




CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 20, 2015
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Community Development Director 
RE: Proposed CRA II Agreement – Royal Cleaners LTD

The City of Kent has received an application from Royal Cleaners LTD., located at 1172 West Main Street, requesting a real property tax exemption under the City's Community Reinvestment Area (CRA) program. The property is located within the City's CRA II area, which requires Council approval of the real property tax exemption prior to executing an agreement.

The applicant is proposing a \$300,000 investment that will include \$25,000 to renovate the front façade of the building and another \$275,000 for the construction of an approximately 2,700 square foot addition to allow for the expansion of the current dry cleaning operations. The requested exemption is for 50% of the real property taxes associated with the increase in the assessed valuation resulting from the proposed improvements. The applicant is seeking the 50% exemption for a period of seven (7) years.

In accordance with the CRA requirements delineated in the Ohio Revised Code, the City has notified the Kent City School Board of the proposed real property tax exemption, but the agreement does not require separate approval from the Board because the requested exemption does not exceed 50% of the increase in the assessed valuation.

I am respectfully requesting time at the April 1st Council Committee session to discuss the Royal Cleaners application, and to request Council authorization, with emergency, to enter into an agreement with Royal Cleaners for the requested CRA II real property tax exemption.

Please let me know if you need any additional information in order to add this item to the agenda.

Thank you.

Cc: Jim Silver, Law Director
Linda Jordan, Clerk of Council
Tom Wilke, Economic Development Director
CRA-Royal Cleaners, 2015 file

Royal Cleaners					
	PC Auditor's Valuation	Assessed (35%)	Effective Millage Rate	Taxes Paid (full year)	
current structure	\$161,700	\$56,600	0.083368	\$4,719 taxes that will continue to be paid	
addition/renovation	\$225,000	\$78,750	0.083368	\$6,565 estimated new based on effective millage and estimated Auditor's valuation	
TOTAL				\$11,284 real property tax total	
				\$3,283 50% real property tax exemption on addition/renovation (\$6,565)	
				\$11,284 real property tax total	
				(\$3,283) 50% exemption	
				\$8,001 estimated total annual taxes to be paid after 50% real property exemption	
Benefit realized from 50% CRA annually after payment of \$500 annual fee: \$2,783 \$3,283 - \$500)					
Tax exemption for 7 years					
Total CRA Benefit to be Realized for 5 Year Term of Agreement: \$19 (\$2,783 x 7)					

CITY OF KENT

COMMUNITY REINVESTMENT AREA (CRA) AGREEMENT

This agreement made and entered into as of _____, 2015 by and between the City of Kent, Ohio, a municipal corporation, with its main offices located at 215 East Summit Street, Kent, Ohio 44240 (hereinafter referred to as “Kent” or “the City”) and Royal Cleaners, LTD, a limited liability company with its main office located at 1172 West Main Street, Kent, Ohio 44240 (hereinafter referred to as the “Company”) WITNESSETH;

WHEREAS, the City has encouraged the acquisition and redevelopment of real property located in the area described in Exhibit A attached hereto and designated as Community Reinvestment Area II; and

WHEREAS the Company is desirous of improving the front façade of the existing building and expanding dry cleaning operations by constructing an approximately 2,700 square foot addition off the rear wall of the building, hereinafter referred to as the “PROJECT,” within the boundaries of the aforementioned Community Reinvestment Area, provided that the appropriate development incentives are available to support the economic viability of said PROJECT; and

WHEREAS, the Council of the City of Kent, Ohio, by Ordinance No 2005-55, passed June 15, 2005, designated the area as a “Community Reinvestment Area,” pursuant to Chapter 3735 of the Ohio Revised Code; and

WHEREAS, effective July 12, 2005, the Director of the Development Services Agency (formerly known as the Department of Development) of the State of Ohio determined that the aforementioned area designated as Community Reinvestment Area II in said Ordinance No. 2005-55 contained the characteristics set forth in Section 3735.66 of the Ohio Revised Code and confirmed said area as a Community Reinvestment Area under said Chapter 3735; and

WHEREAS, the City, having appropriate authority for the stated type of project, is desirous of providing the Company with incentives available for the development of the PROJECT in Community Reinvestment Area II under Chapter 3735 of the Ohio Revised Code; and

WHEREAS, the Company has submitted a proposed agreement application to the City, a copy of which is attached hereto as Exhibit B (the “APPLICATION”); and

WHEREAS, the Company has remitted the required State of Ohio application fee of \$750.00, made payable to the Director of the Ohio Development Services Agency,

with the application to be forwarded to said department and City with a copy of the final agreement, and

WHEREAS, the Director of Community Development of the City has investigated the application of the Company and has recommended the same to the Council of the City on the basis that the Company is qualified by financial responsibility and business experience to create and preserve employment opportunities in said Community Reinvestment Area and improve the economic climate of the City; and

WHEREAS, the project site as proposed by the Company, is located in the Kent City School District and the Board of Education of the Kent City School District has been notified in accordance with Section 5709.83 and been given a copy of the Application, and, pursuant to Section 3735.671(A)(2), no approval is required; and

WHEREAS, pursuant to Section 3735.67(A), and in conformance with the format required under Section 3735.671, of the Ohio Revised Code, the parties hereto desire to set forth an agreement with respect to matters hereinafter contained;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained and the benefit to be derived by the parties from the execution hereof, the parties herein agree as follows:

1. The Company shall renovate the front façade of the existing approximately 2,500 square foot building located at 1172 West Main Street, Kent, Ohio, and construct an approximately 2,700 square foot addition off the rear wall of the building to allow for the expansion of the business's current dry cleaning operations, bringing the total building square footage to approximately 5,200. The PROJECT will involve a total investment by the Company of approximately three hundred thousand dollars (\$300,000), plus or minus 10% at the project site. Included in this investment are approximately twenty-five thousand dollars (\$25,000) for the renovation of the front façade and approximately two hundred seventy-five thousand dollars (\$275,000) for the construction of the new addition to the existing building.

The improvements are to be made on the property listed as Permanent Parcel Number 17-010-20-00-044-000 on the real property list of the Portage County Auditor.

The PROJECT will begin after the date hereof and all renovation and construction will be complete by September 30, 2015.

2. The Company shall create in the City, within a time period not exceeding twenty-four (24) months after the completion of construction of the aforesaid facility, one (1) full-time permanent job and retain four (4) full-time permanent jobs at the project site. The period for job creation in Kent begins on or after September 30, 2015 and the one (1) new job will be in place by September 30, 2017.

The Company currently has four (4) full-time permanent employees and zero (0) part-time employees at the project site. In total, the Company has four (4) full-time permanent employees in the State of Ohio.

The increase of one (1) new full-time permanent employee in Kent will result in approximately thirty-five thousand dollars (\$35,000) of additional annual payroll in the City for the Company. The retention of the existing jobs in the State of Ohio will assist in maintaining the Company's current annual payroll of fifty-four thousand dollars (\$54,000) in the State of Ohio. Total payroll expected after the period of job creation ends is eighty-nine thousand dollars (\$89,000).

3. The Company shall provide to the City of Kent Tax Incentive Review Council any information reasonably required by the Council to evaluate the property owner's compliance with the agreement, including returns filed pursuant to Section 5711.02 of the Ohio Revised Code, if requested by the Council.

4. The City hereby grants the Company an exemption from real property taxation of 50% of the increase in the assessed valuation resulting from improvements to the real property described in Exhibit B hereto that is completed after the date hereof pursuant to Section 3735.67 of the Ohio Revised Code for a period of seven (7) years. The exemption commences the first year for which the real property would first be taxable were that property not exempted from taxation. No exemption shall commence after December 31, 2016 nor extend beyond December 31, 2022.

The Company must file the appropriate tax forms with the Portage County Auditor to effect and maintain the exemptions covered by this agreement.

5. The Company shall pay an annual fee equal to the greater of one percent of the dollar value of incentives offered under this agreement or five hundred dollars (\$500), provided, however, that if the value of the incentives exceeds two hundred fifty thousand dollars (\$250,000), the fee shall not exceed two thousand five hundred dollars (\$2,500).

The fee shall be paid by check made payable to the City of Kent once per year and submitted by the same due date as the Company's annual report for each year this agreement is effective. This fee shall be deposited in a special fund created for such purpose and shall be used exclusively for the purpose of complying with Section 3735.672 of the Ohio Revised Code and by the Tax Incentive Review Council, created under Section 5709.85 of the Ohio Revised Code, exclusively for the purposes of performing the duties prescribed under that section.

6. The Company shall pay such real property taxes as are not exempted under this agreement and are charged against Permanent Parcel Number 17-010-20-00-044-000 and shall file all tax reports and returns as required by law. If the Company fails

to pay such taxes or file such returns and reports, the exemptions from taxation granted under this agreement are rescinded beginning with the year for which such taxes are charged or such reports or returns are required to be filed and thereafter.

7. The City shall perform such acts as are reasonably necessary or appropriate to effect, claim, reserve, and maintain exemptions from taxation granted under this agreement including, without limitation, joining in the execution of all documentation and providing any necessary certificates required in connection with such exemptions.

8. If for any reason the Community Reinvestment Area designation expires, the Director of the Ohio Development Services Agency revokes certification of the area, or the City revokes the designation of the area, entitlements granted under this agreement shall continue for the number of years specified under this agreement, unless the Company materially fails to fulfill its obligations under this agreement and the City terminates or modifies the exemptions from taxation granted under this agreement.

9. If the Company materially fails to fulfill its obligations under this agreement, or if the City reasonably determines that the certification as to delinquent taxes required by this agreement is fraudulent, the City may thereafter terminate or modify the exemptions from taxation granted under this agreement, and may require the repayment of the amount of taxes that would have been payable had the property not been exempted from taxation under this agreement.

10. The Company hereby certifies that at the time this agreement is executed, it does not owe any delinquent real or tangible personal property taxes to any taxing authority of the State of Ohio, and does not owe delinquent taxes for which it is liable under Chapter 5733, 5735, 5739, 5741, 5743, 5747, or 5753 of the Ohio Revised Code, or, if such delinquent taxes are owed, the Company currently is paying the delinquent taxes pursuant to an undertaking enforceable by the State of Ohio or an agent or instrumentality thereof, has filed a petition in bankruptcy under 11 U.S.C.A. 101, et seq., or such a petition has been filed against it. For the purposes of the certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the Ohio Revised Code governing payment of those taxes.

