



City of Kent, Ohio

Office of the City Manager

To: Mayor and Members of Council
From: Suzanne Stemnock, Executive Assistant
Date: May 9, 2017
RE: New Event Road Closure

The City Manager's Office has obtained an application for a special event that requires a street closure not previously approved by Council. The application is for the event, "Haymaker Farmers' Market 25th Anniversary Event" sponsored by the Haymaker Farmers' Market. This event will take place on August 18, 2017 and is requested to allow enough room for vendors and attendees.

Staff is respectfully requesting Council time to discuss the proposed road closures and seek Council's approval.

Thank you.

APPLICATION FOR SPECIAL EVENT
PARADES, FESTIVALS, CARNIVALS, PUBLIC ASSEMBLIES, ETC.
City of Kent, 319 S. Water Street, Kent, OH 44240

NAME OF EVENT Haymaker Farmers' Market 25th Anniversary Event

ORGANIZATION SPONSORING EVENT Haymaker Farmers' Market

APPLICANT NAME Andrew Rome PHONE 330.422.8034

ADDRESS PO Box 1412, Kent, OH 44240

NAMES AND PHONE NUMBERS OF ALL PERSONS WHO ARE IN CHARGE AND/OR WILL BE IN A RESPONSIBLE POSITION DURING THE EVENT:

Lizette Royer-Barton - 330/802-2943

Andrew Rome - 330/577-3355

DATE OF EVENT 8/18/2017 NO. OF PARTICIPANTS 400

REQUESTED PERMIT TIME: Start Set up 5:00pm Start Event 6:00pm

End Event 9:00pm End Cleanup 10:00pm

IF PARADE: STARTING POINT _____ ENDING POINT _____

USE OF CITY WATER NEEDED? no

(IF YES, PLEASE EXPLAIN)

USE OF CITY ELECTRIC NEEDED? yes, electric needed for live music

(IF YES, PLEASE EXPLAIN)

In addition to the application please submit the following information:

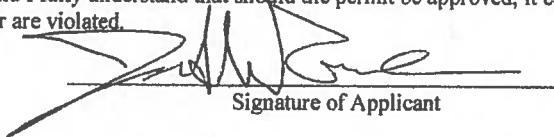
- **Attach map to application showing proposed streets to be blocked off for event, and route of parade or race. (May be hand drawn.)**
- **Proof of insurance is required before permit can be issued.**
- **Please attach list of possible vendors/booths to be part of event (food, retail, etc.).**

Please submit application for permit at least 30 days in advance, but no sooner than one year in advance. For additional requirements please review Chapter 316 of The Codified Ordinance of the City of Kent. Please be advised that the use of marking paint on City pavement, curbs, sidewalks or other property is prohibited except if purchased at cost from Service Department (330-678-8105).

By signing this application, I am certifying that I have received a copy of the rules and regulations of Chapter 316 of the Codified Ordinances of the City of Kent, and I fully understand that should the permit be approved, it can be revoked if any of the provisions of this Chapter are violated.

James Andrew Rome

Name of Applicant



Signature of Applicant

Office Use. Do not write below this line. _____ Sent to:

Safety, Service, Fire, Police, and Health Departments for review and approval

via _____ on _____.

MEMORANDUM AGREEMENT _____ YES _____ NO

APPLICATION APPROVED _____ APPLICATION DISAPPROVED _____

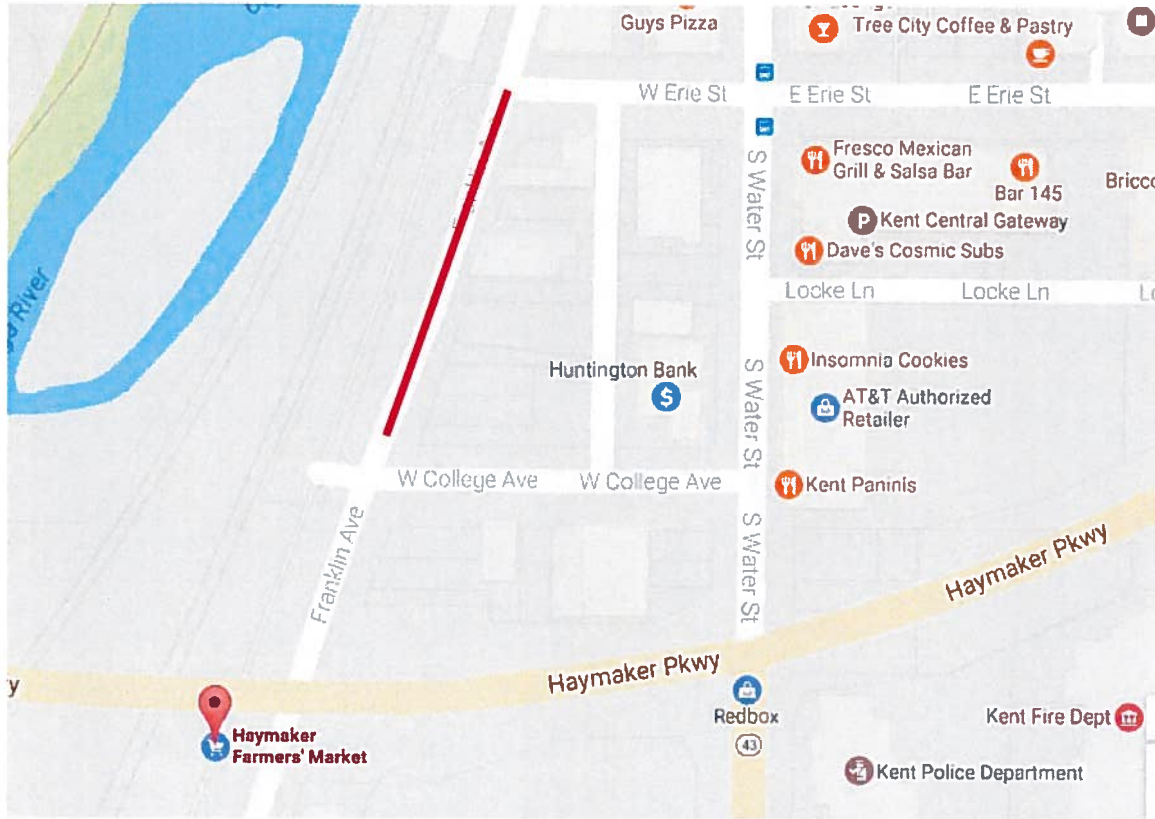
PROOF OF INSURANCE REQUIRED BY ORDINANCE 316.04 HAS BEEN REVIEWED AND APPROVED.

Law Director

Date

IF APPLICATION IS APPROVED, PERMIT WILL BE ISSUED BY THE CITY MANAGER.

Haymaker Farmers' Market 25th Anniversary Event



- Proposed street closure location: Closing Franklin Ave between W. Erie St. and W. College St.
- Businesses affected by closure: NONE. No businesses currently open at that location. Access to intersections at W. College St. and W. Erie St. will be open. Access to paved lot on west side of Franklin (old Pufferbelly lot) will be open.
- Nearby businesses signing petition:
- Becky Lindsey – The Pub
401 Franklin Ave.
 - Mike Beder – The Venice
163 W. Erie St.
 - Stacy Lasher – Grazers
425 Franklin Ave.

Date: _____

New Special Event Road Closure Petition

Name: Becky Lindsey Name: _____
 Address: 401 FRANKLIN AVE Address: _____
Kent Ohio
 Signature: [Signature] Signature: _____

Name: Mike Peder Name: _____
 Address: 163 W. Erie St. Address: _____
 Signature: [Signature] Signature: _____

*Close Franklin Ave
 Between
 W. Erie St +
 W. College Ave*

Name: STACEY LASHER Name: _____
 Address: 425 Franklin Ave Address: _____
Kent OH 44240
 Signature: [Signature] Signature: _____

Name: _____ Name: _____
 Address: _____ Address: _____
 Signature: _____ Signature: _____

Name: _____ Name: _____
 Address: _____ Address: _____
 Signature: _____ Signature: _____

Name: _____ Name: _____
 Address: _____ Address: _____
 Signature: _____ Signature: _____

Haymaker Farmers' Market 25th Anniversary Event

Possible Vendors at event (none scheduled yet – 4.11.2017):

Food Vendor Options

- Uncle Mo's Pea Pies
- Roll Call Burgers
- Taproot Catering
- Grazers
- Taco Tontos

Beer Tent Options

- Mad Cap
- Thirsty Dog
- Hoppin Frog

Music

Musicians selected from 2017 Market schedule -

<https://www.facebook.com/events/612163712314660/permalink/613620705502294/>

NEW

Renewal of Number

United States Liability Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

POLICY DECLARATIONS

No. CL 1807717

NAMED INSURED AND ADDRESS:

Haymaker Farmer's Market
PO BOX 1412
Kent, OH 44240

POLICY PERIOD: (MO. DAY YR.) From: 08/18/2017 To: 08/20/2017

12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS:

BUSINESS DESCRIPTION: Special Event

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial Liability Coverage Part	\$319.00
Liquor Liability Coverage Part	\$343.00
TOTAL:	\$662.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: **W.N. TUSCANO AGENCY, INC. (GREENSBURG, PA) (1212)**
P.O. Box 1027
Greensburg, PA 15601-1615

Issued: 05/04/2017 4:25 PM

Broker:

By: 
Authorized Representative

UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.

EXTENSION OF DECLARATIONS

Policy No. CL 1807717

Effective Date: 08/18/2017

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

The following forms apply to multiple coverage parts

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
CG2173	01/15	Exclusion Of Certified Acts Of Terrorism
IL0017	11/98	Common Policy Conditions
IL0021	09/08	Nuclear Energy Liability Exclusion Endorsement
IL0244	09/07	Ohio Changes - Cancellation And Nonrenewal
L-224	10/10	Punitive Or Exemplary Damages Exclusion
L-607	02/11	Exclusion For Climbing, Rebounding And Interactive Games And Devices
L-608	02/11	Exclusion For Firearms, Fireworks And Other Pyrotechnic Devices
L-609	02/11	Animal Exclusion
L-610	11/04	Expanded Definition Of Bodily Injury
L-616	11/09	Host/Special Event Coverage Form Change Endorsement
L-656	02/06	Extension Of Coverage - Committee Members
LLQ 102	02/15	Event Vendor, Exhibitor And Contractor Exclusion
LLQ100	07/06	Amendatory Endorsement
LLQ101	08/06	Expanded Definition Of Employee
LLQ368	08/10	Separation Of Insureds Clarification Endorsement
SPE-312	03/15	Who Is An Insured
TRIADN OH	02/15	Disclosure Notice of Terrorism Insurance Coverage
ME Jacket	09/10	The Main Event Special Event Commercial Liability Policy Jacket

The following forms apply to the Commercial Liability coverage part

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
CG0001	12/07	Commercial General Liability Coverage Form
CG0068	05/09	Recording And Distribution Of Material Or Information In Violation Of Law Exclusion
CG2011	04/13	Additional Insured - Managers or Lessors of Premises
CG2107	05/14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - Limited Bodily Injury Exception Not Included
CG2109	06/15	Exclusion - Unmanned Aircraft
CG2136	03/05	Exclusion - New Entities
CG2139	10/93	Contractual Liability Limitation
CG2144	07/98	Limitation Of Coverage To Designated Premises Or Project
CG2147	12/07	Employment-Related Practices Exclusion
L 535	03/15	Exclusion - Products-Completed Operations Hazard Other Than Food Or Beverage Products
L-387	03/06	Exclusion - Mechanical Rides
L-423	02/11	Exclusion For Structure Collapse
L-472	07/08	Exclusion - Injury To Performers Or Entertainers

EXTENSION OF DECLARATIONS

Policy No. CL 1807717

Effective Date: 08/18/2017

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

L-536	09/09	Exclusion - Participation In Athletic Activity, Physical Activity Or Sports
L-599	10/12	Absolute Exclusion for Pollution, Organic Pathogen, Silica, Asbestos and Lead with a Hostile Fire Exception
L-686	10/12	Absolute Exclusion for Liquor and Other Related Liability
LLQ 102	02/15	Event Vendor, Exhibitor And Contractor Exclusion
SPE 300	05/09	Special Events Property Damage Amendment
SPE-312	03/15	Who Is An Insured

