CITY OF KENT, OHIO

CITY COUNCIL ■ 320 S. DEPEYSTER STREET ■ KENT, OHIO 44240 ■ 330-678-8007

Wednesday, December 16, 2020
Regular City Council Meeting with Executive Session

Due to the COVID-19 pandemic, this meeting will be held virtually using the Zoom platform and broadcast live on the City of Kent YouTube Channel.

AGENDA

7:15 P.M. **EXECUTIVE SESSION**

In accordance with ORC §121.22 Section G, Item (1): *"To consider the appointment of a public employee or official" to a Board or Commission.*

7:25 P.M. **BOARD OF CONTROL**

Immediately Following Board of Control:
Proclamation Presentation- Mr. Peter Orlando

Immediately Following Presentation: Regular Council

1. Roll Call
2. Opening Remarks and Pledge of Allegiance (Ms. Wallach)
3. Approval of Minutes

    3.1 Regular City Council Meeting of November 18, 2020

4. Communications

    4.1 Public Comment

    4.1.1 Anyone wishing to address Council must submit their written comments to the Clerk of Council at councilclerk@kent-ohio.org by **4:30 p.m**. on the day of the meeting. If also requesting to speak at the meeting, comments are limited to three (3) minutes.

    4.2 Written Communication (All placed on file in the Clerk of Council's office)

    4.2.1 Letter from Eric Asp of 845 Bryce Rd regarding minimizing the number of guns in neighborhoods received on November 23, 2020.
    4.2.2 Standing Rock Cemetery Commission Meeting minutes from November 12, 2020 and Agenda for December 10, 2020 meeting received on December 2, 2020.
    4.2.3 Board of Health Minutes and Statistical report from November 10, 2020 and Agenda for December 8, 2020 received on December 4, 2020.

4.2.4 Planning Commission Agenda and Staff Report for December 15, 2020 meeting received on December 8, 2020.

4.2.5 Liquor License transfer request received December 4,2020 for Doctor Realty LLC, 1225 W. Main St. and Patio, Kent. Chief Shearer had no objections.

4.2.6 Liquor License transfer request received December 8, 2020 for B&R Gillespie Holdings DBA Tree City Coffee & Pastry, Ste. 101, 135 E. Erie St., Kent. Chief Shearer had no objections.

4.3 City Manager's Report

5. Standing Committees & Legislation

5.1 Committee of the Whole (Mayor Fiala)

5.1.1 Committee Meeting Minute Approval: December 2, 2020

5.1.2 Action Recommended: None

5.1.3 Voting for Boards and Commissions

5.1.4 Authorize Insertion of Names into Legislation

5.1.5 **Draft No. 2020-116** A RESOLUTION APPOINTING __________ AND __________TO THE BOARD OF ZONING APPEALS, AND DECLARING AN EMERGENCY (Authorized)

5.1.6 **Draft No. 2020-117** A RESOLUTION APPOINTING __________ TO THE DESIGN AND PRESERVATION COMMITTEE, AND DECLARING AN EMERGENCY (Authorized)

5.1.7 **Draft No. 2020-118** A RESOLUTION APPOINTING __________ AND __________TO PARKS AND RECREATION BOARD AND DECLARING AN EMERGENCY (Authorized)

5.1.8 **Draft No. 2020-119** A RESOLUTION APPOINTING __________ AND __________TO THE PLANNING COMMISSION, AND DECLARING AN EMERGENCY (Authorized)

5.2 Community Development (Kuhar/Rosenberg)

5.2.1 Committee Meeting Minute Approval: None

5.2.2 Action Recommended: None

5.3 Land Use Committee (Ferrara/Schafer)

5.3.1 Committee Meeting Minute Approval: December 2, 2020

5.3.2 Action Recommended:

1) Authorize the proposed agreement between the City and Klaben for a new section of the Hike & Bike trail.

5.3.3 **Draft No. 2020-120** AN ORDINANCE ACCEPTING AND AUTHORIZING

THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE AN AGREEMENT OBTAINING A PERMANENT EASEMENT FROM KLABEN PROPERTY MANAGEMENT L.L.C., 1085 WEST MAIN STREET FOR $52,160 FOR THE PURPOSE OF A SIDEWALK TO IMPROVE THE WALKABILITY FOR THE HIKE/BIKE TRAIL, AND DECLARING AN EMERGENCY (Authorized)

5.4 Streets, Sidewalks and Utilities (Sidoti/Wallach)

5.4.1 Committee Meeting Minute Approval: December 2, 2020

5.4.2 Action Recommended: None

5.5 Health & Safety Committee (Amrhein/Sidoti)

5.5.1 Committee Meeting Minute Approval: None

5.5.2 Action Recommended: None

5.5.3 **Draft No. 2020-130** AN ORDINANCE OF THE CITY OF KENT, OHIO, AUTHORIZING THE CITY'S LAW DIRECTOR TO APPEAR AS AMICUS CURIAE AND/OR TO JOIN AS A SIGNATORY OF ANY LOCAL GOVERNMENT AMICUS BRIEF IN SUPPORT OF LOCAL CONVERSION THERAPY BANS, INCLUDING, BUT NOT LIMITED, TO THE CURRENT PETITION FOR REHEARING AND REHEARING EN BANC IN OTTO ET AL. V CITY OF BOCA RATON ET AL. **(Unauthorized)**

5.6 Finance Committee (DeLeone/Wallach)

5.6.1 Committee Meeting Minute Approval: December 2, 2020

5.6.2 Action Recommended:

1) Authorize the renewal of the Portage County Public Defender's contract for 2021
2) Authorize the proposed 2021 City Operating budget
3) Authorize the submitted 2020 Budget Appropriations
4) Authorize the "then and now" list of purchase orders for 2020
5) Approve the acceptance of the NOPEC public phone charging station
6) Approve the 2021 position allocation ordinance

5.6.3 **Draft No. 2020-121** AN ORDINANCE AUTHORIZING THE CITY MANAGER TO CONTRACT, ON BEHALF OF THE CITY OF KENT, WITH THE OFFICE OF THE PUBLIC DEFENDER, PORTAGE COUNTY, FOR THE PROVISION OF LEGAL COUNSEL TO INDIGENT PERSONS CHARGED WITH POTENTIAL PENALTY OF INCARCERATION FOR OFFENSES COMMITTED IN VIOLATION OF THE ORDINANCES OF SAID CITY FOR THE PERIOD JANUARY 1, 2021 THROUGH DECEMBER 31, 2021 AND DECLARING AN EMERGENCY (Authorized)

5.6.4 **Draft No. 2020-122** AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR, UPON THE ISSUANCE OF A

CERTIFICATE OF AVAILABILITY OF FUNDS, TO PAY CERTAIN PURCHASE ORDERS MADE THAT EXCEED $3000.00; AND DECLARING AN EMERGENCY (Authorized)

5.6.5 **Draft No. 2020-123** AN ORDINANCE AUTHORIZING THE CITY MANAGER, OR HIS DESIGNEE, TO EXECUTE A GRANT AGREEMENT WITH NOPEC, INC. AND TO ACCEPT ONE ELECTRONIC CHARGING STATION FOR THE USE IN PUBLIC AREAS, AND DECLARING AN EMERGENCY (Authorized)

5.6.6 **Draft No. 2020-124** AN ORDINANCE AMENDING SECTION 915.72 OF THE KENT CODIFIED ORDINANCES, INCREASING THE SEWER RATES OF THE CITY OF KENT, OHIO BY THREE PERCENT (3%) BEGINNING WITH THE FIRST BILLING CYCLE IN JANUARY, 2021, AND DECLARING AN EMERGENCY (Authorized)

5.6.7 **Draft No. 2020-125** AN ORDINANCE AMENDING SECTION 913.05 OF THE KENT CODIFIED ORDINANCES, INCREASING THE WATER RATES OF THE CITY OF KENT, OHIO BY THREE PERCENT (3%) BEGINNING WITH THE FIRST BILLING CYCLE IN JANUARY, 2021, AND DECLARING AN EMERGENCY (Authorized)

5.6.8 **Draft No. 2020-126** AN ORDINANCE AMENDING ORDINANCE NO. 2019-140 THE POSITION ALLOCATION AND GENERAL COMPENSATION PLAN AND DECLARING AN EMERGENCY (Authorized)

5.6.9 **Draft No. 2020-127** AN ORDINANCE ACCEPTING AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE RIGHT OF WAY AGREEMENTS FOR THE PURPOSE OF OBTAINING TEMPORARY AND PERMANENT EASEMENTS FOR THE CONSTRUCTION OF THE SOUTHWEST SANITARY PUMP STATION PROJECT, AND DECLARING AN EMERGENCY (Authorized July 2020)

5.6.10 **Draft No. 2020-128** AN ORDINANCE AMENDING ORDINANCE NO. 2019-139, THE CURRENT APPROPRIATION ORDINANCE, PASSED DECEMBER 18, 2019; SO AS TO ADJUST APPROPRIATIONS, TRANSFERS AND ADVANCES FROM THE VARIOUS FUNDS OF THE CITY OF KENT TO INDIVIDUAL ACCOUNTS FOR THE CURRENT EXPENSES OF THE CITY FOR THE FISCAL YEAR ENDING DECEMBER 31, 2020; AND DECLARING AN EMERGENCY (Authorized)

5.6.11 **Draft No. 2020-129** AN ORDINANCE APPROPRIATING FROM THE VARIOUS FUNDS OF THE CITY OF KENT TO INDIVIDUAL ACCOUNTS FOR THE CURRENT EXPENSES OF THE CITY FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021, AND DECLARING AN EMERGENCY (Authorized)

6. Unfinished Business
7. New Business
8. Councilmembers' Comments
9. Mayor's Report
10. Adjournment

Boards and Commissions
Voting for December 2020 Candidates

**Board of Zoning Appeals – ** Two (2) Vacancies

❖ Tim Sahr	Reappointment
❖ Deborah Douglas	New Applicant
❖ Nickolas Bellas	New Applicant

MOTION TO APPOINT ____________ TO THE BOARD OF ZONING APPEALS

MOTION TO APPOINT ____________ TO THE BOARD OF ZONING APPEALS

Design and Preservation Committee – Two (2) Vacancies

❖ Garret Munroe	New Applicant (Also applied for Planning Commission)

MOTION TO APPOINT ___________TO THE DESIGN AND PRESERVATION COMMITTEE

Parks and Recreation Board- Two (2) Vacancies

❖ Kathleen Wiler	Reappointment
❖ Jeremy Jones	New Applicant
❖ Iris Mirelez	New Applicant
❖ Steve Mitchell	New Applicant
❖ David Johnson	New Applicant

MOTION TO APPOINT ____________ TO THE PARKS AND RECREATION BOARD

MOTION TO APPOINT ____________ TO THE PARKS AND RECREATION BOARD

Planning Commission Two (2) Vacancies

❖ Amanda Edwards	Reappointment
❖ Garret Munroe	New Applicant (Also applied for Design & Preservation)
❖ Deborah Douglas	New Applicant (Also applied for Board of Zoning)
❖ Nickolas Bellas	New Applicant (Also applied for Board of Zoning)

MOTION TO APPOINT ____________ TO THE PARKS AND RECREATION BOARD

MOTION TO APPOINT ____________ TO THE PARKS AND RECREATION BOARD

DRAFT RESOLUTION NO. 2020-116

A RESOLUTION APPOINTING __________ AND __________TO THE BOARD OF ZONING APPEALS, AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kent, Portage County, Ohio, at least a majority of all members elected thereto concurring:

SECTION 1. That ___________ and ___________ are hereby appointed to the **BOARD OF ZONING APPEALS.**

NAME	TERM
	1/1/2021 - 12/31/2023
	1/1/2021 – 12/31/2023

SECTION 2. As stated in Section 150.01 of the Codified Ordinances of the City of Kent, any person hereby appointed shall forfeit his or her term if he or she is absent from three (3) regular meetings of the Board or Commission to which he or she is appointed, unless one or more of these absences has been excused by the majority of members thereof.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Resolution is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ______________________
Date

____
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: ____________________
Date

ATTEST: ________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *RESOLUTION No.* __________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON ______________________________, 20______.

____
AMY WILKENS
CLERK OF COUNCIL

(SEAL)

DRAFT RESOLUTION NO. 2020-117

A RESOLUTION APPOINTING __________TO THE DESIGN AND PRESERVATION COMMITTEE, AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kent, Portage County, Ohio, at least a majority of all members elected thereto concurring:

SECTION 1. That ___________ is hereby appointed to the **DESIGN AND PRESERVATION COMMITTEE.**

NAME	TERM
	1/1/2021 - 12/31/2023

SECTION 2. As stated in Section 150.01 of the Codified Ordinances of the City of Kent, any person hereby appointed shall forfeit his or her term if he or she is absent from three (3) regular meetings of the Board or Commission to which he or she is appointed, unless one or more of these absences has been excused by the majority of members thereof.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Resolution is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ______________________
Date

____
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: ______________________
Date

ATTEST: ________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *RESOLUTION No.* __________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON ______________________________, 20_____.

____
AMY WILKENS
CLERK OF COUNCIL

(SEAL)

DRAFT RESOLUTION NO. 2020-118

A RESOLUTION APPOINTING __________ AND __________TO PARKS AND RECREATION BOARD AND DECLARING AN EMERGENCY

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kent, Portage County, Ohio, at least a majority of all members elected thereto concurring:

SECTION 1. That ___________ and _____________ are hereby appointed to the **PARKS AND RECREATION BOARD.**

NAME	**TERM**
	1/19/2021 - 12/31/2025
	1/19/2021 – 12/31/2024

Due to a mathematical error, the term beginning on 1/19/21 and ending on 12/31/24, is a four-year term in order to align the terms of the board members in compliance with the Charter.

SECTION 2. As stated in Section 150.01 of the Codified Ordinances of the City of Kent, any person hereby appointed shall forfeit his or her term if he or she is absent from three (3) regular meetings of the Board or Commission to which he or she is appointed, unless one or more of these absences has been excused by the majority of members thereof.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Resolution is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ______________________
Date

____
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: ____________________
Date

ATTEST: ________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *RESOLUTION No.* __________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON ______________________________, 20______.

____
AMY WILKENS
CLERK OF COUNCIL

(SEAL)

DRAFT RESOLUTION NO. 2020-119

A RESOLUTION APPOINTING __________ AND __________TO PLANNING COMMISSION AND DECLARING AN EMERGENCY

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kent, Portage County, Ohio, at least a majority of all members elected thereto concurring:

SECTION 1. That ___________ and _____________ are hereby appointed to the **PLANNING COMMISSION.**

NAME	**TERM**
	1/2/2021 - 12/31/2024
	1/19/2021 - 12/31/2025

SECTION 2. As stated in Section 150.01 of the Codified Ordinances of the City of Kent, any person hereby appointed shall forfeit his or her term if he or she is absent from three (3) regular meetings of the Board or Commission to which he or she is appointed, unless one or more of these absences has been excused by the majority of members thereof.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Resolution is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ______________________
Date

____
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: ______________________
Date

ATTEST: ________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *RESOLUTION No.* __________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON ______________________________, 20______.

____
AMY WILKENS
CLERK OF COUNCIL

(SEAL)

DRAFT ORDINANCE NO. 2020-120

AN ORDINANCE ACCEPTING AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE AN AGREEMENT OBTAINING A PERMANENT EASEMENT FROM KLABEN PROPERTY MANAGEMENT L.L.C., 1085 WEST MAIN STREET FOR $52,160 FOR THE PURPOSE OF A SIDEWALK TO IMPROVE THE WALKABILITY FOR THE HIKE/BIKE TRAIL, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Kent Council desires to obtain a permanent easement from Klaben Property Management, LLC, 1085 West Main Street, Kent, Portage County, Ohio; and

WHEREAS, Klaben Property Management, LLC is willing to grant a permanent easement for said property for $52,160.00; and

WHEREAS, the City needs the property for right-of-way purposes for the construction of a side path/sidewalk to improve the walkability in the area and provide an important connection between the bike facility on Stonewater Drive and the bike lanes on East Main Street.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, that:

SECTION 1. That Council does hereby accepts and authorizes the City Manager or his designee to execute the agreement for the City of Kent to obtain a permanent easement from Klaben Property Management, LLC, 1085 West Main Street for $52,160.00 for right-of-way purposes for the construction of a side path/sidewalk in substantial conformity with the terms of the Agreement marked as Exhibit "A", attached hereto and incorporated herein.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ______________________
Date

____
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: ______________________
Date

ATTEST: __________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *RESOLUTION No.* _______________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON ____________________________, 20_________.

(SEAL)

____
AMY WILKENS
CLERK OF COUNCIL

WEST MAIN STREET
SIDE PATH/SIDEWALK AGREEMENT

KLABEN PROPERTY MANAGEMENT L.L.C.
AND
THE CITY OF KENT

This Side Path/Sidewalk Agreement, dated ___________________ 2020, is an agreement made and entered into between the CITY OF KENT, OHIO, a municipal corporation duly organized and existing under and by the virtue of the constitution and laws of the State of Ohio and a duly adopted Charter (herein after referred to as the "City") and KLABEN PROPERTY MANAGEMENT L.L.C. an Ohio limited liability company (herein after referred to as "Klaben")

WITNESSETH:

WHEREAS, Klaben is performing improvements to its property and in the adjacent right-of-way at 1085 West Main Street (herein after referred to as the "Project"); and

WHEREAS, the City has identified the Project area as a key connection in the City's overall bikeway network, shown in Exhibit A; and

WHEREAS, the existing right-of-way in the Project area is not adequate to install a reasonable pedestrian facility; and

WHEREAS, the City and Klaben desire to improve the safety and usability for pedestrians, bicyclists and other non-motorists in the right-of-way along West Main Street at the Project location; and

WHEREAS, the City and Klaben have determined that the most cost effective method to improve the safety and usability for pedestrians, bicyclists and other non-motorists would be to construct a side path/sidewalk with the proposed improvements being performed by Klaben;

NOW THEREFORE, in consideration of the mutual agreements contained herein, the parties hereby agree as follows:

Klaben will have the following responsibilities in association with the construction of side path:

- As set forth in Attachment B, incorporate into Klaben's existing project the construction of an eight (8) foot wide concrete side path/sidewalk that has a minimum buffer from the existing curb of approximately five (5) feet.
- Manage the design and construction of the project, including holding all contracts with outside entities required to complete the Project.
- In conjunction with the design of the path, prepare a legal description and drawing depicting a Highway Easement to contain only the land necessary for the proposed side path/sidewalk. The legal description and drawing shall be suitable for filing with Portage County and provided to the City.
- Execute the highway easement in the name of the City of Kent to contain the side path/sidewalk as described in the bullet above.
- Submit plans to the City for review and to obtain all applicable permits for the Project.
- Invoice the City ($25,000) once all permits have been obtained and the easement for the side path/sidewalk has been recorded with Portage County.
- Invoice the City ($25,000) upon completion of the project including acceptance by the City.

City Responsibilities:

- Review all plans and submittals as required by current ordinances in a timely manner.
- Prepare a highway easement that is mutually agreeable to both parties and provide to Klaben to execute. Upon execution of the easement, the City will file the easement with Portage County.
- Pay Klaben $25,000 for the design and right-of-way for the project within 30 days of receipt of the invoice after all permits have been obtained and the easement for the side path/sidewalk has been recorded with Portage County
- Pay Klaben $25,000 for the construction of the improvements within 30 days of receipt of the invoice upon completion of the project including acceptance by the City.
- Reimburse Klaben for the costs of the preparation of the legal description for the area, in an amount not to exceed $2,160. The City will pay the reimbursement within 30 days of receipt of the approved legal description, drawing and documentation supporting the requested amount.

Klaben and City Responsibilities:

- The side path/sidewalk shall be maintained per the Codified Ordinances of the City of Kent in effect at the date of execution of this agreement.

Schedule:

The City and Klaben will diligently pursue the completion of the Project. Construction shall be completed by October 31, 2021 unless otherwise modified by both parties.

Severability:

In the event any one or more of the provisions contained in the Agreement shall be determined to be invalid and the remaining provisions can be given effect, then in such event the remaining provisions shall remain in full force and effect.

Non-Assignment:

The rights, duties and responsibilities of parties under this agreement shall not be assignable by either party without written consent of the other party, except that Klaben may assign the agreement to its related and affiliated entities and any successor thereto.

Termination

Except for the repair/maintenance and payment terms set forth above, the terms of this agreement expire on December 31, 2021 unless mutually extended in writing by both parties. Nothing in this agreement shall require Klaben to install a sidepath/sidewalk if Klaben does not move forward with the proposed property improvements at 1085 West Main Street.

Non-Waiver of Breach:

The waiver of a breach of any one or more of the terms, provisions and conditions set forth and included in this Agreement shall not constitute, nor be construed to represent or constitute, the waiver in whole or in part of any subsequent breach of any term, provision or condition contained in this Agreement.

Integrated Agreement:

This Agreement, including attachments, represents the entire, complete and exclusive understanding and agreement of the parties hereto and reduces to writing all oral negotiations and agreements of the parties and shall not be changed, varied or otherwise amended except in writing, signed by each of the parties hereto.

Notices:

Unless and until otherwise advised in writing in accordance herewith, all notices required to be given under this Agreement shall be in writing sent by certified mail, postage prepaid, as follows:

To City: City of Kent
301 South Depeyster Street
Kent, Ohio 44240
Attn: City Manager

To Klaben: Klaben Property Management
1250 W. Main Street
Kent, Ohio 44240

Article Headings:

The article headings contained herein are inserted only as a matter of convenience and for reference and in no way shall be construed to define, limit or describe the scope or intent of this Agreement, nor in any way to affect the interpretation of any provision of this agreement.

Governing Law:

This Agreement is being executed in the state of Ohio and the laws of Ohio shall govern its validity, effect and performance.

In witness whereof, the Parties hereto have offered their hands and seals:

KLABEN PROPERTY MANAGEMENT L.L.C.

Approved and Accepted by:

________________________ Witness:________________________

Richard Klaben

________________________ Witness:________________________

Date: ________________________

CITY OF KENT

Approved and Accepted by:

____
Dave Ruller
City of Kent, City Manager

Date: ________________________

Witness:____________________________

Witness:____________________________

Approved as to Form:

____
Hope Jones
City of Kent, Law Director

Date: ________________________

Certificate of Director of Budget and Finance

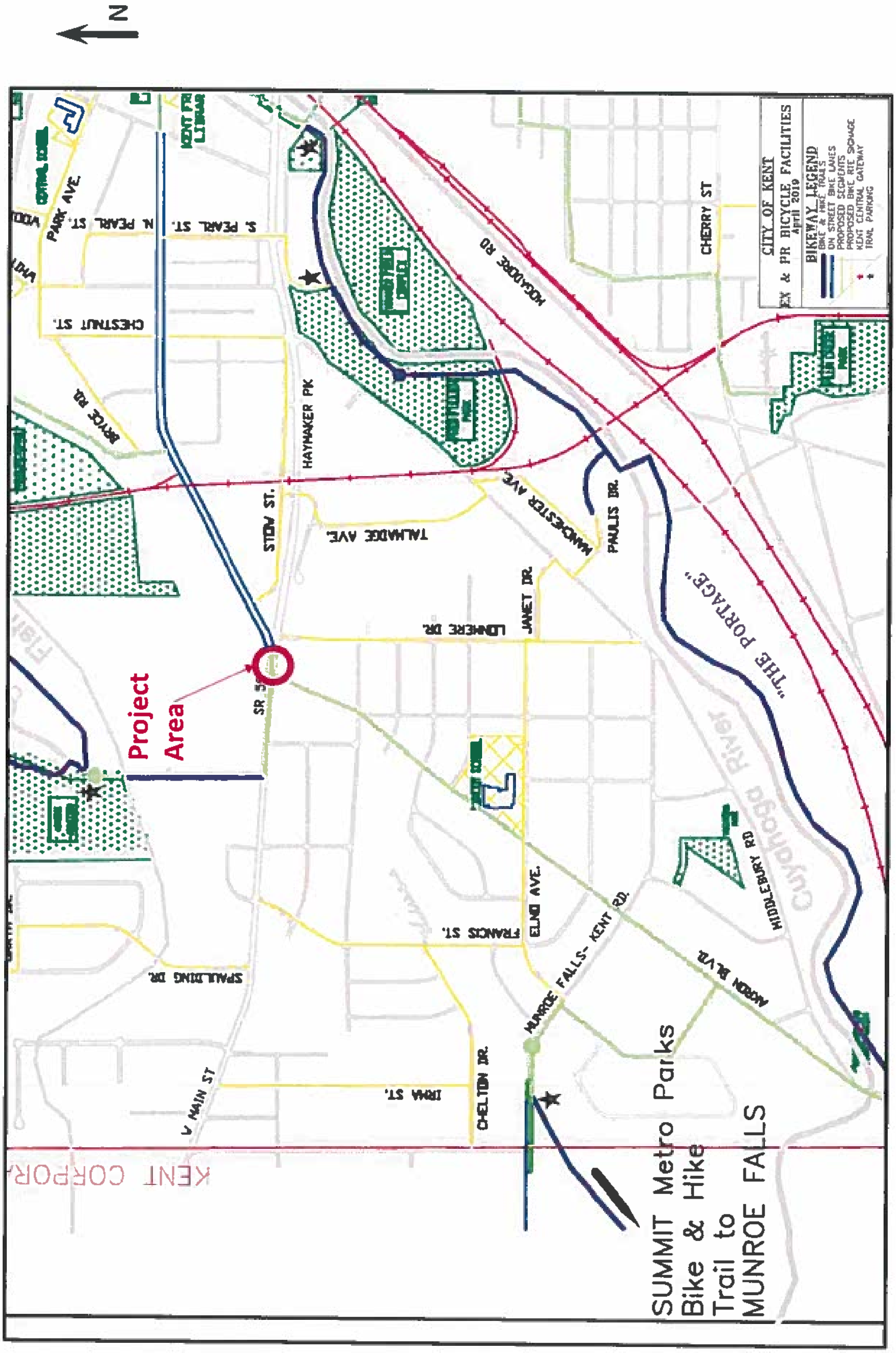
It is hereby certified that the amount FIFTY TWO THOUSAND ONE HUNDRED AND SIXTY Dollars ($52,160) required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the City Treasury or in the process of collection to the credit of the Capital Fund free from any obligation or certificates now outstanding.

____
Rhonda Hall,
Director of Budget and Finance

____
Date

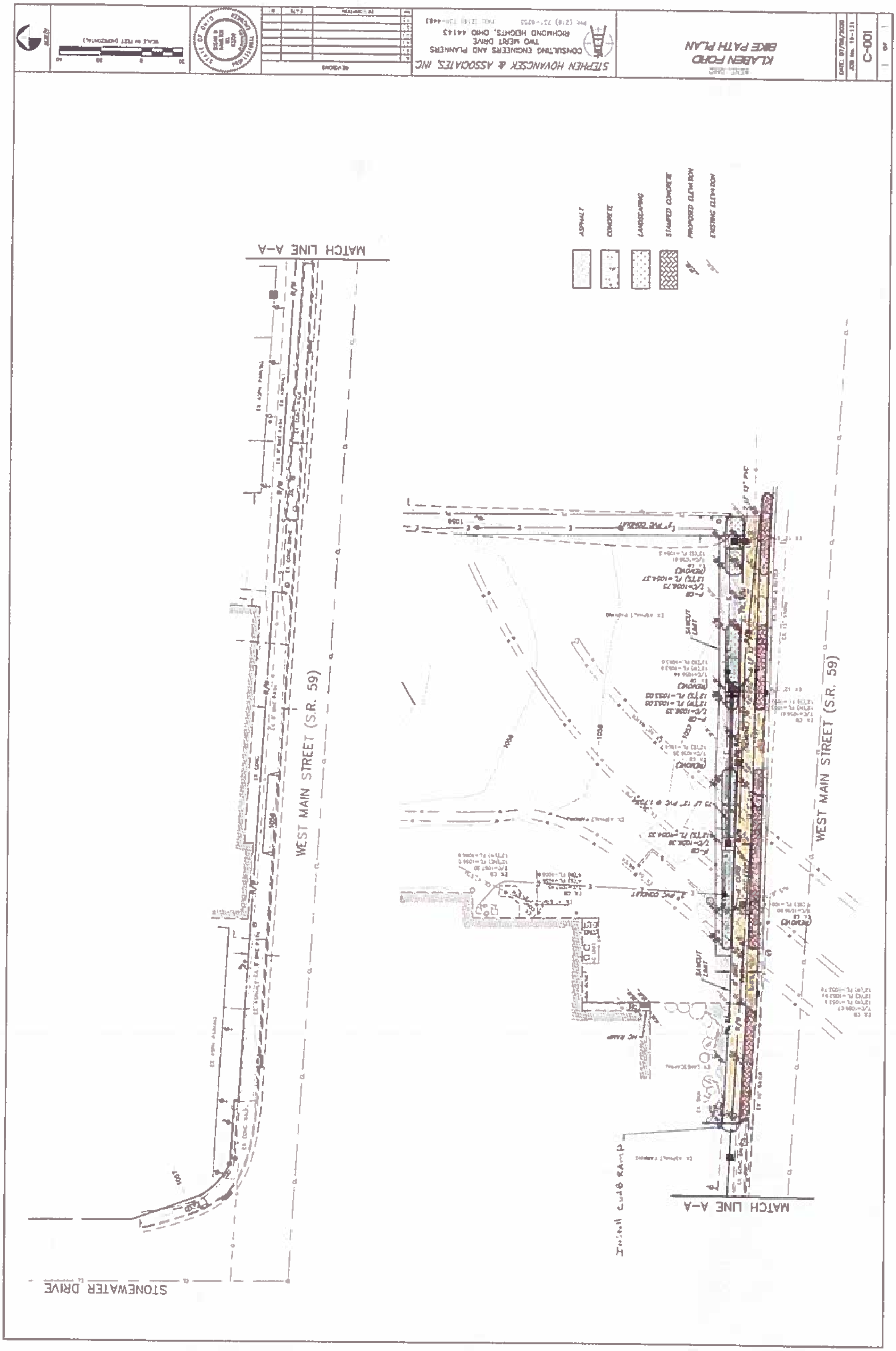
Attachment A
City of Kent
Existing and Proposed Bicycle Facilities

2020-120 Exhibit A



2020-120 Exhibit A

Attachment B
Preliminary Side Path/Sidewalk Plan



2020-120 Exhibit A

DRAFT ORDINANCE NO. 2020-121

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO CONTRACT, ON BEHALF OF THE CITY OF KENT, WITH THE OFFICE OF THE PUBLIC DEFENDER, PORTAGE COUNTY, FOR THE PROVISION OF LEGAL COUNSEL TO INDIGENT PERSONS CHARGED WITH POTENTIAL PENALTY OF INCARCERATION FOR OFFENSES COMMITTED IN VIOLATION OF THE ORDINANCES OF SAID CITY FOR THE PERIOD JANUARY 1, 2021 THROUGH DECEMBER 31, 2021, AND DECLARING AN EMERGENCY.