11. The Company and the City acknowledge that this agreement must be approved by formal action of the legislative authority of the City as a condition for the agreement to take effect. This agreement takes effect upon such approval.

12. Exemptions from taxation granted under this agreement shall be revoked if it is determined that the Company, any successor property owner, or any related member (as those terms are defined in Section 3735.671 of the Ohio Revised Code) has violated the prohibition against entering into this agreement under Division (E) of Section

3735.671 or Section 5709.62 or 5709.63 of the Ohio Revised Code prior to the time prescribed by that division or either of those sections.

13. The Company affirmatively covenants that it has not knowingly made any false statements to the State of Ohio or the City of Kent in the process of obtaining approval of the Community Reinvestment Area incentives. If the Company has knowingly made a false statement to the State or City to obtain the Community Reinvestment Area incentives, the party making such false statement shall be required to immediately return any monies received under this agreement, pursuant to Ohio Revised Code Section 9.66(C)(2) and shall be ineligible for any future economic development assistance from the State, any state agency or a political subdivision, pursuant to Ohio Revised Code Section 9.66(C)(1). Any person who knowingly makes a false statement to secure economic development assistance may be guilty of falsification, a misdemeanor of the first degree, pursuant to Ohio Revised Code Section 2921.13(A)(4), which is punishable by a fine of not more than \$1,000 and/or a term of imprisonment of not more than six (6) months.

14. This agreement is not transferable or assignable without the express, written approval of the City.

15. This agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective successors and assigns.

16. This agreement may be executed in multiple counterparts, each of which, when so executed, shall be deemed an original, and all of which shall together constitute one and the same document, and shall be binding on the signatories; and the signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart.

[Balance of page intentionally left blank.]

IN WITNESS WHEREOF, the aforementioned parties have caused this instrument to be executed as of the date set forth on the first page hereof.

CITY OF KENT, OHIO

By: _____
Dave Ruller, City Manager, City of Kent

Approved as to form:

James Silver, Director of Law, City of Kent

ROYAL CLEANERS, LTD

By: _____

Name: _____

Title: _____



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 20, 2015
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Community Development Director
RE: CHIP Grant Application

A handwritten signature in black ink, appearing to be "Bridget Susel", is written over the "FROM:" line of the memo.

The Community Development Department staff is working on developing a proposal to submit to the State of Ohio Office of Community Development requesting Community Housing Impact and Preservation (CHIP) grant assistance. The CHIP program is a competitive grant application process that provides funding for housing related activities that promote safe and decent housing for low and moderate income persons.

The City has been the recipient of CHIP funding in prior funding cycles and has utilized the grant primarily for owner-occupied housing rehabilitation projects. The City's current proposal is still within the public comment phase of development, but staff anticipates seeking CHIP funding to allow for the continuation of owner-occupied housing rehabilitation activities and to implement a new initiative that will provide assistance to nonprofit organizations that own and manage rental housing for low and extremely low income persons.

The grant proposal is due May 1st and will need to include a copy of legislation authorizing the submission of the application. I am respectfully requesting time at the April 1st Council Committee session to discuss the CHIP program in greater detail and to request Council authorization, with emergency, to submit a CHIP grant application to the State of Ohio Office of Community Development (OCD) and if funding is approved, to execute the grant agreement and appropriate the CHIP grant funding award.

Please let me know if you need any additional information in order to add this item to the agenda.

Thank you.

Cc: Dan Morganti, Grants & Neighborhood programs Coordinator
Linda Jordan, Clerk of Council
CHIP 2015 Application Submission file



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 20, 2015
TO: Dave Ruller, City Manager
From: Bridget Susel, Community Development Director *BS*
Re: Housing Advisory Committee (HAC) Appointments

The Community Development Department is developing a proposal to submit to the State of Ohio Office of Community Development requesting 2015 Community Housing Impact & Preservation (CHIP) grant funding. The application process requires that the City establish a Housing Advisory Committee (HAC) comprised of local representatives from nonprofit agencies, public sector departments and various housing providers.

The Housing Advisory Committee representation is specified by the Office of Community Development and the Committee's responsibilities are limited to evaluating and approving proposed housing activities that are to be included in the City's CHIP grant application.

I am respectfully requesting time at the April 1st Council Committee session to request Council's appointment of the following representatives to serve on the HAC, as required by the 2015 CHIP grant funding application requirements:

State of Ohio Specified HAC Representation	Representative	Organization Affiliation
Local Government Staff	Dan Morganti/Bridget Susel	City of Kent
Community Action Agency	Gloria Haven	Community Action Council of Portage County
Community Development Staff	Dan Morganti/Bridget Susel	City of Kent
Homeless Shelter Agency	Traci Larham	Family & Community Services
Substance Abuse Counseling Agency	Jessica Miller	Coleman Professional Services
Local Landlord	Audrey Kessler	Landlord
Local Continuum of Care	Multiple Representatives	Various
Public Housing Authority	Fred Zawilinski	Portage Metropolitan Housing Authority
Fair Housing Representative	Lauren Green-Hull	Fair Housing Contact Services
Habitat for Humanity Affiliate	Rachel Kerns	Habitat for Humanity
Domestic Violence Shelter	Shelley Marsh	Family & Community Services
Local Health Department	Jeff Neistadt	City of Kent

Please let me know if you need any additional information in order to add this item to the agenda.

Thank you.

Cc: Dan Morganti, Grants & Neighborhood Program Coordinator
Linda Jordan, Clerk of Council
CHIP 2015 Application Submission file



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 22, 2015
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Community Development Director
RE: Proposed Additional Valet Zone

Two of the restaurants located in the downtown district have been offering valet service for their patrons since January of 2014. The service has been very popular and the valet company has contacted the City to request the establishment of an additional zone to better manage the higher volume of vehicles currently utilizing valet parking.

The valet parking use data collected for 2014 identifies Friday and Saturday as the periods with the highest usage rates. The company is reporting the peak period for valet service on those evenings is typically from 5:30 p.m. to 8:30 p.m. Establishing an additional zone on Depeyster Street to be utilized only during peak periods, will facilitate a quicker vehicle drop off/pick up process, while also minimizing disruptions to pedestrian and vehicle movements in the area.

I am respectfully requesting time at the April 1st Committee session to discuss the proposed additional valet zone concept in greater detail and to request Council approval of establishing the auxiliary valet zone for use during the peak service periods on Friday and Saturday evenings. If you need any additional information in order to add this item to the agenda, please let me know.

2014 Valet Parking Usage													
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
Th. Dinner	60	41	41	63	47	53	57	44	37	49	33	32	557
Fri. Dinner	137	192	112	128	135	105	96	92	126	136	90	112	1461
Sat. Dinner	109	189	145	163	184	99	104	99	104	115	98	136	1545
M-F Lunch	n/a	17	42	43	41	n/a	n/a	n/a	n/a	n/a	n/a	n/a	143
TOTAL	306	439	340	397	407	257	257	257	267	300	221	280	

Cc: Linda Jordan, Clerk of Council
Michelle Lee, Police Chief
Gene Roberts, Service Director
Jim Bowling, City Engineer
John Tosko, Fire Chief

EXISTING VALET ZONE

THRU STREET

PROPOSED DEPEYSTER 2nd ZONE

10 FT

FIRE HYDRANT

LIGHT (TYP)

STOP SIGN

ENT.

BENCH TRASH CAN

E. ERIE ST.

EXISTING 48' VALET DROP OFF ZONE

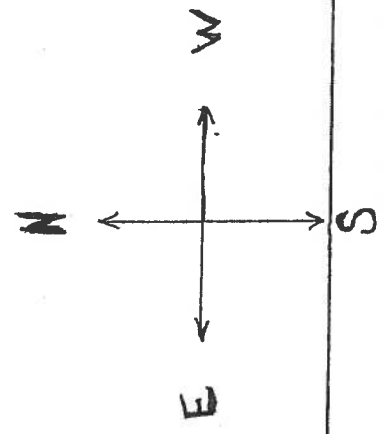
VALET STAMPS

VALET-SIGN

BRICCO

CARDINAL PARKING VALET ZONE 01/31/14

Not to Scale



ELEC. BOX

ACORN ALLEY

ACORN ALLEY SERVICE ROUTE



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager
From: David A. Coffee, Director of Budget and Finance
Date: March 26, 2015
Re: FY2015 Appropriation Amendments, Transfers, and Advances

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

Fund 001 – General

Increase \$ 25,000 City Hall Facility (New Budget Cost Center)/ Other (O&M) – Add'l funding to pay City costs of relocating existing City Administrative offices from Depeyster site.

Fund 121 – State & Local Forfeits

Increase \$ 7,000 Police / Other (O&M) - Reappropriate 2014 funds – unexpended bal. per Chief Lee's memo of 3/13/2015

Fund 122 – Drug Law Enforcement

Increase \$ 25,000 Police / Other (O&M) - Reappropriate 2014 funds – unexpended bal. per Chief Lee's memo of 3/13/2015

Fund 123 – Enforcement & Education

Increase \$ 15,000 Police / Other (O&M) - Reappropriate 2014 funds – unexpended bal. per Chief Lee's memo of 3/13/2015

Fund 125 – Law Enforcement Trust

Increase \$ 15,000 Police / Other (O&M) - Reappropriate 2014 funds – unexpended bal. per Chief Lee's memo of 3/13/2015

Fund 201 – Water

Increase \$ 40,842 Service / Water Plant / Personnel & Benefits - Add'l funding to support 50% payroll expense allocation for new position of Equipment Technician per G. Roberts 12/19/14 memo, position approved by KCC Ord. 2015-08 on 1/21/2015.

Fund 202 – Sewer

Increase \$ 40,842 Service / Water Reclamation Plant / Personnel & Benefits - Add'l funding to support 50% payroll expense allocation for new position of Equipment Technician per G. Roberts 12/19/14 memo, position approved by KCC Ord. 2015-08 on 1/21/2015.

continued

The following inter-fund transfers are hereby requested:

Operating Transfer \$ 216,559 **From:** Fund 116 / Income Tax -
To: Fund 303 / Police Facility – Adjustment for 2014 projected
income tax collections restricted to new Police Facility Project.

