




# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: October 31, 2014  
TO: Dave Ruller, City Manager  
FROM: Bridget Susel, Community Development Director   
RE: Petition Submitted on Permit Parking on N. Water Street

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The staff is beginning the process of evaluating all aspects of the City's current parking permit system, including the various types of permits issued through legislative authority and those that were put into effect as temporary measures. An important component of the evaluation process will include gathering input from the public on issues associated with the various types of permits currently used in the City. The staff welcomes the opportunity to hear comments from all who signed the petition submitted on October 14, 2014 concerning the request to convert all of North Water Street to two-hour parking and plans are to seek additional input from other stakeholders that have a presence on North Water Street to ensure staff has a balanced understanding of all of the varying parking needs in that area.

Staff also plans to include as part of its evaluation data collected on any changes in parking patterns that may occur after the meters are put into operation. Currently there has been a great deal of anecdotal commentary on what will occur once the meters are active, but until that actually occurs, such commentary is only speculative and does not provide the type of information needed to formulate appropriate recommendations on changes that may be needed to the current permitting system.

Once the staff's evaluation as outlined above is complete, it will be presented to the Parking Action Committee (PAC) for discussion and the PAC's recommendation on this issue will be brought to Council for further discussion and a final determination on the changes that will be applied to the City's current parking permit system.

Cc: Jim Silver, Law Director  
Linda Jordan, Clerk of Council

930 Overholt Rd., Kent, Ohio 44240 • (330) 678-8108 fax (330) 678-8030 •  
[www.KentOhio.org](http://www.KentOhio.org)



# DEPARTMENT OF PUBLIC HEALTH

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

## MEMO

To: Kent City Council

From: Jeff Neistadt, Health Commissioner

Date: September 11, 2014

RE: New Statewide Tattoo Regulations

This memo serves as a request to adopt the new statewide tattoo and body-piercing regulations (ORC 3701-9) replacing our current City Ordinance regarding tattoo and body-piercing operations. The new regulations are needed as our current city code was adopted in 1992 and the tattoo and body piercing industry has evolved since then. Highlights of the new regulation include:

- Proper procedures for cleaning and sanitizing of equipment.
- Prohibits the use of surgical instruments in operations.
- Limits the use of ear piercing guns for use only on the lower ear lobes.
- Restricts minors from getting certain areas of their body pierced even with parental consent.
- Operations must have an infection and control plan in place approved by the health department.

The new state code provides more restrictions and requires the operators to practice proven infection control procedures throughout their business. I highly encourage City Council to approve the new regulations in their entirety for the health department to enforce.

Sincerely,

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

Jeff Neistadt  
Health Commissioner

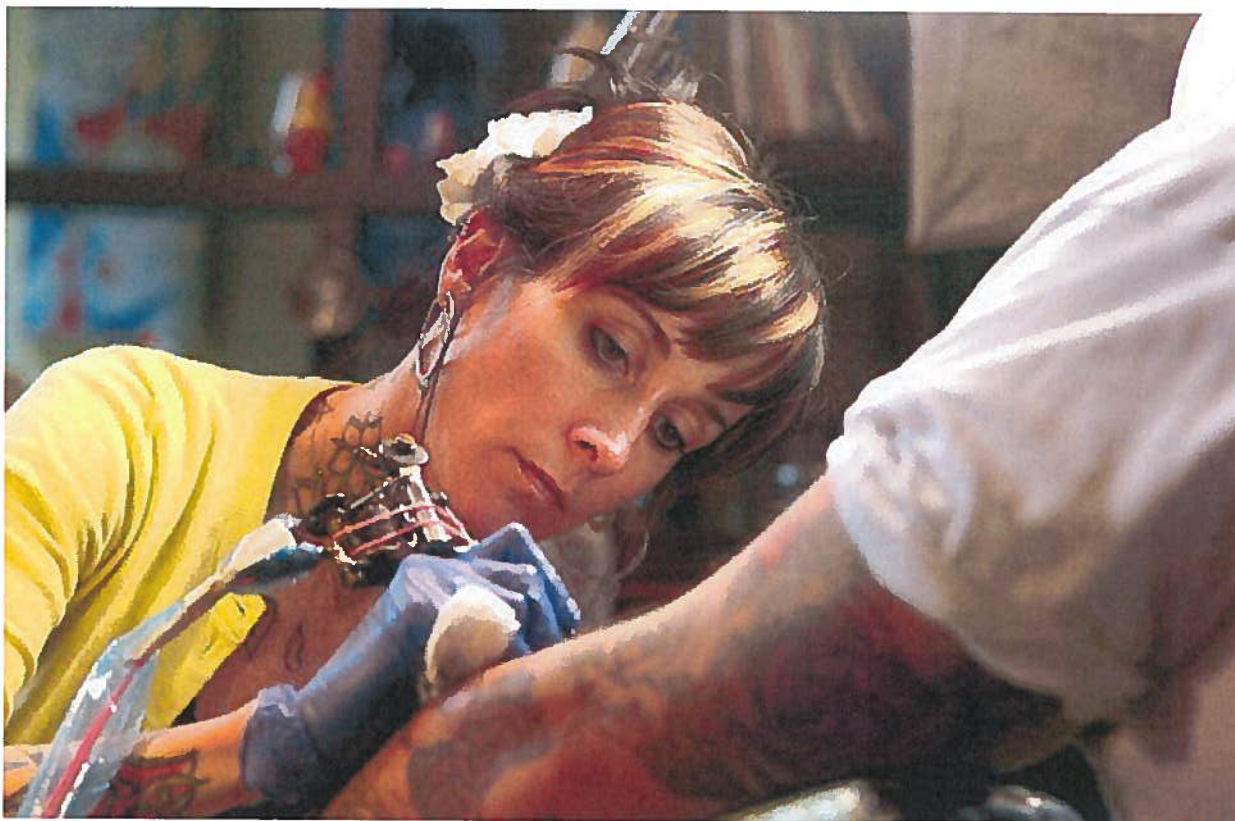
 cleveland.com

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PLAIN DEALER PUBLISHING CO.

 NORTHEAST OHIO MEDIA GROUP

# Ohio redraws tattoo, body piercing rules



(Joshua Gunter/ The Plain Dealer)

[Print](#)



By **Jeremy Pelzer, Northeast Ohio Media Group**

[Follow on Twitter](#)

on August 19, 2014 at 5:56 PM, updated August 20, 2014 at 9:56 AM

COLUMBUS, Ohio — Body-piercing rules that take effect next month will restrict the use of piercing guns to earlobes and forbid children from having their nipples or genitals pierced.

The new state regulations are part of the first revamp of Ohio's tattoo and piercing regulations in nearly 20 years – changes that industry officials say are needed for a business that's becoming increasingly mainstream and professionalized.

Starting Sept. 1, guns can't be used for nose cartilage or upper-ear piercings, under a new Ohio Department of Health rule. That's because it's hard to sterilize guns, and piercing cartilage could



# CITY OF KENT, OHIO

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## DEPARTMENT OF LAW

**TO: CITY COUNCIL, MAYOR & DAVE RULLER**  
**FROM: JAMES R. SILVER** *JRS*  
**DATE: OCTOBER 31, 2014**  
**RE: KENT STATE UNIVERSITY PETITION TO VACATE  
A PORTION OF SOUTH WILLOW STREET**

The City has received a petition from Kent State University to vacate a section of South Willow Street. The section extends from Main Street (S.R. 59) to 130 feet North of College Street.

City staff has reviewed the petition and has no objections and recommends granting the petition if certain work is done by KSU to have the remaining sections of South Willow Street meet code requirements. KSU is willing to do the work to meet those requirements.

Attached for your review and approval is a Memorandum of Understanding that outlines that which will need to be done by the City and that which will need to be done by KSU.

The City's main responsibility will be for City Council to approve the attached MOU and to approve the vacation of said portion of South Willow Street, as long as KSU does what it needs to do as listed in the MOU.

## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made between the CITY OF KENT, OHIO (hereinafter referred to as "City"), and KENT STATE UNIVERSITY (hereinafter referred to as "KSU").

**WHEREAS**, KSU has petitioned the City to vacate a portion of South Willow Street from approximately 130 feet north of East College Street to Main Street (S.R. 59); and

**WHEREAS**, the vacation of said portion of South Willow Street will further connect the KSU Campus with Downtown Kent that is paramount to the partnership of the City and KSU; and

**WHEREAS**, the vacation will further the development of the New Building for the College of Architecture and Environmental Design (CAED) currently being undertaken by KSU; and

**WHEREAS**, the vacation will increase the safety of Kent State Students, faculty, staff and City Residents by eliminating the Esplanade/Willow Street Intersection; and

**WHEREAS**, Ohio Revised Code section 723.04, permits the person (or entity) owning a lot in the City to petition the City to vacate the street once it is determined that: 1) there is a good cause; and 2) that it will not be detrimental to the general interest; and

**WHEREAS**, Ohio Revised Code section 723.041, requires that a permanent easement in the vacated street remain for public utility facilities; and

**WHEREAS**, KSU with the cooperation of the City has reviewed the impacts to traffic congestion, traffic safety and emergency vehicle access to the surrounding street network and it was determined:

- 1) The closing of Willow Street as requested would cause minimal additional traffic congestion at the surrounding locations, except for the westbound movements at the Summit Street/Depeyster Street.
- 2) The addition of additional traffic demands in the area bounded by Lincoln Street, Summit Street, Water Street and Haymaker Parkway will add additional congestion at the surrounding locations and will need to be limited to prevent unacceptable levels of congestion at nearby intersections.
- 3) Traffic Safety will be improved with any countermeasures constructed to reduce traffic congestion. In addition, the elimination of the Willow Street leg of the 5-legged intersection at Haymaker, Main and Willow Streets will be a safety improvement.

- 4) Emergency vehicle access to the area will not be impacted by the proposed closing of Willow Street as a minimum of two access routes are provided to the neighborhood.

NOW, THEREFORE, for mutual consideration, it is agreed between the parties that the parties shall have certain responsibilities as follows:

**A. CITY OF KENT:**

- 1) The City shall fully and timely cooperate with KSU on implementing the required changes to the City's infrastructure undertaken by KSU as part of this MOU.
- 2) Vacate the road right-of-way and leave the underlying utility easement for the use of public and private utilities as included in ORC 723.04 and 723.041.
- 3) The City shall maintain, repair and replace its utility infrastructure located in the remaining utility easements; and will grade and seed said areas when the work is completed.

**B. KENT STATE UNIVERSITY:**

- 1) KSU shall provide the required vacation plat to file with Portage County to record the vacation and redefine the right-of-way. All properties along Willow Street not owned by KSU shall have access to City owned Willow Street right-of-way.
- 2) KSU shall design, construct and manage the removal of Willow Street, including sidewalks, and the required infrastructure modifications needed for the adjacent infrastructure. This includes all necessary modifications to the Main/Willow/SR 59 intersection and the termination of Willow Street north of College Street.
- 3) In order to address the additional traffic congestion caused by the closure of Willow Street, KSU shall:
  - a) Design, construct and manage the installation of an additional westbound to northbound right turn lane at the Summit and DePeyster Street Intersection. The improvements to this intersection must be completed prior to the closure of Willow Street.
  - b) To the amount of control that KSU maintains, limit the amount of University parking installed in conjunction with KSU in the area bounded by Lincoln Street, Summit Street, Water Street, Haymaker Parkway and the University Esplanade to one hundred and sixty five (165) new spaces or some other commensurate amount and configuration that is validated by a revised traffic study indicating acceptable traffic congestion levels at the surrounding locations.

- 4) KSU shall provide a minimum of two emergency vehicle access routes to a minimum of two sides of the College of Architecture and Environmental Design (CAED) and the Institutional Advancement Building (IAB). The emergency routes may utilize appropriately sized, constructed and maintained walkways in lieu of paved roadways.
- 5) KSU shall provide access to one side of the CAED for the Kent Fire Department's ladder truck as approved by the Kent Fire Department.
- 6) KSU shall provide a two-way, two-lane access drive between the Willow Street termination and Lincoln Street. The drive may also be used to access university parking, for building service needs and as emergency vehicle access. This access drive shall remain open and available for general public use until Willow Street is completely vacated from College Street to Main Street.
- 7) KSU shall plow the short segment of Willow Street north of College, if a cul-de-sac is not provided at the end of Willow Street.
- 8) In areas of the remaining City utility easements, should repair or replacement of its utility infrastructure be needed, the City will make said repairs or replacements. KSU will be responsible for replacing or repairing any paving sidewalks, parking lots, structures, plantings, lighting or features other than grass.

