



CITY OF KENT, OHIO

DEPARTMENT OF SAFETY

February 27, 2013

To: Dave Ruller
From: Bill Lillich
Subject: Report to the Kent City Council on emergency planning with some emphasis on school safety issues

Mr. Ruller,

After inquiries from City Council, the Chiefs and I felt it was time to do another presentation of some of the issues incorporated in safety planning for the community. Several years ago we presented an overview of the city's Emergency Management Basic Plan. This document has recently been revised, and so an updated overview for the Council is appropriate.

Beyond the basic planning, the recent events involving armed suspects invading public schools have heightened the safety concerns of public officials like our Council as well as residents and parents in the area. These concerns make it appropriate to publicly present a more detailed explanation of the steps that have been taken by our Police and Fire Departments.

We propose to present a brief overview of the planning document with an explanation of follow-up steps to continue moving forward in the development of coordinated emergency plans. We plan on inviting many of the organizations with whom we work most often in a coordinated and collaborative way to prepare for serious emergencies. This will include the Kent State University Police Department, the Kent City Schools, the Portage County Sheriff, and the Portage County Homeland Security and Emergency Management.

During this brief overview, we will highlight the revised City of Kent Basic Plan, the use of the Portage County plan and Emergency Service Functions, as well as an overview of the graphic plans used for schools and other public buildings that may be the subject of serious threats. Additionally, the Police and Fire Chiefs will highlight some of the preparatory steps that have been implemented within their

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departments and in cooperation with our neighboring agencies over the years in order to be prepared for an effective multi-agency response.

Attached are the documents that will be discussed during the meeting next Wednesday. The primary document is the Kent EOP 2013 (Emergency Operations Plan). This is a large file with the requisite Appendices, so the users may wish to print it at two pages per sheet for efficiency. The Memos from Chief Lee and Chief Manthey will highlight the planning activities of their departments towards this safety effort. A Powerpoint or video file will be used to accent some of the basic highlights of this Kent Basic Plan as well as demonstrating some of the tools that are used in the event of a strategic response in the community.

Respectfully,

William C. Lillich
Safety Director

c. Chief Lee
Chief Manthey
Capt. Cole
Capt Canfield
Sheriff Doak
Maj. Missimi
Safety Director Peach
Asst. Chief Tondiglia
Mr. Soyars, Kent City Schools

KENT POLICE DEPARTMENT

319 SOUTH WATER STREET • KENT, OHIO 44240

330-673-7732

MICHELLE A. LEE
Chief of Police

To: Mayor Fiala and Kent City Council
Dave Ruller - City Manager
From: Michelle Lee - Police Chief
Date: February 26, 2013

In preparation for next Wednesday's (City Council meeting) Emergency Responses Presentation, I have compiled the following initiatives. Many of these initiatives have been in place and practiced for many years while others are fairly new. This document has been compiled for review and as an informational item.

N.I.M.S. Trained Safety Personnel – (National Incident Management System)

The U.S. Department of Homeland Security is responsible for enhancing the capabilities of jurisdictions to prevent, deter, respond to, and recover from all-hazards incidents. Through F.E.M.A., this instruction is designed to coordinate efforts on a federal, state and local level.

The model NIMS ICS (Incident Command System) curriculum organizes four levels of training:

ICS – 100 Introduction to ICS	(All Officers, Supervisors, Middle mgmt, Command)
ICS – 200 Basic ICS	(All Officers, Supervisors, middle mgmt, Command)
ICS – 300 Intermediate	(Supervisors, Middle mgmt, Command staff)
ICS – 400 Advanced	(Command staff)

Every first responder is NIMS trained, tested and certified through the Department of Homeland Security. Each new officer receives this training within the first six months of hire.

The ICS ideals are practiced (albeit loosely) during "Collegefest" "Halloween" and other structured police responses annually.

2006 H.B. 422 Annual School Safety Drills

Every school with 20 or more students (public, private and day care facilities) are required to conduct an annual School Safety (or Lockdown) drill. The bill forces schools and law enforcement to work cohesively with school safety in mind. The bill requires:

- Each school must develop a "Safety Plan" that address any/all threats natural or man made.
- Each plan must be reviewed/revised every two years.
- Plans must include "Lock down" instructions and evacuation instructions to include evacuation destinations and routes.
- A safety drill must be conducted annually with each school.

- Safety plans and School "Floor Plans" must be filed with each law enforcement agency that has jurisdiction.
- Written pre and post notifications on Safety Drills must be made to law enforcement
- Monetary sanctions can be imposed for schools that fail to comply

The Kent City Schools and KPD enjoy a good working relationship particularly in areas of school safety. The following are noted:

- Area Officers are encouraged to and welcomed into schools for walk through visits, general patrol, etc.
- KPD juvenile counselor Jeff Langstaff works closely with the school system managing a "Diversion Program" for first time juvenile offenders. He also works closely with counselors, medical professionals, teachers, etc. identifying troubled youth and "at risk" youth.
- A.L.I.C.E. Program – Alert Lockdown Inform Counter and Evacuate
This instruction is a new program designed to instruct school staff on how to react to an active shooter/threat before police arrival. It is currently being introduced into our schools now.
- Active Shooter training – KPD has participated in trainings involving mutual aid agencies annually.

Civil unrest, demonstrations and riots – Kent Safety forces have had an unusual history of this type of activity in the city dating back over 40 years. We have experience in planned and spontaneous demonstrations, aggravated riots, political movements and passive resisters. An internal written policy is in place *2.21 Tactical Response Plan for Crowd Control*. The following is noted:

- KPD has trained with mutual aid agencies (PCSO, KSUPD, Metro SWAT, Brimfield) in preparations and response to these events
- Invested in specialty weapons and training in non-lethal tactics.
- Invested in specialty equipment such as tactical shields, video surveillance equipment and public address systems.
- Trained with KSUPD on specific passive resistor removal/tactics

Mutual Aid Responses - The police department understands that cooperative mutual aid agreements are critical during day to day operations and particularly so in emergency responses. We have enjoyed a close working relationship with multiple disciplinary agencies for preparation to and during Emergency responses to include:

- Communication and interoperability between our agency and the EMA communications van. Practiced and utilized during spring parties and Halloween.
- Communication and interoperability between our agency and the Portage County Sheriff's Office command vehicle.
- Communication and interoperability between our agency and Kent State University Police Department through CAD/RMS.
- Mock Disaster drill at KSU involving PCSO, KSUPD, KFD, EMA, OSP and others.
- Table top exercises at KFD involving a county wide response with most mutual aid agencies present.

- Training involving water rescue to include the Portage County Water Rescue Team and KFD. We have one Officer dedicated part-time to this task force.

Terrorism Task Force – Terrorism Liaison Officer

KPD joined Ohio's Region 5 Terrorism Task Force in 2011. This task force is formed, funded and developed through the Ohio Department of Public Safety and Ohio Homeland Security departments. The program is to identify, train and implement responses to terrorist threats (foreign and domestic) Through our involvement:

- One officer is dedicated part-time to the task force as a Liaison Officer
- Command staff and Liaison Officer is offered free annual training
- KPD receives daily information via TLO with alerts, information, BOLO's, training materials, etc.
- TLO has access to databases, task force responses, materials, specialized communications and other expert intelligence other agencies do not.

The following Operating Policies noted below contribute to our education and response to critical incidents:

- 2.1 Use of Force Policy
- 2.14 Use of Chemical Agents
- 2.15 Less than Lethal Impact Weapons
- 2.18 Work Place Firearm Policy
- 2.19 Patrol Rifles
- 4.1 Alarm and Felony in Progress Response
- 4.2 Bank Alarm Response
- 4.3 Kent Municipal Court Alarm Response
- 4.4 Bomb Threat Incident
- 4.5 Hazardous Material Emergency
- 4.6 Metro SWAT Call-Out
- 4.8 Execution of hazardous Search & Arrest Warrants
- 5.17 Enhanced 911 Operations
- 5.19 Operation of Emergency Sirens
- 5.33 Amber Alert

The Kent Police Department has equipped and trained our officers in the use of specialized equipment uncommon to many police departments:

- Patrol Rifles AR 15's
- 2 Public Address Systems
- 2 Tactical shields (Kevlar)
- 30+ riot shields
- 40 MM munitions launchers
- Several Breaching Rams

Thermal Imager (Detects Heat during low light)

Several night vision monoculars

EVD 2000 - "Bomb Sniffer" Purchased through EMA

Other less lethal devices such as pepperball guns, smoke grenades, wooden batons, flash bangs, stinger rounds, CS gas, OC canisters, etc.

