



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

November 25, 2008

TO: Dave Ruller  
City Manager

FROM: Gary Locke  
Community Development Department

RE: CRA Tax Abatement Program Discussion

The following information is presented for the purpose of attempting to address a question raised at City Council several weeks ago by Mr. Raymond Brown. Included with this cover letter are attachments showing maps of the current CRA District #1 and CRA District #2. While the City has two CRA Districts, they operate differently as a result of being adopted at different times and under different Ohio Revised Code parameters. I have also included a copy of a memo from Mike Weddle to Bill Lillich at the time that Mr. Weddle was the Economic Development Coordinator and Mr. Lillich was Interim City Manager dated January 25, 2008. It appears that Mike's letter was written in response to some questions that Mr. Brown raised in 2004 about the CRA District and the manner in which it is being implemented.

As I understood Mr. Brown's comments at the recent Council meeting, it appears that he was concerned that the CRA tax abatement was not being advertised more and publicized as an incentive to encourage residential property owners to fix up their properties. Mr. Brown is correct in noting that the CRA Tax Abatement can be used to provide abatements on residential improvements if the improved property is located within the CRA #1 district. In fact, in the early days of the program (early to mid-1980's) there were some residential abatements granted. In those days, there was no provision under state law for any type of tax sharing with the schools nor was their approval required on abatements. Since that time, the Ohio Revised Code, which enables the program at the local level, has been modified significantly several times. These modifications have created much more involvement in tax abatements in general on the part of the local schools. In fact, while the CRA #1 has not been affected by those changes with regard to income tax sharing and school board consent, virtually every other form of tax abatement incentive authorized by the State today now requires school board involvement and tax sharing provisions, depending on the size of the project.

**Pg. 2**  
**Dave Ruller**  
**CRA Tax Abatement Discussion**  
**November 25, 2008**

As a result of the newer requirements, the City has attempted to establish a good working relationship with the two local school boards (Kent and Field) that we work with on the various abatement programs. While both have been generally supportive on the matter of abatements, the Kent school administrators have continuously voiced concern about abatements for projects which potentially generate additional children for the schools. From the City's standpoint, I believe that we have tried to be vigilant of that concern and have not therefore touted the program for residential projects. It is however, available to those projects.

A second consideration with residential abatements is that it is difficult to estimate the amount of abatement that may be realized from a project involving residential rehab. We have learned from years of having administered a housing rehab program that the increase in property value (if any) is not commensurate with the amount of rehabilitation dollars spent. Thus even \$20,000 in improvements may generate little or no additional property value. Since residential abatements are only for a five year period, the abatement may not be significant. Staff has no way to really predict how much of the improvement investment would increase the property value, thus it is difficult to explain to a potential applicant how much of an abatement they would receive. Abatement on residential projects is more significant if new construction is involved and the full increment between vacant land and a fully improved home is realized. Lastly since the abatement, if realized, comes after the project is completed and does not provide up-front capital for the improvements, its impact as an incentive at the residential rehab level is questionable.

I would finally note that in the table that was included in Mr. Weddle's previously referenced memo, there is a table that identifies the requirements and terms of abatement. Several years ago, Council amended the terms of abatements for commercial projects in the downtown area and increased the term of abatement from 5 years to 10 years.

Certainly, the City can do more to publicize the program should Council desire but in view of the issues raised above, this matter should be carefully considered.

**TO:** William C. Lillich, Interim City Manager  
**FROM:** Michael Weddle, Economic Development Coordinator  
**DATE:** November 26, 2008  
**SUBJECT:** Community Reinvestment Area Program Update

In August and September of 2004 Raymond Brown presented a number of questions regarding the City's administration of our Community Reinvestment Area (CRA), and suggested modifications to the program. Copies of these communications have been attached for your reference. In response to Mr. Brown's questions, the Community Development Department has addressed the matters related to filling the vacancies on the CRA Housing Council, and other statutory CRA requirements as stated in the Ohio Revised Code. Based on the responses from Mr. Brown and the Ohio Department of Development, the Community Development Department considers these matters to have been adequately addressed, and do not plan any further actions at this time. Attached are copies of all follow-up communications related to this matter.

In response to questions from City Council related to the purpose and use of the Community Reinvestment Area program, the Community Development Department has prepared a brief description of the program guidelines, which has been attached for Council's consideration. Also included in this a description of the application review process, copies of current and proposed application forms, written communications related to these matters, and copies of the relevant sections of the Ohio Revised Code regulating the use of this program.

Finally, while the CRA program was originally created with residential redevelopment in mind, the evolution of this program over the years has assumed a more economic development orientation. As a result of this trend, the Community Development Department, as well as the Ohio Department of Development, now considers the use of CRA tax abatements as a key economic development incentive. Not only is it recommended that the City maintain its use of this program as a key tool in our economic development efforts, we are also exploring the possibilities of modifying the program guidelines to expand its impact as an incentive for commercial and industrial development, and are advocating the creation of additional CRA's districts to address the City's current and expected future development needs. We anticipate proposals on these recommendations to be submitted to Council within the next few months.

Please feel free to contact me if there are additional questions related to these matters, or if additional information is needed.

Attachments

Pc: Charley Bowman, Community Development Director

E:\COMMUNITY REINVESTMENT AREAS\CRA PROGRAM UPDATE 1-14-05.doc

## COMMUNITY REINVESTMENT AREA PROGRAM SUMMARY

A Community Reinvestment Area (CRA) is an area within the City where tax incentives may be granted for investing in real property improvements. Generally defined as areas where investment may have been discouraged in the past, CRA tax abatements are made available to property owners in these neglected areas as a financial incentive to assist in the revitalization of the existing housing, commercial and industrial building stock, and for the construction of new structures in all three of these categories.

