on the Interested Party's personal or financial interests or there is an appearance that an Interested Party's objectivity in performing his or her responsibilities under the Project is impaired.
- c. An appearance of impairment of objectivity could result from an organizational conflict where, because of other activities or relationships with other persons or entities, a person is unable or potentially unable to render impartial assistance, services, or advice. It also could result from non-financial gain to the individual, such as benefit to reputation or prestige in a professional field.

Conflicts of Interest Rules

Recipient must adhere to EDA conflicts of interest rules set forth at 13 CFR § 302.17, including the following rules specific to RLFs:

- a. An Interested Party of Recipient shall not receive, directly or indirectly, any personal or financial benefit resulting from the disbursement of RLF loans. A financial interest or benefit may include employment, stock ownership, a creditor or debtor relationship, or prospective employment with the organization selected or to be selected for a sub award.
- b. Recipient shall not lend RLF funds to an Interested Party.
- c. Former board members of Recipient and members of their Immediate Family shall not receive a loan from the RLF for a period of two years from the date that the board member last served on the board of directors.

Duty to Disclose

Recipient must, in a timely fashion, disclose to EDA in writing any actual or potential conflict of interest

Written Standard of Conduct

- a. Recipient must maintain written standards of conduct to establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of a personal or organizational conflict of interest or personal gain in the administration of this RLF Award
- b. Recipient must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. See Section K, Other EDA Requirements, Subsection 4., Codes of Conduct and Sub-Award, Contract and Subcontract Provisions, Subsection b), Competition and Codes of Conduct for Sub awards.

DOC Standard Terms and Conditions

Recipient must also adhere to the requirements for conflicts of interest set forth at Part III of these RLF Standard Terms and Conditions, DOC Standard Terms and Conditions, Section F., Conflict of Interest, Code of Conduct and other Requirements Pertaining to DOC Financial Assistance Awards, Including Sub awards and Procurements Actions, Subsection .01, Conflict of Interest and Code of Conduct.

B. Loan Processing Procedures

1. Standard Loan Application Requirements

- a. Corporate Resolution to Borrow (if applicable)
- b. Resume(s) of Principal and Management
- c. Affiliate Financial Statement (if applicable)
- d. Company Benefit Statement
- e. Articles of Incorporation (if applicable)
- f. Partnership Agreement (if applicable)
- g. Franchise Agreement (if applicable)
- h. Sample Company Literature

- i. Business Plan
- j. List of Obligations (if additional sheets are necessary)
- k. Details of Pending Legal Matters (if applicable)
- l. Owner(s) Personal Financial Statement
- m. Company Financial Statements and Proforma
- n. Financing Commitment Letter(s)
- o. Cost Certifications
- p. Tenant Commitment Letter(s) (if applicable)
- q. Evidence of Site Control
- r. Job Retention Documentation (if applicable)
- s. Release of Credit Information form
- t. Application Fee
- u. Bank turndown letter or equivalent

2. Credit and Financial Analysis

- a. The credit and financial analysis will be conducted by the Economic Development Director and/or the Community Development Director who have experience in credit and financial analysis. The Economic Development Director will obtain personal credit reports for principal applicants. Dun & Bradstreet will be checked when appropriate. Credit references supplied by the borrower will be thoroughly considered. The principals' personal financial statements, business plan, business financial statements, and resumes will be thoroughly reviewed for sound experience, history, planning, impact, and appropriate projections. Financials will be analyzed for details, trends, and ratios in sales, cost of goods sold, gross income, expenses, net income, assets, liabilities, and equity as part of the financial analysis.
- b. Standard collateral requirements will include personal guarantees and a security position on the collateral being financed by the loan. Additional collateral may also be required.
- c. Standard equity requirements include proof of the equity being provided, such as a bank account statement or signed documentation from a third party documenting funds being provided for the project.
- d. Appraisal reports are generally required when real estate is being purchased or personal real estate assets are being used as collateral.
- e. A signed bank turn-down letter will be required, demonstrating that credit is not otherwise available on terms and conditions that permit the completion or successful operation of the activity to be financed. Alternate documentation can include a fully documented traditional bank referral notification.

3. Environmental Review

The Environmental Review will be conducted by the Community Development Director and/or his or her designee who will be someone who has experience conducting environmental reviews. The Community Development Director and/or designee will ensure compliance with applicable environmental laws and regulations,

including EDA regulations, the National Environmental Policy Act of 1969, and all other Federal environmental mandates.

For all construction projects being considered for financing by the RLF, the Community Development Director or in the case of brownfield projects, his or her designee who will be a qualified, experienced professional consultant, identified by the Ohio Environmental Protection Agency (EPA) as a certified professional, will conduct the following assessments:

- a. Determine whether the project will result in a significant adverse environmental impact. Additional documentation may be needed from the applicant. The project will not be approved that would result in a significant adverse environmental impact unless that impact will be mitigated to the point of insignificance. When necessary to ensure compliance, any required mitigation will be made part of the loan conditions.
- b. Determine whether the project involves new above-ground development within a floodplain based on a review of the proposed development against FEMA Flood Insurance Rate Maps. No activity will be financed which would result in new aboveground development in a 100-year floodplain, per E.O. 11988. This determination will be made by reviewing the proposed development against FEMA Flood Insurance Rate Maps.
- c. Determine whether the project will be located within or adjacent to any wetland area. The applicant may be required to provide wetland delineation information as necessary. No activity will be financing which would result in alternation of any wetland or in any adverse impact on any wetland without consultation with the U.S. Department of the Interior Fish and Wildlife Service and, if applicable, a Section 404 Permit with the Army Corp of Engineers will be obtained.
- d. The Community Development Director and/or his or her designee will notify the State Historic Preservation Officer (SHPO) of each approved loan that involves significant new construction and expansion; and will request and receive comments on the effect of the proposed activity on historic and archaeological resources prior to closing of the loan. In cases where SHPO has recommended actions or has determined an adverse impact, the Community Development Director and/or his or her designee and the loan applicant will work with SHPO and EDA to address any issues identified before the loan is closed.
- e. The City will require all loan applicants to provide information regarding whether or not there are any hazardous materials such as EPA listed hazardous substances, leaking underground storage tanks, asbestos, polychlorinated biphenyls (PCB), or other hazardous materials present on or adjacent to the affected property that have been improperly handled and have the potential of endangering public health. If necessary, the loan applicant will be required to perform or provide evidence of performance of a Phase I Site Assessment to identify possible sources of contamination, a Phase II Site Assessment to test soil and/or groundwater samples, and a Phase III Site Remediation involving mitigation of applicable contaminants. Financing will not be approved which involves unresolved site

contamination issues. The loan applicant will be responsible for working with the appropriate state environmental agency office to resolve any outstanding issues before any loan can be approved for the affected site.

4. Loan Write-Up

The loan write-up will be provided by the Economic Development Director to the RLF Loan Review Committee. The write-up will summarize key components of the proposed loan including: business history, management, product, production capability, market conditions, financing, collateral, repayment ability, consistency with the RLF financing policy, and whether any environmental issues exist.

5. Procedures for Loan Approval

- a. Completed loan application and all appropriate supporting documentation will be presented by the Economic Development Director with recommendation to the RLF Loan Review Committee. Meetings will be scheduled as needed. Detailed summary minutes of the Committee's deliberations shall be kept for each meeting
- b. The RLF Loan Review Committee shall be responsible for making all final loan decisions.
- c. A quorum will be represented by a minimum of (3) out of (5) RLF Loan Review Committee Members. Approvals will require a majority vote of the quorum.
- d. The Economic Development Director will inform all applicants of the committee's decision and shall not make commitments to a borrower without formal committee approval. The Economic Development Director will ensure that the RLF Loan Review Committee reviews and approves loans in accordance with the approved financing policies, targeting criteria, and loan selection criteria of the RLF Plan.

C. Loan Closing and Disbursement Procedures

1. Loan Closing Documents

The City Law Director and/or his or her designee and the Economic Development Director will prepare all necessary loan documents for closing. The Economic Development Director shall utilize the approved checklist to ensure all necessary documents have been prepared and shall review the documents with the City Law Director and/or his or her designee. After fulfillment of any pre-closing terms, the City Law Director and/or his or her designee will proceed with closing the loan. At a minimum, the loan closing documents will include:

- a. Original, signed loan application;
- b. Loan agreement;
- c. Meeting minutes documenting the approval of the RLF loan request;
- d. Promissory note;
- e. Security agreement;

- f. Deed of trust or mortgage (as applicable);
- g. Agreement of prior lien holder (as applicable);
- h. A signed turn-down letter demonstrating that credit is not otherwise available on terms and conditions that permit the completion or successful operation of the activity to be financed, or a fully documented conventional bank referral.

2. Loan Agreement Provisions

- a. In accordance with the requirements of section 307.17, the Economic Development Director will ensure that RLF funds are used as intended by disbursing the funds according to the Loan Disbursement procedure. Evidence of the activity being financed will be required through methods including site visit, invoices, receipts, and other documentation as needed.
- b. All RLF loan documents and procedures shall protect and hold the Federal government harmless from and against all liabilities that the Federal government incur as a result of providing the RLF grant to assist directly or indirectly in site preparation or construction, as well as the direct or indirect renovation or repair of any facility or site.
- c. Prospective borrowers, consultants, or contractors will be made aware of and comply with the Federal statutory and regulatory requirements that apply to activities carried out with RLF loans. All RLF loans will include loan call stipulations for instances of non-compliance.

3. Loan Disbursement

Disbursement of the loans will vary with the type of loan approved, and will protect RLF assets. Following are general guidelines for each type of loan, assuming all other documentation requirements have been fulfilled:

- a. **Fixed Asset Purchase Money:** Proceeds directly payable to vendor upon receipt of invoice;
- b. **Fixed Asset Non-Purchase Money:** Proceeds payable to borrower;
- c. **Real Estate Purchase Money:** Proceeds directly payable to seller at closing;
- d. **Real Estate Non-Purchase Money:** Proceeds payable to borrower;
- e. **Real Estate Construction Money:** Proceeds payable to contractors or subcontractors as work is completed and inspected with appropriate lien waivers provided;
- f. **Working Capital:** Proceeds payable to borrower or accounts payable vendors depending on loan agreement language.

D. Loan Servicing Procedures

1. Repayment

All loans will require monthly payments based on an amortization schedule provided to the borrower at the loan closing. The Economic Development Director and/or the Community Development Director will review all loans regularly to determine their status and provide updates to the RLF Committee. When a payment is 30, 45, or 60 days past due, the Economic Development Director and/or the Community Development Director will send notice to the borrower. All communications shall be documented in the loan file. The Economic Development Director and/or the Community Development Director and the RLF Committee shall review each delinquency in detail to ensure the RLF's position is not being eroded or that non-action on the part of the RLF is the prudent course of action. Loan payments that are 90 days past due or beyond will be addressed in accordance with the procedures delineated in the Defaulted Loans section.

2. Monitoring

The Economic Development Director and/or the Community Development Director will require periodic submission of financial statements from the borrowers such as quarterly or annually; annual insurance renewals; UCC lien extensions if needed; site visits with the borrower annually and as needed, depending upon the status of the loan; and will schedule additional monitoring activity as appropriate per loan. The Economic Development Director and/or the Community Development Director will ensure the RLD program adheres to all applicable federal requirements. The Economic Development Director and/or the Community Development Director will review and document job creation/retention projections for each loan on an annual basis until the requirement is fulfilled and monitoring period has ended.

Loan Files

In accordance with the requirements of section 13CRF307.13, the City will maintain all loan files, which include all required data, communications, and signed original loan documents. These files will be kept in a fireproof filing cabinet or fireproof facility. Specific documentation includes, but is not limited to:

- a. Loan application;
- b. Loan agreement;
- c. Board meeting minutes approving the loan;
- d. Promissory note;
- e. Security agreement;
- f. Deed of trust or mortgage (as applicable);
- g. Agreement of prior lienholder (as applicable);

- h. Signed turn-down letter demonstrating that credit is not otherwise available on terms and conditions that permit the completion or successful operation of the activity to be financed, or a fully documented conventional bank referral;
- i. Copy of private lender loan agreement (as applicable);
- j. Financial statements;
- k. Annual insurance certifications (as applicable);
- l. Annual site visit reports including jobs report;
- m. General correspondence.

The City will also maintain closed loan files and all related documents, books of account, computer data files and other records over the term of the closed loan and for a three year period from the date of final disposition of the closed loan. The date of final disposition of a closed loan is the date:

- a. Principal, interest, fees, penalties, and all other costs associated with the closed loan have been paid in full; or
- b. Final settlement or discharge and cessation of collection efforts of any unpaid amounts associated with the closed loan have occurred.

3. Job Creation

The initial job creation claims will be reviewed to ensure the project will create or retain at least 1 full time job for every \$10,000 that is lent out. The Economic Development Director will certify job data during annual site visits after the loan is disbursed in order to track employment by the borrower. The employment requirement will be documented in the loan agreement.

4. Defaulted Loans

- a) Once a loan payment is 15 days in arrears, a written notice regarding the missed payment and late penalty fee will automatically be generated by the loan servicer and mailed to the borrower. The loan servicer also will notify the City's RLF staff of the late payment.
- b) Once a loan payment is 30 days in arrears, the loan servicer will send a second written notice regarding the missed payment and late penalty fee and the City's RLF staff will call the borrower directly to discuss the circumstances and possible remedies to bring the loan into a current payment status.
- c) Once a loan payment is 45 days in arrears, the City's RLF staff will generate a written notice regarding the delinquent accrued payment(s) and late penalty fee(s) and schedule a visit with the borrower to discuss possible consequences for non-payment in person.
- d) Once a loan payment is 60 days in arrears, the loan servicer will send another written notice regarding the delinquent accrued payment(s) and late penalty

fee(s) and the City's RLF staff will instruct the Law Director to send written notice from the City of Kent advising the borrower that if payment is not made on the delinquent RLF loan to bring the account into full compliance with the loan repayment terms, collection procedures will be initiated by the City of Kent.

- e) Once a loan payment is 90 days in arrears, the RLF staff will meet with the RLF Loan Review Committee and with the Committee's approval, will instruct the City's Law Director to initiate civil collection procedures, and if deemed appropriate, seek recovery against collateral.

When proceeds are received that are not subject to liquidation pursuant to 13 CFR, Part 307.20, the proceeds will first be applied toward any costs of collection, second towards outstanding penalties and fees, third toward any accrued interest to the extent due and payable, and fourth towards any outstanding principal balance due. If a loan reaches 90 or more days past due, the Economic Development Director will coordinate with the City Law Director to determine the best course of action for maximum loan collection. The Economic Development Director and/or the Community Development Director will keep the RLF Loan Review Committee up to date on defaulted loans.