Water rescue devices in each cruiser

Armored Vehicle (Metro SWAT) stored at KFD

"Battle Bags" (contains, extra lethal/less lethal munitions) in every cruiser



City Of Kent Fire Department

David A. Manthey
Fire Chief

To: Bill Lillich, Safety Director
From: Dave Manthey, Fire Chief
Subject: **KENT FIRE DEPARTMENT
EMERGENCY PREPAREDNESS INITIATIVES**

1. All three shifts have undergone an ALICE awareness program with Lt. Joe Hendry of the KSU PD.
2. Identification and charting of possible response locations and staging areas for active incidents involving Kent City School buildings and Kent State University. Safe areas for staging of multiple squads, personnel and potentially parents responding to scenes. Safe areas as these are crucial in the management of any chaotic scene and all play into the ICS Command system and the support functions of that scene.
3. Identification and charting of possible Landing Zones for Aero Medical Evacuation purposes involving Kent City School buildings and Kent State University.
4. Meetings have taken place between Kent Schools, Kent State University, Portage County Sheriffs Office, Kent City Safety Forces and Kent City Safety Director to facilitate data sharing between all entities. KSU and Kent City Schools have provided maps of all facilities that are currently being uploaded into a database that will be accessible to all Kent City Safety Forces for emergency response purposes. Identification of specific needs has taken place and has been discussed.
5. Updating of existing Pre-Plans developed by Kent Fire personnel to include active scenarios. Pre-plans for many buildings including KSU have been in use for years but were in need of updating, especially campus buildings.
6. Review of Kent Fire Department EMS MABAS (Mutual Aid Box Alarm System). System has been in place and utilized for years but review is warranted.

7. Company tours are currently taking place and on the board for local churches and school buildings to re-familiarize personnel with facilities. Company tours are also updating pre-plan maps provided by Kent City Schools.

8. Research and pricing taking place for the development of "Shooter Kits" to be placed and available on all first due responding FD units. Kits will be designed as "Grab and Go" bags for possible secure "Warm Zone" treatment and evacuation. Smaller versions being researched for PD units.

9. Dialogue regarding combination training involving FD and PD units taking place. Realization that any scenario will be a team effort. Combined needs of responders as well as expectations of responding units should be identified including command structure. Command structure will change in accordance to the situation, but with combined training and awareness this structure (ICS) will become even more familiar.

10. All Kent Fire Officers are NIMS compliant having completed NIMS 100/200/300/400/700/800 level courses. Events in cooperation with KSU (football games and other campus events) are all being organized and run using these ICS standards. FF's have all been trained to Awareness levels and online training sites for additional courses have been utilized.

11. Participation in, and leadership roles in County Teams (Dive, Hazardous Materials and USAR) increase our resource potential for response to scenarios of any type - Accidental, Intentional or Natural.

12. Promotion of a "team" concept between Safety Forces and outside departments.



CITY OF KENT, OHIO

DEPARTMENT OF SAFETY

To: Dave Ruller
From: Bill Lillich
Subject: Revisions to the Emergency Alarm chapter Kent Codified Ordinance Chap 559
Date: February 26, 2013

Mr. Ruller,,

Due to an equipment failure in April, 2011, the twenty year old electronic alarm monitoring panel owned by the city crashed and was found to be beyond repair. At the time a replacement panel would have cost in excess of \$30,000 which would serve only four other businesses in the community. Technological changes in the alarm industry encouraged businesses to rely on the private sector for the level of service they desired. The elimination of a city-owned alarm panel has changed the definition of service needs and standards since we are no longer required to deal with the sophisticated signal interpretation equipment, and are not called on to specify the technical standards.

In spite of these changes, the city alarm issues are still significant, and increasing, as the proliferation alarm systems has resulted in a significant increase of false alarms. This number of alarms in geographic areas in which the city provides emergency services requires some revisions to encourage the elimination of user errors in alarm operation. Through the proposed alarm ordinance revision, this is accomplished in two ways. First by providing instruction in city provision of alarm response services at the time of installation or registration of a private system.

The next step with the proposed ordinance is to reduce the number of false alarms to which emergency services are required to respond. These can be accomplished by limiting the number of permissible false alarms, and increasing penalties when the number of erroneous alarms reported continues. The false alarms in a specified period of time is proposed to increase from one month to six months. The ordinance change causes the penalty to increase the cost for each violation of the frequency of occurrence of false alarms. After two false alarms at a protected facility or building, a penalty of \$50 is assessed. If a fourth false alarm is received, the penalty increases by \$50, and continues to increase by \$50 for each successive false alarm responded to by safety services. . A temporary waiver can be permitted if the user has submitted a detailed plan of improvement intended to substantially reduce false alarms.

These improvements are primarily intended to reduce the number of false emergency calls that expose the city to excessive expense and potential exposure of staff to dangerous conditions. I would appreciate your review and input so that we can forward these changes to the City Council for consideration.

Respectfully,

Bill Lillich

c. Mr Silver
Chief Lee
Chief Manthey
Capt. Cole

2013010

enc.

Significant changes included in this proposal:

Chapter Title Change to Emergency Alarms

Modify or eliminate technical standards and the licensing of alarm providers as identified in ordinance numbers 559.01 and .02.

Maintain but simplify user registration requirements. 559.03

Proper registration of alarm systems and expected responses. 559.03

Reduction of false alarms by adjusting standards and accelerating penalties. 559.04

Elimination of vendor-provided monitoring equipment at the police station 559.05

Prohibitions section changes minimize technical requirements which improve service to the public. 559.06

CHAPTER 559

Police-Emergency Alarms

559.01 Definitions.

559.02 Alarm business registration.

559.03 User registration required.

559.04 False alarm.

559.05 General provisions.

559.06 Prohibitions.

559.99 Penalty.

CROSS REFERENCES

Making false alarms - see GEN. OFF. 509.07

559.01 DEFINITIONS.

As used in this chapter:

(a) "Alarm business" means the business by any individual, partnership, corporation or other entity selling, leasing, maintaining, servicing, repairing, altering, replacing, moving or installing any alarm system or causing to be sold, leased, maintained, serviced, repaired, altered, replaced, moved or installed any alarm system in or on any building, structure or facility.

(b) "Alarm system" means any assembly of equipment, mechanical or electrical, **electronic or telephone dialing system** arranged to signal the occurrence of a criminal activity, a fire, a medical emergency or other activity requiring urgent attention and to which Municipal emergency services are expected to respond.

(c) "Alarm user" means a person, firm, partnership, association, corporation, company or organization of any kind in control of any building, structure, facility, **or premises or sub-unit thereof**, where an alarm system is maintained.

(d) "Automatic dialing device" means a device which is interconnected to a telephone line and is programmed to select a predetermined telephone number and transmit by a voice message or code signal an emergency message indicating the need for an emergency response.

(e) "False alarm" means the activation of an alarm system through mechanical failure, malfunction, improper installation, or **the negligence or improper use or abuse of by the owner or lessee or of his/her employees or agents or occupant or person in control of any property or space intended to be protected by** an alarm system. Such terminology does not include, for example, **alarms alarm signals** caused by hurricanes, tornadoes, earthquakes or other similarly violent conditions or other

conditions clearly beyond the control of the user, and does not include activation of an alarm system while the system is being tested to determine whether or not the system is in proper working order, pursuant to established procedures.

(f) "Interconnect" means to connect an alarm system including an automatic dialing device to a telephone line, either directly or through a mechanical device that utilizes the telephone, for the purpose of using the telephone line to transmit a message upon the activation of the alarm system to the Emergency Communications Center.

(g) "Local alarms" means those alarms which activate an audible signal within the proximity of the premises only.

(h) "Issuing authority" means the Chief of Police or his/her issuing designate.

(i) "Transfer interconnect" means to transfer a message through to a central location, upon activation of the alarm system, to be relayed to the Emergency Communications Center through telephone communication.

(Ord. 1984-87. Passed 10-17-84.)

559.02 ALARM BUSINESS REGISTRATION.

(a) Any individual, partnership, corporation or other entity engaging in an alarm business within the City shall register with the Police Department. Registration shall be made on an annual basis and shall list such information as may be required by the Chief of Police, such information to include the following:

(1) The name, address and telephone number of the alarm business, the kind of entity it is (individual, partnership, or corporate), and the name, address, and telephone number of the individual proprietor, partners, or directors and principal officers, depending on the nature of the entity applying;

(2) A description of the alarm systems and devices offered for sale or lease to the public and a description of any services related to alarm devices offered to the public;

(3) A list of all felony and misdemeanor convictions of individual proprietors, partners, or directors and principal officers of the applicant business, including the date and location of each conviction;

(4) A statement as to whether the applicant has ever been denied a license or permit in any jurisdiction to engage in the alarm business or has had such license or permit revoked; and

(5) A statement as to the length of time the applicant has been engaged in the alarm business and where engaged.