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

**KENT STATE UNIVERSITY**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_ Date

Address: \_\_\_\_\_  
\_\_\_\_\_

Approved as to form by:  
\_\_\_\_\_

**THE CITY OF KENT, OHIO**

By: \_\_\_\_\_  
Its: City Manager

\_\_\_\_\_

Date

Address: \_\_\_\_\_  
\_\_\_\_\_

Approved as to form by:

\_\_\_\_\_





# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: October 30, 2014  
TO: Dave Ruller, City Manager  
FROM: Bridget Susel, Community Development Director *BSD*  
RE: Amendment to ODSA Grant Agreement

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The City of Kent received a \$300,000 grant award from the Ohio Development Services Agency (ODSA) in August 2012 to assist with the costs associated with the public improvements completed on Erie Street as part of the downtown redevelopment project.

The ODSA has recently issued a first amendment to the "629 Fund" grant agreement that deletes Section 5 of the agreement, requiring the City to "create or retain a significant number of jobs for Ohioans" and replaces it with a new Section 5 that assigns the primary focus of the grant as the completion of "an eligible roadwork project" in support of economic development.

The shift by the ODSA to the more generalized economic development wording is in recognition of the Governor's Common Sense Initiative which strives to promote economic growth in the State by creating a more business friendly environment through the reduction of regulatory requirements and program mandates.

I am respectfully requesting time at the November 5, 2014 Council Committee session to discuss the amendment in more detail and to request, with emergency, approval of the grant agreement amendment.

I have attached a copy of the amendment for review. Please let me know if you need any additional information in order to add this item to the agenda.

Thank you.

Cc: Linda Jordan, Clerk of Council  
Jim Silver, Law Director

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**FIRST AMENDMENT TO GRANT AGREEMENT**

This First Amendment to Grant Agreement (the "First Amendment") is made and entered into by and between the **State of Ohio, Development Services Agency, formerly known as the Department of Development**, ("Grantor") and the **City of Kent** ("Grantee"). This First Amendment shall have Control Number ECDD 12-319A.

**BACKGROUND INFORMATION**

- A. The Grantor and the Grantee entered into a Grant Agreement dated August 27, 2012 with Control Number ECDD 12-319 (the "Original Agreement"). The Original Agreement together with the First Amendment shall collectively be referred to as the "Agreement".
- B. The Grantor and the Grantee desire to modify certain provisions of the Agreement as provided herein.

**STATEMENT OF THE AGREEMENT**

In consideration of the mutual covenants contained herein, Grantor and Grantee agree as follows:

- 1. Section 5 of the Agreement shall be deleted in its entirety and replaced with the following:

Secondary Goal of the Project. The primary focus of the grant is to complete an eligible roadwork project. In addition, one of the secondary goals is the creation or retention of jobs as a result of the grant. Grantee is required to report any job creation or retention in the reports required under Section 7 of this Agreement, however, job creation or retention will not be used to determine compliance under this Agreement.

- 2. Except as modified herein, all terms, covenants and conditions contained in the Agreement shall remain in full force and effect.

The parties hereto have caused this First Amendment to be executed by their respective officers thereunto duly authorized on the last day and year set forth below.

GRANTEE:

**City of Kent**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

GRANTOR:

**State of Ohio  
Development Services Agency**

David Goodman  
Director

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_  
(Effective Date of First Amendment)

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller  
Linda Jordan

FROM: Jon Giaquinto

DATE: 10/28/14

RE: East Summit Street Improvement Project – Right of Way Purchase

Engineering is requesting council time to seek blanket approval to purchase all necessary temporary and permanent right of way from 33 owners within the project limits. All right of way must be cleared by February 2015. The project is anticipated to start construction in 2015.

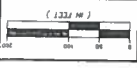
Engineering is requesting payments to three owners of three parcels to construct the East Summit Street Improvement Project. Attached to this memo is the property map for the project highlighting the three parcels included in this request. The following is a list of the parcels and their respective values included in this request.

<u>Property Owner</u>	<u>R/W Plan Number</u>	<u>Take Description</u>	<u>Amount</u>
Miriam Jackson	9T	Temporary	\$310
Grant H. Heisa	32T	Temporary	\$300
Retar Property Investments, Inc.	35T	Temporary	\$300

The above values were obtained according to the federal right-of-way acquisition process. This process is required for the city to use Federal Funds. The process includes an appraisal and separate review of the appraisal by appraisers pre-approved by the State DOT. The City will be reimbursed 80% by ODOT and 10% by KSU.

In total, 3 of 33 owners totaling 3 of 59 parcels required have agreed to compensation for the temporary/permanent right-of-way required to complete the project.

c: Gene Roberts, Service Director  
Jim Bowling, City Engineer  
Suzanne Stemnock, Executive Assistant  
Jim Silver, Law Director  
David Coffee, Budget and Finance Director



84546  
PID NO.

R/W OS/GR/ER  
R/W REM/ER  
OS

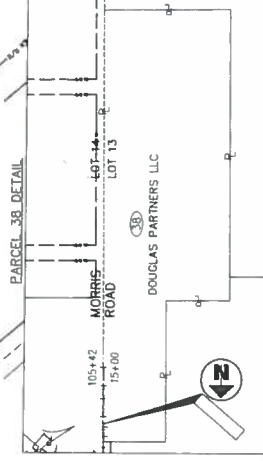
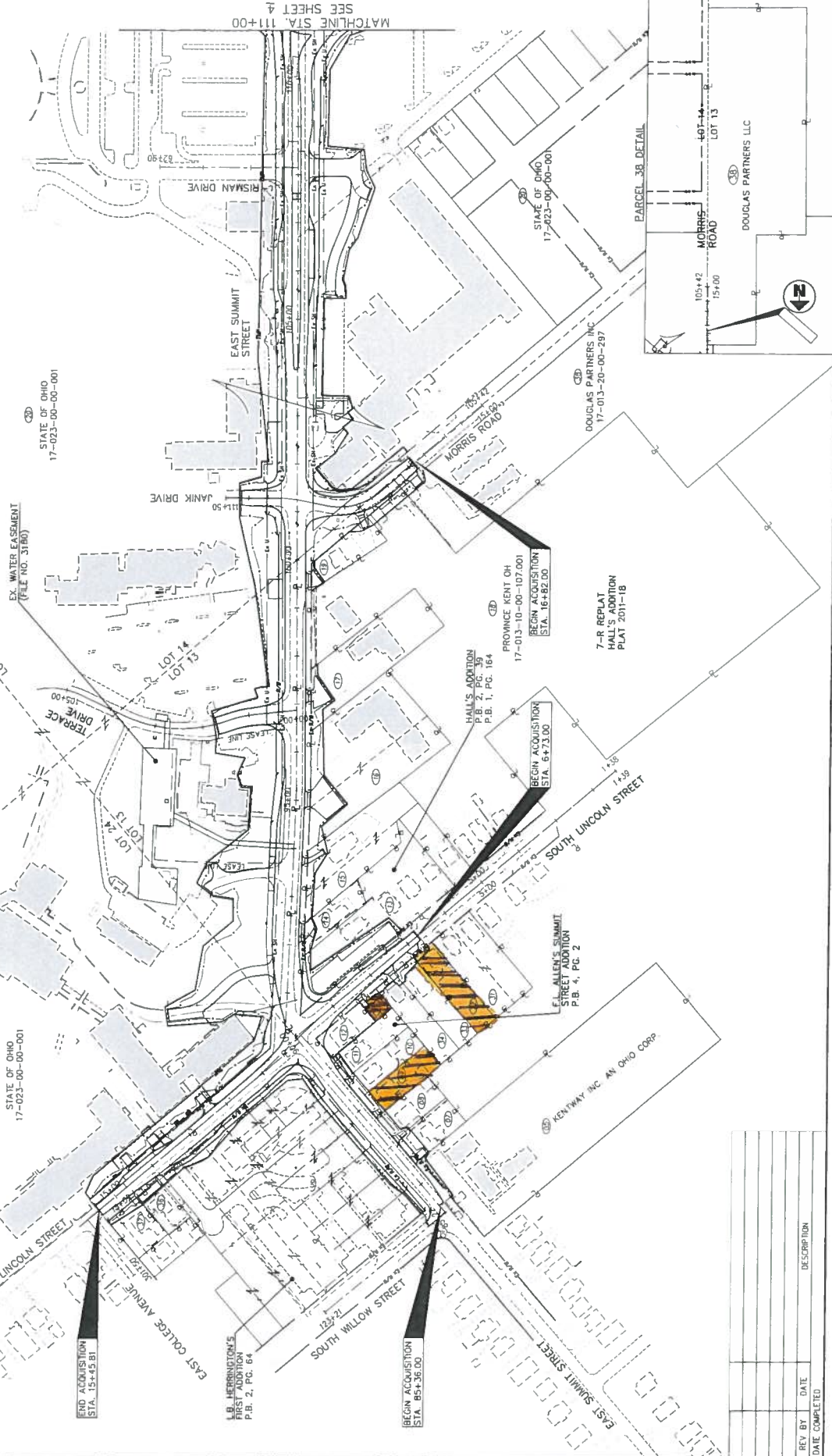
PROPERTY MAP  
BEGINNING TO STA. 111+00

FOR EAST SUMMIT STREET  
IMPROVEMENTS

3 / 60  
373  
430

- OWNERSHIP NAME AND NUMBER**
- (17) KENT ALUMNAE GROUP OF CHI OMEGA FRATERNITY
  - (18) LARRY A. HEMAN
  - (19) JAMES V. HAUCH
  - (20) GRANT H. HESA
  - (21) JAY A. WALICA & MARGIE F. WALICA
  - (22) SM NICHAN LLC
  - (23) RETAR PROPERTY INVESTMENT INC.
  - (24) GEORGE A. WALICA
  - (25) DOROTHY V. MEYER
  - (26) KENTWAY INC. AN OHIO CORP
  - (27) PORTAGE COUNTY PORT AUTHORITY
  - (28) MUSTAFA SAHINTEPE
  - (29) JOSHUA GREENE
  - (30) MIRIAM R. JACKSON
  - (31) TERENCE C. HANCOCK
  - (32) DOUGLAS E. MASTELLER
  - (33) HAUCH HOUSING LLC
  - (34) A&H INVESTMENTS JOINT VENTURE LLC
  - (35) STEPHEN JOHNSON
  - (36) THOMAS J. WHITEHEAD
  - (37) SUMMIT HILL APARTMENTS LLC

- PORTAGE COUNTY  
FRANKLIN TOWNSHIP  
CITY OF KENT  
LOTS 13, 14, & 24  
T3-R9**



REV BY	DATE	DESCRIPTION

**LETTER OF TRANSMITTAL**



564 White Pond Drive  
Akron, Ohio 44320  
TEL: (330) 836-9111 □ FAX: (330) 836-9115



DATE: October 10th, 2014  
JOB NO. 15018142.00000

TO: Jon P. Giaquinto, PE, Senior Engineer  
FIRM: City of Kent  
Division of Engineering  
930 Overholt Road  
Kent, Ohio 44240  
(330) 678-8106

PROJECT: POR / Summit St. / PID 84546  
Parcel: 009 T  
OWNER: Miriam R. Jackson  
PROJECT MGR.: Frank L. Belanger  
330-800-2723

We are sending you  Attached  Under Separate Cover Via \_\_\_\_\_ the following items:

NUMBER	DESCRIPTION	DISP
1	Copy of signed Temporary Easement	5
1	W-9	5

These are transmitted for the following disposition:

- 1. For Your Approval
- 2. For Review and Comment
- 3. As Requested
- 4. For Your Use and Information
- 5. Other: Check Request

**COMMENT: The property owner, Miriam R. Jackson, has agreed to the FMVE offered of \$310.00. Enclosed is a copy of the signed Temporary Easement. The original is in the parcel file. Please have a check made payable to Miriam R. Jackson in the amount of \$310.00.**

**Do not send the check to the property owner.**

**Return it to URS to complete the closing process.**

Signed: Frank L. Belanger

Frank L. Belanger, Project Manager

330-800-2723

## TEMPORARY EASEMENT

KNOW ALL MEN BY THESE PRESENTS THAT: Miriam R. Jackson, the Grantor(s) herein, in consideration of the sum of \$310.00, to be paid by the State of Ohio, Department of Transportation, does hereby grant, bargain, sell, convey and release to the State of Ohio for the use and benefit of the Department of Transportation, the Grantee herein, a temporary easement to exclusively occupy and use for the purposes mentioned in Exhibit A the following described real estate:

PARCEL(S): 009 T

POR-East Summit Street

SEE EXHIBIT A ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF

Portage County Current Tax Parcel No. 17-013-10-00-096-000

Prior Instrument Reference: D.V. 1158, Pg. 608 and O.R. 365, Pg. 882, Portage County Recorder's Office.