5. Write-Offs

Once the Economic Development Director and the RLF Loan Review Committee determine that a loan is unable to be collected further payment from, the loan will be charged off. All collection efforts will have been exhausted; or the client will have a discharged bankruptcy and is no longer required to pay the loan. The Economic Development Director, the City Law Director, and the RLF Loan Review Committee will diligently pursue all prudent avenues of collection prior to write-off, in order to preserve the RLF funds.

E. Administrative Procedures

1. New RLFs: N/A

2. Accounting

The City Controller manages the accounting for the RLF and in accordance with the requirements of Section 13CFR307.15(a), will utilize generally accepted accounting principles ("GAAP") as in effect from time to time in the United States and the provisions outlined in 2 CFR Part 200, Subpart F "Uniform Guidance," was applicable when managing the City's RLF program. A separate bank account is established that houses the RLF funds, including repayments and interest income. The EDA RLF portfolio and funds are clearly distinguishable from any other City loan program.

3. Administrative Costs

The source of RLF administrative costs is generated from the interest charged on the loans and the loan application fees. If expenses exceed RLF income, the City will utilize local general fund appropriations to cover remaining costs. When charging costs against RLF income, the City will comply with applicable Federal cost principles and audit requirements found in 2 CFR part 225, part 230, part 220; and 2 CFR Part 200, Subpart F "Uniform Guidance." RLF administrative costs will be tracked via the City employee timekeeping database, invoices paid from the RLF fund, and entries by the City Controller's office.

The City will maintain adequate accounting records and source documentation to substantiate the amount and percent of RLF income expended for eligible RLF administrative costs. The City will retain records of administrative costs incurred for activities and equipment relating to the operation of the RLF for three years from the actual submission date of the last semi-annual or annual report that covers the period that such costs were claimed, or for five years from the date the costs were claimed, whichever is more. The City will make available for inspection any retained records, including those retained for longer than the required period.

4. Allowable Cash Percentage:

The RLF will be managed so as to maintain its available cash for lending under the Allowable Cash Percentage as determined annually by EDA.

5. EDA Reporting

The Economic Development Director and/or the Community Development Director will coordinate with the City Controller to prepare EDA's required RLF financial reporting and will submit same in a manner and frequency as required by the EDA. The RLF Plan will be updated and submitted to EDA for approval, a minimum of every 5 years or sooner if changing economic conditions warrant.

6. Audits

The City acknowledges that the EDA's federal RLF funds are subject to an annual audit requirement in compliance with 2 CRF Part 200 Subpart F "Uniform Guidance."

MEMORANDUM
DEPARTMENT OF COMMUNITY DEVELOPMENT
City of Kent

Date: December 19, 2018

To: Dave Ruller, City Manager

From: Jennifer Barone, Development Engineer *JLB*

Re: 1005 East Main Street – Kent Investor LLC

Copy: Bridget Susel, Director of Community Development
Tara Grimm, Clerk of Council
Hope Jones, Law Director
Melanie Baker, Service Director
Jim Bowling, City Engineer
Project file

I hereby respectfully request City Council agenda time to consider acceptance of two easements at 1005 East Main Street.

During the plan development and construction of the new commercial facility at 1005 East Main Street, two items were designed that required easement for the City to accept.

Water Valve Access easement: The developer desired to have separate City meters for each of the potential four tenants. In order to accomplish this, a water service for each tenant was required. To avoid multiple taps onto the City's water main, it was agreed to allow one larger tap onto the main, the split the four services behind each tenant unit. The result was that the shut off valves are located on private property. This easement allow the City to enter the property and turn the shut off valves when necessary. The pipe itself remains privately owned.

Sidewalk Easement Agreement: Due to the change in topography as part of this project, a small portion of sidewalk was placed on private property. This was to make the sidewalk friendlier for disabled persons. Since the sidewalk is public, an easement is needed for the public to utilize it and the City to maintain it.

If you have any questions, please call me.

WATERLINE VALVE ACCESS

FOR AND IN CONSIDERATION of One Dollar (\$1.00) and other consideration, the receipt of which is acknowledged, **KENT INVESTORS LLC**, an Ohio limited liability company, licensor, who claims title to certain real estate by deed recorded in Document #201609645 of the Portage County Records, for itself and its successors and assigns, licenses and authorizes the **City of Kent**, Portage County, Ohio, a municipal corporation, licensee, and its agents and employees, the perpetual right to enter on and use for the limited purpose of access to the waterline curb stops and valves located within the following described parcel of land:

20' Water Line Valve Access Description

Situated in the State of Ohio, County of Portage, City of Kent, being part of Block B in Glen H. Reeds University Heights Allotment Addition to the City of Kent as recorded in Plat Book 6, Page 55 of Portage County Recorder's records, and being further bounded and described as follows: Beginning a 5/8" bar in monument box found and held marking the intersection of the centerline of East Main Street (80' wide) with the centerline of Luther Avenue (60' wide). Thence N 00°17'00"E, along the centerline of Luther Avenue, a distance of 207.82' to a point thereon; Thence S 89°43'00"E, a distance of 30.00' to a point on the east right-of-way line of Luther Avenue being the **TRUE PLACE OF BEGINNING** for the access area described herein; Thence N 00°17'00"E, along the east right-of-way line of Luther Avenue, a distance of 20.00' to a point thereon; Thence S 89°55'00"E, a distance of 98.51' to a point; Thence S 00°07'10"W, a distance of 20.00' to a point; Thence N 89°55'00"W, a distance of 98.56' to the **TRUE PLACE OF BEGINNING** and containing 0.045 acres (1,971 square feet) of land as described by James P. Yurkschatt, P.S. 7809 of Campbell and Associates, Inc. on January 22, 2018. The Basis of Bearings for this survey is N 00°17'00"E as the centerline of Luther Avenue and is the same bearing found in Plat Book 6, Page 55 of Portage County Recorder's records. The license parcel is as shown in attached **Exhibit A**.

Licensor acknowledges and agrees that licensee, its agents and employees, need perpetual access to the curb stops and valves located within the parcel for the purpose of controlling the water supplied by the City of Kent to the commercial entities located on the real estate now or formerly owned by licensor (per the City of Kent water rules and regulations the City may shut off the water in the event of nonpayment).

Licensee is not responsible for any maintenance of the waterline within the parcel. The waterline from the master valve (located within the Luther Avenue right-of-way) to the commercial building(s) within the real estate being served is private and maintenance is the responsibility of the owner(s).

The rights created by this license shall run with the land with respect to licensor and its successors and assigns and is in effect so long as the City of Kent supplies water to the real estate and the commercial entities therein.

IN WITNESS WHEREOF, licensor has set its signature this 2-28, 2019.

WITNESS:

KENT INVESTORS LLC, licensor:

[Signature]

By: [Signature]
Kevin J. Fallon

[Signature]

State of Ohio; County of ~~Portage~~ Summit

Before me, a notary public, personally appeared Kevin J. Fallon, authorized representative of KENT INVESTORS LLC, licensor, who acknowledged that he did sign this instrument as his free act and deed.

[Signature]
Notary

Elizabeth A Mahoney
Resident Summit County
Notary Public, State of Ohio
My Commission Expires: April 30, 2022



This instrument was prepared for the licensee by the City of Kent Law Department, _____

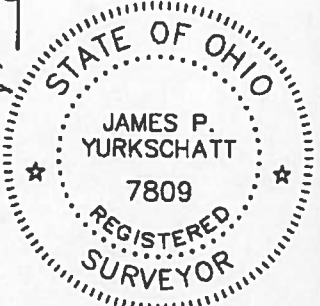
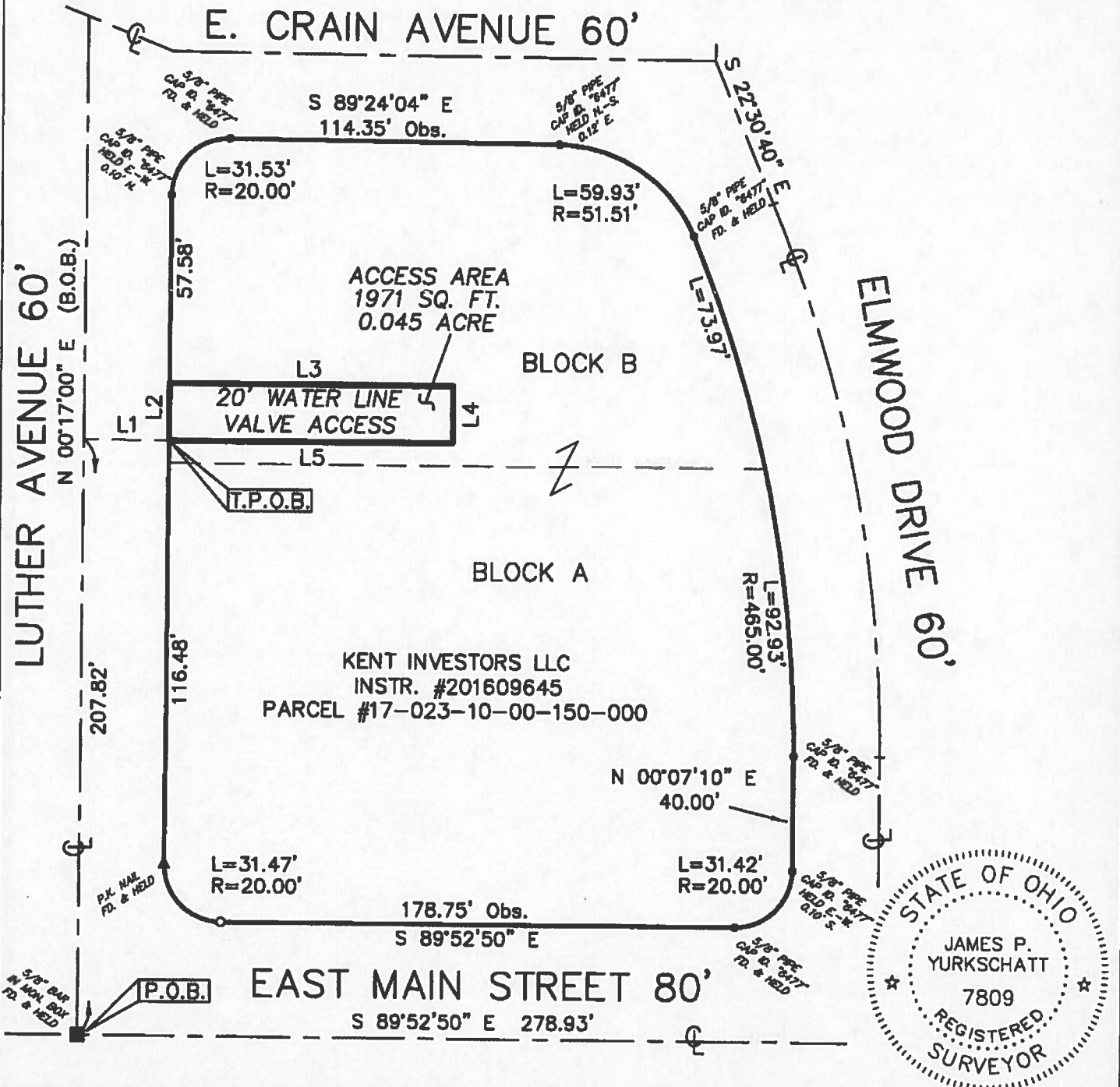


BASIS OF BEARINGS

THE BASIS FOR BEARINGS FOR THIS SURVEY IS N 00°17'00" E AS THE CENTERLINE OF LUTHER AVENUE AND IS THE SAME BEARING FOUND IN PLAT BOOK 6, PAGE 55 OF PORTAGE COUNTY RECORDER'S RECORDS.

SCALE: 1"=50'

LINE	BEARING	DISTANCE
L1	S 89°43'00" E	30.00'
L2	N 00°17'00" E	20.00'
L3	S 89°55'00" E	98.51'
L4	S 00°07'10" W	20.00'
L5	N 89°55'00" W	98.56'



20' WATER LINE VALVE ACCESS EXHIBIT

STATE OF OHIO, COUNTY OF PORTAGE, CITY OF KENT, PART OF BLOCKS A AND B IN GLEN H. REED'S UNIVERSITY HEIGHTS ALLOTMENT ADDITION TO THE CITY OF KENT, AS RECORDED IN P.B. 6, PG. 55 OF PORTAGE COUNTY RECORDS.

3485 Fortuna Drive
Suite 100
Akron, Ohio 44312
(330) 945-4117
www.campbellsurvey.com

DATE: 01/22/18
BY: JPY
JOB NO. 20160121

SIDEWALK EASEMENT AGREEMENT

FOR AND IN CONSIDERATION of the sum of One Dollar (\$1.00) and other consideration, the receipt of which is acknowledged, the undersigned, KENT INVESTORS LLC, an Ohio limited liability company, referred to as Grantor, who claims title to certain real estate by deed recorded in Document #201609645 of the Portage County Records, does for itself, its successors and assigns, give, devise, grant, and convey to the City of Kent, Portage County, Ohio, a municipal corporation, 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 sidewalks and related necessary appurtenances over and through the easement described as follows:

7' Sidewalk Easement Description

Situated in the State of Ohio, County of Portage, City of Kent, being part of Block A in Glen H. Reeds University Heights Allotment Addition to the City of Kent as recorded in Plat Book 6, Page 55 of Portage County Recorder's records, and being further bounded and described as follows: Beginning at the intersection of the centerline of East Main Street (80' wide) with the centerline of Elmwood Drive (60' wide); Thence N 00°17'00"E, along the centerline of Elmwood Drive, a distance of 87.80' to a point thereon; Thence N 89°52'50"W, a distance of 30.00' to a point on the west right-of-way line of Elmwood Drive being the **TRUE PLACE OF BEGINNING** for the easement area described herein; Thence S 00°07'10"W, along the west right-of-way line of Elmwood Drive, a distance of 27.80' to a point of curvature therein; Thence along the arc of a curve to the right having a radius of 20.00', a delta angle of 49°27'30", a chord bearing S 24°50'55"W for 16.73', an arc length of 17.26' to a point thereon; Thence N 00°07'10"E, a distance of 43.00' to a point; Thence S 89°52'50"E, a distance of 7.00' to the **TRUE PLACE OF BEGINNING** and containing 0.006 acres (268 square feet) of land as described by James P. Yurkschatt, P.S. 7809 of Campbell and Associates, Inc. on January 22, 2018. This 7' wide sidewalk easement is as shown in attached **Exhibit A**.