Operating Transfer \$ 191,981 **From:** Fund 116 / Income Tax -
To: Fund 301 / Capital – Adjustment for 2014 Charter Requirement.

Kent City Administrative Offices

Temporary Relocation

Current City Administrative Offices

- Purchased, 1992, \$1.25 million (2014 Appraisal @ \$1.4 million)
 - Total Debt Remaining \$ 157,000
 - Annual Debt Payments \$ 27,500
- 2 Buildings, 60 years old
 - Total Buildings Square Footage..... 12,618 City Use / 20,054 Building Space (city use at 63% of building space)
- 24 Total Staff
 - Health Department (6 Employees)..... 1,855 sq. ft. in use
 - Budget & Finance (8 Employees)..... 5,820 sq. ft. in use
 - Law/HR/Admin/Civil Service (10 Employees)..... 4,383 sq. ft. in use
- Annual Operating Costs (utilities, maintenance)... \$ 48,600



Project Cash Flow

Base Revenue

- Purchase Price \$ 2,400,000
- Debt Payoff (\$ 157,000)
- **Adjusted Base Revenue (1)** **\$ 2,243,000**
- Moving Costs (\$ 25,000)
- **Adjusted Base Revenue (2)** **\$ 2,218,000**

Temporary Location Options Summary

	<u>KSU/City Bldgs</u>	<u>Franklin Elementary</u>	<u>F&CS Gougler</u>	<u>County Court</u>
- Space Available	3,000/7,000 sq ft	12,000 sq ft (+)	10,000 sq ft	9,900 sq ft
- Distance From City Hall6 mi - 1.4 miles	1.9 miles	.4 mile	.2 mile

One-Time Costs

- Renovation To Move In	\$ 0	\$ 184,000	\$ 6,000	\$ 364,000
- Renovation To Move Out	\$ 0	\$ 50,000	\$ 10,000	\$ 0
One-Time Cost Total	(\$ 0)	(\$ 234,000)	(\$ 16,000)	(\$ 364,000)
Adjusted Base Revenue (3)	\$ 2,218,000	\$ 1,984,000	\$ 2,202,000	\$ 1,854,000

Annual Costs

- Rent.....	\$ 15,500	\$ 0	\$ 192,000	\$ 0
- Operations & Mtce.	\$ 1,000	\$ 67,000	\$ 66,000	\$ 66,000
Annual Cost Total	(\$ 16,500)	(\$ 67,000)	(\$ 258,000)	(\$ 66,000)
Adjusted Base Revenue (4)	\$ 2,201,500	\$ 1,917,000	\$ 1,944,000	\$ 1,788,000

Annual Savings

- No Annual Debt Payment	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500
- No Admin Operating Costs	\$ 48,600	\$ 48,600	\$ 48,600	\$ 48,600
Annual Savings Total	\$ 76,100	\$ 76,100	\$ 76,100	\$ 76,100
Adjusted Base Revenue (5)	\$ 2,277,600	\$ 1,993,100	\$ 2,020,100	\$ 1,864,100

YEAR 1 NET COST OF RELOCATION = \$ 122,400

For \$122,400, after the first year we pay off \$157,000 in debt, get out from under rising capital and O&M costs on two 60 year old buildings, take a step towards public health consolidation, reduce city space, put \$15 million on tax rolls, bring 250 "customers" closer to downtown businesses, and we have \$2,277,600 to use towards a permanent City Admin building which from a budget standpoint would grow by \$60,000 for each year we occupy our temporary location.

City Function Relocation



- 3. Mayor/Clerk/HR/Council Chambers Move To: Kent Fire Department, 320 S. Depeyster Street (4 employees), (625 sq ft),



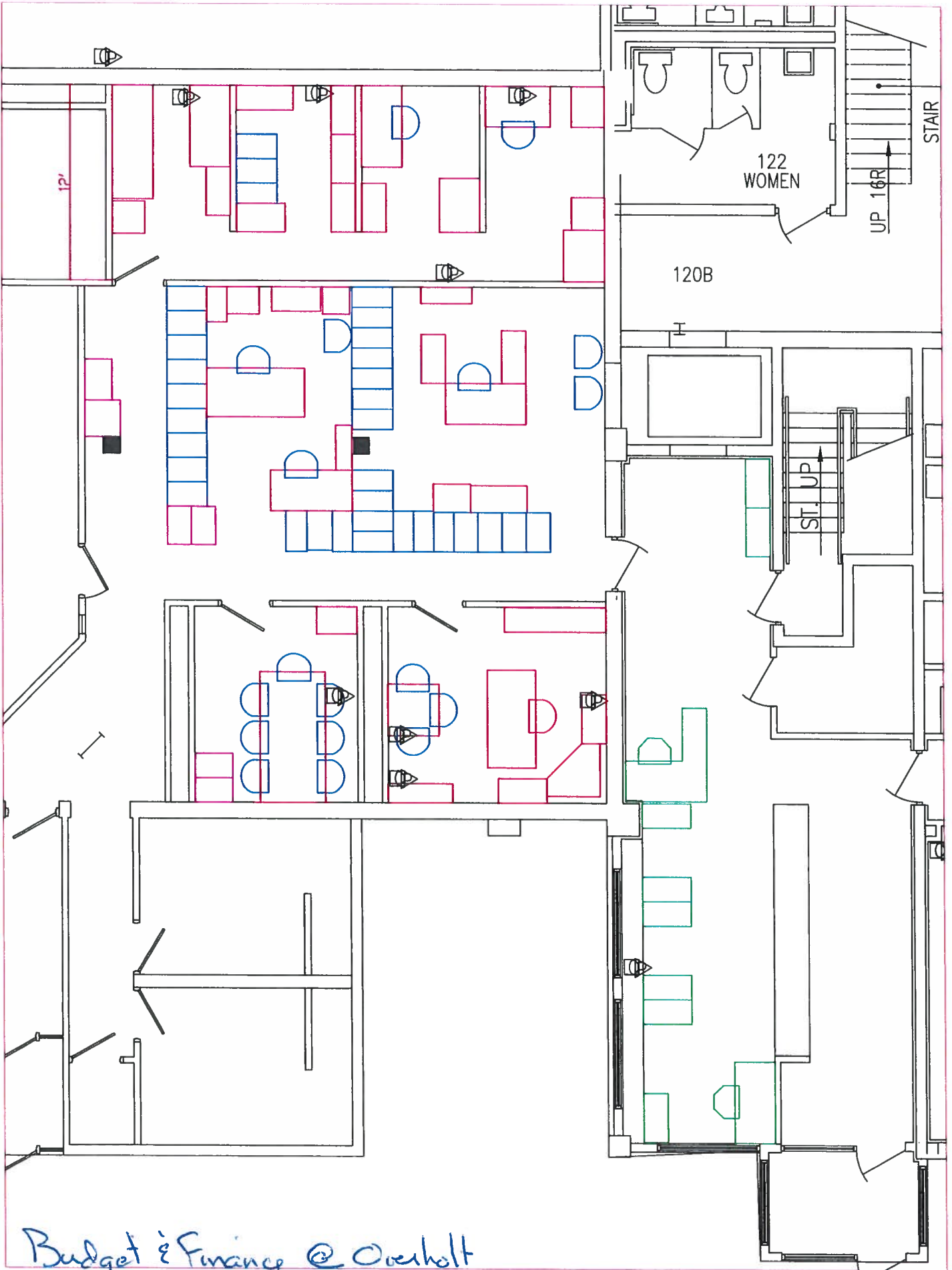
- 4. City Manager/Law Move To: Kent Police Department, 319 S. Water Street (4 employees), (460 sq ft)



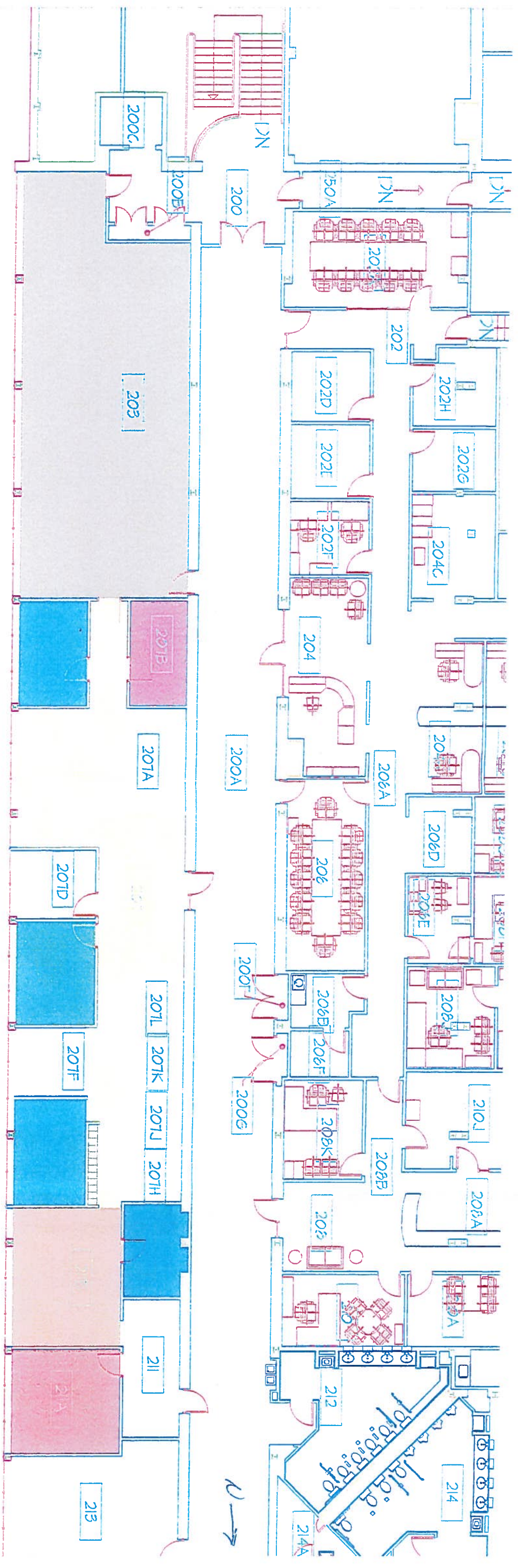
5. Surplus Items/Misc. Storage* Move To: Franklin Elementary School, 6645 SR-43 (2,400 sq ft)