To have and to hold said temporary easement, for the aforesaid purposes and for the anticipated period of time described below, unto the Grantee, its successors and assigns.

The duration of the temporary easement herein granted to the Grantee is 24 months immediately following the date on which the work described above is first commenced by the Grantee, or its duly authorized employees, agents, and contractors.

The property conveyed herein to Grantee is being acquired for one of the statutory purposes for which the Director of Transportation may acquire property under Title LV of the Revised Code, such as but not limited to those purposes enumerated in Sections 5501.31 and 5519.01 of the Revised Code.

IN WITNESS WHEREOF Miriam R. Jackson has hereunto set his hand on the 8<sup>th</sup> day of October 8, 2014.

Miriam R. Jackson  
MIRIAM R. JACKSON

STATE OF OHIO, COUNTY OF PORTAGE ss:

BE IT REMEMBERED that on the 8 day of October, 2014, before me the subscriber, a Notary Public in and for said state and county, personally came the above named Miriam R. Jackson, who acknowledged the foregoing instrument to be his voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

Phil J. Zimmerman  
NOTARY PUBLIC Phil J. Zimmerman  
My Commission expires: Jan 6, 2018

This document was prepared by or for the State of Ohio, Department of Transportation, on forms approved by the Attorney General of Ohio.

**EXHIBIT A**

LPA RX 887 T

Page 1 of 2

Rev. 07/09

Ver. Date 12/19/2013

PID 84546

**PARCEL 9-T  
EAST SUMMIT STREET  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
DRIVE RECONSTRUCTION, GRADING & SEEDING  
FOR 24 MONTHS FROM DATE OF ENTRY BY THE  
CITY OF KENT, PORTAGE COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the City of Kent, County of Portage, and State of Ohio, being part of Original Lot 13 of Franklin Township, being part of subplot 1328 of the F.L. Allen's Second Addition per Plat Book 4, Page 2, this and all further references made to the Portage County Recorder records, being part of a parcel of land, now or formerly owned by Miriam R. Jackson, per Official Record Book 365, Page 883, and being more fully described as follows:

Being a parcel of land lying on the right side of East Summit Street.

Beginning at a point on the existing southerly right of way line of East Summit Street and the Grantor's northerly line, said point being located 30.00 feet right of East Summit Street centerline station 87+64.15 said point also being **TRUE POINT OF BEGINNING** of the following parcel herein described;

Thence N 89°36'52" E, 52.00 feet, along the existing southerly right of way line of East Summit Street, to a point at the Grantor's northeast corner, said point being located 30.00 feet right of East Summit Street centerline station 88+16.15;

Thence S 0°2'44" W, 11.63 feet, along the easterly line of subplot 1328 to a point in the Grantor's east line, said point being located 41.00 feet right of East Summit Street centerline station 87+16.07;

Thence S 89°58'22" W, 52.00 feet, through the Grantor's parcel to a point in the west line of subplot 1328, said point being located 41.00 feet right of East Summit Street centerline station 86+64.07;

Thence N 0°2'44" E, 11.31 feet, along the Grantor's west line, to the point of beginning and containing **0.014 acres of land**, more or less.



**EXHIBIT A**

LPA RX 887 T

Page 2 of 2

Rev. 07/09

The above described area is contained within Portage County Auditor Parcel Number 17-013-10-00-096.000.

The above description was prepared by, or under the direct supervision of Dan Stankavich, Professional Surveyor No. 7122, on December 19, 2013 and is based on a survey performed by the URS Corporation in February, 2013, by or under the direct supervision of Dan Stankavich, Professional Surveyor No. 7122.

Bearings are assumed and shown to denote angles only.

\_\_\_\_\_  
Dan Stankavich, P.S.

\_\_\_\_\_  
Date

**LETTER OF TRANSMITTAL**



DATE: October 9<sup>th</sup>, 2014  
 JOB NO. 15018142.00000

RECEIVED  
 OCT 10 2014  
 Dept. of Public Service

564 White Pond Drive  
 Akron, Ohio 44320  
 TEL: (330) 836-9111 □ FAX: (330) 836-9115

TO: <u>Jon P. Giaquinto, PE, Senior Engineer</u>	PROJECT: <u>POR / Summit St. / PID 84546</u>
FIRM: <u>City of Kent</u>	Parcel: <u>032 T</u>
<u>Division of Engineering</u>	OWNER: <u>Grant H. Heisa</u>
<u>930 Overholt Road</u>	
<u>Kent, Ohio 44240</u>	PROJECT MGR.: <u>Frank L. Belanger</u>
<u>(330) 678-8106</u>	<u>330-800-2723</u>

We are sending you  Attached  Under Separate Cover Via \_\_\_\_\_ the following items:

NUMBER	DESCRIPTION	DISP
1	Copy of signed Temporary Easement	5
1	W-9	5

These are transmitted for the following disposition:

- |                                 |                                |                 |
|---------------------------------|--------------------------------|-----------------|
| 1. For Your Approval            | 2. For Review and Comment      | 3. As Requested |
| 4. For Your Use and Information | 5. Other: <u>Check Request</u> |                 |

**COMMENT: The property owner, Grant H. Heisa, has agreed to the FMVE offered of \$300.00. Enclosed is a copy of the signed Temporary Easement. The original is in the parcel file. Please have a check made payable to Grant H. Heisa in the amount of \$300.00.**

**Do not send the check to the property owner.**

**Return it to URS to complete the closing process.**

Signed: Frank L. Belanger

Frank L. Belanger, Project Manager

330-800-2723

## TEMPORARY EASEMENT

KNOW ALL MEN BY THESE PRESENTS THAT: Grant H. Heisa, the Grantor(s) herein, in consideration of the sum of \$300.00, to be paid by the State of Ohio, Department of Transportation, does hereby grant, bargain, sell, convey and release to the State of Ohio for the use and benefit of the Department of Transportation, the Grantee herein, a temporary easement to exclusively occupy and use for the purposes mentioned in Exhibit A the following described real estate:

PARCEL(S): 032 T

POR-EAST SUMMIT STREET

SEE EXHIBIT A ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF  
Portage County Current Tax Parcel No. 17-013-10-00-089-000  
Prior Instrument Reference: Vol.1018/Pg.927, Portage County Recorder's Office.

To have and to hold said temporary easement, for the aforesaid purposes and for the anticipated period of time described below, unto the Grantee, its successors and assigns.

The duration of the temporary easement herein granted to the Grantee is 24 months immediately following the date on which the work described above is first commenced by the Grantee, or its duly authorized employees, agents, and contractors.

The property conveyed herein to Grantee is being acquired for one of the statutory purposes for which the Director of Transportation may acquire property under Title LV of the Revised Code, such as but not limited to those purposes enumerated in Sections 5501.31 and 5519.01 of the Revised Code.

IN WITNESS WHEREOF Grant H. Heisa has hereunto set his hand on the 2nd day of October, 2014.

Grant H. Heisa  
GRANT H. HEISA

STATE OF OHIO, COUNTY OF PORTAGE ss:

BE IT REMEMBERED that on the 2nd day of October, \_\_\_\_\_, before me the subscriber, a Notary Public in and for said state and county, personally came the above named Grant H. Heisa, who acknowledged the foregoing instrument to be his voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

Mark Hughes Heisa

NOTARY PUBLIC, Attorney at Law  
My Commission Expires: Ohio  
My commission has no expiration date,  
Sec. 147.03 B.C.

This document was prepared by or for the State of Ohio, Department of Transportation, on forms approved by the Attorney General of Ohio.

**EXHIBIT A**

LPA RX 887 T

Page 1 of 2

Rev. 07/09

Ver. Date 12/19/2013

PID 84546

**PARCEL 32-T  
EAST SUMMIT STREET  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
DRIVE RECONSTRUCTION, GRADING & SEEDING  
FOR 24 MONTHS FROM DATE OF ENTRY BY THE  
CITY OF KENT, PORTAGE COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the City of Kent, County of Portage, and State of Ohio, being part of Original Lot 13 of Franklin Township, being part of subplot 1331 of the F.L. Allen's Second Addition, per Plat Book 4, Page 2, this and all further references made to the Portage County Recorder records, being part of a parcel of land, now or formerly owned by Grant H. Heisa, per Deed Volume 1018, Page 927, and being more fully described as follows:

Being a parcel of land lying on the left side of South Lincoln Street.

Beginning at a point on the existing westerly right of way line of South Lincoln Street and the Grantor's easterly line at the northeast corner of subplot 1331, F.L. Allen's Second Addition, Plat Book 4, Page 2, said point being located 29.00 feet left of South Lincoln Street centerline station 7+09.77, said point also being **TRUE POINT OF BEGINNING** of the following parcel herein described;

Thence S 0°2'44" W, 36.77 feet, along the easterly line of subplot 1331 and the westerly right of way of South Lincoln Street to a point, said point being located 29.00 feet left of South Lincoln Street centerline station 6+73.00;

Thence N 89°57'16" W, 9.00 feet, along the Grantor's south line to a point, said point being located 38.00 feet left of South Lincoln Street centerline station 6+73.00;

Thence N 6°58'53" W, 36.95 feet, through the Grantor's parcel to a point in the Grantor's northerly line, said point being located 42.52 feet left of South Lincoln Street centerline station 7+09.67;

Thence N 89°36'52" E, 13.52 feet, along the Grantor's northerly line and the north line of subplot 1331 line to the point of beginning and containing **0.009 acres of land**, more or less.

**EXHIBIT A**

Page 2 of 2

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The above described area is contained within Portage County Auditor Parcel Number 17-013-10-00-089.000.

The above description was prepared by, or under the direct supervision of Dan Stankavich, Professional Surveyor No. 7122, on December 19, 2013 and is based on a survey performed by the URS Corporation in February, 2013, by or under the direct supervision of Dan Stankavich, Professional Surveyor No. 7122.

Bearings are assumed and shown to denote angles only.

\_\_\_\_\_  
Dan Stankavich, P.S.

\_\_\_\_\_  
Date

**LETTER OF TRANSMITTAL**



DATE: October 9<sup>th</sup>, 2014  
 JOB NO. 15018142.00000

**RECEIVED**  
 OCT 10 2014  
 Dept. of Public Services

564 White Pond Drive  
 Akron, Ohio 44320  
 TEL: (330) 836-9111 □ FAX: (330) 836-9115

TO:	Jon P. Giaquinto, PE, Senior Engineer	PROJECT:	POR / Summit St. / PID 84546
FIRM:	City of Kent	Parcel:	035 T
	Division of Engineering	OWNER:	Retar Property Investments, Inc.
	930 Overholt Road		
	Kent, Ohio 44240	PROJECT MGR.:	Frank L. Belanger
	(330) 678-8106		330-800-2723

We are sending you  Attached  Under Separate Cover Via \_\_\_\_\_ the following items:

NUMBER	DESCRIPTION	DISP
1	Copy of signed Temporary Easement	5
1	W-9	5

These are transmitted for the following disposition:

- |                                 |                                |                 |
|---------------------------------|--------------------------------|-----------------|
| 1. For Your Approval            | 2. For Review and Comment      | 3. As Requested |
| 4. For Your Use and Information | 5. Other: <u>Check Request</u> |                 |

**COMMENT: The property owners, Retar Property Investments, Inc., have agreed to the FMVE offered of \$300.00. Enclosed is a copy of the signed Temporary Easement. The original is the parcel file. Please have a check made payable to Retar Property Investments, Inc., a Nevada Corporation in the amount of \$300.00.**

**Do not send the check to the property owner.**

**Return it to URS to complete the closing process.**

Signed:

Frank L. Belanger, Project Manager

330-800-2723

## TEMPORARY EASEMENT

KNOW ALL MEN BY THESE PRESENTS THAT: Retar Property Investments, Inc., a Nevada Corporation, the Grantor(s) herein, in consideration of the sum of \$300.00, to be paid by the State of Ohio, Department of Transportation, does hereby grant, bargain, sell, convey and release to the State of Ohio for the use and benefit of the Department of Transportation, the Grantee herein, a temporary easement to exclusively occupy and use for the purposes mentioned in Exhibit A the following described real estate:

PARCEL(S): 035 T

POR-EAST SUMMIT STREET

SEE EXHIBIT A ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF

Portage County Current Tax Parcel No. 17-013-10-00-092-000

Prior Instrument Reference: Vol.1127, Pg.684, Portage County Recorder's Office.