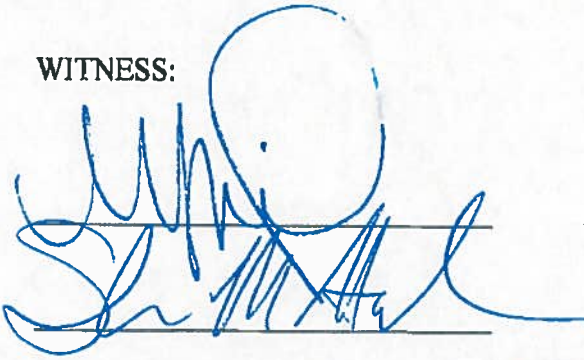
Together with the right of Grantee, its agents or employees, to store earth and materials during the period of construction, repair or replacement of said sidewalks upon the premises of the Grantor on an additional strip of land ten (10) feet wide along the west and north sides of the above described easement.

And Grantor does agree to keep such easement free of all permanent structures, providing that Grantee shall operate and maintain such 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 Grantee 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 Grantee, its agents, employees, contractors, licensees, or invitees.

Notwithstanding the "exclusive" nature of the easement, Grantor shall be permitted to install, maintain, and/or remove any desired underground and overhead utilities within the 7' Sidewalk Easement so long as the Grantor performs such work in a timely and workmanlike manner. Grantee shall not be liable for any damage to the sidewalk or surrounding property inflicted upon or created by the installation, maintenance, or repair of said underground/overhead utilities.

IN WITNESS WHEREOF, Grantor has set its signature this 28- Feb, 2018.

WITNESS:



KENT INVESTORS LLC, Grantor:

By: 
Kevin J. Fallon

State of Ohio; County of ~~Portage~~ Summit

Before me, a notary public, personally appeared Kevin J. Fallon, authorized representative of KENT INVESTORS LLC, Grantor, who acknowledged that he did sign this instrument as his free act and deed.


Notary Public

Elizabeth A Mahoney
Resident Summit County
Notary Public, State of Ohio
My Commission Expires: April 30, 2022



This instrument was prepared by the City of Kent Law Department



BASIS OF BEARINGS

THE BASIS FOR BEARINGS FOR THIS SURVEY IS N 00°17'00" E AS THE CENTERLINE OF LUTHER AVENUE AND IS THE SAME BEARING FOUND IN PLAT BOOK 6, PAGE 55 OF PORTAGE COUNTY RECORDER'S RECORDS.

LINE	BEARING	DISTANCE
L1	N 89°52'50" W	30.00'
L2	S 00°07'10" W	27.80'
L3	N 00°07'10" E	43.00'
L4	S 89°52'50" E	7.00'

SCALE: 1"=50'



(A)
 L=17.26'
 R=20.00'
 Δ=49°27'30"
 C LEN=16.73'
 BRG=S 24°50'55" W

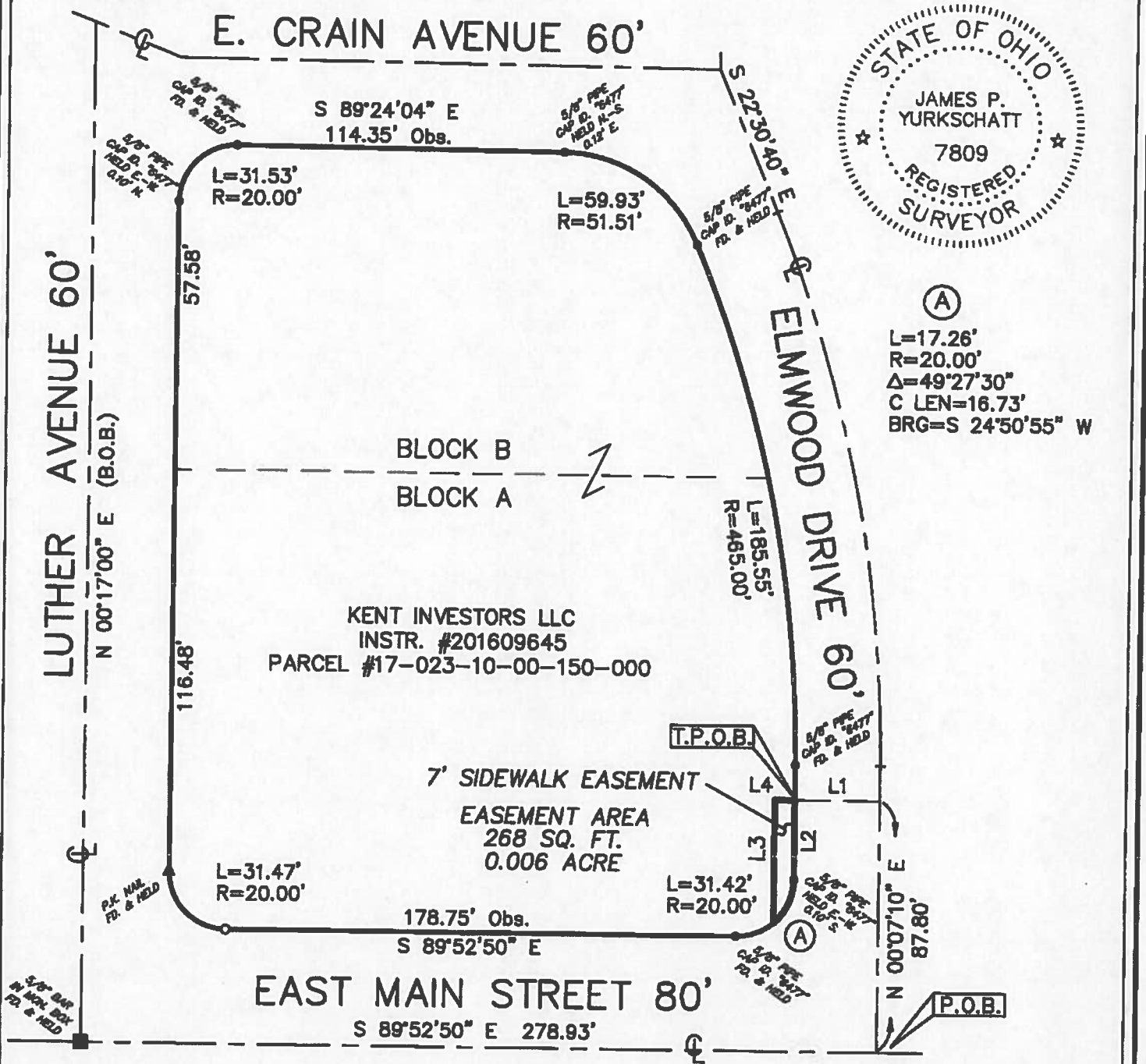


EXHIBIT A



7' SIDEWALK EASEMENT EXHIBIT

STATE OF OHIO, COUNTY OF PORTAGE, CITY OF KENT,
 PART OF BLOCKS A AND B IN GLEN H. REED'S UNIVERSITY
 HEIGHTS ALLOTMENT ADDITION TO THE CITY OF KENT, AS
 RECORDED IN P.B. 6, PG. 55 OF PORTAGE COUNTY RECORDS.

3485 Fortuna Drive
 Suite 100
 Akron, Ohio 44312
 (330) 948-4117
 www.campbellsurvey.com

DATE: 01/22/18
 BY: JPY
 JOB NO. 20160121

MEMORANDUM
DEPARTMENT OF COMMUNITY DEVELOPMENT
City of Kent

Date: December 19, 2018

To: Dave Ruller, City Manager

From: Jennifer Barone, Development Engineer *JLB*

Re: 228 Gougler Avenue/217 North Mantua Street – Unitarian Universalist Church

Copy: Bridget Susel, Director of Community Development
Tara Grimm, Clerk of Council
Hope Jones, Law Director
Melanie Baker, Service Director
Jim Bowling, City Engineer
Project file

I hereby respectfully request City Council agenda time to consider granting of a storm sewer easement to serve the Unitarian Universalist Church located at 228 Gougler Avenue.

The Unitarian Universalist Church at 228 Gougler Avenue is going to build a fellowship hall (217 N Mantua St). To meet City code, they will be installing a stormwater management basin. The discharge pipe from this basin will be crossing the City's parking lot across from 315 Gougler Ave.

If you have any questions, please call me.

STORM SEWER EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT ("Agreement") made between the CITY OF KENT, Ohio, a Municipal Corporation organized under the laws of Ohio, having its principal office at 319 South Water Street, Kent, Ohio 44240, hereinafter called Grantor ("Grantor"), and the UNITARIAN UNIVERSALIST CHURCH OF KENT of 228 Gougler Avenue, Kent, Ohio 44240 ("Grantee").

Know all men by these presents that the City of Kent, Ohio, a municipal corporation, who claims title by instrument recorded, Document No. 201711244 of the Portage County Records, hereinafter referred to as the "Grantors", for and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration received to their satisfaction from the Unitarian Universalist Church of Kent, an Ohio Corporation, hereinafter referred to as the "Grantee", do hereby give, grant, bargain and convey unto said Grantee, its successors and assigns forever a perpetual easement to constructing, use, maintain, repair and replace a storm sewer drain pipe together with the necessary appurtenances thereto, in, upon and over the lands described in Exhibits "A" and "B" attached hereto and incorporate herein.

RECITALS

Grantor is the fee owner of the real property off Gougler Avenue in the City of Kent, Portage County, Ohio (the "property"), having taken title to said property in Document No. 201711244, filed for record on July 7, 2017 with the Portage County, Ohio Recorder's Office.

Grantee will be installing a storm sewer pipe (the "Pipe") within a portion of the Property. The approximate location of the Pipe is depicted on the attached Exhibit A. The Easements covers the area shown in Exhibit B.

SECTION ONE
SCOPE OF EASEMENT

The perpetual storm water drainage easement granted in this Agreement includes the right of Grantee, its contractors, agents, and employees to enter the premises at all reasonable times for the purpose of locating, constructing, reconstructing, operating, maintaining, inspecting, and repairing storm sewer pipe, and ground surface drainage ways in the described easement area.

The Pipe shall be maintained by the Grantee at its sole cost and expense. Grantee shall repair any damage to the property of Grantor or pay any damages which may be caused to the property of the Grantor solely by Grantee's activity on, or use of, the land subject to this easement. At its sole cost and expense and promptly after completion of any work within the easement area, Grantee will restore the surface and subsurface condition of the easement area to an equal or better condition as existed prior to Grantee's work.

SECTION TWO
MAINTENANCE

The Grantee shall not erect any permanent structures upon the easement except for the Pipe described in the Recitals above, without the written consent of the Director of Public Service of the Grantor. The parties acknowledge that trees and structures now exist within the easement and shall be protected and, if necessary, replaced or restored by the Grantee.

SECTION THREE
TITLE OF GRANTOR

Grantor warrants it is the owner of the Property and has the right, title and capacity to convey to Grantee the easement in the Agreement. Title was taken through instrument number 201711244 of the Portage County Recorder's Office on or about July 7, 2017.

SECTION FOUR
EASEMENT TO RUN WITH THE LAND

The grant of easement shall be valid only if accepted by City ordinance and shall run with the land, and shall be binding on, and shall inure to the benefits of the parties hereto, their heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties have hereunto set their hands at _____
_____, Ohio, this _____ day of _____, 2019.

Unitarian Universalist Church of Kent
GRANTEE/OWNERS:

Managing Member

By: _____

STATE IF OHIO)
)SS:
COUNTY OF PORTAGE)

Before me, a Notary Public in and for said County and State, Personally
appeared the above name _____, who acknowledges that he
signed the foregoing instrument and that the same is his free act and deed.

IN WITNESS WHEREOF, I have set my hand and official seal at _____
_____, this _____ day of _____, 2018.

Notary Public

ACCEPTANCE OF EASEMENT

THIS EASEMENT accepted by the City of Kent, Ohio, this _____ day of
_____, 2019, pursuant to Ordinance No. _____.

CITY OF KENT, OHIO

City Manager

By: _____

Acceptance of Easement by 315 RFK, LLC as current Land Lessee of parcel numbers 17-025-30-00-002-000 and 17-025-10-00-080-000 (Kent City Ordinance No.: 2017-62).

315 RFK, LLC

Authorized Member

STORM SEWER EASEMENT
GOUGLER AVENUE
CITY OF KENT

Situated in the State of Ohio, County of Portage, City of Kent, being part of Original Franklin Township Lot 25, being part of the land conveyed to The City of Kent as recorded in Instrument #201711244 of Portage County Recorder's records, and being more particularly bounded and described as follows:

Beginning at a 5/8" rebar in monument box found and held marking the intersection of the centerline of Park Avenue (54' wide) with the centerline of Gougler Avenue (60' wide).

Thence N 03°42'26"E, along the centerline of Gougler Avenue, a distance of 404.05' to a point thereon;

Thence N 86°17'34"W, a distance of 30.00' to a point on the west right-of-way line of Gougler Avenue being the southeast corner of said City of Kent land. Said corner also being the northeast corner of land conveyed to Diane M. Delaney and Ted W. Long as recorded in Instrument #200507687 of Portage County Recorder's records and the *TRUE PLACE OF BEGINNING* for the easement area described herein;

Thence N 74°21'06"W, along a south line of said City of Kent land and a north line of said Delaney and Long land, a distance of 77.64' to a corner thereof;

Thence N 67°48'53"W, along a south line of said City of Kent land and a north line of said Delaney and Long land, a distance of 40.00' to a point thereon;

Thence N 22°11'07"E, a distance of 20.00' to a point;

Thence S 67°48'53"E, a distance of 38.86' to a point;

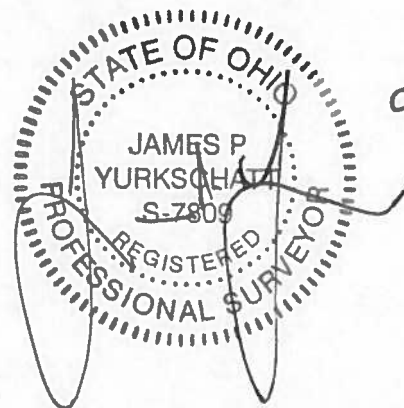
Thence S 74°21'06"E, a distance of 41.55' to a point;

Thence N 57°49'49"E, a distance of 28.42' to a point;

Thence S 86°09'22"E, a distance of 7.02' to a point on the west right-of-way line of Gougler Avenue;

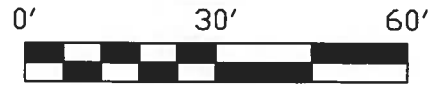
Thence S 03°42'26"W, along the west right-of-way line of Gougler Avenue, a distance of 43.44' to the *TRUE PLACE OF BEGINNING* and containing 0.062 acres (2,692 square feet) of land as surveyed by James P. Yurkschatt (P.S. 7809) of Campbell and Associates, Inc. on September 14, 2018.