WHEREAS, the City has received the proposed contract from the Public Defender's office, and the contract is to take effect on January 1, 2021; and

WHEREAS, the City is obligated to enter into the agreement pursuant to the Ohio Revised Code.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, that:

SECTION 1. That the City Manager is hereby authorized to contract, on behalf of the City of Kent, with the Office of the Public Defender, Portage County, for the provision of legal counsel to indigent persons charged with potential penalty of incarceration for offenses committed in violation of the ordinances of said city for the period January 1, 2021 through December 31, 2021, said contract marked as Exhibit "A", attached hereto and incorporated herein.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ____________________
Date

____
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: ____________________
Date

ATTEST: ________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *RESOLUTION No.* ____________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON ________________________, 20________.

(SEAL)

____
AMY WILKENS
CLERK OF COUNCIL

CONTRACT FOR COUNTY PUBLIC DEFENDER SERVICE TO MUNICIPAL CORPORATION

AGREEMENT

This AGREEMENT, which is subject to and conditioned upon approval by the Ohio Public Defender Commission, is entered into between the Portage County Public Defender Commission, hereinafter called the Commission, and the City of Kent, Ohio, hereinafter called the City.

WHEREAS, the City recognizes its responsibilities under the laws of the State of Ohio and of the United States of America to provide legal counsel to indigent persons charged with potential loss of liberty offenses under its municipal ordinances; and

WHEREAS, the City, in furtherance of the execution of its legal responsibilities, desires to contract with the Commission for delivery of legal services and representation by the Portage County Public Defender to the City's indigent citizens and others so situated.

NOW, THEREFORE, the parties, in recognition of the foregoing, and in conformity with all applicable standards of indigency and other rules and standards established by the Ohio Public Defender Commission and the Office of the Ohio Public Defender, do hereby mutually agree to bind themselves as follows:

1. Scope of Work

The Commission shall, in a satisfactory and proper manner under the terms and conditions contained herein, provide legal counsel and representation to all indigent or otherwise eligible defendants charged with criminal violations of the City's municipal ordinances which carry a potential penalty of incarceration. The eligibility for this service shall be determined by the Portage County Municipal Court and/or the Commission.

2. Compensation

The City shall pay to the Commission the sum of One Hundred Fifty Dollars ($150.00) per charge which shall constitute payment for services rendered, and which is acknowledged by the parties as a fee which does not and shall not exceed the fee schedule in effect and adopted by the Portage County Commission for appointed counsel pursuant to its Resolution No. 99-377, dated June 1, 1999. In the event a case is closed and subsequently reopened under the same case number, the Commission shall be entitled to payment as if an additional criminal charge has been filed. The Commission shall provide an itemized accounting of cases handled in each quarter of the year.

3. Term of Service

The duration of this contract shall be for one (1) year commencing on January 1, 2021, and shall terminate on December 31, 2021, subject to the following:

(a) The Commission shall not assign all or any part of this AGREEMENT without the prior written consent of the City, which consent shall not be reasonably withheld.

(b) If the Commission should fail to fulfill in a reasonable, timely and proper manner, its obligations under this AGREEMENT, or if the Commission should substantially violate any of the covenants, agreements, or stipulations of this AGREEMENT, the City shall thereupon have the right to terminate this AGREEMENT by giving written notice to the Commission of such termination and specifying an effective date thereof at least sixty (60) days before the effective date of said termination. Termination by the City shall not constitute a waiver of any other right or remedy it may have at law or in equity for breach of the AGREEMENT by the Commission.

(c) All amendments to this AGREEMENT agreed upon by the parties shall be in writing and made a part of this AGREEMENT.

(d) There shall be no discrimination against any employee who is employed in the work covered by the AGREEMENT or against any application for such employment because of race, color, religion, sex or national origin. This provision shall apply but is not to be limited to employment, promotion, demotion, transfer, recruitment, recruitment advertising, lay-off, termination, raises of pay or other forms of compensation, and selection for training, including apprenticeship. The Commission shall insert a similar provision in any sub-contract for services covered by this AGREEMENT.

(e) The Commission covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement. No members of the Congress of the United States of America, or delegates thereto, and no resident commissioner shall share in any part hereof or any benefits arising here from.

4. Duties:

"Indigency shall be determined in conformity with all applicable standards of indigency under rule 120-1-03 of the Ohio Administrative Code and other rules and standards established by the Ohio Public Defender Commission and the Office of the Ohio Public Defender." "In addition to indigency determination, all rules, standards and guidelines issued by the office of the Ohio Public Defender and Ohio Public Defender Commission shall be followed."

IN WITNESS WHEREOF, the parties have hereunto set their hands this _______ day of _________________, 2020.

FOR THE CITY: FOR THE COMMISSION:

___________________________ ______________________________
Dave Ruller, City Manager Chairman

Upon review by the Ohio Public Defender Commission pursuant to OAC 120-1-09, the within AGREEMENT for public defender services between the City of Kent, Ohio, and the Portage County Public Defender Commission is hereby approved.

FOR THE OHIO PUBLIC DEFENDER COMMISSION:

____

APPROVED AS TO FORM:

____
Hope L. Jones, Law Director
City of Kent

CERTIFICATE OF DIRECTOR OF BUDGET AND FINANCE

It is hereby certified that the amount of ($2,000.00) required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purposes and is in the City Treasury or in the process of collection to the credit of THE GENERAL Fund free from any obligation or certificates now outstanding.

______________________________ Date	________________________________ Rhonda Hall Budget and Finance Director

DRAFT ORDINANCE NO. 2020-122

AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR, UPON THE ISSUANCE OF A CERTIFICATE OF AVAILABILITY OF FUNDS, TO PAY CERTAIN PURCHASE ORDERS MADE THAT EXCEED $3000.00; AND DECLARING AN EMERGENCY.

WHEREAS, the Finance Director is required by ORC 5705.41(D) to certify the availability of funds to pay for goods or services upon all contracts and purchase orders; and,

WHEREAS, if the Certification of the Finance Director is not attached to the contract or purchase order over Three Thousand Dollars and No Cents ($3,000.00) Council must pass an ordinance allowing for a warrant for payment to be issued upon the Finance Director's certification that at the time of making the contract or order and at the time of the certification there was sufficient funds necessary for the payment of such contract and orders; and,

WHEREAS, the Finance Director has indicated that such a certification described above can be executed.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, that:

SECTION 1. That the Finance Director is authorized to make such warrants as are necessary to pay the due and owing amounts detailed in "Exhibit A", attached hereto and made and integral part hereof.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formation action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reason manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediate after passage.

PASSED: ________________________
Date

EFFECTIVE: ____________________
Date

ATTEST: ________________________
Amy Wilkens
Clerk of Council

____
Jerry T. Fiala
Mayor and President of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *ORDINANCE No.* ________________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON _________________________, 20_____.

(SEAL)

____
AMY WILKENS
CLERK OF COUNCIL

Purchase Order Report

G/L Date Range 01/01/20 - 11/18/20
Sort by Department - Purchase Order Number
Summary Listing

Purchase Order	2020-00002007	G/L Date	09/28/2020	Amount	7,200.00
Description	Service Agreement Dispatch Consoles 4/19 thru 3/20	Deliver by Date		Voided	.00
Department	01.102 Safety Department,Police Patrol/Investigation/Adm	Printed Date	10/01/2020	Discounted	.00
Vendor	2050 - Motorola Solutions, Inc.	Completed Date	10/02/2020	Expensed	7,200.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Department **01.108 Safety Department,Fire Services/Prevention/EMS**

Purchase Order	2020-00001082	G/L Date	03/18/2020	Amount	4,000.00
Description	FD boiler maint and filters	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	03/19/2020	Discounted	.00
Vendor	1119 - Boiler Specialists Inc	Completed Date		Expensed	974.05
Type	Then/Now	Expiration Date		Remaining	3,025.95
Status	Open			Encumbered	3,025.95

Purchase Order	2020-00001335	G/L Date	05/12/2020	Amount	6,069.84
Description	FD 2020 support for PC Hazmat Team - City of Kent	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	05/18/2020	Discounted	.00
Vendor	1487 - Portage County Hazmat Team	Completed Date	05/22/2020	Expensed	6,069.84
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Purchase Order	2020-00001764	G/L Date	08/10/2020	Amount	4,963.39
Description	FD parts and repairs to 2016 Ford ambulance - filter	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	08/13/2020	Discounted	.00
Vendor	1289 - Klaben Ford Lincoln, Inc	Completed Date	08/21/2020	Expensed	4,963.39
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00002092	G/L Date	10/16/2020	Amount	6,657.54
Description	2020 HVAC system for KPR Fitness Center	Deliver by Date		Voided	.00
Department	03.301 Park & Recreation Board,Recreation Services	Printed Date	10/19/2020	Discounted	.00
Vendor	1849 - Wright Heating and Air Conditioning Inc.	Completed Date	10/30/2020	Expensed	6,657.54
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

2020-122 Exhibit A

Purchase Order Report

G/L Date Range 01/01/20 - 11/18/20
Sort by Department - Purchase Order Number
Summary Listing

Purchase Order	2020-00001339	G/L Date	05/12/2020	Amount	5,000.00
Description	ED - 2019-20 KSU Business College - CEBI Program	Deliver by Date		Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	05/18/2020	Discounted	.00
Vendor	1100 - Beder, Michael J.	Completed Date	05/22/2020	Expensed	5,000.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Department **05.560 Public Services Department,Central Maintenance Division**

Purchase Order	2020-00001124	G/L Date	03/23/2020	Amount	6,721.15
Description	CM Street Sweeper Rental	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	03/24/2020	Discounted	.00
Vendor	3305 - Jack Doheny Co., Inc.	Completed Date	07/10/2020	Expensed	6,721.15
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00001178	G/L Date	04/03/2020	Amount	4,650.00
Description	CM Purchase of Protective RainSuits for COVID19	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	04/06/2020	Discounted	.00
Vendor	1722 - Fastenal Company	Completed Date	04/17/2020	Expensed	4,650.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00001405	G/L Date	05/29/2020	Amount	4,500.00
Description	CM Concrete for Street & Sidewalk Repair	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	06/04/2020	Discounted	.00
Vendor	2808 - Osborne Inc	Completed Date		Expensed	2,588.75
Type	Then/Now	Expiration Date		Remaining	1,911.25
Status	Open			Encumbered	1,911.25
Purchase Order	2020-00001508	G/L Date	06/19/2020	Amount	6,000.00
Description	CM Paint	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	06/22/2020	Discounted	.00
Vendor	1633 - Sherwin Williams Co.-Ravenna	Completed Date		Expensed	5,591.59
Type	Then/Now	Expiration Date		Remaining	408.41
Status	Open			Encumbered	408.41

2020-122 Exhibit A

Purchase Order Report

G/L Date Range 01/01/20 - 11/18/20
Sort by Department - Purchase Order Number
Summary Listing

Purchase Order	2020-00002188	G/L Date	11/03/2020	Amount	10,392.00
Description	CM Water Metering Equipment	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	11/05/2020	Discounted	.00
Vendor	1380 - Neptune Equipment/NECO	Completed Date	11/13/2020	Expensed	10,392.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00001427	G/L Date	06/03/2020	Amount	3,452.14
Description	Codified Ordinance Update Replacement Pages	Deliver by Date		Voided	.00
Department	08 Council	Printed Date	06/05/2020	Discounted	.00
Vendor	4353 - American Legal Publ. Corp/Walter Drane Co.	Completed Date	06/12/2020	Expensed	3,452.14
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

2020-122 Exhibit A

DRAFT ORDINANCE NO. 2020-123

AN ORDINANCE AUTHORIZING THE CITY MANAGER, OR HIS DESIGNEE, TO EXECUTE A GRANT AGREEMENT WITH NOPEC, INC. AND TO ACCEPT ONE ELECTRONIC CHARGING STATION FOR THE USE IN PUBLIC AREAS, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Kent received notification in February 2020 of a program offered by NextEra, NOPEC's energy supplier to provide a cell phone charging station for use in public areas; and

WHEREAS, the City of Kent made application and was awarded one electronic charging station. The charging station will be located in the new City Hall's lobby once built. Until then, it will be in the City of Kent's Police Department's lobby.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kent, Portage County, Ohio, that:

SECTION 1. That the City Manager, or his designee, is hereby authorized to execute a Grant Agreement with NOPEC, Inc. to accept one electronic charging station for the use in public areas and attached as Exhibit "A", attached hereto and incorporated herein.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council, this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ________________________
Date

____
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: ____________________
Date

ATTEST: ________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF ORDINANCE *No.* ____________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON ______________________, 20________.

(SEAL)

____
AMY WILKENS
CLERK OF COUNCIL

NOPEC, INC. ELECTRONIC DEVICE CHARGING STATION

GRANT AGREEMENT

This Grant Agreement (the "Agreement") is made and entered into by and between NOPEC, Inc. ("NOPEC"), and The City of Kent, Portage County, Ohio ("Grantee"; NOPEC and Grantee, the "Parties") regarding a one-time grant by NOPEC to Grantee of one or more electronic device charging station(s) in accordance with NOPEC Grant criteria, guidelines and requirements ("NOPEC Policy").

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants hereinafter set forth, the Parties hereby agree as follows:

1. **Grant of Electronic Device Charging Station**. NOPEC hereby grants all equipment, components, and parts necessary for a high top style electronic device charging station(s) ("Charging Station") to Grantee in accordance with NOPEC Policy. The Charging Station will contain the NOPEC logo and NOPEC marketing. By executing this Grant Agreement, Grantee authorizes the use and display of NOPEC's logo and marketing on the Charging Station for as long as the Charging Station is used.

2. **Installation of Charging Station.** Grantee shall be solely responsible for the installation of the Charging Station, at Grantee's sole cost and expense. Further, Grantee shall be responsible for any and all operation of, and maintenance required for, the Charging Station and for payment of all electricity used by the Charging Station.

3. **Inability to Perform.** In the event that Grantee does not or cannot install or use the Charging Station, Grantee shall immediately notify NOPEC in writing and return the Charging Station to. NOPEC.

4. **Termination.**

(a) This Agreement shall automatically terminate if Grantee is not a NOPEC member in good standing. A NOPEC member in good standing means a Northeast Ohio Public Energy Council member whose residents are receiving service from Northeast Ohio Public Energy Council's natural gas or electric aggregation program and which has not provided written notice to withdraw from such Northeast Ohio Public Energy Council's natural gas or electric aggregation program.

(b) Notwithstanding any other provision in this Agreement, if Grantee either withdraws from membership in the Northeast Ohio Public Energy Council or from its electric or natural gas aggregation program(s), Grantee shall no longer be eligible for any NOPEC Grants. The provisions of this paragraph are in addition to the termination provisions of this Agreement and to any payments required under the Northeast Ohio Public Energy Council Bylaws and the Northeast Ohio Public Energy Council of Governments Agreement with its member communities in connection with any such withdrawal.

5. **Liability.** Grantee shall maintain, or cause any vendors or subcontractors to maintain, all required liability and property insurance to cover actionable legal claims for liability or loss which are the result of injury to or death of any person, damage to property caused by the negligent acts or omissions, or negligent conduct of the Grantee. To the extent permitted by law,

in connection with activities conducted in connection with this Agreement, Grantee agrees to defend NOPEC and pay any judgments and costs arising out of such negligent acts or omissions, and nothing in this Agreement shall impute or transfer any liability of any nature whatsoever from Grantee to NOPEC, Inc. or the Northeast Ohio Public Energy Council.

6. **Miscellaneous.**

(a) Governing Law. The laws of the State of Ohio shall govern this Agreement. All actions regarding this Agreement shall be venued in a court of competent subject matter jurisdiction in Cuyahoga County, Ohio.

(b) Entire Agreement. This Agreement and any documents referred to herein constitute the complete understanding of the Parties and merge and supersede any and all other discussions, agreements and understandings, either oral or written, between the Parties with respect to the subject matter hereof.

(c) Severability. Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provisions of this Agreement.

(d) Notices. All notices, consents, demands, requests and other communications which may, or are required to be, given hereunder shall be in writing and delivered to the addresses set forth hereunder or to such other address as the other party hereto may designate from time to time:

In case of NOPEC, to:

Charles W. Keiper, II
President
NOPEC, Inc.
31360 Solon Road
Suite 33
Solon, OH 44139

In case of Grantee, to:

Title: City Manager
Name: Dave Ruller
930 Overholt Road
Kent, Ohio 44240

(e) Amendments or Modifications. Either party may at any time during the term of this Agreement request amendments or modifications. Requests for amendment or modification of this Agreement shall be in writing and shall specify the requested changes and justification therefor. The Parties shall review the request for modification in terms of the Project and NOPEC Policy. Should the Parties consent to modification of the Agreement, then an amendment shall be drawn, approved, and executed in the same manner as the original Agreement.

(f) Headings. Section headings contained in this Agreement are inserted for convenience only and shall not be deemed to be a part of this Agreement.

(g) Assignment. Neither this Agreement nor any rights, duties or obligations described herein, shall be assigned or subcontracted by Grantee without the prior express written consent of NOPEC.

(h) Authority. The undersigned represents and warrants to the other that each has all the necessary legal power and authority to enter into this Agreement. Grantee further represents and warrants to NOPEC that it has received all necessary approvals from Grantee's legislative authority for Grantee to accept the Charging Station Grant and enter into this Agreement.

(i) Determinations by NOPEC Final. All determinations as to an award of any Charging Station, will be made by NOPEC and its Committee, which shall be final, conclusive and binding upon Grantee.

(j) Designation of Grantee Representative. Grantee hereby designates its [Fiscal Officer or other position] to take all actions with respect to the Charging Station Grant and this Agreement as may be required and NOPEC shall be entitled to rely on the authority of such designated representative of Grantee in connection with this Agreement.

(k) Marketing Consent. Grantee hereby authorizes NOPEC, Inc. and NOPEC to use information about Grantee's grant(s) and project(s) in any marketing they may conduct, and agrees to cooperate with NOPEC in connection with such marketing.

[*Signature Page to Follow*.]

IN WITNESS WHEREOF, the Parties hereto have executed this Grant Agreement on the last date set forth below.

GRANTEE:	**NOPEC, INC.**:
City of Kent ____________________, Ohio	
Individual Authorized by Grantee's Legislation	
By: David Ruller	By: ______________________
Title: City Manager	Title: ______________________
Date: 10/30/2020	Date: ______________________

[Signature page to NOPEC Energized Community Grant Agreement.]

DRAFT ORDINANCE NO. 2020-124

AN ORDINANCE AMENDING SECTION 915.72 OF THE KENT CODIFIED ORDINANCES, INCREASING THE SEWER RATES OF THE CITY OF KENT, OHIO BY THREE PERCENT (3%) BEGINNING WITH THE FIRST BILLING CYCLE IN JANUARY, 2021, AND DECLARING AN EMERGENCY.

WHEREAS, the cost of treating wastewater at the City of Kent wastewater treatment plant has increased; and

WHEREAS, the City of Kent needs to increase its charges to the utility customers that generate the wastewater by three percent (3%) beginning in January, 2021 to cover said cost increases;

WHEREAS, the current rates do not generate sufficient funds to upgrade and maintain the infrastructure as needed; and

WHEREAS, time is of the essence, to allow the rate increase to take effect with the first billing cycle in January, 2021.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, that:

SECTION 1. That Section 915.72 of the Kent Codified Ordinances be amended to reflect a three percent (3%) increase in wastewater treatment rates as shown in the attached draft, marked Exhibit "A", attached hereto and made a part hereof, effective for the first billing cycle in January, 2021.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ________________________
Date

EFFECTIVE: ______________________
Date

____
Jerry T. Fiala
Mayor and President of Council

ATTEST: ________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *ORDINANCE No.* ____________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON __________________________, 20________.

(SEAL)

____
AMY WILKENS
CLERK OF COUNCIL

EXHIBIT “A”

915.72 WASTEWATER TREATMENT RATES.

(g) For lots, parcels of land, building or premises using water exclusively supplied by the City, such sewage service charge or rental shall be based upon the quantity of water used thereon or therein, as measured by the City water meters installed or approved by the Director and shall be at the rate of **~~fifty-six dollars and eighty eight cents ($56.88)~~** **fifty eight dollars and fifty eight cents ($58.58)** for each 1,000 cubic feet of water consumed that in no event shall such sewage service charge or rental be less than the **~~$56.88~~** **$58.58** amount determined by application of the following schedules to each connection with the works which amount is hereby declared to a minimum charge.

(h) Effective for the first billing cycle January **~~2020~~** **2021:**

MINIMUM CHARGE PER MONTH

Water Meter Line Size Charge (inces)	Quantity (cu. Ft.)	Monthly Minimum Charges	
3/4 and 5/8	300	~~17.08~~	**17.59**
1	900	~~51.19~~	**52.73**
1.5	1800	~~102.38~~	**105.45**
2	2400	~~136.51~~	**140.61**
3	3400	~~193.39~~	**199.19**
4	4500	~~255.97~~	**263.65**
6	9000	~~511.94~~	**527.30**
8	15000	~~853.21~~	**878.81**
10	22500	~~1279.84~~	**1318.24**
12	36000	~~2047.70~~	**2109.14**

(i) Thereafter, the rates for processing sewage will increase as follows:

(1) The sewer rate billing in ~~2020~~ 2021 will increase by three percent (3%).

(2) The sewer rate billing in **~~2021~~** **2022** and every year thereafter, will increase by three percent (3%);

(3) City Council reserves the right to review these increases annually during the capital budget review.

DRAFT ORDINANCE NO. 2020-125

AN ORDINANCE AMENDING SECTION 913.05 OF THE KENT CODIFIED ORDINANCES, INCREASING THE WATER RATES OF THE CITY OF KENT, OHIO BY THREE PERCENT (3%) BEGINNING WITH THE FIRST BILLING CYCLE IN JANUARY, 2021, AND DECLARING AN EMERGENCY.

WHEREAS, the cost of treating potable water at the City of Kent water treatment plant has increased; and

WHEREAS, the City of Kent needs to increase its charges to the utility customers that generate the water by three percent (3%) beginning in January, 2021 to cover said cost increases;

WHEREAS, the current rates do not generate sufficient funds to upgrade and maintain the infrastructure as needed or to cover the increased costs of the chemicals needed to process the water; and

WHEREAS, time is of the essence, to allow the rate increase to take effect with the first billing cycle in January, 2021.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, that:

SECTION 1. That Section 913.05 of the Kent Codified Ordinances be amended to reflect a three percent (3%) increase in water treatment rates as shown in the attached draft, marked Exhibit "A", attached hereto and made a part hereof, effective for the first billing cycle in January, 2021.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ________________________
Date

EFFECTIVE: ______________________
Date

____
Jerry T. Fiala
Mayor and President of Council

ATTEST: ________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *ORDINANCE No.* ____________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON __________________________, 20________.

(SEAL)

____
AMY WILKENS
CLERK OF COUNCIL

EXHIBIT "A"

913.05 RATES AND CHARGES: WATER REVENUE FUND.

(c) For the purposes provided in subsection (b) hereof, the following rates for the product and services of the system are hereby established:

Subject to the minimum charges described below:

Effective for the first billing cycle in January ~~2020~~ 2021.

~~$40.50~~ $41.71 For each 1,000 cubic feet of water consumed up to and including 100,000 cubic feet per month;
~~$38.60~~ **$39.76** For each 1,000 cubic feet of water consumed in excess of 100,000 cubic feet per month up to and including 300,000 cubic feet per month; and
~~$36.46~~ **$37.55** For each 1,000 cubic feet of water consumed in excess of 300,000 cubic feet per month.

MINIMUM CHARGE PER MONTH

Water Meter Line Size Charge (inces)		Quantity (cu. Ft.)		Monthly Minimum Charges	
3/4 and 5/8		300		**~~12.16~~**	**12.52**
1		900		**~~36.46~~**	**37.55**
1.5		1800		**~~72.92~~**	**75.11**
2		2400		**~~97.22~~**	**100.13**
3		3400		**~~137.71~~**	**141.84**
4		4500		**~~182.27~~**	**187.74**
6		9000		**~~364.54~~**	**375.47**
8		15000		~~607.57~~	**625.80**
10		22500		~~911.33~~	**938.67**
12		36000		~~1458.12~~	**1501.86**

(d) In future years, rates for conducting and managing the water production system to supply potable water will increase as follows:

(1) The water rate billing for ~~2020~~ 2021will increase by three percent (3%);
(2) The water rate billing ~~2020~~ 2021 and every year thereafter, will increase by three percent (3%);
(3) City Council reserves the right to review these increases annually during the capital budget review.

DRAFT ORDINANCE NO. 2020-126

AN ORDINANCE AMENDING ORDINANCE NO. 2019-140 THE POSITION ALLOCATION AND GENERAL COMPENSATION PLAN AND DECLARING AN EMERGENCY.

WHEREAS, the City has a change to the Position Allocation to remove the funding source for each position. This year it was determined the funding is better suited for explanation within the City Budget; and

WHEREAS, the City of Kent has changed the General Compensation Plan. First, the dates of the agreement including dated sections such as compensation will be extended one year through 2021; and

WHEREAS, the second change to the General Compensation Plan, is to permanently include the “Temporary Administrative Specialist” position.

WHEREAS, time is of the essence to make these updates to the Position Allocation and the General Compensation Plan.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, that:

SECTION 1. That Council does hereby approve an amendment to the 2019 Position Allocation Ordinance, 2019-140, passed December 18, 2019, so as to update the Position Allocation and General Compensation Plan, as set forth in Exhibit A, attached hereto and incorporated herein.

SECTION 2. That all existing ordinances which are in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ______________________
Date

____
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: ______________________
Date

ATTEST: ______________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *ORDINANCE No.* _______________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON ____________________________, 20_________.