To have and to hold said temporary easement, for the aforesaid purposes and for the anticipated period of time described below, unto the Grantee, its successors and assigns.

The duration of the temporary easement herein granted to the Grantee is 24 months immediately following the date on which the work described above is first commenced by the Grantee, or its duly authorized employees, agents, and contractors.

The property conveyed herein to Grantee is being acquired for one of the statutory purposes for which the Director of Transportation may acquire property under Title LV of the Revised Code, such as but not limited to those purposes enumerated in Sections 5501.31 and 5519.01 of the Revised Code.



IN WITNESS WHEREOF Retar Property Investments, Inc., a Nevada Corporation has caused its name to be subscribed by Terry Hronek, President its duly authorized agent on the 29 day of September 2014

RETAR PROPERTY INVESTMENTS, INC., A  
NEVADA CORPORATION

By: Terry Hronek, President

STATE OF OHIO, COUNTY OF PORTAGE ss:

BE IT REMEMBERED, that on the 29 day of September, 2014, before me the subscriber, a Notary Public in and for said state and county, personally came the above named Terry Hronek, who acknowledged being the President and duly authorized agent of Retar Property Investments, Inc., a Nevada Corporation, and who acknowledged the foregoing instrument to be the voluntary act and deed of said entity.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.



W. Ann Maggard  
NOTARY PUBLIC  
My Commission expires: 03/06/2016

This document was prepared by or for the State of Ohio, Department of Transportation, on forms approved by the Attorney General of Ohio.

**EXHIBIT A**

Page 1 of 2

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Ver. Date 12/19/2013

PID 84546

**PARCEL 35-T  
EAST SUMMIT STREET  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
DRIVE RECONSTRUCTION, GRADING & SEEDING  
FOR 24 MONTHS FROM DATE OF ENTRY BY THE  
CITY OF KENT, PORTAGE COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the City of Kent, County of Portage, and State of Ohio, being part of Original Lot 13 of Franklin Township, being part of subplot 1325 of the F.L. Allen's Second Addition, per Plat Book 4, Page 2, this and all further references made to the Portage County Recorder records, being part of a parcel of land, now or formerly owned by Retar Property Investment Inc., per Deed Volume 1127, page 684, and being more fully described as follows:

Being a parcel of land lying on the left side of South Lincoln Street.

Beginning at a point on the existing westerly right of way line of South Lincoln Street and the Grantor's easterly line at the northeast corner of subplot 1325, F.L. Allen's Second Addition, Plat Book 4, Page 2, said point being located 29.00 feet left of South Lincoln Street centerline station 8+52.78, said point also being **TRUE POINT OF BEGINNING** of the following parcel herein described;

Thence S 0°2'44" W, 43.00 feet, along the existing westerly right of way line of South Lincoln Street to a point, said point being located 29.00 feet left of South Lincoln Street centerline station 8+09.78;

Thence S 89°36'52" W, 11.31 feet, along the Grantor's southerly line and the north line of subplot 1329 line to a point, said point being located 40.31 feet left of South Lincoln Street centerline station 8+09.69;

Thence N 9°59'23" E, 6.89 feet, through the Grantor's parcel to a point, said point being located 39.12 feet left of South Lincoln Street centerline station 8+16.48;

Thence S 89°52'18" E, 1.12 feet, through the Grantor's parcel to a point, said point being located 38.00 feet left of South Lincoln Street centerline station 8+16.47;

**EXHIBIT A**

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Thence N 0°2'44" E, 25.45 feet, through the Grantor's parcel to a point, said point being located 38.00 feet left of South Lincoln Street centerline station 8+41.93;

Thence N 89°52'18" W, 8.35 feet, through the Grantor's parcel to a point, said point being located 46.35 feet left of South Lincoln Street centerline station 8+41.94;

Thence N 16°18'02" W, 11.14 feet, through the Grantor's parcel to a point, said point being located 49.48 feet left of South Lincoln Street centerline station 8+52.62;

Thence N 89°36'52" E, 20.48 feet, along the Grantor's northerly line and the north line of subplot 1325 line to the point of beginning and containing **0.012 acres of land**, more or less.

The above described area is contained within Portage County Auditor Parcel Number 17-013-10-00-092.000.

The above description was prepared by, or under the direct supervision of Dan Stankavich, Professional Surveyor No. 7122, on December 19, 2013 and is based on a survey performed by the URS Corporation in February, 2013, by or under the direct supervision of Dan Stankavich, Professional Surveyor No. 7122.

Bearings are assumed and shown to denote angles only.

\_\_\_\_\_  
Dan Stankavich, P.S.

\_\_\_\_\_  
Date

**RESOLUTION OF  
Retar Property Investments, Inc., a Nevada Corporation**

WHEREAS, the City of Kent, Ohio, desires to acquire a certain parcel or parcels of land for highway purposes on and over certain lands, owned by this Corporation and more particularly described as follows:

**PARCEL 035 T  
POR-East Summit Street**

SEE EXHIBIT A ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF

WHEREAS, the City of Kent, Ohio, has offered the sum of \$ 300.00 for the purchase of said certain parcel or parcels of land.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of Retar Property Investments, Inc., that Terry Hronk shall be, and hereby is, the duly authorized, empowered and acting agent of Retar Property Investments, Inc. for the purpose of executing and delivering to the City of Kent, Ohio, all necessary instruments to effect a good and sufficient conveyance of said certain parcel or parcels of land from Retar Property Investments, Inc., to the City of Kent, Ohio, for the hereinabove mentioned consideration.

BY: Terry Hronk President + Secretary  
Retar Properties

I, Terry Hronk, Secretary of Retar Property Investments, Inc., hereby certify that on 9/29/14, there was a meeting of the Board of Directors of said Corporation, at which a quorum was present; that this is a true and correct copy of a resolution adopted at said meeting, and that this resolution is in full force and effect and has not been revoked.


IN WITNESS WHEREOF, I have hereunto subscribed my signature on 9/29/14.

BY: Terry Hronk  
President + Secretary  
Retar Properties, Inc.



# CITY OF KENT, OHIO

## DEPARTMENT OF FINANCE

TO: Dave Ruller, City Manager  
FROM: Dave Coffee, Director of Budget and Finance   
DATE: October 28, 2014  
SUBJECT: Issuance of City Debt and related Bond Issuance Ordinance

I am respectfully requesting Finance Committee agenda time at the November 5, 2014 meeting to request authorization for issuance of long term debt and related ordinance(s) that will provide partial funding for the new Police Facility project. Due to a combination of factors including project cash flow requirements, municipal debt interest rate market, and our desire to stay within IRS Small Issuer reporting requirements, we are seeking authorization to issue a General Obligation Bond with a par amount of \$4.9 million around November 11, 2014. Future principal and interest payments for this debt obligation will be made from annual revenue collections derived from the special 0.25% Municipal Income Tax.

We have evaluated current and projected bond and note market conditions in addition to the City's overall financial position and determined that it is in the City's best interest at this time to proceed with issuance of this debt in the form of Bonds. This action will help to ensure favorable long term debt rates and subsequent stability of debt service requirements over the duration of the special income tax collection period. Both short-term and long-term municipal rates remain at or near historical lows. To put this into perspective, over the past 15 years, interest rates have been higher than current rates over 92% of the time, suggesting that now would be a good time to lock-in a portion of this project's required long-term debt. We are currently anticipating an All-in Total Interest Cost (TIC) near 4.0% for a 25 year bond. The differential of approximately 100 basis points lower than the project's original 5% proforma rate equates to hundreds of thousands of dollars savings over a 25 year period.

Thank you in advance for your support of this request and the actions being recommended.

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE

MEMO

October 30, 2014

To: Dave Ruller, City Manager  
Linda Jordan, Clerk of Kent City Council

From: Gene Roberts, Service Director 

RE: Central Maintenance Laborer Positions

Currently in the Central Maintenance Division there is one Service Worker vacancy created by promotion, one Account Clerk vacancy created by retirement effective October 31, 2014 and one pending Service Worker vacancy to be created by retirement at the end of November 2014. The pending backfill of these positions creates an opportunity to increase the number of staff positions in the Central Maintenance Division. This opportunity became closer to a reality with AFSCME Local 379's concurrence with and Kent Civil Service's approval of a new Job Description providing for the Laborer to operate large plow trucks requiring a Class B CDL with Air Brake Endorsement.

Based on 2014 maximum hourly rates of \$23.40 for a Service Worker and \$16.67 for a Laborer there is a difference of \$6.73 (a 40% difference). This difference in hourly rates provides the opportunity over a period of time to replace Service Workers lost due to attrition with Laborers. The change from Service Workers to Laborers would occur at the rate of 3 Laborers for each 2-1/2 Service Workers. Additionally, the retirement of the Account Clerk and the replacement of the punch card time clock with a computerized time clock decreases the need for an Account Clerk in Central Maintenance which is currently being requested to be backfilled by a Laborer.

Staff recommends the current vacant Service Worker and vacant Account Clerk positions be backfilled with two Laborers. These changes will result in savings of \$13,998.40 for the Service Worker and \$9,401.60 for the Account Clerk, a total of \$23,400. The retirement a Service Worker in late November 2014 will provide the first opportunity for an additional Laborer with the added savings of \$13,998.40 creating a total savings of \$37,398.40 or \$2,724.80 more than a Laborer's base hourly for a year of \$34,673.60. At this point staff recommends the increase in the number of positions in Central Maintenance.

Staff recognizes that not all of a Laborer's cost associated with benefits are covered by this backfill methodology but notes that this request is made with the maximum base yearly rate being paid. Additionally this backfill methodology analysis does not include savings to be experienced with related Laborer overtime which will be experienced.

Staff points to the historical staffing in what has been combined and now known as the Central Maintenance Division. In 1979 Central Maintenance had a total of 36 positions as compared to the current 26 positions. The decrease of 10 positions equates to a reduction of 38% when compared to current staffing levels. During this same time period the City of Kent has experienced an increase of 15% in population and 37% in center line roadway miles both of

which have resulted in increased demand for services from the Central Maintenance Division.

An increase in Central Maintenance staff is supported solely by the increased demand for services but as of this date an increase has not occurred due to funding limitations. This increased demand for services has resulted in the transition from maintenance oriented work effort to a response driven work effort. This forced transition directly impacts the level of services that Kent residents receive from the Central Maintenance Division.

If this backfill strategy is fully is approved the total number of Central Maintenance staff will increase from the current 24 positions in Central Maintenance to 26 positions at a future date solely determined by attrition of the Service Workers. If fully implemented the base labor savings will be 1% with an 8% increase in staffing levels over current. In the future two new positions will be requested based on the City's financial condition at an increased labor cost of 7% bring the future total increase in labor to 17% over current.

Staff recommends that the Position Allocation ordinance be amended effective December 1, 2014 as follows:

Eliminate the Account Clerk in the Central Maintenance Division  
Decrease from the number of Service Workers from the current 11 to 9  
Add four new laborers positions

Staff respectfully requests Kent City Council's consideration of this recommended backfill strategy at their earliest convenience.