(b) Registration of alarm businesses may not be renewed by the Chief of Police in the manner hereinafter set forth if the licensee or any of its owners, partners, principal corporate officers, or the individual having the authority and the responsibility for the management and operation of the alarm business within the City are:

(1) Found to have violated any of the provisions of this chapter or any rule or regulations of the City which violation the Chief of Police determines to reflect unfavorably upon the fitness of the licensee to engage in the alarm business; or

(2) Found to have knowingly and willfully given any false information of a material nature in connection with an application for a license or a renewal or reinstatement of a license or in a notice of transfer of an alarm business licensed under this chapter; or

(3) Found to have been convicted in any jurisdiction of a felony or a misdemeanor if the Chief of Police determines that such conviction reflects unfavorably on the fitness of the applicant to engage in the alarm business; or

(4) Found to have committed any act while the license was not in effect which would be cause for the revocation of a license, or grounds for the denial of an application for a license.

(c) Continual registration updates shall be made by the alarm business pertaining to changes of service personnel who will be working within the City limits.

(d) Registration application shall be accompanied by a fee of fifty dollars (\$50.00) per year to cover the costs to the City for processing the applications as provided herein.

(e) Registration renewal is required annually and must be accompanied by a fifty dollar (\$50.00) registration renewal fee.

(f) No registration issued pursuant to the provisions of this chapter shall be assigned or transferred either by operation of law or otherwise.

(g) All determinations made by the Chief of Police under subsection (b) hereof may be appealed to the Director of Safety. (Ord. 1980-183. Passed 12-3-80.)

559.03 USER REGISTRATION REQUIRED.

(a) Every alarm user in the City shall register each alarm system in use with the Emergency Communications Center prior to, but no later than fifteen days after an alarm system is installed or placed into use. Every alarm user in the City shall comply with periodic update or re-registration requests from the Emergency Communications Center for each alarm system in use. Such registration updates shall take place no less frequently than bi-annually.

(b) Each alarm user registering in accordance with the provisions of this chapter shall provide the following information:

(1) The name, address and telephone number of the each separately protected building or sub-unit thereof, business, home or other location, and the type or types of alarm systems in use;

(2) The name, address, and telephone number of the alarm company, organization or operator which installed or maintains, and/or monitors the registrant's alarm system; and

(3) In the case of a business entity, the names, addresses and telephone numbers of three responsible persons or employees, in the case of a business entity, of the business who can be contacted by the Police Department if needed regarding an alarm system activation or malfunction.

(Ord. 1984-87. Passed 10-17-84.)

559.04 FALSE ALARM.

(a) In the event the Emergency Communications Center receives in excess of two false alarms from any system within any calendar six month period from and after the effective date of this section any separately protected building or facility, the alarm user shall be charged the sum of twenty five dollars (\$25.00) per fifty dollars (\$50.00) for the third false alarm. For each subsequent false alarm, the alarm user shall be charged a sum that and shall increase by \$50 for each successive false alarm in excess of two false alarms for such monthly rolling six month rolling period. (Example; 3rd false alarm = \$50, 4th false alarm = \$100, 5th false alarm = \$150, etc.)

(b) The Finance Director Police Chief or his designate shall, upon notification of the Police Chief, give five days notice by regular mail to the alarm user to pay the assessment provided for in the provisions of subsection (a) hereof. In the event the same is not paid within thirty days after the mailing of such notice, then such amount shall be determined to be delinquent and shall be collected in a manner as is authorized by law.

(c) Alarm users may request a temporary waiver of amounts assessed as provided for in subsection (a) hereof, by submitting to the Chief of Police a written request and detailed written plan of improvement intended to substantially reduce false alarms generated from the user's system or facility. The Chief of Police, upon approval of the submitted improvement plan, may at his discretion grant a full or partial waiver of amounts assessed in accordance with subsection (a) hereof.

(e) (d) In addition, in the event the assessment provided for in provisions of subsection (a) hereof is not paid within thirty days after the mailing of such notice, the Chief of Police shall cause notice to be sent to the alarm user by certified mail, ordering the alarm user to remove all equipment interconnecting the alarm system with the Emergency Communications Center, or stop all local alarm systems or stop operation of all alarm systems of transfer interconnect which is are used to alert the Emergency Communications Center through an alarm business operation. If the removal is not completed within thirty days, the Chief of Police is authorized to contract for such removal order deactivation of the alarm system at the expense of the alarm user.

(d) (e) Any alarm system disconnected pursuant to the provisions of subsection (c) hereof may be reconnected at the expense of the alarm user provided, however, that the registration provided for by this chapter is completed and all delinquent assessments as provided for in this section are paid in full. (Ord. 1984-87. Passed 10-17-84.)

559.05 GENERAL PROVISIONS.

(a) The acceptance of any alarm system notification by the Chief of Police Emergency Communication Center as provided herein shall in no manner place upon the Police or Fire Departments, the Emergency Communication Center, or the City, any additional liabilities than those legally incurred with the Municipal emergency service functions.

(b) All alarm businesses and alarm users shall comply with the scope and intent of this chapter within sixty days of this chapter's adoption.

(c) All alarms intended for receipt at the Emergency Communications Center shall contract for connection with the alarm panel provider as specified by the Police Chief. The provider shall be the exclusive provider on the basis of a competitive bid process.

(Ord. 1984-87. Passed 10-17-84.)

559.06 PROHIBITIONS.

(a) No alarm business shall sell, offer or install an alarm system in any business, building, structure or premises in the City, or Fire Department response area, without first completing the procedures of this chapter.

(b) No alarm user shall have installed or operate an alarm system in any business, building, structure, or premises or sub-unit thereof in the City, or Fire Department response area, without first completing the registration procedures of this chapter.

(c) No person shall install, cause to be installed, or permit to be installed, any alarm device, by whatever name or descriptive term it may be known, which automatically selects or dials a telephone line for the purpose of reporting an emergency on any telephone line dedicated to the Police Department other than on a telephone line specified on the alarm user permit. No codes or signals shall come in on general emergency telephone lines.

(d) Local alarms shall not resemble the sound of any emergency signal, civil defense alarm or sirens.

(e) No alarms, transmitted by direct interconnect, transfer interconnect or dialer, shall be transmitted to the Emergency Communication Center by any means which is are intended to protect any premises outside the City limits, or in the case of a fire alarm, outside the scope of duties for the Fire Department response district. (Ord. 1984-87. Passed 10-17-84.)

559.99 PENALTY.

(a) Whoever violates any provision of this chapter is guilty of a minor misdemeanor, the penalty for which shall be as prescribed in Section 501.99.

(b) Each day of violation shall constitute a separate offense.

(Ord. 1980-182. Passed 12-3-80)

2013010a



City of Kent Health Department

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

783.12 COMPOSTING.

(1) Definition. For the purpose of this section, “**composting**” means the controlled decomposition of organic solid wastes under aerobic conditions to produce a relatively stable, inert material that may be incorporated into the soil without producing any adverse impact to the soil or to the public health.

(2) Regulations.

(a) All **composting** shall conform to such reasonable rules and regulations promulgated by the City of Kent Health Commissioner or a designee to insure sufficient safety, health and sanitation in the City, provided those rules are otherwise in conformity with this section.

(b) **Composting** shall be permitted only in approved **composting** containers designed and constructed specifically for that purpose. Approved **composting** containers are those that are designed to minimize access to **compost** by animals, rodents and insects; that do not exceed five (5) feet by five (5) feet by five (5) feet in size; that are enclosed, with no opening greater than a half-inch; and that are accessible from three sides. **Composting** containers shall be screened from view and otherwise not be visible from the public right of way and are not permitted in any front yard or located closer than five (5) feet from any side or rear property line. Composting containers are not permitted within a sanitary isolation radius of fifty feet of any known or possible private water system.

(c) No person shall perform **composting** that is detrimental to the public safety, health or general welfare, or of such nature as to interfere with the value of or enjoyment thereof by the owners, occupants or persons in charge of or control of any property within the immediate vicinity by reason of any noxious odors emanating therefrom, or which is of such character or nature as to create or spread disease or cause an unsanitary and unhealthful condition, or which by its character or nature is likely to attract rodents, vermin or other disease-carrying pests, animals or insects. No person shall keep or leave human waste, refuse or bodies of dead animals in the **compost** pile; store, discharge or deposit sewage, human waste, wash water or other substance which will make a **compost** pile a potential transmission agent of disease; or store or deposit any waste or substances which will pollute water or soil. **Composting** that violates any of these provisions is hereby declared to be a public nuisance.