Beginning in 1983, and modified several times in subsequent years, the City of Kent established and expanded its CRA program. As specified in the Ohio Revised Code, justification for the establishment of the CRA is based on a series of housing surveys. As a result of these studies, the CRA jurisdiction is defined as one in which housing facilities and structures of historical significance are located, and that new construction, and the repair of existing facilities or structures, has been discouraged. In an effort to counter this disinvestment trend, the creation of the City of Kent's CRA program offers 100% abatement of the increased real property taxes that result from the rehabilitation of existing, or the construction of new, structures within the designated area. While the amount of the CRA tax abatement is mandated by the Ohio Revised Code (100% of the improved value), the term is left to the discretion of the community. In the City of Kent, tax exemptions for up to 15 years may be granted based on the criteria listed in the table below:

USE	CATEGORY	REQUIRED IMPROVEMENTS	TERM OF ABATEMENT
SINGLE FAMILY AND TWO FAMILY RESIDENTIAL	REMODELING	\$2,500	FIVE-YEARS
	NEW CONSTRUCTION	NONE	FIVE-YEARS
MULTIFAMILY AND COMMERCIAL	REMODELING	\$5,000	FIVE-YEARS
	NEW CONSTRUCTION		FIVE-YEARS
INDUSTRIAL	REMODELING	NONE	10 – YEARS
	NEW CONSTRUCTION	NONE	10 – YEARS
	REMODELING	NEW ANNUAL PAYROLL GREATER THAN \$5,000,001	15 – YEARS
	NEW CONSTRUCTION	NEW ANNUAL PAYROLL GREATER THAN \$5,000,001	15 – YEARS

Prior to, or upon completion of, the real property improvements, the property owner must make application to the Housing Officer (the Community Development Director in the City of Kent) on forms provided by the City. It is the responsibility of the Housing Officer to certify to the Portage County Auditor's Office that the improvements have been undertaken, that they are eligible for CRA tax abatements, and that eligible improvements will be abated for a specified period of time. The tax abatements will then take effect the year following the certification, and continue through the specified term.

In addition to tasks listed above, the City of Kent's CRA program also notifies all Board of Educations that properties have applied for CRA tax abatements, convene annual meetings of the CRA Housing Council, inspect properties that have been certified for tax abatements, and submit annual reports to the Ohio Department of Development regarding the administration of the City's CRA program.



## COMMUNITY REINVESTMENT AREA APPLICATION PROCESS

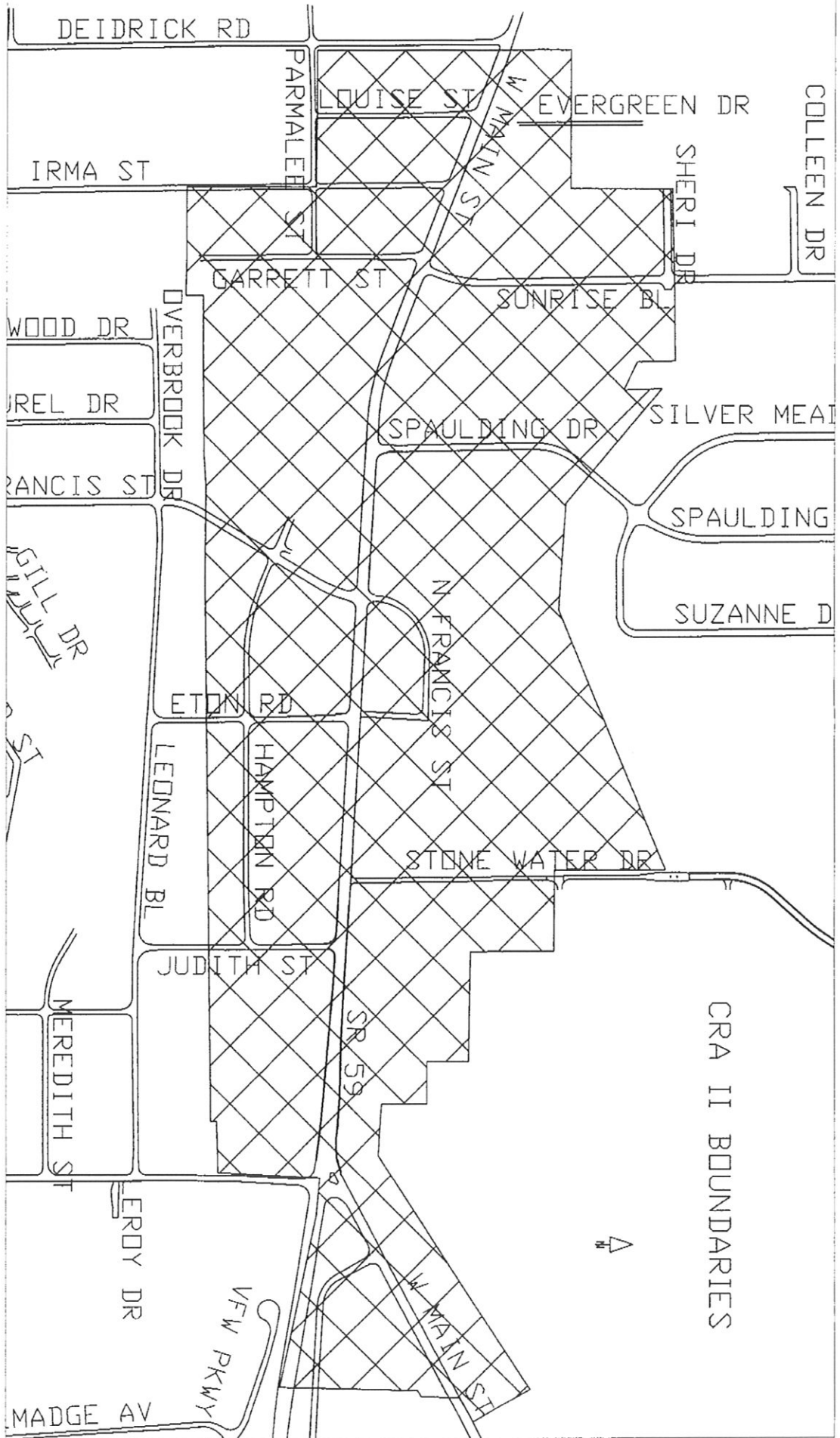
Attached is the application used by businesses seeking CRA tax abatements. Included in the application is a description of the program, a sample CRA project, and a map indicating where CRA benefits are currently available.

While not specifically required by the Ohio Revised Code (ORC), the Community Development Department requests that all business applications for tax abatement through the City's CRA program be submitted in advance of the start of the project. Generally, a staff member of the Community Development Department describes the CRA program to potential applicants, provides the application in paper and/or electronic format, estimates the potential tax benefit to be received by the applicant, and assists in the completion of the application.

Once a fully completed application has been received by the Community Development Department, notices are then sent to all impacted school districts. While not a requirement per the ORC regulations, the City of Kent convenes a meeting of the Administrative Review Committee; a body specifically created to review and negotiate Enterprise Zone tax abatements. The Administrative Review Committee considers the application and discusses with the applicant the impacts that CRA tax abatements have on the Community, especially on the School Districts, and often encourages the applicant to return some of the abated taxes to the school district through a side agreement known as a "Compensation Agreement." It must be noted that the applicant is under no obligation to comply with this recommendation. The Administrative Review Committee then offers a report to City Council regarding the impending CRA tax abatement.