Attachments: Analysis of Staffing Modification Request  
Graph of Statistics for Population, Miles and Staffing

Cc: David Coffee, Budget & Finance Director  
Liz Zorc, Human Resources Manager      John Osborne, Utilities Manager  
Gerald Shanley, Facilities Manager  
Max Gilliland, Chief Operator, AFSCME Local President  
file

**Central Maintenance Division  
Staffing Modification Request**

Position Allocation Central Maintenance	Staff No. by Position	2014 Hourly Top Of Range	Annualized (2080 hrs/yr) 2014 Hourly Top Of Range	2014 Yearly Top Of Range per Classification	Projected Labor Cost minus 2014 Base Cost	Percent Change In No. of Staff Base Sept. 2014	Percent Change in Staff Cost Base Sept. 2014	Estimated Date Of Change Notes
<b>No. 1: Current Labor Cost 09/29/2014</b>								
Maintenance Worker/Carpenter	1	\$24.53	\$51,022.40	\$51,022.40				12/1/2014
Chief Operator	3	\$26.91	\$55,972.80	\$167,918.40				
Repair Operator	3	\$24.53	\$51,022.40	\$153,067.20				
Service Worker	11	\$23.40	\$48,672.00	\$535,392.00				Difference between a Service Worker and a Laborer Annualized Rate
Service Technician/Gardener	1	\$24.53	\$51,022.40	\$51,022.40				(\$6,947.20)
Laborer	0	\$16.67	\$34,673.60	\$0.00				
Account Clerk	1	\$21.19	\$44,075.20	\$44,075.20				
Master Mechanic	1	\$27.39	\$56,971.20	\$56,971.20				
Mechanic	3	\$25.63	\$53,310.40	\$159,931.20				
	24			\$1,219,400.00	\$0.00	0%	0%	
<b>No. 2: Replace First Service Worker with One Laborer</b>								
Maintenance Worker/Carpenter	1	\$24.53	\$51,022.40	\$51,022.40				12/1/2014
Chief Operator	3	\$26.91	\$55,972.80	\$167,918.40				
Repair Operator	3	\$24.53	\$51,022.40	\$153,067.20				
Service Worker	10	\$23.40	\$48,672.00	\$486,720.00				Backfill with Service Worker Repair Operator Opening
Service Technician/Gardener	1	\$24.53	\$51,022.40	\$51,022.40				
Laborer	1	\$16.67	\$34,673.60	\$34,673.60				
Account Clerk	1	\$21.19	\$44,075.20	\$44,075.20				
Master Mechanic	1	\$27.39	\$56,971.20	\$56,971.20				
Mechanic	3	\$25.63	\$53,310.40	\$159,931.20				
	24			\$1,205,401.60	(\$13,998.40)	0%	-1%	
<b>No. 3: Replace Acct. Clerk with Laborer, assign Serv. Worker to Backflow Program</b>								
Maintenance Worker/Carpenter	1	\$24.53	\$51,022.40	\$51,022.40				12/1/2014
Chief Operator	3	\$26.91	\$55,972.80	\$167,918.40				
Repair Operator	3	\$24.53	\$51,022.40	\$153,067.20				
Service Worker	10	\$23.40	\$48,672.00	\$486,720.00				
Service Technician/Gardener	1	\$24.53	\$51,022.40	\$51,022.40				
Laborer	2	\$16.67	\$34,673.60	\$69,347.20				Second Laborer Hired
Account Clerk	0	\$21.19	\$44,075.20	\$0.00				Mickey P. Retires 10/31/14
Master Mechanic	1	\$27.39	\$56,971.20	\$56,971.20				Fill Acct. Clerk with Laborer
Mechanic	3	\$25.63	\$53,310.40	\$159,931.20				
	24			\$1,196,000.00	(\$23,400.00)	0%	-2%	
<b>No. 4: Replace Second Service Worker with Two Laborers</b>								
Maintenance Worker/Carpenter	1	\$24.53	\$51,022.40	\$51,022.40				12/1/2014
Chief Operator	3	\$26.91	\$55,972.80	\$167,918.40				
Repair Operator	3	\$24.53	\$51,022.40	\$153,067.20				
Service Worker	9	\$23.40	\$48,672.00	\$438,048.00				Carl M. Retires 11/28/14
Service Technician/Gardener	1	\$24.53	\$51,022.40	\$51,022.40				Service Worker position replaced by two Laborers
Laborer	4	\$16.67	\$34,673.60	\$138,694.40				
Account Clerk	0	\$21.19	\$44,075.20	\$0.00				
Master Mechanic	1	\$27.39	\$56,971.20	\$56,971.20				Increase total staff by 1 compared to Oct. 2014
Mechanic	3	\$25.63	\$53,310.40	\$159,931.20				
	25			\$1,216,675.20	(\$2,724.80)	4%	0%	
<b>No. 5: Replace Third Service Worker with One Laborer</b>								
Maintenance Worker/Carpenter	1	\$24.53	\$51,022.40	\$51,022.40				Future
Chief Operator	3	\$26.91	\$55,972.80	\$167,918.40				
Repair Operator	3	\$24.53	\$51,022.40	\$153,067.20				
Service Worker	8	\$23.40	\$48,672.00	\$389,376.00				Future Retirement of Service Worker
Service Technician/Gardener	1	\$24.53	\$51,022.40	\$51,022.40				
Laborer	5	\$16.67	\$34,673.60	\$173,368.00				
Account Clerk	0	\$21.19	\$44,075.20	\$0.00				
Master Mechanic	1	\$27.39	\$56,971.20	\$56,971.20				
Mechanic	3	\$25.63	\$53,310.40	\$159,931.20				



**Central Maintenance Division  
Staffing Modification Request**

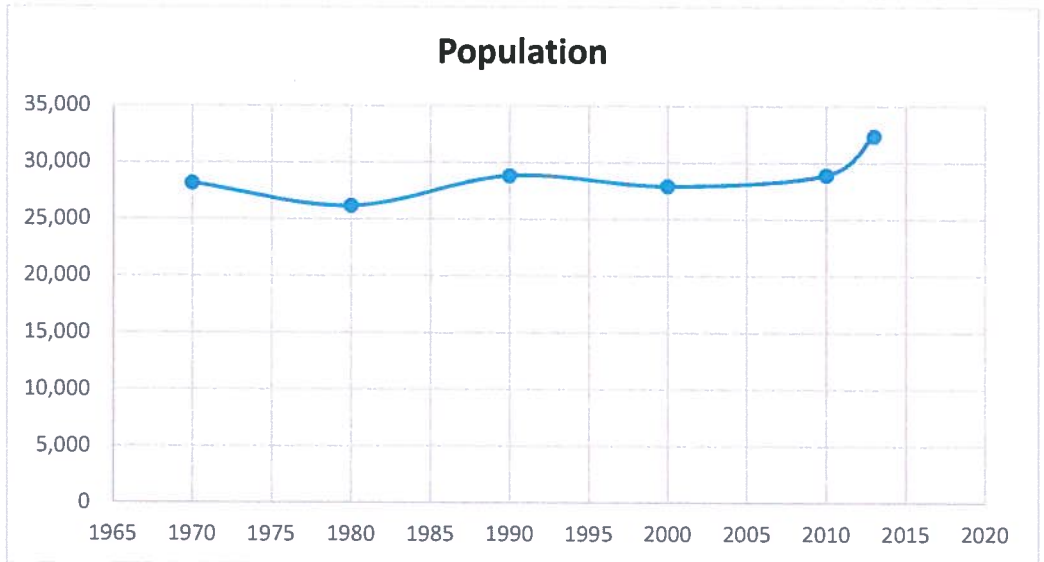
Position Allocation Central Maintenance	Staff No. by Position	2014 Hourly Top Of Range	Annualized (2080 hrs/yr) 2014 Hourly Top Of Range	2014 Yearly Top Of Range per Classification	Projected Labor Cost minus 2014 Base Cost	Percent Change in No. of Staff Base Sept. 2014	Percent Change in Staff Cost Base Sept. 2014	Estimated Date Of Change Notes
	25			\$1,202,676.80	(\$16,723.20)	4%	-1%	
<b>No. 6: Replace Fourth Service Worker with One Laborer</b>								
Maintenance Worker/Carpenter	1	\$24.53	\$51,022.40	\$51,022.40				Future
Chief Operator	3	\$26.91	\$55,972.80	\$167,918.40				
Repair Operator	3	\$24.53	\$51,022.40	\$153,067.20				
<b>Service Worker</b>	<b>7</b>	<b>\$23.40</b>	<b>\$48,672.00</b>	<b>\$340,704.00</b>				
Service Technician/Gardener	1	\$24.53	\$51,022.40	\$51,022.40				Future Retirement of Service Worker
<b>Laborer</b>	<b>6</b>	<b>\$16.67</b>	<b>\$34,673.60</b>	<b>\$208,041.60</b>				
Account Clerk	0	\$21.19	\$44,075.20	\$0.00				Increase total staff by 2 compared to Oct. 2014
Master Mechanic	1	\$27.39	\$56,971.20	\$56,971.20				
Mechanic	3	\$25.63	\$53,310.40	\$159,931.20				
	25			\$1,188,678.40	(\$30,721.60)	4%	-3%	
<b>No. 7: Replace Fifth Service Worker with Two Laborer</b>								
Maintenance Worker/Carpenter	1	\$24.53	\$51,022.40	\$51,022.40				Future
Chief Operator	3	\$26.91	\$55,972.80	\$167,918.40				
Repair Operator	3	\$24.53	\$51,022.40	\$153,067.20				Future Additional Staff
Service Worker	6	\$23.40	\$48,672.00	\$292,032.00				Add One Laborer
Service Technician/Gardener	1	\$24.53	\$51,022.40	\$51,022.40				
<b>Laborer</b>	<b>8</b>	<b>\$16.67</b>	<b>\$34,673.60</b>	<b>\$277,388.80</b>				
Account Clerk	0	\$21.19	\$44,075.20	\$0.00				Increase total staff by 2 compared to Oct. 2014
Master Mechanic	1	\$27.39	\$56,971.20	\$56,971.20				
Mechanic	3	\$25.63	\$53,310.40	\$159,931.20				
	26			\$1,209,353.60	(\$10,046.40)	8%	-1%	
<b>No. 8: Add One Repair Operator for Total of 4</b>								
Maintenance Worker/Carpenter	1	\$24.53	\$51,022.40	\$51,022.40				Future
Chief Operator	3	\$26.91	\$55,972.80	\$167,918.40				Future Additional Staff
<b>Repair Operator</b>	<b>4</b>	<b>\$24.53</b>	<b>\$51,022.40</b>	<b>\$204,089.60</b>				Add One Repair Operator
Service Worker	6	\$23.40	\$48,672.00	\$292,032.00				\$2,350.40
Service Technician/Gardener	1	\$24.53	\$51,022.40	\$51,022.40				increased annual cost
Laborer	8	\$16.67	\$34,673.60	\$277,388.80				2014 dollars
Account Clerk	0	\$21.19	\$44,075.20	\$0.00				
Master Mechanic	1	\$27.39	\$56,971.20	\$56,971.20				Increase total staff by 3 compared to Oct. 2014
Mechanic	3	\$25.63	\$53,310.40	\$159,931.20				
	27			\$1,260,376.00	\$40,976.00	13%	3%	
<b>No. 9: Add One Service Worker for Total of 7</b>								
Maintenance Worker/Carpenter	1	\$24.53	\$51,022.40	\$51,022.40				Future
Chief Operator	3	\$26.91	\$55,972.80	\$167,918.40				Future Additional Staff
Repair Operator	4	\$24.53	\$51,022.40	\$204,089.60				Add One Service Worker
<b>Service Worker</b>	<b>7</b>	<b>\$23.40</b>	<b>\$48,672.00</b>	<b>\$340,704.00</b>				\$48,672.00
Service Technician/Gardener	1	\$24.53	\$51,022.40	\$51,022.40				increased annual cost
Laborer	8	\$16.67	\$34,673.60	\$277,388.80				2014 dollars
Account Clerk	0	\$21.19	\$44,075.20	\$0.00				
Master Mechanic	1	\$27.39	\$56,971.20	\$56,971.20				Increase total staff by 4 compared to Oct. 2014
Mechanic	3	\$25.63	\$53,310.40	\$159,931.20				
	28			\$1,309,048.00	\$89,648.00	17%	7%	
<b>Note: Laborer vs. Service Worker Current</b>								
Service Worker	11	\$23.40	\$48,672.00	\$535,392.00				
Laborer	0	\$16.67	\$34,673.60	\$0.00				Maintain current total number of employees and switch from
	11			\$535,392.00				
<b>Note: Laborer vs. Service Worker Alternate</b>								
Service Worker	6	\$23.40	\$48,672.00	\$292,032.00				service works to laborers
Laborer	7	\$16.67	\$34,673.60	\$242,715.20				
	13			\$534,747.20	(\$644.80)			