(SEAL)

____
AMY WILKENS
CLERK OF COUNCIL

CITY OF KENT ALLOCATION OF POSITION LIST

December 2020

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
COUNCIL				
Council	1	Clerk of Council	Full-time	Unclassified
CITY MANAGER				
City Manager	1	City Manager	Full-time	Unclassified Management
	1	Assistant to the City Manager	Full-time	Unclasified
	1	Human Resources Manager	Full-time	Unclassified Management
	1	IT & Communications Manager	Full-time	Unclassified Management
CIVIL SERVICE				
Civil Service	1	Civil Service Coordinator	Part-time	Classified
LAW				
Law	1	Director	Full-time	Unclassified Management
	1	Assistant Director	Part-time	Unclassified Management
	1	Asst. Director/Prosecutor	Part-time	Unclassified Management
	1	Secretary	Full-time	Unclasified
BUDGET & FINANCE				
General Accounting	1	Director	Full-time	Unclassified Management
	1	Controller	Full-time	Unclassified Management
	1	Collections Coordinator	Full-time	Unclasified
	1	Payroll Administrator	Full-time	Classified
	5	Account Clerk	Full-time	Classified
Income Tax	1	Tax Auditor	Full-time	Classified
SERVICE				
Administration	1	Director	Full-time	Unclassified Management
	1	Administrative Assistant	Full-time	Unclasified
	1	Construction Clerk	Full-time	Classified
	1	Engineering Aide I	Full-time	Classified
Engineering	1	Deputy Service Director/ Superintendent of Engineering	Full-time	Unclassified Management
	3	Senior Engineer	Full-time	Classified Management
	2	Engineering Technician	Full-time	Classified Management
	1	Engineering Aide II	Full-time	Classified

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
SERVICE - Cont.				
Central Maintenance	1	Utilities Manager	Full-time	Unclassified Management
	1	Facilities Manager	Full-time	Unclassified Management
	1	Maintenance Worker/Carpenter	Full-time	Classified
	3	Chief Operator	Full-time	Classified
	4	Repair Operator	Full-time	Classified
	7	Service Worker	Full-time	Classified
	1	Service Technician/Gardener	Full-time	Classified
	4	Laborer	Full-time	Classified
	1	Account Clerk	Full-time	Classified
	1	Equipment Technician	Full-time	Classified
Vehicle Maintenance	1	Master Mechanic	Full-time	Classified
	3	Mechanic	Full-time	Classified
Utilities	1	Water Plant Manager	Full-time	Classified Management
	1	Water Plant Chief Operator	Full-time	Classified
	1	Water Lab Technician	Full-time	Classified
	1	Plant Mechanic	Full-time	Classified
	5	Water Plant Operator	Full-time	Classified
	1	Laborer	Full-time	Classified
	1	Water Reclamation Plant Mgr.	Full-time	Classified Management
	1	Chemist	Full-time	Unclasified
	1	Laboratory Technician	Full-time	Classified
	1	Environmental Technician	Full-time	Classified
	1	Plant Mechanic	Full-time	Classified
	7	Water Reclamation Plant Operator	Full-time	Classified
	1	Water Rec. Plant Chief Operator	Full-time	Classified
PARKS & RECREATION				
Parks & Recreation	1	Director	Full-time	Unclassified Management
	1	Parks Supervisor	Full-time	Unclassified Management
	1	Recreation Supervisor	Full-time	Unclassified Management
	1	Account Clerk	Full-time	Classified
	2	Park Maintenance Laborer	Full-time	Classified
	1	Senior Parks Crew Leader	Full-time	Classified
	15	Program Instructor	Part-time	Classified

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
	2	Rec Center Coordinator	Part-time	Classified
	1	Senior Citizen Coordinator	Part-time	Classified
	4	Rec Center Leader	Part-time	Classified
	19	Park Maintenance Worker	Seasonal	Classified
	4	Seasonal Laborer	Seasonal	Classified
KABC	5	Sports Coordinator	Part-time	Classified
K-6 Child Care	1	Recreation Specialist	Full-time	Unclasified
	3	Rec Center Coordinator	Part-time	Classified
	13	Rec Center Leader	Part-time	Classified
SAFETY				
Safety	1	Director	Full-time	Unclassified Management
Police	1	Chief	Full-time	Classified Management
	2	Captain	Full-time	Classified Management
	5	Lieutenant	Full-time	Classified Management
	4	Technical Sergeant	Full-time	Classified Management
	31	Police Officer	Full-time	Classified
	1	Dispatch Coordinator	Full-time	Classified
	1	Juvenile Counselor	Full-time	Classified
	6	Detention Officer	Part-time	Classified
	11	Clerk/Dispatcher	Full-time	Classified
	1	Records Clerk	Full-time	Classified
	2	Compliance Officer	Full-time	Classified
	1	Administrative Assistant	Full-time	Classified
	1	Secretary	Full-time	Classified
Fire	1	Chief	Full-time	Classified Management
	1 ***	Assistant Chief	Full-time	Classified Management
	3	Captain	Full-time	Classified Management
	5	Lieutenant	Full-time	Classified Management
	27	Firefighter	Full-time	Classified
	1	Fire Services Specialist	Full-time	Classified
	3 **	Firefighter Paid-on-Call	Part-time	Classified

** 3 Positions authorized as part-time.

*** Position authorized but not funded

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
HEALTH				
Health	1	Health Commissioner	Full-time	Unclassified Management
	1	Chief Sanitarian	Full-time	Classified
	1	Administrative Assistant	Full-time	Unclasified
	1	Secretary	Full-time	Unclasified
	2	Public Health Sanitarian	Full-time	Classified
	1	Accreditation Coordinator	Full-time	Classified
COMMUNITY DEVELOPMENT				
Community Development	1	Director	Full-time	Unclassified Management
	1	Grants & Neighborhood Programs Coordinator	Full-time	Classified
	1	Administrative Assistant	Full-time	Unclasified
	1	Development Planner	Full-time	Classified
	1	Economic Development Director	Full-time	Unclassified Management
	1	Development Engineer	Full-time	Classified Management
Building	1	Building Services Supervisor	Full-time	Classified Management
	1	Construction Clerk	Full-time	Classified
	2	Code Enforcement Officer	Full-time	Classified
	8	Inspector	Part-time	Classified

DRAFT ORDINANCE NO. 2020-127

AN ORDINANCE ACCEPTING AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE RIGHT OF WAY AGREEMENTS FOR THE PURPOSE OF OBTAINING TEMPORARY AND PERMANENT EASEMENTS FOR THE CONSTRUCTION OF THE SOUTHWEST SANITARY PUMP STATION PROJECT, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Kent Council desires to obtain certain temporary and permanent easements from property owners for the construction of the Southwest Sanitary Pump Station Project ("Project"); and

WHEREAS, the property owners listed below have agreed to sell the easement interests to the City for the Project in the amounts listed; and

WHEREAS, the City needs the property for right-of-way purposes for the construction of said Project.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, that:

SECTION 1. That Council does hereby accepts and authorizes the City Manager or his designee to execute the agreements for the City of Kent to obtain temporary and permanent easements for construction of the Southwest Sanitary Pump Station project in substantial conformity with the terms of the Agreement marked as Exhibit "A", attached hereto and incorporated herein for the following properties:

a) Donald A. Strongoli, 1234 Middlebury, temporary easement (3-T), $300.00; previously sent to Council and approved on July 15, 2020, Ord. 2020-67.

b) Steven Kellhofer and Erica Kellhofer, 672 Yacavona, sanitary sewer easement (15-S) for $377.00 for right-of-way purposes.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ______________________
Date

____
Jerry T. Fiala
Mayor and President of Council

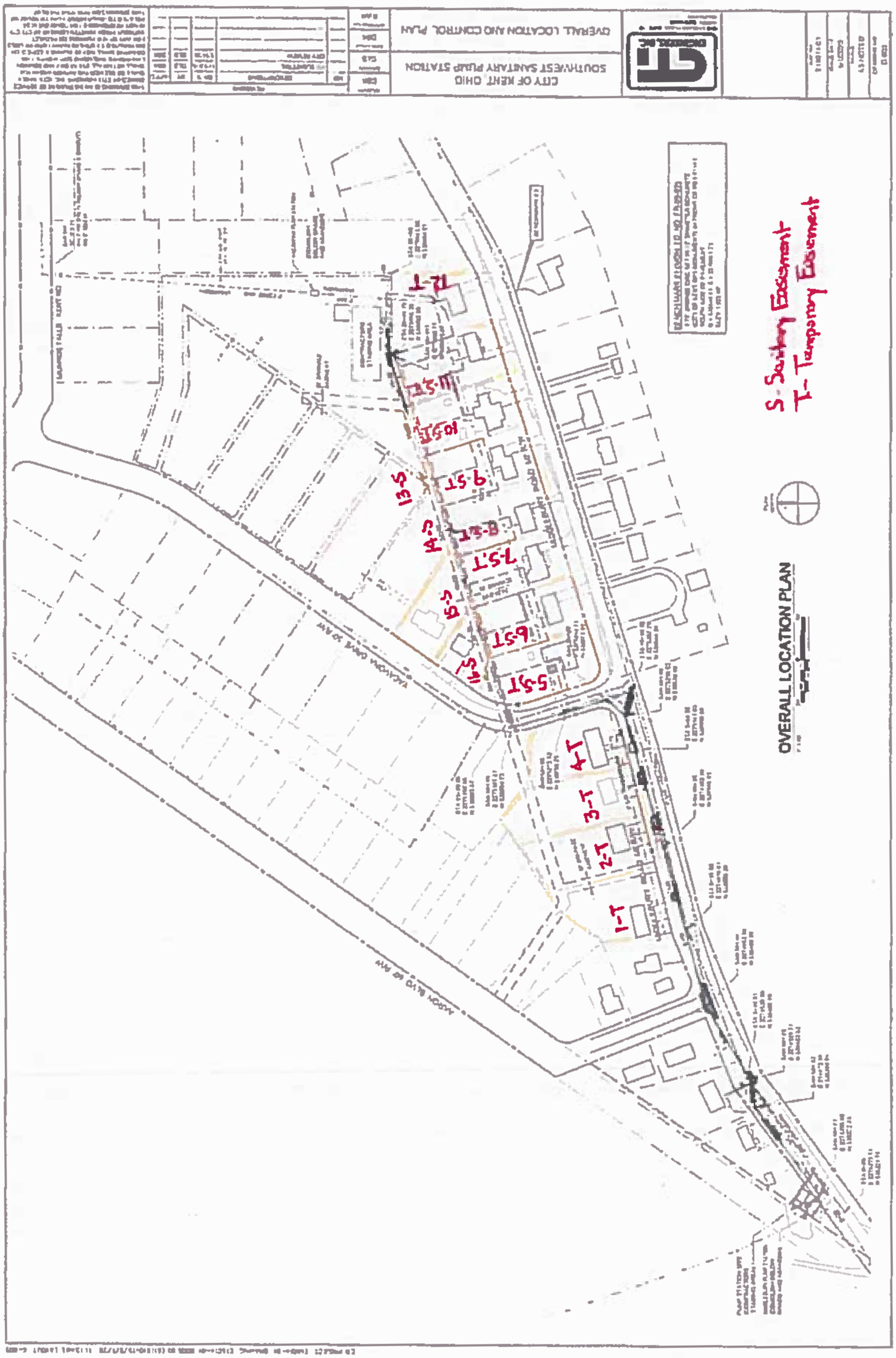
EFFECTIVE: ____________________
Date

ATTEST: ________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *RESOLUTION No.* ______________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON __________________________, 20_________.

(SEAL)

____
AMY WILKENS
CLERK OF COUNCIL



2020-127 Exhibit A

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

To: Dave Ruller
Amy Wilkens

From: Cori Finney

Date: November 16, 2020

RE: Southwest Sanitary Pump Station
Temporary Work Agreements and Permanent Sanitary Easements

Engineering is requesting Council time for the approval of payments to two property owners of two parcels needed for the construction of the Southwest Sanitary Pump Station Project. The project is anticipated to start construction in 2021.

Portions of the existing sanitary sewer upstream of the Middlebury Pump Station and Yacavona Pump Station are located on private property. The new sanitary sewer that will be constructed with the Southwest Sanitary Pump Station project will be either located in the City's right-of-way or in a new sanitary sewer easement. In order to tie the existing laterals into the new sanitary sewer, some temporary work agreements are required. There is also a new sanitary sewer easement that will overlay an existing drainage easement along the rear properties of the east of Yacavona. A total of 11 temporary and 11 permanent easements will be required from 16 parcels. Please see attached map.

The following is a list of parcels and their perspective values included in this request:

Property Owner	Take Number	Take Description	Amount
Donald A. Strongoli	3-T	Temporary	$300
Steven Kellhofer and Erica Kellhofer	15-S	Sanitary	$377

*3-T was previous sent to Council for approval and approved July 15, 2020, see memo dated June 9, 2020 – Updated 7-1-2020. During the approval process, the property was sold. The City's consultant negotiated with the new property owner, Donald A. Strongoli. No payment was made to Toni Kuno, the previous property owner.

The above values were obtained according to the federal right-of-way acquisition process. This process is required for the City to use Federal funds. Negotiation with the remaining four property owners is ongoing.

Cc: Melanie A. Baker, Service Director
James Bowling, P.E., City Engineer
Patti Long, Interim Assistant to the City Manager
Hope Jones, Law Director
Rhonda Hall, Budget & Finance Director
file

2020-127 Exhibit A

TEMPORARY EASEMENT

Donald A. Strongoli, the Grantor(s), in consideration of the sum of $300.00, to be paid by City of Kent, the Grantee, does grant to Grantee the temporary easement(s) to exclusively occupy and use for the purposes mentioned in Exhibit A the following described real estate:

PARCEL(S): 17-009-20-00-036-000 T

CITY OF KENT – SOUTHWEST SANITARY PUMP STATION

SEE EXHIBIT A ATTACHED

Portage County Current Tax Parcel No. 17-009-20-00-036-000
Prior Instrument Reference: Instrument No. 202013584, Portage County Recorder's Office.

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

The duration of the temporary easement(s) granted to the Grantee is 12 months immediately following the date on which the work described above is first commenced by the Grantee, or its duly authorized employees, agents, and contractors.

The temporary easement(s) interest granted is being acquired by Grantee for a public purpose, namely the construction and maintenance of a sewer and utilities in the name of and for the use of the City of Kent.

IN WITNESS WHEREOF Donald A. Strongoli has hereunto set his hand on the 2ND day of November, 2020.

Donald A. Strongoli
DONALD A. STRONGOLI

STATE OF OHIO, COUNTY OF PORTAGE ss:

BE IT REMEMBERED that on the 2nd day of November, 2020, before me the subscriber, a Notary Public in and for said state and county, personally came the above named Donald A. Strongoli, who acknowledged the foregoing instrument to be his voluntary act and deed. No oath or affirmation was administered to Donald A. Strongoli with regard to the notarial act.

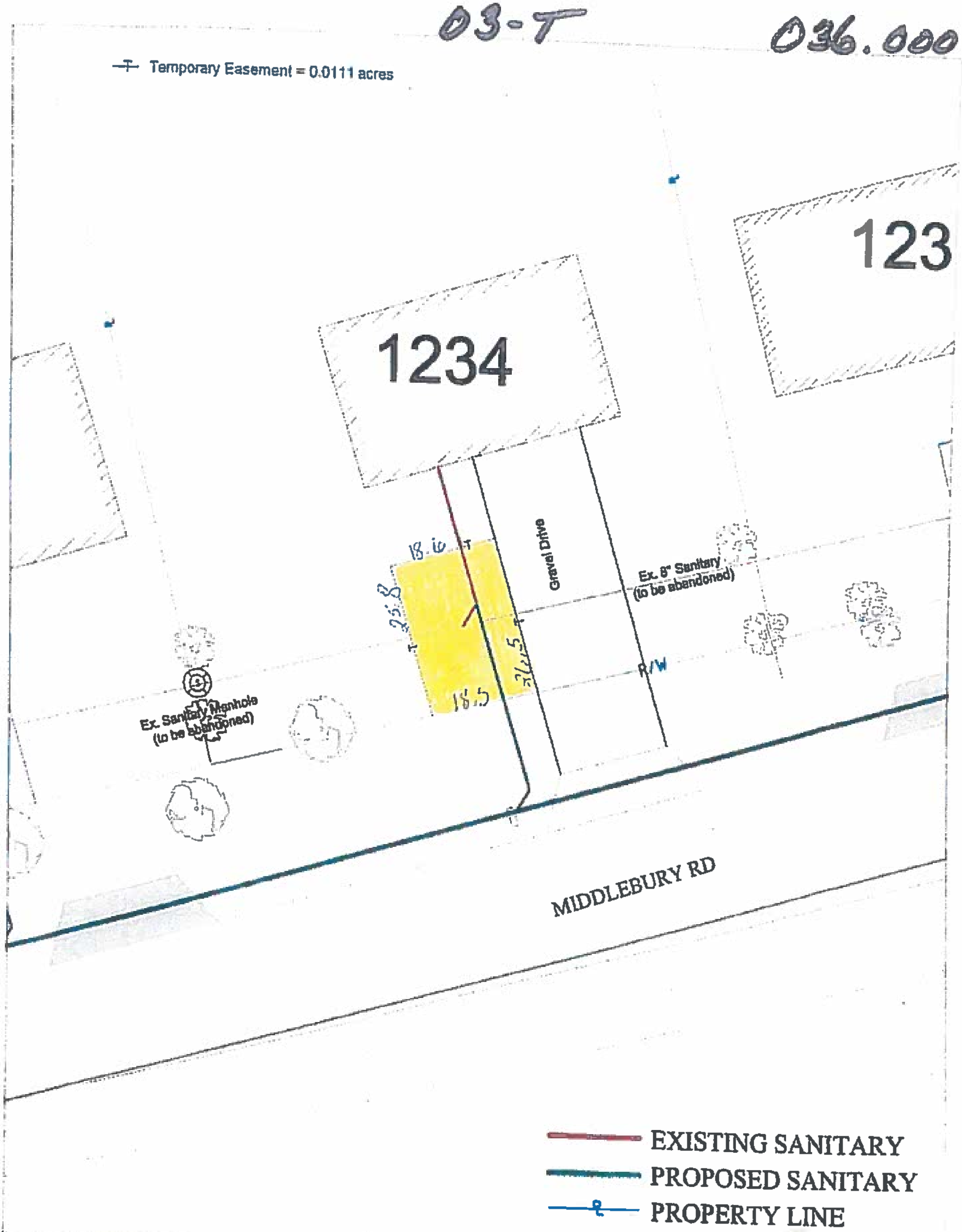
IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

NOTARY PUBLIC ★ STATE OF OHIO

BRIAN MILLER
Notary Public, State of Ohio
My Commission Expires
January 22, 2024

NOTARY PUBLIC
My Commission expires: Jan 22, 2024

This document was prepared by: The City of Kent, Ohio on forms approved by the Ohio Attorney General



DATE 1/21/20	1234 MIDDLEBURY RD KENT, OHIO	NOTE: PROPERTY LINES ARE APPROXIMATE. A SURVEY MUST BE PERFORMED FOR ACCURATE PROPERTY LINE LOCATION	SCALE: 1"=20'

2020-127 Exhibit A

EASEMENT AND RIGHT-OF-WAY AGREEMENT

GRANTING EASEMENT FOR UTILITY LINE CONSTRUCTION

642 YACAVONA DRIVE

FOR AND IN CONSIDERATION of the sum of $377.00, the receipt of which is acknowledged, and such other consideration as is herein below set forth, the undersigned Steven Kellhofer, and Erica Kellhofer, hereinafter referred to as "Grantor(s)", who claim title to certain real estate by deed recorded in Plat Book 13, Page 24 of the Portage County Recorder's Records, does for their heirs, successors, and assigns, hereby give, devise, grant and convey to the City of Kent, Ohio, a municipal corporation, which is hereinafter referred to as "Grantee," its successors and assigns, the perpetual right to a permanent exclusive easement and right-of-way to lay, maintain, operate, repair, remove and replace sanitary and related necessary appurtenances over and through said real estate situated in the City of Kent, County of Portage, State of Ohio and known as being a part of Lot 9 and further known as being part of Sublot 14 of original Franklin Township, said easement being more fully described as follows:

Grantors' Marital Status: Married SDK GLK 11-6-2020

Boundary Description for
642 Yacavona Drive
10 foot Sanitary Sewer Easement
City of Kent, County of Portage, State of Ohio
0.0260 Acre Easement

Situated in the City of Kent, County of Portage and State of Ohio and known as being part of the Original Franklin Township Lot No. 9 and further known as being part of the easterly 90 feet of Sublot 14 as shown on Portage Homesites, recorded in Plat Book 13, Page 24 of the Portage County Recorder's Records and is bounded and described as follows:

Beginning at the southeasterly corner of Sublot 14 and is the PRINCIPAL PLACE OF BEGINNING of the easement herein to be described:

thence South 72°23'11" West, along the southerly line of Sublot 14, 113.58 feet to the southwesterly corner of the easterly 90 feet of Sublot 14;

thence North 55°12'19" West, along the westerly line of the easterly 90 feet of Sublot 14, 12.62 feet to a point thereon;

thence North 72°23'11" East, 113.58 feet to a point on the easterly line of Sublot 14;

thence South 55°12'19" East, along the easterly line of Sublot 14, 12.62 feet to the Principal Place of Beginning and containing 1,135 square feet or 0.0260 acres of land according to a survey by Guy P. Haney, P.S. No. S-7631, for TGC Engineering, LLC in July of 2020. Subject to all highways, easements and covenants of legal record.

Bearings are based on Ohio State Plane Coordinate System, North Zone, NAD 1983, ground.

For Drawings see attached Exhibit A

Together with the right of the City of Kent, its agents or employees, to store earth and materials during the period of construction, repair or replacement of such sewers and other utility lines upon the premises of the Grantor within the described easement.

And grantor does agree to keep said easement free of all permanent structures, providing that the City of Kent, Portage County, Ohio shall operate and maintain said improvement as a public facility in accordance with the standards, policies and procedures of other similar public facilities within the City of Kent and shall properly backfill and restore the ground surface and ground cover vegetation to the condition existing immediately prior to such construction, reconstruction, maintenance or repair; except that said City shall not be required to repair any structures (such as buildings, driveways, light poles and appurtenances, catch basins, storm sewers, utility service lines, pavement, curbing or landscape islands) belonging to Grantor and located within the easement and right-of-way, unless such damage was caused by an intentional act of negligence of the City of Kent, its agents, employees, contractors, licensees, or invitees.

IN WITNESS WHEREOF, the Grantor has hereunto set its signature this 6 day of NOV, 2020.

WITNESS: GRANTOR: [signature]

By: Steven & Erica Kellhofer

Grantor: [signature]

STATE OF OHIO, COUNTY OF PORTAGE, ss.:

This day, before me, a Notary Public of the State and County aforesaid, personally appeared Steven Kellhofer, and Erica Kellhofer, to me known to be the person described in and who executed the foregoing instrument and acknowledgment that they executed the same as their free act and deed, for the purposes therein set forth.

Witness my hand official seal this 6th day of November 2020.

My Commission Expires: 10-19-22

Sean O'Neill
Notary

NOTARIAL SEAL
STATE OF OHIO
SEAN O'NEILL
NOTARY PUBLIC - OHIO
MY COMMISSION EXPIRES 10-19-22

Accepted by City of Kent Council: __________, 2020.

THIS INSTRUMENT PREPARED BY: CTI Engineers, inc.

SKETCH FOR

SANITARY EASEMENT

642 Yacavona Drive

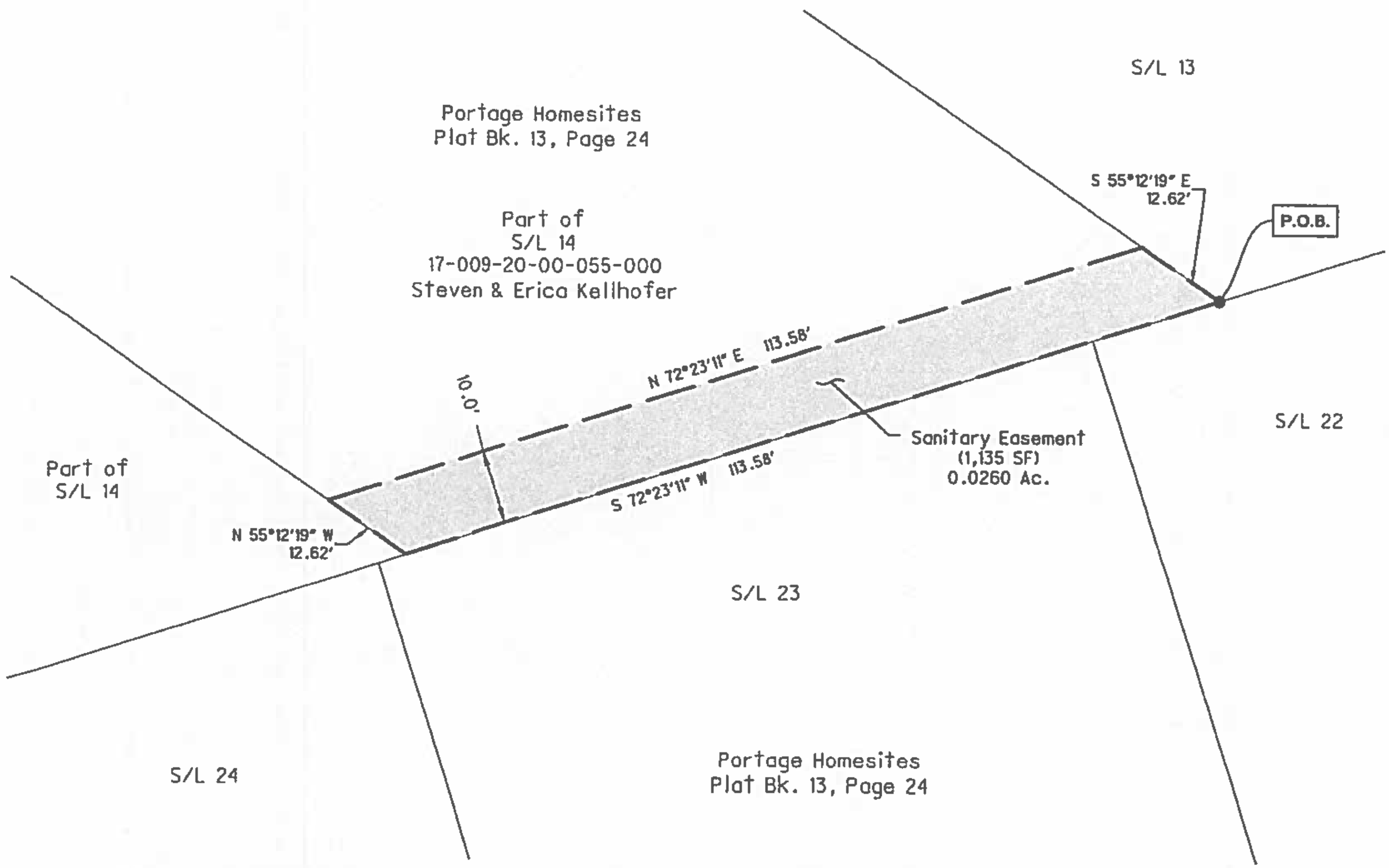
Situated in the City of Kent, County of Portage and State of Ohio and known as being part of Original Franklin Township Lot No. 9

STATE OF OHIO
GUY P. HANEY
S-7631
REGISTERED
PROFESSIONAL SURVEYOR

N

0 10 20
SCALE (IN FEET)
1 inch = 20 ft.

EXHIBIT A



TGC Engineering, LLC
1110 SHARON COPLEY ROAD, P.O. BOX 37
SHARON CENTER, OHIO 44274
(PHONE) 330.239.3804 (FAX) 888.820.8423

642 YACAVONA

KENT SANITARY ESMTS.

PROJECT NUMBER	1654-D
DATE	2020-07-08

1 / 1

File: f:\tgc eng\projects\1654-d kent sw ps easements (11)\dwg\1654 sanitary easements.dwg Saved: 7/20/2020 4:03 PM (brennen ott) Plotted: 7/20/2020 4:08 PM (brennen ott) Plotstyle: (TGC 2017.ctb) Scale: (1:1) Page Setup: (11 BY 8.5 PDF)

DRAFT ORDINANCE NO. 2020-128

AN ORDINANCE AMENDING ORDINANCE NO. 2019-139, THE CURRENT APPROPRIATION ORDINANCE, PASSED DECEMBER 18, 2019; SO AS TO ADJUST APPROPRIATIONS, TRANSFERS AND ADVANCES FROM THE VARIOUS FUNDS OF THE CITY OF KENT TO INDIVIDUAL ACCOUNTS FOR THE CURRENT EXPENSES OF THE CITY FOR THE FISCAL YEAR ENDING DECEMBER 31, 2020; AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to amend current appropriations, transfers and advances for the expenses and other expenditures for the City of Kent, Ohio, for the fiscal year ending December 31, 2020.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, that:

SECTION 1. The current appropriations Ordinance No. 2019-139 passed December 18, 2019; as amended by Ordinance No. 2020-14, passed 2/19/2020, as amended by Ordinance No. 2020-23, passed 3/18/2020, as amended by Ordinance No. 2020-29, passed 4/15/2020, as amended by Ordinance No. 2020-42, passed 5/20/2020, as amended by Ordinance No. 2020-55, passed 6/17/2020, as amended by Ordinance No. 2020-69, passed 7/15/2020, as amended by Ordinance No. 2020-86, passed 8/19/2020, as amended by Ordinance 2020-102, passed 10/21/20, as amended by Ordinance 2020-113, passed 11/18/20, be amended as set forth in Exhibit "A", attached hereto and incorporated herein, so as to increase appropriations in Fund 126, CDBG Fund and Fund 137, Local CARES Act Fund; and Declaring An Emergency.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formation action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reason manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediate after passage.

PASSED: ________________________
Date

EFFECTIVE: ____________________
Date

ATTEST: ________________________
Amy Wilkens
Clerk of Council

____
Jerry T. Fiala
Mayor and President of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *ORDINANCE No.* ________________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON ________________________, 20_____.

(SEAL)

____
AMY WILKENS
CLERK OF COUNCIL

2020 AMENDED APPROPRIATIONS

Fund - Department/Division	Personnel & Benefits	Other than Personnel & Benefits	Capital	Reserve/ Debt Service	Contingency	Fund & Department Total
General Fund (001)						
City Council	$167,708	$32,803				$200,511
Mayor	9,530	5,400				14,930
Community Support		86,500				86,500
City Manager	327,241	66,623				393,864
New City Hall Facility		0				0
Information Technology	85,484	227,968				313,452
Urban Renewal		72,300				72,300
Human Resources	68,790	19,488				88,278
Civil Service	32,425	48,953				81,378
Law	333,967	118,895				452,862
Budget & Finance	220,511	161,662	$3,254			385,427
Community Development	609,174	268,106				877,280
Economic Development	124,748	40,890				165,638
Health	512,327	336,664				848,991
Public Parking		62,000	135,000			197,000
Main Street Program		70,000				70,000
Service Administration	73,619	503,416				577,035
Shade Tree		89,400	10,000			99,400
Adjunct Facilities		22,692				22,692
Building	315,150	70,272				385,422
Land banking		10,000				10,000
Engineering	240,940	98,442				339,382
Miscellaneous & Sundry		390,250				390,250
Contingency					$100,000	100,000
Fund Total	$3,121,614	$2,802,724	$148,254	$0	$100,000	$6,172,592
West Side Fire (101)						
Fire	$278,104	$27,127				$305,231
Fund Total	$278,104	$27,127	$0	$0	$0	$305,231
Street Construction Maintenance & Repair (102)						
Service	$1,182,517	$1,219,427				$2,401,944
Contingency					$25,000	25,000
Fund Total	$1,182,517	$1,219,427	$0	$0	$25,000	$2,426,944
State Highway (103)						
Service		$70,000				$70,000
Fund Total	$0	$70,000	$0	$0	$0	$70,000
Recreation (106)						
Parks & Recreation	$1,427,466	$699,048	$249,000			$2,375,514
Fund Total	$1,427,466	$699,048	$249,000	$0	$0	$2,375,514
Food Service (107)						
Health	$110,523	$8,000				$118,523
Fund Total	$110,523	$8,000	$0	$0	$0	$118,523

2020 AMENDED APPROPRIATIONS

Fund - Department/Division	Personnel & Benefits	Other than Personnel & Benefits	Capital	Reserve/ Debt Service	Contingency	Fund & Department Total
Income Tax (116)						
Budget/Finance/IncTaxAdmin	$308,391	$542,233				$850,624
Managed Reserve				$25,540		25,540
Fund Total	$308,391	$542,233	$0	$25,540	$0	$876,164
Revolving Housing (120)						
Health	$157,979	$10,000				$167,979
Fund Total	$157,979	$10,000	$0	$0	$0	$167,979
State & Local Forfeits (121)						
Police		$0				$0
Fund Total	$0	$0	$0	$0	$0	$0
Drug Law Enforcement (122)						
Police		$9,000				$9,000
Fund Total	$0	$9,000	$0	$0	$0	$9,000
Enforcement & Education (123)						
Police		$11,000				$11,000
Fund Total	$0	$11,000	$0	$0	$0	$11,000
Income Tax Safety (124)						
Police	$7,484,419	$691,110				$8,175,529
Fund Total	$7,484,419	$691,110	$0	$0	$0	$8,175,529
Law Enforcement Trust (125)						
Police		$0				$0
Fund Total	$0	$0	$0	$0	$0	$0
Community Development Block Grant (126)						
Community Development	$17,875	$647,662	$145,165			$810,702
Fund Total	$17,875	$647,662	$145,165	$0	$0	$810,702
NSP (Neighborhood Stabalization Program) Grant (127)						
Community Development	$400	139,160.00				$139,560
Fund Total	$400	$139,160	$0	$0	$0	$139,560
Fire & E.M.S. (128)						
Fire	$4,925,538	$503,774	$452,900			$5,882,212
Fund Total	$4,925,538	$503,774	$452,900	$0	$0	$5,882,212
Wireless 911 (129)						
Safety		$0				$0
Fund Total	$0	$0	$0	$0	$0	$0
Swimming Pool Inspections (130)						
Health	$9,049	$0				$9,049
Fund Total	$9,049	$0	$0	$0	$0	$9,049
Police Pension (132)						
Police	$120,000					$120,000
Fund Total	$120,000	$0	$0	$0	$0	$120,000

