




Kent Parks & Recreation Department

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

TO: Dave Ruller
FROM: John Idone 
DATE: October 19, 2009
RE: Acceptance of NatureWorks Grant for Admore Skatepark

Attached is the notification of our NatureWorks grant along with the Project Agreement. Please request City Council authorization to accept this grant and permission to enter into the required contract.

If you have any questions please let me know.

PC: Linda Copley
Jim Silver
Kent Parks & Recreation Board



Ohio Department of Natural Resources

TED STRICKLAND, GOVERNOR

SEAN D. LOGAN, DIRECTOR

Division of Parks and Recreation

Daniel West, Chief

2045 Morse Road – Bldg. C-4

Columbus, OH 43229

Phone: (614) 265-6646

October 7, 2009

John Idone
City of Kent
497 Middlebury Road
Kent OH 44240

Re: NatureWorks Project No. PORT-022, entitled "Admore Park"

Dear Mr. Idone:

Enclosed are two copies of the above-mentioned NatureWorks agreements. Please have both copies signed and return both copies to our office. Both agreements will be executed and we will return one fully signed agreement for your records. **No project scope related work may begin until you have received the fully executed NatureWorks agreement back.**

You will also find enclosed an Authorization Agreement for Direct Deposit of EFT Payments. This will allow us to be more efficient in providing your reimbursements. This form should be completed if you have never setup an EFT through the state previously and/or if you have received an EFT in the past, but the sponsor information or bank information has changed. For greater efficiency, we will be making all reimbursements through wire transfers.

If you have received an EFT from the state and the banking information is still correct, you do not need to complete the Authorization Agreement for Direct Deposit of EFT Payments form.

If you have any questions regarding the process or the NatureWorks program, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Dameyon M. Shipley".

Dameyon M. Shipley
Recreation Services Manager



**NATUREWORKS LOCAL GRANT PROGRAM
STATE/LOCAL PROJECT AGREEMENT**

The State of Ohio, represented by the Ohio Department of Natural Resources (ODNR), and the City of Kent (hereinafter referred to as the Local Agency, grantee, recipient) agree to provide an outdoor recreation improvement project as follows:

Admore Park

PORT-022

- A. The Local Agency agrees to develop a skate park at Admore Park.

The Local Agency signatory to this NatureWorks State/Local Project Agreement agrees to complete this project on or before December 31, 2010.

The project period shall begin with the date of approval of the project agreement or the effective date of a waiver of retroactivity and shall terminate at the end of the stated or amended project period unless the project is completed or terminated sooner in which event the project shall end on the date of completion or termination.

This agreement will terminate June 30, 2010, at which time the Ohio Department of Natural Resources may unilaterally renew this agreement by means of a letter of notification from the Ohio Department of Natural Resources subject to appropriation and renewal of the funds by the State of Ohio. This agreement shall be valid and enforceable only if in the event this agreement extends in time beyond the current biennium, funds are appropriated and the Director of the Office of Budget and Management certifies that there is a balance in the appropriation not previously obligated to pay existing obligations.

The Local Agency agrees to (1) perform in compliance with the terms, promises, conditions, construction plans, specifications, estimates, procedures, maps, and assurances set forth in the Project Proposal; and shall secure compliance with all applicable federal, state and local laws and regulations; (2) promptly submit to the State of Ohio, such reports and documents as the Ohio Department of Natural Resources may request; (3) report any and all income gained on the property or facilities during the project period; (4) operate, maintain, and keep for public recreation the property or facilities acquired or developed pursuant to this agreement, and refrain from conversion unless a proposed change is approved by the State of Ohio; (5) the Local Agency shall establish a separate special account for the funds for the acquisition and/or development of the property. The State reserves the right to audit this special account, either during or after completion of the Project; and (6) prominently display a NatureWorks acknowledgment sign at the site or facility acquired or developed with NatureWorks Local Grant Fund assistance.

The project period shall begin with the date of approval of the project agreement or the effective date of a waiver of retroactivity and shall terminate at the end of the stated or amended project period unless the project is completed or terminated sooner in which event the project shall end on the date of completion or termination.

- B. The State of Ohio hereby agrees to (1) obligate the Local Agency funding assistance not to exceed **\$14,997.00** from Ohio's fiscal allocations made available under the provisions of Amended Substitute House Bill 790, Ohio Revised Code, Section 1557.06, the NatureWorks Local Assistance Grant Program; (2) upon receipt of tangible proof of actual eligible costs paid by the Local Agency in performing this agreement, reimburse the Local Agency funds equal to no more than seventy-five percent of such eligible costs.
- C. Obligations of the State of Ohio are subject to the provisions of the Ohio Revised Code Section 126.07 which provides that the Director of Budget and Management must certify that there is a balance in the appropriation which may satisfy the contractual obligation.
- D. The State of Ohio and the Local Agency mutually agree to perform this agreement in accordance with the policies and procedures set forth by the Ohio Department of Natural Resources, and the guidelines set forth in the

NatureWorks Local Assistance Grant Program Procedural Guide. Failure to comply with or show sufficient progress in complying may result in the termination of this agreement. In the event of termination all unused funds shall be retained by the State.