The basis of bearings for this description is S 03°42'26"W as the west right-of-way line of Gougler Avenue and is the same bearing found in Instrument #201711244 of Portage County Recorder's Records..

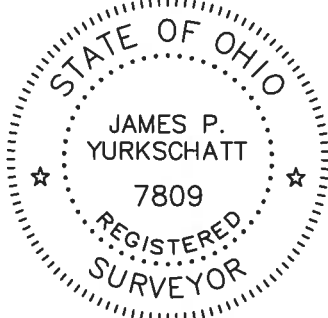
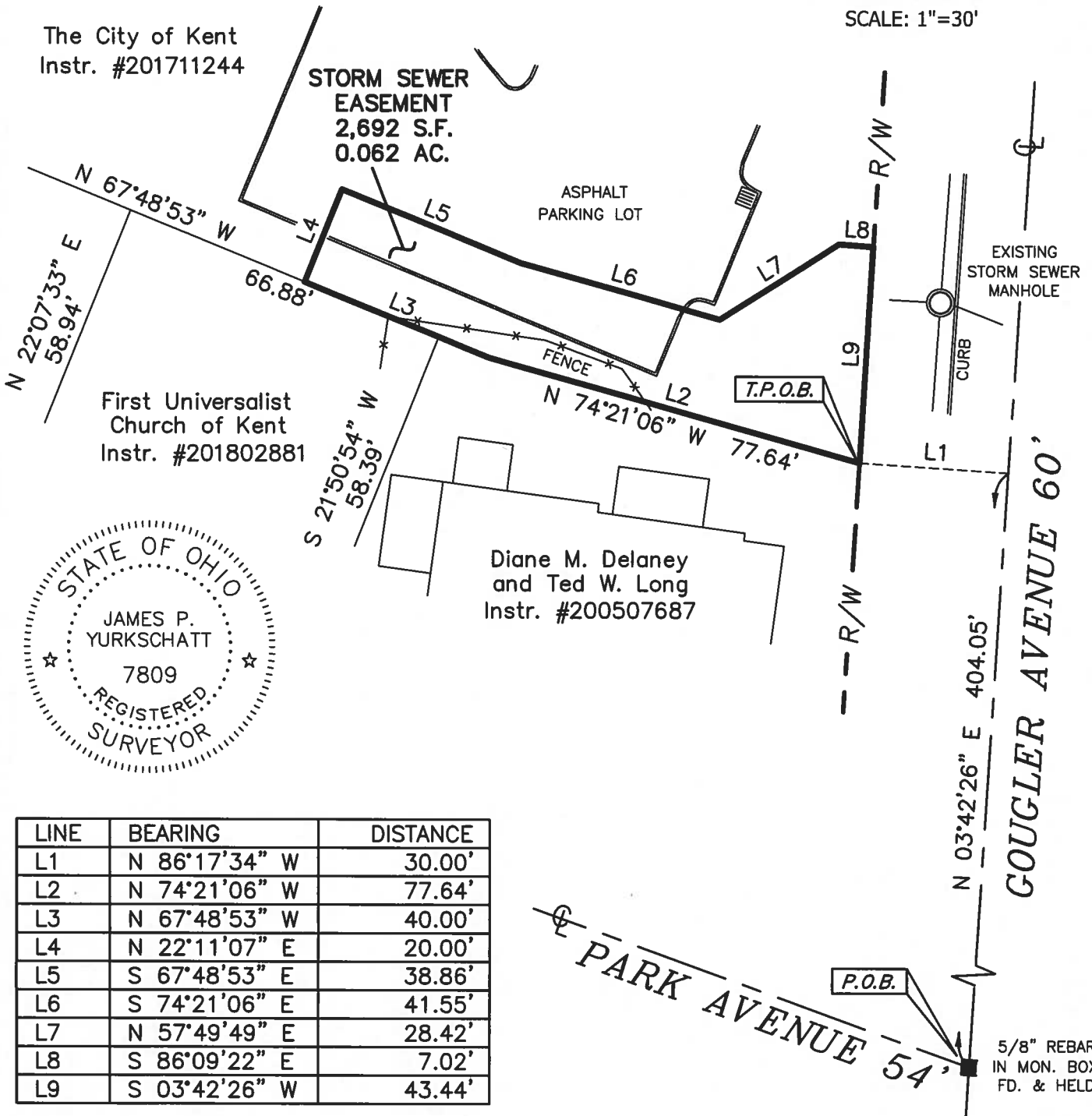


9/14/2018

THE BASIS OF BEARINGS IS S 03°42'26" W AS THE WEST RIGHT-OF-WAY LINE OF GOUGLER AVENUE AND IS THE SAME BEARING FOUND IN INSTRUMENT #201711244 OF PORTAGE COUNTY RECORDER'S RECORDS.



SCALE: 1"=30'



LINE	BEARING	DISTANCE
L1	N 86°17'34" W	30.00'
L2	N 74°21'06" W	77.64'
L3	N 67°48'53" W	40.00'
L4	N 22°11'07" E	20.00'
L5	S 67°48'53" E	38.86'
L6	S 74°21'06" E	41.55'
L7	N 57°49'49" E	28.42'
L8	S 86°09'22" E	7.02'
L9	S 03°42'26" W	43.44'



STORM SEWER EASEMENT EXHIBIT

STATE OF OHIO, COUNTY OF PORTAGE, CITY OF KENT
BEING PART OF ORIGINAL FRANKLIN TOWNSHIP LOT 25

3485 Fortuna Drive
Suite 100
Akron, Ohio 44312
(330) 945-4117
www.campbellsurvey.com

DATE: 09/14/18
BY: JPY
JOB NO. 20180067

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller
Tara Grimm

FROM: Jim Bowling *JS*

DATE: August 28, 2018

RE: PARTA/City of Kent Bus Passenger Shelter Agreement

The Service Department is requesting council's consideration and approval of the attached agreement between the City of Kent and PARTA. The agreement allows for Kent and PARTA to jointly install Bus Passenger Shelters at existing high traffic PARTA bus stops in the neighborhoods of Kent. The City would participate by installing the concrete pad and associated connections to existing sidewalks/walkways. PARTA's contribution includes installing and maintaining the bus passenger shelter.

Both parties will work with the adjacent property owners to assure compatibility of the shelter with the adjacent properties. The locations currently being considered are near multi-unit housing complexes in Kent neighborhoods. Funding for this agreement is included in the current City budget.

We appreciate Council's time and consideration of this request.

C: Melanie Baker
Hope Jones
Cathy Wilson
WMR Associates

BUS PASSENGER SHELTER AGREEMENT

THIS AGREEMENT is made between the CITY OF KENT, OHIO (hereinafter referred to as "City"), and PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (hereinafter referred to as "PARTA").

WHEREAS, the above parties would like to cooperate in promoting "Active Transportation" within the Kent Community; and

WHEREAS, PARTA has identified locations within the City where ridership warrants bus passenger shelters to improve transportation services to Kent riders; and

WHEREAS, the City wishes to assist in the placement of bus passenger shelters in these areas; and

WHEREAS, the parties would like to work together to provide bus shelters for the benefit of the residents and users of public transportation in Kent.

NOW, THEREFORE, for mutual consideration, it is agreed between the parties as follows:

- A) PARTA will endeavor to provide and install prefabricated bus shelters to be placed in the City of Kent Right-of-Way or in an easement acquired for such purpose. The locations for such shelter will be agreed to by both parties with preference given to the City of Kent Right-of-Way.
- B) The City will endeavor to install suitable concrete pads and walkway connections for placement of the shelters at the locations included in A) above. Both PARTA and the City will review the layout/site plans prior to installation for compliance with applicable regulations.
- C) The designated bus passenger shelter location shall be available for use by bus service patrons in a fashion that is normal and customary in accessing bus service.
- D) Both parties will cooperate in working with the adjacent property owners at these locations to assure compatibility with their operations, including potential financial contributions to the installation.
- E) Both parties will work together to obtain any necessary permits and approvals as may be required to install a bus passenger shelter. Any permit fees

required by the City of Kent for the installation of the bus passenger shelter shall be waived.

F) Either party will provide thirty (30) days written notice to the other if it decides to require PARTA to remove the bus passenger shelter to permit appropriate and timely notice to bus patrons. PARTA agrees to remove the bus passenger shelter no later than thirty (30) days after receipt of such notice.

G) If any of the Shelters are removed for reasons identified per F) above, PARTA shall restore the property to substantially the same condition as existed prior to the placement of the bus passenger shelter, with the exception that the City will remove the associated concrete pad and walkway connections if it deems it necessary.

H) PARTA will be responsible for the repair, maintenance and cleaning of the bus passenger shelter and shall promptly remedy any dangerous or unsightly conditions. If maintenance is needed on the concrete pads, the City will determine the appropriate type and be responsible for completing said maintenance.

I) The City will contribute up to \$7,000 for this project.

J) This agreement may be terminated by either party by giving ninety (90) days written notice of the termination to the other party.

K) This agreement will begin on the date that both parties have executed this agreement.

IN WITNESS WHEREOF, the parties hereby acknowledge said agreement by their signatures below.

THE CITY OF KENT, OHIO

By: _____
Its: City Manager

Date

Address: _____
Kent, OH 44240

Approved as to form by:

Law Director, Hope Jones

PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

By: _____ Date _____

Its: _____

Address: _____
Kent, OH 44240

CERTIFICATE OF DIRECTOR OF BUDGET AND FINANCE

It is hereby certified that the amount of seven thousand dollars (\$7,000) required to meet the contract, agreement, obligation, payment, or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purposes and is in the City Treasury or in the process of collection to the credit of Capital (301) Fund free from any obligation or certificates now outstanding.

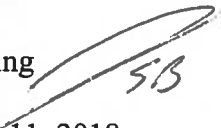
Date

David A. Coffee
Budget and Finance Director

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller
Tara Grimm

FROM: Jim Bowling 

DATE: December 11, 2018

RE: Potential Sidewalk Program Options

The Service Department is requesting council's time to review and receive feedback on some potential pilot sidewalk replacement programs. At the January, 2018 Streets, Sidewalks and Utilities Committee Meeting several concerns were expressed involving the repair/replacement of sidewalks, especially when a location is requested to be replaced by residents. The concerns expressed at the meeting predominantly involved the following areas:

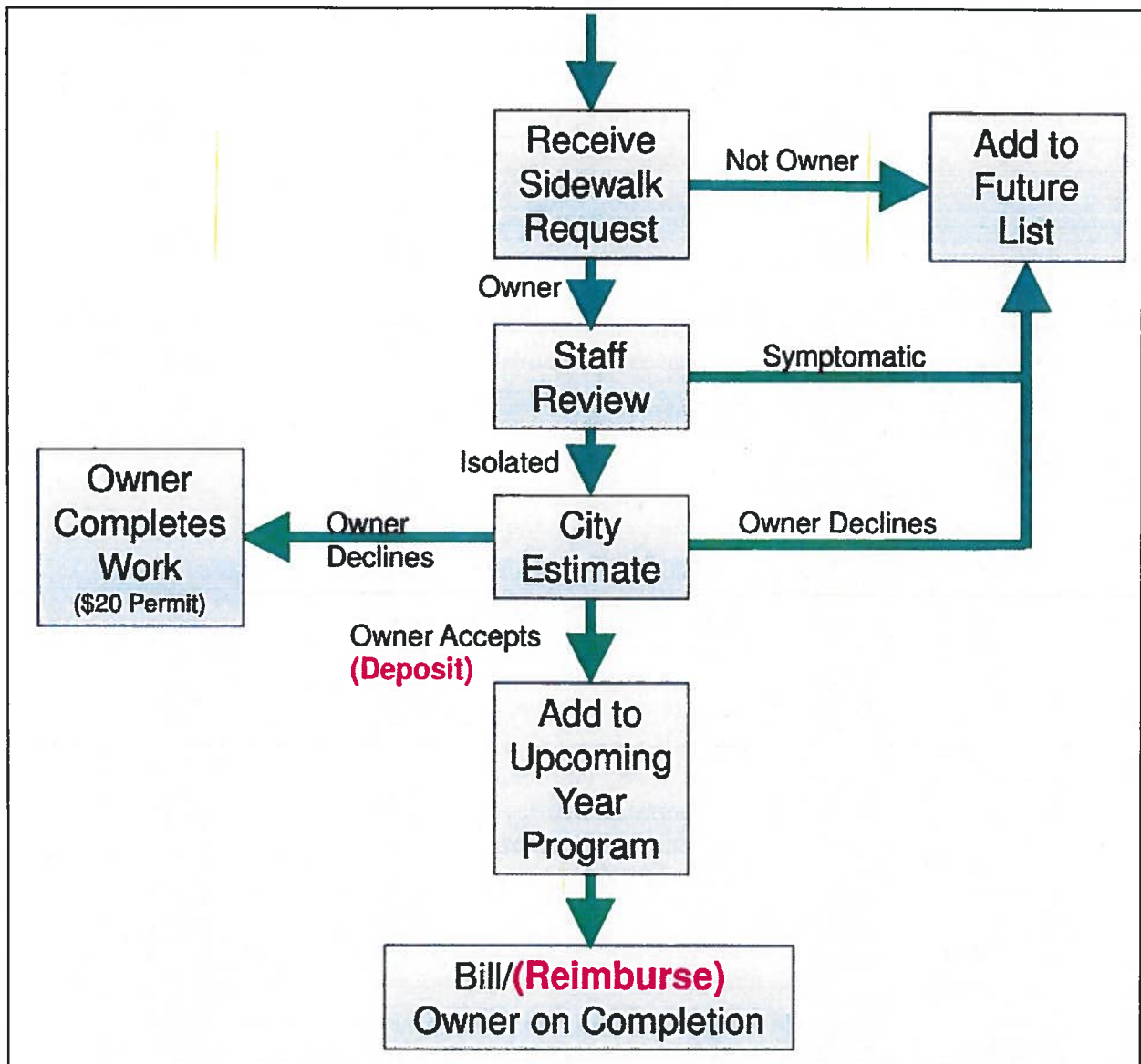
- More expeditious options to have a section of sidewalk replaced
- More spot replacements, where appropriate
- More public education on the property owners responsibilities in maintaining sidewalks
- Better overall sidewalk condition Citywide

The Service Department has been working with the Budget and Finance Department to determine how to best address the above concerns. The results include a citywide inventory of the worst sidewalk trip hazards performed by City Staff, articles included in the Tree City Bulletin and two potential pilot programs.