2020 AMENDED APPROPRIATIONS

Fund - Department/Division	Personnel & Benefits	Other than Personnel & Benefits	Capital	Reserve/ Debt Service	Contingency	Fund & Department Total
Fire Pension (133)						
Fire	$120,000					$120,000
Fund Total	$120,000	$0	$0	$0	$0	$120,000
UDAG / EDA-RLF (134)						
City Manager/C.D.		$50,000				$50,000
Fund Total	$0	$50,000	$0	$0	$0	$50,000
CHIP Grant (136)						
CHIP Grant/Comm Development		$226,000				$226,000
Fund Total	$0	$226,000	$0	$0	$0	$226,000
Local Coronavirus Relief Dist Fund (137)						
COVID-19		$2,304,149.01				$2,304,149.01
Fund Total	$0	$2,304,149.01	$0	$0	$0	$2,304,149.01
Water (201)						
Service	$1,803,555	$811,998	$760,000			$3,375,553
Service (Capital Facilities)			766,024			766,024
Admin. Support	659,481	73,947	6,450			739,878
Budget & Finance (Debt)				$55,759		55,759
Contingency					$50,000	50,000
Fund Total	$2,463,036	$885,945	$1,532,474	$55,759	$50,000	$4,987,214
Sewer (202)						
Service	$2,113,748	$860,274	$949,592			$3,923,614
Service (Capital Facilities)			71,359			71,359
Admin. Support	659,481	86,398	6,450			752,329
Budget & Finance (Debt)				$581,320		581,320
Contingency					$50,000	50,000
Fund Total	$2,773,229	$946,672	$1,027,401	$581,320	$50,000	$5,378,622
Utility Billing (204)						
Budget & Finance		$92,586				$92,586
Fund Total	$0	$92,586	$0	$0	$0	$92,586
Solid Waste (205)						
Service	$91,128	$161,790	$5,000			$257,918
Fund Total	$91,128	$161,790	$5,000	$0	$0	$257,918
Storm Water Utility (208)						
Service	$250,308		$18,000			$268,308
Service (Capital Facilities)			1,184,868			1,184,868
Admin. Support	332,068	$62,296	1,450			395,814
Budget & Finance (Debt)				$11,168		11,168
Fund Total	$582,376	$62,296	$1,204,318	$11,168	$0	$1,860,158
Guaranteed Deposits (230)						
Budget & Finance		$1,000				$1,000
Fund Total	$0	$1,000	$0	$0	$0	$1,000

2020 AMENDED APPROPRIATIONS

Fund - Department/Division	Personnel & Benefits	Other than Personnel & Benefits	Capital	Reserve/ Debt Service	Contingency	Fund & Department Total
Capital Projects (301)						
Safety			$181,900			$181,900
Service			320,000			320,000
Service (Capital Facilities)			11,716,793			11,716,793
Administrative			51,400			51,400
New Admin. Facility			2,131,000			2,131,000
Budget & Finance (Debt)				$332,439		332,439
Contingency					$25,000	25,000
Fund Total	$0	$0	$14,401,093	$332,439	$25,000	$14,758,532
Municipal Public Improvement Tax Increment Equivalent (302)						
Service (Capital Facilities)						$0
Budget & Finance (Debt)				$1,391,175		1,391,175
Fund Total	$0	$0	$0	$1,391,175	$0	$1,391,175
Police Facility (303)						
Safety (Capital Facilities)			$543,500			$543,500
Budget & Finance (Debt)				$3,132,525		3,132,525
Fund Total	$0	$0	$543,500	$3,132,525	$0	$3,676,025
Debt Service (402)						
Budget & Finance (Debt)				$57,620		$57,620
Fund Total	$0	$0	$0	$57,620	$0	$57,620
Internal Service (807)						
Health Insurance		$3,700,000				$3,700,000
Fund Total	$0	$3,700,000	$0	$0	$0	$3,700,000
Total Appropriations	$25,173,644	$15,810,703.01	$19,709,105	$5,587,546	$250,000	$66,530,998.01
Original Appropriations	$24,787,144	$12,459,693	$13,787,565	$5,472,276	$250,000	$56,756,678
Amendment #1	326,100		5,859,140			6,185,240
Amendment #2		141,213	100,000			241,213
Amendment #3			106,900			106,900
Amendment #4			50,000			50,000
Amendment #5		451,096	(162,500)			288,596
Amendment #6		510,000	(10,000)	114,070		614,070
Amendment #7		8,000				8,000
Amendment #8		832,760.18	(22,000)			810,760.18
Amendment #9		1,230,981.68				1,230,981.68
Amendment #10	60,000	177,359.15		1,200		238,559.15
	$25,173,244	$15,811,103.01	$19,709,105	$5,587,546	$250,000	$66,530,998.01
						$0

2020 AMENDED APPROPRIATIONS - SCHEDULE OF OPERATING TRANSFERS AND TEMPORARY ADVANCES

Paying Fund		Original	Current Request	Change	Receiving Fund
Operating Transfers					
Fund 116 - Income Tax		$3,600,000	$3,600,000	$0	Fund 001 - General
Fund 116 - Income Tax		1,000,000	1,000,000	0	Fund 102 - St Const Maint & Repair
Fund 116 - Income Tax		3,581,444	3,581,444	0	Fund 124 - Income Tax Safety
Fund 116 - Income Tax		3,581,444	3,581,444	0	Fund 128 - Fire & E.M.S.
Fund 116 - Income Tax		3,358,065	3,358,065	0	Fund 301 - Capital Projects
Fund 116 - Income Tax		1,889,496	1,889,496	0	Fund 303 - Police Facility
Fund 116 - Income Tax		60,000	60,000	0	Fund 402 - Debt Service
Total Fund 116 Income Tax		$17,070,449	$17,070,449	$0	
Fund 201 - Water		$47,000	$47,000	$0	Fund 204 - Utility Billing
Fund 202 - Sewer		47,000	47,000	0	Fund 204 - Utility Billing
Fund 001 - General		3,700,000	3,700,000	0	Fund 124 - Income Tax Safety
Fund 001 - General		6,400	6,400	0	Fund 106 - Parks and Rec
Fund 001 - General		1,500,000	0	(1,500,000)	Fund 301 - Capital Projects (for City Hall)
Fund 001 - General		2,100,000	2,100,000	0	Fund 128 - Fire & EMS
Subtotal - Total Operating Transfers		$7,400,400	$5,900,400	($1,500,000.00)	
Temporary Advances					
Fund 106 - Recreation	*	$0	$0	$0	Fund 001 - General
Fund 201 - Water	*	0	0	0	Fund 116 - Income Tax
Fund 202 - Sewer	*	0	0	0	Fund 116 - Income Tax
Fund 205 - Solid Waste	*	56,000	56,000	0	Fund 001 - General
Fund 205 - Solid Waste	*	53,000	53,000	0	Fund 116 - Income Tax
Fund 208 - Storm Water	*	16,000	16,000	0	Fund 116 - Income Tax
Subtotal - Total Advances		$125,000	$125,000	$0	
Grand Total - All Transfers & Advances		$24,595,849	$23,095,849	($1,500,000)	

*** Designates Repayment of Advance**

DRAFT ORDINANCE NO. 2020-129

AN ORDINANCE APPROPRIATING FROM THE VARIOUS FUNDS OF THE CITY OF KENT TO INDIVIDUAL ACCOUNTS FOR THE CURRENT EXPENSES OF THE CITY FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021, AND DECLARING AN EMERGENCY.

WHEREAS, it is provided by law that an annual appropriation ordinance shall be passed by Council; and

WHEREAS, the Ohio Revised Code and the Charter of the City of Kent provide for such ordinance and the method of enacting the same.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, at least a majority (5) of all members elected thereto concurring:

SECTION 1. That to provide for the current expenses and other expenditures of the City of Kent for the fiscal year ending December 31, 2021, the appropriations set forth in Exhibit "A" attached hereto and incorporated herein, are hereby authorized.

SECTION 2. That this Council finds that the budget approved by Council and the appropriation of funds to implement the budget represent the judgment of Council concerning the personnel and other objects of expenditure needed to administer programs approved for the fiscal year, but that conditions may change during the fiscal year and may call for staff reduction or increases, depending upon the facts in each instance, and that, in recognition of this fact, the City Manager shall review requests for additional positions and for filling vacant positions within the limitations of the budget and, consistent with the payroll ordinance, after making a study of each request, the City Manager shall have the authority to approve, disallow, or postpone such requests for additional personnel.

SECTION 3. That every contract for goods and/or services for which funds are herein appropriated is hereby authorized and approved without need for further legislation and the departmental director, commissioner, or officer having supervision or management control over the line item account or accounts from which such funds shall be drawn is hereby authorized to sign such contracts with or without prior competitive biddings as such director, commissioner, or office shall decide, upon such terms or specifications as such director, commissioner, or officer shall desire, on behalf of the City of Kent, it being the intention of this Council that the authorizations hereby given satisfy fully the requirements of Ohio Revised Code Section 735.05 and supersede completely the requirements of Revised Code Section 723.52 and 723.53 and constitute and exercise of the powers given to this Council by Section 3, Article XVIII of the Ohio Constitution, as determined by the Supreme Court of Ohio in the case of State ex rel, Cronin v. Wald, 26 OS (2nd) 22, 55 00 (2nd) 12,268 NE (2nd) 581 (1971); however, that nothing contained herein shall be construed so as to reduce the powers given the Board of Control pursuant to Article VIII, Section 8.03 of the City's Charter.

SECTION 4. That the Director of Budget and Finance (hereinafter, "The Director") be and is hereby authorized and directed to draw his or her warrants against the appropriations hereinafter set forth on Exhibit "A", which is attached hereto and made a part hereof upon presentation of proper certificates and vouchers therefor.

SECTION 5. That the Director is authorized to make the transfer and reimbursements which have been herein above appropriated and which are described on Exhibit "A", which is attached hereto and made a part hereof.

SECTION 6. That any single expenditure not exceeding $10,000 may be made against the contingency line in any particular fund for a purpose consistent with said fund use by written instructions from the City Manager to the Director, which instruction shall include a description of the expenditure which is to be made, the amount to be expended, and the contingency fund against which the expenditure shall be made. Said instructions may consist of a standard purchase order form which is countersigned by the City Manager and bears the added instructions "Charge to contingency fund per Appropriations Ordinance" or some other similar language. In the case of single expenditures which exceed $10,000, charges against the contingency funds shall be made in an identical manner and shall also require prior Board of Control approval, in which instance the instructions to the Director shall bear the language "Charge to Contingency Fund per Board of Control authorization" or other similar words. Regardless of whether a contingency fund expenditure exceeds $10,000, the same is hereby authorized without need for further legislation and the City Manager is hereby authorized to sign any and all such contracts which may relate hereto, with or without prior competitive biddings, as the City Manager shall decide, upon such terms or specifications as he or she shall desire, on behalf of the City of Kent, it being the intention of this Council that the authorizations hereby given satisfy fully the requirements of Ohio Revised Code Section 735.05 and supersede completely the requirements of Revised Code Sections 723.52 and 723.53 and constitute an exercise of the powers given to this Council by Section 3, Article XVIII of the Ohio Constitution, as determined by the Supreme Court of Ohio in the case of State ex rel. Cronin v. Wald, 26 OS the Charter of the City of Kent, Ohio.

SECTION 7. That the City Manager is hereby authorized to sign any and all lease agreements, as the City Manager shall decide, upon such terms or specifications as he or she shall desire, on behalf of the City of Kent, it being the intention of this Council that the authorizations hereby given satisfy fully the requirements of Ohio Revised Code Section 721.03 and supersede completely the requirements of Ohio Revised Code Section 721.03 and constitute an exercise of the powers given to this Council by Section 3, Article XVIII of the Ohio Constitution. The lease authorization granted herein to the City Manager applies to properties rented at market value as determined by the Real Estate Broker retained by the City of Kent to manage said properties; that if there are special circumstances for a specific property, or if a property is to be rented at a rate below market value, the City Manager shall seek approval from City Council for the lease of said property.

SECTION 8. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 9. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ______________________________
Date

____
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: ____________________________
Date

ATTEST: ______________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *ORDINANCE No.* ____________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON _____________________, 20____________.

(SEAL)

____
AMY WILKENS
CLERK OF COUNCIL

2021 ORIGINAL APPROPRIATIONS

Fund - Department/Division	Personnel & Benefits	Other than Personnel & Benefits	Capital	Reserve/ Debt Service	Contingency	Fund & Department Total
General Fund (001)						
City Council	$ 169,108	$ 24,825				$ 193,933
Mayor	9,550	3,900				13,450
Community Support		105,500				105,500
City Manager	335,120	59,175				394,295
New City Hall Facility						-
Information Technology	95,390	226,700				322,090
Urban Renewal		60,250				60,250
Human Resources	101,215	15,510				116,725
Civil Service	32,445	26,325				58,770
Law	336,467	98,905				435,372
Budget & Finance	470,776	138,200				608,976
Community Development	712,873	168,025				880,898
Economic Development	127,589	19,950				147,539
Health	473,772	168,278				642,050
Public Parking		60,650				60,650
Main Street Program		70,000				70,000
Service Administration	244,435	335,425				579,860
Shade Tree		79,375	$ 10,000			89,375
Adjunct Facilities						-
Building	387,151	48,975				436,126
Land banking		7,000				7,000
Engineering	95,566	75,800				171,366
Miscellaneous & Sundry		387,250				387,250
Contingency					$ 100,000	100,000
Fund Total	3,591,457	2,180,018	10,000	$ -	$100,000	5,881,475
West Side Fire (101)						
Fire	246,690	14,150				260,840
Fund Total	246,690	14,150	-	-	-	260,840
Street Construction Maintenance & Repair (102)						
Service	1,187,484	819,404			25,000	2,031,888
Contingency						-
Fund Total	1,187,484	819,404	-	-	25,000	2,031,888
State Highway (103)						
Service		60,000				60,000
Fund Total	-	60,000	-	-	-	60,000
Recreation (106)						
Parks & Recreation	1,280,742	673,000	1,129,000			3,082,742
Fund Total	1,280,742	673,000	1,129,000	-	-	3,082,742
Food Service (107)						
Health	112,882	11,800				124,682
Fund Total	112,882	11,800	-	-	-	124,682

2021 ORIGINAL APPROPRIATIONS

Fund - Department/Division	Personnel & Benefits	Other than Personnel & Benefits	Capital	Reserve/ Debt Service	Contingency	Fund & Department Total
Income Tax (116)						
Budget/Finance/IncTaxAdmin						-
Managed Reserve	135,446	491,850		25,540		652,836
Fund Total	135,446	491,850	-	25,540	-	652,836
Revolving Housing (120)						
Health	138,079	11,550				149,629
Fund Total	138,079	11,550	-	-	-	149,629
State & Local Forfeits (121)						
Police						-
Fund Total	-	-	-	-	-	-
Drug Law Enforcement (122)						
Police		11,000				11,000
Fund Total	-	11,000	-	-	-	11,000
Enforcement & Education (123)						
Police		6,000				6,000
Fund Total	-	6,000	-	-	-	6,000
Income Tax Safety (124)						
Police	7,122,318	696,500				7,818,818
Fund Total	7,122,318	696,500	-	-	-	7,818,818
Law Enforcement Trust (125)						
Police						-
Fund Total	-	-	-	-	-	-
Community Development Block Grant (126)						
Community Development	4,400	209,366	143,000			356,766
Fund Total	4,400	209,366	143,000	-	-	356,766
Fire & E.M.S. (128)						
Fire	4,935,536	508,250	752,000			6,195,786
Fund Total	4,935,536	508,250	752,000	-	-	6,195,786
Wireless 911 (129)						
Safety						-
Fund Total	-	-	-	-	-	-
Swimming Pool Inspections (130)						
Health	9,281					9,281
Fund Total	9,281	-	-	-	-	9,281

2021 ORIGINAL APPROPRIATIONS

Fund - Department/Division	Personnel & Benefits	Other than Personnel & Benefits	Capital	Reserve/ Debt Service	Contingency	Fund & Department Total
Police Pension (132)						
Police	120,000					120,000
Fund Total	120,000	-	-	-	-	120,000
Fire Pension (133)						
Fire	120,000					120,000
Fund Total	120,000	-	-	-	-	120,000
UDAG / EDA-RLF (134)						
City Manager/C.D.		60,000				60,000
Fund Total	-	60,000	-	-	-	60,000
CHIP Grant (136)						
City Manager/C.D.		150,000				150,000
Fund Total	-	150,000	-	-	-	150,000
Water (201)						
Service	1,804,663	877,158	338,000			3,019,821
Service (Capital Facilities)			1,088,700			1,088,700
Admin. Support	436,310	80,260	10,000			526,570
Budget & Finance (Debt)						-
Contingency				61,173	50,000	111,173
Fund Total	2,240,973	957,418	1,436,700	61,173	50,000	4,746,264
Sewer (202)						
Service	1,704,055	796,673	491,300			2,992,028
Service (Capital Facilities)			1,225,000			1,225,000
Admin. Support	376,444	77,660	10,000			464,104
Budget & Finance (Debt)				365,212		365,212
Contingency					50,000	50,000
Fund Total	2,080,499	874,333	1,726,300	365,212	50,000	5,096,344
Utility Billing (204)						
Budget & Finance		92,500				92,500
Fund Total	-	92,500	-	-	-	92,500
Solid Waste (205)						
Admin Support	69,047	176,925				245,972
Service	357,226	69,275	5,000			431,501
Fund Total	426,273	246,200	5,000	-	-	677,473
Storm Water Utility (208)						
Service	357,226	73,055	163,000			593,281
Service (Capital Facilities)			397,500			397,500
Admin. Support	269,498	54,150	10,000	9,968		343,616
Budget & Finance (Debt)						-
Fund Total	626,724	127,205	570,500	9,968	-	1,334,397
Guaranteed Deposits (230)						
Budget & Finance		1,000				1,000
Fund Total	-	1,000	-	-	-	1,000

2021 ORIGINAL APPROPRIATIONS

Fund - Department/Division	Personnel & Benefits	Other than Personnel & Benefits	Capital	Reserve/ Debt Service	Contingency	Fund & Department Total
Capital Projects (301)						
Safety			408,570			408,570
Service			598,000			598,000
Service (Capital Facilities)			2,622,000			2,622,000
Administrative	382,262		25,000			407,262
Budget & Finance (Debt)		125,000		416,854		541,854
Contingency					25,000	25,000
Fund Total	382,262	125,000	3,653,570	416,854	25,000	4,602,686
Municipal Public Improvement Tax Increment Equivalent (302)						
Service (Capital Facilities)						-
Budget & Finance (Debt)		9,000		431,622		440,622
Fund Total	-	9,000	-	431,622	-	440,622
Police Facility (303)						
Safety (Capital Facilities)			20,000			20,000
Budget & Finance (Debt)		62,000		819,095		881,095
Fund Total	-	62,000	20,000	819,095	-	901,095
Debt Service (402)						
Budget & Finance (Debt)						-
Fund Total	-	-	-	-	-	-
Internal Service (807)						
Health Insurance		4,000,000				4,000,000
Fund Total	-	4,000,000	-	-	-	4,000,000
Total Appropriations	$ 24,761,046	$ 12,397,544	$ 9,446,070	$ 2,129,464	$ 250,000	$ 48,984,124
Original Appropriations	$ 24,761,046	$ 12,397,544	$ 9,446,070	$ 2,129,464	$ 250,000	$ 48,984,124
Amendment #1						$0
Amendment #2						$0
Amendment #3						$0
Amendment #4						$0
Amendment #5						$0
Amendment #6						$0
Amendment #7						$0
Amendment #8						$0
	$ 24,761,046	$ 12,397,544	$ 9,446,070	$ 2,129,464	$ 250,000	$ 48,984,124

2021 ORIGINAL APPROPRIATIONS - SCHEDULE OF OPERATING TRANSFERS AND TEMPORARY ADVANCES

Paying Fund	Original	Receiving Fund
Operating Transfers		
Fund 116 - Income Tax	$ 3,600,000	Fund 001 - General
Fund 116 - Income Tax	600,000	Fund 102 - St Const Maint & Repair
Fund 116 - Income Tax	3,368,793	Fund 124 - Income Tax Safety
Fund 116 - Income Tax	3,368,793	Fund 128 - Fire & E.M.S.
Fund 116 - Income Tax	2,616,793	Fund 301 - Capital Projects
Fund 116 - Income Tax	1,684,396	Fund 303 - Police Facility
Fund 116 - Income Tax	0	Fund 402 - Debt Service
Total Fund 116 Income Tax	15,238,775	
Fund 201 - Water	47,318	Fund 204 - Utility Billing
Fund 202 - Sewer	47,318	Fund 204 - Utility Billing
Fund 001 - General	4,381,207	Fund 124 - Income Tax Safety
Fund 001 - General	2,131,207	Fund 128 - Fire & EMS
Subtotal - Total Operating Transfers	6,607,050	
Grand Total - All Transfers	$ 21,845,825	

Department:	Division:	Fund:				Account No:
General Government	Human Resources	General et al				001-570-705-

Line Description	75% General	10% Water	9% Sewer	3% Solid Waste	3% Storm	2021 Total
7001 Employee - Regular Salaries	$ 74,350	$ 9,913	$ 8,922	$ 2,974	$ 2,974	$ 99,133
7004 Retirement (PERS)	10,410	1,390	1,250	420	420	13,890
7005 Medicare	1,080	145	130	44	44	1,443
7006 Health Insurance	13,275	1,770	1,593	531	531	17,700
7009 Unemployment & Workers' Comp	2,100	280	252	84	84	2,800
Total Personnel Services	$ 101,215	$ 13,498	$ 12,147	4,053	4,053	$ 134,966
7210 Travel & Training	$ 700	$	$	$	$	$ 700
7320 Communications/Postage	500					500
7340 Professional Services	9,725					9,725
7350 Maint of Equip & Facility	1,500					1,500
7360 Insurance & Bonding	325					325
7370 Printing, Photocopy, Advertising	100					100
7390 Misc. Contractual Service	2,050					2,050
7410 Office Supplies	200					200
7420 Operating Materials	210					210
7440 Small Tools/Minor Equipment	200					200
Total Operation & Maintenance	$ 15,510	$ 0	$ 0	$ 0	$ 0	$ 15,510
7630 Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Total Capital Outlay	$ 0	$ 0	$ 0	0	0	$ 0
Total	$ 116,725	$ 13,498	$ 12,147	$ 4,053	$ 4,053	$ 150,476

General Government	Division: Financial Administ	Fund: General et al		Account No: 001-570-708-

Line	Description	49% General	14% Inc.Tax	15% Water	Page 1 Subtotal
7001	Employee - Regular Salaries	$ 346,989	$ 99,140	$ 106,221	$ 552,350
7004	Retirement (PERS)	48,960	13,990	14,990	77,940
7005	Medicare	5,071	1,450	1,553	8,074
7006	Health Insurance	60,711	17,346	18,585	96,642
7008	Overtime	2,695	770	825	4,290
7009	Unemployment & Workers' Comp	2,750	2,750	2,750	8,250
7250	Auto Allowance	3,600			3,600
	Total Personnel Services	$ 470,776	$ 135,446	$ 144,924	$ 751,146
7210	Travel & Training	$ 2,800	$	$	$ 2,800
7320	Communications/Postage	17,500		4,800	22,300
7330	Rents & Leases	1,000		8,000	9,000
7340	Professional Services	19,500			19,500
7350	Maintenance of Equipment & Facility	3,100			3,100
7360	Insurance & Bonding	3,700		200	3,900
7370	Printing, Photocopy, Advertising	2,700			2,700
7390	Misc. Contractual Service	80,000		14,400	94,400
7410	Office Supplies	1,900			1,900
7420	Operating Materials	4,000			4,000
7440	Small Tools/Minor Equipment	2,000			2,000
7520	Liability				0
7790	Over/Under				0
	Total Operation & Maintenance	$ 138,200	$ 0	$ 27,400	$ 165,600
7620	Buildings	$	$	$	$ 0
7630	Equipment Items > $2,500				0
	Fin. System Upgrade/Bus. Analytics				
	Total Capital Outlay	$ 0	$ 0	$ 0	$ 0
Total		$ 608,976	$ 135,446	$ 172,324	$ 916,746

General Government	Division: Financial Administration					Account No: 001-570-708-
Line Description		14% Sewer	4% Solid Waste	4% Storm	Utility Billing	2021 Total
7001	Employee - Regular Salaries	$ 99,140	$ 28,326	$ 28,326	$	$ 708,142
7004	Retirement (PERS)	13,990	4,000	4,000		99,930
7005	Medicare	1,450	414	414		10,352
7006	Health Insurance	17,346	4,956	4,956		123,900
7008	Overtime	770	220	220		5,500
7009	Unemployment & Workers' Comp	2,750				11,000
7250	Auto Allowance					3,600
	Total Personnel Services	$ 135,446	$ 37,916	$ 37,916	$ 0	$ 962,424
7210	Travel & Training	$	$	$	$ 200	$ 3,000
7320	Communications/Postage	4,800			41,000	68,100
7330	Rents & Leases	400			400	9,800
7340	Professional Services				2,000	21,500
7350	Maintenance of Equipment & Facility				2,500	5,600
7360	Insurance & Bonding	200	200		200	4,500
7370	Printing, Photocopy, Advertising				4,800	7,500
7390	Misc. Contractual Service	14,400			36,000	144,800
7410	Office Supplies				1,900	3,800
7420	Operating Materials				2,000	6,000
7440	Small Tools/Minor Equipment				1,500	3,500
7520	Liability	5,000				5,000
7790	Over/Under					0
						0
	Total Operation & Maintenance	$ 24,800	$ 200	$ 0	$ 92,500	$ 283,100
7620	Building					$ 0
7630	Equipment Items > $500	$	$		0	$ 0
						0
	Total Capital Outlay	$ 0	$ 0	$ 0	$ 0	$ 0
Total		$ 160,246	$ 38,116	$ 37,916	$ 92,500	$ 1,245,524

Department:	Division:	Fund:				Account No:
General Government	Service Administration	General et al				001-570-710-
		55%	15%	15%	5%	
		001	201	202	Solid	Page A
Line	Description	General	Water	Sewer	Waste	Subtotal
7001	Employee - Regular Salaries	$ 171,272	$ 46,711	$ 46,711	$ 15,571	$ 280,265
7004	Retirement (PERS)	24,441	6,670	6,670	2,223	40,004
7005	Medicare	2,532	691	691	230	4,144
7006	Health Insurance	38,940	10,620	10,620	3,540	63,720
7008	Overtime	2,200	600	600	200	3,600
7009	Unemployment & Workers' Comp	1,450	1,550	1,550	1,550	6,100
7250	Auto Allowance	3,600	0	0	0	3,600
	Total Personnel Services	$ 244,435	$ 66,842	$ 66,842	$ 23,314	$ 401,433
7210	Travel & Training	$ 750	$	$	$	$ 750
7310	Utilities	70,000				70,000
7320	Communications/Postage	2,000			1,000	3,000
7330	Rents & Leases					0
7340	Professional Services	20,000				20,000
7350	Maintenance of Equipment & Facility	24,000				24,000
7360	Insurance & Bonding	6,475			425	6,900
7370	Printing, Photocopy, Advertising	2,800			200	3,000
7390	Misc. Contractual Service	195,000			175,000	370,000
7410	Office Supplies	2,500				2,500
7420	Operating Materials	9,900			100	10,000
7440	Small Tools/Minor Equipment	2,000				2,000
	Total Operation & Maintenance	$ 335,425	$ 0	$ 0	$ 176,725	$ 512,150
		Use 2-26B for Fund 301				
7610	Lands	$	$	$	$	$ 0
7620	Buildings					0
	Service Admin Roof Repair					0
7630	Equipment Items > $2,500					0
	Phone & Network(SS-17-01)					0
	City Wide Phone Network					0
7640	Misc Roadway Lighting Equipment					0
7680	Contract					0
	Storm Water Rate Analysis					0
	Total Capital Outlay	$ 0	$ 0	$ 0	$ 0	$ 0
Total		$ 579,860	$ 66,842	$ 66,842	$ 200,039	$ 913,583

Department:	Division:	Fund:			Account No:
General Government	Service Administration	General et al			001-570-710-

Line	Description	Page A Subtotal	10% Storm Water	Fund 301 Capital Projects	2021 Total
7001	Employee - Regular Salaries	$ 280,265	$ 31,141	$ 0	$ 311,406
7004	Retirement (PERS)	40,004	4,444		44,448
7005	Medicare	4,144	460		4,604
7006	Health Insurance	63,720	7,080		70,800
7008	Overtime	3,600	400		4,000
7009	Unemployment & Workers' Comp	6,100	1,550		7,650
7250	Auto Allowance	3,600	0		3,600
	Total Personnel Services	$ 401,433	$ 45,075	$ 0	$ 446,508
7210	Travel & Training	$ 750	$	$	$ 750
7310	Utilities	70,000			70,000
7320	Communications/Postage	3,000			3,000
7330	Rents & Leases	0			0
7340	Professional Services	20,000	3,000		23,000
7350	Maintenance of Equipment & Facility	24,000			24,000
7360	Insurance & Bonding	6,900	5,150		12,050
7370	Printing, Photocopy, Advertising	3,000			3,000
7390	Misc. Contractual Service	370,000	30,000		400,000
7410	Office Supplies	2,500			2,500
7420	Operating Materials	10,000			10,000
7440	Small Tools/Minor Equipment	2,000			2,000
	Total Operation & Maintenance	$ 512,150	$ 38,150	$ 0	$ 550,300
7610	Lands	$	$	$	$ 0
7620	Buildings				0
	Service Admin Roof Repair				0
7630	Equipment Items > $2,500				0
	Phone & Network(SS-17-01)				0
	City Wide Phone Network				0
7640	Misc Roadway Lighting Equip			10,000	10,000
7680	Contract				0
	Storm Water Rate Analysis				0
	Total Capital Outlay	$ 0	$ 0	$ 10,000	$ 10,000
Total		$ 913,583	$ 83,225	$ 10,000	$ 1,006,808

Department:	Division:	Fund:	Account No:
General Government	Engineering	General et al	001-570-711-