- E. Property acquired or developed with assistance from the NatureWorks Program will be retained and used for public recreation purposes. The property and/or facilities will be kept open for general public use during reasonable hours and during appropriate seasons of the year, according to the type of use occurring on the site. Use of the property and/or facilities will not be changed from that approved when NatureWorks assistance was obtained without prior written approval from ODNR.
- F. The property will be operated and maintained so as to be safe, attractive, and inviting to the public. Sanitation and sanitary facilities will be maintained to comply with applicable state and local health standards. Buildings, recreation and support facilities, and other improvements will be kept in reasonable repair throughout their estimated life expectancy to prevent undue deterioration.
- G. Any new facility constructed on an area purchased or developed with NatureWorks funds will, whenever possible, be designed to accommodate people with disabilities. The facility will be made available to all persons regardless of race, color, religion, sex, national origin, military status, handicap, age or ancestry. Any modifications to existing structures will also include handicap accessible design considerations. It is understood that this requirement is applicable to any construction occurring on a NatureWorks assisted area, regardless of the funding source for the improvement.
- H. User fees charged for facilities acquired or developed with NatureWorks funds will be reasonable for all users and will not create unfair competition with private enterprises offering similar services. Excess revenues from user fees at the project site will be returned to the public in the form of expanded facilities or services at the funded site.
- I. All new or replacement utility lines on land purchased or developed with NatureWorks assistance will be placed underground.
- J. Discrimination on the basis of residence, including preferential fees, reservations, membership systems, is prohibited, except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence. Compliance with federal, state, and local laws pertaining to non-discrimination in employment practices, facility and area use, minimum wages, conflict of interest, solicitations for contract bids, bid awards, etc., will be met at all times. No person will be discriminated against or be excluded from participating in any program or activity on the grounds of race, color, religion, sex, national origin, military status, handicap, age or ancestry.
- K. The Local Agency will cause work on the project to be commenced within a reasonable time after receipt of notification that funds have been approved and assure that the project will be prosecuted to completion with reasonable diligence.
- L. The Local Agency will require the facility to be designed to comply with the Architectural Barriers Act of 1968 (Public Law 90-480), DOI Section 504 Regulations (43 CFR Park 17). The Local Agency will be responsible to ensure compliance with these specifications by the contractor.
- M. The Local Agency will comply with the terms of Title II and Title III, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), 94 Stat. 1894 (1970), and O.R.C. Section 163 for all real property acquisitions, and where applicable shall assure that these requirements have been complied with for property to be developed with assistance under the project agreement.
- N. The project sponsor affirmatively represents and warrants to the State that neither it nor any of its contractors are subject to a finding for recovery under R.C. 9.24, or that it has taken appropriate remedial steps required

under R.C. 9.24 or otherwise qualifies under that section. The project sponsor agrees that if this representation and warranty is deemed to be false, the Contract shall be void *ab initio* as between the parties to this contract, and any funds paid by State hereunder shall be immediately repaid to the State, or an action for recovery may be immediately commenced by the State for recovery of said funds.

- O. In accordance with Executive Order 2007-01S, the Provider, by signature on this document, certifies it: (1) has reviewed and understands Executive Order 2007-01S, (2) has reviewed and understands the Ohio ethics and conflict of interest laws as found in Ohio Revised Code Chapter 102 and in Ohio Revised Code Sections 2921.42 and 2921.43, and (3) will take no action inconsistent with those laws and/or the Executive Order. The Provider understands that failure to comply with Ohio's ethics and conflict of interest laws or with Executive Order 2007-01S is, in itself, grounds for termination of this Agreement and may result in the loss of other contracts or grants with the State of Ohio. The Executive Order can be found at:
<http://governor2.ohio.gov/Portals/0/ExecutiveOrder2007-01S.pdf>

In witness whereof, the parties hereto have executed this agreement as of the date entered below:

**STATE OF OHIO DEPARTMENT OF
NATURAL RESOURCES:**

**Local Agency
City of Kent**

Daniel L. West, Chief
Division of Parks
As Designee For:
Sean D. Logan, Director

By _____
(Signed)

Title

Date



City of Kent

Department of Budget and Finance

TO: DAVE RULLER, CITY MANAGER

FROM: DAVE COFFEE, DIRECTOR OF BUDGET AND FINANCE

DATE: OCTOBER 30, 2009

SUBJECT: 2010 TEMPORARY BUDGET APPROPRIATION

In light of the difficult budget conditions we are facing as we prepare the 2010 City Budget I am recommending that we ask City Council to consider adopting a temporary budget appropriation for the first quarter of 2010. I realize that this will delay our final budget approval, and I do not make this recommendation lightly, but given current financial circumstances I think it is a prudent action to consider.

We have prepared a draft of the 2010 proposed budget but as you know it is based on revenue and expense forecasts that were developed back in May-June of 2009. I believe that we can produce a budget that is more in line with Council's expectations if we allow ourselves more time to see how the year end actuals come in over the next two months.

I want to deliver a budget that is based on the latest and most accurate data that we have concerning the revenues and expenses predicted for 2010 but to do that we need to extend our final budget deliberations into early 2010. By statute we have until March 31, 2010 to submit an approved budget and I have every expectation that we can achieve that deadline even with the delay that I am recommending. In order to sustain City operations during the interim period we would need to adopt a temporary budget appropriation for 2010.

Consistent with past practices, I am recommending using the amended 2009 budget as the baseline budget for the first quarter of 2010. To that end we would hold all line items to the same amount (at one-quarter of their total) with the exception of the personnel lines that will be adjusted by the Council approved contract salary increases (2.75%) for 2010. This would also require extending the position allocation ordinance for 3 months into 2010.

Here is my projection of what would be required to carry the City through the first quarter of 2010:

2009 Amended Base Budget

Personnel Appropriation = \$17,938,462 x .25 = \$4,484,615 x 2.75% = \$4,607,942

Non Personnel/Other = \$22,912,341 x .25 = \$5,728,085

2010 Temporary Allocation Estimate = \$10,336,027

If approved in concept by City Council, I will have the Finance staff begin to enter the line items for these figures to complete the 2010 Temporary Appropriation and bring that back to Council for final approval at their Regular Council meeting either in November or December.

Each year the Budget and Finance Office will reconcile all of the budget line items in December to close out the budget shortly after the end of the calendar year. I expect to follow that same process and use that information to make sure that our 2010 revenue and expense estimates are as accurate as possible. Given how tight our current finances are operating we can't afford to miss our estimates on either side of the ledger.

I have discussed the Temporary Allocation for 2010 with the Finance staff and the Department Heads and although it will mean extra administrative work for everyone involved, I believe that we have a consensus of support to proceed pending City Council's approval.



CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE

MEMO

October 30, 2009

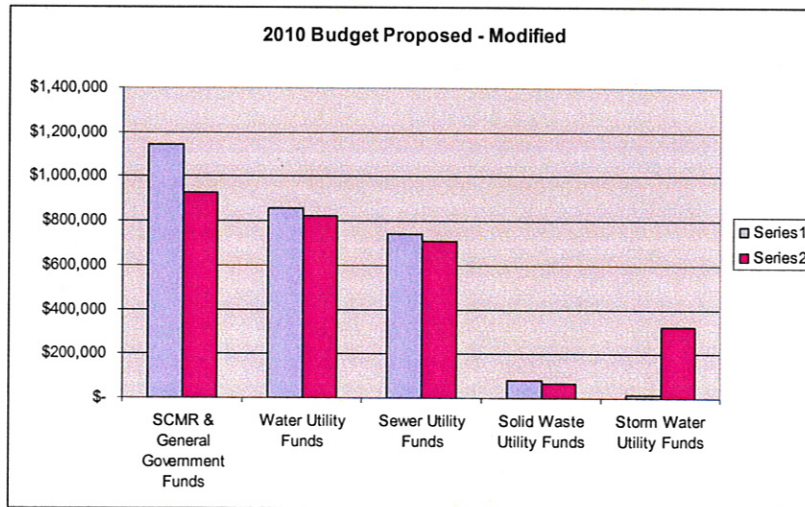
To: Dave Ruller, City Manager

From: Gene Roberts, Service Director

RE: 2010 Budget Funding Modification – Use of Storm Water Funds

Upon completion of the 2009 Capital Improvement Program, Engineering Aid I job modifications with resulting use of Storm Water Utility Funds and final submittal of the Service Department’s budget requests for 2010 a review was conducted regarding the personal services funding for the Central Maintenance, Engineering and Service Administration Divisions. The outcome of the Service Department’s review is presented in this Memo with recommendation for funding source modifications consideration for the Central Maintenance, Engineering and Service Administration Divisions of the Service Department.

The review was conducted regarding task specific work efforts in each of the three Service Department Divisions that in some measure complete tasks within the City’s storm sewer collection system or fulfill requirements of the City’s Municipal Separate Storm Sewer Systems NPDES Permit issued by the Ohio EPA. The requested modification would align three Division’s current work efforts with funding that has not been used in the past to provide for the cost of personal services. The recommended changes to funding sources are presented in the following graph:



Series 1 – Current Funding Sources
Series 2 – Modified Funding Sources (as requested)

Currently funding is not provided from the Storm Water Utility Fund for personal services, except for the recent change for the Engineering Aid I position. What is recommended is to transfer approximately 10 percent of the three Division's personal service cost (\$303,200 in 2010) to the Storm Water Utility Fund. Use of Storm Water Utility Funds for personal services provides an estimated decrease in SCMR & General Government Funds of \$220,000, Water Utility Funds of \$35,100, Sewer Utility Funds of \$35,100 and Solid Waste Utility Funds of \$13,000 annually.

The requested modification will reduce the current estimated Storm Water Utility Fund Year End Balance in year five (2014) of the 2009 Capital Improvement Plan from \$3,893,336 to \$2,189,638 a decrease of \$1,703,698. The current storm water Capital Improvement needs identified by the Engineering Division should still remain fundable in the out years of the Storm Water Utility Fund Capital Improvement Program.

The requested change in funding source will require modification of the Position Allocation Ordinance which will identify by staff position the funding source by percentage.

Chapter 921 "Stormwater Utility" sections 921.01 and 921.07 defines the use of Stormwater Drainage Funds to be limited to the management, maintenance, operation, repair, construction, reconstruction, enlargement, replacement and related costs of the storm drainage system. The management, maintenance, operation and repair are the general tasks being completed daily by the staff in the Central Maintenance, Engineering and Service Administration Divisions of the Service Department and as such I respectfully request Kent City Council Agenda time to discuss the issue of transfer of cost burden from other funding sources to the Storm Water Utility Fund.

Cc: Jim Silver, Law Director
David Coffee, Budget & Finance Director
James Bowling, P.E., City Engineer
Jack Hogue, Central Maintenance Manager
file

Ted Strickland
Governor

Lisa Patt-McDaniel
Director

Lee Fisher
Lieutenant Governor

For Immediate Release:
October 21, 2009

PATT- MCDANIEL, SHANAHAN ANNOUNCE RECOVERY ACT ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM FUNDING

COLUMBUS – Lisa Patt-McDaniel, Director of the Ohio Department of Development, and Mark Shanahan, energy advisor to Governor Ted Strickland, today announced that the Ohio Department of Development's Ohio Energy Office is accepting applications for \$15 million in funding available through Ohio's Energy Efficiency and Conservation Block Grant program for eligible county and city governments.

Eligible projects are those that will lower fossil fuel emissions, reduce energy usage and create jobs.

The \$15 million request for proposal is the first solicitation for the \$25 million allocated to the State of Ohio through the American Recovery and Reinvestment Act (ARRA) and approved by the U.S. Department of Energy on September 28, 2009.

"Through these Recovery Act funds we can help ensure that Ohio is becoming more energy efficient," said Patt-McDaniel. "The Energy Efficiency and Conservation Block Grant Program will create jobs for Ohioans and support the environment while providing long-term economic benefits through energy costs savings."

The State of Ohio's \$25 million is part of a total allocation of \$84 million in Energy Efficiency and Conservation Block Grant funds available to Ohio. The U.S. Department of Energy divided the total allocation into two parts. The remaining \$59 million is a direct allocation from the U.S. Department of Energy to Ohio's 10 largest counties and 33 largest cities that were required to file an energy strategy proposal with the federal government in mid-August.