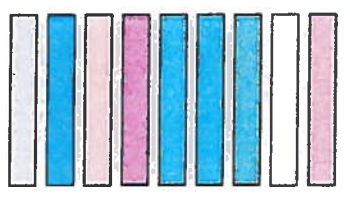
*Also available as contingency back-up for space for any unforeseen needs



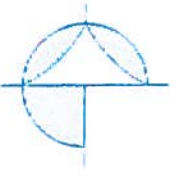
Budget & Finance @ Overholt



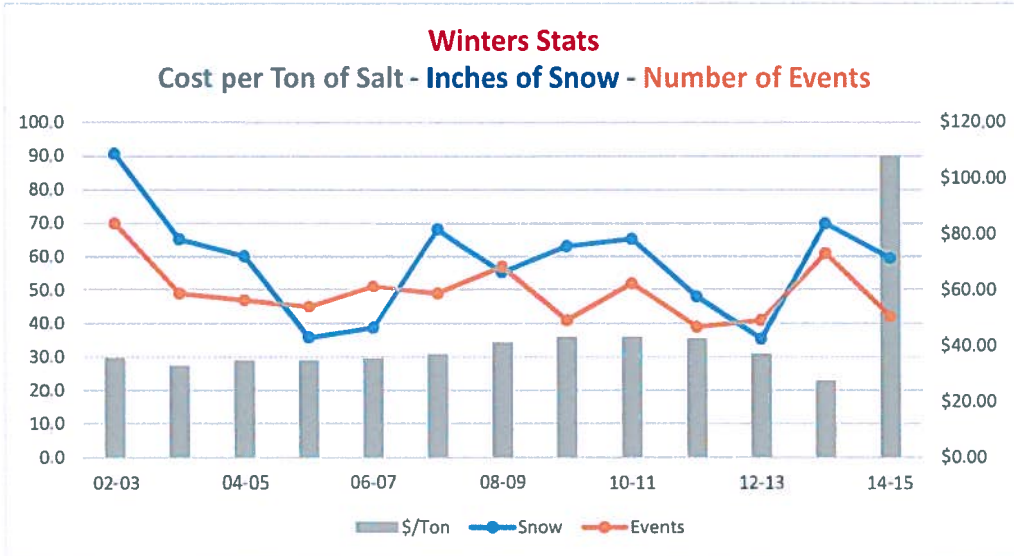
HEALTH COMMISSIONER
 (2) CLERKS
 CHIEF SANITARIAN
 PUBLIC HEALTH SANITARIAN #1
 PUBLIC HEALTH SANITARIAN #2
 ENVIRONMENTAL TECHNICIAN
 CLINIC WAITING AREA
 CLINIC EXAMINATION ROOM
 HEALTH DEPARTMENT STORAGE



REQUESTED S. F.	PROPOSED ROOM #	S. F FOR PROPOSED
HEALTH COMMISSIONER	211A	212
(2) CLERKS	207	753
CHIEF SANITARIAN	207E	154
PUBLIC HEALTH SANITARIAN #1	207G	141
PUBLIC HEALTH SANITARIAN #2	207C	133
ENVIRONMENTAL TECHNICIAN	207B	111
CLINIC WAITING ROOM	211B	280
CLINIC EXAMINATION ROOM	211C	105
HEALTH DEPARTMENT STORAGE	203	1237
		3126

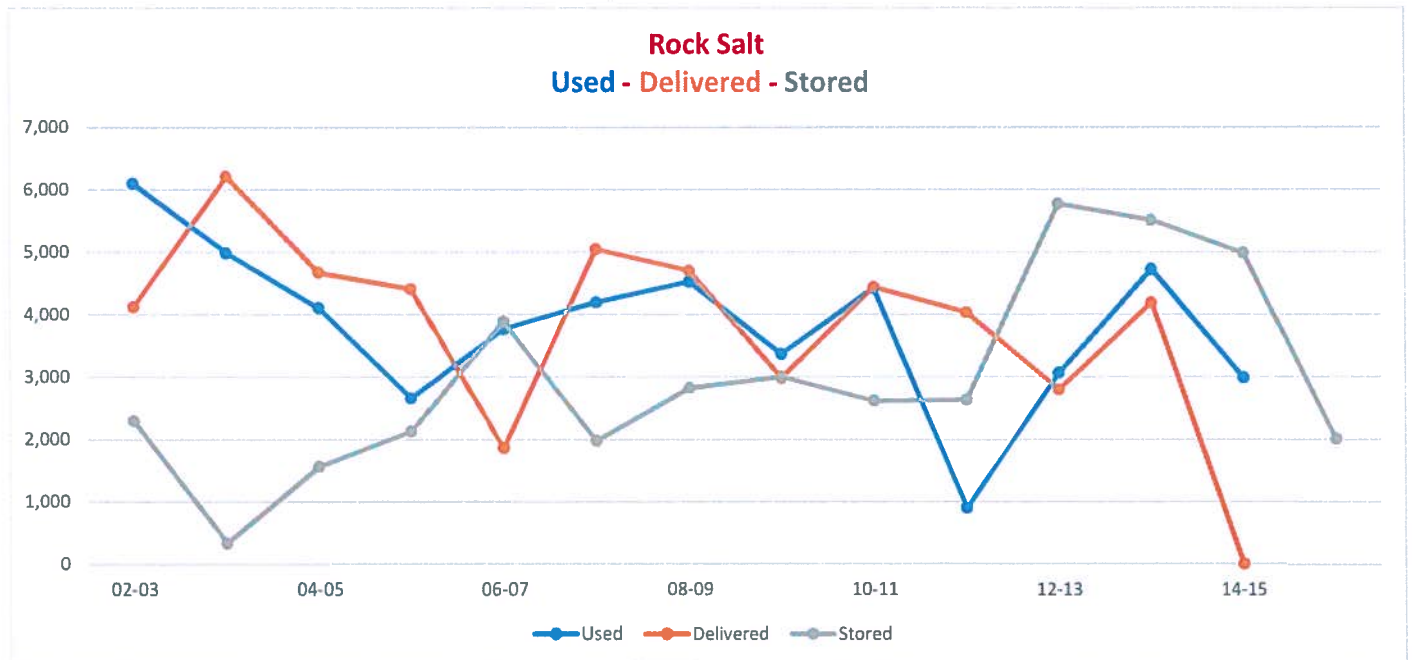


City of Kent - Winter Storm Statistics



Year	Snow (in.)	No. Events
02-03	90.7	70.0
03-04	65.2	49.0
04-05	60.1	47.0
05-06	35.8	45.0
06-07	38.8	51.0
07-08	68.1	49.0
08-09	55.3	57.0
09-10	63.1	41.0
10-11	48.0	39.0
11-12	35.4	41.0
12-13	69.9	61.0
13-14	59.5	42.0

	Tons Rock Delivered vs Used				Cost Per Ton	Cost Rock Delivered vs Used			Winter Cost
	Tons Stored	Tons Delivered	Tons Used	Carry Over		Tons Delivered	Amount Paid	Tons Used	
02-03	2,300	4,131	6,101	330	\$35.62	4,131	\$ 147,146.22	6,101	\$ 217,326.53
03-04	330	6,215	4,987	1,558	\$32.84	6,215	\$ 204,100.60	4,987	\$ 163,756.66
04-05	1,558	4,677	4,108	2,127	\$34.88	4,677	\$ 163,133.76	4,108	\$ 143,287.04
05-06	2,127	4,415	2,657	3,886	\$34.88	4,415	\$ 153,995.20	2,657	\$ 92,658.72
06-07	3,886	1,860	3,768	1,978	\$35.52	1,860	\$ 66,067.20	3,768	\$ 133,839.36
07-08	1,978	5,048	4,200	2,826	\$37.04	5,048	\$ 186,977.92	4,200	\$ 155,563.93
08-09	2,826	4,705	4,531	3,000	\$41.20	4,705	\$ 193,846.00	4,531	\$ 186,660.72
09-10	3,000	2,986	3,368	2,618	\$43.20	2,986	\$ 128,995.20	3,368	\$ 145,499.76
10-11	2,618	4,445	4,428	2,636	\$43.20	4,445	\$ 192,024.00	4,428	\$ 191,272.32
11-12	2,636	4,040	899	5,777	\$42.72	4,040	\$ 172,588.80	899	\$ 38,388.19
12-13	5,777	2,800	3,062	5,515	\$37.13	2,800	\$ 103,964.00	3,062	\$ 113,706.91
13-14	5,515	4,200	4,726	4,989	\$27.40	4,200	\$ 115,080.00	4,726	\$ 129,489.66
14-15	4,989	0	2,989	1,999	\$108.08	0	\$ -	2,989	\$ 323,094.35
Avg.	3,041	3,809	3,833	3,018					
15-16	1,999	0	0	1,999		0	\$ -	0	\$ -



Modifications to Sewer Use Ordinances

915.01 General Provisions, Purpose and Policy

(b) the language “outlined in the ERP” was added to make the Enforcement Response Plan enforceable

915.03 Abbreviations

ERP - Enforcement Response Plan

DAL - Discharge Authorization Plan

TOMP - Toxic Organic Management Plan

This language was added to allow for the abbreviation of Enforcement Response Plan and Discharge Authorization Letter

915.04 Definitions

Numbering was changed to allow for correct alphabetical order.

The addition of the definitions of:

(31) Discharge Authorization Letter

This definition provides Industrial/Commercial Users the ability to discharge wastewater outside of the scope of Normal Strength Waste with the written authorization of the Service Director. (heating or cooling systems contents)

(33) Enforcement Response Plan

This change was necessary to address item 13 in the December 12, 2012 OEPA NOV letter regarding the ERP.