Once the project is completed the applicant notifies the CRA Housing Officer (Community Development Director) who orders an inspection of the project. If completed as specified in the application, the Housing Officer then certifies the tax abatement via an approved form and cover letter which is sent to the County Auditor's Office who records the rate and term of the abatement, and adjusts the bi-annual real property taxes accordingly.

The City of Kent portfolio of CRA tax abatements is currently totally comprised of commercial and industrial projects with one exception, the Silk Mill conversion to residential condominiums. In response to questions related to the applicability of utilizing the CRA program to facilitate residential projects, and recognizing that the City of Kent's current CRA application is not structured to accommodate residential projects (attached), a draft *City of Kent Community Reinvestment Area Residential Application* has been prepared and has also been attached for consideration. The review of residential tax abatement requests will follow the same application review procedure as outlined above.





Dave,

In light of the recent questions regarding acquisition for public improvements utilizing Federal dollars (ie Fairchild Avenue Bridge) the following is a short synopsis of the process required by any local agency to acquire property to construct an infrastructure project.

Public Right-of-Way is the land available for public use such as roads, bridges, bikeways and utilities. This land is seen as being necessary for the public good. Once a piece of property is determined necessary to complete a federally funded infrastructure project the following is required.

**Step 1 - Complete an appraisal of the property value:** There are several different types of appraisals. The types vary depending on the value of the property to be acquired. More expensive properties require more work in the appraisal process to determine the value. A Summary Appraisal Report is required when acquiring a complete property (building and land). The Summary Appraisal Report looks at different approaches when determining the value for the property. These include a **COST APPROACH** (components of the property can be valued based on the amount they contribute to the whole property); a **SALES COMPARISON APPROACH** (comparable properties of similar utility and appeal are analyzed); a **INCOME APPROACH** (value based on income).

**Step 2 - Review appraisal of the property:** Once the appraisal is completed a "third party" independent appraiser is required to review the appraisal. This is required to make certain that federal money is not abused in obtaining land and that the property owners are fairly compensated for the lost property. The review helps to ensure that the fair market value estimates include all pertinent facts and that the fair market value is realistic.

**Step 3 - Local agency review:** Once the appraisal is completed and reviewed the Local Public Agency approves the appraisal to be offered to the owner. The local public agency **can not** arbitrarily change the offer. The review is performed only to verify that the appraisal correctly interpreted the proposed needs of the project.

**Step 4 - Notifying the Owner:** The owner is then notified of the value of their property to be acquired.

**Step 5 - Negotiations:** After the initial offer the owner has the right to review the appraisals and contest any appraisal by obtaining their own from a qualified appraiser. The owner may suggest a counter offer, however the Local Public Agency does not have the authority to accept any offer without approval of the State Agency overseeing the funds (ODOT). Increases in the initial offer may be determined appropriate due to errors in the appraisals, an appraisal provided by the owner or to keep from appropriating the property (ie going to court).

**Step 6A - Mutual agreement on a price:** All accepted offers require approvals from State Agency overseeing the funds (ODOT).

- or -

**Step 6B - Appropriation:** If a mutually agreeable price can not be determined the Local Public Agency must appropriate the property. The Local Public Agency deposits a check with the courts for the amount of the reviewed appraisal and the court grants the agency the right to obtain the property to complete the necessary improvements for the public good. The ensuing court case then determines the appropriate value of the property and that amount is paid to the owner.

Lastly, only ODOT pre-qualified appraisers, review appraisers, negotiators, managers and relocation assistants may manage and implement the right-of-way acquisition process. The City of Kent (and most Local Public Agencies) has no ODOT pre-qualified right-of-way personnel on staff. Therefore we are required to use outside consultants when acquiring property for a federally funded project.

As can be seen the process is overseen at every critical juncture. The Local Public Agency is the engine that moves that acquisition through the process however it has minimal say in determining the final price for any land.

For the Fairchild Avenue Bridge Project we are receiving funds from two separate sources with 2 separate matching amounts. These are listed below:

AMATS STP Funds - 80% federal contribution with a 20% local match. Up to \$1 million in federal funds available for R/W  
State HSP Funds - 100% federal contribution with no local match. Up to \$2.25 million available for R/W

The current estimate for R/W is \$3.0 million, therefore the city's percentage for R/W is just under 10%.

Jim



# CITY OF KENT, OHIO

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## DEPARTMENT OF ECONOMIC DEVELOPMENT

**Date:** November 24, 2008

**To:** David Ruller, City Manager  
James Bowling, City Engineer  
Gene Roberts, Service Director

**From:** Dan Smith, Economic Development Director

**Subject:** Triangle Cleaners Response

Per the letter we all received from Triangle Cleaners dated November 10, 2008, I have responded to the correspondence with the attached letter. I have been working with the Downtown Kent Corporation since last June to attempt to resolve Triangle Cleaner's delinquent property tax and rent issues. At the end of July, during a second in-person visit, I was told that the business did not have the means to make the past due taxes or make their rent current. At that time, the DKC moved to the eviction process rather than continue to have the mounting debt escalate.

In addition, a hearing in the Kent Municipal Court was held today, November 24, regarding the status of the lease. Mr. Barbour was present and a final deal to close the business was successfully negotiated. Triangle Cleaners will post notice of their closing on December 1 and end operations on December 15. While I am saddened to lose a local business, there was no apparent alternative to correct Triangle Cleaner's financial situation. I believe this should address the above mentioned letter.

Cc: Gary Locke



# CITY OF KENT, OHIO

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## DEPARTMENT OF ECONOMIC DEVELOPMENT

November 20, 2008

Triangle Cleaners  
Mr. Gregory J. Barbour  
Ms. Kristen Barbour  
300 Rockwell Street  
Kent, Ohio 44240

Dear Gregory and Kristen,

I am writing in response to your letter that I received on Monday, November 17, that was dated Monday, November 10. Your letter was in regards to the impact of the Crain Avenue bridge project on the current status of your business, Triangle Cleaners. We have reviewed the issues presented in your letter that you feel have led to your current financial situation and have found your conclusions invalid for the following reasons:

1. Per the terms of the lease (triple net), the property taxes are your responsibility to keep current. We have been notified by the County Treasurer's office that property taxes are over two years in arrears. Numerous calls placed by my office in early July were not returned. When I visited you in person on July 16, you stated that a payment had been made to Portage County and that you would be bringing the rent back to current. During my return visit two weeks later, you stated you were unable to pay the taxes or make the rent current.
2. You signed a Triple Net Lease- A **triple net lease** (Net-Net-Net or NNN) is a lease agreement on a property where the tenant or lessee agrees to pay all real estate taxes, building insurance, and maintenance (the three 'Nets') on the property in addition to any normal fees that are expected under the agreement (rent, etc.). In such a lease, the tenant or lessee is responsible for all costs associated with repairs or replacement of the structural building elements of the property. By definition, this type of lease means you are responsible for the maintenance and upkeep of the building. During my visit and conversations with the Downtown Kent Corporation, no mention of any of these problems was made verbally or in writing.
3. The rent is currently many months in arrears. No attempt has been made to make a payment or bring the rent current per the lease agreement.