"This program will help communities across the state implement projects that will allow them to become more energy efficient," Shanahan said. "These projects will make our cities and counties more sustainable and create advanced energy jobs for Ohioans at the same time."

The request for proposal for *Ohio Energy Efficiency and Conservation Block Grant Program: Local Governments*, a \$15 million program, seeks eligible local county and city governments that did not receive direct allocation from the federal government for projects that lower fossil fuel emissions, reduce energy usage and create jobs. Eligible activities include energy efficiency retrofits and installation of distributed energy technologies in the residential, commercial, industrial, government or academic sectors, higher efficient lighting for traffic signals and street lights, reduction and capture of methane or greenhouse gases, and installation of renewable energy technologies on government buildings. Awards will be selected through a competitive process.

The \$15 million is available to eligible local governments based on population: \$3 million for eligible county and city governments with populations below 39,000; \$4 million to those with populations between 39,000 and 65,000, and \$8 million to those with populations of 65,000 and above. All eligible projects must be completed by July 20, 2012 and provide direct economic impact in Ohio.

Interested applicants must submit a one-page project summary no later than 2 p.m. on November 25, 2009, at <http://recovery.ohio.gov/opportunities/state/>. If you have already submitted a summary, you will not be required to submit again. To submit forms on the Web site, applicants should click "submit your proposal," then choose the program category "Energy and Environment" and the subprogram "State Energy Program." Only projects that have submitted initial summaries to www.recovery.ohio.gov will be considered for formal proposals in response to this request.

In addition, applicants must submit complete proposals, which are due to the Ohio Energy Office by 2 p.m. on Monday, November 30, 2009. Applications are to be mailed to the Ohio Energy Office, 77 South High Street, Columbus, Ohio, 43215.

For more information about the *Energy Efficiency and Conservation Block Grant Program: Local Governments* and requirements please visit:

<http://www.development.ohio.gov/recovery/energy/FundingOpportunities.htm>.

*Working with our partners across business, state and local governments, academia, and the non-profit sector, the **Ohio Department of Development** works to attract, create, grow, and retain businesses through competitive incentives and targeted investments. Engaged every day in marketing, innovating, investing, and collaborating, the **Ohio Department of Development** works at the speed of business to accelerate and support the teamwork that is absolutely necessary for success by providing financial, informational, and technical assistance to those making an investment in Ohio's future.*

*The **Ohio Energy Office** works to grow the economy of the state by connecting companies and communities to financial and technical resources in order to deploy renewable energy technologies and energy efficiency.*

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Media contacts: Robert Grevey at (614) 466-6619 or
the Communications and Marketing Office at (614) 466-2609



CITY OF KENT, OHIO

DEPARTMENT OF SAFETY

To: Dave Ruller, City Manager
From: William Lillich
Subject: Portage Area Fire Study funding and continuation request
Date: October 26, 2009

Dear Mr. Ruller,

As you are aware, the PAFERS Phase One report was completed and has been publicly presented both in writing and in a public meeting presentation. The report is significant in terms of the size and scope of the analysis that was conducted for the five fire agencies that participated. The results are very important in terms of the guidance it provides to move forward with the initial steps for the blending of services.

The initial study was curtailed due to the expenses, so the participating communities decided to split the study expenses into two phases over a two year budget cycle. At the October meeting of the general PAFERS study committee, all of the participating agencies and their representatives felt it extremely important to complete the second phase of the study in order to optimize the overall plans for the future of the fire service in this portion of the county. Each felt that it was important that the agencies demonstrate their commitment to the study by adopting two resolutions of support and commitment. These are:

Motion 1 To accept the Phase 1 report, to pay the consulting fee to J.W.Preuer & Associates, to direct all committee members present the report to their elected bodies, requesting formal acceptance and assignment to staff for further review and implementation.

Motion 2 For each community represented to request authorization, through the formal means necessary, to commit to the expenditure of funds for the execution of Phase 2 of the study, and to present copies of said authorization to the PAFERS Committee by the formal December, 2009 meeting.

The estimated cost of Phase Two is \$37,000, of which the local cost is apportioned in the following manner:

Kent	\$16,029
Franklin Township	\$ 3,030
Sugar Bush Knolls	\$ 130

I have arranged with Clerk Linda Copley to schedule time with the City Council during the November 4, 2009 committee meetings in order to review and discuss these items with the Council.

Thank you,

William C. Lillich
Safety Director
2009079

**City of Kent
Income Tax Division**

September 30, 2009

Income Tax Receipts Comparisons - RESTATED - (NET of Refunds)

Monthly Receipts

Total receipts for the month of September, 2009	\$729,239
Total receipts for the month of September, 2008	\$827,748
Total receipts for the month of September, 2007	\$773,661

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

	<u>Year-to-date Actual</u>	<u>Percent of Annual</u>
Total receipts January 1 through September 30, 2009	\$7,922,260	
Total receipts January 1 through September 30, 2008	\$7,959,856	74.30%
Total receipts January 1 through September 30, 2007	\$7,823,288	74.22%

Year-to-date Receipts Through September 30, 2009 - 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>
2009	\$ 11,100,000	\$ 11,100,000	\$ 7,922,260	71.37%	28.63%

Comparisons of Total Annual Receipts for Previous Five Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change From Prior Year</u>
2004	\$ 9,581,902	-1.22%
2005	\$ 10,188,261	6.33%
2006	\$ 10,151,202	-0.36%
2007	\$ 10,540,992	3.84%
2008	\$ 10,712,803	1.63%

Submitted by David Coffey, Director of Budget and Finance



2009 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
for Month Ended September 30, 2009