Currently a property owner has two basic options when desiring to replace the sidewalks on or adjacent to their property. The first option is to obtain a \$20 permit and replace the sidewalk on their own as required by the Codified Ordinances. The second option is notify the Service Department which will record the location, evaluate the problem, perform the repairs and provide the council approved discounts. The second option however does not provide a guaranteed time frame for when the repairs will be completed. The pilot programs are intended to provide additional options to assist property owners in getting their sidewalks replaced more expeditiously. The following is a brief description of the pilot programs.

Pilot Sidewalk Request Program:

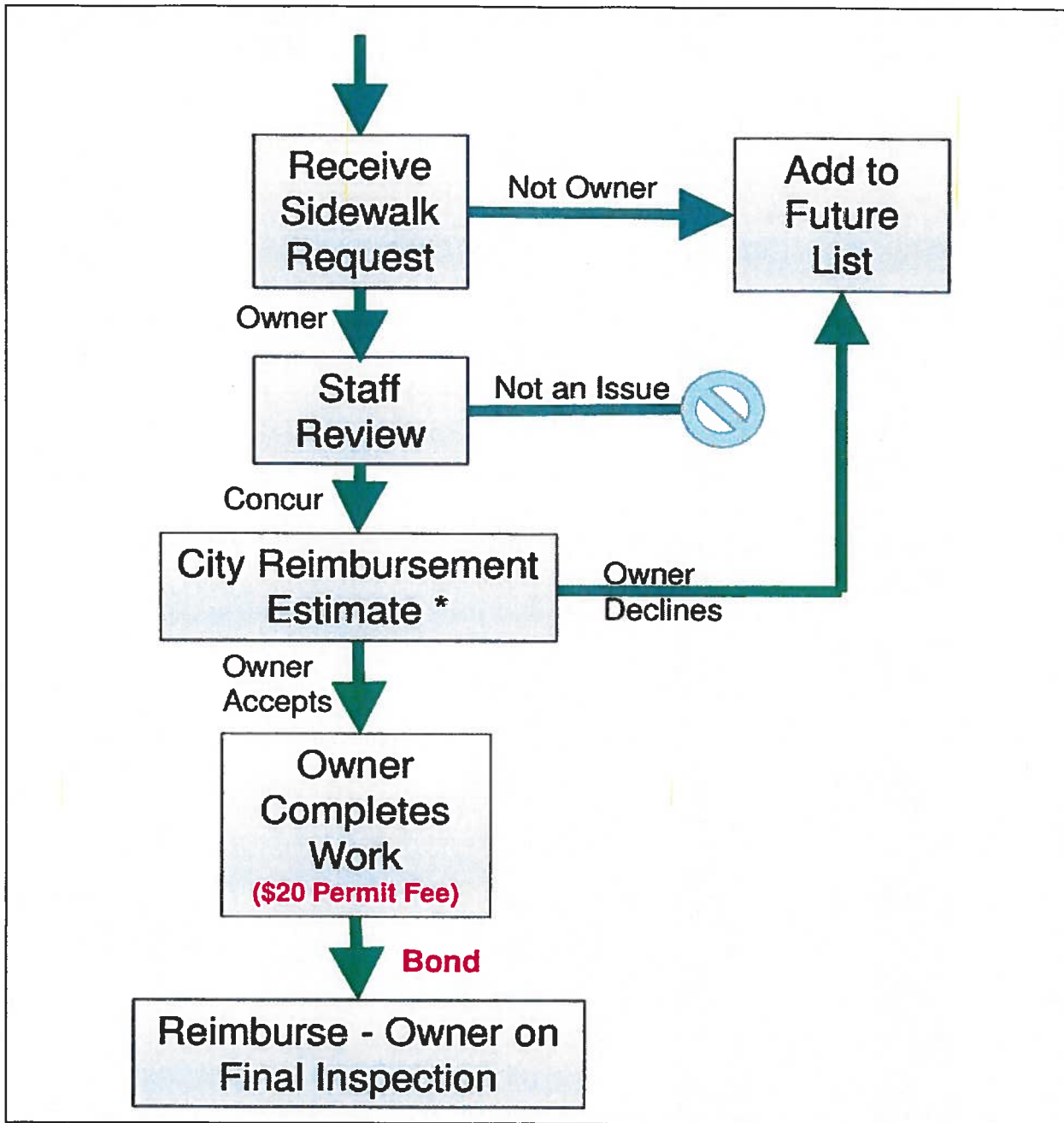
This program is intended to provide property owners an ability to have their sidewalks repaired as part of the next City Contract. However, since this will decrease the efficiency of the City Contract, thereby increasing the costs of the repairs, this program would require that the property owner pay for all the costs associated with the request. This would also include a deposit be provided for the work to be completed. A flow chart depicting how the process would work is shown below.



Pilot Sidewalk Request Program – Process Flow Chart

Pilot Sidewalk Owner Reimbursement Program:

This program is intended to incentivize property owners to replace their sidewalks as required by the Codified Ordinances. The program would provide property owners a reimbursement once they have replaced their sidewalks. The reimbursement amount would be the same as the discounts provided to property owners who wait for the City to replace their sidewalks. Thereby allowing property owners similar savings they would have received if the City performed the work, but allowing them to have the work completed on their own time frame. A flow chart depicting how the process would work is shown below.



Pilot Sidewalk Owner Reimbursement Program – Process Flow

We would recommend a total budget of \$30,000 to determine the effectiveness of both pilot programs. If these programs are initiated we would track the effectiveness of the program and report to council on the results. Items that could be included in the evaluation are:

- Number of complaints addressed
- Percentage of owners who used the program
- Costs per square foot to perform the work
- Public's response to the program
- Management time required

We look forward to discussing these options with City Council.

**City of Kent
Income Tax Division**

**November 30, 2018
Income Tax Receipts Comparison - (Excluding 0.25% Police Facility Receipts)**

Monthly Receipts

Total receipts for the month of November, 2018	\$1,010,080
Total receipts for the month of November, 2017	\$1,162,952
Total receipts for the month of November, 2016	\$1,020,285

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 November 30, 2018	\$12,959,193	88.90%
Total receipts January 1 through November 30, 2017	\$13,353,113	90.92%
Total receipts January 1 through November 30, 2016	\$12,963,990	91.73%

Year-to-date Receipts Through November 30, 2018 - 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>
2018	\$ 14,577,960	\$ 14,577,960	\$ 12,959,193	88.90%	11.10%

Comparisons of Total Annual Receipts for Previous Nine Years

<u>Year</u>	<u>Total Receipts</u>	<u>Change From Prior Year</u>
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%
2014	\$ 13,099,836	5.66%
2015	\$ 14,592,491	11.39%
2016	\$ 14,133,033	-3.15%
2017	\$ 14,687,372	3.92%

Submitted by

David A. Coffey

Director of Budget and Finance

2018 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
(Excluding 0.25% Police Facility Receipts)
as of Month Ended November 30, 2018

Monthly Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 1,154,690	\$ 1,228,846	\$ 1,153,204	\$ (75,641)	-6.16%
February	1,099,532	1,072,047	\$ 1,062,513	(9,534)	-0.89%
March	1,182,357	1,133,943	\$ 1,051,604	(82,340)	-7.26%
April	1,413,680	1,561,337	\$ 1,656,767	95,430	6.11%
May	1,226,790	1,233,090	\$ 1,229,804	(3,286)	-0.27%
June	1,239,820	1,291,517	\$ 1,266,792	(24,725)	-1.91%
July	1,070,843	1,161,945	\$ 1,054,319	(107,626)	-9.26%
August	1,219,361	1,116,420	\$ 1,073,511	(42,909)	-3.84%
September	1,109,848	1,175,347	\$ 1,290,237	114,890	9.78%
October	1,226,785	1,215,670	\$ 1,110,361	(105,309)	-8.66%
November	1,020,285	1,162,952	\$ 1,010,080	(152,871)	-13.15%
December	1,169,043	1,334,259			
Totals	\$ 14,133,033	\$ 14,687,372	\$ 12,959,193		

Year-to-Date Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 1,154,690	\$ 1,228,846	\$ 1,153,204	\$ (75,641)	-6.16%
February	2,254,221	2,300,893	2,215,718	(85,175)	-3.70%
March	3,436,578	3,434,836	3,267,321	(167,515)	-4.88%
April	4,850,258	4,996,173	4,924,088	(72,085)	-1.44%
May	6,077,048	6,229,263	6,153,892	(75,371)	-1.21%
June	7,316,868	7,520,780	7,420,684	(100,096)	-1.33%
July	8,387,712	8,682,725	8,475,003	(207,721)	-2.39%
August	9,607,073	9,799,145	9,548,514	(250,630)	-2.56%
September	10,716,920	10,974,491	10,838,752	(135,740)	-1.24%
October	11,943,705	12,190,161	11,949,112	(241,049)	-1.98%
November	12,963,990	13,353,113	12,959,193	(393,920)	-2.95%
December	14,133,033	14,687,372			
Totals	\$ 14,133,033	\$ 14,687,372			

2018 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
(Excluding 0.25% Police Facility Receipts)
as of Month Ended November 30, 2018

Monthly Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 421,390	\$ 436,131	\$ 441,024	\$ 4,893	1.12%
February	385,108	398,208	\$ 408,429	10,222	2.57%
March	442,123	441,069	\$ 439,804	(1,265)	-0.29%
April	422,702	474,495	\$ 475,808	1,313	0.28%
May	459,795	428,818	\$ 434,264	5,446	1.27%
June	410,589	425,646	\$ 437,151	11,505	2.70%
July	0	403,532	\$ 392,738	(10,794)	-2.67%
August	808,425	417,678	\$ 417,869	191	0.05%
September	350,859	356,602	\$ 398,667	42,065	11.80%
October	469,297	471,742	\$ 425,598	(46,144)	-9.78%
November	447,327	445,247	\$ 450,474	5,227	1.17%
December	438,817	445,693			
Totals	\$ 5,056,433	\$ 5,144,861	\$ 4,721,826		

Year-to-Date Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 421,390	\$ 436,131	\$ 441,024	\$ 4,893	1.12%
February	806,499	834,338	849,453	15,115	1.81%
March	1,248,622	1,275,407	1,289,257	13,850	1.09%
April	1,671,324	1,749,902	1,765,066	15,163	0.87%
May	2,131,119	2,178,721	2,199,330	20,610	0.95%
June	2,541,708	2,604,367	2,636,481	32,114	1.23%
July	2,541,708	3,007,898	3,029,218	21,320	0.71%
August	3,350,133	3,425,576	3,447,088	21,512	0.63%
September	3,700,992	3,782,178	3,845,755	63,576	1.68%
October	4,170,289	4,253,920	4,271,352	17,432	0.41%
November	4,617,616	4,699,167	4,721,826	22,659	0.48%
December	5,056,433	5,144,861			
Totals	\$ 5,056,433	\$ 5,144,861			

2018 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 Nine Years

Year	Total Receipts	Percent Change
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	\$ 4,778,094	3.80%
2015	\$ 4,916,874	2.90%
2016	\$ 5,056,433	2.84%
2017	\$ 5,144,861	1.75%

2018 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 November 30, 2018

Monthly Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 144,319	\$ 153,588	\$ 144,134	\$ (9,454)	-6.16%
February	137,426	133,991	\$ 132,799	\$ (1,192)	-0.89%
March	147,779	141,727	\$ 131,436	\$ (10,291)	-7.26%
April	176,690	195,145	\$ 207,073	\$ 11,927	6.11%
May	153,332	154,119	\$ 153,708	\$ (411)	-0.27%
June	154,960	161,421	\$ 158,331	\$ (3,090)	-1.91%
July	133,840	145,227	\$ 131,775	\$ (13,452)	-9.26%
August	152,403	139,537	\$ 134,174	\$ (5,363)	-3.84%
September	138,715	146,902	\$ 161,261	\$ 14,359	9.78%
October	153,331	151,942	\$ 138,780	\$ (13,162)	-8.66%
November	127,521	145,353	\$ 126,246	\$ (19,107)	-13.15%
December	146,114	166,764			
Totals	\$ 1,766,430	\$ 1,835,715	\$ 1,619,717		

Year-to-Date Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 144,319	\$ 153,588	\$ 144,134	\$ (9,454)	-6.16%
February	\$ 281,745	\$ 287,579	276,934	\$ (10,646)	-3.70%
March	\$ 429,524	\$ 429,306	408,369	\$ (20,937)	-4.88%
April	\$ 606,214	\$ 624,451	615,442	\$ (9,010)	-1.44%
May	\$ 759,546	\$ 778,570	769,150	\$ (9,420)	-1.21%
June	\$ 914,506	\$ 939,992	927,481	\$ (12,511)	-1.33%
July	\$ 1,048,346	\$ 1,085,218	1,059,256	\$ (25,962)	-2.39%
August	\$ 1,200,749	\$ 1,224,755	1,193,430	\$ (31,325)	-2.56%
September	\$ 1,339,464	\$ 1,371,657	1,354,691	\$ (16,966)	-1.24%
October	\$ 1,492,795	\$ 1,523,599	1,493,471	\$ (30,128)	-1.98%
November	\$ 1,620,316	\$ 1,668,951	1,619,717	\$ (49,234)	-2.95%
December	\$ 1,766,430	\$ 1,835,715			
Totals	\$ 1,766,430	\$ 1,835,715			

2018 CITY OF KENT, OHIO
Comparison of Total Income Tax Receipts - Including Police Facility Receipts
as of Month Ended November 30, 2018

Monthly Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 1,299,009	\$ 1,382,434	\$ 1,297,339	\$ (85,096)	-6.16%
February	\$ 1,236,958	\$ 1,206,038	1,195,312	(10,725)	-0.89%
March	\$ 1,330,136	\$ 1,275,670	1,183,039	(92,631)	-7.26%
April	\$ 1,590,370	\$ 1,756,482	1,863,839	107,357	6.11%
May	\$ 1,380,122	\$ 1,387,209	1,383,512	(3,697)	-0.27%
June	\$ 1,394,780	\$ 1,452,938	1,425,124	(27,815)	-1.91%
July	\$ 1,204,684	\$ 1,307,171	1,186,094	(121,077)	-9.26%
August	\$ 1,371,764	\$ 1,255,957	1,207,685	(48,272)	-3.84%
September	\$ 1,248,563	\$ 1,322,249	1,451,499	129,250	9.78%
October	\$ 1,380,115	\$ 1,367,611	1,249,140	(118,471)	-8.66%
November	\$ 1,147,806	\$ 1,308,304	1,136,326	(171,978)	-13.15%
December	\$ 1,315,157	\$ 1,501,023			
Totals	\$ 15,899,464	\$ 16,523,087	\$ 14,578,910		