The items above have all taken place prior to the bridge project being planned or breaking ground. It is for the above reasons that eviction proceedings have been initiated. If you wish to pay the back taxes and become current on your rent payable, we can discuss the future impact the



bridge project may have on your operations or help explore alternative locations for your business. Otherwise, the impending Crain Avenue bridge project is a moot point.

Please feel free to call me if you have any additional questions or need additional clarification regarding any of the matters included in this letter.

Sincerely,

Daniel D. Smith, Economic Development Director  
City of Kent

Cc: Mayor John Fender & City Council  
David Ruller, Kent City Manager  
James Bowling, City of Kent Engineer  
Eugene Roberts, Kent Service Director  
Portage County Commissioners  
Eric Czetli, ODOT District 4  
William J. Ulik, P.C. Economic Development Director



## NORTHEAST OHIO PUBLIC ENERGY COUNCIL

### **IMPORTANT! ACTION NEEDED ON BEHALF OF YOUR RESIDENTS**

On October 21, we sent you notice that there was likely to be a 5% increase in the cost of electric generation for your residents on January 1. We sent you a complete background of the situation with First Energy. We provided you with information on how to notify the Governor, the PUCO and your legislators.

At last week's General Assembly we passed out a sample letter that was sent by Portage County and a sample resolution that you could adopt and send. There was general consensus at the General Assembly that we should do all we can to avoid any energy price increases for our residents.

I am sending you the letter and the sample resolution and, once again, ask that you make this a priority and communicate to the officials in Columbus. They are attached. We are asking that you send one or both to the following officials and send us a copy:

**1.**

Public Utilities Commission of Ohio

Attn: Docketing Division

180 E. Broad Street

Columbus, OH 43215

Case # 08-935-EL-SSO (Electric Security Plan) and 08-936-EL-SSO (Market Rate Option)

Fax: 614.466.7366

[Judy.lowery@puc.state.oh.us](mailto:Judy.lowery@puc.state.oh.us)

**2.**

Governor Ted Strickland

77 South High Street, 30<sup>th</sup> Floor

Columbus, OH 43215

[Susie.long@governor.ohio.gov](mailto:Susie.long@governor.ohio.gov)

Fax: Att: John Haseley, Chief of Staff at 614.728.9522

**3.**

Mark Shanahan

Governor's Energy Advisor

60 W. Broad St., Suite 1718

Columbus, OH 43215

Fax: 614.752.9188  
[mark.shanahan@aqda.state.oh.us](mailto:mark.shanahan@aqda.state.oh.us)

**4.**

To contact your legislators in the Ohio Senate and House:  
[www.legislature.state.oh.us](http://www.legislature.state.oh.us)

If you have any questions at all about this, please contact me and I will provide whatever assistance that I can. Thank you again for your continued support in our efforts to keep energy rates affordable for the people of Northeast Ohio  
Leigh

## RESOLUTION

WHEREAS, the Northeast Ohio Public Energy Council ("NOPEC") is a regional council of governments under Ohio law comprised of 126 member Ohio municipalities, counties and townships in eight (8) Northeast Ohio counties:

WHEREAS, NOPEC currently operates governmental energy aggregation purchasing programs for electricity and natural gas and has arranged for the electric generation supply for about 450,000 retail electricity consumers whose distribution service is provided by The Cleveland Illuminating Company and Ohio Edison Company, both FirstEnergy Corporation companies:

WHEREAS, NOPEC's customers currently all take SSO service from the Ohio Edison Company and Cleveland Electric Illuminating Company, and are captive customers of FirstEnergy:

WHEREAS, this community is a member of NOPEC:

WHEREAS, First Energy has filed applications with the Public Utilities Commission of Ohio (PUCO) to establish an electric security plan or market rate offer as provided for in Amended Substitute Senate Bill 221:

WHEREAS, First Energy refuses to extend the current NOPEC generation discount from December 31, 2008 until First Energy's permanent electric rate plan is approved by the PUCO:

WHEREAS, First Energy's refusal to extend the current NOPEC generation discount until First Energy's permanent electric rate plan is approved by the PUCO means that our residents will lose the current 5% NOPEC generation discount beginning January 1, 2009; and

WHEREAS, losing the current 5% NOPEC generation discount in these troubling and unstable financial times will result in undue hardship for our residents.

NOW, THEREFORE,

RESOLVED: That the PUCO order FirstEnergy to continue and/or extend the NOPEC generation discount from December 31, 2008 until First Energy's permanent rate plan is approved; and

RESOLVED: That the PUCO adopt NOPEC's recommendations in the FirstEnergy Electric Security Plan case to eliminate the 1 cent/kwh minimum default service rider for NOPEC customers; and

RESOLVED: That the PUCO eliminate or establish a credit for NOPEC customers for the proposed generation deferral to allow NOPEC to provide generation services to our residents after January 1, 2009; and

RESOLVED: That the PUCO prevent FirstEnergy from making excessive profits at the expense of economically-challenged, hard-working Ohioans.

PASSED, this \_\_\_\_ day of \_\_\_\_\_, 2008.

NOPEC MEMBER COMMUNITY

Signed: \_\_\_\_\_

Name/Title \_\_\_\_\_

Community: \_\_\_\_\_

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

*City Manager*

CITY OF KENT  
HEALTH BOARD MEETING  
November 20, 2008 5:30PM  
KENT CITY HEALTH DEPARTMENT OFFICES  
325 S. DEPEYSTER STREET  
KENT, OH 44240  
Phone (330) 678-8109 Fax (330) 678-2082



AGENDA

- I. MINUTES October 14, 2008 Meeting
  
- II. REPORTS
  - A. Statistical Report for October 2008
  - B. Expenditures & Encumbrances for October 2008
  - C. Commissioner's Report for October 2008
  - D. Townhall II Quarterly Report for July thru September
  
- III. OLD BUSINESS
  
- IV. NEW BUSINESS
  - A. Evelyn S. Goldsmith Assistant Provost School of Public Health at Kent State University
  - B. Contracts with Town Hall II for 2009 for Medically Indigent Clinics and Sexually Transmitted Disease Clinic
  - C. Request for Transfer of Food License to new McDonalds Restaurant
  
- V. EXECUTIVE SESSION
  
- VI. ADJOURN MEETING

If you require assistance to attend this meeting, please contact the Health Department at (330) 678-8109.