**City of Kent Central Maintenance Division Statistical Data**

Year	Popl.
1970	28,183
1980	26,164
1990	28,835
2000	27,906
2010	28,904
2013	32,345

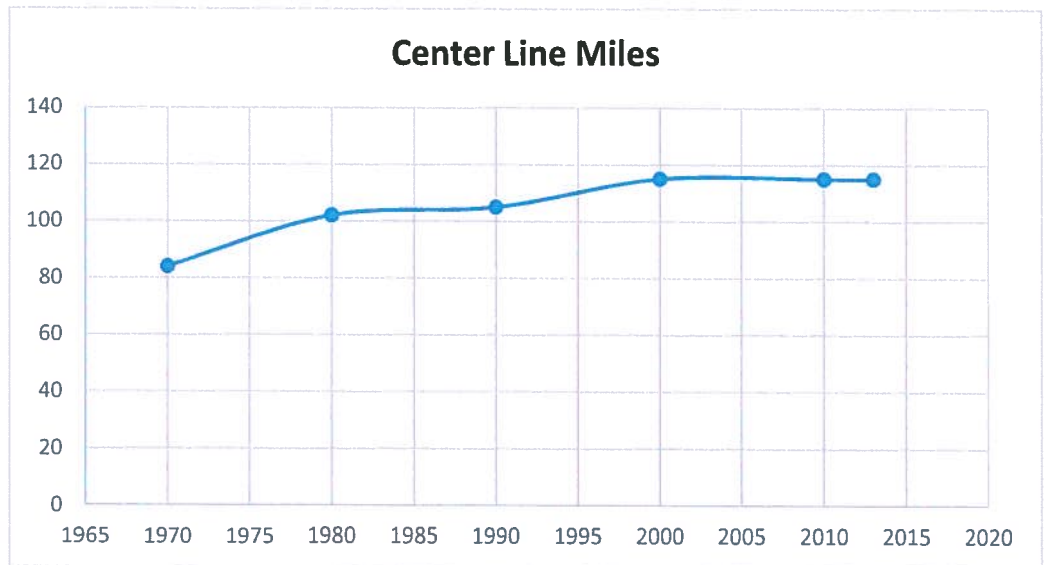
\* 2013 Estimated

% Chg. 15%



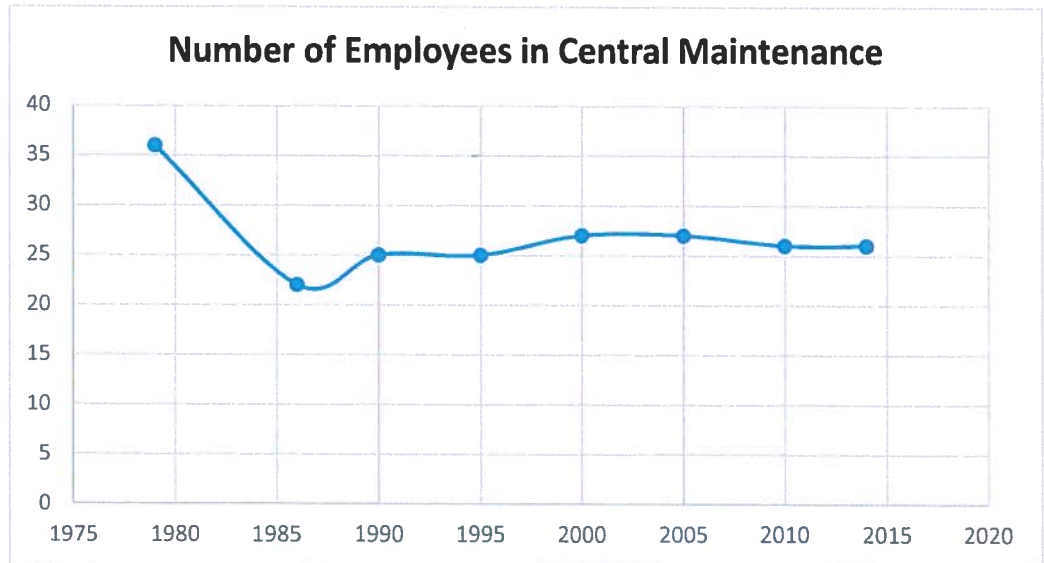
Year	Miles
1970	84
1980	102
1990	105
2000	115
2010	115
2013	115

% Chg. 37%



Year	Empl.
1979	36
1986	22
1990	25
1995	25
2000	27
2005	27
2010	26
2014	26

% Chg. -28%



**City of Kent  
Income Tax Division**

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**September 30, 2014  
Income Tax Receipts Comparison - ( Excluding 0.25% Police Facility Receipts )**

**Monthly Receipts**

Total receipts for the month of September, 2014	\$983,247
Total receipts for the month of September, 2013	\$1,205,984
Total receipts for the month of September, 2012	\$980,892

**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 September 30, 2014	\$9,603,707	77.45%
Total receipts January 1 through September 30, 2013	\$9,379,625	75.66%
Total receipts January 1 through September 30, 2012	\$8,764,187	72.65%

**Year-to-date Receipts Through September 30, 2014 - Budget vs. Actual**

<u>Year</u>	<u>Annual Budgeted Receipts</u>	<u>Revised Budgeted Receipts</u>	<u>Year-to-date Actual Receipts</u>	<u>Percent Collected</u>	<u>Percent Remaining</u>
2014	\$ 12,400,000	\$ 12,400,000	\$ 9,603,707	77.45%	22.55%

**Comparisons of Total Annual Receipts for Previous Eight Years**

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

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

**2014 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts**  
**(Excluding 0.25% Police Facility Receipts)**  
**as of Month Ended September 30, 2014**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,085,253	\$ 897,977	\$ 935,222	\$ 37,245	4.15%
February	806,227	919,060	992,427	73,367	7.98%
March	860,826	988,906	1,027,737	38,831	3.93%
April	1,239,488	1,330,732	1,393,884	63,152	4.75%
May	972,050	1,021,364	1,029,906	8,542	0.84%
June	915,138	1,059,172	1,170,257	111,085	10.49%
July	961,433	967,424	1,073,397	105,973	10.95%
August	942,880	989,007	997,630	8,623	0.87%
September	980,892	1,205,984	983,247	(222,737)	-18.47%
October	1,076,141	1,038,755			
November	890,325	1,042,418			
December	1,332,645	937,014			
<b>Totals</b>	<b>\$ 12,063,299</b>	<b>\$ 12,397,812</b>	<b>\$ 9,603,707</b>		

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

**2014 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts from Kent State University**  
**(Excluding 0.25% Police Facility Receipts)**  
**as of Month Ended September 30, 2014**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 403,606	\$ 383,688	\$ 397,519	\$ 13,832	3.60%
February	335,895	353,861	361,700	7,839	2.22%
March	360,114	384,674	404,469	19,795	5.15%
April	362,957	396,905	412,661	15,757	3.97%
May	360,026	379,202	396,992	17,790	4.69%
June	362,330	413,558	425,614	12,057	2.92%
July	379,316	359,357	374,686	15,329	4.27%
August	359,550	375,619	389,902	14,283	3.80%
September	328,283	321,941	332,001	10,060	3.12%
October	376,474	392,945			
November	384,179	399,939			
December	423,935	441,408			
<b>Totals</b>	<b>\$ 4,436,666</b>	<b>\$ 4,603,095</b>	<b>\$ 3,495,546</b>		

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

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

**Comparisons of Total Annual Receipts for Previous Seven Years**

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

**2014 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts**  
**Police Facility Dedicated Income Tax Receipts - 1/9 of Total ( 0.25% )**  
**as of Month Ended September 30, 2014**

**Monthly Receipts**

Month	2012	2013	2014
January	N/A	N/A	\$ 116,890
February	N/A	N/A	124,039
March	N/A	N/A	128,453
April	N/A	N/A	174,216
May	N/A	N/A	128,723
June	N/A	N/A	146,266
July	N/A	N/A	134,159
August	N/A	N/A	124,690
September	N/A	N/A	122,892
October			
November			
December			
Totals	\$ -	\$ -	\$ 1,200,327

**Year-to-Date Receipts**

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

**2014 CITY OF KENT, OHIO**  
**Comparison of Total Income Tax Receipts - Including Police Facility Receipts**  
**as of Month Ended September 30, 2014**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,085,253	\$ 897,977	\$ 1,052,112	\$ 154,135	17.16%
February	806,227	919,060	1,116,466	197,407	21.48%
March	860,826	988,906	1,156,190	167,285	16.92%
April	1,239,488	1,330,732	1,568,100	237,368	17.84%
May	972,050	1,021,364	1,158,629	137,265	13.44%
June	915,138	1,059,172	1,316,523	257,350	24.30%
July	961,433	967,424	1,207,556	240,133	24.82%
August	942,880	989,007	1,122,320	133,313	13.48%
September	980,892	1,205,984	1,106,139	(99,845)	-8.28%
October	1,076,141	1,038,755			
November	890,325	1,042,418			
December	1,332,645	937,014			
<b>Totals</b>	<b>\$ 12,063,299</b>	<b>\$ 12,397,812</b>	<b>\$ 10,804,035</b>		

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





### Main Street Kent 2014 Q3 Goals & Accomplishments

**Marketing Activity** – At Main Street Kent, we continue to provide collaborative marketing opportunities for downtown businesses, and do marketing on our own, to entice visitors to Kent for shopping, dining, and entertainment. We repeat successful events, and develop new ones to entice visitors to come to Kent and explore.

- **Beatles 50<sup>th</sup> Anniversary Progressive Event** – Feb. 8, 2014. The first of its kind, Main Street Kent held this fun, progressive evening. The event included a cocktail hour with live music at Venice Cafe, dinner at Laziza, concert at The Kent Stage, and dessert at Secret Cellar – a combination of “old” and “new” venues in downtown Kent. Event sponsors included: Hall-Green Agency, Marathon Financial Services, and Portage Community Bank.
- **Chocolate Walk** – Feb. 15, 2014. This successful event continues to grow, yielding profits for Main Street Kent. Two hundred tickets were sold at \$20 each, and people came from communities all around for the event. Business owners reported many new customers and having significantly increased sales.



- **Super Saturday** – May 3, 2014. Local business Off the Wagon participated in National Comic Book Day and Main Street Kent built a fun event around it. Many businesses had special offerings that day including super sidewalk sales, raffles, specials, super hero costume contests, and more. “Super Squirrel” made his debut, walking around town for photo opportunities with shoppers, many who were dressed up too.



- **Masterpieces on Main Art & Wine Festival** – June 7, 2014. Our eighth year for this event, it continues to grow and improve in quality. This year, we brought in more artists and profits than any year prior. Downtown Kent was bustling with people from all over Ohio and several businesses reported sales similar to those experienced during Heritage Fest. Kent Historical Society hosted a home tour the same day, and many attendees were able to enjoy both events.



- **Progressive Comedy Dinner Party** – August 8, 2014. For this event, we sold 100 tickets and guests enjoyed a full evening of fun in downtown Kent: happy hour at 157 Lounge, dinner at Bricco, a comedy show at Kent Stage, and a private dessert party at Tree City Coffee & Pastry. Event sponsors included Hometown Bank and McKay Bricker Framing & Black Squirrel Gifts. Many guests had never been to all of the locations visited that evening, so our goals were achieved – driving business to our downtown merchants and exposing people to businesses they’ve never been to before.
- **International Festival** – Sept. 13, 2014. The fourth annual International Festival was a great success, and this year we added the International Chocolate Walk. The festival itself was free, and people could purchase a ticket for \$20 to participate in the international chocolate walk during the festival – collecting chocolates from around the world along the way. Thousands of people attended this popular event!



- **Round Town Music Festival** – Sept. 19, 2014. After decades of Kent State University putting on the famous “Folk Festival,” the name was changed to “Kent State ‘Round Town Music Festival” in 2013. Then the baton was passed to Main Street Kent in 2014, since the event had clearly become more of a benefit to our downtown district than to the university. Partnering with Crooked River Fine Arts Council, as KSU had done in years past, this was our first year being involved in the event, with continued support from KSU and WKSU. We’re excited for next year’s event!