Monthly Receipts				Comparisons	
Month	2007	2008	2009	Amount	Percent Change
January	\$ 987,236	\$ 1,012,461	\$ 731,968	\$ (280,493)	-27.70%
February	762,422	782,239	1,083,705	301,466	38.54%
March	735,480	852,617	845,720	(6,897)	-0.81%
April	1,331,384	1,207,724	993,055	(214,669)	-17.77%
May	697,113	749,292	988,003	238,711	31.86%
June	798,916	848,840	867,634	18,794	2.21%
July	964,849	921,824	824,083	(97,741)	-10.60%
August	772,227	757,111	858,853	101,742	13.44%
September	773,661	827,748	729,239	(98,509)	-11.90%
October	1,027,516	960,601			
November	766,989	887,150			
December	923,199	905,196			
Totals	\$ 10,540,992	\$ 10,712,803	\$ 7,922,260		

Year-to-Date Receipts				Comparisons	
Month	2007	2008	2009	Amount	Percent Change
January	\$ 987,236	\$ 1,012,461	\$ 731,968	\$ (280,493)	-27.70%
February	1,749,658	1,794,700	1,815,673	20,973	1.17%
March	2,485,138	2,647,317	2,661,393	14,076	0.53%
April	3,816,522	3,855,041	3,654,448	(200,593)	-5.20%
May	4,513,635	4,604,333	4,642,451	38,118	0.83%
June	5,312,551	5,453,173	5,510,085	56,912	1.04%
July	6,277,400	6,374,997	6,334,168	(40,829)	-0.64%
August	7,049,627	7,132,108	7,193,021	60,913	0.85%
September	7,823,288	7,959,856	7,922,260	(37,596)	-0.47%
October	8,850,804	8,920,457			
November	9,617,793	9,807,607			
December	10,540,992	10,712,803			
Totals	\$ 10,540,992	\$ 10,712,803			

2009 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
for Month Ended September 30, 2009

Monthly Receipts				Comparisons	
Month	2007	2008	2009	Amount	Percent Change
January	\$ 314,973	\$ 328,155	\$ 344,562	\$ 16,407	5.00%
February	286,113	304,739	346,921	42,182	13.84%
March	307,993	359,268	344,275	(14,993)	-4.17%
April	342,472	324,465	346,865	22,400	6.90%
May	308,937	321,356	340,901	19,545	6.08%
June	304,326	321,029	335,596	14,567	4.54%
July	281,361	304,548	320,155	15,607	5.12%
August	302,157	320,946	366,601	45,655	14.23%
September	282,966	306,590	287,150	(19,440)	-6.34%
October	321,719	341,832			
November	326,890	342,612			
December	328,024	343,999			
Totals	\$ 3,707,931	\$ 3,919,539	\$ 3,033,026		

Year-to-Date Receipts				Comparisons	
Month	2007	2008	2009	Amount	Percent Change
January	\$ 314,973	\$ 328,155	\$ 344,562	\$ 16,407	5.00%
February	601,086	632,894	691,483	58,589	9.26%
March	909,079	992,162	1,035,758	43,596	4.39%
April	1,251,551	1,316,627	1,382,623	65,996	5.01%
May	1,560,488	1,637,983	1,723,524	85,541	5.22%
June	1,864,814	1,959,012	2,059,120	100,108	5.11%
July	2,146,175	2,263,560	2,379,275	115,715	5.11%
August	2,448,332	2,584,506	2,745,876	161,370	6.24%
September	2,731,298	2,891,096	3,033,026	141,930	4.91%
October	3,053,017	3,232,928			
November	3,379,907	3,575,540			
December	3,707,931	3,919,539			
Totals	\$ 3,707,931	\$ 3,919,539			

2009 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
for Month Ended September 30, 2009

Comparisons of Total Annual Receipts for Previous Five Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change</u>
2004	\$ 3,371,065	2.50%
2005	\$ 3,452,767	2.42%
2006	\$ 3,542,080	2.59%
2007	\$ 3,707,931	4.68%
2008	\$ 3,919,539	5.71%

CITY OF KENT

Security and Emergency Preparedness Plan

PANDEMIC PLAN

General

Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person.

Novel H1N1 flu is a new influenza virus causing illness in people. This new virus was first detected in the U.S. in April 2009, and has rapidly spread to many countries around the world.

The City of Kent has prepared, and will review and update this Pandemic Plan, in response to the U.S. Department of Health and Human Services (HHS) Centers for Disease Control and Prevention (CDC), the U.S. Department of Homeland Security (DHS) and/or other authoritative guidance issued to improve and maintain operating plans for responding to and sustaining functionality during an influenza pandemic.

The City will cooperate with federal, state, local and private health agencies to prevent the spread of infectious disease within Portage County. The City of Kent will take steps to decrease the spread of seasonal flu and 2009 H1N1 flu in the workplace and to help maintain business continuity during the 2009–2010 flu season.

State of Ohio Statutory Laws Relating to Pandemic

3701.13 Department of Health - powers

The department of health shall have supervision of all matters relating to the preservation of the life and health of the people and have ultimate authority in matters of quarantine and isolation, which it may declare and enforce, when neither exists, and modify, relax, or abolish, when either has been established. The department may approve methods of immunization against the diseases specified in section 3313.671 of the Revised Code for the purpose of carrying out the provisions of that section and take such actions as are necessary to encourage vaccination against those diseases.

The department may make special or standing orders or rules for preventing the use of fluoroscopes for nonmedical purposes which emit doses of radiation likely to be harmful to any person, for preventing the spread of contagious or infectious diseases, for governing the receipt and conveyance of remains of deceased persons, and for such other sanitary matters as are best controlled by a general rule. Whenever possible, the department shall work in cooperation with the health commissioner of a general or city health district. It may make and enforce orders in local matters when an emergency exists, or when the board of health of a general or city health district has neglected or refused to act with sufficient promptness or efficiency, or when such board has not been established as provided by sections 3709.02, 3709.03, 3709.05, 3709.06, 3709.11, 3709.12, and 3709.14 of the Revised Code. In such cases the necessary

expense incurred shall be paid by the general health district or city for which the services are rendered.