(80) Process Wastewater

Was not a requirement from the OEPA, but provides a definition of wastewater related to industrial discharges

Change of definition for:

(67) Normal Strength Waste

This change was necessary to address item 1 in the December 12, 2012 OEPA NOV letter regarding Local Limits.

(74) Polar Fog

This change was necessary to address item 2 in the December 12, 2012 OEPA NOV letter regarding the Oil & Grease Local Limit

915.07 Prohibited Discharge(s) To The POTW

B(21) The change of language regarding **Non-polar FOG** and permissible discharge concentrations

This change was necessary to address item 2 in the December 12, 2012 OEPA NOV letter regarding the Oil & Grease Local Limit

915.08 FOG Standards

(a)(1) The change of language regarding **Polar FOG** and permissible discharge concentrations

This change was necessary to address item 2 in the December 12, 2012 OEPA NOV letter regarding the Oil & Grease Local Limit

915.09 National Categorical Pretreatment Standards

Within ninety days following the date for final compliance with applicable categorical pretreatment standards or, in the case of a new source, following commencement of the introduction of wastewater into the POTW, any industrial user subject to categorical pretreatment standards shall submit to the control authority a report containing the information described in sections 915.23(a)(6-7) and 915.47(a) of this ordinance. For industrial users subject to equivalent mass or concentration limits established by the control authority in accordance with the procedures in paragraph (l) of rule 3745-3-09 of the Administrative Code, this report shall contain a reasonable measure of the user's long-term production rate. For all other industrial users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the user's actual production during the appropriate sampling period.

This change was necessary to address item 4 in the October 3, 2014 OEPA response letter for the City of Kent Pretreatment Program Modification.

915.11 Local Limits

(b), (b)(1), (b)(2) The removal of the Local Limits Table and addition of Pollutant Group A and B Tables and corresponding language.

These changes were necessary to address item 1 in the December 12, 2012 OEPA NOV letter regarding Local Limits and to allow for the implementation of unequal allocation limits.

(b)(2)

The change of Local Limit for Chromium (total) 12.00 mg/L to 12.71 mg/L

The change of Local Limit for Zinc from 4.393 mg/L to 6.908 mg/L

2008 Technical Justification Report from CTI allows for increases

(b)(2)(d) Addition of requirement to sample for all Local Limits

This change was necessary to address item 9 in the December 12, 2012 regarding Local Limits.

(d)(1) Monitoring Waivers

A POTW's legal authority as an approved program now allows the POTW to authorize, at its discretion, an industrial user subject to a categorical pretreatment standard, except for Centralized Waste Treatment facilities regulated by and defined in 40 C.F.R. 437, to forego sampling of a pollutant regulated by a categorical pretreatment standard.

Monitoring waivers do not apply to pollutants where there are certification processes and requirements established by the control authority or by categorical pretreatment standards (e.g. TOMP/certification alternative to total toxic organics monitoring) unless allowed for by the applicable categorical pretreatment standard.

If a waived pollutant is found to be present or is expected to be present based on changes that occur in the IU's operations, the user shall be required to immediately notify the control authority in writing and start monitoring that pollutant at the frequency specified in the POTW's pretreatment program.

The monitoring waiver applies only to IU self-monitoring and does not remove the POTW's obligations for IU monitoring for that parameter. However, the waiver can be extended to POTW monitoring done to satisfy IU self-monitoring.

In making its request for a pollutant monitoring exemption, the industrial user must demonstrate through sampling and other technical factors that the pollutant is neither present nor expected to be present in the discharge, or is present only at background levels from intake water and without any increase in the pollutant due to activities of the industrial user.

In making a demonstration that a pollutant is not present, the industrial user must provide data from at least one sampling of the facility's process wastewater prior to any treatment present at the facility that is representative wastewater from all processes.

Non-detectable sample results may only be used as a demonstration that a pollutant is not present if the USEPA approved analytical method from 40 C.F.R. 136 with the lowest method detection limit for that pollutant was used.

Waivers are valid only for the duration of the effective period of the IU's control mechanism but in no case longer than five years. The IU must submit a new request for the waiver before the waiver can be granted for each subsequent control mechanism.

The request for a monitoring waiver shall be signed by an authorized representative of the industrial user in accordance with paragraph (F) of rule 3745-3-06 of the Administrative Code, and it must include the certification statement in 40 C.F.R. 403.6(a)(2)(ii). This is the standard "I certify under penalty of law" statement.

The control authority shall include any monitoring waiver as a condition in the industrial user's control mechanism. This simply means that the control mechanism needs to acknowledge that a waiver has been granted for a pollutant or pollutants and provide a general justification for the waiver.

The supporting reason(s) for a monitoring waiver and the information submitted by the user in its request for the waiver shall be maintained in the industrial user's file by the control authority for three years after expiration of the waiver.

The control authority shall include any monitoring waiver as a condition in the industrial user's control mechanism. This simply means that the control mechanism needs to acknowledge that a waiver has been granted for a pollutant or pollutants and provide a general justification for the waiver.

The supporting reason(s) for a monitoring waiver and the information submitted by the user in its request for the waiver shall be maintained in the industrial user's file by the control authority for three years after expiration of the waiver.

Upon approval of the monitoring waiver and revision of the IU's control mechanism by the control authority, the IU shall certify on each self-monitoring report with the following statement:

"Based on my inquiry of the person or persons directly responsible for managing compliance with the pretreatment standards under 40 C.F.R. [specify applicable national pretreatment standard part or parts], I certify that, to the best of my knowledge and belief, there has been no increase in the level of [list pollutant or pollutants] in the wastewaters due to the activities at the facility since submittal of the last periodic report under paragraph (E) of rule 3745-3-06 of the Administrative Code."

This addition was necessary to address item 8 in the October 3, 2014 OEPA response letter for the City of Kent Pretreatment Program Modification.

915.17 Accidental Discharge/Slug Discharge Control Plans

The Director shall evaluate the need for a plan, device or structure to control a potential slug discharge at least once during the term of each significant industrial user's control mechanism. Additional significant industrial users shall be evaluated within one year of being identified a significant industrial user.

This addition was necessary to address item 1 in the October 3, 2014 OEPA response letter for the City of Kent Pretreatment Program Modification.

915.23 WDP - Application Contents

(a)(7)(D) "when submitting baseline or periodic compliance reports."

This addition was necessary to address item 3 in the October 3, 2014 OEPA response letter for the City of Kent Pretreatment Program Modification.

915.41 Reporting Requirements - Notice of Violation / Repeat Sampling and Reporting

If a violation is detected through sampling and analysis conducted by the control authority in lieu of the IU, the control authority shall perform the repeat sampling and analysis within thirty days of becoming aware of the violation unless it notifies the User of the violation and requires the User to perform the repeat sampling and analysis.

This addition was necessary to address item 6 in the October 3, 2014 OEPA response letter for the City of Kent Pretreatment Program Modification.

915.44 Sample Collection

Dissolved hexavalent chromium

This addition was necessary to address item 5 in the October 3, 2014 OEPA response letter for the City of Kent Pretreatment Program Modification.

915.48 Compliance Monitoring – Right of Entry, Inspection and Sampling

(c) The addition of requirement for calibration reports

This change was made to enable the POTW to ensure Self Monitoring data submitted by Significant Industrial Users are accurate.

915.51 Publication of Users in Significant Noncompliance

Mentions the origin of the language requiring the publication of SIU's in SNC

Allows for quick reference to Federal Code.

(a) and (b) "shall be applicable to any permitted monitoring point for a SIU"

This addition was necessary to address item 2 in the October 3, 2014 OEPA response letter for the City of Kent Pretreatment Program Modification.

Page 42, 43, 43A, 43F, 43M

Reference errors were corrected where 915.10 was incorrectly stated, the correct section 915.09 was substituted.

This change was necessary to address item 7 in the October 3, 2014 OEPA response letter for the City of Kent Pretreatment Program Modification.

Kent Police Department

MEMORANDUM

To: Dave Ruller, Safety Director
Kent City Council Members
From: Chief Michelle A. Lee
Date: March 19, 2015
Subject: Jail MOU

The attached MOU is an agreement between the City of Kent and the City of Munroe Falls in reference to our jail facility. The City of Munroe Falls has expressed an interest in us serving as a backup jail facility for their prisoners. They currently use the Cuyahoga Falls PD jail primarily. The use of our jail would be minimal, perhaps a few opportunities in a given year. These occurrences would be when Cuyahoga Falls jail is at maximum capacity.

The MOU has been agreed to and signed by Munroe Falls' Law Director. They understand that city council has not yet considered this request.

KENT POLICE DEPARTMENT

319 SOUTH WATER STREET KENT, OHIO 44240
330-673-7732

MICHELLE A. LEE
Chief of Police

Agreement for the boarding of prisoners Between the City of Kent And City of Munroe Falls

This Agreement is entered into on the _____ day of _____, 2015 between the City of Kent and the City of Munroe Falls.

WHEREAS, the City of Munroe Falls wishes to enter into an Agreement with the City of Kent for the confinement of its prisoners; and,

WHEREAS, the City of Kent has been authorized by its Council pursuant to ordinance number _____ to enter into an Agreement with the City of Munroe Falls for the confinement of Munroe Falls' prisoners and, likewise, the City of Munroe Falls has been authorized by its Council to enter into this Agreement pursuant to ordinance number _____.

NOW THEREFORE, it is mutually agreed between the City of Kent and the City of Munroe Falls the following:

A. Reception of Prisoners

Subject to the availability of space, the City of Kent shall provide custody, supervision and confinement to the City of Munroe Falls prisoners in the Kent City Jail. The Kent City Jail will accept prisoners on weekdays from 6:00 PM -7:00 AM the following morning and anytime on weekends and Kent Police Department observed holidays. Prior to accepting any prisoner, City of Munroe Falls must call the officer in charge of the Kent Police Department for acceptance. The City of Kent Chief of Police or their designee retains the discretion and authority to refuse or accept or to release any City of Munroe Falls prisoner when, in their judgment, this act is necessary in order to comply with any order of a court of competent jurisdiction or meet the requirements of minimum standards for jails promulgated by the Ohio Department of Rehabilitation and Correction. The City of Munroe Falls specifically indemnifies and holds harmless the City of Kent and/or its Chief of Police/designee for any decisions made by the Chief/designee pursuant to this

section.