Line Description		10% General		20% Water		15% Sewer		15% Storm Water		40% Capital		2021 Total
7001 Employee - Regular Salaries	$	67,978	$	135,955	$	101,967	$	101,967	$	271,910	$	679,777
7004 Retirement (PERS)		10,147		20,294		15,221		15,221		40,588		101,471
7005 Medicare		1,051		2,102		1,577		1,577		4,204		10,511
7006 Health Insurance		12,390		24,780		18,585		18,585		49,560		123,900
7008 Overtime		2,500		5,000		3,750		3,750		10,000		25,000
7009 Unemployment/Workers' Comp		1,500		3,000		2,250		2,250		6,000		15,000
Total Personnel Services	$	95,566	$	191,131	$	143,350	$	143,350	$	382,262	$	955,659
7210 Travel & Training	$	3,800	$		$		$		$		$	3,800
7280 Vehicle Fuel		2,000										2,000
7320 Communications/Postage		8,000										8,000
7330 Rents & Leases												0
7340 Professional Services		35,000		21,000		21,000		16,000				93,000
7350 Maint.of Equipment & Facility		3,800										3,800
7360 Insurance & Bonding		3,350										3,350
7370 Printing, Photocopy, Advertising		3,000										3,000
7390 Misc. Contractual Service		9,050										9,050
7410 Office Supplies		800										800
7420 Operating Materials		3,000										3,000
7440 Small Tools/Minor Equipment		4,000										4,000
Total Operation & Maintenance	$	75,800	$	21,000	$	21,000	$	16,000	$	0	$	133,800
		Fund 301										
7630 Equipment Items > $2,500	$		$		$		$		$		$	0
Inspection Vehicle replacement				10,000		10,000		10,000		10,000		40,000
Color Plotter Replacement												0
Total Capital Outlay	$	0	$	10,000	$	10,000	$	10,000	$	10,000	$	40,000
Total	$	171,366	$	222,131	$	174,350	$	169,350	$	392,262	$	1,129,459

Department:	Division:	Fund:	Account No:
General Government	Information Technology	General et al	001-570-728-

Line	Description	75% General	10% Water	9% Sewer	3% Solid Waste	3% Storm	2021 Total
7001	Employee - Regular Salaries	$ 70,000	$ 9,334	$ 8,400	$ 2,800	$ 2,800	$ 93,334
7004	Retirement (PERS)	9,800	1,307	1,176	392	392	13,067
7005	Medicare	1,015	136	122	41	41	1,355
7006	Health Insurance	13,275	1,770	1,593	531	531	17,700
7009	Unemployment & Workers' Comp	1,300	300	300			1,900
							0
	Total Personnel Services	$ 95,390	$ 12,847	$ 11,591	$ 3,764	$ 3,764	$ 127,356
7210	Travel & Training	$ 1,500	$	$	$	$	$ 1,500
7320	Communications/Postage	1,400					1,400
7340	Professional Services	156,000	28,360	28,360			212,720
7350	Maint of Equip & Facility	22,000					22,000
7360	Insurance & Bonding	9,000	3,500	3,500			16,000
7370	Printing, Photocopy, Advertising	300					300
7390	Misc. Contractual Service	15,000					15,000
7410	Office Supplies	500					500
7420	Operating Materials	12,000					12,000
7440	Small Tools/Minor Equipment	9,000					9,000
	Total Operation & Maintenance	$ 226,700	$ 31,860	$ 31,860	$ 0	$ 0	$ 290,420
		FUND 301					
7630	Equipment Items > $2,500	$	$ 0	$ 0	$ 0	$ 0	$ 0
7680	Contract						
	Virtualization Software Licensing						0
	Antivirus System Replacement						0
	Host Server for Virtual Server						0
	Windows 10 Upgrades						0
	Backup Firewall	5,000					5,000
	Fire Supression for PD Server Room						0
	Time and Attendance System						0
	Total Capital Outlay	$ 5,000	$ 0	$ 0	$ 0	$ 0	$ 5,000
Total		$ 327,090	$ 44,707	$ 43,451	$ 3,764	$ 3,764	$ 422,776

Department:	Division:	Fund:			Account No:
Transportation	Central Maintenance	SCMR, Water, Sewer, Storm Water			102-560-601-

Line Description		38% SCMR	27% Water	11% Sewer	Page 1 Subtotal
7001	Employee-Regular Salaries	$ 610,000	$ 433,300	$ 176,530	$ 1,219,830
7004	Retirement (PERS)	96,600	67,950	27,520	192,070
7005	Medicare	10,010	7,040	2,850	19,900
7006	Health Insurance	155,000	109,920	44,790	309,710
7008	Overtime	80,000	52,000	20,000	152,000
7009	Unemployment/Workers' Comp	18,000	11,700	4,500	34,200
	Total Personnel Services	$ 969,610	$ 681,910	$ 276,190	$ 1,927,710
7210	Travel & Training	$ 1,900	$ 1,300	$ 1,300	$ 4,500
7280	Vehicle Fuel	8,740	5,980	3,680	18,400
7310	Utilities	186,000	0	0	186,000
7320	Communications/Postage	4,370	2,990	2,990	10,350
7330	Rents & Leases	380	260	260	900
7340	Professional Services	35,700	3,900	3,900	43,500
7350	Maint.of Equipment & Facilities	19,000	13,000	8,000	40,000
7360	Insurance & Bonding	72,000	3,475	6,725	82,200
7370	Printing, Photocopy, Advert	380	260	260	900
7390	Misc. Contractual Service	66,500	45,500	28,000	140,000
7410	Office Supplies	380	260	260	900
7420	Operating Materials	91,200	62,400	38,400	192,000
7430	Salt	200,000			200,000
7440	Small Tools/Minor Equip.	1,254	858	858	2,970
		$ 687,804	$ 140,183	$ 94,633	$ 922,620
7630	Equipment Items > $2,500	$	$	$	$ 0
	Cent Maint Misc Equip.				0
	Pick Up Trucks		18,000	18,000	36,000
	Stump Grinder				0
	Street Sweeper				0
	One Ton Dump Truck				0
	Hoe / excavator		50,000	50,000	100,000
	Leaf collection chassie only				0
Total Capital Outlay		$ 0	$ 68,000	$ 68,000	$ 136,000
Total		$ 1,657,414	$ 890,093	$ 438,823	$ 2,986,330

Department:	Division:	Fund:			Account No:
Transportation	Central Maintenance	SCMR, Water, Sewer, Storm Water			102-560-601-

Line	Description	12% Solid Waste	12% Storm Water	Capital Projects	2021 Total
7001	Employee-Regular Salaries	$ 192,570	$ 192,570	$ 0	$ 1,604,970
7004	Retirement (PERS)	30,910	30,910		253,890
7005	Medicare	3,202	3,202		26,304
7006	Health Insurance	48,852	48,852		407,414
7008	Overtime	24,000	24,000		200,000
7009	Unemployment/Workers' Comp	5,400	5,400		45,000
	Total Personnel Services	$ 304,934	$ 304,934	$ 0	$ 2,537,578
7210	Travel & Training	$	$ 500	$	$ 5,000
7280	Vehicle Fuel	2,300	2,300		23,000
7310	Utilities		0		186,000
7320	Communications/Postage		1,150		11,500
7330	Rents & Leases		100		1,000
7340	Professional Services		1,500		45,000
7350	Maint.of Equipment & Facilities	5,000	5,000		50,000
7360	Insurance & Bonding				82,200
7370	Printing, Photocopy, Advert		100		1,000
7390	Misc. Contractual Service	17,500	17,500		175,000
7410	Office Supplies		100		1,000
7420	Operating Materials	24,000	24,000		240,000
7430	Salt				200,000
7440	Small Tools/Minor Equip.		330		3,300
		$ 48,800	$ 52,580	$ 0	$ 1,024,000
				Fund 301	
7630	Equipment Items > $2,500	$	$	$	$ 0
	Cent Maint Misc Equip.			40,000	40,000
	Pick Up Trucks		18,000	18,000	72,000
	Stump Grinder			55,000	55,000
	Street Sweeper		90,000	180,000	270,000
	One Ton Dump Truck			75,000	75,000
	Hoe / excavator		50,000	100,000	250,000
	Leaf collection chassie only			90,000	90,000
	Total Capital Outlay	$ 0	$ 158,000	$ 558,000	$ 852,000
	Total	$ 353,734	$ 515,514	$ 558,000	$ 4,413,578

Department:	Division:	Account No:
Transportation	Vehicle Maintenance	102-560-602-

Line	Description	50% SCMR	16% Water	10% Sewer	Page 1 Subtotal
7001	Employee - Regular Salaries	$ 141,700	$ 45,340	$ 28,340	$ 215,380
7004	Retirement (PERS)	21,588	6,908	4,318	32,813
7005	Medicare	2,236	715	447	3,399
7006	Health Insurance	35,400	11,328	7,080	53,808
7008	Overtime	12,500	4,000	2,500	19,000
7009	Unemployment & Workers' Comp	4,450	1,424	890	6,764
	Total Personnel Services	$ 217,874	$ 69,715	$ 43,575	$ 331,164
7210	Travel & Training	$ 500	$ 250	$ 250	$ 1,000
7280	Vehicle Fuel	52,500	26,250	10,500	89,250
7310	Utilities	6,100	1,100	1,100	8,300
7320	Communications/Postage	300	150	150	600
7330	Rentals	1,250	625	625	2,500
7340	Professional Services	1,250	625	625	2,500
7350	Maintenance of Equipment & Facility	7,500	1,875	1,875	11,250
7360	Insurance & Bonding	1,700	0	0	1,700
7370	Printing, Photocopy, Advertising	50	25	25	100
7390	Misc. Contractual Service	4,000	1,000	1,000	6,000
7410	Office Supplies	200	100	100	400
7420	Operating Materials	55,000	27,500	10,500	93,000
7440	Small Tools/Minor Equipment	1,250	625	625	2,500
	Total Operation & Maintenance	$ 131,600	$ 60,125	$ 27,375	$ 219,100
	Capital Fund				
7630	Equipment Items > $2,500	$ 0	$	$	$
	Pick up Truck		5,000	5,000	10,000
	Total Capital Outlay	$ 0	$ 5,000	$ 5,000	$ 10,000
Total	Total By Fund	$ 349,474	$ 134,840	$ 75,950	$ 560,264

Department:		Division:	Fund:		Account No:
Transportation		Vehicle Maintenance	SCMR et al		102-560-602-

Line	Description	12% Solid	12% Storm	Capital Projects	2021 Total
7001	Employee - Regular Salaries	$ 34,010	$ 34,010	$ 0	$ 283,400
7004	Retirement (PERS)	5,181	5,181		43,176
7005	Medicare	537	537		4,472
7006	Health Insurance	8,496	8,496		70,800
7008	Overtime	3,000	3,000		25,000
7009	Unemployment & Workers' Comp	1,068	1,068		8,900
	Total Personnel Services	$ 52,292	$ 52,292	$ 0	$ 435,748
7210	Travel & Training	$	$	$	$ 1,000
7280	Vehicle Fuel	8,000	8,000		105,250
7310	Utilities	1,100	1,100		10,500
7320	Communications/Postage				600
7330	Rentals				2,500
7340	Professional Services				2,500
7350	Maintenance of Equipment & Facility	1,875	1,875		15,000
7360	Insurance & Bonding				1,700
7370	Printing, Photocopy, Advertising				100
7390	Misc. Contractual Service	1,000	1,000		8,000
7410	Office Supplies				400
7420	Operating Materials	8,500	8,500		110,000
7440	Small Tools/Minor Equipment				2,500
	Total Operation & Maintenance	$ 20,475	$ 20,475	$ 0	$ 260,050
	Capital Fund			Fund 301	
7630	Equipment Items > $2,500	$ 5,000	$ 5,000	$ 20,000	$ 30,000
	Pick up Truck			20,000	30,000
	Total Capital Outlay	0 5,000	0 5,000	0 40,000	$ 60,000
Total	Total By Fund	$ 77,767	$ 77,767	$ 40,000	$ 755,798

Department: Health Services	Division: Health	Fund: General et al 001-520-201- General 59%		107-520-202- Food Service 16%		120-520-203- Revolving Housing 24%		Account No: Page 1 Total
Line Description								
7001	Employee - Regular Salaries	$	344,330	$ 79,473	$	111,046	$	534,849
7004	Retirement (PERS)		48,242	11,232		15,967		75,441
7005	Medicare		5,000	1,164		1,654		7,818
7006	Health Insurance		64,400	17,463		23,812		105,675
7008	Overtime		1,000	750		0		1,750
7009	Unemployment & Workers' Comp		7,200	2,800		2,600		12,600
7250	Auto Allowance		3,600					3,600
	Total Personnel Services	$	473,772	$ 112,882	$	155,079	$	741,733
7210	Travel & Training	$	1,000	$ 1,250	$	1,000	$	3,250
7280	Vehicle Fuel		400	800		800		2,000
7310	Utilities		6,000					6,000
7320	Communications/Postage		3,000	2,750		2,750		8,500
7330	Rents & Leases		24,500					24,500
7340	Professional Services		87,500					87,500
7350	Maintenance of Equipment & Facilities		1,500	1,500		1,500		4,500
7360	Insurance & Bonding		9,728					9,728
7370	Printing, Photocopy, Advertising		1,500	1,000		1,000		3,500
7390	Misc. Contractual Service		25,000					25,000
7410	Office Supplies		1,000	1,500		1,500		4,000
7420	Operating Materials		6,250	3,000		3,000		12,250
7440	Small Tools/Minor Equipment		900					900
7480	Fees Remitted to State		0					0
7760	Fees Remitted to State		0					0
	Total Operation & Maintenance	$	168,278	$ 11,800	$	11,550	$	191,628
			Fund 301					
7630	Equipment Items > $2,500	$		$	$	0	$	0
								0
	Total Capital Outlay	$	0	$ 0	$	0	$	0
Total		$	642,050	$ 124,682	$	166,629	$	933,361

2020-129 Exhibit A

Department:		Division:	Fund:		Account No:
Health Services		Health	General et al		
Line Description			Page 1 Subtotal	130-520-204- Swimming Pool Inspection 1%	2021 Total
7001	Employee - Regular Salaries		$ 534,849	$ 6,970	$ 541,819
7004	Retirement (PERS)		75,441	976	76,417
7005	Medicare		7,818	102	7,920
7006	Health Insurance		105,675	1,093	106,768
7008	Overtime		1,750	0	1,750
7009	Unemployment & Workers' Comp		12,600	140	12,740
7250	Auto Allowance		3,600	0	3,600
	Total Personnel Services		$ 741,733	$ 9,281	$ 751,014
7210	Travel & Training		$ 3,250	$	$ 3,250
7280	Vehicle Fuel		2,000		2,000
7310	Utilities		6,000		6,000
7320	Communications/Postage		8,500		8,500
7330	Rents & Leases		24,500		24,500
7340	Professional Services		87,500		87,500
7350	Maintenance of Equipment & Facilities		4,500		4,500
7360	Insurance & Bonding		9,728		9,728
7370	Printing, Photocopy, Advertising		3,500		3,500
7390	Misc. Contractual Service		25,000		25,000
7410	Office Supplies		4,000		4,000
7420	Operating Materials		12,250		12,250
7440	Small Tools/Minor Equipment		900		900
7480	Fees Remitted to State		0		0
7760	Fees Remitted to State		0		0
	Total Operation & Maintenance		$ 191,628	$ 0	$ 191,628
7630	Equipment Items > $2,500		$	$	$ 0
	Pick Up Truck Replacment		0		0
	Total Capital Outlay		$ 0	$ 0	$ 0
Total			$ 933,361	$ 9,281	$ 942,642

2020-129 Exhibit A

Department:	Division:	Account No:
Community and Environment	Community Development	001-540-401
		126-

Line	Description	001 General	126 CDBG	136 CHIP	2021 Total
7001	Employee - Regular Salaries	$ 511,403	$ 3,249	$	$ 514,652
7004	Retirement (PERS)	71,740	456		72,196
7005	Medicare	7,430	48		7,478
7006	Health Insurance	106,200	647		106,847
7008	Overtime	1,000	0		1,000
7009	Unemployment & Workers' Comp	11,500	0		11,500
7250	Auto Allowance	3,600	0		3,600
	Total Personnel Services	$ 712,873	$ 4,400	$ 0	$ 717,273
7210	Travel & Training	$ 700	$ 200	$	$ 900
7280	Vehicle Fuel	1,300			1,300
7320	Communications/Postage	24,000	566		24,566
7330	Rents & Leases				0
7340	Professional Services	12,000	19,500		31,500
7350	Maintenance of Equipment & Facility	3,500			3,500
7360	Insurance & Bonding	5,525			5,525
7370	Printing, Photocopy, Advertising	22,000	1,000		23,000
7390	Misc. Contractual Service	20,000	100		20,100
7410	Office Supplies	2,000			2,000
7420	Operating Materials	1,000			1,000
7440	Small Tools/Minor Equipment	1,000			1,000
7560	Social Service Contracts	65,000			65,000
7570	Public Service Contracts		113,000	150,000	263,000
7590	Non-City Property Improvements	10,000			10,000
7992	Program Income Expenditures		75,000		75,000
	Total Operation & Maintenance	$ 168,025	$ 209,366	$ 150,000	$ 527,391
		Fund 301			
7630	Equipment Items > $2,500	$	$ 0	$	$ 0
	CD Replacement Vehicle				0
7680	Community Development Block Grants				0
	Walnut Street Construction		160,000		160,000
	Brady's Leap Hike and Bike Trail				0
	Kent Recreation Center Parking Lot		15,000		15,000
	Total Capital Outlay	$ 0	$ 175,000	$ 0	$ 175,000
Total		$ 880,898	$ 388,766	$ 150,000	$ 1,419,664

Department:	Division:	Fund:	Account No:
Community and Environment	Building	General et al	540-402

Line	Description	General	Water	Sewer	Storm	2021 Total
7001	Employee - Regular Salaries	$ 243,464	$ 5,225	$ 5,225	$ 26,125	$ 280,039
7004	Retirement (PERS)	34,190	732	732	3,660	39,314
7005	Medicare	3,542	76	76	380	4,074
7006	Health Insurance	100,005	885	885	4,425	106,200
7008	Overtime	750	0	0	0	750
7009	Unemployment & Workers' Comp	5,200	150	150	750	6,250
						0
	Total Personnel Services	$ 387,151	$ 7,068	$ 7,068	$ 35,340	$ 436,627
7210	Travel & Training	$ 700	$	$	$	700
7280	Vehicle Fuel	0				0
7320	Communications/Postage	5,800				5,800
7340	Professional Services	27,700				27,700
7350	Maintenance of Equipment & Facility	4,500				4,500
7360	Insurance & Bonding	775				775
7370	Printing, Photocopy, Advertising	1,350				1,350
7390	Misc. Contractual Service	7,000				7,000
7410	Office Supplies	400				400
7420	Operating Materials	250				250
7440	Small Tools/Minor Equipment	500				500
7710	Refunds					0
	Total Operation & Maintenance	$ 48,975	$ 0	$	$ 0	$ 48,975
7630	Equipment Items > $2,500	$ 0	$ 0	$	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$	$ 0	$ 0
Total		$ 436,126	$ 7,068	$ 7,068	$ 35,340	$ 485,602

2020-129 Exhibit A

DRAFT ORDINANCE NO. 2020-130

AN ORDINANCE OF THE CITY OF KENT, OHIO, AUTHORIZING THE CITY'S LAW DIRECTOR TO APPEAR AS *AMICUS CURIAE* AND/OR TO JOIN AS A SIGNATORY OF ANY LOCAL GOVERNMENT AMICUS BRIEF IN SUPPORT OF LOCAL CONVERSION THERAPY BANS, INCLUDING, BUT NOT LIMITED, TO THE CURRENT PETITION FOR REHEARING AND REHEARING EN BANC IN *OTTO ET AL. V CITY OF BOCA RATON ET AL.,* AND DECLARING AN EMERGENCY.

WHEREAS, in 2017, the City of Boca Raton, Florida, and the County of Palm Beach, Florida, each enacted local ordinances prohibiting state-licensed therapists from trying to change the sexual orientation or gender identity of a patient under 18 years old; and

WHEREAS, every leading medical and mental health organization in the country has warned that these practices do not work and put young people at risk of serious harm, including depression, substance abuse, and suicide; and

WHEREAS, in 2018, an anti-LGBTQ legal group filed a federal lawsuit, captioned *Otto v. City of Boca Raton*, challenging the law on First Amendment grounds on behalf of two licensed therapists who wish to engage in conversion therapy with minors; and

WHEREAS, on November 20, 2020, in a 2-1 decision, the Eleventh U.S. Circuit Court of Appeals enjoined bans on the therapy by Boca Raton and Palm Beach County on First Amendment grounds; and

WHEREAS, according to The Trevor Project's research, LGBTQ youth who had undergone conversion therapy were more than twice as likely to report having attempted suicide as those who did not; and

WHEREAS, the Eleventh Circuit Court's decision is a dangerous outlier – two other federal appeals courts have upheld similar protections against conversion therapy, and twenty (20) states and more than eighty (80) localities have enacted similar laws with strong bipartisan support; and

WHEREAS, two local government defendants in the case, City of Boca Raton and Palm Beach County, are filing a petition for rehearing and rehearing en banc before the full Eleventh Circuit; and

WHEREAS, the City of Kent, Ohio is in the process of securing authorization to draft and file a local government amicus brief in favor of rehearing in *Otto v. City of Boca* Raton; and

WHEREAS, as a long-standing champion for diversity, the City of Kent, Ohio should support the City of Boca Raton and Palm Beach County in their petition for rehearing and rehearing *en banc* before the full Eleventh Circuit, the ruling in which could ultimately affect the ability of local governments to protect their LGBTQ youths.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, that:

SECTION 1 That the City of Kent, Ohio, authorizes the City's Law Director to appear as *amicus curiae* and/or to join as a signatory of any local government amicus brief in support of local conversion therapy bans, including, but not limited, to the current petition for rehearing and rehearing en banc in *Otto et al. V City of Boca Raton, et al.*

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ______________________
Date

____
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: ______________________
Date

ATTEST: __________________________
Amy Wilkens
Clerk of Council

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *RESOLUTION No.* ______________, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON __________________________, 20________.

(SEAL)

____
AMY WILKENS
CLERK OF COUNCIL

City Council Regular Meeting Minutes
The City of Kent, Ohio
Wednesday, November 18, 2020

Due to the COVID-19 pandemic, this meeting will be held virtually using the Zoom platform and broadcast live on the City of Kent YouTube Channel.

At 7:30 p.m., Mayor Jerry T. Fiala called the **Regular Meeting of Kent City Council** to order. Roll was taken.

PRESENT: Mr. Jack Amrhein; Mr. Michael DeLeone; Mr. Garret Ferrara; Mr. John Kuhar; Ms. Gwen Rosenberg; Ms. Heidi Shaffer Bish (7:33pm); Mr. Roger Sidoti; Mr. Robin Turner; Ms. Tracy Wallach

ALSO PRESENT: Mr. Jerry T. Fiala, Mayor and President of Council; Mr. Dave Ruller, City Manager; Ms. Hope Jones, Law Director; Ms. Bridget Susel, Community Development Director; Ms. Melanie Baker, Public Service Director; Mr. Jim Bowling, City Engineer; Ms. Joan Seidel, Health Commissioner; Ms. Rhonda Hall, Budget and Finance Director; Mr. Kevin Schwartzhoff, Parks and Recreation Director; Mr. Gary Bishop, IT Manager; Mr. John Tosko, Fire Chief; Mr. Nick Shearer, Chief of Police; Ms. Amy Wilkens, Clerk of Council

Mayor Fiala called upon Councilmember Shaffer Bish for her opening remarks. She was not yet logged into the Zoom meeting due to technical issues; Mayor Fiala led the Pledge of Allegiance.

Approval of Regular Council Meeting Minutes:

MOTION TO APPROVE THE MINUTES OF THE REGULAR COUNCIL MEETING OF October 21, 2020 and the Public Hearing on November 4, 2020 made by Mr. DeLeone SECONDED by Mr. Turner, and CARRIED by a voice vote of 8-0-1 with Ms. Wallach abstaining.

Communication:

Public Comment: There were no visitors signed in to speak with Council. Mayor Fiala made the following announcement:

The City of Kent is accepting applications for the following Boards and Commissions: Planning Commission, Parks and Recreation, Sustainability Commission, Board of Zoning Appeals, Design and Preservation, Stormwater District Review and Appeals. The online application is available at the City website or by calling the Clerk of Council. The deadline to apply for these positions is November 23, 2020 at 4:30 p.m.

Written Communications were reported by Clerk Wilkens and placed on file in the Clerk's office as follows:

1. Standing Rock Meeting Minutes from October 8, 2020 received on October 12, 2020

2. Board of Health Minutes and Statistical report from October 13, 2020 and Agenda for November 10, 2020 received on November 9, 2020

Communications Received after Agenda Publication were reported by Clerk Wilkens and placed on file in the Clerk's office as follows:

1. On November 10, 2020, received notification the Board of Zoning Appeals meeting for November 16, 2020 was cancelled
2. Planning Commission Agenda and Staff Report for the November 17, 2020 received on November 10, 2020
3. Letter from resident Laura Mazur regarding the yard waste drop-off site hours received on November 12, 2020 and forwarded to Council on that date **(Attachment #1)**
4. Civil Service Commission meeting agenda for November 16, 2020 received on November 13, 2020
5. Parks and Recreation Board Packet with minutes from the October 15, 2020 meeting and agenda for the November 19, 2020 meeting received on November 13, 2020

City Manager's Report was called for by Mayor Fiala.

1. Request Council's authorization to approve the terms of the new OPBA union contract for a 3-year term. (Draft #2020-109)
2. Request Council's authorization to accept a $20 donation from Jerry and Joan Skully and Jerry F. Skully for the use by the Kent Fire Department. (Draft #2020-114)
3. Request Council's authorization to accept a $1,200 donation from Mike Pechac in memory of Lavonne Dunaway for use by Kent Parks and Recreation (Draft #2020-115)
4. Request Council's authorization to extend the lease of the Farmer's Market property on Franklin Avenue from November 30, 2020 to the end of the year.
5. Request Committee of the Whole time for Council to review the applicants for vacant positions on City Boards and Commissions.
6. Request Finance Committee time for Council to consider the renewal of the Portage County Public Defender contract with the City.
7. Request Finance Committee time for Council to consider the proposed 2021 Operating Budget.
8. Request Finance Committee time for Council's consideration of a 2020 Budget Appropriations Amendment.
9. Request Finance Committee time for Council's consideration of a new "then and now" procurement policy.
10. Request Land Use Committee time for Council's consideration of a request to subdivide and sell a piece of City property.
11. Request Land Use Committee time for Council to consider a proposed agreement with Klaben for a segment of the hike and bike trail connector along their property.
12. Request an Executive Session to review the proposed update to the City's General

Compensation Plan and Position Allocation.

MOTION TO APPROVE ITEMS #1-12 OF THE CITY MANAGER'S REPORT made by Mr. Amrhein, SECONDED by Ms. Rosenberg, and CARRIED by a voice vote of 9-0.

Mr. Ruller wished City Engineer, Jim Bowling who is turning 50 years old, a very happy birthday. He then introduced Health Commissioner, Joan Seidel, for a message regarding COVID 19 and the upcoming Thanksgiving holiday season.

Ms. Seidel said all are feeling the anticipation of the holiday festivities and the joy it brings but this year to show the most respect and love everyone should have smaller gatherings and only celebrate with people in the same house. The State of Ohio reports the cases per capita (of Covid 19) has risen to 284 per 100,000, which should be 50 per 100,000. The State also reports the positivity rate being 12.8%, with anything over 5% considered exponential growth. The numbers of new cases are very concerning. She said we do not want to be like starlings, which flock together and migrate, we don't want to gather everyone together. We need to be more like a bear, getting provisions, hunkering down in the den and staying safe with a small group of individuals. The reward for doing this is that more people will stay well and healthy and remain out of the hospital. Vaccines are on the horizon with Moderna and Pfizer reporting a 95% efficacy rate. Dr. Fauci from the CDC said he would be pleased with anything over 70%. Until those vaccines arrive, public health interventions need to continue on to keep everyone safe. She wished everyone a safe holiday season.

Mayor Fiala asked Ms. Seidel how long the vaccine will be effective. He had heard five years. Ms. Seidel replied she had heard one to three years but had not heard anything definitive as of now.

STANDING COMMITTEES/ LEGISLATION

1) Committee of the Whole:

MOTION TO APPROVE MEETING MINUTES of November 4, 2020 made by Mr. DeLeone seconded by Ms. Rosenberg, and CARRIED by a voice vote of 8-0-1, with Ms. Wallach abstaining.

NO RECOMMENDED ACTIONS TO APPROVE

Voting for Boards and Commissions

Ms. Rosenberg asked Council if a stipulation needed to be made regarding applicants applying for more than one board or commission requiring them to resign or if it is already understood from a previous resolution.

Ms. Hope Jones replied the Clerk will notify all members if they accept a position and are on another board, they will be required to resign.

Clerk Wilkens added current applicants have been informed of this requirement and are aware of the new rule of only being allowed to serve on one board at a time.

MOTION TO APPROVE THE APPOINTMENT OF ALL APPLICANTS FOR BOARDS AND COMMISSIONS made by Mr. Turner SECONDED by Mr. Sidoti and CARRIED by a voice vote of 9-0.

MOTION TO MOVE NAMES INTO LEGISLATION made by Mr. Turner SECONDED by Mr. DeLeone and CARRIED by a voice vote of 9-0.

Draft No. 2020-104 A RESOLUTION APPOINTING HOWARD BOYLE II TO THE ARCHITECTURE REVIEW BOARD AND DECLARING AN EMERGENCY**,** was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Mr. Kuhar, SECONDED by Mr. Sidoti. On roll call, voting "Yes": Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner and Ms. Wallach. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT NO. 2020-104 made by Mr. Kuhar and SECONDED by Mr. DeLeone. On roll call, voting "Yes": Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner and Ms. Wallach. The Motion CARRIED by a roll call vote of 9-0.

RESOLUTION 2020-104 PASSED as stated by Clerk Wilkens

Draft No. 2020-105 A RESOLUTION APPOINTING CHRISTINE KLEIN TO THE CIVIL SERVICE COMMISSION AND DECLARING AN EMERGENCY**,** was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Mr. Kuhar, SECONDED by Mr. Ferrara. On roll call, voting "Yes": Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach and Mr. Amrhein. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT NO. 2020-105 made by Mr. Kuhar and SECONDED by Mr. DeLeone. On roll call, voting "Yes": Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach and Mr. Amrhein, The Motion CARRIED by a roll call vote of 9-0.

RESOLUTION 2020-105 PASSED as stated by Clerk Wilkens.

Draft No. 2020-106 A RESOLUTION APPOINTING MICHAEL HARRISON AND JANET DAUBER TO THE FAIR HOUSING BOARD AND DECLARING AN EMERGENCY**,** was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Mr. Ferrara, SECONDED by Mr. Kuhar. On roll call, voting "Yes": Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein, and Mr. DeLeone. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT NO. 2020-106 made by Mr. Kuhar and SECONDED by Mr. DeLeone. On roll call, voting "Yes": Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein, and Mr. DeLeone. The Motion CARRIED by a roll call vote of 9-0.