**Heritage Ohio’s 25<sup>th</sup> Anniversary Conference** – Hosted at the Kent State University Hotel & Conference Center Sept. 22-24, over 200 people enjoyed walking tours and workshops as well as exploring downtown Kent on their own. “Downtown Kent” was the recipient of the “Best Public/Private Partnership” award, presented to key stakeholders of the downtown revitalization project.

### **Advertising**

- **Super Saturday Section** –Main Street Kent coordinated an 8-page, full-color tabloid section (an “insert”) for the local Record-Courier and weekly newspapers, highlighting the activities of Super Saturday and the advertisements of seventeen local businesses.
- **PARTA Bus Billboards** – For several months this year, we have utilized PARTA bus billboards to build awareness of downtown events: Art & Wine Festival, International Festival, and Super Saturday.

- **Cleveland Scene** – Main Street Kent placed a ¼ page ad promoting our downtown in the “Best of Cleveland” issue; 50,000 copies were released on April 23<sup>rd</sup> to hotels, travel centers, and other locations.



**Website** – Mainstreetkent.org is continually updated featuring a different business every week, upcoming events, indicators of who has free wi-fi and more!

**Facebook & Twitter** – We continue to post daily updates about events, live music, new businesses, promotions, random acts of art, exciting happenings, new products, and other relevant information about downtown Kent.

**Internet** – Each month we advertise via banner ad on recordpub.com – featuring upcoming events and building awareness of all downtown Kent has to offer.

### Design Activity

- **Adopt-A-Spot Program** – There are now thirty-two flower beds in the Adopt-A-Spot program! This year, as the season comes to a close, we’re working together with some volunteers from Davey Tree and the employees of Freedom Lawn Care to improve the program – paying closer attention to soil condition and needs of the trees living in the beds. We’re also producing a “master” list of recommendations for each bed, including appropriate flower species, etc. for our Adopt-A-Spot volunteers to use as a guideline.
- **Mural Project** – The Architectural Review Board has approved a mural for the north-facing wall of the Water Street Tavern...stay tuned as this cool project comes to life!
- **Volunteers** – We continually recruit volunteers to participate on committees, help with projects/programs, and work at our events. We also benefit greatly from being a member of the Kent Community TimeBank, where we are able to “purchase” services for time credits rather than money. Some things we have had done through the TimeBank include graphic design, photography, and event assistance.

<u>Month</u>	<u>Volunteer Hours</u>
January	71
February	58
March	29
April	114
May	156
June	176
July	129
August	121
September	192
<b>Total to Date</b>	<b>1046</b>

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### Upcoming Events/Marketing

- **Murder Mystery Dinner Party** – Nov. 8<sup>th</sup> Mysteries by Moushey will put on a murder mystery production, "The Ghost of Jeb Taylor," and it'll be up to our guests to solve the mystery. One hundred tickets will be sold to the event, sponsored by Hall-Green and Portage Community Bank. Guests will kick off the night at one of four downtown locations, where they will be greeted by one of the cast members. Clues will be unveiled, and two drinks and light appetizers will be served. Then, guests will meet up at the Kent State Hotel and Conference Center for the Murder Mystery Dinner Party. During dinner, the cast will tell the rest of the story and guests will put their heads together to solve the mystery during "dessert & deliberation." Tickets are \$150 per couple.
- **Black Squirrel Friday / Black Squirrel Lotto** – Nov. 28<sup>th</sup> & **Small Business Saturday / Sweet Finds Contest** – Nov. 29<sup>th</sup> Instead of Black Friday shopping, we're working on a shop local campaign that includes print and digital media, promoting downtown Kent businesses. We're also coordinating contests that reward shoppers for spending at our local merchants.

## Main Street Kent

	2014	2014 10/31/14	
<b>INCOME</b>	<b>2014 BUDGET</b>	<b>Accrual</b>	<b>% Raised</b>
Eligible Towards City Income			
Corporate Sponsors & Foundations & Board			
--Board Member Donations	\$5,890	\$4,590	78%
--Art and Wine Sponsors	\$5,000	\$2,950	59%
--Int'l Festival Sponsors	\$1,500	\$0	0%
--Octoberfest Sponsors		\$2,100	new
--Progressive Event Sponsors	\$0	\$2,250	new
--Round Town Music Festival		\$2,500	new
--Thur. Night Live Sponsors	\$1,100	\$678	62%
--Window Decorating contest sp.	\$850	\$0	0%
--Friend of Main Street Kent ( <\$151)	\$4,000	\$3,725	93%
--Excellent Partners (\$151-999)	\$3,000	\$0	0%
--Extraordinary Partners (to \$2500)	\$3,000	\$2,000	67%
--Distinctive Partner (to \$9999)	\$5,000	\$0	0%
--Legacy Partner Sponsors (\$10k+)	\$10,000	\$10,000	100%
<b>Total from Levels of Partnership</b>	<b>\$25,000</b>	<b>\$15,725</b>	<b>63%</b>
<i>Total Corporate Sponsors &amp; Foundations &amp; Boa</i>	<i><b>\$39,340</b></i>	<i><b>\$30,793</b></i>	<i><b>78%</b></i>
Fundraisers			
--Adopt a Tree	\$0	\$0	
--Annual Dinner	\$3,000	\$5,499	183%
--Art & Wine Festival	\$20,500	\$26,958	132%
--Chocolate Walk	\$4,000	\$3,846	96%
--Heritage Festival	\$1,000	\$1,155	116%
--International Festival	\$1,000	\$3,355	336%
--Octoberfest			new
--Progressive Events	\$4,000	\$7,874	197%
--Other Events misc	\$2,250	\$3	100%
<b>Total Fundraisers</b>	<b>\$35,750</b>	<b>\$48,690</b>	<b>136%</b>
In Kind Donations	\$18,018	\$13,440	75%
Marketing & Advertising Campaign	\$15,000	\$2,994	20%
<b>Total Eligible Towards City Income</b>	<b>\$108,108</b>	<b>\$95,917</b>	<b>89%</b>
Adopt A Spot Contract with City	\$10,000	\$11,000	110%
AdoptASpot Sponsorships	\$10,000	\$7,491	75%
City of Kent- Contract	\$54,054	\$54,988	102%
Parking Passes & Misc. Income	\$150	\$94	62%
<b>Total Income</b>	<b>\$182,312</b>	<b>\$169,489</b>	<b>93%</b>
Limit = \$75,000 for 2014	\$54,054	\$47,958	89%

## EXECUTIVE SUMMARY

As part of the requirements associated with the Community Development Block Grant Program (CDBG), the City of Kent is required to submit a Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD) within ninety (90) days of the end of its CDBG program year (PY). This report contains information concerning CDBG expenditures and accomplishments covering the PY2013 program period which began August 1, 2013 and extended through July 31, 2014.

The PY2013 CAPER highlights activities undertaken during the program year and compares actual accomplishments with goals set forth by the City in its 2010-2014 Five-Year Consolidated Plan, which was adopted in May of 2010. The FY2013 program year represents the fourth year of the 2010-2014 Five-Year Consolidated Plan period.

The CAPER also incorporates reports downloaded from HUD's Integrated Disbursement and Information System (IDIS) program, as required by the CAPER reporting requirements. These reports provide detailed information on funded activities, program performance, demographical information on persons assisted and CDBG program financial data.

The City of Kent expended a total of **\$436,915.88** in CDBG funding during the PY2013 program period. This total expenditure includes portions of the City's PY2013 CDBG allocation and unexpended funds from prior year allocations. The City utilized these funds to support activities that benefited low-to-moderate income persons residing throughout the community and provided direct assistance through available housing programs to eleven (11) low-to-moderate income households. In total, 20,727 low-to-moderate income persons were assisted through various housing, public service, economic development and public facility improvement projects. Activities undertaken this year include:

- **Eleven (11)** households were assisted through the **CAC Energy Efficiency Program**.
- **Two (2)** low-to-moderate income residents were provided business development training services as part of the **Small Business Development Center**. Services include technical assistance in various areas, including implementing a business plan, financing and how to manage operating costs.
- A total of **one-hundred and fifty-six (156)**, homeless persons received shelter and essential supportive services through the emergency and domestic violence **Homeless Programs**.

- The City also committed and expended CDBG funds on several public facility and improvement projects during the PY2013 time period. These projects generated a city-wide benefit or benefited low-to-moderate income persons residing in specific block groups in various areas of the City. The City expended a total of **\$300,402.54** of its CDBG funding in PY2013 to support **two (2) public facility and improvement** projects. A total of **\$280,402.54** was expended, to pay for the costs associated with the full depth reconstruction of **Pine Street**, which is a residential street in an area of the community with a high concentration of low income households. An additional **\$20,000.00** in CDBG funding was used to assist with the cost associated with the replacement of the **Redmond Bridge**. The bridge spans over a narrow portion of the Cuyahoga River and is the only access point to the City's Kramer Park baseball fields. The wood pilings supporting the bridge were deteriorated from decades of exposure to water and required the bridge to be closed for a number of years. Both the Pine Street Reconstruction project and the Redmond Bridge replacement were substantially completed during PY2013.

In summary, PY2013 CDBG expenditures were allocated to the following funding categories:

- **Economic Development (1.3%)**
- **Housing (10.3%)**
- **Public Facilities and Improvements (68.8%)**
- **Public Services (7.4%)**
- **Grant Administration and Fair Housing (12.2%)**

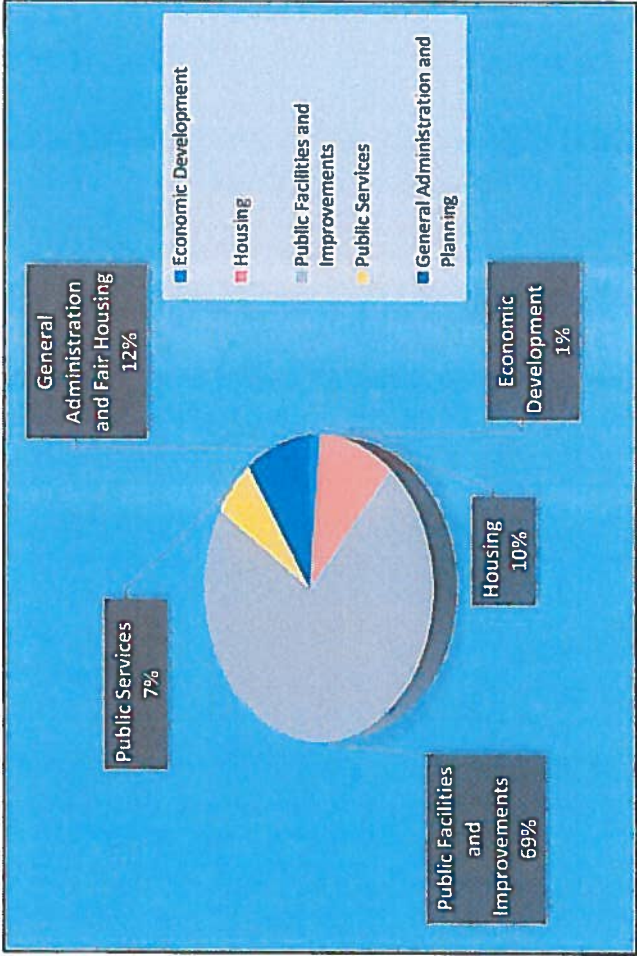
**Program Year 2013 Funds**

2013 CDBG Allocation \$275,277.00  
 Program Income Received During Program Year 2013 \$13,775.73  
**Total Available** <sup>1</sup> **\$289,052.73**

**Expenditures** <sup>2</sup>

Type of Activity	Expenditure	Percentage
Economic Development	\$5,812.00	1.33%
Housing	\$45,133.93	10.33%
Public Facilities and Improvements	\$300,402.54	68.76%
Public Services	\$32,449.11	7.43%
General Administration and Fair Housing	\$53,118.30	12.16%
<b>Total</b>	<b>\$436,915.88</b>	<b>100.00%</b>