The following forms apply to the Liquor Liability coverage part

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
CG0033	12/07	Liquor Liability Coverage Form
CG2406	04/13	Liquor Liability - Bring Your Own Alcohol Establishments
L-559	11/10	Additional Insured - Manager Or Lessors Of Premises
L-657	01/11	Absolute Pollution Exclusion - Liability
LLQ 102	02/15	Event Vendor, Exhibitor And Contractor Exclusion
LQ-352	09/08	Event Vendor - Other Insurance
LQ-354	10/09	Limitation Of Coverage To Insured Premises
SPE-312	03/15	Who Is An Insured

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. CL 1807717

Effective Date: 08/18/2017
12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000
Medical Expense Limit (Any One Person)	\$1,000
Damages To Premises Rented To You (Any One Premises)	\$100,000
Products/Completed Operations Aggregate Limit	See See L-535
General Aggregate Limit	\$1,000,000

LIABILITY DEDUCTIBLE **\$0**

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

<i>Location</i>	<i>Address</i>	<i>Territory</i>
1	Franklin Ave, Kent, OH 44240	009

PREMIUM COMPUTATION

<i>Evt #</i>	<i>Classification</i>	<i>Code No.</i>	<i>Premium Basis</i>	<i>Pr/Co</i>	<i>All Other</i>	<i>Advance Premium</i>	
						<i>Pr/Co</i>	<i>All Other</i>
1	Miscellaneous - Auctions / Bazaars / Flea Markets (applicant is the host of the event)	00041	400 Attendees	N/A	319.000	N/A	\$319
1	Additional Insured - Managers or Lessors of Premises	49950	1 Per Additional Insured	N/A	0.000	N/A	\$0
MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART:							\$94
TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART:							\$319
(This Premium may be subject to adjustment.) MP - minimum premium							

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:
See Form EOD (01/95) and Form SOE (03/10)

(This area is intentionally left blank for additional information or endorsements.)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

LIQUOR LIABILITY COVERAGE PART DECLARATIONS

Policy No. CL 1807717

Effective Date: 08/18/2017
12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liquor Each Common Cause Limit	\$1,000,000
Liquor Aggregate Limit	\$1,000,000

LIABILITY DEDUCTIBLE **\$0**

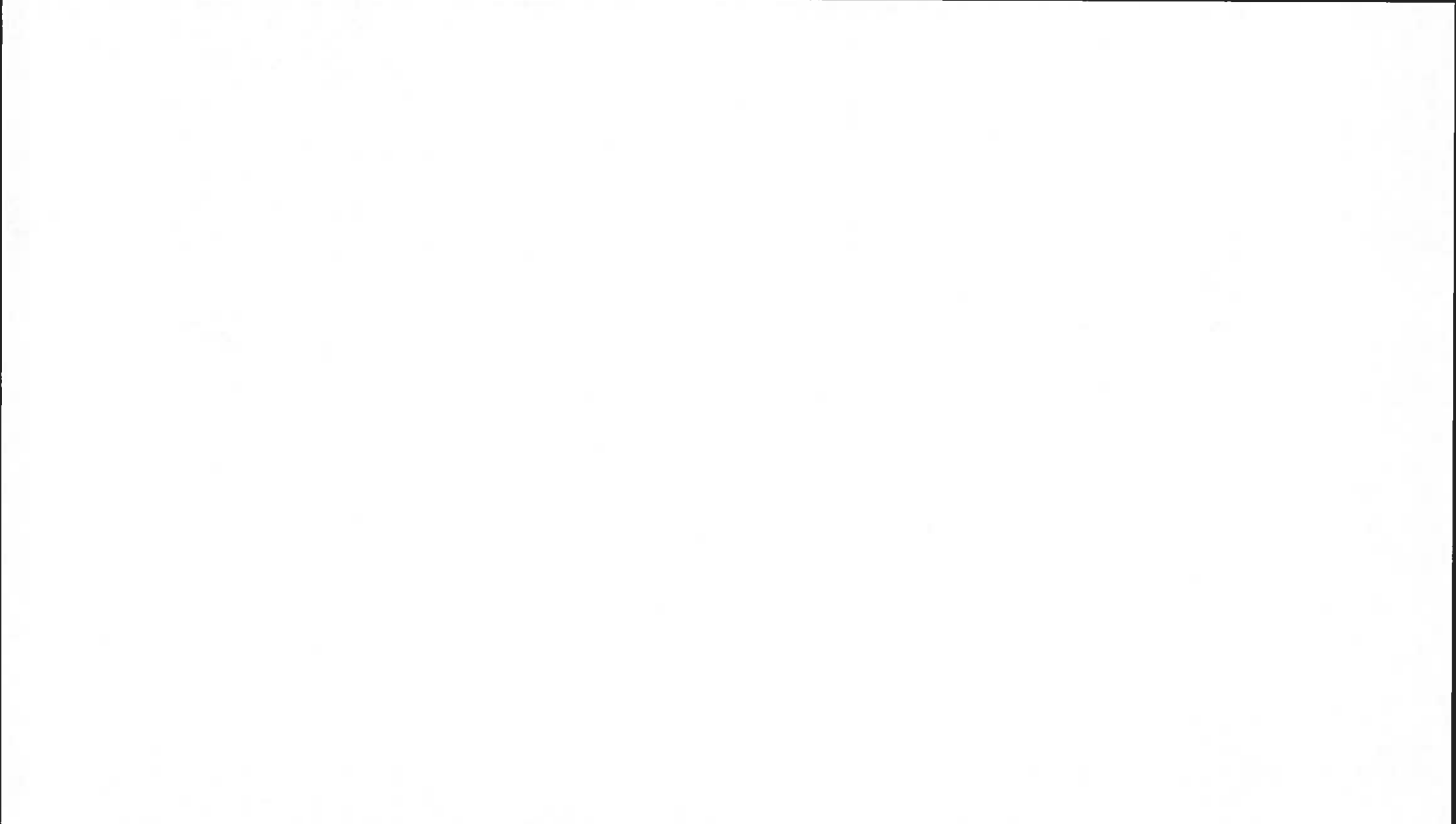
LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

<i>Location</i>	<i>Address</i>	<i>Territory</i>
1	Franklin Ave, Kent, OH 44240	009

PREMIUM COMPUTATION

<i>Evt #</i>	<i>Classification</i>	<i>Code No.</i>	<i>Premium Basis</i>	<i>Pr/Co</i>	<i>All Other</i>	<i>Advance Premium</i>	
						<i>Pr/Co</i>	<i>All Other</i>
1	Miscellaneous - Auctions / Bazaars / Flea Markets (applicant is the host of the event)	00040	400 Consumers	N/A	343.000	N/A	\$343
1	Additional Insured - Managers or Lessors of Premises	49950	1 Per Additional Insured	N/A	0.000	N/A	\$0
MINIMUM PREMIUM FOR LIQUOR LIABILITY COVERAGE PART:							\$101
TOTAL PREMIUM FOR LIQUOR LIABILITY COVERAGE PART:							\$343
(This Premium may be subject to adjustment.) MP - minimum premium							

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:
See Form EOD (01/95) and Form SOE (03/10)



THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

EXTENSION OF DECLARATIONS

Regardless of the dates shown on the Declarations, this insurance applies only for the location(s), event(s) and date(s) specified in this Extension of Declarations.

Policy No. CL 1807717

SCHEDULE OF EVENTS

<i>Event</i>	<i>Start Date</i>	<i>End Date</i>
Miscellaneous - Auctions / Bazaars / Flea Markets (applicant is the host of the event)	08/18/2017	08/18/2017

Location(s):

Franklin Ave, Kent, OH 44240

Subject to the terms and conditions of this policy, coverage is provided for a maximum of twenty-four (24) hours after the scheduled end date of an event shown above.

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

**UNITED STATES LIABILITY INSURANCE GROUP
WAYNE, PENNSYLVANIA**

This endorsement modifies insurance provided under the following:

LIQUOR LIABILITY COVERAGE FORM

ADDITIONAL INSURED - MANAGER OR LESSORS OF PREMISES

SCHEDULE*

Name of Person or Organization (Additional Insured):

Effective Date: 08/18/2017

City of Kent

319 S Water St

Kent, OH 44240

Designated Premises (Part Leased To You):

Franklin Ave

Kent, OH 44240

Additional Premium: _____

(*If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the SCHEDULE but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.

All other terms and conditions of this Policy remain unchanged. This endorsement is a part of your Policy and takes effect on the effective date of your Policy unless another effective date is shown.

Tuscano

A G E N C Y

W.N. TUSCANO AGENCY, INC. (GREENSBURG, PA)
 P.O. Box 1027
 Greensburg, PA 15601-1615
 Phone: (724) 836-1510
 Fax: (724) 838-1433

To: *** BINDER ***
05/01/2017

Attn: Renewal Of: NEW

From: Jeanette Hrabic
 jeanette@tuscano.com/Ext 596

Insured: **Haymaker Farmer's Market**

Thank you for your order to bind. We appreciate your business! We have bound the below coverage. Policy to Follow Shortly

POLICY INFORMATION

COMMERCIAL LIABILITY POLICY	
Policy Number:	CL 1807717
Policy Period:	08/18/2017 to 08/20/2017
Carrier:	United States Liability Insurance Company
Status:	Admitted
A.M. Best Rating:	A++ (Superior) - X
COVERAGE PART	PREMIUM
Commercial Liability	\$319.00
Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000
Medical Expense Limit (Any One Person)	\$1,000
Damages To Premises Rented To You (Any One Premises)	\$100,000
Products/Completed Operations Aggregate Limit	See See L-535
General Aggregate Limit	\$1,000,000
Liquor Liability	\$343.00
Each Common Cause Limit	\$1,000,000
Aggregate Limit	\$1,000,000
POLICY PREMIUM	\$662.00

Location of All Covered Special Event(s)

1 - Franklin Ave, Kent, OH 44240

APPLICABLE FORMS & ENDORSEMENTS

The following forms apply to multiple coverage parts

CG2173 01/15	Exclusion Of Certified Acts Of Terrorism	IL0017 11/98	Common Policy Conditions
IL0021 09/08	Nuclear Energy Liability Exclusion Endorsement	IL0244 09/07	Ohio Changes - Cancellation And Nonrenewal

L-224 10/10	Punitive Or Exemplary Damages Exclusion	L-607 02/11	Exclusion For Climbing, Rebounding And Interactive Games And Devices
L-608 02/11	Exclusion For Firearms, Fireworks And Other Pyrotechnic Devices	L-609 02/11	Animal Exclusion
L-610 11/04	Expanded Definition Of Bodily Injury	L-616 11/09	Host/Special Event Coverage Form Change Endorsement
L-656 02/06	Extension Of Coverage - Committee Members	LLQ 102 02/15	Event Vendor, Exhibitor And Contractor Exclusion
LLQ100 07/06	Amendatory Endorsement	LLQ101 08/06	Expanded Definition Of Employee
LLQ368 08/10	Separation Of Insureds Clarification Endorsement	SPE-312 03/15	Who Is An Insured
TRIADN OH 02/15	Disclosure Notice of Terrorism Insurance Coverage	ME Jacket 09/10	The Main Event Special Event Commercial Liability Policy Jacket

The following forms apply to the Commercial Liability coverage part

CG0001 12/07	Commercial General Liability Coverage Form	CG0068 05/09	Recording And Distribution Of Material Or Information In Violation Of Law Exclusion
CG2011 04/13	Additional Insured-Managers or Lessors of Premises	CG2107 05/14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - Limited Bodily Injury Exception Not Included
CG2109 06/15	Exclusion - Unmanned Aircraft	CG2136 03/05	Exclusion - New Entities
CG2139 10/93	Contractual Liability Limitation	CG2144 07/98	Limitation Of Coverage To Designated Premises Or Project
CG2147 12/07	Employment-Related Practices Exclusion	L 535 03/15	Exclusion - Products-Completed Operations Hazard Other Than Food Or Beverage Products
L-387 03/06	Exclusion - Mechanical Rides	L-423 02/11	Exclusion For Structure Collapse
L-472 07/08	Exclusion - Injury To Performers Or Entertainers	L-536 09/09	Exclusion - Participation In Athletic Activity, Physical Activity Or Sports
L-599 10/12	Absolute Exclusion for Pollution, Organic Pathogen, Silica, Asbestos and Lead with a Hostile Fire Exception	L-686 10/12	Absolute Exclusion for Liquor and Other Related Liability
LLQ 102 02/15	Event Vendor, Exhibitor And Contractor Exclusion	SPE 300 05/09	Special Events Property Damage Amendment
SPE-312 03/15	Who Is An Insured		

The following forms apply to the Liquor Liability coverage part

CG0033 12/07	Liquor Liability Coverage Form	CG2406 04/13	Liquor Liability - Bring Your Own Alcohol Establishments
L-559 11/10	Additional Insured - Manager Or Lessors Of Premises	L-657 01/11	Absolute Pollution Exclusion - Liability
LLQ 102 02/15	Event Vendor, Exhibitor And Contractor Exclusion	LQ-352 09/08	Event Vendor - Other Insurance
LQ-354 10/09	Limitation Of Coverage To Insured Premises	SPE-312 03/15	Who Is An Insured



KENT HEALTH DEPARTMENT

414 E. MAIN ST., P.O. BOX 5192, KENT, OHIO 44240 (330) 678-8109 FAX (330) 678-2082

To: Dave Ruller, Dave Coffee

From: Jeff Neistadt, Health Commissioner

Date: May 19, 2017

RE: Academic Health Department

Good morning, I am requesting city council time to discuss the Kent Health Department and Kent State University collaborating together to become an academic health department. Becoming an academic health department will improve health department capacity allowing for more services to be provided to the citizens of Kent. This collaboration will not incur any additional costs to the Kent Health Department as interns/grad students will not be paid by the health department.