RESOLUTION 2020-106 PASSED as stated by Clerk Wilkens.

Draft No. 2020-107 A RESOLUTION APPOINTING DENISE MOTE TO THE INCOME TAX REVIEW BOARD AND DECLARING AN EMERGENCY**,** was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Mr. DeLeone, SECONDED by Mr. Ferrara. On roll call, voting "Yes": Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein, Mr. DeLeone, and Mr. Ferrara. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT NO. 2020-107 made by Mr. Ferrara and SECONDED by Mr. Kuhar. On roll call, voting "Yes": Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein, Mr. DeLeone, and Mr. Ferrara. The Motion CARRIED by a roll call vote of 9-0.

RESOLUTION 2020-107 PASSED as stated by Clerk Wilkens.

Draft No. 2020-108 A RESOLUTION APPOINTING ERIC DECKER, TARA MURPHY and MIKE MCCLURE TO THE LOAN REVIEW BOARD AND DECLARING AN EMERGENCY**,** was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Mr. Kuhar, SECONDED by Mr. Ferrara. On roll call, voting "Yes": Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, and Mr. Kuhar. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT NO. 2020-108 made by Mr. Kuhar and SECONDED by Mr. Ferrara. On roll call, voting "Yes": Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, and Mr. Kuhar. The Motion CARRIED by a roll call vote of 9-0.

RESOLUTION 2020-108 PASSED as stated by Clerk Wilkens.

Draft No. 2020-109 AN ORDINANCE AUTHORIZING A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF KENT AND THE OHIO PATROLMEN'S BENEVOLENT ASSOCIATION (OPBA), FOR THE PERIOD OF NOVEMBER 1, 2020 THROUGH OCTOBER 31, 2023, AND DECLARING AN EMERGENCY was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Mr. Ferrara, seconded by Mr. DeLeone. On roll call, voting "Yes": Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT NO. 2020-109 made by Mr. Kuhar and seconded by Ms. Wallach. On roll call, voting "Yes": Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg. The Motion CARRIED by a roll call vote of 9-0.

ORDINANCE 2020-108 PASSED as stated by Clerk Wilkens.

2) Community Development Committee:

NO MEETING MINUTES OR RECOMMENDED ACTIONS

3) Streets, Sidewalks and Utilities Committee:

MOTION TO APPROVE MEETING MINUTES of November 4, 2020 made by Mr. Sidoti SECONDED by Mr. DeLeone, and CARRIED by a voice vote of 8-0-1, with Ms. Wallach abstaining.

MOTION TO APPROVE THE STREETS, SIDEWALKS AND UTILITIES COMMITTEE ACTION ITEM made by Mr. Sidoti, SECONDED by Mr. DeLeone and CARRIED by a voice vote of 9-0.

Recommended Actions:

1. Allow the County/City multifamily recycling contract to expire at the end of the year and authorize multifamily properties to make their own arrangement for the collection of recyclables.

Draft No. 2020-110 AN ORDINANCE AUTHORIZING THE CITY MANAGER, OR HIS DESIGNEE, TO AMEND THE CITY OF KENT'S RECYCLING SERVICE CONTRACT WITH PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT SPECIFICIALLY THE RESIDENTIAL MULTI-FAMILY FACILITIES; AND DECLARING AN EMERGENCY**,** was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Mr. Ferrara, SECONDED by Ms. Rosenberg. On roll call, voting "Yes": Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, and Ms. Shaffer Bish. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT NO. 2020-110 made Ms. Shaffer Bish and SECONDED by Mr. Ferrara. On roll call, voting "Yes": Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, and Ms. Shaffer Bish. The Motion CARRIED by a roll call vote of 9-0.

ORDINANCE 2020-110 PASSED as stated by Clerk Wilkens.

4) Health and Safety Committee:

NO MEETING MINUTES OR RECOMMENDED ACTIONS

5) Land Use Committee:

NO MEETING MINUTES OR RECOMMENDED ACTIONS

6) Finance Committee*:*

MOTION TO APPROVE THE FINANCE COMMITTEE MEETING MINUTES OF November 4, 2020 made by Mr. DeLeone, seconded by Mr. Kuhar, and CARRIED by a voice vote of 8-0-1 with Ms. Wallach abstaining.

MOTION TO APPROVE THE FINANCE COMMITTEE ACTION ITEMS made by Mr. DeLeone, seconded by Mr. Sidoti and CARRIED by a voice vote of 9-0.

Recommended Actions:

1. Certify and authorize the submission of the proposed property tax liens
2. Approve the 2021-2025 Capital Improvement Plan
3. Adopt the resolution to authorize the transfer of County tax proceeds
4. Approve the 2020 Budget Appropriation Amendments

Draft No. 2020-111 AN ORDINANCE AUTHORIZING THE CERTIFICATION OF DELINQUENT UNPAID CIVIL OFFENSE FINES: RENTAL LICENSING PROGRAM TO THE COUNTY AUDITOR IN ORDER TO ALLOW FOR THE PLACEMENT OF THE CERTIFIED AMOUNT ON THE REAL PROPERTY TAX LIST, AND DECLARING AN EMERGENCY was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Ms. Shaffer Bish, SECONDED by Mr. Ferrara. On roll call, voting "Yes": Mr. Turner, Ms. Wallach, Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, and Mr. Sidoti. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT NO. 2020-111 made by Ms. Shaffer Bish and SECONDED by Mr. Ferrara. On roll call, voting "Yes": Mr. Turner, Ms. Wallach, Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, and Mr. Sidoti. The Motion CARRIED by a roll call vote of 9-0.

ORDINANCE 2020-111 PASSED as stated by Clerk Wilkens.

Draft No 2020-112 A RESOLUTION REQUESTING THE COUNTY AUDITOR TO ADVANCE ANY PROPERTY TAXES THAT HAVE BEEN COLLECTED PRIOR TO THE NORMAL FEBRUARY SETTLEMENT DATE FROM THE PROCEEDS OF THE 2020 TAX YEAR COLLECTION PURSUANT TO SECTION 321.34 OF THE OHIO REVISED CODE AND DECLARING AN EMERGENCY was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Mr. Kuhar and seconded by Ms. Rosenberg. On roll call, voting "Yes": Ms. Wallach, Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, and Mr. Turner. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT No. 2020-112 made by Mr. Amrhein and SECONDED by Mr. DeLeone. On roll call, voting "Yes": Ms. Wallach, Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, and Mr. Turner. The Motion CARRIED by a roll call vote of 9-0.

RESOLUTION 2020-112 PASSED as stated by Clerk Wilkens.

Draft No. 2020-113 AN ORDINANCE AMENDING ORDINANCE NO. 2019-139, THE CURRENT APPROPRIATION ORDINANCE, PASSED DECEMBER 18, 2019; SO AS TO ADJUST APPROPRIATIONS, TRANSFERS AND ADVANCES FROM THE VARIOUS FUNDS OF THE CITY OF KENT TO INDIVIDUAL ACCOUNTS FOR THE CURRENT EXPENSES OF THE CITY FOR THE FISCAL YEAR ENDING DECEMBER 31, 2020; AND DECLARING AN EMERGENCY was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Mr. Sidoti and SECONDED by Mr. Kuhar. On roll call, voting "Yes": Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, and Ms. Wallach. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT No. 2020-113 made by Mr. Kuhar and seconded by Mr. DeLeone. On roll call, voting "Yes": Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, and Ms. Wallach. The Motion CARRIED by a roll call vote of 9-0.

ORDINANCE 2020- 113 PASSED as stated by Clerk Wilkens.

Draft No. 2020-114 AN ORDINANCE ACCEPTING A DONATION IN THE AMOUNT OF $20.00 TO THE CITY OF KENT FIRE DEPARTMENT FROM JERRY AND JOAN SKULLY AND JERRY F. SKULLY, AND DECLARING AN EMERGENCY was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Mr. Ferrara and seconded by Ms. Rosenberg. On roll call, voting "Yes": Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach, and Mr. Amrhein. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT No. 2020-114 made by Mr. Kuhar and seconded by Mr. Ferrara. On roll call, voting "Yes": Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Ms. Wallach, Mr. Turner and Mr. Amrhein. The Motion CARRIED by a roll call vote of 9-0.

ORDINANCE 2020-114 PASSED as stated by Clerk Wilkens.

Draft No. 2020-115 AN ORDINANCE ACCEPTING A DONATION IN THE AMOUNT OF $1,200.00 TO THE CITY OF KENT PARKS & RECREATION DEPARTMENT FROM MIKE PECHAC IN MEMORY OF LAVONNE DUNAWAY, AND DECLARING AN EMERGENCY was read by title only by Clerk Wilkens per Mayor Fiala's request.

MOTION TO SUSPEND THE THREE READINGS made by Mr. Kuhar and seconded by Ms. Shaffer Bish. On roll call, voting "Yes": Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein and Mr. DeLeone. The Motion CARRIED by a roll call vote of 9-0.

MOTION TO ADOPT DRAFT No. 2020-115 made by Mr. Kuhar and seconded by Mr. DeLeone. On roll call, voting "Yes": Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner, Ms. Wallach, Mr. Amrhein and Mr. DeLeone.

ORDINANCE 2020-115 PASSED as stated by Clerk Wilkens.

Unfinished Business: NONE

New Business:

Mr. Sidoti learned of the partnership with Main Street Kent and Kent State University, providing $20 to spend in downtown businesses and would like to provide something similar to City of Kent employees. He realizes there are many people struggling in the community and many are those working in downtown businesses.

MOTION TO MOVE CITY COUNCIL TO EXTEND TO THE CITY'S 234 EMPLOYEES A GIFT CERTIFICATE OF APPRECIATION IN THE AMOUNT OF $25 FROM THE BUDGETED BUT UNEXPENDED COUNCIL FUNDS TO BE USED IN ANY DOWNTOWN BUSINESSES PARTICIPATING IN THE BLUE, GOLD AND GRATEFUL EFFORT made by Mr. Sidoti, SECONDED by Mr. Ferrara.

Motion Discussion:
Mr. Sidoti said it is a small token of appreciation and it is a little less than $6,000 that can be spent downtown. They are thanking City employees with this and also helping support businesses.

Mr. Ferrara said it is a great idea and a great way to further the partnership where one hand washes the other. The employees do so much to make downtown presentable, keeping things up and running which often goes unnoticed. It is a great opportunity to thank them and help out downtown businesses.

Mr. Kuhar said it is a great idea and asked if they have the funds to cover it.

Mr. Ruller spoke with Ms. Hall when the question was posed to him and she confirmed there are.

Mayor Fiala confirmed with Mr. Sidoti that Council Members would be excluded from this motion.

Ms. Rosenberg added she will be abstaining from the vote due to having a business in downtown Kent. She said making the decision of where to open a business depends on whether

THE MOTION CARRIED with a voice vote of 8-0-1 with Ms. Rosenberg abstaining.

Ms. Wallach asked if anything could be done about the electricity outage on Lock Street in Kent. A machine shop is located on this street and has been without power for a couple of days. Ms. Baker checked the outages in that area and confirmed there are four outages. They are saying the power should be on by 4 pm the next day.

Ms. Wallach confirmed Governor DeWine has imposed a curfew but has not given any consequences for not wearing a mask. She said the reason Covid-19 is out of control is because people are not wearing masks or social distancing. She said now is the time to back up the mask mandate with penalties.

MOTION TO PUT PENALTIES ONTO THE CITY OF KENT MASK MANDATE was made by Ms. Wallach and SECONDED by none. The MOTION FAILED.

Council Comments

Ms. Shaffer Bish apologized for being late due to technical difficulties and is glad the Mayor opened the meeting for her. She knows families are facing difficult decisions at this time to not have the usual Thanksgiving dinner with people coming from out of state and knows it's a sacrifice. She hopes each family makes the right decision for themselves and have a healthy and safe Thanksgiving.

Mr. Kuhar said his family is going to have to biggest turkey in the store and cook it like they always do but there will only be a couple of people instead of a whole table full. They are thankful for all of the things they've had prior/since March. They have family members who had Covid and fortunately they had mild cases. He hopes everyone has a blessed and safe holiday. He congratulated the candidates who won their seats in the past election.

Mayor's Report:

Mayor Fiala wished everyone a happy and healthy Thanksgiving. He recognized the Central Maintenance workers for their hard work picking up leaves and putting up Christmas lights.

The Regular Meeting adjourned at 8:42 P.M.

Amy Wilkens
Amy Wilkens
Clerk of Council

Jerry T. Fiala
Mayor and President of Council

(for council meeting)

July 15th '20

To whom it may concern,

It has been reported repeatedly that as a result of the pandemic more people are working in their yards + gardens. I suspect most gardeners are gardening more too, I know I am.

I have used the cities Yard Waste Drop Off Site often over the years. Some times I might find one other person there. On those occasions I might call out a hello from 80 ft. away as we tend to our separate tasks.

Now, due to the reduced hours of operation and I.D. checking I'm required to come within 6 ft of the city employee and wait in line for 15 minutes on average,

Attachment #1

The yard waste drop off site has gone from being a naturally safe, con vienient city service to one that is less safe + incon vienient.

I feel certain this is not what was intended by city leaders.

I'm writing today to ask those same leaders to revisit their choice — then choose again to provide Kent residents with the safe, convienient Yard Waste Drop Off Site they have counted on over the years.

sincerely, Laura Mazur

Attachment #1

Committee of the Whole Meeting Minutes
The City of Kent, Ohio
Wednesday, December 2, 2020

Due to the COVID-19 pandemic, this meeting was held virtually using the Zoom platform and was broadcast live on the City of Kent YouTube Channel.

Mayor Fiala called the Committee of the Whole of Kent City Council to order at 7:00 p.m.

PRESENT: Mr. Jack Amrhein; Mr. Garret Ferrara; Mr. John Kuhar; Ms. Gwen Rosenberg; Ms. Heidi Shaffer Bish; Mr. Roger Sidoti; Mr. Robin Turner; Ms. Tracy Wallach

ALSO PRESENT: Mr. Jerry T. Fiala, Mayor and President of Council; Mr. Dave Ruller, City Manager; Ms. Hope Jones, Law Director; Ms. Bridget Susel, Community Development Director; Mr. Jim Bowling, City Engineer; Ms. Rhonda Hall, Budget and Finance Director; Ms. Melanie Baker, Service Administration Director; Mr. Gary Bishop, IT Manager; Ms. Joan Seidel, Health Commissioner; Mr. Kevin Schwartzhoff, Parks and Recreation Director; Mr. Nick Shearer, Chief of Police; Ms. Suzanne Stemnock, Human Resource Manager, and Ms. Amy Wilkens, Clerk of Council.

ABSENT: Mr. Michael DeLeone

There was one (1) item on the Agenda.

1. Board and Commission Applications

Mayor Fiala introduced the meeting topic of the review of applications for Boards and Commissions and asked Clerk Wilkens to read the applicant names for Council to discuss in Executive Session. **(Attachment #1)**

Seeing no further business or questions for this committee, it adjourned at 7:03 p.m.

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Amy Wilkens
Clerk of Council

ACTION RECOMMENDED:
1) N/A

Land Use Committee Meeting Minutes
The City of Kent, Ohio
Wednesday, December 2, 2020

Due to the COVID-19 pandemic, this meeting was held virtually using the Zoom platform and was broadcast live on the City of Kent YouTube Channel.

Mr. Garret Ferrara called the Land Use Committee of Kent City Council to order at 7:04 p.m.

PRESENT: Mr. Jack Amrhein; Mr. Garret Ferrara; Mr. John Kuhar; Ms. Gwen Rosenberg; Ms. Heidi Shaffer Bish; Mr. Roger Sidoti; Mr. Robin Turner; Ms. Tracy Wallach

ALSO PRESENT: Mr. Jerry T. Fiala, Mayor and President of Council; Mr. Dave Ruller, City Manager; Ms. Hope Jones, Law Director; Ms. Bridget Susel, Community Development Director; Mr. Jim Bowling, City Engineer; Ms. Rhonda Hall, Budget and Finance Director; Ms. Melanie Baker, Service Administration Director; Mr. Gary Bishop, IT Manager; Ms. Joan Seidel, Health Commissioner; Mr. Kevin Schwartzhoff, Parks and Recreation Director; Mr. Nick Shearer, Chief of Police; Ms. Suzanne Stemnock, Human Resource Manager; and Ms. Amy Wilkens, Clerk of Council.

ABSENT: Mr. Michael DeLeone

There was one (1) item on the Agenda.

1. Proposed Agreement with Klaben/Bike & Hike Trail Connector

   Mr. Ruller said this is an encouraging item as this corridor on West Main Street is a challenge for pedestrians and Mr. Jim Bowling has been working with Klaben to create this connector.

   Mr. Bowling said the agreement states the way the City can work with Klaben to add a sidewalk that is away from the road in an area where there is not an easement. Mr. Bowling said they are requesting Council approval to execute the agreement.

   Ms. Shaffer Bish asked if this is the beginning of what they would like to see on this corridor. Mr. Bowling said it is, and see it as the first small step. In the Capital Plan which was approved in November, it states in 2022 a study will be conducted to improve the corridor and the search for funding to help improve it. This project will set the tone in that area and they hope to begin working on this as soon as the East Main Street Project is completed.

MOTION TO AUTHORIZE THE PROPOSED AGREEMENT BETWEEN THE CITY AND KLABEN FOR A NEW SECTION OF THE HIKE AND BIKE TRAIL made by Ms. Shaffer Bish SECONDED by Mr. Kuhar and CARRIED by a voice vote of 8-0.

Hearing no further business before this Committee, the meeting adjourned at 7:07 p.m.

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Amy Wilkens
Clerk of Council

ACTION RECOMMENDED:

1) **Authorize the proposed Agreement between the City and Klaben for a new section of the Hike & Bike trail**

Streets, Sidewalks and Utilities Committee
Meeting Minutes
The City of Kent, Ohio
Wednesday, December 2, 2020

Due to the COVID-19 pandemic, this meeting was held virtually using the Zoom platform and was broadcast live on the City of Kent YouTube Channel.

Chair Sidoti called the Streets, Sidewalks and Utilities Committee of Kent City Council to order at 7:07 p.m.

PRESENT: Mr. Jack Amrhein; Mr. Garret Ferrara; Mr. John Kuhar; Ms. Gwen Rosenberg; Ms. Heidi Shaffer Bish; Mr. Roger Sidoti; Mr. Robin Turner; Ms. Tracy Wallach

ALSO PRESENT: Mr. Jerry T. Fiala, Mayor and President of Council; Mr. Dave Ruller, City Manager; Ms. Hope Jones, Law Director; Ms. Bridget Susel, Community Development Director; Mr. Jim Bowling, City Engineer; Ms. Rhonda Hall, Budget and Finance Director; Ms. Melanie Baker, Service Administration Director; Mr. Gary Bishop, IT Manager; Ms. Joan Seidel, Health Commissioner; Mr. Kevin Schwartzhoff, Parks and Recreation Director; Mr. Nick Shearer, Chief of Police; Ms. Suzanne Stemnock, Human Resource Manager; and Ms. Amy Wilkens, Clerk of Council.

ABSENT: Mr. Michael DeLeone

There was one (1) item on the Agenda.

1. <u>Proposed Erie Street Closure for Ice Rink</u>

Mr. Ruller said the City has been in talks with Kent State University regarding a shared community ice rink for a couple of years and that it not an easy or cheap project to pull off. When COVID was not as prevalent as it is now, they had discussed this idea with Joan Seidel (Health Commission) who, at that time, thought if it was well managed it could be possible. The original location was on the Esplanade which was not feasible. The closure of Erie Street was then explored as a possible location for the ice rink. The President of Kent State thought is was a great idea as well and all thought it gave the community something to do and look forward to outdoors. Unfortunately, these plans have been preempted due to the increase in Covid numbers, with President Diacon agreeing it would not be able to be done at this time. If at some point in the future the Covid-19 situation improves they will come back to Council for review and approval but at this time this is the best course of action. There is no action item for Council to act on.

Mr. Sidoti asked Mr. Ruller to confirm that everyone likes the idea of the ice rink, but we will postpone with the hope to work with Kent State University in the future once again. He concurred.

Hearing no further business before this Committee, the meeting adjourned at 7:10 p.m.

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Amy Wilkens
Clerk of Council

ACTION RECOMMENDED: NONE

Finance Committee Meeting Minutes
The City of Kent, Ohio
Wednesday, December 2, 2020

Due to the COVID-19 pandemic, this meeting was held virtually using the Zoom platform and was broadcast live on the City of Kent YouTube Channel.

Vice-Chair Wallach called the Finance Committee of Kent City Council to order at 7:10 p.m.

PRESENT: Mr. Jack Amrhein; Mr. Garret Ferrara; Mr. John Kuhar; Ms. Gwen Rosenberg; Ms. Heidi Shaffer Bish; Mr. Roger Sidoti; Mr. Robin Turner; Ms. Tracy Wallach

ALSO PRESENT: Mr. Jerry T. Fiala, Mayor and President of Council; Mr. Dave Ruller, City Manager; Ms. Hope Jones, Law Director; Ms. Bridget Susel, Community Development Director; Mr. Jim Bowling, City Engineer; Ms. Rhonda Hall, Budget and Finance Director; Ms. Melanie Baker, Service Administration Director; Mr. Gary Bishop, IT Manager; Ms. Joan Seidel, Health Commissioner; Mr. Kevin Schwartzhoff, Parks and Recreation Director; Mr. Nick Shearer, Chief of Police; Ms. Suzanne Stemnock, Human Resource Manager; and Ms. Amy Wilkens, Clerk of Council.

ABSENT: Mr. Michael DeLeone

There were six (6) items on the Agenda.

1. <u>Public Defender Contract</u>

Ms. Hope Jones said this is the yearly contract with the Public Defender's office. Last year, Council approved $2,000 to represent indigent defendants and none of it was spent. There is always a possibility it may be needed so she is asking Council permission to enter into agreement for $2,000 for 2021.

There were no questions from the audience or from Council.

MOTION TO APPROVE THE PORTAGE COUNTY PUBLIC DEFENDER'S CONTRACT WITH AN EMERGENCY CLAUSE made by Mr. Amrhein **SECONDED** by Ms. Rosenberg and **CARRIED** with a voice vote of 8-0.

2. <u>Proposed 2021 Operating Budget</u>

Mr. Ruller welcomed Ms. Rhonda Hall to her first Operating Budget presentation to Council. He said she is the steward of the budget process and all of the departments did a great job with being timely and reducing their budgets by 20% this year. He continued by adding the budgets don't change much from year to year, with the Great Recession prompting a "sharpening of pencils" and tightening up areas where the community was a priority. Certain needs do change and the City listens to the needs of the community and City Council to adjust. This year's budget has been impacted by the great unknown and what Covid-19 is going to bring. This year the unknown is THE story of the budget. The good news is that this year we ended up short of where we would have liked, but was helped by additional funding received from the CARES Act, FEMA funding, Bureau of Workers Compensation etc. Income tax funds for next year are uncertain and the bump received from the Kent State University buyout will be gone. KSU is 35-40% of the Income Tax revenue on average and they will be about ½ million dollars less just from the buyouts. The City will start the year about $ ½ million short out of the $16 million budget. RITA has forecasted a possibility of $2.2 million drop in income tax pending the outcome of some court cases and legislation, which is a lot of money. It is a great variable that could swing wildly and everything is very uncertain and the budget assumes the worst. We have taken a 20% cut and have froze position vacancies and constraining expenditures and holding on to cash. Things such as the City Hall are moving forward on due to the historic low interest rates. The recommendation moving forward will be to save whatever cash we have because we don't know where it will be needed next year, but to borrow for that project to leveraging any kind of borrowing money. We will try to keep cash as fluid as possible because of the unknown. We are still okay for another year and have our own supplemental income that can be used, but only for a while. We have been good stewards, which is paying off, and will continue to be hyper aggressive regarding any outside funding. The Unions have agreed to defer raises due to the uncertain times, and the budget reflects that the employees have done what they can too. He concluded by stating that the budget presented is a solid document and will allow the City to continue to live up to the objectives put in place by Council.

Ms. Rhonda Hall said Mr. David Coffee told her in the past they've actually gone through the budget book page by page, all 187 pages. She added "just kidding" and received laughter from Council. She began her presentation by sharing her screen which showed the electronic copy of the budget book. (**Attachment #1**) A few changes were made to the budget process this year to streamline it a bit, putting the budget document in Google Drive and every department head making changes directly to their spreadsheets, which made for a much smoother process. Ms. Hall would like to know if going forward Council would like the budget book or if they would prefer an electronic copy instead.

Ms. Hall started by reviewing the 2021 budget overview on page 1-1. The recommended budget for 2021 is created by first trying to project the revenue, which is the base needed to get the money to make expenditures. The biggest item is income tax and there is a cut. 2021's original budget was actually $16.7 million but was reduced to $15.5 million. The JEDD was left the same as last year because we don't know how it will go and could come back and reduce that part of the budget if needed. Usage charges for water and sewer are considering the 3% increase however the assumption was made that consumption would be down. She highlighted the CARES act funding of $2.261 million in 2020 but nothing in 2021. All of the CARES Act funding has been expended. The $8 million for the City Administrative Building along with the bond proceeds in 2020. They are estimating approximately $50 million in revenues as compared to $46.8 million in 2020. Once the debt is removed it is fairly comparable to last year's budget.

Ms. Hall continued her presentation by reviewing page 1-2, the Revenue Category Comparison chart. Local government types are flat regarding increases, and other governmental aid has an increase due to the CARES Act and then all other revenue there is a slight increase which is pretty typical.

Page 1-3 covers the use of municipal income tax dollars and she reviewed the Capital projects numbers, new police station, fire and emergency service funder, income tax safety fund, general fund, income tax administration. All of the numbers can change depending on what happens with the income tax money. She is looking into changing how income tax dollars are allocated, instead of showing all in fund 116 she is looking at allocating these on a monthly basis.

Ms. Hall reviewed page 1-5 covering the Summary and Comparison of Major Budget Types which are all of the city's fund types and what will be spent on personnel services, operations and maintenance, capital, debt payments and any contingencies.

Mr. Sidoti asked about the use of municipal tax dollars, why nothing is listed under debt service.

Ms. Hall replied there is truly not a debt service fund but this was the special assessment fund and that debt was paid off in 2020. The debt service fund is really the special assessment fund and the remaining debt gets paid out of various funds but mostly the capital project fund. She referred to the budget book on pages 9-1 and 9-2 where the debt is shown, it will show which fund is paying the debt. She will review later in the presentation the bond for the administrative building.

She referenced the totals at the bottom of page 1-5, comparing numbers for 2021 vs. 2020 being only a .6% increase because the Union contract negotiations agreed to a 0% raise but healthcare costs increasing and step increases. Operations and maintenance went down by 6.4% but there were some items that could not be reduced due to contractual items (for example a contract for salt, the use of RITA, etc.). We did our best for the 20% reduction but in some cases, it just wasn't feasible. Total expenditures from 2020 to 2021 went down from $54.9 million to $48.8 million. Page 1-6 is a chart covering the comparison of major budget types. She reviewed page 1-7 which is the program area comparisons of basic utilities, public safety, police facility, transportation, general government, debt service, leisure time activities, contingency operating and non-departmental funds. The general government fund went down due to last year including the $7 million of capital for the administrative building whereas it will not be included in this number in 2021 because it will be appropriated at the beginning of next year. All the other numbers tended to stay the same. The leisure time fund increased slightly due to a grant for the Brady Leap section of the trail. Public utilities increased due to capital projects in that area and general government went down because of the city hall.

Mr. Ferrara asked for further clarification regarding the appropriation of the city hall funds.

Ms. Hall stated in the 2020 budget, $7 million were included in appropriations and nothing was spent, so that money will be appropriated in 2021 to carry it over instead of being included in 2021.

Ms. Shaffer asked why the police facility was so low, if it was due to paying it off.

Ms. Hall said the previous two years were higher due to having the note payment. The note was $2.2 million but in 2020 bonds were issued. Instead of paying off a complete note, now we are showing the bond proceeds on the financial statements and it now has an amortization schedule for the next ten years to show the payments which are also in the debt payment schedule, which will be reviewed next.

Mr. Ferrara asked if the interest paid on the notes for the police building are factored into the recommended budget for the police facility. She then reviewed the budget comparison charts on the next page.

Ms. Hall continued by reviewing the debt service section of the budget book, showing the Issue II loans and what funds they are paid from, and the general obligation which contain the sewer note and the police bonds. Instead of paying off $2.2 million in 2021 and getting proceeds back, the city went out for bonds and got basically a mortgage so now payments are $187,000 with $27,000 in interest (2%). We now have three long term debt issues for the safety center. Issue II loans are interest free.

Ms. Shaffer asked what was OWDA.

Ms. Hall replied it is the Ohio Water Development Agency which is where (City Engineer) Jim Bowling tries to get loans from for sewer projects.

MOTION TO AUTHORIZE THE PROPOSED 2021 CITY OPERATING BUDGET made by Mr. Amrhein **SECONDED** by Ms. Shaffer Bish and **CARRIED** by a voice vote of 8-0.

3. Budget Appropriation Amendment

Ms. Rhonda Hall referenced her memo requesting council to approve the budget amendment and also do a cleanup of the 2020 budget. She does not have the amounts yet, but when Council receives the ordinance at the December 16, 2020 meeting, all of the adjustments will be on that document.

Mr. Sidoti asked if this was considered end of year general housekeeping. She said her department will be going through each line item to ensure any negative lines are positive by moving funds from one-line item to another. The legal limits of controls for budgets are anything in Operations and Maintenance, they have the authority (without Council approval) to move from one line to another. In the past department heads came to Council for approval to move funds within the same group, but legally this is not required and in 2021 she would like to move funds from one line to another and continue to keep them informed of costs, but just not coming to Council for this movement. This will cut down on unnecessary administrative tasks.

MOTION TO APPROVE THE 2020 BUDGET APPROPRIATIONS AMENDMENTS made by Ms. Shaffer Bish, **SECONDED** by Mr. Sidoti and **CARRIED** by a voice vote of 8-0.

4. Then and Now Purchase Order List Certification

Ms. Rhonda Hall said this is something new and is in accordance with ORC section 5705.41 (d). The City must have approval from Council for the “then and now” certificates that exceed $3,000. She added what this means is that someone purchased something, went and got a purchase order for it afterwards, and it was in excess of $3,000. Those should be approved through Council, so within her memo (**Attachment #2**) she included the list of purchase orders. They are trying to limit this from happening, but the “then and now” purchase order allows them to keep moving along with the process and prevents a citation from the State Auditor as well.