JBF/trr

- cc: Health Board  
City Manager  
Clerk of Council  
Health Staff  
Chairman of Health & Public Safety  
Mayor  
News Media  
Post  
File



Kent City Health Department  
 325 S. Depeyster Street  
 Kent, Ohio 44240  
 HEALTH BOARD MINUTES  
 October 14, 2008

Members Present

John Gwinn  
 Chris Woolverton  
 Pam Freeman  
 Jack Amrhein  
 Susan Roxburgh

Others Present

John Ferlito  
 John Bradshaw  
 Dr. Bartholomew

John Gwinn called to order the Health Board meeting of October 14, 2008.

The minutes from the September 2008, meeting were distributed and reviewed by the Health Board Members prior to the meeting.

**Motion:** A motion was made by Chris Woolverton and seconded by Jack Amrhein to approve the minutes of the September 2008 meeting. The motion passed.

**Statistical Report for September 2008**

**Expenditures and Encumbrances for September 2008:**

<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>AMOUNT</u>
Treasurer, State of Ohio	FSO Transmittal fees for August 2008	\$56.00
Brehm Env. Research Labs	EPA Mandated Dioxin / furan testing for 2008	\$1,175.00
Public Entities Pool of Ohio	Medical Director's Liability Insurance	\$3,408.98
Ohio Dept. of Agriculture	Pesticide Commercial applicator license renewal for John Ferlito, Jonnette Demboski, Tom Beckett	\$105.00
AOHC	Advance payment of full conference registration for 10/21 to 10/24 in Dublin for John Ferlito	\$285.00
Northeast Dist. OEHA	Registration for conference at Atwood Lodge for John Ferlito (155) Tom Beckett (155) Jonnette Demboski (85)	\$395.00
Rohrich Corp.	Printing of Housing Licenses for 2009, 2010, & 2011.	\$282.00
Vehicle Maintenance	Repairs to Lab van (4 events)	\$792.25
AOHC	Advance payment of conference registration for Kelly Engelhart as per Special Services Agr. With Portage Co.	\$285.00
Uline	Pink Anti-static shipping peanuts 7 cu' bag for Health Laboratory	\$34.00
	<b>TOTAL</b>	<b>\$6,818.23</b>

<u>Travel &amp; Reimbursements</u>		
Petty Cash	Reimbursement to Petty as per receipts.	\$40.44
John Ferlito	Reimbursement for the purchase of a plaque and engraving.	\$37.00
		<b>\$77.44</b>

**Motion:** A motion was made by Pam Freeman and seconded by Jack Amrhein to approve the expenditures and encumbrances for September 2008. The motion passed.

### **Commissioner's Report**

Kelly Engelhart R.N. Portage County Health Dept, Kate Lanza Epidemiologist Summit County Health Dept., and I made a presentation in regards to the Chipotle outbreak, A Food-Borne Illness the Local response. The presentation was at Northeastern Ohio Universities Colleges of Medicine & Pharmacy at the Preventive Medicine/Public Health Ground Rounds, September 12, 2008 to about 60 attendees.

The Ohio Association of Health Commissioners has requested me to make a presentation at their Fall Conference on October 21, 2008, on The Chipotle Norovirus Outbreak. I requested Kelly Englehart to present with me and we have paid her Registration and room for the conference.

I have enclosed a Certificate of Appreciation as a steward for the City of Kent 2008 Adopt- A-Spot program from the mayor & City Council.

Enclosed is a copy of the national Association of Local Boards of Health, "News Brief"

### **Old Business**

Farmer's Market – John Ferlito stated that he has spoken to the Director and the farmer's market is now properly registered.

### **New Business**

A special recognition was received by the Water Reclamation Laboratory for proper analysis of all the unknowns provided in the annual Quality Assurance Testing, DMRQA Study 28. John Gwinn requested a motion for a commendation letter to be distributed by the Health Commissioner to the Laboratory Staff.

**Motion:** A motion was made by Chris Woolverton and seconded by Susan Roxburgh to provide a commendation to the lab for DMRQA 28 results. The motion passed.

Portage County has made their Flu Clinics public. There will be three Clinics in Kent, a list of all clinics being held in Portage County is available.

John Gwinn began a discussion on the Ohio Performance Standards. There is a group of individuals in Ohio that have developed a set of performance standards that are designed to prepare Health Departments for the National Performance standards, there was a little bit of money available if we would be willing to go through the process. Criteria included: some

experience in Community Health Assessment and also had done the National Performance Standards in the past 3 years. John Ferlito stated that the application for qualifying must be submitted by October 31, 2008, and then by November 19, 2008 you must submit your suggestions of what you plan to do. That doesn't give us much time.

**Motion:** A motion was made by Chris Woolverton and seconded by Jack Amrhein to adjourn the Health Board Meeting of September 9, 2008. The motion passed.

Approved:

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John Gwinn, President

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John Ferlito, Secretary

# KENT HEALTH DEPARTMENT STATISTICAL REPORT 2008

	Oct 08	YTD 2008	October 07	YTD 2007
<b>HEALTH DEPT. \$ COLLECTED</b>				
FamAbuse fund	\$ 424.50	\$ 3,730.50	\$ 310.50	\$ 3,745.50
Vital Stats	\$ 2,122.50	\$ 18,652.50	\$ 1,552.50	\$ 18,727.50
Child Abuse	\$ 849.00	\$ 7,461.00	\$ 621.00	\$ 7,491.00
State VS	\$ 1,415.00	\$ 12,435.00	\$ 1,035.00	\$ 12,485.00
B Perm Rev	\$ 12.50	\$ 135.00	\$ 15.00	\$ 122.50
B Perm State	\$ 62.50	\$ 675.00	\$ 75.00	\$ 612.50
Food Estab.	\$ 0.00	\$ 9,892.80	\$ 205.60	\$ 9,148.00
Food Service	\$ 175.00	\$ 37,111.60	\$ 477.40	\$ 37,110.80
FSO Vending	\$ 28.00	\$ 1,092.00	\$ 0.00	\$ 1,092.00
Home Sewage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Housing	\$ 3,270.00	\$ 66,955.00	\$ 10,380.00	\$ 66,911.00
Swim Pools	\$ 0.00	\$ 3,225.00	\$ 0.00	\$ 3,225.00
SolWst(Trks)	\$ 0.00	\$ 810.00	\$ 0.00	\$ 795.00
Tattoo Parlors	\$ 0.00	\$ 300.00	\$ 0.00	\$ 400.00
*Misc(Xerox, etc.)	\$ 51.50	\$ 472.40	\$ 8.40	\$ 220.45
Septic Service	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
ST Subsidy	\$ 0.00	\$ 9,009.76	\$ 0.00	\$ 9,785.80
<b>TOTAL COLLECTED</b>	<b>\$ 8,410.50</b>	<b>\$ 171,957.56</b>	<b>\$ 14,680.40</b>	<b>\$ 171,872.05</b>
<b>TO STATE</b>				
FamAbuse fund	\$ 411.76	\$ 3,618.58	\$ 301.18	\$ 3,633.11
Food Estabs	\$ 0.00	\$ 140.00	\$ 0.00	\$ 980.00
Bur.Permits	\$ 62.50	\$ 675.00	\$ 75.00	\$ 612.50
Child Abuse	\$ 823.53	\$ 7,237.17	\$ 602.37	\$ 7,266.27
State VS	\$ 0.00	\$ 11,020.00	\$ 1,035.00	\$ 12,205.00
Food Service	\$ 0.00	\$ 4,060.00	\$ 56.00	\$ 3,080.00
Food Vendors	\$ 6.00	\$ 222.00	\$ 0.00	\$ 262.00
Swim Pools	\$ 0.00	\$ 990.00	\$ 0.00	\$ 860.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 1,303.79</b>	<b>\$ 27,962.75</b>	<b>\$ 2,069.55</b>	<b>\$ 28,898.88</b>
<b>TOTAL ASSETS</b>				
	\$ 7,106.71	\$ 143,994.81	\$ 12,610.85	\$ 142,973.17
+Admin fee to Vital Stats	\$ 38.21	\$ 335.77	\$ 27.95	\$ 337.12
-3% FamAbuse	\$ 12.74	\$ 111.94	\$ 9.32	\$ 112.39
-3% ChildAbuse	\$ 25.47	\$ 223.83	\$ 18.63	\$ 224.73

STATISTICAL REPORT Cont.	Oct 08	YTD 2008	October 07	YTD 2007
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**INSPECTIONS**

Animal Bites	3	48	5	49
Complaints	35	601	47	334
Food Estabs	20	157	8	196
Food Service	75	654	79	451
FSO Vending	9	63	3	57
Home Sewage	0	0	0	0
Housing	195	1,435	219	1,177
Schools	1	6	0	23
Solid Waste	0	44	0	37
Swimming Pls	5	100	6	73
Septic Haul.	0	0	0	0
Tattoo Parlors	0	9	0	4
Other	0	0	0	0
<b>TOTAL</b>	<b>343</b>	<b>3,117</b>	<b>367</b>	<b>2,401</b>

**PERMIT/lic.**

Food Estabs	0	34	0	36
Food Service	5	141	5	132
FS Vending	1	40	0	40
Home Sewage	0	0	0	0
Housing	36	499	48	470
Solid Waste	0	40	0	45
Swim Pools	0	15	0	15
Septic Haul.	0	0	0	0
Tattoo Parlors	0	4	0	4
Other	0	0	0	0
<b>TOTAL</b>	<b>42</b>	<b>773</b>	<b>53</b>	<b>742</b>

**MOSQ.CONT.**

Sites Treat.	0	47	0	11
Adulticide	0	10	0	10
Tot Man Hrs	0	176	0	97

**COMPLAINTS**

Received	20	214	23	176
Abated	18	206	21	161

**LEGAL.COMPL.**

Filed	0	2	1	1
Pre-trials	0	2	0	0
Trials	1	1	0	0

**COMM.DISEASE** 83 749 61 639

**VNA CLINICS IMMUNIZATIONS** 16 165 31 79

**BIRTH/DEATH CERTS. ISSUED** 283 2487 207 2441

3rd Quarter of 2008  
Clinical Services Provided to Kent Residents

July 2008

Gender	Age	Diagnosis	Ward
F	25	Depression	2
M	33	Asthma & Chronic Bronchitis	5
M	33	Asthma & Chronic Bronchitis-IPP	5
F	34	Back Pain	6
M	34	Allergic Rhinitis	6
M	37	Allergic Rhinitis-1st Visit	1
M	37	Bronchitis	1
F	40	Anxiety & Depression	2
F	40	Anxiety & Depression-IPP	2
M	41	Diabetes Mellitus & Hypertension	3
M	41	Diabetes Mellitus & Hypertension-IPP	3
F	42	Depression-1st Visit	3
F	47	Asthma	3
F	48	Diabetes Mellitus & Obesity	2
F	48	Diabetes Mellitus & Obesity-IPP	2
F	49	Bronchitis	4
F	49	Bronchitis	4
F	50	Diabetes Mellitus 2 & Dyslipidemia	4
F	50	Diabetes Mellitus 2 & Dyslipidemia-IPP	4
F	50	Environmental Allergies-IPP	4
F	52	Hypertension	4
F	52	Hypertension-IPP	4
F	52	Hypertension-IPP	3
F	52	Hypertension-IPP	4
M	52	Diabetes Mellitus & Hypertension	3
M	52	Hypertension	3
F	53	Hypertension & Hyperthyroidism	2
F	53	Hypertension & Hyperthyroidism-IPP	2
F	53	Sinusitis	3
F	57	Asthma	6
F	57	Asthma-IPP	6
F	57	Chronic Obstructive Pulmonary Disease-IPP	6
F	57	Dyslipidemia	3
F	59	Bronchitis	1
F	59	Bronchitis-IPP	1
F	59	Hypothyroidism	1
F	60	Hypertension	6
F	60	Hypertension-IPP	6
F	61	Hypertension	5
F	62	Dyslipidemia	2
F	62	Hypertension & Obesity	4
F	62	Hypertension & Obesity-IPP	4
F	67	Alzheimer's Dementia	4

Ward Totals for July 2008

Ward 1	5
Ward 2	8
Ward 3	9
Ward 4	11
Ward 5	3
Ward 6	7
<b>Grand Total</b>	<b>43</b>