Sincerely,

Jeff Neistadt, MS, RS/REHS
Health Commissioner



Kent Parks & Recreation Department

497 Middlebury Road Kent, Ohio 44240 (330) 673-8897 FAX: (330) 673-8898

TO: Dave Ruller
FROM: John Idone 
DATE: May 24, 2017
RE: Permission to permit beer sales at Fred Fuller Park July 23, 2017

We have been approached by Aaron King from the Queen of Hearts raffle to host an event planned for July 23, 2017 at Fred Fuller Park. They have requested permission to allow a third party to serve alcohol (beer only) during the event. The Parks & Recreation Board has approved the event pending City Council approval. The sponsor will hire off-duty Kent policeman to monitor the event and apply for F4 One Day Alcohol Permit. Beer sales will be monitored using a wrist band and the area will be roped off. The sponsor will be required to provide a Certificate of Insurance for General Liability and Liquor Liability in the amount of \$1M naming the city as an additional insured. I have spoken with our insurance carrier and this is acceptable.

As part of the event, the sponsor will be conducting a 50-50 raffle. All proceeds from the raffle will be donated to Kent Parks & Recreation and is estimated to be \$5,000 to \$15,000.

I know Council agenda is booked, but we would appreciate it if you could get us on the June 7th agenda as an unauthorized item. Let me know if you need any additional information. As you know, Pete Mahoney will be coordinating this event through Kent Social Services.

PC: Jim Silver
Tara Grimm
Michelle Lee
Pete Mahoney
Aaron King
Kent P & R Board



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: May 31, 2017
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Community Development Director
RE: Parking Meter Revenue and Expenses Report

The smart parking meters were installed in the downtown central business district in May of 2015. Some adjustments to the system needed to be made once the meters were activated, including educating the public on operating the meters, establishing collections and receipting protocols for coin payments, reconciling the credit card receipting with the City's service provider, and learning the various mechanical and technological aspects of the system.

The Community Development, Police and Budget & Finance Departments worked in collaboration on resolving the various issues that developed after the parking meter system was implemented and operations of the parking meter system, both in the field and administratively, were stabilized by the end of 2015.

In order to provide Kent City Council with a report on the parking meter system's financial status, staff has compiled the financial parking meter revenue and expenditure data for all of 2016 and the information is listed on the attached spreadsheet. I am respectfully requesting time at the June 7, 2017 Committee session to provide City staff with the opportunity to discuss this information in greater detail with Kent City Council and answer any questions Council members or the public may have about the parking meter program.

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

Thank you.

Attachments

Cc: David Coffee, Budget & Finance Director
Michelle Lee, Chief of Police
Tara Grimm, Clerk of Council

2016 Parking Meter Revenue and Expenditures

Month	*Coin Collection	*Credit Card Payments	Total Monthly Revenue	*City Credit Card Service Fee	*Meter Wireless Data/Credit Card Service Fee	**2nd Compliance Officer (Personnel & Small Equipment)	**Compliance Vehicle: Fuel, Insurance, Preventative Maintenance	**Field Work: Other City Personnel	***Meter Replacement & Repair Reserve	****Compliance Vehicle Reserve	Net Revenue After Expenses
Jan. 2016	\$10,145.27	\$4,149.75	\$14,295.02	(\$952.58)	(\$1,657.96)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$3,986.46
Feb. 2016	\$11,485.05	\$5,142.50	\$16,627.55	(\$801.56)	(\$1,722.96)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$6,405.01
Mar. 2016	\$13,262.03	\$5,559.75	\$18,821.78	(\$867.14)	(\$1,812.53)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$8,444.09
Apr. 2016	\$12,008.49	\$5,314.25	\$17,322.74	(\$1,055.77)	(\$1,763.75)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$6,805.20
May 2016	\$12,218.70	\$6,073.00	\$18,291.70	(\$1,028.87)	(\$1,798.20)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$7,766.61
June 2016	\$13,044.04	\$4,838.25	\$17,882.29	(\$1,013.14)	(\$1,733.33)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$7,437.80
July 2016	\$12,876.73	\$5,103.00	\$17,979.73	(\$926.26)	(\$1,740.48)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$7,614.97
Aug. 2016	\$15,263.48	\$6,075.25	\$21,338.73	(\$962.79)	(\$1,810.42)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$10,867.50
Sept. 2016	\$12,224.82	\$5,066.50	\$17,291.32	(\$1,015.80)	(\$1,755.59)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$6,821.91
Oct. 2016	\$11,976.72	\$5,926.00	\$17,902.72	(\$945.44)	(\$1,790.04)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$7,469.22
Nov. 2016	\$11,294.31	\$4,864.25	\$16,158.56	(\$1,029.50)	(\$1,749.09)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$5,681.95
Dec. 2016	\$12,452.38	\$5,757.25	\$18,209.63	(\$939.25)	(\$1,795.76)	(\$4,622.75)	(\$235.27)	(\$190.00)	(\$2,225.00)	(\$425.00)	\$7,776.60
	\$148,252.02	\$63,869.75	\$212,121.77	(\$11,538.10)	(\$21,130.11)	(\$55,473.00)	(\$2,823.24)	(\$2,280.00)	(\$26,700.00)	(\$5,100.00)	\$87,077.32

Initial Start-up Costs
 *Meter Equipment & Installation \$253,311.05
 2nd Compliance Vehicle & Tablet \$35,400.00
\$288,711.05

NOTES:

- * Denotes actual revenues and expenses
- ** Denotes 12 month average based on costs
- *** Denotes monthly allocation for annual reserve of \$25,500 for meter replacement on a 5-7 year cycle and ongoing annual repairs beyond warranty period.
- **** Denotes monthly allocation for annual reserve of \$5,000 for compliance vehicle replacement on a 7-8 year cycle.

CHAPTER 358
Parking Meters

- | | |
|---------------------------------------|--|
| 358.01 Definitions | 358.09 Parking meter fund. |
| 358.02 Parking meter zones. | 358.10 Reservation of powers. |
| 358.03 Designation of parking spaces. | 358.11 Enforcement; civilian employees. |
| 358.04 Installation of meters. | 358.12 Prima-facie evidence of unlawful parking. |
| 358.05 Operation of meters. | 358.13 Parking meter zone work permits: Issuance requirements. |
| 358.06 Parking time limit. | 358.14 Use of parking meter zones by commercial vehicles. |
| 358.07 Violations. | 358.15 Penalty. |
| 358.08 Collections. | |

358.01 DEFINITIONS.

As used in this chapter, the following words shall have the meanings indicated:

- (a) "Parking meter" means a pay-operated automatic or mechanical meter placed or erected for the regulation of parking.
- (b) "Parking meter space" means a space within a parking meter zone, adjacent to a parking meter and designated for the parking of a single vehicle, by lines painted or otherwise marked on the curb or on the parking surface.
- (c) "Parking meter zone" means that portion of a street or other public area on which the parking of vehicles is regulated by parking meters.

358.02 PARKING METER ZONES.

The Safety Director is hereby authorized and directed to establish or change the location of parking meter zones and increase or decrease the number of parking meters installed on such streets or portions thereof as may be deemed necessary for the proper control of the parking of vehicles. Parking meter zones covered by this chapter are depicted in Exhibit A. The Safety Director shall determine the location of parking meter zones on the basis of a review of available data in consideration of the following:

- (a) The existing and potential traffic movement, volume and conditions;
- (b) The desirability of expediting travel during normal and peak hours of vehicular traffic;
- (c) The maximum promotion of public safety, including the study of the location and frequency of accidents;
- (d) The convenience and welfare of the general public in parking, standing, loading and unloading, and the use of the streets as affecting business concerns;
- (e) Economy in the expenditure of money.

358.03 DESIGNATION OF PARKING SPACES.

The Safety Director is hereby directed and authorized to mark off individual parking spaces in the parking zones designated and described in Section 358.02 and in such other zones as may hereafter be established, such parking spaces to be designated by lines painted or durably marked on the curbing or surface of the street. At each space so marked off, no person shall park any vehicle in such a way that such vehicle is not entirely within the limits of the space so designated.

358.04 INSTALLATION OF METERS, METER SIGNALS.

- (a) In parking meter zones, parking meters shall be installed upon the curb, sidewalk or tree lawn, immediately adjacent to the parking spaces provided for in Section 358.03, such installation to be placed not more than two feet from the face of curb nor more than four feet from the front line of the parking space as indicated.
- (b) The Safety Director or his designee, shall be responsible for the regulation, control, operation, maintenance and use of the parking meters. Each device shall be set as to display a signal identifying legal parking upon the deposit of proper payment for the period of time prescribed in this chapter.
- (c) Each device shall be so arranged that upon expiration of the lawful time limit, it will indicate by a proper visible signal that the lawful parking period has expired. In such cases, the right of the vehicle to occupy the space shall cease and the operator, owner, manager or possessor thereof shall be subject to the penalties hereinafter provided.

358.05 OPERATION OF METERS.

Except in a period of emergency determined by an officer of the Departments of Fire or Police, or in compliance with the directions of a police officer or traffic control sign or signal, when any vehicle is parked in any parking space alongside or next to which a parking meter is located, the operator of such vehicle shall, upon entering the parking meter space, immediately deposit or cause to be deposited in the meter the proper payment as is required for such parking meter and as is designated by directions on the meter and failure to deposit such proper payment shall constitute a violation of this section. Upon the deposit of proper payment the parking space may be lawfully occupied by such vehicle during the period of time which has been prescribed for the part of the street in which the parking space is located. Any person placing a vehicle in a parking meter space adjacent to a meter which indicates that unused time has been left in the meter by the previous occupant of the space shall not be required to deposit additional payment so long as the occupancy of such space does not exceed the indicated unused parking time. If such vehicle remains parked in any such parking space beyond the parking time limit set for such parking space, and if the meter indicates such illegal parking, then such vehicle shall be considered as parking overtime and beyond the period of legal parking time, and such parking shall be deemed a violation of this section.

358.06 PARKING TIME LIMITS.

- (a) Parking or standing a vehicle in a designated meter space within the parking meter

zones, as established by Section 358.02, shall be no more than two (2) hours upon the deposit of the proper payment required for legal parking time, and in sufficient amount so as to prevent any vehicle so parked from being parked overtime in such space, as such time and amount are disclosed on the meter installed for the control of each such space.

(b) Parking meters shall be operated in such parking meter zones every day between the hours of 8:00 a. m. and 5:00 p. m. except Saturdays, Sundays, holidays and other days designated by the mayor as parking holidays. Holiday includes the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and Good Friday. If any of such days falls on the first day of the week, known as Sunday, the next succeeding business day shall be considered a holiday.