MOTION TO AUTHORIZE THE “THEN AND NOW” LIST OF PURCHASE ORDERS FOR 2020 WITH AN EMERGENCY CLAUSE was made by Mr. Kuhar, **SECONDED** by Ms. Rosenberg and **CARRIED** by a voice vote of 8-0.

5. NOPEC Phone Charging Station

Mr. Ruller said this project was started by Harrison Wicks who was working with Melanie Baker on the NOPEC grant. They were approached with the opportunity of these cellular charging stations and the paperwork was completed to be a potential recipient of a free phone charging station that could be used in public places. Their thoughts were at some point, once the new Administrative Building is completed, to place this in the lobby.

Ms. Baker said in February 2020 this opportunity became available to all NOPEC communities and were awarded. This is being brought to Council to allow them to accept this station. They are looking at temporarily placing it in the Police Station lobby until the Administration Building is done.

Mayor Fiala asked if this was discussed back when application was made and there really wasn’t a place to put it. Ms. Baker said that was discussed in the NOPEC meeting but this was from the beginning of the year.

MOTION TO APPROVE THE ACCEPTANCE OF THE NOPEC PUBLIC PHONE CHARGING STATION WITH AN EMERGENCY CLAUSE was made by Mr. Ferrara **SECONDED** by Ms. Rosenberg and **CARRIED** by a voice vote of 8-0.

6. 2021 Position Allocation Ordinance

Ms. Suzanne Stemnock started by answering Mr. Ruller's question regarding how the sequence usually occurs, with a discussion first and then move to Executive Session to discuss the General Comp Plan. She added there is not a lot to discuss due to no negotiations and with the budget restrictions there were no position allocation changes. The only new thing is the funding that used to be from the position allocation was placed in the budget.

Ms. Hall added, in the budget books, salaries were allocated to various areas and are planning in the forthcoming Budget Ordinance to show the allocation of salaries based on where they are in the budget book.

MOTION TO APPROVE THE POSITION ALLOCATION ORDINANCE WITH AN EMERGENCY CLAUSE was made by Mr. Kuhar SECONDED by Mr. Amrhein and **CARRIED** by a voice vote of 8-0.

MOTION TO MOVE TO EXECUTIVE SESSION made by Mr. Amrhein **SECONDED** by Ms. Wallach and on roll call all voting "Yes"; Mr. Amrhein, Mr. Ferrara, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer Bish, Mr. Sidoti, Mr. Turner and Ms. Wallach.

Mr. Amrhein read the following statement:
To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

MOTION TO EXCUSE MR. DELEONE FROM THE EXECUTIVE SESSION made by Mr. Amrhein, **SECONDED** by Mr. Kuhar and **CARRIED** by a voice vote of 8-0.

Council moved into Executive Session at 7:55 p.m.

A MOTION TO ADJORN EXECUTIVE SESSION was made by Mr. Kuhar and **SECONDED** by Mr. Amrhein and **CARRIED** by a voice vote of 8-0 at 8:12 p.m.

A MOTION TO APPROVE THE POSITION ALLOCATION ALONG WITH THE GENERAL COMPENSATION PLAN was made by Mr. Ferrara, **SECONDED** by Mr. Amrhein and **CARRIED** by a voice vote of 8-0.

Hearing no further business, the meeting adjourned at 8:13 p.m.

Amy Wilkens
Clerk of Council

ACTION RECOMMENDED:

1) **Authorize the renewal of the Portage County Public Defender's contract for 2021**
2) **Authorize the prosed 2021 proposed City Operating budget**
3) **Authorize the submitted 2020 Budget Appropriations**
4) **Authorize the "then and now" list of purchase orders for 2020**
5) **Approve the acceptance of the NOPEC public phone charging station**
6) **Approve the 2021 position allocation ordinance**

CITY OF KENT, OHIO

2021 Proposed Budget

12.02.20 Finance Committee Meeting
Attachment #1

CITY OF KENT, OHIO

2021 RECOMMENDED BUDGET

CITY OF KENT
2021 RECOMMENDED BUDGET
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CITY OF KENT
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12.02.20 Finance Committee Meeting
Attachment #1

City Manager's Budget Message

2021 Proposed Operating Budget

November 19, 2020

To: Honorable Mayor and Members of City Council

The City Charter [*Section 42. e*] requires the development of an annual budget that provides a financial plan for all City funds and activities for the ensuing fiscal year, and I am pleased to fulfill that obligation with the submission of this draft 2021 Proposed Operating Budget for City Council's consideration.

Overview

The 2021 proposed City budget contains the budgetary line items that the staff recommends for sustaining the levels of services in our community for 2021. We submit this budget believing that it represents the best balance between what we can afford and what Kent residents and businesses expect from their City government.

In asking for your approval of the budget, we are seeking confirmation that the funding decisions contained in this budget are aligned with the goals and priorities of City Council and the Kent community. The budget that you adopt will set the stage for what we are capable of achieving in 2021, as it governs the pace of progress towards our strategic priorities through the resource allocation decisions contained within it.

The emergence of COVID19 in 2020 created an unprecedented disruption of lives, jobs, and public activities that are the foundation of Kent's economy. As a result, Kent experienced major economic displacement across all sectors of the economy that were impacted by COVID19, particularly dining and higher education which have historically been the drivers of Kent's prosperity.

After starting 2020 with early gains in income taxes (up 8%), pandemic related job losses piled-up by mid-summer, reversing the gains and producing a steep decline in City income tax receipts (-6%). Fortunately, the timing of employee buy-outs at Kent State University combined with COVID related federal and state emergency pandemic funding, enabled the City to temporarily bridge those income tax losses.

City Departments took steps to mitigate the losses by freezing non-essential vacant positions and reducing their 2020 operating budgets by up to 20%. With RITA's 2021 income tax estimates forecasting losses for Kent ranging between $500,000 and $2.2 million, we have extended those budget reductions in the proposed 2021 budget.

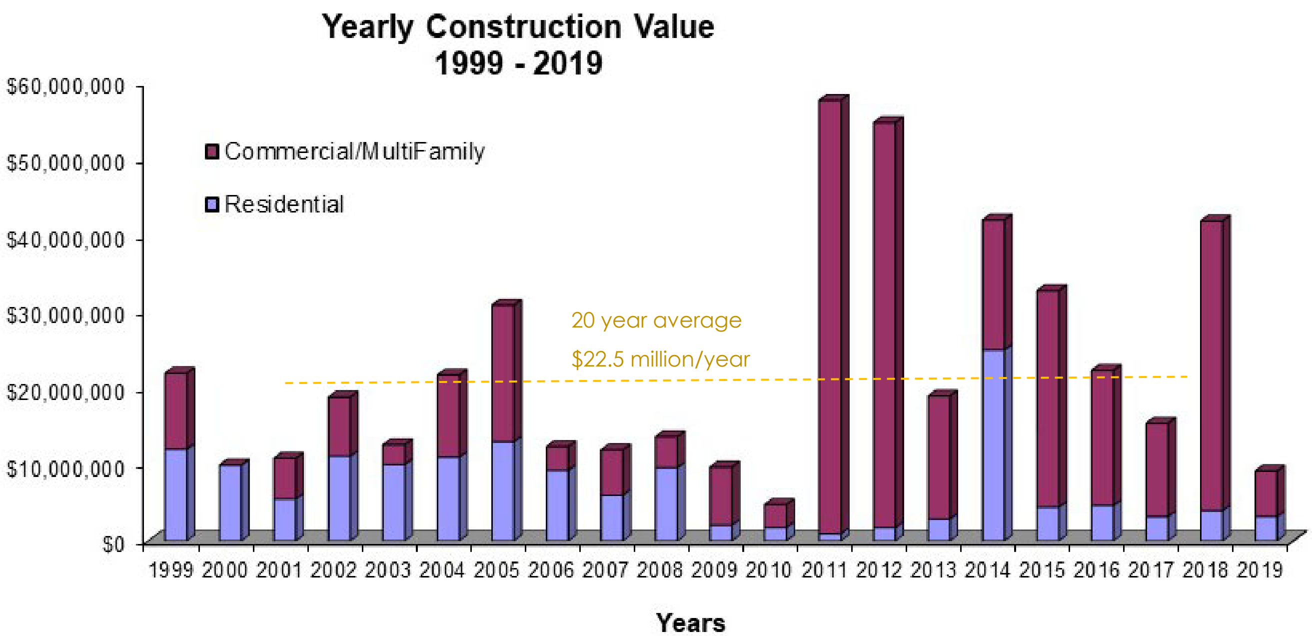
Whether the financial bridges will be enough for the City to weather another year of pandemic distress remains to be seen and highlights the level of uncertainty underlying the 2021 budget. With such a high level of unpredictability, we made decisions in the proposed 2021 Budget to maximize our financial resiliency, liquidity and flexibility. We're constraining our expenses and leveraging historically low borrowing rates to keep as much cash on hand as possible to respond to whatever comes next.

Financially, 2020 is likely to be the calm before the storm as one-time relief measures masked the depths of the pandemic losses which are expected to be much more apparent in 2021. The faster the local economy can rebound and residents regain their footing, the sooner we can expect to begin the City's long road to financial recovery.

Local Economic Investments

Kent's economic recovery began in 2011, peaked in 2012, and was followed by 4 successive years of above average rates of investment. From 1999 thru 2010 commercial construction investment averaged $6.5 million a year. In 2011 and 2012, commercial investment jumped to an average of $55 million, an increase of 745 percent.

In 2016-17 commercial and residential investments returned to pre-redevelopment investment averages and in 2018 major investments in new apartment buildings added $28 million in new construction value, resulting in the 2nd highest total construction investment value in the last 7 years. By contrast, 2019 was marked by a decline in new investment, dropping to the lowest level of investment in the last 10 years at $9.1 million.



Single family residential construction was relatively stable and the housing market overall continued to show signs of recovery with new homes selling well and existing home sales in neighborhoods showing renewed strength in resale value and reduced time on the market. The student housing market showed signs of oversupply as lease-up rates have declined from 90-95% occupied in the fall of 2017 to 65-90% occupied in 2020.

Kent State University remains the City's largest employer, contributing 35.1 percent of total municipal income tax revenues in 2019. It is worth noting that job growth occurring in the private sector has lessened the KSU percentage share of tax contributions compared to long standing historical levels. So while the City's financial condition still benefits from the University's buffering effect on the City's tax base -- the private sector diversification has helped spread the financial risk across multiple industries and reduce the City's financial exposure to unforeseen market disruptions like COVID19.

In 2019-20, Kent State University experienced a 1.4% decline in enrollment (only the third decline in 10 years) with a drop of 406 students for a total of 27,716 students on the Kent campus. Foreign student enrollment has experienced a 40% decline since 2017. The impacts of COVID19 on KSU included a significant drop in enrollment and massive organizational restructuring, leading to buy-outs and layoffs of faculty and staff.

In 2019-20, Kent State University continued to fund an ongoing capital facilities re-investment program, completing the construction of the new KSU Design and Innovation Hub -- but progress on most new campus construction projects were delayed due to the financial challenges brought on by the pandemic.

In 2019 a number of new small businesses opened in downtown Kent including Barrio Tacos, D. P. Dough, Over Easy and Squirrel City Jewelers. Other business announcements in 2019 included the opening of the Ace Hardware and Mockingbird Bakery both in University Plaza. Acorn & Evergreen Floral Studio, Tire Max, and Dollar General all opened in the Kent-Franklin JEDD in 2019.

2020 followed with more new small businesses openings including Pita Pit, Tropical Smoothie Café, The River Merchant, N. Water Brewing Company, and the Kwench Juice Café. Unfortunately, the pandemic downturn also led to the closures of Longhitano's, Peace Love and Little Donuts, Carnaby Street Style, Gracy Lane and Rush.

The City created the Downtown Outdoor Refreshment Area (DORA) to great acclaim in 2020 which expands Kent's unique dining and entertainment options that form the core of downtown Kent's growing reputation as a regional destination. Unfortunately, Kent's signature special events and festivals were cancelled due to mass gathering restrictions.

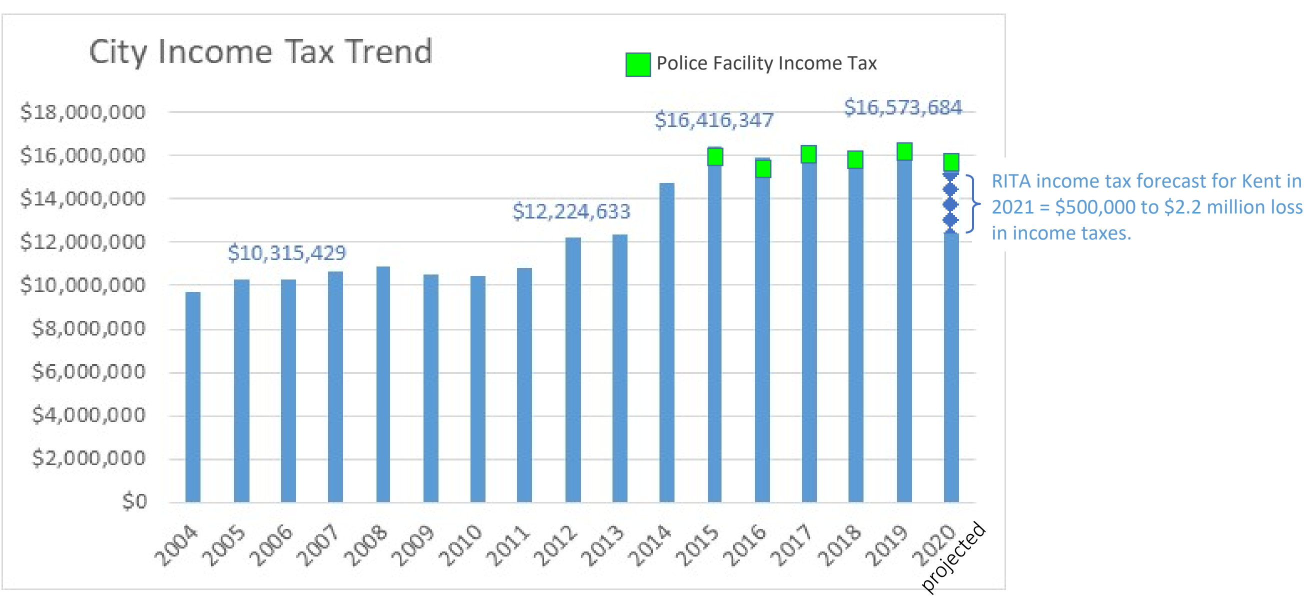
In 2020 Davey Tree began their corporate campus expansion that is planned to add 120 new professional jobs to Kent. A number of Kent's manufacturers also reported third quarter production gains in a rebound after second quarter declines due to COVID19.

In 2019 the City obtained funding and approval to proceed with the $1.3 million N. Water Street transportation improvement project and construction began in the summer of 2020. In collaboration with Kent State University the City finalized partnership agreements and secured $14 million towards the new transportation planning project to reconfigure the East Main Street corridor along the front campus of the University.

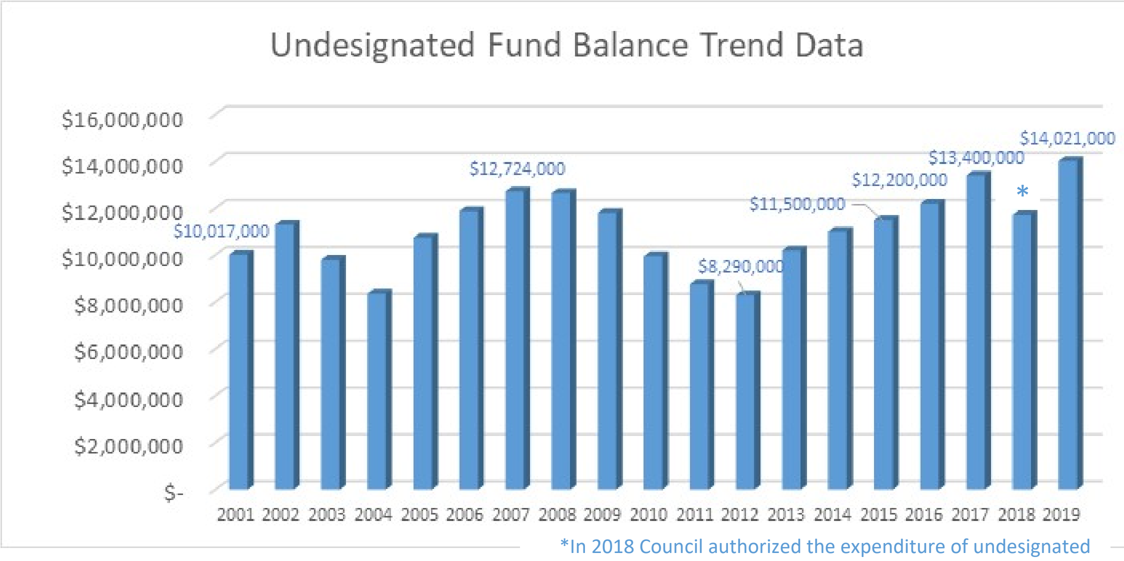
City Financial Profile

For year-end 2019, total City income tax collections were up 2.41 percent ($390,029) and Kent State University's collections were up .33 percent ($18,982) from 2018. It was encouraging that the City posted a modest rebound in income taxes in 2019 following the 2.06 percent decrease it experienced in 2018.

2020 income tax receipts are expected to come in only slightly below budget estimates but those figures are misleading due to the large one-receipts received from the KSU employee buy-out program. RITA's income tax forecasts for Kent in 2021 range from $500,000 to $2.2 million in income tax losses.



Prior to 2020, as the revenue vs. expense balance was generally trending in a positive direction, the City had been able to slowly replenish undesignated reserve balances to near pre-recessionary highs which may prove critical in 2021 depending on the magnitude of COVID related income tax losses.



2016, 2017, 2018 and 2019 excludes $2.1 million from land sale that is dedicated for the City Hall project.

*In 2018 Council authorized the expenditure of undesignated funds to purchase properties which reduced the year-end total.

The 2020 end of year forecast anticipates a smaller (if any) undesignated fund contribution and any gains are only because of the "extra" income taxes resulting from the KSU employee buy-out program and the CARES Act and FEMA funding supplements. The buy-out program was a one-time deal and future Federal and State assistance is unknown so cash revenues are expected to continue to thin in 2021.

A number of significant financial cautions accompany the proposed 2021 Budget.

- Income taxes are the single most important factor to the City's financial solvency and while 2020 got off to a favorable start, the economic world turned upside down as COVID19 spread, leaving more questions than answers heading into 2021. Multi-layered contingency plans have been developed in case the economic rebound drags beyond the capacity of our undesignated funds to bridge the gap.

- In 2020, City Council renewed their approval of the multi-year utility rate stabilization plan to ensure adequate long-term funding for critical infrastructure investment needs while remaining sensitive to the ability of customers to pay for those needs. The City's Utility rate plans have significantly helped relieve the financial burden carried by the General Fund to bail them out. However, mounting sewer infrastructure costs will require a mid-year review of the sewer rate schedule in 2021 and beyond.

The combination of uncertain income tax revenue coming into the General Fund, and potentially needing General Fund revenues to cover other City Fund shortfalls (e.g., sewer fund) is a matter that will have our attention throughout 2021-22.

2021 Budget Strategy

The challenge for our organization is to prepare a budget for 2021 that recognizes our financial limitations without negatively impacting the organization's ability to serve the public now and in the future. We believe we've accomplished that objective through the combination of a strategically aligned Operating budget and Capital Plan.

The staff success in securing grant funds over the last 9 years has created a degree of financial flexibility not otherwise available to us, which when combined with our cash balances in the undesignated fund, have enabled us to bridge operating budget gaps. We look to continue to leverage partnerships and grants in 2021.

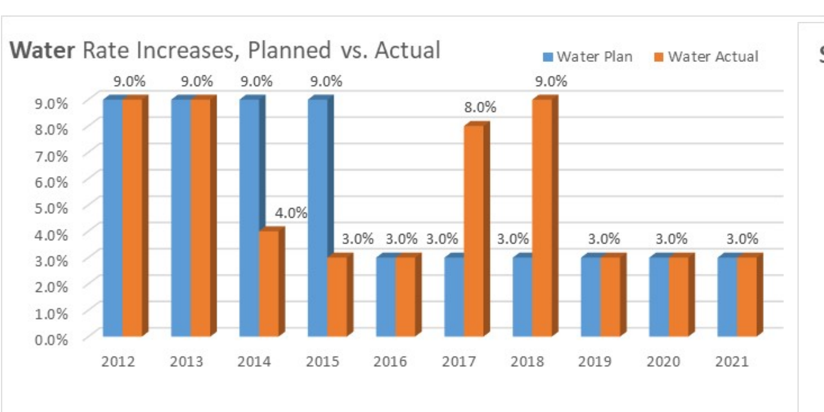
Utility Rate Plans

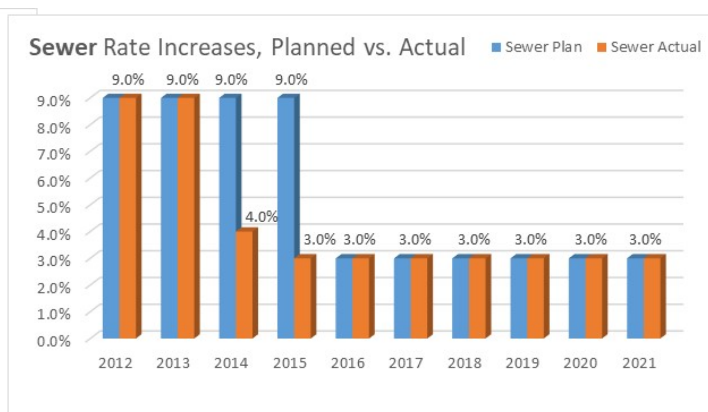
Council approved the multi-year rate stabilization plans for the water and sewer funds in 2011. The approved rate plans included 4 years of 9% rate increases to "catch-up" with deferred maintenance and capital costs, followed by 3% rate increases in the out years of the plan to keep pace with inflation.

In the first 2 years of rate "catch up" the rates approved by Council matched the rate plans. However, in the following 2 years, the rates were less than half of what was originally projected in the plans. As a result, a portion of the lost rates were "made-up" in 2017 and 2018 for the water fund; the sewer fund rate gap was not "made-up."

In recognition of the financial pressures put on homeowners during the pandemic, the staff is recommending holding the planned rate increases at 3% for both water and sewer with the understanding that the sewer rate will be re-evaluated mid-year in 2021 in order explore opportunities to supplement severely diminishing sewer fund revenues. Other measures are being implemented to stabilize the sewer fund in 2020-21 but an additional rate "recovery" increase is proposed for mid-2021 in order to finance the significant upgrades needed at the water reclamation facility.

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Water Plan	9.0%	9.0%	9.0%	9.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Water Actual	9.0%	9.0%	4.0%	3.0%	3.0%	8.0%	9.0%	3.0%	3.0%	3.0%
Difference	0.0%	0.0%	5.0%	6.0%	0.0%	-5.0%	-6.0%	0.0%	0.0%	0.0%
Sewer Plan	9.0%	9.0%	9.0%	9.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Sewer Actual	9.0%	9.0%	4.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Difference	0.0%	0.0%	5.0%	6.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%





Although our dependency on undesignated reserves has diminished, we remain committed to improving our productivity and staying vigilant with our efficiency and effectiveness. We are committed to maintaining what we consider financial "best practices":

- We will track and forecast revenues and expenses utilizing historical and month-to-month trend analysis;
- We will monitor and work with our elected delegations to mitigate any legislative initiatives that could threaten our fiscal stability or impose more unfunded mandates on the City;
- We will research best practices in our industry and adopt productivity and cost savings measures wherever practical and affordable;
- We will collaborate and partner to lower our costs and take advantage of economies of scale;
- We will press for State and Federal funds for capital projects and available competitive grant processes.

Budgetary Assumptions

As noted, we have applied conservative budget principles to our draft 2021 Operating Budget. The most significant assumptions built into the budget include the following:

- Income Tax performance is expected to slightly decline by $446,000 (2.7%) compared to the 2020 amended budgeted amount. After starting 2020 with early gains in income taxes (up 8%), pandemic related job losses piled-up by mid-summer, reversing the gains and producing a steep decline in City income tax receipts (-6%).

- Local Government Funds and Estate Taxes (which are now obsolete) will remain stagnant for 2021 compared to 2020, attributable to changes imposed by the State, and the fact that the City of Kent's allocation percentage was reduced by Portage County entities in 2020.

- Kent-Franklin JEDD and Kent-Brimfield JEDD will show a leveling of projected revenues and remain comparable or slightly down as compared to 2020 due to the pandemic.

- All authorized positions have been budgeted at actual salary expenses as of October, 2020. The City's bargaining units agreed to defer any raises in 2020 and at this point it is still premature to speculate what, if any, pay raises the City can afford to offer in 2021.

- Revenues in Water and Sewer Funds will be adequate to cover operating expenses and required capital needs for 2020 after implementing rate increases of 3% in sewer and 3% in water to stabilize fund reserves.

- Employer Medicare (FICA) expenses calculated at 1.45% of salary.

- Workers' Compensation expenses calculated at 2.0% of salary.

- Employer OPERS expenses calculated at 14.0% of salary.

- Employer Police & Fire Pension expenses calculated at 19.5% and 24.0%, respectively.

- Employer Health Insurance expenses continue to be a concern, for 2021 this budget will increase from $16,500 to $17,700 per family for a total increase in City costs of $243,600.

- Sellback expenses for sick and vacation time is based on prior two years activity.

- Overtime expense projections were provided by each department.

- Recommended O&M costs for 2021 compared to the most recent 2020 revised budget reflects a $2,393,434 decrease, or 22.6% overall reduction ($8,201,544 vs. $10,594,978).

Budgetary Objectives

The principle role of City Council in the budget adoption process is to ensure that the City's policy commitments are in alignment with budgetary allocations. The question for Council is have we appropriated the funds necessary in our budget to achieve our community priorities?

To that end, the budget is our investment plan for progress toward the vision we share for our community and for which Kent is proud to be known. We will look to partner with our citizen advisory boards, commissions, peer governments, and of course, the public to fulfill our strategic goals as noted below:

- Financial Health and Economic Development
  "to be a prosperous and livable city for all citizens"
- Natural Resources
  "to protect and promote the City's natural resources"
- Quality of Life
  "to enhance lifestyle choices through physical and social environment"
- Community Safety
  "to be an exceptionally safe city"
- Communities within the City
  "to strengthen the quality and enhance the value of neighborhoods"
- City / University Synergy
  "to expand collaborative opportunities that enrich the community experience"
- Governmental Performance
  "to provide the best services at the lowest possible cost"

2021 Budget Numbers

The proposed 2021 budget looks to ensure critical spending where it is most needed and maintain cost containment practices in everything we do. Where staff requested budget increases we asked them to look for cuts to offset those increases. The goal was to reduce the 2021 Original budgetary discretionary costs as compared to the 2020 Original budgetary discretionary costs.

The staff exceeded that budget challenge and the recommended total for 2021 Operations and Maintenance compared to the amended 2020 Operating Budget reflects a 22.6% decrease -- $8,201,544 vs $10,594,978 in 2020.

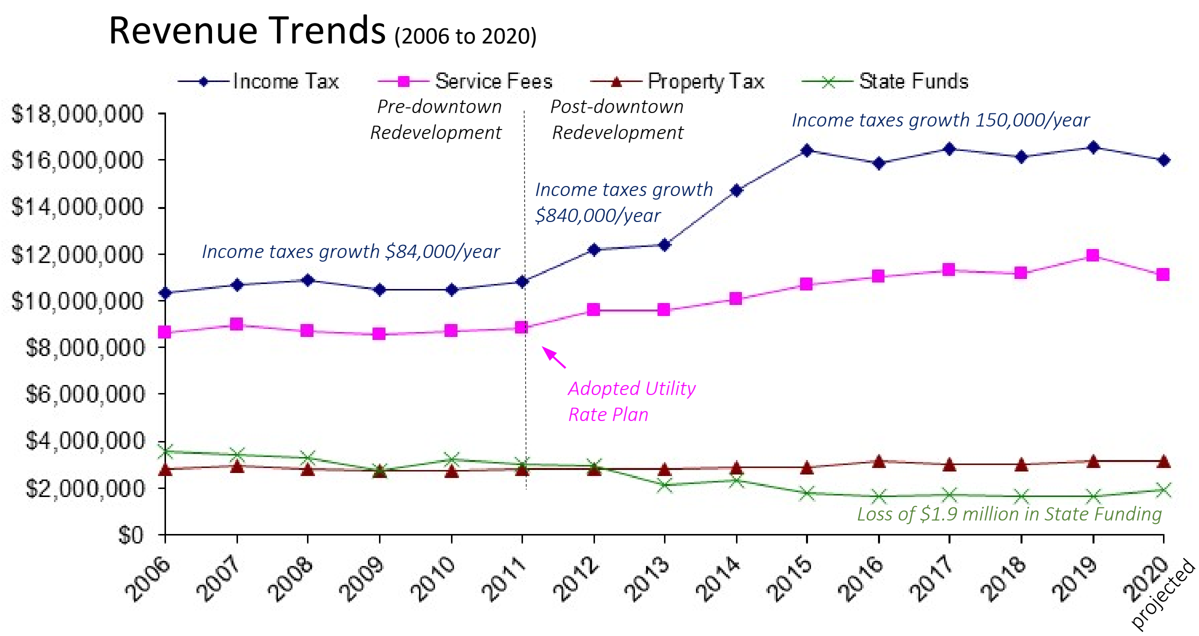
As a service provider the City's largest cost relates to its investment in personnel. In total, it costs just over $69,000 per day to perform City services – with approximately 50% of those costs are attributed to Fire and Police functions.

It is important to note that the Personnel increases normally reflect the union contract agreements of a pay increase. We are grateful that the City's bargaining units agreed to defer any raises in 2020 and at this point it is still premature to speculate what, if any, pay raises the City can afford to offer in 2021. For perspective, every 1% increase in wages, Personnel costs increase by approximately $203,000 in increased pay.

With increases in health insurance but cuts to overtime, and no 2021 pay raises, the total Personnel Costs are projected to only go up $154,802 or .6% above 2020.

Every City department still has legitimate new staffing needs but we had to prioritize and continue to defer those position needs until further revenue gains are achieved.

As noted in the chart below, most revenue categories had already been flattening out (and in some cases declining) prior to the financial disruption created by COVID19. COVID19 hit income taxes the hardest due to job losses, and with Income taxes comprising roughly half of the City's total revenues, until COVID19 is resolved City resources will be severely constrained.