Year-to-Date Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 1,299,009	\$ 1,382,434	\$ 1,297,339	\$ (85,096)	-6.16%
February	2,535,966	2,588,472	2,492,651	(95,821)	-3.70%
March	3,866,102	3,864,142	3,675,690	(188,452)	-4.88%
April	5,456,472	5,620,624	5,539,530	(81,095)	-1.44%
May	6,836,594	7,007,833	6,923,042	(84,791)	-1.21%
June	8,231,374	8,460,772	8,348,165	(112,606)	-1.33%
July	9,436,058	9,767,943	9,534,260	(233,683)	-2.39%
August	10,807,822	11,023,900	10,741,944	(281,956)	-2.56%
September	12,056,385	12,346,149	12,193,443	(152,705)	-1.24%
October	13,436,500	13,713,760	13,442,583	(271,177)	-1.98%
November	14,584,306	15,022,064	14,578,910	(443,155)	-2.95%
December	15,899,464	16,523,087			
Totals	\$ 15,899,464	\$ 16,523,087			

**KENT POLICE DEPARTMENT
NOVEMBER 2018**

	NOVEMBER 2017	NOVEMBER 2018	TOTAL 2017	TOTAL 2018
CALLS FOR SERVICE	1824	1804	23995	23185
FIRE CALLS	322	394	3979	4302
ARRESTS, TOTAL	98	90	1759	1488
JUVENILE ARRESTS	5	3	129	87
O.V.I. ARRESTS	8	8	153	134
TRAFFIC CITATIONS	189	218	2688	2693
PARKING TICKETS	888	888	11690	10683
ACCIDENT REPORTS				
ACCIDENT REPORTS	68	68	687	645
Property Damage	33	42	380	372
Injury	14	15	88	97
Private Property	10	5	163	133
Hit-Skip	5	4	36	33
OVI Related	0	0	12	9
Pedestrians	6	2	8	9
Fatals	0	0	0	0
U.C.R. STATISTICS				
Homicide	0	0	0	0
Rape	0	0	1	3
Robbery	2	0	10	8
Assault Total	16	18	179	156
Serious		2	31	23
Simple	14	16	148	133
Burglary	1	5	69	70
Larceny	29	29	331	301
Auto Theft	0	0	14	12
Arson	1	0	1	3
Human Trafficking: Servitude	0	0	0	0
Human Trafficking: Sex Acts	0	0	0	0
TOTAL	49	52	605	553
CRIME CLEARANCES				
Homicide	0	0	0	0
Rape	0	0	1	0
Robbery	0	0	3	4
Assault Total	14	15	149	126
Serious		0	21	18
Simple	14	14	128	109
Burglary	1	2	20	15
Larceny	1	3	51	38
Auto Theft	0	0	2	0
Arson	0	0	0	2
Human Trafficking: Servitude	0	0	0	0
Human Trafficking: Sex Acts	0	0	0	0
TOTAL	16	20	226	185



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT Building Services Division

To: Dave Ruller
City Manager

From: Bridget Susel
Community Development Director *B.S.*

Date: December 5, 2018

RE: Monthly Permit and Zoning Complaint Report – November, 2018

Attached are the monthly reports per Council's request. If you have questions or require further information, please let us know.

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type BZA-BOARD OF ZONING APPEALS						
BZA - BOARD OF BUILDING APPEALS						
	Permit Type BZA-BOARD OF ZONING APPEALS Totals	3	0	150.00	.00	150.00
		3	0	\$150.00	\$0.00	\$150.00
Permit Type ELECTRICAL COMM-ELECTRICAL COMMERCIAL						
3% BBS - 3% BBS						
	COM-ELEC REPAIR - Commercial Electric Repair/Remodel	2	0	10.20	.00	10.20
	Permit Type ELECTRICAL COMM-ELECTRICAL COMMERCIAL Totals	2	0	340.00	.00	340.00
		4	0	\$350.20	\$0.00	\$350.20
Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL						
1% BBS - 1% BBS						
	RES-ELEC REPAIR - Residential Electric Remodel/Repair	4	0	1.85	.00	1.85
	RES-ELEC OWN SRV - Residential Electric Owner Occupied Service	3	0	150.00	.00	150.00
	RES-REINSPECTION - Residential Reinspection Fee	1	0	35.00	.00	35.00
	Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL Totals	1	0	50.00	.00	50.00
		9	0	\$236.85	\$0.00	\$236.85
Permit Type ENGINEERING COM-ENGINEERING COMMERCIAL						
EXCAVATION - EXCAVATION						
	Permit Type ENGINEERING COM-ENGINEERING COMMERCIAL Totals	4	0	80.00	.00	80.00
		4	0	\$80.00	\$0.00	\$80.00
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL						
EXCAVATION - EXCAVATION						
	Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL Totals	1	0	20.00	.00	20.00
		1	0	\$20.00	\$0.00	\$20.00
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL						
3% BBS - 3% BBS						
	COM-BUILD ADD - Commercial Building Addition	2	0	43.46	.00	43.46
	COM-BUILD REPAIR - Commercial Building Repair/Remodel	1	0	1,366.70	.00	1,366.70
	PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews	1	0	82.00	.00	82.00
	PLAN REVIEW 4+ - Plan Review for 4 or More Reviews	7	0	1,200.00	.00	1,200.00
	Permit Type EXISTING COMM-EXISTING COMMERCIAL Totals	1	0	250.00	.00	250.00
		12	0	\$2,942.16	\$0.00	\$2,942.16
Permit Type EXISTING MULTIFM-EXISTING MULTIFAMILY						
3% BBS - 3% BBS						
	CRES-BLDG REPAIR - Commercial Residential Building Repair/Remodel	1	0	4.50	.00	4.50
	Permit Type EXISTING MULTIFM-EXISTING MULTIFAMILY Totals	1	0	150.00	.00	150.00
		2	0	\$154.50	\$0.00	\$154.50
Permit Type EXISTING RES-EXISTING RESIDENTIAL						
1% BBS - 1% BBS						
	RES-BUILD ADD 1 - Residential Building Addition- Single Family	7	0	3.61	.00	3.61
	RES-BUILD REPAIR - Residential Building Remodel/Repair	1	0	60.80	.00	60.80
	Permit Type EXISTING RES-EXISTING RESIDENTIAL Totals	6	0	300.00	.00	300.00
		14	0	\$364.41	\$0.00	\$364.41
Permit Type FIRE ALARM-FIRE ALARM						
3% BBS - 3% BBS						
	CRES-SPR SYS RPR - Commercial Residential Suppression Systems Repair/Remodel	1	0	1.50	.00	1.50
	Permit Type EXISTING RES-EXISTING RESIDENTIAL Totals	1	0	50.00	.00	50.00

Permit Revenue Report

Payment Date Range 10/31/18 - 11/30/18

Summary Listing

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type FIRE ALARM-FIRE ALARM						
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		1	0	75.00	.00	75.00
Permit Type FIRE ALARM-FIRE ALARM Totals						
		3	0	\$126.50	\$0.00	\$126.50
Permit Type FIRE SUPPRESSION-FIRE SUPPRESSION						
3% BBS - 3% BBS		3	0	42.59	.00	42.59
COM-SUPR SYS RPR - Commercial Suppression Systems Repair/Remodel		3	0	1,419.60	.00	1,419.60
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		6	0	506.25	.00	506.25
Permit Type FIRE SUPPRESSION-FIRE SUPPRESSION Totals						
		12	0	\$1,968.44	\$0.00	\$1,968.44
Permit Type HVAC COMM-HVAC COMMERCIAL						
3% BBS - 3% BBS		3	0	11.01	.00	11.01
COM-HVAC ADD - Commercial HVAC Addition		1	0	167.00	.00	167.00
COM-HVAC REPLACE - Commercial HVAC Replacement		2	0	200.00	.00	200.00
Permit Type HVAC COMM-HVAC COMMERCIAL Totals						
		6	0	\$378.01	\$0.00	\$378.01
Permit Type HVAC RES-HVAC RESIDENTIAL						
1% BBS - 1% BBS		14	0	6.00	.00	6.00
RES-HVAC ADD - Residential HVAC Addition		1	0	50.00	.00	50.00
RES-HVAC NEW - Residential HVAC New		1	0	100.00	.00	100.00
RES-HVAC OWN RPL - Residential HVAC Owner Occupied Replacement		10	0	350.00	.00	350.00
RES-HVAC REPAIR - Residential HVAC Repair/Remodel		2	0	100.00	.00	100.00
Permit Type HVAC RES-HVAC RESIDENTIAL Totals						
		28	0	\$606.00	\$0.00	\$606.00
Permit Type NEW COMM-NEW COMMERCIAL						
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		2	0	93.75	.00	93.75
PLAN REVIEW 4+ - Plan Review for 4 or More Reviews		1	0	62.50	.00	62.50
Permit Type NEW COMM-NEW COMMERCIAL Totals						
		3	0	\$156.25	\$0.00	\$156.25
Permit Type NEW MULTIFM-NEW MULTIFAMILY						
FIRE-REVIEW.INSP - FIRE DEPT REVIEW & INSPECTION		1	0	100.00	.00	100.00
PLAN REVIEW 4+ - Plan Review for 4 or More Reviews		2	0	375.00	.00	375.00
Permit Type NEW MULTIFM-NEW MULTIFAMILY Totals						
		3	0	\$475.00	\$0.00	\$475.00
Permit Type PC-PLANNING COMMISSION						
PC - PLANNING COMMISSION		1	0	100.00	.00	100.00
POSTAGE - POSTAGE FEES		1	0	124.66	.00	124.66
Permit Type PC-PLANNING COMMISSION Totals						
		2	0	\$224.66	\$0.00	\$224.66
Permit Type PLUMB COMM-PLUMBING COMMERCIAL						
3% BBS - 3% BBS		2	0	15.30	.00	15.30
COM-PLUMB NEW - Commercial Plumbing New		1	0	310.00	.00	310.00
CRES-PLUMB RPAIR - Commercial Residential Plumbing Repair/Remodel		1	0	200.00	.00	200.00
Permit Type PLUMB COMM-PLUMBING COMMERCIAL Totals						
		4	0	\$525.30	\$0.00	\$525.30
Permit Type PLUMB RES-PLUMBING RESIDENTIAL						
1% BBS - 1% BBS		10	0	4.45	.00	4.45

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type PLUMB RES-PLUMBING RESIDENTIAL						
RES-PLUMB OWN RP - Residential Plumbing Owner Occupied Replacement		7	0	245.00	.00	245.00
RES-PLUMB REPAIR - Residential Plumbing Repair/Remodel		2	0	100.00	.00	100.00
RES-PLUMBING NEW - Residential Plumbing New		1	0	100.00	.00	100.00
Permit Type PLUMB RES-PLUMBING RESIDENTIAL Totals		20	0	\$449.45	\$0.00	\$449.45
Permit Type SIGN/AWNINGS-SIGN/AWNINGS						
COM-SIGN/AWN/CAN - Commercial Signs Awnings Canopies		1	0	50.00	.00	50.00
Permit Type SIGN/AWNINGS-SIGN/AWNINGS Totals		1	0	\$50.00	\$0.00	\$50.00
Permit Type ZONING-ZONING						
COM-ZONING PSIGN - Commercial Zoning Permanent Signs		2	0	100.00	.00	100.00
RES-ZONING - Residential Zoning Fence Pool Etc		4	0	100.00	.00	100.00
Permit Type ZONING-ZONING Totals		6	0	\$200.00	\$0.00	\$200.00
Grand Totals		137	0	\$9,457.73	\$0.00	\$9,457.73

Permit Revenue Report

Payment Date Range 10/31/18 - 11/30/18

Detail Listing

Fee Code	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
BZA - BOARD OF BUILDING APPEALS								
	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	BZA - BOARD OF BUILDING APPEALS	Payment Monies Received	BZ18-015	3	0	150.00	.00	150.00
		Payment Monies Received	BZ18-016				50.00	
		Payment Monies Received	BZ18-017				50.00	
							\$150.00	
BZA - BOARD OF ZONING APPEALS								
	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	3% BBS - 3% BBS	Payment Monies Received	2018-00000858	3	0	\$150.00	\$0.00	\$150.00
		Payment Monies Received	2018-00000881				10.20	10.20
							3.90	
							6.30	
							\$10.20	
COM-ELEC REPAIR - Commercial Electric Repair/Remodel								
	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	COM-ELEC REPAIR - Commercial Electric Repair/Remodel	Payment Monies Received	2018-00000858	2	0	340.00	.00	340.00
		Payment Monies Received	2018-00000881				130.00	
							210.00	
							\$340.00	
ELECTRICAL COMM-ELECTRICAL COMMERCIAL								
	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	1% BBS - 1% BBS	Payment Monies Received	2018-00000840	4	0	\$350.20	\$0.00	\$350.20
		Payment Monies Received	2018-00000842				1.85	1.85
		Payment Monies Received	2018-00000859				.50	
		Payment Monies Received	2018-00000862				.35	
							.50	
							.50	
							\$1.85	
ELECTRICAL RES-ELECTRICAL RESIDENTIAL								
	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	RES-ELEC REPAIR - Residential Electric Remodel/Repair	Payment Monies Received	2018-00000840	3	0	150.00	.00	150.00
		Payment Monies Received	2018-00000859				50.00	
		Payment Monies Received	2018-00000862				50.00	
							\$150.00	
RES-ELEC OWN SRV - Residential Electric Owner Occupied								
	Service	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	RES-ELEC OWN SRV - Residential Electric Owner Occupied	Payment Monies Received	2018-00000842	1	0	35.00	.00	35.00
							35.00	
							\$35.00	