**Expenditures by Type of Activity (%)**

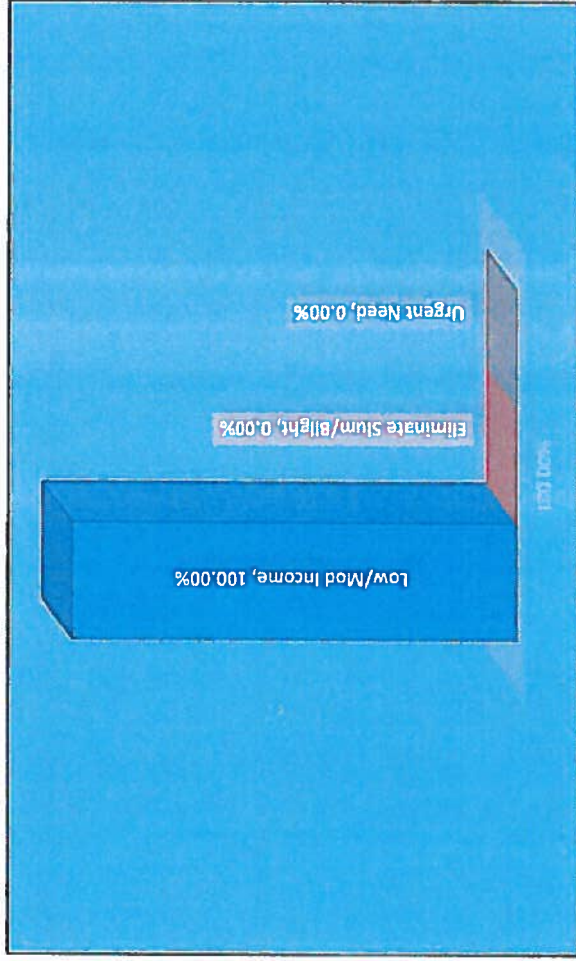


**Timeliness**

Timeliness Ratio - unexpended funds as percent of 2013 allocation 0.82



**Expenditures by National Objective**



**Program Targeting**

- 1 -Percentage of Expenditures Assisting Low- and Moderate-Income Persons and Households Either Directly or On an Area Basis 100.00%<sup>3</sup>
- 2 -Percentage of Expenditures That Benefit Low/Mod Income Areas 82.74%
- 3 -Percentage of Expenditures That Aid in The Prevention or Elimination of Slum or Blight 0.00%
- 4 -Percentage of Expenditures Addressing Urgent Needs 0.00%
- 5 -Funds Expended in Neighborhood (Community For State) Revitalization Strategy Areas and by Community Development Financial Institution. \$0.00
- 6 -Percentage of Funds Expended in Neighborhood (Community For State) Revitalization Strategy Areas and by Community Development Financial Institution 0.00%

**CDBG Beneficiaries by Racial/Ethnic Category**

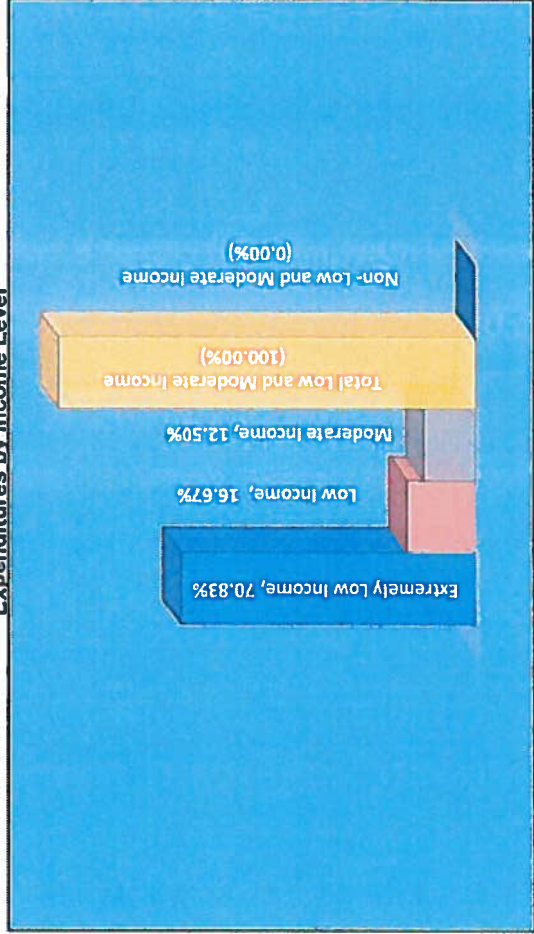
Race	Total	Hispanic
White	66.67%	0.00%
Black/African American	29.17%	0.00%
Asian	4.17%	0.00%
American Indian/Alaskan Native	0.00%	0.00%
Native Hawaiian/Other Pacific Islander	0.00%	0.00%
American Indian/Alaskan Native & White	0.00%	0.00%
Asian & White	0.00%	0.00%
Black/African American & White	0.00%	0.00%
Amer. Indian/Alaskan Native & Black/African Amer.	0.00%	0.00%
Other multi-racial	0.00%	0.00%

**Income of CDBG Beneficiaries**

Income Level	Percentage
Extremely Low Income (<=30% of AMI)	70.83%
Low Income (30-50% of AMI)	16.67%
Moderate Income (50-80% of AMI)	12.50%
Total Low and Moderate Income (<=80% of AMI)	100.00%
Non Low and Moderate Income (>80% of AMI)	0.00%

AMI = Area Median Income

**Expenditures by Income Level**



**Program Year 2013 Accomplishments**

Accomplishment	Number
Actual Jobs Created or Retained	0
Households Receiving Housing Assistance	11
Persons Assisted Directly, Primarily By Public Services and Public Facilities	40
Persons for Whom Services and Facilities were Available	34,246 <sup>5</sup>
Units Rehabilitated-Single Units	11
Units Rehabilitated-Multi Unit Housing	0

**Funds Leveraged for Activities Completed \$111,714.35**

**Notes**

- 1 Also, additional funds may have been available from prior years.
- 2 The return of grant funds is not reflected in these expenditures.
- 3 Derived by dividing annual expenditures for low- and moderate-income activities by the total expenditures for all activities (excluding planning and administration, except when State planning activities have a national objective) during the program year.
- 4 For entitlement communities, these data are only for those activities that directly benefit low- and moderate-income persons or households. They do not include data for activities that provide assistance to low- and moderate-income persons on an area basis, activities that aid in the prevention and elimination of slums and blight, and activities that address urgent needs. For states, these data are reported for all activities that benefit low- and moderate-income persons or households, aid in the prevention and elimination of slums and blight, and address urgent needs.
- 5 This number represents the total number of persons/households for whom services/facilities were available for [in many cases] multiple area benefit activities as reported by grantees. A service or facility meeting the national objective of benefiting low- and moderate-income persons on an area basis is available to all residents of the area served by the activity. If one or more activities had the same or overlapping service areas, the number of persons served by each activity was used to calculate the total number served; e.g., if two activities providing different services had the same service area, the number of persons in the service area would be counted twice; once for each activity.



ESTABLISHED 1805

# City of Kent, Ohio

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## Office of the City Manager

To: Mayor and Members of Council  
From: Suzanne Stemnock, <sup>SPS</sup> Executive Assistant to the City Manager  
Subject: Sustainability Commission Article  
Date: October 23, 2014

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Per Council's request the Sustainability Commission has completed an article recommending methods to fend off global warming. After several meetings the Commission decided to write a series of articles, each related to a different approach to help reduce global warming. The first article written by the Commission was aimed at reducing global warming by measures taken at home. Staff has attached this article for your reference. Possible future articles discussed by the Commission could include tips to minimize the impact on global warming through transportation, the community, and more.

This article on household tips will be published in the winter edition of the Tree City Bulletin. It was also submitted to the Record Courier for consideration, but they have respectfully declined to run the article at this time.

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# **Ten Ways to Save Money, Energy, and the Planet in Your Household!**

Brought to you by the Kent Sustainability Commission

The average global temperature has been inching upward since the industrial revolution and many scientific experts think human activities are the major contributing factor. The term "carbon footprint" refers to the amount of carbon dioxide produced by various human activities. Collectively we can have a significant effect on our community's carbon footprint. Below are ten ways to easily reduce your carbon footprint and save money.

## **1. Request a FREE FirstEnergy Conservation Kit**

If you have an account with FirstEnergy (Ohio Edison), you are eligible to receive a kit that includes 9 compact fluorescent light bulbs (CFLs), a smart power strip, a furnace filter whistle, and two LED night lights. Kits can be requested online at [www.ohioenergykit.com](http://www.ohioenergykit.com) or by calling 1-877-639-0218.

## **2. Request a Dominion East Ohio Home Performance Energy Audit & Rebate Program**

If you have an account with Dominion, you may be eligible for an energy efficiency audit of your home at a cost of \$50. As a result improvements made to your home may be eligible for a rebate. Get more information online at [www.dom.com](http://www.dom.com) or by calling 1-877-287-3416.

## **3. Caulk drafty windows**

Windows account for a significant percentage of your heating bills in the winter since cold air comes in through leaky windows and warm air escapes.

## **4. Install a low-flow (or aerating) shower head**

Can lower both water bill and energy use.

## **5. Change HVAC filters**

Change HVAC filters per manufacturers' recommendations or at least once every three months. Dirty filters raise your heating costs.

## **6. Lower water heater temperature**

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Although some heaters are automatically set to 140 degrees, reducing the temperature to 120 degrees can save you money, and your water will still be hot enough for showers and cleaning dishes.

**7. Wash clothing with cold water**

Washing with cold water (vs. hot) can save up to \$0.60 per load.

**8. Line dry clothing**

Line drying clothes can save up to \$0.40 per load.

**9. Eliminate energy vampires**

Use power strips to easily turn off all electronics when not in use.

**10. Lower thermostat when away from home**

Alternatives include a programmable or learning thermostat.

**Want to know more about your carbon footprint? Calculate  
your impact today!**

[www.carbonfootprint.com](http://www.carbonfootprint.com)





## KENT FIRE DEPARTMENT MONTHLY INCIDENT REPORT September 2014

### FIRE INCIDENT RESPONSE INFORMATION

	CURRENT PERIOD			YEAR TO DATE		
	2014	2013	2012	2014	2013	2012
<b>Summary of Fire Incident Alarms</b>						
City of Kent	59	74	54	424	446	499
Kent State University	6	10	25	60	59	157
Franklin Township	16	12	11	82	95	138
Sugar Bush Knolls	0	0	0	12	4	2
Mutual Aid Given	3	2	3	26	43	39
<b>Total Fire Incident Alarms</b>	<b>84</b>	<b>98</b>	<b>93</b>	<b>604</b>	<b>647</b>	<b>835</b>
<b>Summary of Mutual Aid Received by Location</b>						
City of Kent	0	4	2	4	9	14
Kent State University	0	1	0	0	2	2
Franklin Township	0	0	0	1	3	4
Sugar Bush Knolls	0	0	0	0	0	0
<b>Total Mutual Aid</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>14</b>	<b>20</b>

### EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION

	CURRENT PERIOD			YEAR TO DATE		
	2014	2013	2012	2014	2013	2012
<b>Summary of Emergency Medical Service Responses</b>						
City of Kent	213	182	172	1658	1728	1632
Kent State University	56	57	52	260	240	279
Franklin Township	36	43	43	309	326	345
Sugar Bush Knolls	0	0	0	4	12	8
Mutual Aid Given	4	5	2	32	37	25
<b>Total Emergency Medical Service Responses</b>	<b>309</b>	<b>287</b>	<b>269</b>	<b>2263</b>	<b>2343</b>	<b>2289</b>
<b>Summary of Mutual Aid Received by Location</b>						
City of Kent	3	5	2	17	26	10
Kent State University	2	3	0	6	5	3
Franklin Township	0	1	0	2	5	7
Sugar Bush Knolls	0	0	0	0	0	0
<b>Total Mutual Aid</b>	<b>5</b>	<b>9</b>	<b>2</b>	<b>25</b>	<b>36</b>	<b>20</b>
<b>TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS</b>	<b>393</b>	<b>385</b>	<b>362</b>	<b>2867</b>	<b>2990</b>	<b>3124</b>
<b>TOTAL ALL RESPONSES, INCLUDING MUTUAL AID</b>	<b>398</b>	<b>399</b>	<b>366</b>	<b>2897</b>	<b>3040</b>	<b>3164</b>