(3) Violations. Abatement Costs

(d) Whoever violates any provisions in this section is subject to the civil penalties established in Section 521.08 of the Kent City Ordinances.

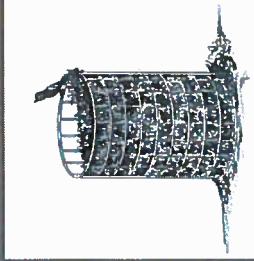
Acceptable Bins

It is possible to make your own compost container or purchase of the composting bins from the City of Kent Health Department

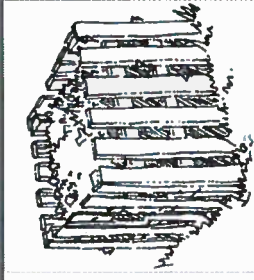
Make your own

Its simple to make your own compost bin. For that you will need a wire mesh or wooden pallets. Put them together so that they hold the contents in place.

- Container shall not larger than 5 feet by 5 feet by 5 feet and are not permitted in any front yard or located closer than 5 feet from any side or rear property line.*
- Water the pile so that is damp*
- Cover with a lid during hot summer months to retain moisture to speed up decomposing*
- Make sure the pile is churned regularly*



A wire mesh can be rolled up into a cylinder to hold the compost



A wooden compost bin can be made out of wood planks or out of wooden

Purchasing a Bin

A Composting bin such as this can also be purchased from the City of Kent Health Department

- Offers 18 cubic inches of capacity*
- Able to do hot composting*
- Half-inch slits around the whole base for ventilations*
- Made out of environment friendly materials*



Begin composting at Home in your backyard!



**325 South Depeyster St.,
Kent Ohio 44240**

**Telephone: 330 678 8109
Fax 330 678-2082
Health Commissioner
Jeff Neistadt**

Your Guide To Composting

COMPOST!



**Begin composting at
Home in your
backyard!**

Provided By:

**The City of Kent Health
Department**

Kent, Ohio

Backyard Composting

"Composting" means the controlled decomposition of organic solid wastes under aerobic conditions to produce a relatively stable, inert material that may be incorporated into the soil without producing any adverse impact to the soil or to the public health.

Food scraps and yard waste can be converted into useful, humus like soil. It is easy to make and can significantly reduce organic waste.

By collecting compostable materials and a little setup you will be ready to compost.



Why Compost?

Composting your kitchen scraps and yard waste at home can help divert material from your local landfill and provide a good quality product for use in your yard and garden. Home composting is both fun and easy to do, and does not require large investments of time, money, or effort to be successful.

What to Compost?

Start the composting process with 50% green and 50% brown materials cut into pieces no larger than 1 inch in size. Mix and add water every 7-10 days. Your compost is ready to use when it's dark brown, crumbly and smells like fresh turned soil.

Browns

- Wood chips, sawdust
- Yard waste shreds
- Pine & fir needles
- Straw and hay
- Dry grass & leaves
- Nut shells
- Stale bread
- Shredded paper

Greens

- Grass clippings
- Garden trimmings
- Green leaves
- Livestock manure
- Fruit & vegetable scraps
- Coffee grounds & filters

Did you know?

- Composting is a rich soil amendment that is produced by the breakdown of nitrogen and carbon-rich materials by microorganisms
- It adds organic matter to help soil absorb and retain water and nutrients
- It can protect plants from drought or freezing
- It can prevent erosion when compost is used as mulch
- Do not compost fats, pet droppings, or animal products. They will attract pests to the pile and can spread disease.
- Don't throw away your kitchen waste in the pile during winter months

Troubleshooting

What's Up?	Possible Causes	What you can do
Smells stinky	Too much moisture Overly compacted Food wastes on top of compost	Turn the pile to aerate it bury food wastes 6-12" of compost cover pile when it rains
Pile flat	Too much water or heavy food Too much green or too little brown bury food 6-12" of compost	Turn pile to aerate it bury food 6-12" of compost cover the pile
Pile too hot	Overly compacted Too much green	Turn pile to aerate it bury food 6-12" of compost use less <1" green
Low pile temp (below 90°)	Insufficient aeration Insufficient moisture Lack of green material Cold weather	Turn the pile more frequently use to green material and water in cold weather, mulch pile with leaves 1 to 2 ft.
High pile temp (above 160°)	Overly compacted Too much green Insufficient aeration Insufficient moisture Overabundance of green	Turn the pile reduce size use to brown leaves
Nothing happening	Too dry Too much green material Pile too small	Turn pile to aerate use to green material and water build pile up to 1 to 2 ft.
Humus odor	Overabundance of green	Turn to brown

For further reading check out these books available for you at the local library or a bookstore for more information and tips

- *Easy Composters You Can Build*; Nick Noyes
 - *Let it Rot: The Gardener's Guide to Composting*; Stu Campbell
 - *The Rodale Book of Composting: Easy Methods for Every Gardener*; Debra Martin (Editor)
- Or visit these great websites
www.epa.gov/compost
www.composting101.com

How To Make a Compost Bin

If you love to garden, or simply have an interest in composting, it is easy to do. Follow these instructions on how to build a compost bin out of **packing pallets**, or **mesh wire** and begin composting!

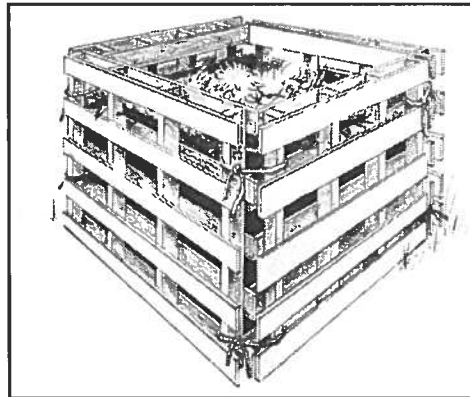
Materials needed:

- * 5 wooden packing pallets (one for a lid or cover)
- * Heavy wire or rope ties

Tools

Wire cutters or knife and
Work gloves

Packing pallets Bin



Directions:

- 1: Level the ground where bin will be.
2. Set up 4 pallets upright in a box shape.
3. Lash the pallets securely together at the corners with wire or rope.
4. The last pallet can be used for a lid or cover to bin

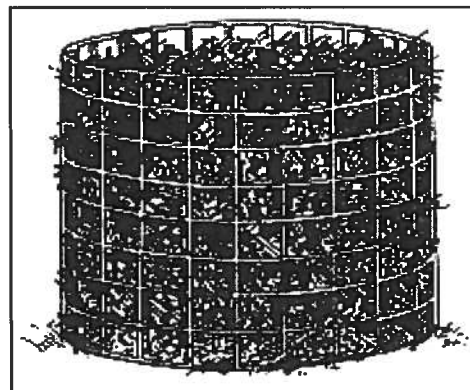
Materials needed:

- * 10 feet of mesh wire no taller than 5 feet
- * Heavy-duty wire or snips
- * Wooden or metal stakes

Tools

Wire cutters, hammer, work gloves.

Wire Mesh Bin

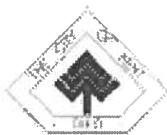


Directions:

1. Level the ground where your bin will be.
2. Roll the wire mesh together form a cylinder shape.
3. Use scraps of wire bending them to lash the two ends to each other.
4. Provide lid or cover of your choice to complete the bin

Once you are done putting a bin together, all composting requires three basic ingredients:

- **Browns** - This includes materials such as dead leaves, branches, and twigs.
- **Greens** - This includes materials such as grass clippings, vegetable waste, fruit scraps, and coffee grounds.
- **Water** - Having the right amount of water, greens, and browns is important for compost development.



For further questions or concerns contact the
City of Kent Health Department:
325 South Depeyster Street, Kent ,Ohio 44240
Telephone: 330 678 8109

Kent Police Department

MEMORANDUM

To: Dave Ruller - City Manager
Clerk of Council - Linda Jordan
From: Chief Michelle A. Lee
Date: January 30, 2013
Subject: Parking Violations Penalties

It has come to my attention that there are penalty inconsistencies within Part Three Traffic Code; Title Seven - Parking of the K.C.O. There are two sections that have increased penalties and a progressive late fee structure. These are identified as Chapters 351 (Parking Generally) and 353 (Parking Time Restrictions).

I would like to propose all other parking Chapters be amended to reflect the increased penalty and similar progressive late fee structure. Chapters to be amended are 352 (Snow Emergency), 354 (Overnight Parking), 355 (Municipal Parking Lots), 357 (Leaf Pickup Parking Ban)

Consistency in ticket management and public information on fee structure to ease confusion is the targeted purpose for the amendments. Below is a more visual account of the inconsistencies:

Chapter 351 Parking Generally

Prohibits parking in traveled part of road, on a curb, in an intersection, double parking, angled parking, handicapped, 24 hour, fire lanes.