Permit Revenue Report

Payment Date Range 10/31/18 - 11/30/18

Detail Listing

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL						
RES-REINSPECTION - Residential Reinspection Fee						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/20/2018	Payment Monies Received	2018-00000770	POWER HOME SOLAR	50.00	50.00	50.00
					50.00	
					\$50.00	
Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL Totals						
				\$236.85	\$0.00	\$236.85
Permit Type ENGINEERING COM-ENGINEERING COMMERCIAL						
EXCAVATION - EXCAVATION						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/09/2018	Payment Monies Received	2018-00000137	MCIMETRO	20.00	20.00	20.00
11/09/2018	Payment Monies Received	2018-00000138	MCIMETRO	20.00	20.00	20.00
11/14/2018	Payment Monies Received	2016-00000114	MRF MACHINE & HYDRAULICS INC	20.00	20.00	20.00
11/26/2018	Payment Monies Received	2018-00000136	DOMINION EAST OHIO GAS	20.00	20.00	20.00
					\$80.00	
Permit Type ENGINEERING COM-ENGINEERING COMMERCIAL Totals						
				\$80.00	\$0.00	\$80.00
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL						
EXCAVATION - EXCAVATION						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/14/2018	Payment Monies Received	2018-00000139	DOMINION EAST OHIO GAS	20.00	20.00	20.00
					20.00	
					\$20.00	
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL Totals						
				\$20.00	\$0.00	\$20.00
Permit Type EXISTING COMM-EXISTING COMMERCIAL						
3% BBS - 3% BBS						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/14/2018	Payment Monies Received	2018-00000718	J L MOORE, INC	41.00	41.00	41.00
11/28/2018	Payment Monies Received	2018-00000796	FMS CONSTRUCTION	2.46	2.46	2.46
					\$43.46	
Permit Type EXISTING COMM-EXISTING COMMERCIAL Totals						
				43.46	.00	43.46
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL						
COM-BUILD ADD - Commercial Building Addition						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/14/2018	Payment Monies Received	2018-00000718	J L MOORE, INC	1,366.70	1,366.70	1,366.70
					1,366.70	
					\$1,366.70	
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL Totals						
				1,366.70	.00	1,366.70
Permit Type Commercial Building Repair/Remodel						
COM-BUILD REPAIR - Commercial Building Repair/Remodel						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/28/2018	Payment Monies Received	2018-00000796	FMS CONSTRUCTION	82.00	82.00	82.00
					82.00	
					\$82.00	
Permit Type Commercial Building Repair/Remodel Totals						
				82.00	.00	82.00
Permit Type Plan Review for 3 or Less Reviews						
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/14/2018	Payment Monies Received	2018-00000562	ADKINS BUILDING COMPANY, INC.	18.75	18.75	18.75
11/14/2018	Payment Monies Received	2018-00000562	ADKINS BUILDING COMPANY, INC.	112.50	112.50	112.50
					131.25	
Permit Type Plan Review for 3 or Less Reviews Totals						
				131.25	.00	131.25

Permit Revenue Report

Payment Date Range 10/31/18 - 11/30/18

Detail Listing

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews						
11/14/2018	Payment Monies Received	Permit Number 2018-00000718	Issued To J L MOORE, INC	1,200.00	.00	1,200.00
11/14/2018	Payment Monies Received	2018-00000718	J L MOORE, INC		Amount 618.75	
11/28/2018	Payment Monies Received	2018-00000796	FMS CONSTRUCTION		93.75	
11/28/2018	Payment Monies Received	2018-00000796	FMS CONSTRUCTION		168.75	
11/28/2018	Payment Monies Received	2018-00000796	FMS CONSTRUCTION		112.50	
					75.00	
					\$1,200.00	
PLAN REVIEW 4+ - Plan Review for 4 or More Reviews						
11/14/2018	Payment Monies Received	Permit Number 2018-00000574	Issued To J L MOORE, INC	250.00	.00	250.00
					Amount 250.00	
					\$250.00	
Permit Type EXISTING COMM-EXISTING COMMERCIAL Totals						
		12	0	\$2,942.16	\$0.00	\$2,942.16
3% BBS - 3% BBS						
11/08/2018	Payment Monies Received	Permit Number 2018-00000839	Issued To RPI CONSTRUCTION	4.50	.00	4.50
					Amount 4.50	
					\$4.50	
CRES-BLDG REPAIR - Commercial Residential Building Repair/Remodel						
11/08/2018	Payment Monies Received	Permit Number 2018-00000839	Issued To RPI CONSTRUCTION	150.00	.00	150.00
					Amount 150.00	
					\$150.00	
Permit Type EXISTING MULTIFM-EXISTING MULTIFAMILY Totals						
		2	0	\$154.50	\$0.00	\$154.50
1% BBS - 1% BBS						
11/01/2018	Payment Monies Received	Permit Number 2018-00000835	Issued To SCOTT M & SALLY A HRIBAR	3.61	.00	3.61
11/02/2018	Payment Monies Received	2018-00000829	KIMBERLY ANN WILLIAMS		Amount .50	
11/06/2018	Payment Monies Received	2018-00000828	AL BROWN CONSTRUCTION		.61	
11/07/2018	Payment Monies Received	2018-00000814	RENEWAL BY ANDERSEN		.50	
11/07/2018	Payment Monies Received	2018-00000849	MICHAEL A FRIESS II		.50	
11/14/2018	Payment Monies Received	2018-00000861	GLEN N BILES		.50	
11/27/2018	Payment Monies Received	2018-00000866	ALWAYS CAUTIOUS EXCAVATING		.50	
					\$3.61	
Permit Type EXISTING RES-EXISTING RESIDENTIAL Totals						
		7	0	3.61	.00	3.61
RES-BUILD ADD 1 - Residential Building Addition- Single Family						
11/02/2018	Payment Monies Received	Permit Number 2018-00000829	Issued To KIMBERLY ANN WILLIAMS	60.80	.00	60.80
					Amount 60.80	
					\$60.80	

Permit Revenue Report

Payment Date Range 10/31/18 - 11/30/18

Detail Listing

Fee Code	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
RES-BUILD REPAIR - Residential Building Remodel/Repair							
	RES-BUILD REPAIR - Residential Building Remodel/Repair		6	0	300.00	.00	300.00
	Transaction Type	Permit Number	Issued To	Amount			
	11/01/2018	2018-00000835	SCOTT M & SALLY A HRIBAR	50.00			
	11/06/2018	2018-00000828	AL BROWN CONSTRUCTION	50.00			
	11/07/2018	2018-00000814	RENEWAL BY ANDERSEN	50.00			
	11/07/2018	2018-00000849	MICHAEL A FRIESS II	50.00			
	11/14/2018	2018-00000861	GLEN N BILES	50.00			
	11/27/2018	2018-00000866	ALWAYS CAUTIOUS EXCAVATING	50.00			
				\$300.00			
Permit Type EXISTING RES-EXISTING RESIDENTIAL Totals							
	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	3% BBS - 3% BBS		14	0	\$364.41	\$0.00	\$364.41
CRS-SPR SYS RPR - Commercial Residential Suppression Systems Repair/Remodel							
	CRS-SPR SYS RPR - Commercial Residential Suppression Systems Repair/Remodel		1	0	1.50	.00	1.50
	Transaction Type	Permit Number	Issued To	Amount			
	11/21/2018	2018-00000717	STATE ALARM SYSTEMS	1.50			
				\$1.50			
Permit Type EXISTING RES-EXISTING RESIDENTIAL Totals							
	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	CRS-SPR SYS RPR - Commercial Residential Suppression Systems Repair/Remodel		1	0	50.00	.00	50.00
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews							
	PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		1	0	75.00	.00	75.00
	Transaction Type	Permit Number	Issued To	Amount			
	11/21/2018	2018-00000717	STATE ALARM SYSTEMS	75.00			
				\$75.00			
Permit Type FIRE ALARM-FIRE ALARM-FIRE SUPPRESSION Totals							
	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	3% BBS - 3% BBS		3	0	\$126.50	\$0.00	\$126.50
COM-SUPR SYS RPR - Commercial Suppression Systems Repair/Remodel							
	COM-SUPR SYS RPR - Commercial Suppression Systems Repair/Remodel		3	0	1,419.60	.00	1,419.60
	Transaction Type	Permit Number	Issued To	Amount			
	11/06/2018	2018-00000797	AUTOMATIC FIRE PROTECTION SYSTEMS	59.60			
	11/15/2018	2018-00000822	ABCO FIRE LLC	50.00			
	11/27/2018	2018-00000345	TRI-AREA ELECTRIC CO., INC.	1,310.00			
				\$1,419.60			

Fee Code	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
FIRE SUPPRESSION-FIRE SUPPRESSION							
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews							
	Transaction Type	Permit Number	Issued To		Amount	Amount	
11/06/2018	Payment Monies Received	2018-00000797	AUTOMATIC FIRE PROTECTION SYSTEMS		506.25	93.75	506.25
11/06/2018	Payment Monies Received	2018-00000797	AUTOMATIC FIRE PROTECTION SYSTEMS			56.25	
11/15/2018	Payment Monies Received	2018-00000822	ABCO FIRE LLC			112.50	
11/15/2018	Payment Monies Received	2018-00000822	ABCO FIRE LLC			56.25	
11/27/2018	Payment Monies Received	2018-00000345	TRI-AREA ELECTRIC CO., INC.			112.50	
11/27/2018	Payment Monies Received	2018-00000345	TRI-AREA ELECTRIC CO., INC.			75.00	
						\$506.25	
					\$1,968.44	\$0.00	\$1,968.44
FIRE SUPPRESSION-FIRE SUPPRESSION							
3% BBS - 3% BBS							
	Transaction Type	Permit Number	Issued To		Amount	Amount	
11/16/2018	Payment Monies Received	2018-00000869	GREER HEATING & AIR CONDITIONING		11.01	1.50	11.01
11/19/2018	Payment Monies Received	2018-00000876	K W LANG MECHANICAL INC			4.50	
11/27/2018	Payment Monies Received	2018-00000886	GREER HEATING & AIR CONDITIONING			5.01	
						\$11.01	
					167.00	\$167.00	167.00
COMMERCIAL HVAC ADDITION							
COM-HVAC ADD - Commercial HVAC Addition							
	Transaction Type	Permit Number	Issued To		Amount	Amount	
11/27/2018	Payment Monies Received	2018-00000886	GREER HEATING & AIR CONDITIONING		200.00	167.00	200.00
COMMERCIAL HVAC REPLACEMENT							
COM-HVAC REPLACE - Commercial HVAC Replacement							
	Transaction Type	Permit Number	Issued To		Amount	Amount	
11/16/2018	Payment Monies Received	2018-00000869	GREER HEATING & AIR CONDITIONING		6.00	1.00	6.00
11/19/2018	Payment Monies Received	2018-00000876	K W LANG MECHANICAL INC			.35	
						.35	
						.35	
						.35	
						.35	
						.35	
						.50	
					\$378.01	\$0.00	\$378.01
HVAC COMMERCIAL-HVAC COMMERCIAL							
1% BBS - 1% BBS							
	Transaction Type	Permit Number	Issued To		Amount	Amount	
10/31/2018	Payment Monies Received	2018-00000824	CROWN HEATING & COOLING INC		6.00	1.00	6.00
10/31/2018	Payment Monies Received	2018-00000825	WIESE PLUMBING & HEATING			.35	
10/31/2018	Payment Monies Received	2018-00000826	BLIND & SONS			.35	
10/31/2018	Payment Monies Received	2018-00000827	JENNINGS HEATING CO INC			.35	
11/02/2018	Payment Monies Received	2018-00000838	APOLLO HEATING & COOLING			.35	
11/08/2018	Payment Monies Received	2018-00000834	JACKSON COMFORT SYSTEMS			.35	
11/08/2018	Payment Monies Received	2018-00000852	CROWN HEATING & COOLING INC			.35	
11/15/2018	Payment Monies Received	2018-00000863	APOLLO HEATING & COOLING			.50	
					\$378.01	\$0.00	\$378.01

Fee Code	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
1% BBS - 1% BBS	HVAC RES-HVAC RESIDENTIAL			14	0	6.00	.00	6.00
		Transaction Type	Permit Number	Issued To		Amount		
		Payment Monies Received	2018-00000864	APOLLO HEATING & COOLING		.35		
		Payment Monies Received	2018-00000870	GREER HEATING & AIR CONDITIONING		.50		
		Payment Monies Received	2018-00000871	APOLLO HEATING & COOLING		.35		
		Payment Monies Received	2018-00000873	BRANDON HEATING & AIR CONDITIONING		.50		
		Payment Monies Received	2018-00000874	APOLLO HEATING & COOLING		.35		
		Payment Monies Received	2018-00000875	APOLLO HEATING & COOLING		.35		
						\$6.00		
	RES-HVAC ADD - Residential HVAC Addition			1	0	50.00	.00	50.00
		Transaction Type	Permit Number	Issued To		Amount		
		Payment Monies Received	2018-00000873	BRANDON HEATING & AIR CONDITIONING		50.00		
						\$50.00		
	RES-HVAC NEW - Residential HVAC New			1	0	100.00	.00	100.00
		Transaction Type	Permit Number	Issued To		Amount		
		Payment Monies Received	2018-00000824	CROWN HEATING & COOLING INC		100.00		
						\$100.00		
	RES-HVAC OWN RPL - Residential HVAC Owner Occupied Replacement			10	0	350.00	.00	350.00
		Transaction Type	Permit Number	Issued To		Amount		
		Payment Monies Received	2018-00000825	WIESE PLUMBING & HEATING		35.00		
		Payment Monies Received	2018-00000826	BLIND & SONS		35.00		
		Payment Monies Received	2018-00000827	JENNINGS HEATING CO INC		35.00		
		Payment Monies Received	2018-00000838	APOLLO HEATING & COOLING		35.00		
		Payment Monies Received	2018-00000834	JACKSON COMFORT SYSTEMS		35.00		
		Payment Monies Received	2018-00000852	CROWN HEATING & COOLING INC		35.00		
		Payment Monies Received	2018-00000864	APOLLO HEATING & COOLING		35.00		
		Payment Monies Received	2018-00000871	APOLLO HEATING & COOLING		35.00		
		Payment Monies Received	2018-00000874	APOLLO HEATING & COOLING		35.00		
		Payment Monies Received	2018-00000875	APOLLO HEATING & COOLING		35.00		
						\$350.00		
	RES-HVAC REPAIR - Residential HVAC Repair/Remodel			2	0	100.00	.00	100.00
		Transaction Type	Permit Number	Issued To		Amount		
		Payment Monies Received	2018-00000863	APOLLO HEATING & COOLING		50.00		
		Payment Monies Received	2018-00000870	GREER HEATING & AIR CONDITIONING		50.00		
						\$100.00		
				28	0	\$606.00	\$0.00	\$606.00
		Permit Type	HVAC RES-HVAC RESIDENTIAL	Totals				