The City of Munroe Falls will fingerprint and process their prisoners before each is delivered to the Kent City Jail. Any and all alcohol tests of the City of Munroe Falls prisoners will be performed prior to their delivery to the Kent City Jail. All prisoners will be subject to the Kent Police Department jail admission standards. A copy of those standards will be provided to the City of Munroe Falls.

B. Payment for Confinement

The City of Munroe Falls agrees to pay the City of Kent for confinement of its prisoners as follows:

The City of Munroe Falls will pay the City of Kent seventy dollars (\$70.00) per day for each prisoner as full compensation for feeding, supervising, confining and boarding. Confinement begins when the prisoner is received into the Kent City Jail and ends when the prisoner is discharged. The City of Munroe Falls prisoners who are incarcerated for over eight (8) hours will result in a charge for a full day. Prisoners incarcerated for less than eight (8) hours will result in a charge of one-half (1/2) of the daily rate.

Beginning January 1st, 2016, and on the first day of January of each and every subsequent year thereafter, the rates charged for incarceration will be increased by three percent (3%) over the previous year's rate.

C. Medical Expenses

The City of Munroe Falls agrees to pay or reimburse the City of Kent for any expenses it incurs in rendering or securing other medical, surgical, dental or mental health services, including medicines and surgical operations provided to the City of Munroe Falls prisoners while incarcerated in the Kent City Jail, when such services would be provided, and such expenses incurred by the City of Kent for its own prisoners.

The City of Kent agrees that where hospital services are required for the City of Munroe Falls prisoners those serviced will be provided in the same manner such services would be provided to Kent prisoners. The City of Kent shall determine the need for these services based on its usual treatment of its own prisoners.

The City of Munroe Falls agrees to supply the necessary guarding and security of their prisoners receiving medical treatment outside of the Kent City Jail.

D. Right to Refuse Prisoners

The City of Kent reserves the right to refuse any inmate and to require the removal of any inmate at any time from the facility for any reason, including but not limited to lack of availability of space. The Kent City Jail will **not** accept any prisoners with suicidal ideations or severe intoxication over 0.28% BAC/PBT.

E. Additional Charges

The City of Kent retains the right to impose additional charges in the event of changes occurring to the current jail standards. The City of Kent agrees to provide the City of Munroe Falls thirty (30) days prior notice before the procedures resulting in additional charges are instituted.

The City of Munroe Falls also agrees to pay the City of Kent for any damage caused to bedding, hygiene supplies or the jail facility by any Munroe Falls prisoner, but in an amount not to exceed two hundred fifty dollars (\$250.00).

The City of Munroe Falls will transport its own prisoners from the Kent City Jail to their appropriate court. On non-holiday weekdays, Munroe Falls' prisoners must be picked up from the Kent City Jail before 7:00 AM.

All bonds and bond paperwork will be satisfied through the City of Munroe Falls prior to release of prisoner from the Kent City Jail.

F. Billing

At the end of each quarter, the City of Kent shall submit an itemized statement of costs due to the City of Kent showing the name of each City of Munroe Falls prisoner, dates of confinement, number of days billed and the amount due for each prisoner confined pursuant to this agreement. All amounts billed shall be paid by the City of Munroe Falls within 30 days of the billing date.

G. Transportation

If it becomes necessary to transport a City of Munroe Falls prisoner to any other facility, unless an emergency medical services squad transported the prisoner for medical reasons, the City of Munroe Falls shall provide such transportation.

H. Annual Maintenance Fee

The City of Munroe Falls agrees to pay the City of Kent an annual maintenance fee of one hundred dollars (\$100.00) which is due upon the receipt of the first prisoner each calendar year.

I. Effective Date of Agreement

This agreement shall be effective on the _____ day of _____ 2015 and shall continue in full force and effect until _____. This Agreement will then be automatically renewed for a twelve (12) month period from year to year, January 1st through December 31st.

Either party may cancel or terminate this Agreement at any time by giving a thirty (30) day written notice to the other party.

J. Miscellaneous

1. Notice

Any notice required by this Agreement shall be sent to the following:

City of Kent Police Department
Attn: Chief Michelle A. Lee
319 S. Water St
Kent, Ohio 44240

City of Munroe Falls Police Department
Attn: Chief Tom Pozza
43 Munroe Falls Ave
Munroe Falls, Ohio 44262

2. Parties Bound

This contract shall be binding on and ensure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors and assigns when permitted by this contract.

3. Legal Construction

In any case one or more of the provisions contained in this contract are held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision and this contract shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

4. Governing Law and Forum

The parties acknowledge that the transaction that is the subject matter of this contract bears a reasonable relation to the State of Ohio and agree that the law of Ohio will govern their rights and duties. The Courts located in Portage County, Ohio shall be the forum to resolve any disputes arising under this contract to the extent of their jurisdiction.

5. Integrated Agreement

The parties intend the terms of this contract as a final expression of their agreement with respect to the terms and also as a complete and exclusive statement of the terms.

In *WITNESS WHEREOF*, each party, by its duly authorized representative has executed this contract effective as of the day and year first above written.

City of Kent, Ohio

by: _____
Jerry T. Fiala
Mayor

City of Munroe Falls, Ohio

by: _____
Frank Larson
Mayor

Certificate of the Directors of Law

Approved as to form and correctness,

James Silver
Director of Law
City of Kent, Ohio

Date: _____

Approved as to form,

Jack Morrison, Jr
Director of Law
City of Munroe Falls, Ohio

Date: _____

Certificate of the Finance Director of the City of Munroe Falls

To the Director of Mayor/Public Safety:

I hereby certify that monies required to meet the City's obligations under this contract have been lawfully appropriated and are in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance.

Approved,

David P. Bailey
Director of Finance
City of Munroe Falls, Ohio

Date: _____

**City of Kent
Income Tax Division**

**February 28, 2015
Income Tax Receipts Comparison - (Excluding 0.25% Police Facility Receipts)**

Monthly Receipts

Total receipts for the month of February, 2015	\$1,025,924
Total receipts for the month of February, 2014	\$992,427
Total receipts for the month of February, 2013	\$919,060

Year-to-date Receipts and Percent of Total Annual Receipts Collected

	<u>Year-to-date Actual</u>	<u>Percent of Annual</u>
Total receipts January 1 through February 28, 2015	\$2,159,130	16.74%
Total receipts January 1 through February 28, 2014	\$1,927,649	14.72%
Total receipts January 1 through February 28, 2013	\$1,817,036	14.66%

Year-to-date Receipts Through February 28, 2015 - Budget vs. Actual

<u>Year</u>	<u>Annual Budgeted Receipts</u>	<u>Revised Budgeted Receipts</u>	<u>Year-to-date Actual Receipts</u>	<u>Percent Collected</u>	<u>Percent Remaining</u>
2015	\$ 12,900,000	\$ 12,900,000	\$ 2,159,130	16.74%	83.26%

Comparisons of Total Annual Receipts for Previous Eight Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change From Prior Year</u>
2007	\$ 10,540,992	3.84%
2008	\$ 10,712,803	1.63%
2009	\$ 10,482,215	-2.15%
2010	\$ 10,453,032	-0.28%
2011	\$ 10,711,766	2.48%
2012	\$ 12,063,299	12.62%
2013	\$ 12,397,812	2.77%
2014	\$ 13,099,836	5.66%

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

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
(Excluding 0.25% Police Facility Receipts)
as of Month Ended February 28, 2015

Monthly Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 897,977	\$ 935,222	\$ 1,133,206	\$ 197,984	21.17%
February	919,060	992,427	\$ 1,025,924	33,497	3.38%
March	988,906	1,027,737			
April	1,330,732	1,393,884			
May	1,021,364	1,029,906			
June	1,059,172	1,170,257			
July	967,424	1,073,397			
August	989,007	997,630			
September	1,205,984	983,247			
October	1,038,755	1,138,675			
November	1,042,418	1,152,778			
December	937,014	1,204,676			
Totals	\$ 12,397,812	\$ 13,099,836	\$ 2,159,130		

Year-to-Date Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 897,977	\$ 935,222	\$ 1,133,206	\$ 197,984	21.17%
February	1,817,036	1,927,649	2,159,130	231,481	12.01%
March	2,805,942	2,955,386			
April	4,136,674	4,349,270			
May	5,158,038	5,379,176			
June	6,217,210	6,549,433			
July	7,184,634	7,622,830			
August	8,173,641	8,620,460			
September	9,379,625	9,603,707			
October	10,418,380	10,742,382			
November	11,460,798	11,895,160			
December	12,397,812	13,099,836			
Totals	\$ 12,397,812	\$ 13,099,836			

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
(Excluding 0.25% Police Facility Receipts)
as of Month Ended February 28, 2015

Monthly Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 383,688	\$ 397,519	\$ 414,915	\$ 17,396	4.38%
February	353,861	361,700	\$ 380,146	18,446	5.10%
March	384,674	404,469			
April	396,905	412,661			
May	379,202	396,992			
June	413,558	425,614			
July	359,357	374,686			
August	375,619	389,902			
September	321,941	332,001			
October	392,945	407,748			
November	399,939	456,507			
December	441,408	418,293			
Totals	\$ 4,603,095	\$ 4,778,094	\$ 795,061		

Year-to-Date Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 383,688	\$ 397,519	\$ 414,915	\$ 17,396	4.38%
February	737,549	759,219	795,061	35,842	4.72%
March	1,122,223	1,163,689			
April	1,519,127	1,576,350			
May	1,898,329	1,973,342			
June	2,311,886	2,398,956			
July	2,671,244	2,773,643			
August	3,046,863	3,163,545			
September	3,368,804	3,495,546			
October	3,761,748	3,903,294			
November	4,161,688	4,359,801			
December	4,603,095	4,778,094			
Totals	\$ 4,603,095	\$ 4,778,094			

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
(Excluding 0.25% Police Facility Receipts)