358.07 VIOLATIONS.

No person shall:

- (a) Cause, allow, permit or suffer any vehicle registered in the name of, or operated by, such person, to be parked overtime, or beyond the period of legal parking time established for any parking meter zone as herein described, or deposit in any parking meter any payment for the purpose of parking beyond the maximum legal parking time for the particular parking meter zone.
- (b) Permit any vehicle to remain or be placed in any parking space adjacent to any parking meter while such meter is displaying a signal indicating that the vehicle occupying such parking space has already been parked beyond the period prescribed for such parking space.
- (c) Park any vehicle across any line or marking of a parking meter space or in such position that the vehicle shall not be entirely within the area designated by such lines or markings.
- (d) Deface, injure, tamper with, open or willfully break, destroy, or impair the usefulness of any parking meter installed under the provisions of this chapter.
- (e) Deposit or cause to be deposited in any parking meter any slugs, device or metal substance, or other substitute for lawful payment.

358.08 COLLECTIONS.

It shall be the duty of such persons as are appointed or authorized to collect the money deposited in parking meters to remove from the parking meters the coins so deposited in such meters and to deliver the coins forthwith to the Director of Budget and Finance, who shall count or cause such coins to be counted and, in due course, deposit the same in the proper fund.

358.09 ESTABLISHMENT OF PARKING METER FUND.

- (a) There is hereby established a separate and permanent reserve fund which shall be known as the Parking Meter Reserve Fund. The Director of Budget and Finance is hereby authorized and directed to take such action and to make such records as may be necessary to establish the parking meter reserve fund and thereafter to show its existence and condition at all times upon the proper financial records of the City.

- (b) There shall be paid into the Parking Meter Reserve Fund, when and as received, all income from parking meter operation. The Parking Meter Reserve Fund shall be used to defray the expense of the regulation and control of parking of traffic on public streets and regulation and control of parking traffic in the parking meter zones established by Section 358.02 and to cover the cost of operating and maintaining the parking meters in the parking meter zones described herein.

358.10 RESERVATION OF POWERS.

Nothing in this chapter shall be construed as prohibiting the City from providing for bus stops, establishment of on-street valet zones and other matters of similar nature.

358.11 ENFORCEMENT; CIVILIAN EMPLOYEES.

It shall be the duty of the Police Department to enforce the provisions of this chapter. The Police Chief, with approval from the Safety Director, may hire civilian employees of the City to enforce all of the parking provisions in the City of Kent's Codified Ordinances.

358.12 REGISTERED OWNER PRIMA-FACIE LIABLE FOR UNLAWFUL PARKING.

In any hearing on a charge of illegally parking a motor vehicle, testimony that a vehicle bearing a certain license plate was found unlawfully parked as prohibited by the provisions of this chapter, and further testimony that the record of the Ohio Registrar of Motor Vehicles shows that the license plate was issued to the defendant, shall be prima-facie evidence that the vehicle which was unlawfully parked, was so parked by the defendant. A certified registration copy, showing such fact, from the Registrar shall be proof of such ownership.

358.13 PARKING METER ZONE WORK PERMITS: ISSUANCE REQUIREMENTS

- (a) No person shall park a vehicle in a parking meter space for more than two (2) hours without depositing proper payment unless the person has been issued a parking meter zone work permit and the permit is with the vehicle. Any person who has been issued a parking meter zone work permit, which is with a vehicle at the time it is being parked, may park the vehicle in any metered space without the necessity of depositing a coin in the meter.
- (b) The Safety Director or his designee, may issue a parking meter zone work permit, upon completion and approval of an application, to any person engaged in the construction, reconstruction or repair of a building or installation of equipment in a building adjacent to a street where parking meters are installed. A parking meter zone work permit shall be secured prior to beginning work and shall be used only at the scene of the work and shall specify the date and time for which the permit is valid.

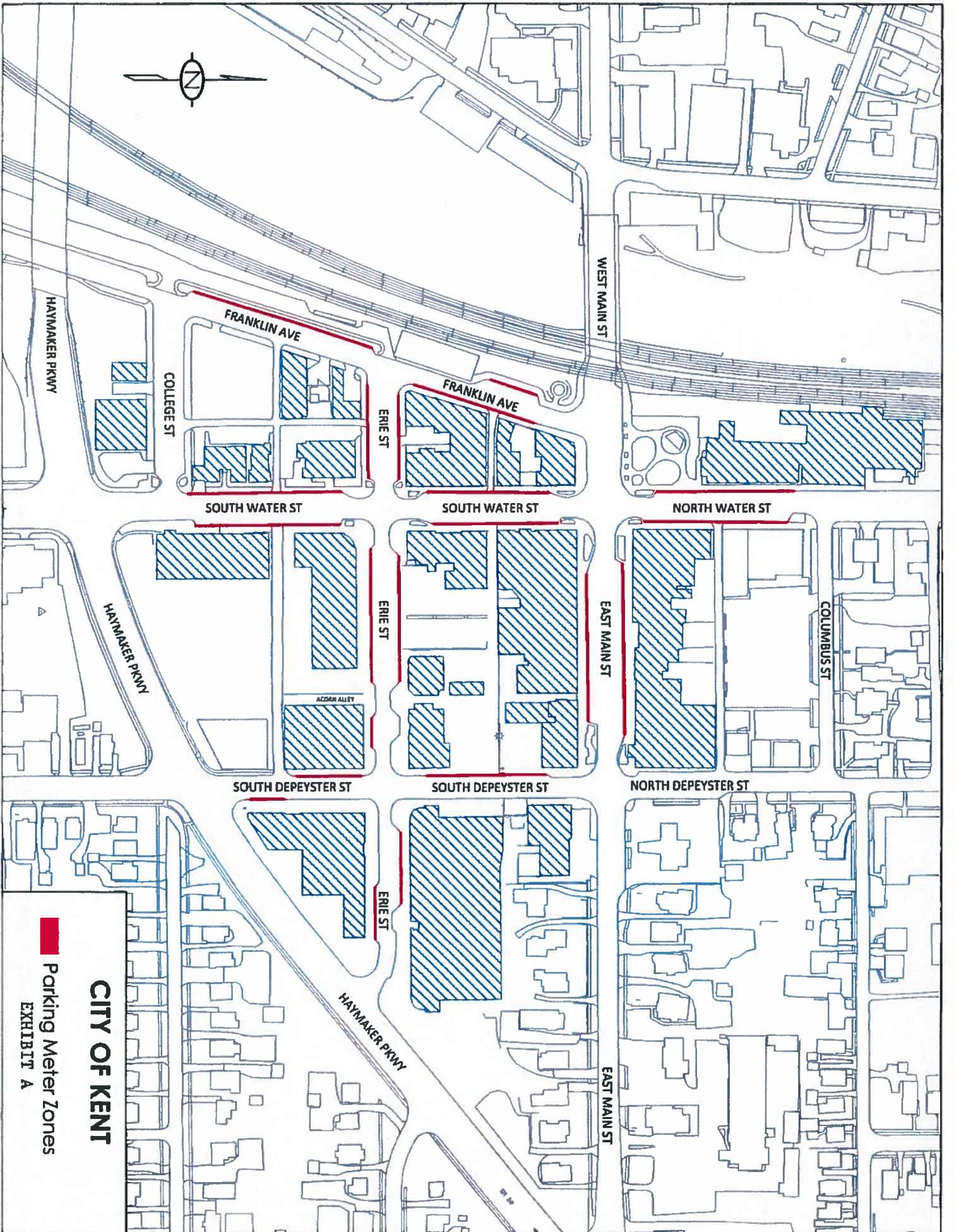
358.14 USE OF PARKING METER ZONES BY COMMERCIAL VEHICLES.

Nothing in this chapter shall be construed to prohibit commercial vehicles from using parking meter spaces when commercial vehicles are actually engaged in loading or unloading

merchandise for commercial businesses in front of which parking meters are located at any times when parking meter spaces are not otherwise lawfully occupied. Commercial vehicles shall not use the parking meter spaces for any longer period of time than is actually necessary for such loading or unloading. In these circumstances, commercial vehicles shall not be required to make any payment to the parking meter associated with the parking meter spaces.

358.15 PENALTY.

Waiver; Fine. Whoever violates any provision of Chapter 358, may within ten days after receipt of such notice, report to the Police Department and pay a penalty of fifteen dollars (\$15.00) in full satisfaction of such violation; after ten days, such person may report and pay a penalty of twenty-five dollars (\$25.00) in full satisfaction; after thirty days such person must report and pay a penalty of fifty dollars (\$50.00) in full satisfaction of such violation. Any subsequent ticket with the first ticket remaining unpaid shall automatically become twenty-five dollars (\$25.00) even though the subsequent ticket may have been issued within the ten day period. After thirty days such person shall report and pay a penalty of fifty dollars (\$50.00) in full satisfaction of such violation. Such payment as provided in this subsection shall be deemed a plea of guilty, waiver of court appearance and acknowledgment of conviction of the alleged offense. Failure of a person to make payment provided for in this section and within the time and manner aforesaid, shall render such person liable to the penalty provided in Section 303.99 (b).



HAYMAKER PKWY

COLLEGE ST

FRANKLIN AVE

ERIE ST

FRANKLIN AVE

WEST MAIN ST

SOUTH WATER ST

SOUTH WATER ST

NORTH WATER ST

HAYMAKER PKWY

ACORN ALLEY

ERIE ST

EAST MAIN ST

COLUMBUS ST

SOUTH DEPEYSTER ST

SOUTH DEPEYSTER ST

NORTH DEPEYSTER ST

ERIE ST

HAYMAKER PKWY

EAST MAIN ST



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: May 22, 2017
TO: David Ruller, City Manager
FROM: Tom Wilke, Economic Development Director
Subject: Semi-Annual EDA Revolving Loan Fund Certification

The Economic Development Administration (EDA) requires the City of Kent's Revolving Loan Fund (RLF) Review Committee and Kent City Council to semi-annually certify that the City is administering its EDA-funded RLF business loan program in accordance with the region's economic development plan and the EDA's regulatory requirements.

The RLF Committee met on May 22, 2017 and voted unanimously to certify that the City's EDA business loan program was administered in compliance with all regional and federal requirements for the period October 1, 2016 through March 31, 2017.

I am respectfully requesting time at the June 7, 2017 Committee session to seek Council approval of a resolution affirming that the City's program is consistent with the economic development focus for the region and that it is being administered in compliance with all EDA programmatic requirements and standards.

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

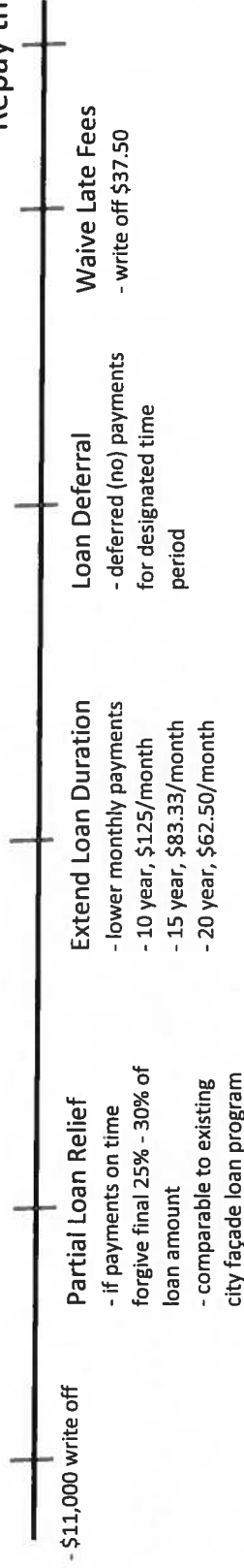
cc: Bridget Susel, Community Development Director
Tara Grimm, Clerk of Council
Suzanne Stemnock, Executive Assistant

Kent Wells Sherman House Loan Repayment Options

KENT WELLS SHERMAN HOUSE
 Guarantor: Kent Wells Sherman House Inc.
 Loan Amount: \$15,000
 Length: 10 years
 Number of Payments: 120
 Monthly Payment Amount: \$125
 Loan Issue Date: 11/12/13
 Loan Completion Date: 11/12/23
 Interest Rate: 0% per annum 0.00%
 Late fee 3% per annum
 Principle Paid thru 6/1/17: \$4,000
 Loan Balance 6/1/17: \$11,000

Forgive the loan in Full

Repay the loan in Full



Proposed Combination of Options: 1. Defer loan for 12-18 months + Extend loan duration + Offer 25% - 30% loan relief
 (defer \$1,500 to \$2,250) - recalculate repayment schedule - write off \$3,750 to \$4,500
 to cut monthly payments in half



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

TO: Dave Ruller, City Manager
FROM: David Coffee, Director of Budget and Finance
DATE: 5/26/2017

SUBJECT: Parks and Recreation Health and Wellness Center Ballot Issue

I am respectfully requesting City Council Committee agenda time at the June 7, 2017 meeting for the purpose of presenting a "Resolution Determining to Submit to the Electors the Question of Issuing \$17,500,000 of Bonds....." (Resolution of Necessity) for the November 7, 2017 General Election for Council adoption.