The department may make evaluative studies of the nutritional status of Ohio residents, and of the food and nutrition-related programs operating within the state. Every agency of the state, at the request of the department, shall provide information and otherwise assist in the execution of such studies.

Pandemic Response

The City of Kent will maintain contact with Portage County Emergency Management Agency (EMA), Emergency Operations Center (EOC) and the Portage County Health Department during a pandemic outbreak.

The Portage County Health Department will use the epidemiology of the disease to determine the level of pandemic response. The City of Kent Health Department will remain in close contact with the county agencies, and will assist in any determinations with regard to the city's reaction to pandemic conditions. The City of Kent anticipates being defined as critical to meeting certain needs within the community, such as police and fire/paramedic services, maintenance of service from the City's Water Treatment Plant, Water Reclamation Facility, and service issues such as repair of water main breaks and snow plowing.

During a pandemic, the City of Kent will operate under the guidelines defined in the section Emergency Staffing and Continuity of Government, contained in the "City of Kent All-Hazard Emergency Operations Basic Plan." The Commissioner of Health will serve as the Incident Commander for the period that a health emergency exists. The respective Department Heads will maintain a pre-designated continuity of operations plan for continued operation.

Declaration of City of Kent Pandemic Emergency At the recommendation of staff, and upon the advice of the Health Commissioner, a declaration of emergency will be declared by the City Manager when conditions seem appropriate. The conditions that will be determinate in making this declaration include:

- significant reduction in staffing due to flu-causing absenteeism,
- level of disease severity in the community,
- impact on the ability to provide the standard level of service,
- potential exposure of employees to high levels of flu contamination.

Reduction or Suspension of Service. If instructed to reduce or suspend operations by such authority, The City will restrict its operations to those deemed *essential functions*.

Essential functions. The City of Kent has evaluated its services and identified the following *essential functions*:

1. Critical and emergency Fire and Paramedic Service
2. Critical and emergency Police Service
3. Water Treatment Plant and Water Reclamation Facility
4. Water main break repairs and snow plowing

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Protective Measures. The City will comply with health department recommendations for containing the spread of infectious disease and protecting employees performing essential functions during a pandemic.

1. Vaccination. If recommended and eligible to receive an appropriate vaccine, the City will offer such vaccine to employees performing essential functions during a pandemic based on the availability and priority protocol recommended by medical advice.
2. Respiratory Protection. If recommended, the City will institute use of surgical or procedure masks for all employees performing essential functions in a pandemic. If recommended, the City will institute the use of respirators (N95 or higher) by employees performing essential functions during a pandemic.
3. ~~Vehicle and work space Disinfection.~~ The each City department will establish appropriate disinfection protocol for City vehicles or work spaces that are shared by other employees during a pandemic.
4. Properly dispose of or remove all casual reading materials or other items left in open public locations.

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Recommended Employer Responses for the 2009-2010 Flu Season

The City of Kent will establish appropriate procedures for employees during the 2009-2010 flu season, based upon U.S. Government guidelines for workplace response to H1N1, avian and pandemic flu summarized below from www.flu.gov.

Depending on the severity of a pandemic and its impact on the City's workforce, it may be necessary to alter or suspend normal employment-related practices, policies and/or procedures, including but not limited to assignment of work, work and shift scheduling, employee training, filling vacant positions, and employee attendance, including reporting to work, absence from work, and returning to work. The City will advise employees and union representatives as it determines the necessity of implementing such changes to normal practices, policies and/or procedures.

Adjust work practices Each city department will develop general written guidelines or standard operating procedures to comply with the following guidelines:

- Each department will develop cross-training of employees to enable the department to complete the necessary critical work tasks.
- Each department will develop isolation procedures that will enable separation of employees from co-workers or the general public, if appropriate, to avoid the possibility of infection. These can include closing individual work spaces, work place communication by phone rather than face-to-face, and separating employees by the potential for exposure.
- Each department will evaluate the relative work assignments of each job function, giving consideration to the possibility of working remotely by phone or internet access. See Attachment A.
- Each department will consider deferring some work tasks that would reduce direct contact with the general public.

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- Open public meetings may need to be cancelled upon the advice and approval of the head of the Council, board or commission in question. As an alternative, the city office that supports the board or commission may choose to plan for a conference call that enables the action by the body, so long the rules of the body provide for this type of meeting and the public has access.

Sick persons should stay home

- ✓ The City of Kent will advise employees to be alert to any signs of fever and any other signs of influenza-like illness before reporting to work each day, and notify their supervisor and stay home if they are ill. Employees who are ill should not travel while they are ill.
- ✓ CDC recommends that employees with influenza-like illness remain at home until at least 24 hours after they are free of fever (100° F [37.8° C] or greater), or signs of a fever, without the use of fever-reducing medications. An employee with influenza-like symptoms who stays home may utilize accrued sick, vacation or personal hours during the absence. An employee who does not accrue sick, vacation or personal hours will be placed on an appropriate leave status.
- ✓ Sick employees are likely to be out for about 3 to 5 days in most cases, even if antiviral medications are used.
- ✓ The City will advise employees if it will NOT require a doctor's note for workers who are ill with influenza-like illness to validate their illness or to return to work, as doctor's offices and medical facilities may be extremely busy and may not be able to provide such documentation in a timely way.
- ✓ The City will advise employees who are well but who have an ill family member at home with influenza that they can report to work as usual. However, these employees should monitor their health every day, and notify their supervisor and stay home if they become ill. The City recognizes that employees may need to stay at home to care for ill children or other ill family members. An employee who stays home to care for ill children or other ill family members may utilize accrued sick, vacation or personal hours during the absence. An employee who does not accrue sick, vacation or personal hours will be placed on an appropriate leave status.
- ✓ ~~During a declared health emergency, the city will extend the period of time a medical certification is required for sick leave to five consecutive work days, or an equivalent period of time based upon the employee's normal work schedule. For good cause shown, department heads will have some flexibility in the interpretation of this temporary exception.~~
- ✓ ~~Department heads will be liberal in the approval of FMLA leave in the circumstances in which an employee clearly has flu-related health issues in the home, but has no other accrued leave to rely on.~~
- ✓ ~~Standard work rules for remaining at home during this use of sick leave will be met, except for receiving medical treatment.~~