August 2008

Gender	Age	Diagnosis	Ward
M	33	Asthma	5
F	34	Back Pain	6
F	34	Back Pain-IPP	6
F	35	Upper Respiratory Infection	2
M	35	Weight Loss-1st Visit	1
M	37	Hypertension	1
F	40	Atopic Dermatitis	4
F	43	Annual Gynecology Exam	3
F	43	Depression	3
F	43	Hypertension-IPP	3
F	47	Chronic Back Pain	3
F	48	Diabetes Mellitus	1
M	51	Hypertension	2
F	53	Depression	5
F	53	Depression-IPP	5
F	58	Annual Gynecology Exam	6
F	58	Diabetes Mellitus & Hypertension	6
F	58	Diabetes Mellitus & Hypertension-IPP	6
F	59	Actinic Keratosis	1
M	64	GERD	4
M	64	GERD-IPP	4

Ward Totals for August 2008

Ward 1	5
Ward 2	2
Ward 3	3
Ward 4	3
Ward 5	3
Ward 6	5
<b>Grand Total</b>	<b>21</b>

September 2008

Gender	Age	Diagnosis	Ward
F	34	Back Pain	6
F	34	Back Pain-IPP	6
M	34	Allergic Rhinitis	6
M	35	Strabismus	1
F	40	Hypertension	2
F	43	Depression & Dyslipidemia	3
F	43	Depression & Dyslipidemia-IPP	3
F	49	Diabetes Mellitus & Hypertension	2
F	49	Hypertension	6
F	49	Hypertension-1st Visit	6
M	49	Depression	2
F	51	Hypertension & Dyslipidemia	6
F	51	Hypertension & Dyslipidemia-IPP	6
F	52	Depression	3
M	52	Diabetes Mellitus & Hypertension	3
M	52	Diabetes Mellitus & Hypertension-IPP	3
M	52	Hypertension	2
F	53	Hypertension & GERD	2
F	53	Hypertension & Hyperthyroidism	3
F	53	Hypertension & Hyperthyroidism-IPP	3
F	57	Annual Gynecology Exam	6
F	57	Annual Gynecology Exam	3
F	57	Diabetes Mellitus	3
F	59	Anxiety	2
F	62	Annual Gynecology Exam	2
F	62	Environmental Allergies	2
F	62	Hypertension	2
M	65	GERD	1
M	65	Psoriasis-IPP	4
F	62	Dyslipidemia-IPP	2

Ward Totals for September 2008

Ward 1	2
Ward 2	10
Ward 3	9
Ward 4	1
Ward 5	0
Ward 6	8
<b>Grand Total</b>	<b>30</b>



# Summary Notes

## Council Strategic Planning Session 7/9/08

### **Financial Health**

- Downtown development

### **Economic Growth and Development**

- Downtown development
- Retain businesses
  - JEDDs
  - KSU
  - W. Main
- Home business friendly

### **Natural Resources**

- Energy efficient

### **Exceptional Quality of Life**

- Downtown development
- Improve transportation
  - Streets and sidewalks

### **Safe Community**

- Safety forces and building
- Improve transportation

### **Strong Distinct Neighborhoods**

- Downtown development
- Alternative transportation
  - Ped, bike, bus
  - Code enforcement
- Incentives to live in distressed neighborhoods
  - City
  - University
  - Banks
- Mixed socio-economic neighborhoods
  - Gentrification
- Home occupation

### **City/University Synergy**

- Downtown development
- Job growth and retention
- Regionalism

### **Government Performance**

- Infrastructure
- Improve Services
- Positive communication
- Meet in neighborhoods
  - Civic engagement
- Energy conservation
  - Model
- Metric > Credibility > Confidence and Trust
  - Do something!
  - Immediacy and urgency
  - “Ownership”

### **Make or Break**

- Stay focused on future?
- Engage stakeholders, partners, and businesses
- Implement and update sustainability goals
  - More deliberate process
- Downtown development
  - Main Street
  - Overall development
  - Hotel
- Collaboration with KSU
- Safety forces and building
  - Services
  - Response time
- Housing stock
- Greater home ownership
- Quality jobs
  - New and retention
  - Wages
  - Training
- Neighborhood needs and enhancement
  - Engage
  - Leaders
- Regionalism
  - Planning and collaboration
  - JEDDs
- Improve transportation
  - Walk ability
  - Code enforcement
  - Bike lanes
  - Buses/transit center
- Improve public services

- Positive communication with citizens
  - Build political capital
  - How to as a group?
- How to we afford what we want to do?
- Celebrate success
- Civic engagement
- Student involvement
  - interns



# Community Strategy Framework

**Vision** To be the city of choice in northeast Ohio for residents, businesses, and students seeking enriching community experiences that will last a lifetime.  
**Mission** To create social, economic, and lifestyle opportunities in a safe, vibrant and diverse environment that connects people to their community in a personal way.

## Strategic "Make or Break" Decisions

- Financial and Economic Health** 1. How do we afford the economic, quality of life, neighborhood and infrastructure investments that are needed to fulfill the city's goals?  
**Environment** 2. How can we leverage our natural assets into quality of life and economic advantages?  
**Planning** 3. How do we renew and re-energize Kent while honoring our values and heritage?  
**Community** 4. How do we make this a great place to live and go to school?  
**Government** 5. How can we engage the community we serve?