This resolution is the first legislative step in the process of placing a Voted Bond Issue on the ballot for the purpose of constructing, furnishing, equipping and otherwise improving a health and wellness center and acquiring and improving sites for that center. Subsequent to City Council's adoption of this resolution a certified copy of the resolution will be presented to the County Auditor of Portage County for the calculation by the County Auditor of the estimated average annual property tax levy, expressed in dollars and cents for each \$100 of tax valuation and in mills for each \$1.00 of tax valuation, required throughout the maturity of the Bonds to pay the principal of and interest on the Bonds.

Upon the City's subsequent receipt of the millage calculations from the County Auditor, the next legislative step will be drafted for Council consideration. It is this step that will authorize and request the County Board of Elections to place the Voted Bond Issue on the November 7th ballot. It is also at this point, prior to Council's final vote on the matter, that all available financial considerations related to the proposed project will have been provided for Council review and consideration.

Should you desire any additional detail concerning this request, please do not hesitate to let me know and I will be happy to provide whatever I can.

Thank you in advance for your time and consideration in this matter.

RESOLUTION NO. 2017-_____

A RESOLUTION DETERMINING TO SUBMIT TO THE ELECTORS THE QUESTION OF ISSUING \$17,500,000 OF BONDS FOR THE PURPOSE OF CONSTRUCTING, FURNISHING, EQUIPPING AND OTHERWISE IMPROVING A HEALTH AND WELLNESS CENTER AND ACQUIRING AND IMPROVING SITES FOR THAT CENTER, AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kent, Portage County, Ohio, at least three-quarters (3/4) of all members elected thereto concurring:

SECTION 1. That it is declared necessary to issue general obligation bonds of this City in the principal amount of \$17,500,000 for the purpose of constructing, furnishing, equipping and otherwise improving a health and wellness center and acquiring and improving sites for that center (the Bonds), and to levy a tax outside of the limitation imposed by Section 2 of Article XII of the Ohio Constitution to pay the debt charges on the Bonds and on any notes issued in anticipation of the Bonds. Pursuant to Section 133.18 of the Revised Code, the question of the issuance of the Bonds and the levy of the tax shall be submitted to the electors of this City at an election to be held on November 7, 2017. The approximate date of the Bonds will be February 1, 2018. The principal of the Bonds will be paid over a maximum of 28 years, and will bear interest at a rate now estimated at 5.0% per year, payable semiannually. This Council anticipates that the tax to be levied for debt charges on the Bonds will be first placed on the tax list and duplicate in tax year 2017, for first collection in 2018.

SECTION 2. That the Clerk of Council is directed to certify a copy of this resolution to the County Auditor of Portage County for the calculation by the County Auditor of the estimated average annual property tax levy, expressed in dollars and cents for each \$100 of tax valuation and in mills for each \$1.00 of tax valuation, required throughout the maturity of the Bonds to pay the principal of and interest on the Bonds, assuming that they are all issued in one series, bearing interest and maturing in substantially equal principal amounts in each year over the maximum number of years over which the principal of the Bonds may be paid, both as stated in Section 1 above, and that the tax valuation of the City for the current year remains the same throughout the maturity of the Bonds.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, and for the further reason that this Resolution must be immediately effective so that it can be timely

filed with the County Auditor in order to submit the bond issue to the voters on November 7, 2017, for which reasons and other reasons manifest to this Council this Resolution is hereby declared to be an emergency measure and shall take effect and be in force immediately after adoption.

PASSED: _____
DATE

MAYOR AND PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL


I hereby certify that Resolution No. 2017-_____ was duly enacted on this _____ day of _____, 2017, by the Council of the City of Kent, Ohio.

Clerk of Council



Kent Parks & Recreation Department

497 Middlebury Road Kent, Ohio 44240 (330) 673-8897 FAX: (330) 673-8898

TO: Dave Ruller, Mayor Fiala & Council Members
FROM: John Idone 
DATE: May 25, 2017
RE: Financing Options for Kent Health & Wellness Center

Attached is a report detailing the proposed financing options related to a proposed Health & Wellness Center. Dave Coffee will be forwarding draft legislation entitled "A RESOLUTION DETERMINING TO SUBMIT TO THE ELECTORS THE QUESTION OF ISSUING \$17,500,000 OF BONDS FOR THE PURPOSE OF CONSTRUCTING AND EQUIPING A HEALTH AND WELLNESS CENTER AND ALL RELATED IMPROVEMENTS" that has been prepared by our bond counsel of Squires Patton Boggs. This is the first step in placing the issue on the November 7, 2017 ballot.

The Parks & Recreation Board is recommending this issue for City Council consideration. The project has been reviewed by Kent Finance Department and our financial advisor H.J. Umbaugh & Associates. The estimated interest rate for the proposed 28 year bond is 5%. If the interest rate is lower at the time of sale of the bonds the millage rate and cost to property owners would be lower to match actual costs, but this will not be known until that time. A detailed breakdown of the costs for homes ranging from \$50,000 to \$500,000 is included. The estimated millage is 2.91 and the monthly cost for a home valued at \$100,000 is estimated at \$8.06/month and for people 65 and over \$6.05/month.

Please schedule this matter in the appropriate committee for June 7, 2017.

Enc.
PC: Jim Silver
Tara Grimm
Kent Park & Recreation Board

Kent Health & Wellness Center

Proposed Financing Options

Introduction

The City of Kent has a substantial park system providing areas of both passive and active outdoor recreation activities. However, indoor, year round activities are lacking due to limited facilities. A comprehensive intergenerational community recreation center is a goal of the long range Master Plan and is the **missing piece to provide a comprehensive parks and recreation program for the Kent community.**

In 2016 Kent Parks & Recreation engaged Brandstetter Carroll Inc. to assist in an assessment of the need and to pursue potential strategic partnership with a health and wellness organization. Community input was gathered through surveys and a series of nine stakeholder meetings. This input, along with a review of current program offerings, confirmed that there is a need for an indoor health and wellness center to support senior, athletic, fitness, meeting, wellness and community functions. The desire is to create a place for the whole community, for citizens of all ages that is affordable.

Operating costs for the facility would be funded out of user fees, hospital partnership revenue and the parks and recreation budget. The study reports that a population of 51,914 persons reside within a 10 minute drive of the proposed site. Kent residents will receive reduced membership costs. The opening of the center would transfer operations from the Kent Fitness Center on West Main Street that would free up an additional \$60K-\$75K annually that could support the Health and Wellness Center operations. Additional efficiencies will be realized by relocating the P & R administrative offices at the new facility.

Types of Funding

Recreation Levy - A recreation levy offers great flexibility and can be very broad in nature. The levy is for "Recreation Purposes" and could be used for both capital and operating expenses. The issue is voted for a dedicated millage rate and if approved the millage does not vary, although the revenue generated will vary from year to year. Debt that is programmed to be paid from a Recreation Levy is considered Unvoted General Obligation Bonds and Notes and must be considered "Inside Millage". Ohio law limits inside millage to a maximum of 10 Mills. Currently the city is at 5.454 Mills. If a Recreation Levy of 3 to 3.2 Mills were approved the city would be limiting their ability to issue further debt for other city projects and potentially experience a higher cost for new debt issued.

Bond Levy - A voted bond levy would be limited to the design, construction, and equipment of the Health & Wellness Center and could not be used for operating. Land acquisition costs would be limited to purchases after passage. Prior acquisition costs cannot be recovered. The maximum term is 30 years and consideration is given to the useful life of the structure and equipment. Our financial advisor has indicated that this project useful life would be reduced slightly to 28 years. A Bond Levy does not fall under the 10 Mill limitation and would not have an adverse effect on the city's future General Obligation Bond projects. The millage rate is estimated for a bond issue because the interest rate will not be determined until the bonds are sold. A projected interest rate of 5% is being assumed for this project and the tax cost for different home values is attached. A bond levy is preferred as it preserves the 10 Mill limit and the city's ability to fund future projects.

Estimate of Probable Construction Costs

The proposed space program includes gymnasium spaces, an indoor turf field, elevated walking track, fitness equipment areas, fitness classrooms, dedicated senior and community rooms, locker rooms, a central gathering area, administrative offices, and allowance of up to 5,000sf for a health partner to occupy. Option 1 includes 3 full size gymnasiums and totals 81,893sf with an estimated cost of \$18,994,750. Option 2 is the same, but eliminates one gymnasium and 73,199sf and is estimated to cost \$17,496,950.

Kent Health & Wellness Center

	PROGRAM ITEM	Option 1 (3 Gyms)			Option 2 (2 Gyms)		
		SPACE/SF	COST/SF	COST	SPACE/SF	COST/SF	COST
1	Lobby/Entry	3,266	\$250	\$816,500	3,266	\$250	\$816,500
2	Administration	1,757	\$250	\$439,250	1,757	\$250	\$439,250
3	Senior Activity / Community	3,941	\$250	\$985,250	3,941	\$250	\$985,250
4	Fitness & Group Exercise	12,156	\$250	\$3,039,000	12,156	\$250	\$3,039,000
5	Multi-Purpose Gymnasium & Indoor Turf	38,865	\$150	\$5,829,750	30,171	150	\$4,525,650
6	Indoor Track	12,190	\$250	\$3,047,500	12,190	\$250	\$3,047,500
7	Locker / Bathroom / Changing Facilities	2,870	\$250	\$717,500	2,870	\$250	\$717,500
8	Medical Partner (Shell)	5,000	\$150	\$750,000	5,000	\$150	\$750,000
9	Building Support	1,848	\$250	\$462,000	1,848	\$250	\$462,000
	SUBTOTAL	81,893		\$16,086,750	73,199		\$14,782,650
10	Furniture , Fixtures, Equipment			\$500,000			\$500,000
11	Design/Legal/Testing @ 10%			\$1,608,000			\$1,414,300
12	Contingency / LEED / Stormwater			\$800,000			\$800,000
OPINION OF PROBABLE COSTS		\$18,994,750			\$17,496,950		

Operating Expenses & Revenues

The Health and Wellness Center will be programmed to operate on a break even basis. The Health & Wellness Concept Plan from Brandstetter Carroll, Inc. considered a market penetration rate of 25% for Kent residents and 12.5% for Non-Residents. Students were not included in the Kent resident population of 19,000. The Non-Resident population was estimated at 21,000. The study indicated a potential membership base of 3,100 family memberships or 7,375 people.

The pro forma attached performed by our financial advisor H. J. Umbaugh Associates assumes a market penetration of 16%-20% with a family membership base of 2,725 in order to break even.

As part of our financial due diligence Umbaugh & Associates conducted a stress test on the pro forma that assumes only 11%-15% market penetration and 80%-84% of revenue. The estimated potential membership at 11% market penetration is 1,872 family memberships or 4,400 people. This stress test indicates a deficit of up to \$350K annually.

The bond levy will guarantee the payment for construction of the facility. If revenues fall short of operating costs the department will have to reduce operating expenses and/or increase revenues. The closing of the Kent Fitness Center will free up \$50K annually that could be reallocated. The Parks & Recreation Capital Budget could be reduced. Grants from US Department of Health & Human Resources and the Centers for Disease Control and Prevention (CDC) could both provide funding for programming and infrastructure. Local business sponsorship and private foundations could also provide potential additional funding opportunities.