Penalty: Pay within 10 days \$15 / 10+ days \$25 / 30+ days \$50

* This section does provide a higher penalty for Fire lanes, hydrant parking, on sidewalks, and expired plates which is unique to this section only.

Penalty: Pay within 10 days \$40 / 10+ days \$50 / 30+ days \$80

Chapter 352 Snow Emergency

Prohibits parking on streets during snow emergency

Penalty: Pay within 48 hrs \$10 / 48+ hrs \$15 / 30+ days \$30

Chapter 353 Parking time Restrictions

Prohibits 2 hour parking, parking w/o permit, handicapped 2 hour limit

Penalty: Pay within 10 days \$15 / 10+ days \$25 / 30+ days \$50

* This section was amended in 2005 to the increased penalties but not finalized in print.

Chapter 354 Overnight Parking

Prohibits no parking 3-6am where posted

Penalty: Pay within 48 hrs \$10 / + 48 hrs \$5 / +30 days \$30

Chapter 355 Municipal Parking Lots

Prohibits parking w/o a permit, parking 3-6am

Penalty: Pay within 48 hrs \$10 / 48+ hrs \$5 / 30+ days \$30

Chapter 356 Prohibited parking, Impoundment of Vehicles

Prohibits 24 hour parking (impoundment, junk vehicles

Penalty: Minor misdemeanor violations

Chapter 357 Leaf Pickup Parking Ban

Prohibits parking during posted leaf collections

Penalty: Pay within 48 hrs \$10 / 48+ hrs \$15 / 30+ days \$30



CITY OF KENT, OHIO

DEPARTMENT OF ECONOMIC DEVELOPMENT

Date: February 28, 2013

To: David Ruller, City Manager
Bill Lillich, Safety Director
Jim Silver, Law Director

From: Dan Smith, Economic Development Director

Subject: Status TREX License Program

As we are all aware, early last year the State legislature made changes to the Ohio Revised Code (ORC) to allow for the transfer of liquor licenses from a community with an excess number of licenses available to a community that is at the maximum number of licenses available per the existing quota system. This type of transfer is called a TREX (see attachment). Due to the tremendous level of interested parties that contacted City staffers, we discussed the issue before Council last fall and the following guidelines were put in place:

- The business must invest a minimum of \$750,000 in the physical structure (or) building that will hold the license
- The building must have a minimum of 4,000 square feet
- Alcohol sales cannot account for more than 25% of total sales
- Council must review and approve/deny all TREX transfers

To date only two formal applications have been received. Neither were able to meet all of the criteria listed above. The two proposals as well as numerous other interested parties are reaching out to their Council representatives and requesting exceptions/special circumstance approvals to be granted. With the new TREX program under the ORC being somewhat vague as to what constitutes an economic development project, I think it would prove prudent to reevaluate the current guidelines required to secure support to obtain a TREX license.

I respectfully request time at the March 6 Committee Meeting to discuss how the current guidelines are effecting potential projects as well as offer a few broad policy concepts that have been bantered by interested parties. Finally, several interested parties have expressed an interest in attending the meeting to share their thoughts on the TREX process as well.



Department of Commerce

Division of Liquor Control
John R. Kasich, Governor
David Goodman, Director

WHAT IS AN ECONOMIC DEVELOPMENT TRANSFER – (TRES)?

A TRES Transfer may be applied for if you are unable to obtain a New Liquor Permit through the Quota System because there are no permits available or the number of applicants on file exceeds the openings available in that city/township in which you want to locate the permit, or you are unable to do a regular transfer of ownership and location (not a TRES) of a permit class.

As of March 22, 2012, you may TRES transfer the ownership and location of someone else's permit, OR transfer location only of a permit from anywhere in the state as long as you are able to provide the required information in Section A of Page 2 of the TRES Application. Please note that when completing the information in Section A that the statute does not specify any benchmark for the Division to approve or deny your TRES Application. The figures/information you provide in Section A is information for the City/Village or Township to which you are transferring the permit to, to review and determine if they are willing to endorse your TRES Project, in Section B of the TRES Application.

Before beginning the TRES process, please make certain you are aware of the following:

- 1) The acquisition of someone else's liquor permit must be done pursuant to Ohio Administrative Code 4301:1-1-14. This rule states in part that a transfer must be in conjunction with a bona fide sale of the business or assets of such permit holder. Therefore, you need to be able to pay a purchase price established by the seller.
- 2) You must be able to complete Section A on the TRES Application; and acquire the signature of the Mayor, City Council member, law director or someone of authority in Section B indicating their endorsement of the Economic Development TRES Transfer Project where you are transferring the permit to.

Note: The Division of Liquor Control does NOT have a list of permit businesses for sale. The only list available of potential businesses that may or may not want to sell is the Division's Safekeeping List (Businesses that have closed and ceased operation). You may view the safekeeping list on our website.

Once you have found a license to transfer as an economic development project ("TRES"), you are then ready to file the TRES Application. This packet includes the appropriate documents that must be filed with your TRES Application depending on the type of transaction you are doing.

If you properly complete the TRES Application and submit it with the appropriate Transfer Application, it typically takes 3-4 days to determine if your TRES will be approved. If approved, the Transfer Application will then go into process, which takes about 10-12 weeks.

After reviewing the above, should you have any questions regarding the TRES process, please feel free to contact Kelly Poling Ables at (614) 644-2496.

Revised 8/24/2012

**CITY OF KENT POLICY GUIDELINES
FOR THE
ACCEPTANCE OF TREX LIQUOR LICENSES**

- 1) In order for a TREX liquor license to be transferred into the jurisdictional boundary limits of Kent, Ohio, the following criteria must be met:
 - a. The business entity(s) seeking to bring the TREX license into the City of Kent shall invest a minimum of \$750,000 into the physical structure/building that will hold the license; and
 - b. The physical structure/building that will hold the license shall have a minimum of 4,000 square feet of dining area; and
 - c. The sale of alcohol will account for no more than 25% of the total sales of the business entity(s) holding the TREX license.
- 2) Kent City Council **shall** review and approve or disapprove **all** applications for the proposed transfer of a TREX liquor license into the City of Kent jurisdictional boundary limits.
- 3) Kent City Council may amend these policy guidelines from time to time, on an as needed.
- 4) Kent City Council shall have the ability to grant variances to the criteria (a, b, c) specified above if the applicant can demonstrate the proposed project will generate significant economic development benefits to the City of Kent and its residents in a similar nature as would be generated from a project meeting these criteria (a, b, c).
- 5) The applicant shall comply with all State of Ohio regulations governing liquor permits.



CITY OF KENT, OHIO

HUMAN RESOURCES DEPARTMENT

To: Dave Ruller, City Manager
From: Liz Zorc, Human Resources Manager *elz*
Subject: Council Committee Time Request – Chief Sanitarian
Date: February 28, 2013

Dave,

According to section 3701-36-03 of the Ohio Administrative Code, in order for the City to continue to receive subsidy funding from the State of Ohio for the health department, the City is required to have the specific position of “Environmental Health Director” on staff. The amount of the subsidy varies from year to year, and since the current governor took office it has dropped by approximately one third. This year’s amount is \$9,908.97.

Section 3701-36-03 also requires employing a registered sanitarian as Environmental Health Director as a minimum standard for a health district. (Copy attached.) To accomplish this we would like to create the position of “Chief Sanitarian” and incorporate the additional duties of Environmental Health Director into the Chief Sanitarian’s job description.

Health Commissioner, Jeff Neistadt, proposes to appoint a registered sanitarian currently on staff to this position. The Chief Sanitarian would assume the duties of training the other Sanitarians, assist the Health Commissioner in identifying gaps in health policies and public health procedures and development of those policies and procedures, assume a supervisory role and act as the Health Commissioner in the Commissioner’s absence, as well as continuing the regular duties of a Sanitarian. (Job description attached.) The department would continue to operate with the same number of employees.

The Chief Sanitarian position would be an AFSCME union position. Jeff proposes to increase the current wage of the Sanitarian appointed to the position of Chief Sanitarian by \$2.89 per hour. Attached is “Exhibit B – Wage Rate for period November 1, 2012 through October 31, 2013”, from the AFSCME contract indicating the wage range proposed for the Chief Sanitarian. The increase in salary will be fully recovered through annual program cost analysis with state mandated programs (i.e. food service swimming pools) so there will not be any additional burden on the City’s General Fund.