Comparisons of Total Annual Receipts for Previous Eight Years

Year	Total Receipts	Percent Change
2007	\$ 3,707,931	4.68%
2008	\$ 3,919,539	5.71%
2009	\$ 4,090,788	4.37%
2010	\$ 4,267,465	4.32%
2011	\$ 4,246,372	-0.49%
2012	\$ 4,436,666	4.48%
2013	\$ 4,603,095	3.75%
2014	\$ 4,778,094	3.80%

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
Police Facility Dedicated Income Tax Receipts - 1/9 of Total (0.25%)
as of Month Ended February 28, 2015

Monthly Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	N/A	\$ 116,890	\$ 141,635	\$ 24,745	21.17%
February	N/A	124,039	\$ 128,226	\$ 4,187	3.38%
March	N/A	128,453			
April	N/A	174,216			
May	N/A	128,723			
June	N/A	146,266			
July	N/A	134,159			
August	N/A	124,690			
September	N/A	122,892			
October	N/A	142,318			
November	N/A	144,081			
December	N/A	150,569			
Totals	\$ -	\$ 1,637,295	\$ 269,861		

Year-to-Date Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	N/A	\$ 116,890	\$ 141,635	\$ 24,745	21.17%
February	N/A	\$ 240,929	269,861	\$ 28,932	12.01%
March	N/A	\$ 369,382			
April	N/A	\$ 543,598			
May	N/A	\$ 672,321			
June	N/A	\$ 818,586			
July	N/A	\$ 952,745			
August	N/A	\$ 1,077,435			
September	N/A	\$ 1,200,327			
October	N/A	\$ 1,342,645			
November	N/A	\$ 1,486,726			
December	N/A	\$ 1,637,295			
Totals	N/A	\$ 1,637,295			

2015 CITY OF KENT, OHIO
Comparison of Total Income Tax Receipts - Including Police Facility Receipts
as of Month Ended February 28, 2015

Monthly Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 897,977	\$ 1,052,112	\$ 1,274,841	\$ 222,729	21.17%
February	919,060	1,116,466	\$ 1,154,150	37,684	3.38%
March	988,906	1,156,190			
April	1,330,732	1,568,100			
May	1,021,364	1,158,629			
June	1,059,172	1,316,523			
July	967,424	1,207,556			
August	989,007	1,122,320			
September	1,205,984	1,106,139			
October	1,038,755	1,280,993			
November	1,042,418	1,296,859			
December	937,014	1,355,243			
Totals	\$ 12,397,812	\$ 14,737,131	\$ 2,428,991		

Year-to-Date Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 897,977	\$ 1,052,112	\$ 1,274,841	\$ 222,729	21.17%
February	1,817,036	2,168,578	2,428,991	260,413	12.01%
March	2,805,942	3,324,768			
April	4,136,674	4,892,868			
May	5,158,038	6,051,497			
June	6,217,210	7,368,020			
July	7,184,634	8,575,576			
August	8,173,641	9,697,896			
September	9,379,625	10,804,035			
October	10,418,380	12,085,028			
November	11,460,798	13,381,888			
December	12,397,812	14,737,131			
Totals	\$ 12,397,812	\$ 14,737,131			



City Of Kent Fire Department

320 S. Depeyster St.
Kent, Ohio 44240
330. 673.8814
330.676.7374 Fax

March 26, 2015

Mr. Dave Ruller, City Manager
Mayor Jerry Fiala
City of Kent Council

Enclosed is the Kent Fire Department 2014 annual report. The Kent Fire Department has seen much change in 2014, but our goal has always been the same: Strive to provide the best in emergency service to the City of Kent, Franklin Township and the villages of Brady Lake and Sugar Bush Knolls. We've included charts, graphs and numbers, but the thing that stands out the most is the dedication to the citizens we serve.

Also included is the year-end report from our Fire Prevention Bureau which is very instrumental in providing the best in education and inspection services to the City of Kent.

Respectfully submitted;

John Tosko
Fire Chief

Jamie Samels
Lieutenant

Fire Stations

Facility	Year Built	Condition
Main Fire Station	1968/2003	Excellent
West Side Fire Station	1950	Good

The Main Fire Station was originally built in 1968 and was staffed by full time and part time personnel and housed two fire engines, a heavy rescue truck, an aerial ladder truck, plus several light vehicles. The department ran approximately 300 calls per year, all fire, rescue, and service calls.

By 2003, the station was bursting at the seams with two EMS units, two engines, a 100 foot aerial truck, a heavy rescue truck, various haz-mat units plus several light vehicles, all running approximately 3,000 fire, rescue and EMS calls. In 2003 City Council approved a massive renovation and addition for the station. This structure has held up well over the past 12 years, however, we are starting to see some problems arise that will have to be taken care of in the near future like the roof and garage doors. The mechanical systems, with proper maintenance will continue to operate efficiently for years to come.

The West Side Fire Station was built in 1950. It has housed, over the years a front line pumper and a reserve pumper, plus a light vehicle. An addition was built in the early 1990's to add a med unit, and a third firefighter. This station is still in good condition despite its age. However, the mechanical systems will continue to need yearly maintenance and upkeep and the roof will need to be replaced soon. Presently, the West Side Fire Station houses a med unit and an engine, both provided by Franklin Township. A light vehicle is also housed there.

Fire Department Apparatus

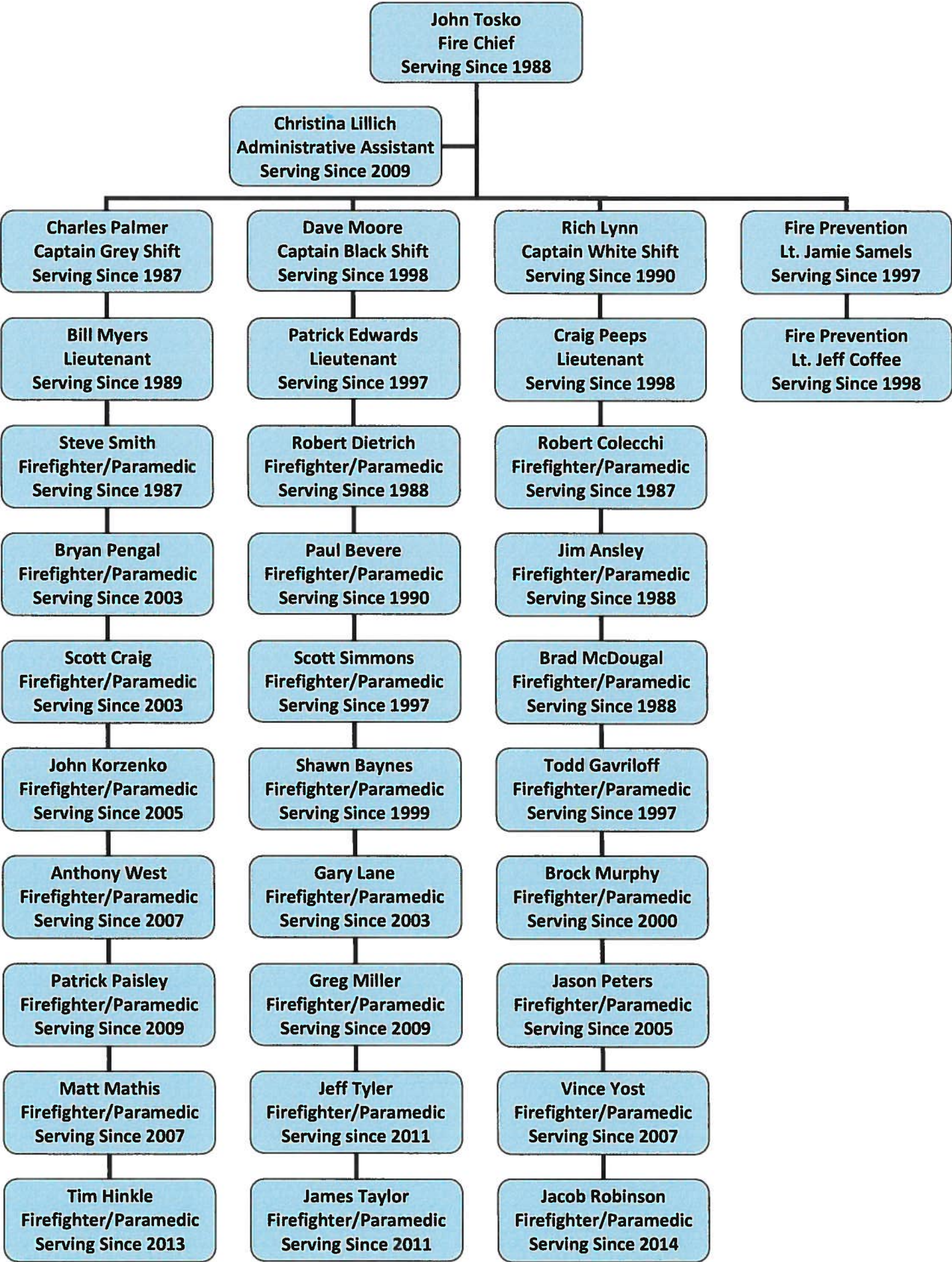
Med Units	Year purchased	Expected Replacement	Condition
1811	2012	2022	Excellent
1812	2008	2018	Good
1821*	2012	2022	Excellent
1822	2004	2016	Poor

Pumpers	Year purchased	Expected Replacement	Condition
1814	2004	2024	Good
1823*	2004	2024	Good

Ladders	Year purchased	Expected Replacement	Condition
1813	2014	2034	Excellent
1819	1994	2019	Good

Utility Vehicles	Year purchased	Expected Replacement	Condition
1800	2013	2023	Excellent
1826	2006	2016	Poor
1836	2003	2015	Poor
1846	2007	2017	Good
1856	1996	2018	Poor
1866	2009	2019	Good
1817*	2004	2024	Good

*Denotes Franklin Twp. owned vehicles



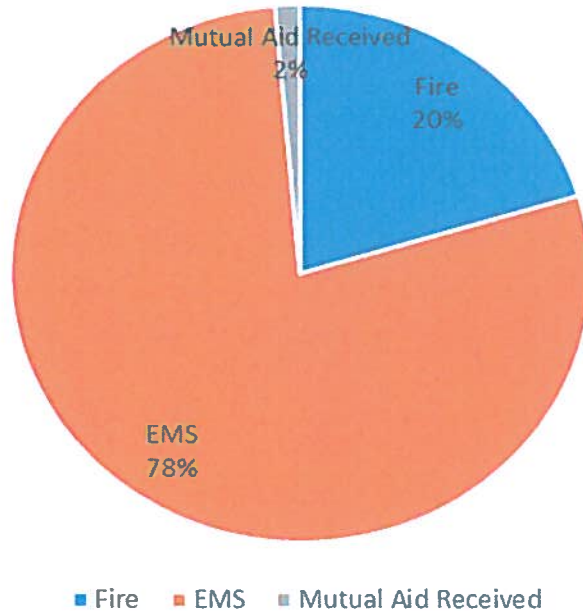
Run Volume

Below is the historical run volume for the past three years for City of Kent, KSU, Franklin Township, plus the villages of Sugar Bush Knolls (SBK) and Brady Lake (BLV). As one can see, we have had a steady increase in EMS calls while striving to reduce our false alarms.