STRATEGIC OVERVIEW	Strategic Values	Make or Break Decisions <small>(from Council Session on 7/9/08)</small>	Strategic Objectives	Council Priorities 2008-09 <small>(established at Council Planning Sessions of 4/28/08 and 7/9/08)</small>	Major Strategic Activities 2008	Short Term Strategic Measures
City of Kent, Ohio	<b>Financial Health and Economic Development</b> "to be a prosperous and liveable city for all citizens." Sustainability Theme: <b>Economy</b>	How do we stay focused on future? How can we be a catalyst for Main Street & downtown development? How do we attract and grow new quality high wage jobs? How do help train the workforce? How do we afford to do what we want to do for the community?	Viable Downtown Office, Retail and Industrial Nodes Historic Preservation Tech Research and Manufacturing Existing Business Support / Growth Econ Dev Improves Quality of Life Judicious Tax Abatement Fair Standard of Living Collaborative Partnerships Leverage KSU	Downtown Development Business Retention and Growth - JEDD Business Growth - Kent State University Spin Off - West Main Street Small/Home Business Friendly	Fairmount Project, Downtown Parking Study Greater Downtown Reinvestment Plan City/Main Street Downtown Design Guidelines B-Tech, Centennial Research Park 2 Economic Development Strategy Update Fill Retail, Restaurant Gaps, Whitewater Park CRA, TIF Policy Guidelines JEDD Business Growth Kent Growth Collaborative	General Fund Revenues > General Fund Expenses Income Tax Target: 70% Business Base, 30% KSU Maintain AA3 Bond Rating Maintain \$7 Million Fund Balance 2% Job Growth / Year Downtown Business Vacancy Rate Number of New Business Starts \$1 Million Business Reinvestment / Year
	<b>Natural Resources</b> "to protect and promote the City's natural resources." Sustainability Theme: <b>Environment</b>		Reduce, Reuse, Recycle Purchase Recycled Content Products Quality of Cuyahoga River Protect Drinking Water Sources Alternative Modes of Transportation Energy Conservation Natural Resources and Parks	Promote Energy Efficiency Better Alternative Transportation (bike, ped, bu	Update Storm Water Ordinances Update Sanitary Sewer Ordinances Bike Trail Master Plan, Multi-Modal Study Energy Consultant Building Assessment Portage Hike and Bike Trail Extensions	Energy Savings / Year Transit Ridership % Acres of Park / Total City Acres River Quality Indicators
	<b>Quality of Life</b> "enhance lifestyle choices through the physical and social environment" Sustainability Theme: <b>Planning Activities and Resources</b>	How can we support public safety operations and facility needs?	Control Sprawl Promote Redevelopment Mix of Quality, Affordable Housing Protect Critical Natural Resources	Improved Transportation Network Downtown Development Home Occupation Support	Unified Development Code Greater Downtown Reinvestment Plan Green Building Guidelines	Commute Time Number of Recreation Programs Number of Arts & Cultural Events
	<b>Community Safety</b> "to be an exceptionally safe City." Sustainability Theme: <b>Society, Culture and Community</b>	How can we improve housing stock? How can promote home ownership? How do we engage neighborhood leaders? How can we collaborate more with Kent State students and admin? How can we be more regional?	Awareness, Compliance, Participation Neighborhoods / Community Relations Reduce Discrimination Enhance Physical Safety Community Based Lifelong Learning Human Services and Self Sufficiency	Safety Forces and New Building Mixed Socio-Economic Neighborhoods Incentives to Live in Distressed Neighborhoods Regionalism Downtown Development University Based Job Growth & Retention	Neighborhood Enrichment Continued Formation of Neighborhood Councils Explore Cultural Commission Exterior Maintenance Code, 100 Hours of Power Community Electronic Bulletin Board KSU Center For Service Learning	% of Owner Occupied Homes Number of Housing Citations Number of Neighborhood Meetings
	<b>City / University Synergy</b> "to expand collaborative opportunities that enrich the community experience" Sustainability Theme: <b>Society, Culture and Community</b>					Low Incidents of Crime High Crime Clearance Rate Fast Response Time
<b>Governmental Performance</b> "to provide the best services at the lowest possible cost." Sustainability Theme: <b>Internal</b>	Customer Friendly Culture and Employees Metrics and Results Service Capabilities Planning and Strategy Performance Capacity Council Support Organizational Connectivity Communications	How do we engage community? What process can we use to report progress on goals? How do we improve public services? How can we use more positive communication with citizens? How can we celebrate our success?	Convenience, Responsiveness Human resource focus, Mission driven Results focus, Productivity, Data driven Customer focus, Service effectiveness Strategic focus, Market driven Process focus, Improvement driven Council focus, Leadership execution Community/University Collaboration Leadership Direction, Issues framing	Infrastructure Service Improvements Positive Communication Neighborhood Meetings / Civic Engagement Energy Conservation (model) Metrics, Accountability and Action Immediacy and Urgency	Expanded Web Site Employee Survey Ohio Excellence Project Annual Report Strategic Plan Update IT Strategy Development City Scorecard KSU Center for Service Learning Council Activity Report	Number of Joint Initiatives % of Collaborative Objectives Met Citizen Satisfaction Survey Savings / Year New Service Initiatives / Year





## Kent Parks & Recreation Department

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

TO: Dave Ruller

FROM: John Idone 

DATE: November 20, 2008

RE: Merit Raises for Kent Parks & Recreation Full Time Employees



There have been a total of four merit step increases given to three full time employees working for Kent Parks & Recreation over the last four years. All of these increases were approved by the Kent Parks & Recreation Board even though as Director I have the authority to grant these increases. Attached you will find the evaluation and description of the increases that was provided to the Parks & Recreation Board. These were also provided to City Council through our liaison and are on file in the Clerk's office.

Please note that these unclassified employees do not receive annual step increases that the AFSCME employees receive for their first five years of employment and merit increases are utilized very conservatively to progress them through the various salary ranges.

If you would like to discuss this matter further, please contact me at your convenience.

Enc. Barbara Rissland, Finance Director  
James Silver, Law Director



# CITY OF KENT, OHIO

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## DEPARTMENT OF ECONOMIC DEVELOPMENT

**Date:** November 24, 2008  
**To:** David Ruller, City Manager  
**From:** Dan Smith, Economic Development Director  
**Subject:** Status of Diner Removal

Just a quick memo to provide an update regarding the status of the Diner removal project. Per our agreement with Mike Zenone, the Diner was to be removed from the property by Wednesday, November 19 in order to refund the \$1,000 performance bond we collected at the time of the sale. Mike called last Monday, November 17 and requested additional time to remove the structure. The in climate weather over the previous weekend was the reason stated.

After checking with Jim Silver, Gene Roberts, and James Bowling as to any legal or service related issues to an extension of removing the diner, I called Mike and offered to extend the deadline until December 1, 2008 to complete the move. He stated that he has a crew assembled and would have no trouble removing the remainder of the structure by the new December 1 deadline. I also informed Mike if the work was not completed we would immediately mobilize to raze the remaining structure.

A drive-by inspection of the property today appeared to suggest significant work remains to meet the deadline of December 1. Should the work not be completed, I suggest we utilize the \$1,000 bond and remove the remaining structure. Mike's intentions certainly appear genuine and he has great enthusiasm for the project, but I do not recommend any additional extensions as it could easily turn into a process with no clear ending.

Hopefully, upon returning from our Thanksgiving break, the diner will be removed from the site and this will be a non-issue.

Cc: Jim Silver, Law Director  
Gene Roberts, Service Director  
Jim Bowling, City Engineer  
Gary Locke, Community Development Director