Finally, passage of an additional Recreation (Operating) Levy could also be utilized. H. J. Umbaugh & Associates has prepared the following Cost Recovery chart for a variety of scenarios as follows:

COST RECOVERY	RECOVER	SUBSIDIZE	REQUIRED MILLS	COST MONTH/YR 100K HOME
65% Cost Recovery	\$889,525	\$478,975	1.29	\$3.29 / \$39.51
70% Cost Recovery	\$957,950	\$410,550	1.11	\$2.91 / \$33.99
75% Cost Recovery	\$1,026,375	\$342,125	0.92	\$2.35 / \$28.18
80% Cost Recovery	\$1,094,800	\$273,700	0.74	\$1.89 / \$22.66
85% Cost Recovery	\$1,163,225	\$205,275	0.55	\$1.40 / \$16.84

City of Kent, Portage County, Ohio
Sample Ballot Millage Calculator - \$17,500,000

Total Current Assessed Valuation (Tax Yr 2015/ Collection Yr 2016) →	\$370,493,410
Total Bond Principal →	\$17,500,000
Term of Bond Issue (Years) →	28
Assumed Interest Rate →	5.000%

BALLOT MILLAGE CALCULATION

1st Year Interest Payment →	\$875,000.00
Principal Payment per Year - Level Principal	\$625,000.00
Final Year Interest Payment →	\$31,250.00
Average Interest Payment	\$453,125.00
Total Average Annual Debt Service	\$1,078,125.00
Estimated Ballot Millage →	2.910

Tax Cost in Dollars for a Standard Home Ranging from \$50,000--\$500,000
(Net of Homestead Exemption and Rollback)

Home Price	Daily Cost	Weekly Cost	Monthly Cost	Semi-Annual Cost	Annual Cost
\$50,000	\$0.122	\$0.857	\$3.71	\$22.28	\$44.56
\$75,000	\$0.183	\$1.285	\$5.57	\$33.42	\$66.84
\$100,000	\$0.244	\$1.714	\$7.43	\$44.56	\$89.12
\$125,000	\$0.305	\$2.142	\$9.28	\$55.70	\$111.40
\$150,000	\$0.366	\$2.571	\$11.14	\$66.84	\$133.68
\$175,000	\$0.427	\$2.999	\$13.00	\$77.98	\$155.96
\$200,000	\$0.488	\$3.428	\$14.85	\$89.12	\$178.24
\$225,000	\$0.549	\$3.856	\$16.71	\$100.26	\$200.52
\$250,000	\$0.610	\$4.285	\$18.57	\$111.40	\$222.79
\$275,000	\$0.671	\$4.713	\$20.42	\$122.54	\$245.07
\$300,000	\$0.732	\$5.141	\$22.28	\$133.68	\$267.35
\$325,000	\$0.794	\$5.570	\$24.14	\$144.82	\$289.63
\$350,000	\$0.855	\$5.998	\$25.99	\$155.96	\$311.91
\$375,000	\$0.916	\$6.427	\$27.85	\$167.10	\$334.19
\$400,000	\$0.977	\$6.855	\$29.71	\$178.24	\$356.47
\$425,000	\$1.038	\$7.284	\$31.56	\$189.38	\$378.75
\$450,000	\$1.099	\$7.712	\$33.42	\$200.52	\$401.03
\$475,000	\$1.160	\$8.141	\$35.28	\$211.65	\$423.31
\$500,000	\$1.221	\$8.569	\$37.13	\$222.79	\$445.59

Tax Cost in Dollars for people 65 and over Home Ranging from \$50,000--\$200,000
(Net of Homestead Exemption and Rollback)

Home Price	Daily Cost	Weekly Cost	Monthly Cost	Semi-Annual Cost	Annual Cost
\$50,000	\$0.061	\$0.428	\$1.86	\$11.14	\$22.28
\$75,000	\$0.122	\$0.857	\$3.71	\$22.28	\$44.56
\$100,000	\$0.183	\$1.285	\$5.57	\$33.42	\$66.84
\$125,000	\$0.244	\$1.714	\$7.43	\$44.56	\$89.12
\$150,000	\$0.305	\$2.142	\$9.28	\$55.70	\$111.40
\$175,000	\$0.366	\$2.571	\$11.14	\$66.84	\$133.68
\$200,000	\$0.427	\$2.999	\$13.00	\$77.98	\$155.96
\$225,000	\$0.488	\$3.428	\$14.85	\$89.12	\$178.24
\$250,000	\$0.549	\$3.856	\$16.71	\$100.26	\$200.52
\$275,000	\$0.610	\$4.285	\$18.57	\$111.40	\$222.79
\$300,000	\$0.671	\$4.713	\$20.42	\$122.54	\$245.07
\$325,000	\$0.732	\$5.141	\$22.28	\$133.68	\$267.35
\$350,000	\$0.794	\$5.570	\$24.14	\$144.82	\$289.63
\$375,000	\$0.855	\$5.998	\$25.99	\$155.96	\$311.91
\$400,000	\$0.916	\$6.427	\$27.85	\$167.10	\$334.19
\$425,000	\$0.977	\$6.855	\$29.71	\$178.24	\$356.47
\$450,000	\$1.038	\$7.284	\$31.56	\$189.38	\$378.75
\$475,000	\$1.099	\$7.712	\$33.42	\$200.52	\$401.03
\$500,000	\$1.160	\$8.141	\$35.28	\$211.65	\$423.31

City of Kent, Portage County, Ohio
Sample Ballot Millage Calculator - \$19,000,000

Total Current Assessed Valuation (Tax Yr 2015/ Collection Yr 2016) →	\$370,493,410
Total Bond Principal →	\$19,000,000
Term of Bond Issue (Years) →	28
Assumed Interest Rate →	5.000%

BALLOT MILLAGE CALCULATION

1st Year Interest Payment →	\$950,000.00
Principal Payment per Year - Level Principal	\$678,571.43
Final Year Interest Payment →	\$33,928.57
Average Interest Payment	\$491,964.29
Total Average Annual Debt Service	\$1,170,535.71
Estimated Ballot Millage →	3.159

Tax Cost in Dollars for a Standard Home Ranging from \$50,000--\$500,000
(Net of Homestead Exemption and Rollback)

Home Price	Daily Cost	Weekly Cost	Monthly Cost	Semi-Annual Cost	Annual Cost
\$50,000	\$0.133	\$0.930	\$4.03	\$24.19	\$48.38
\$75,000	\$0.199	\$1.396	\$6.05	\$36.28	\$72.57
\$100,000	\$0.265	\$1.861	\$8.06	\$48.38	\$96.76
\$125,000	\$0.331	\$2.326	\$10.08	\$60.47	\$120.95
\$150,000	\$0.398	\$2.791	\$12.09	\$72.57	\$145.13
\$175,000	\$0.464	\$3.256	\$14.11	\$84.66	\$169.32
\$200,000	\$0.530	\$3.721	\$16.13	\$96.76	\$193.51
\$225,000	\$0.596	\$4.187	\$18.14	\$108.85	\$217.70
\$250,000	\$0.663	\$4.652	\$20.16	\$120.95	\$241.89
\$275,000	\$0.729	\$5.117	\$22.17	\$133.04	\$266.08
\$300,000	\$0.795	\$5.582	\$24.19	\$145.13	\$290.27
\$325,000	\$0.862	\$6.047	\$26.20	\$157.23	\$314.46
\$350,000	\$0.928	\$6.512	\$28.22	\$169.32	\$338.65
\$375,000	\$0.994	\$6.978	\$30.24	\$181.42	\$362.84
\$400,000	\$1.060	\$7.443	\$32.25	\$193.51	\$387.03
\$425,000	\$1.127	\$7.908	\$34.27	\$205.61	\$411.22
\$450,000	\$1.193	\$8.373	\$36.28	\$217.70	\$435.40
\$475,000	\$1.259	\$8.838	\$38.30	\$229.80	\$459.59
\$500,000	\$1.325	\$9.304	\$40.32	\$241.89	\$483.78

Tax Cost in Dollars for people 65 and over Home Ranging from \$50,000--\$200,000
(Net of Homestead Exemption and Rollback)

Home Price	Daily Cost	Weekly Cost	Monthly Cost	Semi-Annual Cost	Annual Cost
\$50,000	\$0.066	\$0.465	\$2.02	\$12.09	\$24.19
\$75,000	\$0.133	\$0.930	\$4.03	\$24.19	\$48.38
\$100,000	\$0.199	\$1.396	\$6.05	\$36.28	\$72.57
\$125,000	\$0.265	\$1.861	\$8.06	\$48.38	\$96.76
\$150,000	\$0.331	\$2.326	\$10.08	\$60.47	\$120.95
\$175,000	\$0.398	\$2.791	\$12.09	\$72.57	\$145.13
\$200,000	\$0.464	\$3.256	\$14.11	\$84.66	\$169.32
\$225,000	\$0.530	\$3.721	\$16.13	\$96.76	\$193.51
\$250,000	\$0.596	\$4.187	\$18.14	\$108.85	\$217.70
\$275,000	\$0.663	\$4.652	\$20.16	\$120.95	\$241.89
\$300,000	\$0.729	\$5.117	\$22.17	\$133.04	\$266.08
\$325,000	\$0.795	\$5.582	\$24.19	\$145.13	\$290.27
\$350,000	\$0.862	\$6.047	\$26.20	\$157.23	\$314.46
\$375,000	\$0.928	\$6.512	\$28.22	\$169.32	\$338.65
\$400,000	\$0.994	\$6.978	\$30.24	\$181.42	\$362.84
\$425,000	\$1.060	\$7.443	\$32.25	\$193.51	\$387.03
\$450,000	\$1.127	\$7.908	\$34.27	\$205.61	\$411.22
\$475,000	\$1.193	\$8.373	\$36.28	\$217.70	\$435.40
\$500,000	\$1.259	\$8.838	\$38.30	\$229.80	\$459.59

Operating Expenses & Revenues

The Health and Wellness Center will be programmed to operate on a break even basis. The Health & Wellness Concept Plan from Brandstetter Carroll, Inc. considered a market penetration rate of 25% for Kent residents and 12.5% for Non-Residents. Students were not included in the Kent resident population of 19,000. The Non-Resident population was estimated at 21,000. The study indicated a potential membership base of 3,100 family memberships or 7,375 people.

The pro forma attached performed by our financial advisor Umbaugh Associates assumes a market penetration of 16%-20% in order to break even.

As part of our financial due diligence Umbaugh & Associates conducted a stress test on the pro forma that assumes only 11%-15% market penetration and 80%-84% of revenue. The estimated potential membership at 11% market penetration is 1872 family memberships or 4,400 people. This stress test indicates a deficit of up to \$350K annually.

The bond levy will guarantee the payment for construction of the facility. If revenues fall short of operating costs the department will have to reduce operating expenses and/or increase revenues. The closing of the Kent Fitness Center will free up \$50K-\$75K annually that could be reallocated. The Parks & Recreation Capital Budget could be reduced. Grants from US Department of Health & Human Resources and the Centers for Disease Control and Prevention (CDC) both provide funding for programming and infrastructure. Private local and national foundations provide various types of funding opportunities.