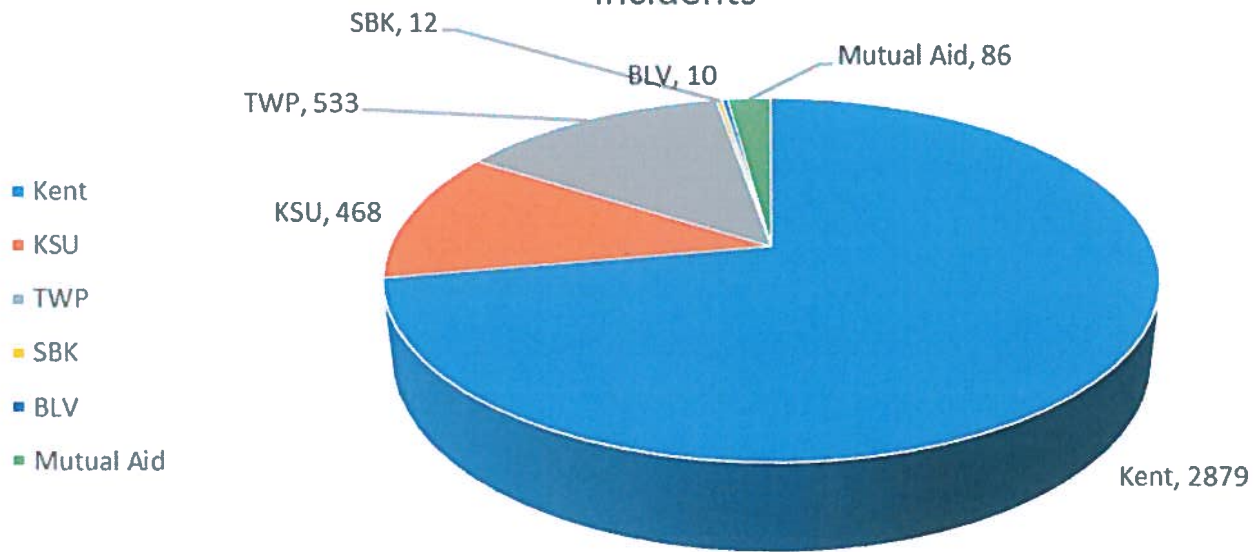
	2014	2013	2012
Structure Fires	26	35	59
Vehicle Fires	7	14	11
Vegetation Fires	30	23	32
EMS	3,091	3,071	2,979
Rescue	101	109	138
Hazardous Calls	171	119	140
Service Calls	125	159	123
Good Intent Calls	115	145	294
False Alarms	182	162	227
Subtotal	3,848	3,837	4,003
Mutual Aid Given	86	96	79
Mutual Aid Received	54	78	60
Grand Total	3,988	4,011	4,142

2014 Incidents by Type & Census

2014 Incidents By Type



2014 Incidents



2014 Projects

The year 2014 saw the beginning of many projects the Fire Department began in order to increase safety and efficiency for firefighters and the citizens we serve. Some of these projects are:

1. **KSU Chemical Lab Inventory:** Work was done with cooperation with KSU Fire Prevention to inventory chemicals in the teaching and research labs on campus. This inventory will be available to responding personnel electronically in our preplans to better inform the firefighters of some of the hazards they are dealing with. Cost: \$0.0
2. **KSU Stairwell Markings:** Work was again done with cooperation with KSU Fire Prevention to mark Hi Rise stairwells with information for both occupants and firefighters in the event of an emergency. This work is ongoing and plans are being made to extend this program into the rest of the City Hi Rises. Cost \$0.0
3. **Radio Communications:** We placed radio repeaters in certain apparatus in order to increase the range of our portable radios (walki-talkies). In the past, the firefighters experienced quite a bit of “dead” areas in our response district (mostly Franklin Township) where we could not contact dispatch. These repeaters will vastly improve on safety for the firefighters. Cost: \$12,313
4. **EMS Electronic Reporting:** The Department purchased heavy duty tablets to be used by the EMS crews on the scene of medical emergencies. This project has allowed us to go almost completely paperless and will improve on State reporting requirements while allowing the billing company to access the patient information in complete confidentiality. The software was provided free of charge by University Hospitals. This saved us approximately \$20,000. Hardware and related costs: \$22,237
5. **2014 Ladder Truck:** The department’s first new fire apparatus in ten years was delivered in late August. This 2014 Pierce Impel 75’

Ladder Truck holds 480 gallons of water plus 20 gallons of foam and will serve the City of Kent for 20-25 years. Cost \$660,000

6. **Brady Lake:** In September, with council's approval, the Fire Department began providing EMS and Fire protection to the Village of Brady Lake. While the call volume is low (25-30 annual runs), this shows that a regional approach to emergency services can save money while improving on service.
7. **ISO (Insurance Services Organization):** In February of 2014, ISO came into the City to grade us on our fire protection capabilities. They looked at three different areas in order to assess us on our ability to provide fire protection: Water supply, Dispatching services, and the Fire Department. This required a coordinated effort between the Police Department, the Fire Department and the Service Administration to provide all the research and information necessary to ISO. The City of Kent's ISO rating improved 3 points from a Class 5 to a Class 2, placing us in the top 15% of all Fire Departments in the state. This saves taxpayers and property owners money while proving we have a quality department.

Fire Prevention Bureau

The Kent Fire Prevention Bureau is staffed with two Ohio Certified Fire Safety Inspectors. Both Inspectors are also state certified Firefighters and Paramedics. It should be noted that while assigned to the Fire Prevention Office, the staff is required to maintain training and continuing education in all certification levels.

Services we provide

As part of our daily operations, we perform fire safety inspections for commercial businesses, Kent State University (new construction & renovations), Greek housing, and foster/adoption homes throughout the City. We conduct plan reviews, attend preconstruction meetings, and perform acceptance testing for fire alarm and suppression systems for all commercial buildings in the City and on Campus. This is facilitated by a close working relationship with the Kent Building Department, State Fire Marshal's Office, Franklin Twp., and KSU. In addition, we provide workplace fire safety education training, and "live burn" fire extinguisher training for businesses in Kent and Franklin Twp. We work extensively with local business and industry to assist them in developing their emergency action plans.

In the City, our fire safety education program is focused on **all school aged children from Pre-K through 4th grade**, this includes child care centers, LEAP, and Head Start programs. As part of our program, we include our "Hazard House", purchased through a FEMA grant, which helps kids gain a visual understanding of the importance of fire hazards in their homes, smoke detectors, and knowing two ways out. Our fire safety education program begins in the summer with Kent Safety School and goes throughout the month of October, which is Fire Prevention Month across the United States. On Campus, the Bureau partners with KSU Fire Safety to provide fire education to KSU Fraternities and Sororities. This typically goes throughout the entire school year and includes the annual **Greek Fire Academy** (September 2014) which was an all-day educational event for Greek Leaders held at our fire station. Fire Prevention worked with KSU Fire Safety and Greek Leadership to develop a curriculum which allows students a real opportunity to experience "zero visibility" emergency evacuation of a building, live fire

extinguisher training, and provides students with a better understanding of what to expect from the fire department during an inspection or emergency. This took many hours to coordinate and required several staff members from KSU Fire Safety, Kent Fire Prevention, and the on-duty shift personnel to assist in making sure that students could be exposed to every aspect of fire safety. At this time, our Greek Fire Academy is the only program of this nature in the State of Ohio.

Special Events

In addition to the daily activities, the bureau also inspects, and supervises all fireworks shows both on and off campus throughout the year. We inspect all outdoor vendors (cooking/electric) throughout the festival season and conduct occupancy (overcrowding) inspections for downtown bars on weekends and throughout the year, including major events such as St. Patrick's Day, May Day, and Halloween. Due to the large scale of these events, we often rely on Charles Garver, a Certified Fire Safety Inspector for Franklin Twp. whose office is located within the Kent Fire Prevention Bureau. We work closely with him on these and many other projects that affect businesses and residents in both the City of Kent and Franklin Twp.

Personnel

1. Lt. James Samels, CFSI
2. Lt. Jeff Coffee, CFSI

Inspections Completed

Total = 621

Education

1. Pre K-4th Grade = 1,302 students
2. High School/College = 185 students
3. Elderly/Seniors = 139 persons
4. Fire extinguisher only = 74 persons

Total = 1,700 (fire safety education)

Fire Prevention Bureau Electronic Reporting

The department purchased Microsoft tablets and New World software in order to improve the efficiency of the Fire Inspectors. We will now be able to complete reports in the field and give it directly to the business owner. This will also allow us to move right to the next inspection without returning to the station to finish his report. Cost: \$4,800

Incident Safety Officers

Both Fire Prevention Lieutenants are trained as Incident Safety Officer's for the Department. They respond to working fires, and any other major incidents within our jurisdiction

In Summary

Kent Fire Prevention continues to provide needed inspection and education services to our residents and local businesses. We strive daily to partner with business owners, contractors, other city departments, Franklin Twp., Kent Schools, and Kent State University to ensure that we all practice and promote fire safety together. This year, we are introducing mobile fire inspection reporting to our office, which reduces the amount of paper storage and adds to efficiency of our reporting with local business. We are striving for a safer tomorrow by working hard today.