This change would provide supervisory assistance for the Commissioner, and compliance with the Ohio Administrative Code stated above. It is also important for the Health Board’s goal of obtaining accreditation for our Health Department in the future. We respectfully request Council Committee time to discuss this proposal with Kent City Council.

C: Jeff Neistadt, Health Commissioner

3701-36-03 Minimum standards.

Each health district must meet the minimum standards to receive any state subsidy funds.

(A) These minimum standards are:

(1) Submission of a state health district subsidy fund application to the department due March first of each year;

(2) Completion and submission of the department's on-line report which incorporates the PHAB standards on March first of every even numbered year;

(3) Completion and submission of the United States centers for disease control and prevention public health performance standards report and submission of a copy to the department at least once, on a rolling basis, every five years, or on an interval of greater than five years as determined by the director;

(4) Submission of a completed annual financial report to the department by March first of each year;

(5) Be represented by the health commissioner or the health commissioner's designee at each conference provided by the Ohio department of health pursuant to section 3701.29 of the Revised Code. The health commissioner shall personally attend one of these conferences and the medical director of a health district with a non-physician health commissioner shall attend at least one session of one of the conferences. The director shall review reasons for failure to comply with this paragraph and may grant an excuse when good cause for the absence has been documented;

(6) Provide administrative leadership by:

(a) Employing a health commissioner;

(b) Employing a registered nurse as nursing director;

(c) Employing a registered sanitarian as environmental health director;

(d) Employing as medical director a doctor of medicine or doctor of osteopathic medicine who is licensed to practice medicine in Ohio and who is actively involved in providing medical leadership to the local health department if the health district has a non-physician health commissioner;

(7) Provision of services for health education; and

(8) Expenditure of a minimum of three dollars per capita in local funds for public health services per year.

Effective: 12/25/2011

R.C. 119.032 review dates: 09/02/2011 and 09/01/2016

Promulgated Under: 119.03

Statutory Authority: 3701.342

Rule Amplifies: 3701.342

Prior Effective Dates: 1/1/2005

Your Local Health Department – What Does It Look Like?

Health department operations are generally divided into three areas: Administration, Personal Health and Environmental Health. The number of the staff members in each area depends on the budget of the health department which typically corresponds with the size of the population it serves.

Local health departments are under the administrative direction of a Health Commissioner (HC). The HC is hired by, and answers to, the Board of Health which serves as the governing body. The HC directs the daily operations of the local health department and supervises support staff. Additional administrative personnel include vital statistics, accounting and human resources personnel. Some larger departments may also have grant writing and legal support staff. Health departments are also required by law to employ a Medical Director if the Health Commissioner is not a physician.

Personal health (nursing), programming is managed by a Director of Nursing, a position required by law. Personal Health staff may include physicians, nurses, dietitians, public health educators, dentists, nutritionists and support staff.

Environmental health programming is managed by an Environmental Health Director, a position required by law. Environmental health staff includes registered sanitarians, clerical support staff and may include plumbing inspectors.

Health departments vary in size and services. A department will typically offer various personal health services, administrative services, including vital statistic offices, and environmental services. Larger departments may also operate laboratory facilities.

Why Do We Need One?

Local health departments strive to promote health and the quality of life by preventing and controlling disease, injury and disability. Health Departments interact with community leaders in developing programs for their jurisdictions.

Public health goals statewide are to:

- Reduce infant mortality and improve infant health
- Reduce morbidity and mortality associated with diseases
- Reduce morbidity and mortality associated with environmental conditions
- Reduce morbidity and mortality associated with intentional / unintentional injuries
- Increase awareness and adoption of healthy behaviors

Locally, the health department works in cooperation with the Ohio Department of Health, the Ohio Environmental Protection Agency, and other state agencies to insure the health and safety of your community.

Local health departments work with community leaders and service providers to lead, facilitate, catalyze and collaborate on addressing community public health needs.

Examples Of Personal Health Services At Local Level

Goal: Reduce infant mortality and improve infant health

- Services:
- Prenatal Care
 - WIC (Women, Infants and Children) Program
 - Family Health Planning
 - Nursing Case Finding, Consultation and Coordination of Care
 - Maternal and Child Health Home Visits
 - Help Me Grow

Goal: Reduce morbidity and mortality associated with diseases

**CITY OF KENT
JOB DESCRIPTION**

CHIEF SANITARIAN

Classified

Non-Exempt

RESPONSIBILITY

Under the general supervision of the Health Commissioner, performs technical work in environmental public health services within the public health department. Promotes public health and safety by performing inspections, investigations, education, and enforcement work for the public health department. Acts as Environmental Health Director for the department, and assists in the supervision and training of public health sanitarians out in the field. Works independently out of the office exercising judgment and interpreting regulations. Assists the Health Commissioner in identifying gaps in health policies and public health procedures and assists in the development of those health policies and procedures.

TYPICAL TASKS

Educates operators of and inspects food service operations including restaurants, taverns, cocktail lounges, grocery and convenience stores, and schools. Conducts routine inspections of swimming pools, vending machines, and licensed multiple occupancy housing. Trains field staff on a wide variety of environmental health programs and services. Investigates nuisance complaints and animal bite incidents for possible rabies. Actively engages in field practices involving insect-rodent and vector control, such as rodent baiting, and mosquito larvaciding. Reviews plans for new food service operations and foodservice equipment regarding remodeled or new food establishments. Attends workshops and training in order to improve work proficiencies and meet Registered Sanitarian continuing education requirements.

WORKING CONDITIONS

The working environment of the Environmental Health Director may involve exposure to adverse conditions generally found in an outside environment. The individual must be able to work outside in unfavorable weather conditions such as hot and cold temperatures and must be able to work around animals such as dogs, cats, or rodents. The Public Health Sanitarian must be able lift items up to 50 lbs, such as manhole covers or animal cages and must be able to walk, climb stairs or ladders, bend, crawl, and be able to walk distances up to 1 mile. The Environmental Health Director also works in an environment generally found in an office environment. The individual must be able to produce handwritten communications, be computer literate and able to type, and operate office equipment such as fax machines, copiers, or other light office equipment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Environmental Health Director must have knowledge of general sanitation principles and practices including public health laws, regulations, and resolutions. The individual must have the ability to complete handwritten forms, read and write the English language, effectively communicate with peers, the public, and supervision, and be organized enough to maintain accurate public records. The individual must have knowledge of and willingness to execute proper safety techniques in collecting samples in manholes and other confined spaces as well as collecting water samples in approved scientific method. The Environmental Health Director must have the ability to take charge of circumstances, gather and evaluate pertinent information, recognize deviations from norms or standards, and to educate others in such a way as to achieve voluntary cooperation and compliance.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Graduation with a baccalaureate degree from an accredited college or university with at least 45 quarter units or 30 semester units of science courses, or a major in Environmental Health Science which includes an internship program, pursuant to ORC Section 4736.08. Must be a Registered Sanitarian in the State of Ohio and continually meet the requirements of the State Board of Sanitarian Registration. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy.

SPECIAL REQUIREMENTS

Must be a Registered Sanitarian in the State of Ohio and keep certification for duration of employment. Must obtain a Commercial Pesticide Applicator license through the Ohio Department of Agriculture within one year from employment and be able to work around pesticides, chlorine, and other industrial chemicals.

**CITY OF KENT
ESSENTIAL FUNCTIONS
CHIEF SANITARIAN**

1. Inspects food service operations and retail food establishments for compliance with the State of Ohio Food Code.
2. Educates food service managers by reviewing menus and discussing pertinent and critical control points and ways to apply them, implementing consumer advisories as indicated, reviewing employee hygiene practices, determining the level of food service knowledge of people in charge, determining if a facility serves highly susceptible populations and restricting menus accordingly, and presenting food service sanitation classes periodically.
3. Conducts routine inspections with public health sanitarians and assists in the training of the public health sanitarians. Performs direction to the public health sanitarian as needed during the inspections.
4. Conducts inspections of swimming pools, measures certain chemical properties of water, and evaluates health and safety protection of swimmers. May order closure or authorize reopening when conditions warrant.
5. Acts as Environmental Health Director for the department; trains and supervises Sanitarians; identifies gaps in existing public health policies and assists in the development of health polices and office procedures.
6. Inspects vending machines and licensed multiple occupancy housing for compliance with applicable regulations.
7. Identifies sources of hazardous or polluting material contamination and monitors environmental contamination through sampling, interviewing, and surveillance.
8. Actively engages in field practices involving insect-rodent and vector control, such as rodent bating, and mosquito larvaciding.
9. Investigates complaints involving environmental health hazards or nuisances inside and outside of homes or businesses and initiates actions to abate or prevent such conditions. Provides technical assistance to individuals, citizen groups, and agencies regarding the prevention of health hazards.
10. Assists in the coordination of public-health related activities in case of a disaster or emergency situation.
11. Reviews plans for new foodservice operations and new equipment regarding remodeled or new food establishments.
12. Investigates outbreaks of food-borne disease or other environmental related disease to determine causative factors and sources of infection to control the spread of disease.
13. Works in cold weather, hot weather, and other unfavorable weather conditions.
14. Works around animals such as dogs, cats, or rodents.
15. Lifts items up to 50 lbs, such as manhole covers or animal cages, and be able to walk up to 1 mile, climb stairs or ladders, bend, and crawl.