Permit Revenue Report

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Detail Listing

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type NEW COMM-NEW COMMERCIAL						
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	Amount
11/21/2018	Payment Monies Received	2018-00000809	KM PROPERTIES	93.75	56.25	93.75
11/21/2018	Payment Monies Received	2018-00000809	KM PROPERTIES		37.50	
					\$93.75	
PLAN REVIEW 4+ - Plan Review for 4 or More Reviews						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	Amount
11/15/2018	Payment Monies Received	2017-00000720	GREENHEART COMPANIES LLC	62.50	62.50	62.50
					\$62.50	
Permit Type NEW COMM-NEW COMMERCIAL Totals						
				\$156.25	\$0.00	\$156.25
Permit Type NEW MULTIFM-NEW MULTIFAMILY						
FIRE-REVIEW INSP - FIRE DEPT REVIEW & INSPECTION						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	Amount
11/26/2018	Payment Monies Received	2017-00000216	CONTINENTAL BUILDING COMPANY	100.00	100.00	100.00
					\$100.00	
PLAN REVIEW 4+ - Plan Review for 4 or More Reviews						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	Amount
11/26/2018	Payment Monies Received	2017-00000216	CONTINENTAL BUILDING COMPANY	375.00	187.50	375.00
11/26/2018	Payment Monies Received	2017-00000216	CONTINENTAL BUILDING COMPANY		187.50	
					\$375.00	
Permit Type NEW MULTIFM-NEW MULTIFAMILY Totals						
				\$475.00	\$0.00	\$475.00
Permit Type PC-PLANNING COMMISSION						
PC - PLANNING COMMISSION						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	Amount
11/02/2018	Payment Monies Received	PC18-012	HOME SAVINGS BANK	100.00	100.00	100.00
					\$100.00	
POSTAGE - POSTAGE FEES						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	Amount
11/02/2018	Payment Monies Received	PC18-012	HOME SAVINGS BANK	124.66	124.66	124.66
					\$124.66	
Permit Type PLUMB COMM-PLUMBING COMMERCIAL						
3% BBS - 3% BBS						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	Amount
11/14/2018	Payment Monies Received	2018-00000860	SUMMIT PLUMBING & MECHANICAL LLC	15.30	9.30	15.30
11/16/2018	Payment Monies Received	2018-00000865	NORTHLAKE PLUMBING LLC		6.00	
					\$15.30	
Permit Type PC-PLANNING COMMISSION Totals						
				\$224.66	\$0.00	\$224.66

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type PLUMB COMM-PLUMBING COMMERCIAL						
COM-PLUMB NEW - Commercial Plumbing New						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/14/2018	Payment Monies Received	2018-00000860	SUMMIT PLUMBING & MECHANICAL LLC	310.00	310.00	310.00
CRES-PLUMB RPAIR - Commercial Residential Plumbing Repair/Remodel						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/16/2018	Payment Monies Received	2018-00000865	NORTHLAKE PLUMBING LLC	200.00	200.00	200.00
Permit Type PLUMB COMM-PLUMBING COMMERCIAL Totals						
1% BBS - 1% BBS				\$525.30	\$0.00	\$525.30
Permit Type PLUMB RES-PLUMBING RESIDENTIAL						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/01/2018	Payment Monies Received	2018-00000836	WIESE PLUMBING & HEATING	.35	.35	
11/05/2018	Payment Monies Received	2018-00000841	APPC PLUMBING SERVICES	.35	.35	
11/07/2018	Payment Monies Received	2018-00000847	WIESE PLUMBING & HEATING	.35	.35	
11/08/2018	Payment Monies Received	2018-00000853	WIESE PLUMBING & HEATING	.50	.50	
11/13/2018	Payment Monies Received	2018-00000855	KLINE & KAVALI	.35	.35	
11/13/2018	Payment Monies Received	2018-00000856	HERITAGE PLUMBING & DRAIN	.50	.50	
11/16/2018	Payment Monies Received	2018-00000872	APPC PLUMBING SERVICES	.35	.35	
11/20/2018	Payment Monies Received	2018-00000878	ADVANCED PLUMBING INC	1.00	1.00	
11/29/2018	Payment Monies Received	2018-00000887	KLINE & KAVALI	.35	.35	
11/29/2018	Payment Monies Received	2018-00000888	KLINE & KAVALI	.35	.35	
				\$4.45	\$4.45	4.45
Permit Type PLUMB OWN RP - Residential Plumbing Owner Occupied Replacement						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/01/2018	Payment Monies Received	2018-00000836	WIESE PLUMBING & HEATING	35.00	35.00	
11/05/2018	Payment Monies Received	2018-00000841	APPC PLUMBING SERVICES	35.00	35.00	
11/07/2018	Payment Monies Received	2018-00000847	WIESE PLUMBING & HEATING	35.00	35.00	
11/13/2018	Payment Monies Received	2018-00000855	KLINE & KAVALI	35.00	35.00	
11/16/2018	Payment Monies Received	2018-00000872	APPC PLUMBING SERVICES	35.00	35.00	
11/29/2018	Payment Monies Received	2018-00000887	KLINE & KAVALI	35.00	35.00	
11/29/2018	Payment Monies Received	2018-00000888	KLINE & KAVALI	35.00	35.00	
				\$245.00	\$245.00	245.00
RES-PLUMB REPAIR - Residential Plumbing Repair/Remodel						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
11/08/2018	Payment Monies Received	2018-00000853	WIESE PLUMBING & HEATING	50.00	50.00	
11/13/2018	Payment Monies Received	2018-00000856	HERITAGE PLUMBING & DRAIN	50.00	50.00	
				100.00	100.00	100.00

Permit Revenue Report

Payment Date Range 10/31/18 - 11/30/18

Detail Listing

Fee Code	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
PLUMB RES-PLUMBING RESIDENTIAL							
RES-PLUMBING NEW - Residential Plumbing New			1	0	100.00	.00	100.00
Date	Transaction Type	Permit Number	Issued To		Amount		
11/20/2018	Payment Monies Received	2018-00000878	ADVANCED PLUMBING INC		100.00		
					\$100.00		
Permit Type PLUMB RES-PLUMBING RESIDENTIAL Totals							
			20	0	\$449.45	\$0.00	\$449.45
SIGN/AWNINGS-SIGN/AWNINGS							
COM-SIGN/AWN/CAN - Commercial Signs Awnings Canopies			1	0	50.00	.00	50.00
Date	Transaction Type	Permit Number	Issued To		Amount		
11/08/2018	Payment Monies Received	2018-00000848	SULLY'S TOOL & PARTY RENTAL		50.00		
					\$50.00		
Permit Type SIGN/AWNINGS-SIGN/AWNINGS Totals							
			1	0	\$50.00	\$0.00	\$50.00
ZONING-ZONING							
COM-ZONING PSIGN - Commercial Zoning Permanent Signs			2	0	100.00	.00	100.00
Date	Transaction Type	Permit Number	Issued To		Amount		
11/26/2018	Payment Monies Received	2018-00000882	ADVANCED DISPLAY SYSTEMS LTD		50.00		
11/26/2018	Payment Monies Received	2018-00000883	ADVANCED DISPLAY SYSTEMS LTD		50.00		
					\$100.00		
Permit Type ZONING-ZONING Totals							
			4	0	100.00	.00	100.00
RES-ZONING - Residential Zoning Fence Pool Etc							
Date	Transaction Type	Permit Number	Issued To		Amount		
11/02/2018	Payment Monies Received	2018-00000831	KIMBERLY ANN WILLIAMS		25.00		
11/14/2018	Payment Monies Received	2018-00000857	GIDEON S & BETH A OSWITCH		25.00		
11/26/2018	Payment Monies Received	2018-00000884	R & T FENCE CO.		25.00		
11/26/2018	Payment Monies Received	2018-00000885	WILLIAM PURDIE		25.00		
					\$100.00		
Permit Type ZONING-ZONING Totals							
			6	0	\$200.00	\$0.00	\$200.00
Grand Totals							
			137	0	\$9,457.73	\$0.00	\$9,457.73

Case by Inspector Report

Date Type: Open Date

From Date: 10/31/2018 - To Date: 11/30/2018

Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
Inspector: Jen Barone								
ZONING	2018-00001516	Active	Greek letters in window	11/30/2018		5	Paul J. Bauer	1415 E MAIN ST KENT, OH 44240
Jen Barone Totals: 1 Case(s)								
Inspector: Paul Bauer								
TRASH-DEBRIS	2018-00001446	Active	busted piano on tl	10/31/2018		35	Paul J. Bauer	540 PERRY ST KENT, OH 44240
PROPERTY MAINTENANCE	2018-00001465	Active	parking in yard and garage in disrepair	11/05/2018		30	Paul J. Bauer	206 LINDEN AVE KENT, OH 44240
PROPERTY MAINTENANCE	2018-00001478	Active	unsecured side door	11/09/2018		26	Paul J. Bauer	554 LONGCOY KENT, OH 44240
TRASH-DEBRIS	2018-00001492	Active	Junk in backyard	11/16/2018		19	Greg Brown	491 WOLCOTT AVE KENT, OH 44240
TRASH-DEBRIS	2018-00001508	Active	couch, box spring, window AC	11/29/2018		6	Paul J. Bauer	751 AKRON BLVD KENT, OH 44240
PROPERTY MAINTENANCE	2018-00001511	Active	broken window on Leonard side of house	11/29/2018		6	Eric C. Helmstedter	451 FRANCIS ST KENT, OH 44240
PROPERTY MAINTENANCE	2018-00001513	Active	Electric ground, service drop, and meter in disrepair	11/30/2018		5	Michael R. Justice	402 HARRIS ST KENT, OH 44240
PARKING IN YARD	2018-00001514	Active	driving across lawn	11/30/2018		5	Paul J. Bauer	1600 ATHENA DR KENT, OH 44240
Paul Bauer Totals: 8 Case(s)								
Inspector: Eric Helmstedter								
PROPERTY MAINTENANCE	2018-00001488	Active	Broken window & unlicensed GMC Jimmy	11/14/2018		21	Eric C. Helmstedter	1532 STATESMAN PL KENT, OH 44240
PROPERTY MAINTENANCE	2018-00001498	Active	Storage container w/o permit	11/20/2018		15	Eric C. Helmstedter	1031 DAVEY AVE KENT, OH 44240
TRASH-DEBRIS	2018-00001501	Active	Trash overflowing from cans, furniture, etc	11/28/2018		7	Eric C. Helmstedter	804 FRANKLIN AVE KENT, OH 44240

Case by Inspector Report

Date Type: Open Date

From Date: 10/31/2018 - To Date: 11/30/2018

Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
UNSHELTERED STORAGE-VEHICLE	2018-00001503	Active	Buick w/ flats	11/29/2018		6	Eric C. Helmstedter	1234 MIDDLEBURY RD, KENT, OH 44240
UNSHELTERED STORAGE-VEHICLE	2018-00001504	Active	Sedan on jacks	11/29/2018		6	Eric C. Helmstedter	1218 MIDDLEBURY RD, KENT, OH 44240
Eric Helmstedter Totals:		5 Case(s)						
Grand Totals :		14 Case(s)						

▶ Main Street Kent 2018 Year-at-a-Glance

Main Street Kent works to promote our downtown businesses, create a clean, creative and beautiful downtown district, preserve our city's character and history, and cultivate a strong sense of community. Thanks to our Friends of Main Street Kent, 2018 has been a great year!

▶ MARKETING

MSK placed ads in publications such as Good Times and Scene Magazine; executed a digital marketing campaign to promote shops, bars, restaurants, events, outdoor recreation, public art and more via social media and targeted ads; placed radio spots on 91.3 FM The Summit to attract visitors from western PA and parts of OH; we also utilized PARTA bus billboards and Record-Courier "sticky note" ads on tens of thousands of newspapers to promote events.



▶ DESIGN

Focused on the aesthetics of downtown Kent, this committee successfully implemented the Adopt-A-Spot program, including 36 flowerbeds and 48 hanging flower baskets; hosted two Clean Up Kent days for litter and graffiti removal (plus several other days of graffiti removal); worked with the Wick Poetry Center and the City of Kent to install poetry and artworks on public utility boxes; redesigned the downtown banners; completed the Historic Facades of Kent Project, which includes the documentation of downtown building facades from original to current, as a resource for building owners and those interested in redevelopment and historic preservation; and held the annual holiday window decorating contest.



▶ BUSINESS ENHANCEMENT

Continuously creating new ways to drive customers through the doors of our downtown businesses and encouraging collaboration among them, year round events and activities are created to achieve this goal. The Chocolate Walk, Kent Mardi Crawl, Seven Courses of Kent, Kent Restaurant Week, First Friday Art Walks, the Ugly Sweater Tavern Trek, Kent's Holiday Kick Off Weekend and the Discover Downtown Scavenger Hunt are some of the ways Main Street Kent has successfully driven foot traffic to downtown businesses, creating the opportunity for businesses to work together for the good of them all.



▶ OPERATIONS

Dedicated to the sustainability of the Main Street Kent organization, and generating a continuous positive impact on the health and vibrancy of downtown Kent's business community, our executive team focuses on volunteer management, collaboration, fundraising, and board development. In 2018, we hosted a Heritage Ohio Marketing & Promotions Training, the annual MSK Awards Celebration to recognize our supporters/partners, a Volunteer Appreciation Party in recognition of the 2,500+ hours of valuable time donated to our organization, and expanded our Friends of Main Street Kent program.





**Portage Development
BOARD**

Locate. Stay. Grow.

**Portage Development Board
Executive Summary
November 2018**

- **Customers**

- To date, PDB has worked on 12 successful projects for an investment of over \$116 million with its partners that will create and keep over 1750 jobs with a total payroll of nearly \$65 million.
- As of November 30, 2018, the PDB is working on 32 active projects though out Portage County.
- Portage County Business Retention and Expansion Program - As November 30, 2018, PDB and its calling partners have met with 155 companies. We were aiming for 150 calls for 2018. We had eleven calls scheduled for November 2018. A list of the companies visited is in Exhibit B. PDB has made over 157 referrals to partners in 2018 as a result of the PC BREP. Over 68 referrals were workforce related.

- **Resource Partner**

- PDB is working with the Cleveland US SBA office and Ohio Means Jobs – Portage County on a Government Procurement event on Opportunities at Camp James A. Garfield. The event will be held on December 4, 2018 at 1 pm at the Reed Memorial Library in Ravenna.

- **Office**

- PDB is looking to put together a tour of Camp James A. Garfield in Spring 2019. We are also looking to put together an investor only event in Summer 2019 feature an evening with our federal and state legislators. Our Locate, Stay and Grow 2019 will take place in May 2019 and our Produced in Portage will take place in October 2019.
- New Investor for November 2018 is Godfrey & Wing