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Sick employees at work should be advised to go home

- The City of Kent will comply with CDC recommendations that workers who appear to have an influenza-like illness upon arrival or become ill during the day be promptly separated from other workers and be advised to go home until at least 24 hours after they are free of fever (100° F [37.8° C] or greater), or signs of a fever, without the use of fever-reducing medications and the cessation of flu-related cough. An employee who is sent home may utilize accrued sick, vacation or personal hours during the absence. An employee who does not accrue sick, vacation or personal hours will be placed on an appropriate leave status.
- Those who become ill with symptoms of an influenza-like illness during the work day should be:
 - Separated from other workers and asked to go home promptly. (For recommendations on personal protective equipment for a person assisting the ill employee see Interim Recommendations for Facemask and Respirator Use to Reduce Novel Influenza A (H1N1) Virus Transmission; www.cdc.gov/h1n1flu/masks.htm)
 - When possible and if they can tolerate it, workers with influenza-like illness should be given a surgical mask to wear before they go home if they cannot be placed in an area away from others.
- If an employee becomes ill at work, the City will attempt to inform fellow employees of their possible exposure in the workplace to influenza-like illness but maintain confidentiality as required by the Americans with Disabilities Act (ADA). For more information on privacy issues, please refer to: http://www.flu.gov/faq/workplace_questions/equal_employment/index.html#PrivacyIssue. Employees exposed to a sick co-worker should monitor themselves for symptoms of influenza-like illness and stay home if they are sick.

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Cover coughs and sneezes

- Influenza viruses are thought to spread mainly from person to person in respiratory droplets of coughs and sneezes. The City will provide employee messages on the importance of covering coughs and sneezes with a tissue or, in the absence of a tissue, one's sleeve. Place posters in the worksite that encourages cough and sneeze etiquette.

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Improve hygiene

- Influenza may be spread via contaminated hands. The City of Kent will instruct employees to wash their hands often with soap and water or use an alcohol-based hand cleaner, especially after coughing or sneezing. Place posters in the worksite that encourage hand hygiene.
- The City will provide disinfecting soap and water, alcohol-based hand sanitizers, disinfectant sprays, protective masks, and disposable tissues in the workplace and ensure that adequate supplies are maintained.

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Clean surfaces and items that are more likely to have frequent hand contact

- The City recommends employees to frequently clean all commonly touched surfaces in the workplace, such as workstations, countertops, and doorknobs. No additional disinfection beyond routine cleaning is recommended.

Encourage employees to get vaccinated

- The City will encourage employees to get vaccinated for seasonal influenza. Annually, the City sponsors a flu vaccine clinic, and it will do so again during the 2009 flu season. For information on groups prioritized for seasonal influenza vaccines please, see <http://www.cdc.gov/flu/protect/keyfacts.htm>.
- The City will encourage employees also to get vaccinated for 2009 H1N1 influenza when vaccines are available to them. Different groups are prioritized for 2009 H1N1 influenza than for seasonal influenza. For information on groups prioritized for H1N1 influenza vaccine please see <http://www.cdc.gov/h1n1flu/vaccination/acip.htm>.

Take measures to protect employees who are at higher risk for complications of influenza

- People at higher risk for complications from influenza include pregnant women; children from one to twenty-four years of age; adults and children who have chronic lung disease (such as asthma), heart disease, diabetes, diseases that suppress the immune system and other chronic medical conditions; and those who are 65 years or older.
- The City will inform employees that some people are at higher risk of complications from influenza and that if they are at higher risk for complications, they should check with their health care provider if they become ill. Early treatment with antiviral medications is very important for people at high risk because it can prevent hospitalizations and deaths.
- The City will encourage employees recommended for seasonal influenza vaccine and 2009 H1N1 vaccines to get vaccinated as soon as these vaccines are available. For information on groups prioritized for seasonal and H1N1 vaccines, please see <http://www.cdc.gov/flu/protect/keyfacts.htm> and <http://www.cdc.gov/h1n1flu/vaccination/acip.htm>.
- Employees who become ill and are at increased risk of complications from influenza and ill employees who are concerned about their illness should call their health care provider for advice. Their health care provider might want them to take antiviral medications to reduce the likelihood of severe complications from the influenza. See www.cdc.gov/h1n1flu/qa.htm for more information.

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Prepare for increased numbers of employee absences due to illness in employees and their family members, and plan ways for essential business functions to continue.

- The City will monitor and respond to absenteeism at the workplace by implementing plans to continue to provide essential functions in the event the City experiences higher than usual absenteeism. Elevated absentee rates can be due to sick workers, those who need to stay

home and care for others, or from workers with conditions that make them at higher risk for complications from influenza and who may be worried about coming to work.

- The City will cross-train personnel to the extent possible to perform essential functions so that the workplace is able to operate even if key staff is absent.
- The City has assessed its essential functions and the reliance that others and the community have on its services. The City of Kent will be prepared to change business practices if needed to maintain critical operations (e.g. identify alternative suppliers, prioritize services, or temporarily suspend some operations if needed).
- An employee who does not work as a result of temporary suspension of service may utilize accrued sick, vacation or personal time during the absence. An employee who does not accrue sick, vacation or personal hours will be placed on an appropriate leave status.

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Advise employees before traveling to take certain steps

- The City of Kent will advise workers to check themselves for fever and any other signs of influenza-like illness before starting travel and notify their supervisor and stay home if they are ill.
- The City will advise employees who will be traveling or on temporary assignment about precautions they may need to take to protect their health and who to call if they become ill.
- Employees who become ill while traveling and are at increased risk of complications from influenza and others concerned about their illness should promptly call a health care provider for advice.
- Employees who become ill while traveling or on temporary assignment must notify their supervisor.
- See CDC's Travel Website (www.cdc.gov/travel) for more information for travelers.