16. Produces legible handwritten communications, is proficient in computer operations, operates office equipment such as fax machines, copiers, or other light office equipment.
17. Completes legible handwritten forms, read and write the English language, and maintain public records.
18. Knowledge of and willingness to execute proper safety techniques in collecting samples in manholes, in confined spaces, and all other areas.
19. Ability to conduct effective communications with other persons who may be hostile or indifferent and to act calmly, tactfully, and courteously under stressful conditions.
20. Must be a Registered Sanitarian in the State of Ohio and keep certification for duration of employment.
21. Must obtain a Commercial Pesticide Applicator license through the Ohio Department of Agriculture and be able to work around pesticides, chlorine, and other industrial chemicals.
22. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, pregnancy, national origin, ancestry, age, disability, genetics, or military status in accordance with applicable federal, state, and local laws.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

EXHIBIT B – WAGE RATE for period
November 1, 2012 through October 31, 2013

	2013	2013	2013	2013	2013
Position	Step	Step	Step	Step	Step
	1	2	3	4	5
Laborer	\$14.20	\$14.74	\$15.25	\$15.81	\$16.34
Seasonal Laborers	\$14.86	\$15.42	\$16.02	\$16.55	\$17.11
Clerk Typist	\$15.62	\$16.38	\$17.23	\$18.09	\$19.01
Account Clerk	\$17.10	\$17.97	\$18.80	\$19.80	\$20.77
Engr. Aide I	\$21.72	\$22.82	\$24.00	\$25.14	\$26.38
Tax Auditor	\$19.00	\$20.00	\$20.99	\$22.01	\$23.15
Sr. Account Clerk	\$19.00	\$20.00	\$20.99	\$22.01	\$23.15
Engr. Aide II	\$18.90	\$19.80	\$20.84	\$21.89	\$22.94
Waste Water Plant Operator	\$18.90	\$19.80	\$20.84	\$21.89	\$22.94
Water Plant Operator	\$18.90	\$19.80	\$20.84	\$21.89	\$22.94
Service Workers	\$18.90	\$19.80	\$20.84	\$21.89	\$22.94
Service Tech/City Gardener	\$19.80	\$20.79	\$21.89	\$22.92	\$24.05
Sr. Parks Crew Leader	\$19.80	\$20.79	\$21.89	\$22.92	\$24.05
Mechanic Helper	\$18.90	\$19.80	\$20.84	\$21.89	\$22.94
Repair Operator	\$19.80	\$20.79	\$21.89	\$22.92	\$24.05
Maint. Worker/Carpenter	\$19.80	\$20.79	\$21.89	\$22.92	\$24.05
Mechanic	\$20.85	\$21.90	\$22.92	\$24.00	\$25.13
Plant Mechanic	\$20.85	\$21.90	\$22.92	\$24.00	\$25.13
Water Lab Tech.	\$21.72	\$22.82	\$24.00	\$25.14	\$26.38
Waste Water Lab Tech	\$21.72	\$22.82	\$24.00	\$25.14	\$26.38
Public Health Sanitarian	\$21.72	\$22.82	\$24.00	\$25.14	\$26.38
Chief Sanitarian	\$24.61	\$25.71	\$26.89	\$28.03	\$29.27
Master Mechanic	\$22.30	\$23.36	\$24.48	\$25.59	\$26.85
Chief Operator Water Plant	\$21.72	\$22.82	\$24.00	\$25.14	\$26.38
Chief Operator Waste Water Plant	\$21.72	\$22.82	\$24.00	\$25.14	\$26.38
Chief Operator Central Maintenance	\$21.72	\$22.82	\$24.00	\$25.14	\$26.38
Seasonal Park Maintenance Worker	\$9.39	\$9.88	\$10.33	---	---



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager
From: David A. Coffee, Director of Budget and Finance *David Coffee*
Date: February 28, 2013
Re: FY2013 Appropriation Amendments, Transfers, and Advances

The following appropriation amendments are hereby requested:

Fund 001 – General

Increase \$ 15,000 Econ Dev / Other (O&M) - Reappropriate 2012 funds – Wells-Sherman House loan

Fund 121 – State & Local Forfeits

Increase \$ 7,000 Police / Other (O&M) - Reappropriate 2012 funds – partial unexpended bal.

Fund 122 – Drug Law Enforcement

Increase \$ 25,000 Police / Other (O&M) - Reappropriate 2012 funds – partial unexpended bal.

Fund 123 – Enforcement & Education

Increase \$ 15,000 Police / Other (O&M) - Reappropriate 2012 funds – partial unexpended bal.

Fund 125 – Law Enforcement Trust

Increase \$ 15,000 Police / Other (O&M) - Reappropriate 2012 funds – partial unexpended bal.

Fund 131 – JAG – Justice Assistance Grant

Increase \$ 12,848 Police / Reappropriate 2012 funds – partial unexpended grant funds

Fund 301 – Capital

Increase \$ 1,342,210 Capital / Reappropriate 2012 funds – CORF Grant / Thomas&Betts-RB&W Site
Increase \$ 10,000 Capital / Funding – Thomas&Betts-RB&W Site 2nd Prof Engineering Evaluation
Increase \$ 1,084,403 Capital / Reappropriate 2012 funds - CORF Grant / AMETEK Property
Increase \$ 401,467 Capital / Funding – City Match Obligation- AMETEK Property Enviro Remediation

Fund 302 – MPITIE

Increase \$ 1,666,500 Debt/ Debt Service on Streets BAN, Bal of. 2013 Apprvd Budget, needed COER updated with County

Fund 402 – Debt Service

Increase \$ 1,218,000 Debt Service – Debt Service on Refunding BAN, Bal of. 2013 Apprvd Budget, needed COER updated with County

DRAFT

PROMISSORY NOTE

\$15,000.00 _____, 20__

For value received, the undersigned KENT WELLS SHERMAN HOUSE INCORPORATED promises to pay to the order of the City of Kent, Ohio, an Ohio Municipal Corporation, the sum of Fifteen Thousand Dollars 00/100 (\$15,000.00) with zero (0%) interest, payable in equal installments of \$125.00 per month over 120 months from the date the promissory note is executed. The first payment will be due on _____, 20__, with payments due on the 1st day of each succeeding month until paid in full.

The payments are payable at the office of Budget and Finance of the City of Kent, Ohio located at 325 South Depeyster Street, Kent, Ohio 44240.

Any holder hereof without notice to anyone may declare the entire debt due after ten (10) days continuous default in the payment of any installment of principal and interest. Upon such declaration the entire debt shall be immediately due and payable. The other condition of this note is that during the ten (10) year term of this note, the Kent Wells-Sherman house shall be used for some public purpose. Should the house note be used for some public purpose during the term of this promissory note, the note shall be considered in default, with the entire debt becoming immediately due and owing.

Overdue installments of interest and principal shall bear interest at the rate of three percent (3%) per annum, payable quarterly.

Kent Wells Sherman House Incorporated

MEMORANDUM
DEPARTMENT OF COMMUNITY DEVELOPMENT
City of Kent

Date: January 17, 2013

To: Dave Ruller, City Manager

From: Jennifer Barone, Development Engineer *JKB*

Re: 1085-1089 West Main Street

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

I hereby respectfully request City Council agenda time on March 6, 2013 to consider acceptance of street right-of-way (R/W) dedication.

Klaben Property Management LLC is consolidating the old Huntington Bank property at 1085 West Main Street, which they now own, with the Klaben Ford property at 1089 West Main Street. Currently the property lines extend to the center of West Main Street for a portion of the frontage. As part of this consolidation, Klaben is dedicating this portion of the West Main Street R/W to the City of Kent.

If you have any questions, please call me.