Passage of an additional Recreation (Operating) Levy could also be utilized. Umbaugh & Associates has prepared the following Cost Recovery chart for a variety of scenarios as follows:

COST RECOVERY	RECOVER	SUBSIDIZE	REQUIRED MILLS
65% Cost Recovery	\$889,525	\$478,975	1.29
70% Cost Recovery	\$957,950	\$410,550	1.11
75% Cost Recovery	\$1,026,375	\$342,125	0.92
80% Cost Recovery	\$1,094,800	\$273,700	0.74
85% Cost Recovery	\$1,163,225	\$205,275	0.55

City of Kent, Ohio
Health & Wellness Center Budget Analysis
Assumes 16%-20% Market Penetration and 100% of Pro Forma 1st Year Revenue

Expenses	Year 1	Year 1	Year 2	Year 3	Year 4	Year 5
	Original Projection	100% of Expenses	103% of Expenses	107% of Expenses	111% of Expenses	117% of Expenses
Personnel Service						
Full Time Salaries & Wages						
4 Recreation Specialists	185,000	185,000	191,259	197,099	205,818	215,552
3 Park Maintenance Laborer	135,000	135,000	139,567	143,829	150,192	157,294
Overtime	10,000	10,000	10,338	10,654	11,125	11,651
Subtotal	330,000	330,000	341,165	351,582	367,136	384,498
Part Time Salaries & Wages						
9 Front Desk	125,000	125,000	129,229	133,175	139,066	145,643
9 Program Instructor	125,000	125,000	129,229	133,175	139,066	145,643
4 Park Maintenance Worker	55,000	55,000	56,861	58,597	61,189	64,083
Overtime	10,000	10,000	10,338	10,654	11,125	11,651
Subtotal	315,000	315,000	325,657	335,601	350,448	367,020
Fringe Benefits						
Full Time Benefits	195,000	195,000	201,597	207,753	216,944	227,203
Part Time Benefits	47,000	47,000	48,590	50,074	52,289	54,762
Subtotal	242,000	242,000	250,188	257,827	269,233	281,965
Total Personnel Services	887,000	887,000	917,010	945,010	986,816	1,033,483
Operations & Maintenance						
Travel & Transportation	2,500	2,500	2,585	2,664	2,781	2,913
Utilities & Building Maintenance	175,000	175,000	180,921	186,445	194,693	203,900
Professional Services	65,000	65,000	67,199	69,251	72,315	75,734
Communication & Postage	7,500	7,500	7,754	7,991	8,344	8,739
Maintenance of Equipment	25,000	25,000	25,846	26,635	27,813	29,129
Insurance & Bonding	20,000	20,000	20,677	21,308	22,251	23,303
Printing, Photocopy & Advertising	40,000	40,000	41,353	42,616	44,501	46,606
Miscellaneous Contractual Services	30,000	30,000	31,015	31,962	33,376	34,954
Office Supplies	4,000	4,000	4,135	4,262	4,450	4,661
Operating Materials	75,000	75,000	77,537	79,905	83,440	87,386
Concession Stand	15,000	15,000	15,507	15,981	16,688	17,477
Small Tools/Minor Equipment	7,500	7,500	7,754	7,991	8,344	8,739
Capital Equipment	15,000	15,000	15,507	15,981	16,688	17,477
Subtotal	481,500	481,500	497,790	512,990	535,684	561,017
Total Operation & Maintenance	481,500	481,500	497,790	512,990	535,684	561,017
Grand Total Expenses	1,368,500	1,368,500	1,414,800	1,458,000	1,522,500	1,594,500

Revenue	Year 1	Year 1	Year 2	Year 3	Year 4	Year 5
	Original Projection	16% Participation 100% of Revenues	17% Participation 100% of Revenues	18% Participation 100% of Revenues	19% Participation 100% of Revenues	20% Participation 100% of Revenues
Recreation Center Memberships*	697,500	817,021	868,085	919,149	970,213	1,021,277
Recreation Center Walk-In Fees	52,500	52,500	52,500	52,500	52,500	52,500
Personal Training	11,000	11,000	11,000	11,000	11,000	11,000
Silver Sneakers Program	206,000	206,000	206,000	206,000	206,000	206,000
Hospital Partnership Lease	75,000	75,000	75,000	75,000	75,000	75,000
Basketball/Field Turf Rentals	26,000	26,000	26,000	26,000	26,000	26,000
Adult Basketball	11,000	11,000	11,000	11,000	11,000	11,000
Youth Basketball	5,500	5,500	5,500	5,500	5,500	5,500
Indoor Soccer/Lacrosse/Baseball	56,000	56,000	56,000	56,000	56,000	56,000
Volleyball	5,500	5,500	5,500	5,500	5,500	5,500
Flag Football	5,500	5,500	5,500	5,500	5,500	5,500
Youth Programs	30,000	30,000	30,000	30,000	30,000	30,000
Tournaments	30,000	30,000	30,000	30,000	30,000	30,000
Advertising/Sponsorships	15,000	15,000	15,000	15,000	15,000	15,000
Child Care & Camps	22,500	22,500	22,500	22,500	22,500	22,500
Concessions	22,500	22,500	22,500	22,500	22,500	22,500
Grand Total Revenue	1,271,500	1,391,021	1,442,085	1,493,149	1,544,213	1,595,277
Ending Balance: Surplus/(Deficit)	(97,000)	22,521	27,285	35,149	21,713	777

*Recreation Center Memberships assumes a per person monthly fee of \$25 per month, which totals \$300 per year.

City of Kent, Ohio
Health & Wellness Center Budget Analysis
Assumes 11%-15% Market Penetration and 80% to 84% of Pro Forma Revenue

Expenses	Year 1	Year 1	Year 2	Year 3	Year 4	Year 5
	Original Projection	100% of Expenses	103% of Expenses	107% of Expenses	111% of Expenses	117% of Expenses
Personnel Service						
Full Time Salaries & Wages						
4 Recreation Specialists	185,000	185,000	191,259	197,099	205,818	215,552
3 Park Maintenance Laborer	135,000	135,000	139,567	143,829	150,192	157,294
Overtime	10,000	10,000	10,338	10,654	11,125	11,651
Subtotal	330,000	330,000	341,165	351,582	367,136	384,498
Part Time Salaries & Wages						
9 Front Desk	125,000	125,000	129,229	133,175	139,066	145,643
9 Program Instructor	125,000	125,000	129,229	133,175	139,066	145,643
4 Park Maintenance Worker	55,000	55,000	56,861	58,597	61,189	64,083
Overtime	10,000	10,000	10,338	10,654	11,125	11,651
Subtotal	315,000	315,000	325,657	335,601	350,448	367,020
Fringe Benefits						
Full Time Benefits	195,000	195,000	201,597	207,753	216,944	227,203
Part Time Benefits	47,000	47,000	48,590	50,074	52,289	54,762
Subtotal	242,000	242,000	250,188	257,827	269,233	281,965
Total Personnel Services	887,000	887,000	917,010	945,010	986,816	1,033,483
Operations & Maintenance						
Travel & Transportation	2,500	2,500	2,585	2,664	2,781	2,913
Utilities & Building Maintenance	175,000	175,000	180,921	186,445	194,693	203,900
Professional Services	65,000	65,000	67,199	69,251	72,315	75,734
Communication & Postage	7,500	7,500	7,754	7,991	8,344	8,739
Maintenance of Equipment	25,000	25,000	25,846	26,635	27,813	29,129
Insurance & Bonding	20,000	20,000	20,677	21,308	22,251	23,303
Printing, Photocopy & Advertising	40,000	40,000	41,353	42,616	44,501	46,606
Miscellaneous Contractual Services	30,000	30,000	31,015	31,962	33,376	34,954
Office Supplies	4,000	4,000	4,135	4,262	4,450	4,661
Operating Materials	75,000	75,000	77,537	79,905	83,440	87,386
Concession Stand	15,000	15,000	15,507	15,981	16,688	17,477
Small Tools/Minor Equipment	7,500	7,500	7,754	7,991	8,344	8,739
Capital Equipment	15,000	15,000	15,507	15,981	16,688	17,477
Subtotal	481,500	481,500	497,790	512,990	535,684	561,017
Total Operation & Maintenance	481,500	481,500	497,790	512,990	535,684	561,017
Grand Total Expenses	1,368,500	1,368,500	1,414,800	1,458,000	1,522,500	1,594,500

Revenue	Year 1	Year 1	Year 2	Year 3	Year 4	Year 5
	Original Projection	11% Participation 80% of Revenues	12% Participation 81% of Revenues	13% Participation 82% of Revenues	14% Participation 83% of Revenues	15% Participation 84% of Revenues
Recreation Center Memberships*	697,500	561,702	612,766	663,830	714,894	765,957
Recreation Center Walk-In Fees	52,500	42,000	42,525	43,050	43,575	44,100
Personal Training	11,000	8,800	8,910	9,020	9,130	9,240
Silver Sneakers Program	206,000	164,800	166,860	168,920	170,980	173,040
Hospital Partnership Lease	75,000	60,000	60,750	61,500	62,250	63,000
Basketball/Field Turf Rentals	26,000	20,800	21,060	21,320	21,580	21,840
Adult Basketball	11,000	8,800	8,910	9,020	9,130	9,240
Youth Basketball	5,500	4,400	4,455	4,510	4,565	4,620
Indoor Soccer Lacrosse Baseball	56,000	44,800	45,360	45,920	46,480	47,040
Volleyball	5,500	4,400	4,455	4,510	4,565	4,620
Flag Football	5,500	4,400	4,455	4,510	4,565	4,620
Youth Programs	30,000	24,000	24,300	24,600	24,900	25,200
Tournaments	30,000	24,000	24,300	24,600	24,900	25,200
Advertising/Sponsorships	15,000	12,000	12,150	12,300	12,450	12,600
Child Care & Camps	22,500	18,000	18,225	18,450	18,675	18,900
Concessions	22,500	18,000	18,225	18,450	18,675	18,900
Grand Total Revenue	1,271,500	1,020,902	1,077,706	1,134,510	1,191,314	1,248,117
Ending Balance: Surplus/(Deficit)	(97,000)	(347,598)	(337,094)	(323,490)	(331,186)	(346,383)

*Recreation Center Memberships assumes a per person monthly fee of \$25 per month, which totals \$300 per year.

City of Kent, Ohio
Health & Wellness Center Cost Recovery Analysis

Expenses	Year 1
Personnel Service	
Subtotal	330,000
Part Time Salaries & Wages	
Subtotal	315,000
Fringe Benefits	
Subtotal	242,000
Total Personnel Services	887,000
Operations & Maintenance	
Travel & Transportation	2,500
Utilities & Building Maintenance	175,000
Professional Services	65,000
Communication & Prostage	7,500
Maintenance of Equipment	25,000
Insurance & Bonding	20,000
Printing, Photocopy & Advertising	40,000
Miscellaneous Contractual Services	30,000
Office Supplies	4,000
Operating Materials	75,000
Concession Stand	15,000
Small Tools/Minor Equipment	7,500
Capital Equipment	15,000
Subtotal	481,500
Total Operation & Maintenance	481,500
Grand Total Expenses	1,368,500

Revenue	
Recreation Center Memberships	697,500
Recreation Center Walk-In Fees	52,500
Personal Training	11,000
Silver Sneakers Program	206,000
Hospital Partnership Lease	75,000
Basketball/Field Turf Rentals	26,000
Adult Basketball	11,000
Youth Basketball	5,500
Indoor Soccer/Lacrosse/Baseball	56,000
Volleyball	5,500

Flag Football	5,500
Youth Programs	30,000
Tournaments	30,000
Advertising/Sponsorships	15,000
Child Care & Camps	22,500
Concessions	22,500
Grand Total Revenue	1,271,500

Cost Recovery	Recover	Subsidize	Required Millage
65% Cost Recovery / 35% Subsidy	889,525	478,975	1.29
70% Cost Recovery / 30% Subsidy	957,950	410,550	1.11
75% Cost Recovery / 25% Subsidy	1,026,375	342,125	0.92
80% Cost Recovery / 20% Subsidy	1,094,800	273,700	0.74
85% Cost Recovery / 15% Subsidy	1,163,225	205,275	0.55



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager

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

Date: May 25, 2017

Re: FY2017 Appropriation Amendments, Transfers, and Advances

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

Fund 001 – General

Decrease	\$ 19,888	Health Department / Other (O&M) – Partial reallocation of EPA Grant funding between different departmental legal levels of control to facilitate purchase of replacement mosquito sprayers per J. Neistadt 5/19/2017 memo.
Increase	\$ 19,888	Health Department / Capital – Partial reallocation of EPA Grant funding between different departmental legal levels of control to facilitate purchase of replacement mosquito sprayers per J. Neistadt 5/19/2017 memo.
Increase	\$ 18,000	Urban Renewal / Other (O&M) – Addt'l funding to perform environmental work on two City owned properties to facilitate sale agreements per B. Susel 5/25/2017 memo.