Prepare for the possibility of school dismissal or temporary closure of child care programs

- Although school dismissals or closures of child care programs are not likely to be generally recommended, they are possible in some jurisdictions.
- The City will allow workers to stay home to care for children if schools are dismissed or child care programs are closed and they are unable to find a substitute to care for their children, and may utilize accrued sick, vacation or personal time during the absence.
- The City will not allow parents to bring their children with them to work while schools are dismissed.
- Read CDC's Guidance for State and Local Public Health Officials and School Administrators for School (K-12) Responses, which can be found at www.cdc.gov/h1n1flu/schools/schoolguidance.htm, to better understand the conditions under which schools may be dismissed.

Resuming Service Operations After Pandemic

The City will evaluate recommended key indicators when determining appropriate strategies for returning operations to pre-pandemic service levels, such as:

- Disease severity (i.e., hospitalization and death rates) in the community;
- Extent of disease (number of people who are sick) in the community;
- Amount of employee absenteeism at the City;
- Impact of disease on workforce populations that are vulnerable and at higher risk (e.g., pregnant women, employees with certain chronic medical conditions that put them at increased risk for complications of influenza); and
- Other factors that may affect employees' ability to get to work, such as school dismissals or closures due to high levels of illness in children or school dismissals.

DRAFT



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

TO BE PUBLISHED ONCE AS A BLOCK ADVERTISEMENT (DISPLAY AD) IN THE RECORD COURIER ON THE FOLLOWING DATES:

Sunday, November 1, 2009
Friday, November 6, 2009
Tuesday, November 10, 2009

City of Kent Community Development Department
930 Overholt Road, Kent, Ohio 44240
330-678-8108
330-678-8030 (fax)

The City of Kent Community Development Department is interested in compiling a list of companies, individuals or other concerns who may be interested in providing snow removal services (driveways, sidewalks, parking lots) to residents and property owners in the City of Kent. The City will publish this list in the local newspaper and through the electronic media in early December.

This list is informational only. It is not a bid package or a solicitation for service on the City's part. The City will assume no liability or responsibility for making this list available. All prices, charges and matters related to the provision of the service are to be negotiated between the provider of the service and the individual resident / property owner who seeks the service. The City will not be providing financial assistance to residents or property owners as a result of this effort.

Interested parties wanting to appear on this free listing are asked to contact the Community Development Department by phone, fax or email (attention Jamella Hadden – email Hadden@kent-ohio.org) by no later than **Wednesday, November 25, 2009**. The following information should be provided:

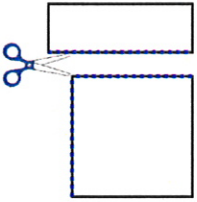
- Name of Business or Individual Providing Service
- Mailing Address, Phone Number, Fax Number and E-mail Address
- Nature of Service (driveways, parking lots, sidewalks, etc.)

Those who request to be placed on the list will receive an informational package about plowing requirements in the City of Kent.

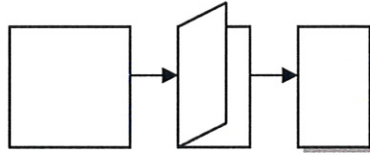
Gary Locke
Community Development Director
October 27, 2009

Make Your Own Sidewalk Shoveling Door Hanger

4. Cut along the dotted line to separate the panels.



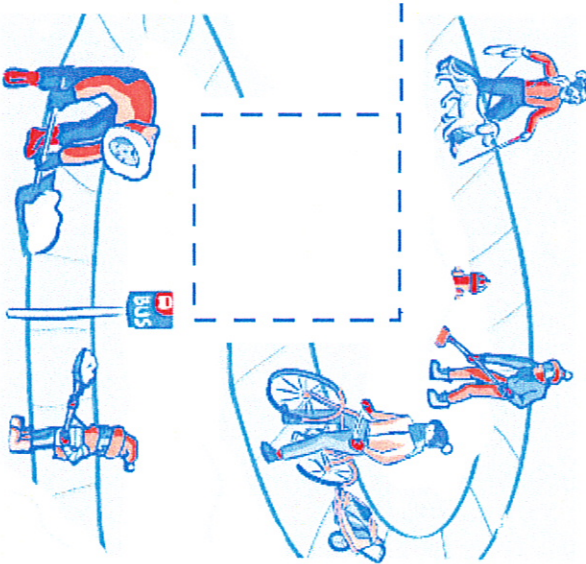
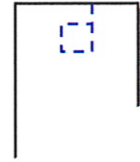
3. Fold square panel in half.



2. Seal long edge with tape.



1. Cut out dotted square.



PLEASE SHOVEL YOUR SIDEWALKS

I'm a neighbor who relies on sidewalks being clear of snow and ice to get to work, go to school, visit my doctor and shop for groceries.

There are others like me – especially the elderly, the disabled and children - - who have to walk to get around.

Please do your part, be a good neighbor and help those that are less fortunate by shoveling your sidewalk.

Thank You!

Turn over for important information

Who Needs To Shovel?

Owners, renters or business occupants that are adjacent to City sidewalks.

When To Shovel?

For safety, the City recommends snow and ice be cleared from sidewalks 24 hours after snowfall.

Where To Shovel?

Clear the full width of the sidewalk, including corners and curb ramps. If possible, salt or sand icy spots. If you can, please help clear around bus stops and fire hydrants.

What If I Don't Shovel?

You may receive a notice from the City and if you still fail to clean your sidewalk you could face a fine.

Need Help?

If you can't shovel there are contractors that will shovel for a fee. If you qualify, there are also volunteers that may shovel for you.

Questions?

To get help or to ask questions call the City of Kent Public Service Department at (360) 678-8105.