Description of a 0.329 ac. Parcel

Situated in the State of Ohio, County of Portage, and the City of Kent, known as being part of Lot 27 in Original Franklin Township, also known as that part of land conveyed to Richard G Klaben, Trustee by Instrument No.201022663 lying within the northerly right of way of West Main Street, and being more particularly bounded and described as follows:

Beginning, for reference, at a 5/8" rebar capped 'GPD' found at the center line intersection of Stonewater Drive (f.k.a. Ardmore Dr.)(Variable R/W) and West Main Street (S.R. 59)(Variable R/W), thence, South 86 deg. 31 min. 52 seconds East, 187.46', along the center line of said West Main Street (S.R.59), to the TRUE PLACE OF BEGINNING for the parcel hereinafter described;

thence North 03 deg. 20 min. 09 sec. East, 30.00', to the northerly right of way line of said West Main Street;

thence S 86°31'52" E , 476.98' along said right of way of West Main Street to a capped rebar set;

thence S 00°09'07" E , 30.06' to the center line of said West Main Street;

thence N 86°31'52" W , 478.81' along said center line to the TRUE PLACE OF BEGINNING.

Containing 0.329 acres of land, more or less, subject to all legal highways and easements of record, as determined by a survey made under the direction of Stephen P. Campbell (P.S. 7330) of Campbell and Associates, Inc. (1923 Bailey Rd. Cuyahoga Falls OH. 44221 (330) 945-4117, on October 2012.

All 5/8" rebars set are 30" in length and capped "C&A".

The basis of bearings for this survey is Grid North, Ohio State Plane Coordinate System, North Zone, NAD83 (1986).

BEING A PART OF FRANKLIN TOWNSHIP LOT 27
CITY OF KENT
COUNTY OF PORTAGE, STATE OF OHIO

BOUNDARY SURVEY-CONSOLIDATION
KLABEN PROPERTY
WEST MAIN STREET
KENT, OHIO



CAMPBELL & ASSOCIATES, INC.
1333 State Street, Suite 100
Columbus, Ohio 43215
614.221.1100
www.campbellandassociates.com

DATE	REVISIONS
04/08/2012	Checked By: DMS
	Drawn By: DMS
	Checked By: SMC
	Field Book: M4
	Scale: 1"=60'

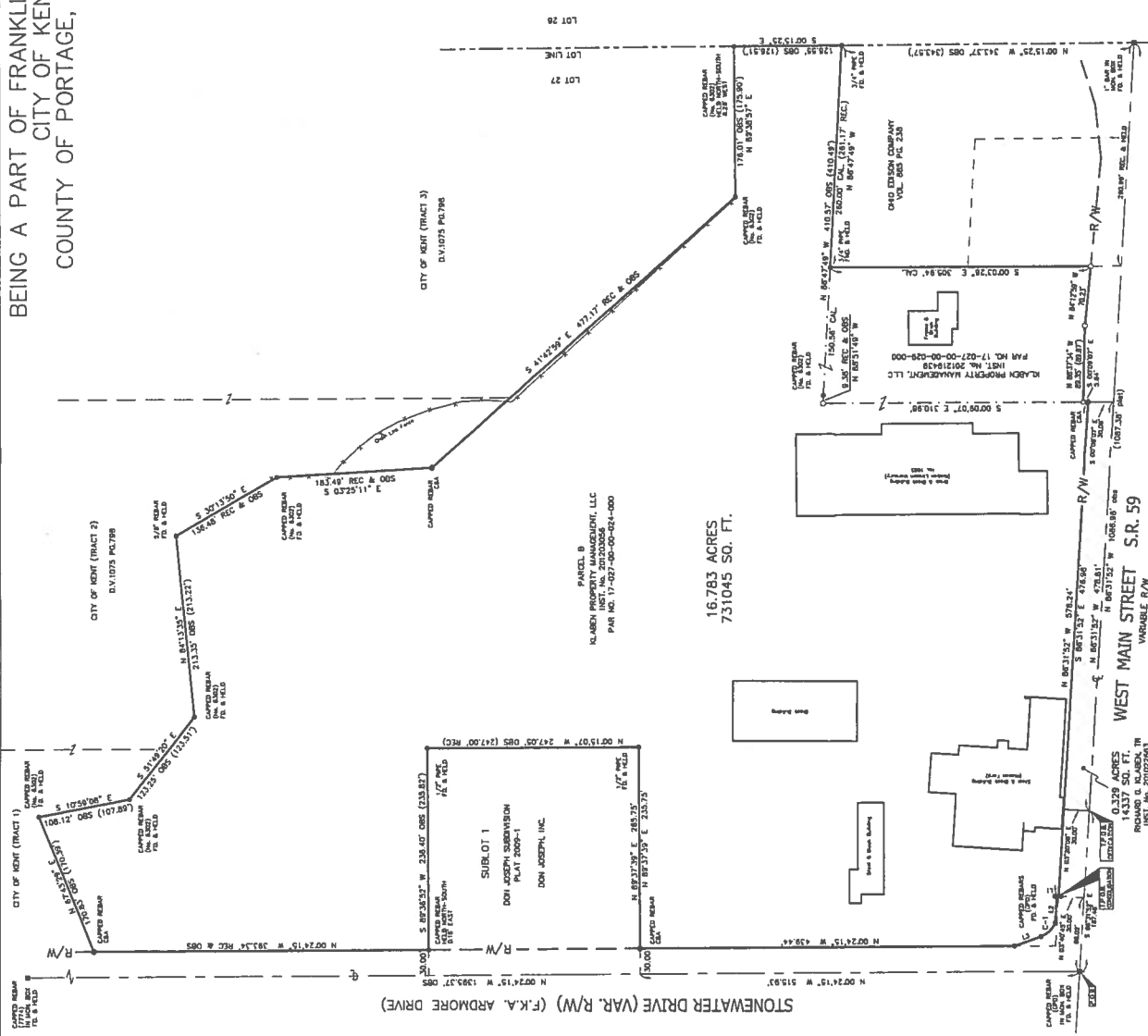
LEGEND
 REC. - RECORD DISTANCE
 OR ANGLE
 CAL. - CALCULATED DISTANCE
 OR ANGLE
 DER. - DERIVED DISTANCE
 OR ANGLE
 MONUMENT BOX
 MONUMENT (ROUND SIZE)
 & TYPE AS INDICATED
 MONUMENT (SQUARE SIZE)
 & TYPE AS INDICATED
 MONUMENT (RECTANGULAR)
 & TYPE AS INDICATED
 MONUMENT (TRIANGULAR)
 & TYPE AS INDICATED
 MONUMENT (CIRCULAR)
 & TYPE AS INDICATED
 MONUMENT (POLYGONAL)
 & TYPE AS INDICATED
 MONUMENT (OTHER)
 & TYPE AS INDICATED

APPROVED THIS _____ DAY OF _____, 20____
 City of Kent Development Engineer

APPROVED THIS _____ DAY OF _____, 20____
 City of Kent Development Planner

NOTE: DIMENSIONS SHOWN HEREON ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF.
 NOTE: THIS SURVEY WAS CONDUCTED WITHOUT EMPLOYMENT OF A STATE LICENSED SURVEYOR.
 PUBLIC RECORDS WILL BE MADE FOR EASEMENTS.
 I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED IN ACCORDANCE WITH THE STANDARD PRACTICES FOR BOUNDARY SURVEYS AS SET FORTH IN THE OHIO REVISIONS TO THE SURVEYING CHAPTER 4733-37.

TERESA P. CAMPBELL, REG. NO. 7145
 CAMPBELL & ASSOCIATES, INC.



CONSOLIDATED PARCELS
 PPN 17-027-00-004-000
 PPN 17-027-00-005-000

PARCEL B
 KLABEN PROPERTY
 INST. NO. 201203058
 PAR. NO. 17-027-00-004-000

SUBLOT 1
 DON JOSEPH SUPERVISION
 PLAN 2009-1
 DON JOSEPH, INC.

LOT 26
 176.01' CORNER (175.80')
 CAMPBELL & ASSOCIATES, INC.
 REG. NO. 7145

LOT 27
 176.01' CORNER (175.80')
 CAMPBELL & ASSOCIATES, INC.
 REG. NO. 7145

LOT 28
 176.01' CORNER (175.80')
 CAMPBELL & ASSOCIATES, INC.
 REG. NO. 7145

WEST MAIN STREET S.R. 59
 VARIABLE R/W

STONEWATER DRIVE (VAR. R/W) (F.K.A. ARDMORE DRIVE)

SCALE 1"=60'

BASIS OF BEARINGS
 THE ANGLES FOR BEARINGS ARE CORRECTED TO THE STATE PLANE COORDINATE SYSTEM, NORTH ZONE, NAD83 (1983)

LINE	BEARING	DISTANCE
1	N 88°31'37" W	31.37'
2	N 88°31'37" W	31.37'
3	N 88°31'37" W	31.37'

16.783 ACRES
731045 SQ. FT.

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731045 SQ. FT.

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731045 SQ. FT.

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731045 SQ. FT.

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731045 SQ. FT.