Fund 201 – Water

Increase	\$ 16,667	Service / Central Maintenance / Capital - Addt'l funding to cover increased costs to replace Sewer Jet Vac Truck budgeted for current year based on obsolete quotes per M. Baker 4/25/2017 memo.
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Fund 202 – Sewer

Increase	\$ 33,333	Service / Central Maintenance / Capital - Addt'l funding to cover increased costs to replace Sewer Jet Vac Truck budgeted for current year based on obsolete quotes per M. Baker 4/25/2017 memo.
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Fund 208 – Storm Water

Increase	\$ 33,333	Service / Central Maintenance / Capital - Addt'l funding to cover increased costs to replace Sewer Jet Vac Truck budgeted for current year based on obsolete quotes per M. Baker 4/25/2017 memo.
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Fund 301 – Capital

Increase	\$ 16,667	Service / Central Maintenance / Capital - Addt'l funding to cover increased costs to replace Sewer Jet Vac Truck budgeted for current year based on obsolete quotes per M. Baker 4/25/2017 memo.
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KENT HEALTH DEPARTMENT

414 E. MAIN ST., P.O. BOX 5192, KENT, OHIO 44240 (330) 678-8109 FAX (330) 678-2082

To: Dave Coffee

From: Jeff Neistadt, Health Commissioner

Date: May 19, 2017

RE: EPA Mosquito Funding Grant Monies Allocation

Good morning, I am requesting to have \$19,888 moved from our general fund miscellaneous contractual line to capital equipment line to purchase two new London Fogger mosquito sprayers needed to replace old inefficient sprayers. One sprayer that will be replaced is from 1991 and needs costly repairs to operate. The other sprayer will be placed on the new truck that was purchased earlier this year. With the new sprayers we will also be able to spray the entire city in one evening instead of two saving overtime costs.

Sincerely, .

Jeff Neistadt, MS, RS/REHS
Health Commissioner



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: May 25, 2017
TO: David Coffee, Budget & Finance Director
FROM: Bridget Susel, Community Development Director *B.Susel*
RE: Appropriations Request: Environmental Matters

The City of Kent has entered into a purchase agreement with John Flynn for the sale of the former courthouse, located at 214 S. Water Street, and a stipulation in the agreement requires the City to complete asbestos remediation activities at the courthouse prior to the sale closing.

The City also has hired a consultant to conduct some additional environmental review of the conditions at the six (6) City-owned Gougler Avenue parcels that will be redeveloped into parking areas to support the new business that will be operating at 315 Gougler Avenue.

I am respectfully requesting the appropriation of \$18,000.00 to the "Urban Renewal" professional services line item (34) in order to complete the needed environmental assessment activities for these two economic development projects.

Please let me know if you need any additional information. Thank you in advance for your assistance.

Cc: Dave Ruller, City Manager
Suzanne Stemnock, Human Resources Manager

RECEIVED

MAY - 1 2017

BY gn
CITY OF KENT
BUDGET & FINANCE



CITY OF KENT, OHIO

DEPARTMENT OF PUBLIC SERVICE

MEMO

TO: Dave Coffee, Finance Director

CC: Dave Ruller, City Manager

FROM: Melanie Baker, Service Director

DATE: 4/25/2017

SUBJECT: Appropriations for the Service Department addition to the Service Garage.

Approved
[Signature]
5/11/17

As we have discussed briefly in the past. Central Maintenance did not allocate the correct amount for the Vac Truck. As I understand they had a several (5+) year old estimate and did not get a current price quote or allocate any addition for increases.

Therefore, the attached quote is from the State Bid Procurement with a cost of \$394,269.71.

This is an increase of \$100,000.00, to the overall cost of the truck.

Based on the current allocation of the following funding accounts:

Water –	\$ 50,000.00
Sewer –	\$100,000.00
Storm Water –	\$100,000.00
Capital Projects –	<u>\$ 50,000.00</u>
For a total of	\$300,000.00

If we keep the allocation percentage the same, the additional amounts from each fund would be as follows:

Water -	\$ 16,667.00
Sewer -	\$ 33,333.00
Storm Water -	\$ 33,333.00
Capital Projects -	<u>\$ 16,667.00</u>
For a total of	\$100,000.00 more to cover the cost.

**KENT POLICE DEPARTMENT
APRIL 2017**

	APR 2016	APR 2017	TOTAL 2016	TOTAL 2017
CALLS FOR SERVICE	2537	2384	9968	9278
FIRE CALLS	353	361	1299	1414
ARRESTS, TOTAL	222	188	780	733
JUVENILE ARRESTS	10	6	46	38
O.V.I. ARRESTS	24	15	75	65
TRAFFIC CITATIONS	321	239	1294	1068
PARKING TICKETS	654	957	2987	4241
ACCIDENT REPORTS	65	61	393	272
Property Damage	37	37	297	162
Injury	11	7	40	26
Private Property	13	14	38	69
Hit-Skip	1	2	10	9
OVI Related	3	1	7	6
Pedestrians	0	0	4	0
Fatals	0	0	0	0
U.C.R. STATISTICS				
Homicide	0	0	1	0
Rape	0	0	0	1
Robbery	1	0	2	5
Assault Total	20	16	64	72
Serious		2		5
Simple	18		11	18
Burglary	6	9	22	29
Larceny	24	31	82	107
Auto Theft	1	2	5	2
Arson	0	0	1	0
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	52	58	177	216
CRIME CLEARANCES				
Homicide	1	0	2	0
Rape	0	0	0	1
Robbery	0	0	1	3
Assault Total	19	13	55	61
Serious		1		2
Simple	18		11	13
Burglary	2	2	6	6
Larceny	9	7	25	18
Auto Theft	1	0	2	1
Arson	1	0	1	0
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	33	22	92	90

**City of Kent
Income Tax Division**

April 30, 2017

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

Monthly Receipts

Total receipts for the month of April, 2017	\$1,561,337
Total receipts for the month of April, 2016	\$1,413,680
Total receipts for the month of April, 2015	\$1,432,498

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 April 30, 2017	\$4,996,173	34.91%
Total receipts January 1 through April 30, 2016	\$4,850,258	34.32%
Total receipts January 1 through April 30, 2015	\$4,683,953	32.10%

Year-to-date Receipts Through April 30, 2017 - 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>
2017	\$ 14,311,290	\$ 14,311,290	\$ 4,996,173	34.91%	65.09%

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%

Submitted by



Director of Budget and Finance

2017 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
(Excluding 0.25% Police Facility Receipts)
as of Month Ended April 30, 2017

Monthly Receipts				Comparisons	
Month	2015	2016	2017	Amount	Percent Change
January	\$ 1,133,206	\$ 1,154,690	\$ 1,228,846	\$ 74,156	6.42%
February	1,025,924	1,099,532	1,072,047	(27,485)	-2.50%
March	1,092,324	1,182,357	1,133,943	(48,413)	-4.09%
April	1,432,498	1,413,680	1,561,337	147,657	10.44%
May	1,188,681	1,226,790			
June	1,172,480	1,239,820			
July	1,844,744	1,070,843			
August	1,126,103	1,219,361			
September	934,913	1,109,848			
October	1,148,218	1,226,785			
November	1,262,728	1,020,285			
December	1,230,671	1,169,043			
Totals	\$ 14,592,491	\$ 14,133,033	\$ 4,996,173		

Year-to-Date Receipts				Comparisons	
Month	2015	2016	2017	Amount	Percent Change
January	\$ 1,133,206	\$ 1,154,690	\$ 1,228,846	\$ 74,156	6.42%
February	2,159,130	2,254,221	2,300,893	46,671	2.07%
March	3,251,454	3,436,578	3,434,836	(1,742)	-0.05%
April	4,683,953	4,850,258	4,996,173	145,915	3.01%
May	5,872,634	6,077,048			
June	7,045,114	7,316,868			
July	8,889,858	8,387,712			
August	10,015,961	9,607,073			
September	10,950,874	10,716,920			
October	12,099,092	11,943,705			
November	13,361,820	12,963,990			
December	14,592,491	14,133,033			
Totals	\$ 14,592,491	\$ 14,133,033			

2017 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
(Excluding 0.25% Police Facility Receipts)
as of Month Ended April 30, 2017

Month	Monthly Receipts			Comparisons	
	2015	2016	2017	Amount	Percent Change
January	\$ 414,915	\$ 421,390	\$ 436,131	\$ 14,741	3.50%
February	380,146	385,108	398,208	13,099	3.40%
March	419,335	442,123	441,069	(1,054)	-0.24%
April	421,050	422,702	474,495	51,793	12.25%
May	410,426	459,795			
June	445,804	410,589			
July	389,954	0			
August	400,211	808,425			
September	336,026	350,859			
October	407,766	469,297			
November	466,654	447,327			
December	424,587	438,817			
Totals	\$ 4,916,874	\$ 5,056,433	\$ 1,749,902		

Month	Year-to-Date Receipts			Comparisons	
	2015	2016	2017	Amount	Percent Change
January	\$ 414,915	\$ 421,390	\$ 436,131	\$ 14,741	3.50%
February	795,061	806,499	834,338	27,840	3.45%
March	1,214,397	1,248,622	1,275,407	26,786	2.15%
April	1,635,447	1,671,324	1,749,902	78,579	4.70%
May	2,045,873	2,131,119			
June	2,491,676	2,541,708			
July	2,881,630	2,541,708			
August	3,281,842	3,350,133			
September	3,617,868	3,700,992			
October	4,025,633	4,170,289			
November	4,492,287	4,617,616			
December	4,916,874	5,056,433			
Totals	\$ 4,916,874	\$ 5,056,433			

2017 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 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 April 30, 2017

Monthly Receipts				Comparisons	
Month	2015	2016	2017	Amount	Percent Change
January	\$ 141,635	\$ 144,319	\$ 153,588	\$ 9,269	6.42%
February	128,226	137,426	133,991	(3,435)	-2.50%
March	136,525	147,779	141,727	(6,052)	-4.10%
April	179,042	176,690	195,145	18,455	10.44%
May	148,568	153,332			
June	146,544	154,960			
July	230,567	133,840			
August	140,747	152,403			
September	116,851	138,715			
October	143,511	153,331			
November	157,823	127,521			
December	153,817	146,114			
Totals	\$ 1,823,856	\$ 1,766,430	\$ 624,451		

Year-to-Date Receipts				Comparisons	
Month	2015	2016	2017	Amount	Percent Change
January	\$ 141,635	\$ 144,319	\$ 153,588	\$ 9,269	6.42%
February	\$ 269,861	\$ 281,745	287,579	5,834	2.07%
March	\$ 406,386	\$ 429,524	429,306	(218)	-0.05%
April	\$ 585,428	\$ 606,214	624,451	18,237	3.01%
May	\$ 733,997	\$ 759,546			
June	\$ 880,540	\$ 914,506			
July	\$ 1,111,107	\$ 1,048,346			
August	\$ 1,251,854	\$ 1,200,749			
September	\$ 1,368,705	\$ 1,339,464			
October	\$ 1,512,216	\$ 1,492,795			
November	\$ 1,670,040	\$ 1,620,316			
December	\$ 1,823,856	\$ 1,766,430			
Totals	\$ 1,823,856	\$ 1,766,430			

2017 CITY OF KENT, OHIO
Comparison of Total Income Tax Receipts - Including Police Facility Receipts
as of Month Ended April 30, 2017

Monthly Receipts				Comparisons	
Month	2015	2016	2017	Amount	Percent Change
January	\$ 1,274,841	\$ 1,299,009	\$ 1,382,434	\$ 83,426	6.42%
February	\$ 1,154,150	\$ 1,236,958	1,206,038	(30,920)	-2.50%
March	\$ 1,228,849	\$ 1,330,136	1,275,670	(54,465)	-4.09%
April	\$ 1,611,541	\$ 1,590,370	1,756,482	166,112	10.44%
May	\$ 1,337,250	\$ 1,380,122			
June	\$ 1,319,024	\$ 1,394,780			
July	\$ 2,075,311	\$ 1,204,684			
August	\$ 1,266,850	\$ 1,371,764			
September	\$ 1,051,764	\$ 1,248,563			
October	\$ 1,291,729	\$ 1,380,115			
November	\$ 1,420,551	\$ 1,147,806			
December	\$ 1,384,487	\$ 1,315,157			
Totals	\$ 16,416,347	\$ 15,899,464	\$ 5,620,624		

Year-to-Date Receipts				Comparisons	
Month	2015	2016	2017	Amount	Percent Change
January	\$ 1,274,841	\$ 1,299,009	\$ 1,382,434	\$ 83,426	6.42%
February	2,428,991	2,535,966	2,588,472	52,506	2.07%
March	3,657,840	3,866,102	3,864,142	(1,960)	-0.05%
April	5,269,381	5,456,472	5,620,624	164,152	3.01%
May	6,606,631	6,836,594			
June	7,925,654	8,231,374			
July	10,000,966	9,436,058			
August	11,267,815	10,807,822			
September	12,319,580	12,056,385			
October	13,611,309	13,436,500			
November	15,031,860	14,584,306			
December	16,416,347	15,899,464			
Totals	\$ 16,416,347	\$ 15,899,464			