In Closing

When the 2020 Budget was prepared we had no idea of the magnitude of what turned out to be the largest pandemic in human history. That's not something we could have possibly known how to prepare for – but I'm proud of the resiliency of our employees, our finances, and our community. Heading into the unknown of 2021, I remain optimistic that we can continue to lean on one another to get through this crisis.

I am honored to work alongside our skilled City employees to implement our collective vision and I thank them for their hard work and dedication in unprecedented times.

I would also like to specifically acknowledge Rhonda Hall, Director of Finance and Budget, Brian Huff, City Controller, and the entire Finance Department team for the many hours required to produce a spending plan of this complexity and scope.

As the end of another fiscal year looms, I am grateful to you, our Council Members, for your many hours of service and dedication to our community.

I submit this budget believing that our efforts through the last decade to manage our resources conservatively, adopting best practices in our financial management, and cultivating an exceptional staff is the best preparation for whatever 2021 may bring.

I look forward to working with the City Council, our staff and the citizenry in 2021 to keep Kent safe, strong, and a place we're all proud to call home.

Respectfully submitted,

Dave Ruller

Dave Ruller, Kent City Manager

CITY OF KENT, OHIO
2021 BUDGET ASSUMPTIONS AND NOTES

Operating Revenues

1. Operating Revenue categories reflect a very modest level of positive growth overall.
   a. Income Tax performance is expected to decline a modest $500,000 (3.1%) compared to the 2020 amended budgeted amount. Pre-pandemic income taxes showed a slight gain of 8% through March but then started to decline to a mid-summer loss of 6%.
   b. Local Government Funds and Estate Taxes (which are now obsolete) will remain stagnant for 2021 compared to 2020, attributable to changes imposed by the State, and the fact that the City of Kent's allocation percentage was reduced by Portage County entities in 2020.
   c. Kent-Franklin JEDD and Kent-Brimfield JEDD will show a leveling of projected revenues and remain comparable to slightly down as compared to 2020.
2. Revenues in Water, Sewer and Storm Water Funds will be adequate to cover operating expenses for 2021 but will require adoption of 3% rate increases for both Water and Sewer to meet Capital needs and adequately stabilize fund reserves. Other measures are being implemented to stabilize the sewer fund in 2020-21 but an additional rate "recovery" increase is proposed for mid-2021 in order to finance the significant upgrades needed at the water reclamation facility.

Personnel Services Expenses

1. All authorized positions have been budgeted at actual salary expenses as of October, 2020. The City's bargaining units agreed to defer any raises in 2020 and at this point it is still premature to speculate what, if any, pay raises the City can afford to offer in 2021.
2. Employer Medicare (FICA) expenses calculated at 1.45% of salary.
3. Workers' Compensation expenses calculated at 2.0% of salary.
4. Employer OPERS expenses calculated at 14.0% of salary.
5. Employer Police & Fire Pension expenses calculated at 19.5% and 24.0%, respectively.
6. Employer Health Insurance expenses continue to increase; for 2021 we are increasing the budget from $16,500 to $17,700 for each full-time employee – net increase of $1,200 per employee has a total budget impact of $243,600.
7. Overtime expense projections were provided by each department.

Operations & Maintenance Expenses

1. Fuel – Most cost centers' budgets remained the same or decreased modestly from 2020 due to price moderation and improving fleet efficiency, although a few exceptions exist on a case by case basis.
2. Insurance/Bonding – We are projecting slight increases on an overall citywide budget basis, however there will be some reallocation of expenses to cost centers that have acquired new assets/asset replacements reflecting the additional costs of insuring those assets.
3. Recommended O&M costs for 2021 compared to most recent 2020 revised amendment reflects a $2,393,434 decrease, or 22.6% overall reduction ($8,201,544 vs $10,594,978).

Fund Notes

1. The delta between Parks & Recreation projected total expenditures (including Capital), and projected total funding sources is <$269,887>, which will be funded to the extent possible from P&R's remaining reserve fund balances.
2. The delta between Enterprise Funds projected total expenditures (including Capital), and funding sources is <$623,720>, which will be funded from Enterprise Fund reserve balances.
3. Capital expense for the City's New Administration Building in 2021 is budgeted at $7,531,000 and is potentially funded from the sale proceeds of previous City Administration property being held in reserve and additional projected bond proceeds based on the need at the time.

THE CITY OF KENT

OHIO

CITY OF KENT, OHIO

Definition of Expenditure Categories
Operation and Maintenance Accounts Only

7210 *Travel and Training* - Includes any costs associated with travel by City employees on official business. Such charges may include costs for lodging, meals, common carrier fares, car rental, mileage allowance, tolls, parking charges, per diem allowances, phone calls and other incidental costs of traveling. Also included in this category would be training and professional development events for individual City personnel, including registration fees for meetings and conferences, and includes tuition for continuing education.

7250 *Auto Allowance* – Expenditures for vehicle allowances.

7280 *Vehicle Fuel* - Represents the cost of fuel (gasoline & diesel) bid with multiple vendors and purchased in bulk by the City for use in its vehicles and power equipment. Vehicle and equipment supplies such as motor oil and tires are charged to line 7420, operating materials.

7310 *Utilities* - Expenditures for the purchase of electricity, natural gas, water and sewer services provided by both public and private utilities.

7320 *Communications and Postage* - Services provided by businesses to assist in transmitting and receiving messages or information. Included in this category are such costs as postage, telephone usage and installation, fax transmission, post office box rental, radio equipment accessories, and express delivery charges.

7330 *Rents and Leases* - Expenditures for leasing or renting land, buildings or equipment for both temporary and long-term use by the City. This category includes vehicle rental for other than travel on official business and capital and operating lease agreement payments.

7340 *Professional Services* - Contracted services that by their nature can be performed only by persons or firms with specialized skills and knowledge. Included are the services of management consultants, architects, engineers, lawyers, auditors and physicians. Fees for banking services (e.g., safekeeping and trustee services, fiscal agency, account maintenance, etc.) are also included. Education and training services provided onsite (City facilities) by formal institutions (including State of Ohio) for groups of City personnel are recorded here.

7350 *Maintenance of Equipment and Facilities* - Expenditures for repair and maintenance services provided by outside persons or firms. Includes the cost of service, maintenance, overhaul, part replacement or rework of any City equipment (including computer equipment) or facility. Annual maintenance contracts and agreements are charged here.

7360 *Insurance and Bonding* - Expenditures for all types of insurance including, property, automobile, general liability and employee fidelity are charged here. Insurance related to employee benefits (e.g., health and life insurance) are <u>not</u> recorded here.

7370 *Printing, Photocopying and Advertising* - Costs of printing, reproduction, microfilming, photographing, blueprinting and binding are recorded in this category. Custom form design and printing charges are also included here. Publication of announcements, official notices and legal ads in professional publications, newspapers and periodicals or broadcast over radio and television are charged to this account.

7380 *Criminal Apprehension* - Expenditures related to so-called "sting operations" conducted by the City's Police Department. The purpose of these operations is to apprehend and prosecute persons involved in illegal activities.

7390 *Miscellaneous Contractual Services* - Includes the costs of contracted services provided to the City but not elsewhere classified. Examples of such costs include professional membership dues, software license agreements, internet service, and solid waste removal.

7410 *Office Supplies* - Expenditures for the purchase of office supplies including, but not limited to, pencils, pens, erasers, paper clips, staples, ribbons, tape, notepads, rubber bands, calendars and copy paper from vendors with the best pricing.

7420 *Operating Materials* - Purchases of materials used in the fulfillment of departmental operations are recorded in this account. Examples of such items include cleaning supplies, chemicals, drugs and medicines, lab supplies, road salt and cinders, food, motor oil, tires, lubricants, gravel, lumber, sand and hardware. Subscriptions to newspapers and periodicals are also included in this classification.

7430 *Salt* – Purchases of salt for snow and ice remediation for the Central Maintenance Department

7440 *Small Tools and Minor Equipment* - Purchases of tools and equipment costing less than $2,500 are recorded in this account. Items may include hammers, saws, wrenches, garden tools, small power tools, rakes, shovels and computers. Tool and equipment items costing more than $2,500 are charged to line 7630, capital equipment.

7450 *Ammunition* - Expenditures for the purchase of ammunition for weapons used by the City's Police Department.

7460 *Prisoner Sustenance* - Costs related to the physical needs of prisoners housed in the City jail. Items purchased from this account may include meals, toiletries and medicines.

7480 *Fees Remitted to the State* - Fees mandated by the Ohio Revised Code and collected by the City which must periodically be remitted to the State.

7560 *Social Service* – Expenditures for nonprofit entities that provide needed social services for low income persons, including homeless services, employment training services, information and referral services, legal aid services, case management services, minor home repair and exterior yard clean-up services and other related supportive service programs.

CITY OF KENT, OHIO
ELECTED AND APPOINTED OFFICIALS

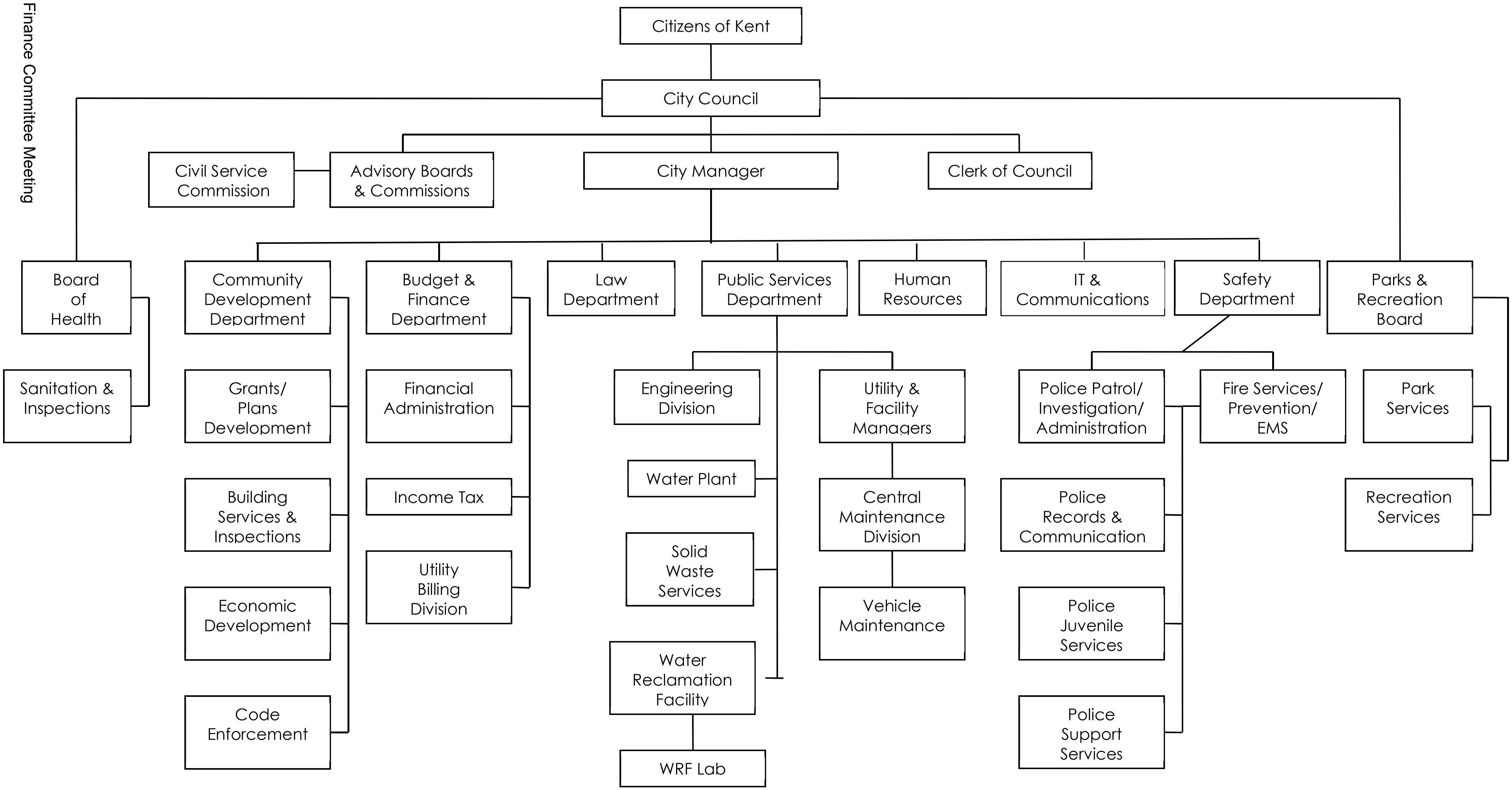
ELECTED OFFICIALS

Jerry T. Fiala	Mayor/Council President
Garret M. Ferrara	Councilmember – Ward 1
Jack E. Amrhein	Councilmember – Ward 2
Robin G. Turner	Councilmember – Ward 3
John M. Kuhar	Councilmember – Ward 4
Heidi L. Shaffer Bish	Councilmember – Ward 5
Tracy A. Wallach	Councilmember – Ward 6
Michael A. DeLeone	Councilmember at Large
Roger B. Sidoti	Councilmember at Large
Gwen Rosenberg	Councilmember at Large

APPOINTED OFFICIALS

David A. Ruller	City Manager
Hope Jones	Law Director
Rhonda C. Hall, CPA	Director of Budget and Finance
Melanie A. Baker	Service Director
Joan Seidel	Health Commissioner
Bridget O. Susel	Community Development Director
Kevin Schwartzhoff	Parks and Recreation Director
Nicholas Shearer	Police Chief
John D. Tosko	Fire Chief

City of Kent, Ohio Organizational Chart



CITY OF KENT, OHIO

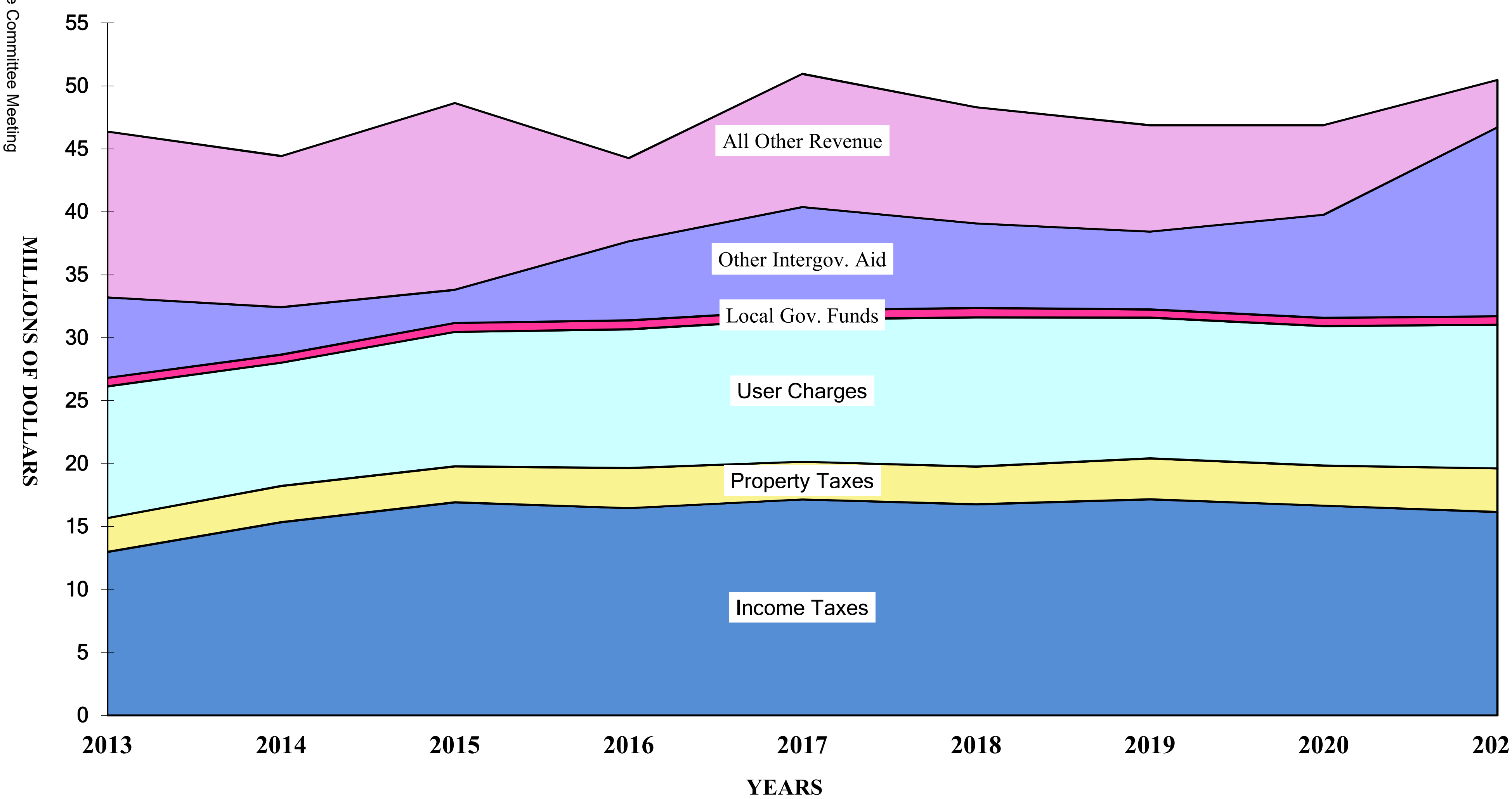
2021 RECOMMENDED BUDGET

OVERVIEW

CITY OF KENT, OHIO
2021 RECOMMENDED BUDGET
REVENUE CATEGORY COMPARISON

CATEGORY	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 RECOMMEND BUDGET
TAXES				
Income Tax	$16,182,651	$16,573,684	$16,000,000	$15,500,000
Brimfield-Kent JEDD	77,054	97,417	85,000	85,000
Kent-Franklin JEDD	505,540	571,745	570,000	570,000
Property Taxes	2,992,673	3,186,743	3,178,603	3,473,376
PILOTs from the TIF	462,329	457,473	455,412	450,000
Motor Vehicle License Tax	224,832	223,151	220,000	200,000
Lodging Tax	160,486	166,235	85,000	120,000
Cable TV Franchise Tax	199,097	189,158	190,000	190,000
Subtotal Taxes	20,804,662	21,465,606	20,784,015	20,588,376
USER CHARGES				
Sewer	4,001,089	3,876,159	3,876,159	3,934,301
Water	3,770,236	3,782,994	3,782,994	3,939,739
Solid Waste	502,582	392,026	400,000	400,000
Storm Water Drainage	990,186	1,004,836	990,000	990,000
Intergovernmental (Franklin Twp EMS)	826,307	859,464	750,000	700,000
Recreation	766,547	822,757	500,000	650,000
Other (Primarily EMS and Parking Meters)	999,406	1,189,825	785,000	785,000
Subtotal User Charges	11,856,353	11,928,061	11,084,153	11,399,040
FEDERAL, STATE AND LOCAL AID - (Restricted to Specific Programs/Projects)				
Community Development Block Grant(s)	263,927	226,931	250,000	250,000
CARES/COVID Grant	-	-	2,261,961	-
Fire Dept. Grants FEMA etc.	23,095	-	-	238,500
Misc. grants and subsidies general fund (non-health grants	129,799	15,253	-	-
State Health Subsidy/Medicaid and other health grants	76,920	111,014	75,000	75,000
Hudson Road Watermain	-	404,006	-	-
NOPEC Energy Conservation Grant	14,691	-	120,000	65,550
Summit Street Traffic Signal (ODOT & KSU and OPWC	2,991,718	824,747	-	-
Annual Sidewalk/Street Program (AMATS/ODOT)	34,922	43,633	182,500	695,000
East Main Street Area Improvements	-	52,797	950,000	-
Painting of KSU Water Tank	-	-	250,000	-
Final Clarifiers - Wastewater Plant	-	-	-	800,000
CHIP grant	-	-	-	150,000
Valleyview Morris Storm Water	-	293,496	-	-
Majors/Stinaff Water Line	-	-	-	395,000
SR 43 Signalization	1,069,758	633,952	-	-
CORF grant	785,917	-	-	-
Miller/Harvey/Steel Storm Improvement	-	-	-	-
Parks and Rec. Step up to Quality	-	-	-	-
North Water Street Improvements	-	142,276	1,287,400	-
Hike & Bike/Clean Ohio Trails	55,572	-	-	-
AMATS Grant-Portage Hike/Bike Trail Construction	-	-	-	850,000
New Administrative Building	-	-	1,500,000	8,000,000
Inter Fund Transfer - Fire Vehicle Replacement	350,000	350,000	350,000	300,000
OEPA Loan - SW Sanitary Pump Station	-	-	-	2,400,000
Subtotal (Restricted) Federal, State and Local Aid	5,796,319	3,098,105	7,226,861	14,219,050
ALL OTHER FEDERAL, STATE AND LOCAL AID				
Local Government Fund (State)	744,890	672,656	660,000	660,000
Shared Taxes and Fees	927,643	1,014,540	1,300,000	1,300,000
Subtotal Federal, State and Local Aid	1,672,533	1,687,196	1,960,000	1,960,000
INTEREST EARNINGS	539,913	725,219	525,000	450,000
FINES AND FORFEITURES	305,463	312,242	250,000	275,000
PERMITS, LICENSES, INSPECTIONS	693,572	458,720	500,000	450,000
ALL OTHER REVENUE				
Bond/Note/Loan (Issue II) Proceeds	5,195,186	3,935,436	3,275,000	-
Rents (City property & cell phone towers)	37,238	48,422	45,000	45,000
Tap-in Fees	107,645	28,827	35,000	35,000
Special Assessments	293,120	367,087	300,000	300,000
Miscellaneous	984,082	1,224,963	900,000	900,000
Subtotal All Other Revenue	6,617,271	5,604,735	4,555,000	1,280,000
TOTAL ALL REVENUE	$48,286,086	$45,279,884	$46,885,029	$50,621,466

2021 BUDGET - REVENUE CATEGORY COMPARISON

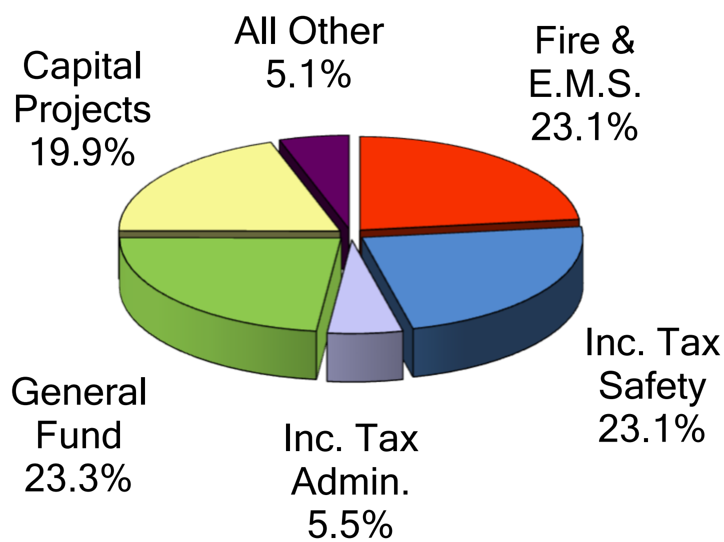


CITY OF KENT, OHIO
2021 RECOMMENDED BUDGET
USE OF MUNICIPAL INCOME TAX DOLLARS

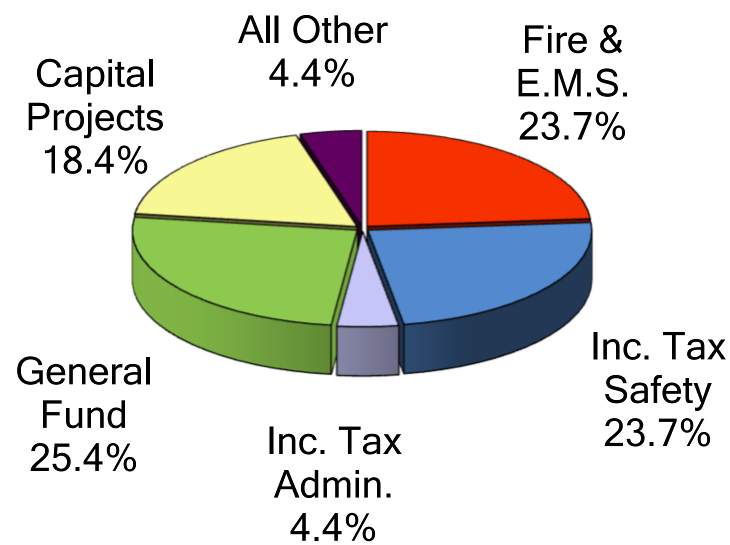
USE	2018 ACTUAL	2019 ACTUAL	2020 APPROVED BUDGET	2021 RECOMMEND BUDGET
Street Construction Maintenance & Repair Func	$867,500	$1,000,000	$700,000	$600,000
Capital Projects	3,528,057	3,237,674	3,075,444	2,616,793
New Police Station	1,812,504	1,689,458	1,790,720	1,684,396
Fire & Emergency Medical Service Fund	3,532,228	3,523,933	3,581,444	3,368,793
Income Tax Safety Fund	3,532,228	3,523,933	3,581,444	3,368,793
General Fund	3,600,000	3,600,000	3,600,000	3,600,000
Income Tax Administration	716,114	691,611	850,624	627,296
Health Insurance Fund	-	-	-	-
Managed Reserve	25,540	25,540	25,540	25,540
Debt Service fund	268,708	70,000	60,000	-
Totals	**$17,882,879**	**$17,362,149**	**$17,265,216**	**$15,891,611**
Less Police Facility (P.F. not reflected in graph)	1,812,504	1,689,458	1,790,720	1,684,396
Total (less Police Facility)	**$16,070,375**	**$15,672,691**	**$15,474,496**	**$14,207,215**

USE OF MUNICIPAL INCOME TAX DOLLARS

2020 APPROVED



2021 RECOMMENDED

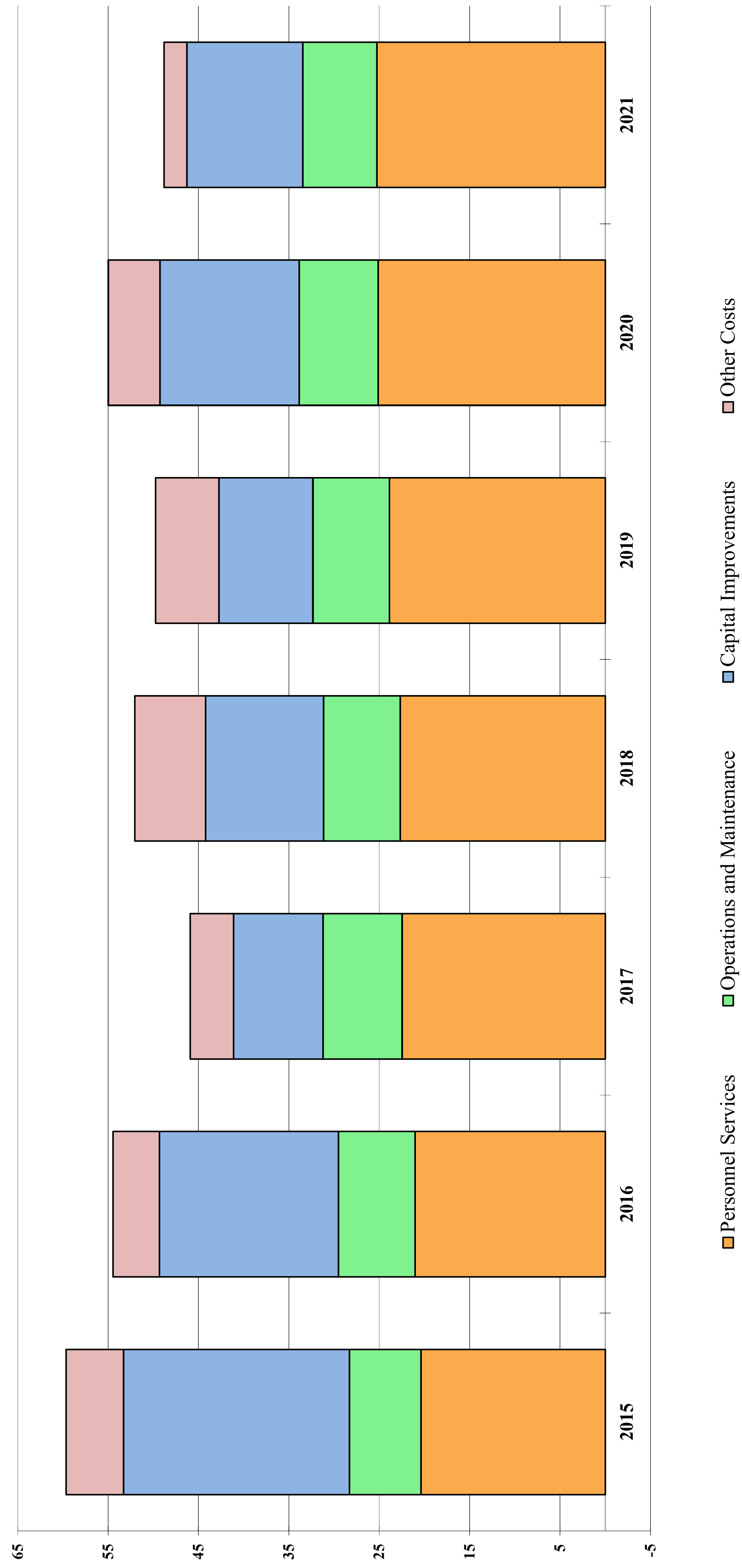


*Excludes 0.25% Special Income Tax - Dedicated to New Police Facility

CITY OF KENT, OHIO
2021 RECOMMENDED BUDGET
SUMMARY & COMPARISON OF MAJOR BUDGET TYPES

FUND	PERSONNEL SERVICES		OPERATIONS & MAINT.		CAPITAL	RESERVE & DEBT	CONTGY	TOTALS
General Fund	$ 3,591,457		$ 2,180,018		$ 10,000	$ -	$ 100,000	$ 5,881,475
West Side Fire	281,690		14,150		-	-	-	295,840
SCM&R	1,187,484		819,404		-	-	25,000	2,031,888
State Highway	-		60,000		-	-	-	60,000
Parks and Recreation	1,380,742		673,000		1,129,000	-	-	3,182,742
Food Service	112,882		11,800		-	-	-	124,682
Income Tax	135,446		491,850		-	25,540	-	652,836
Revolving Housing	155,079		11,550		-	-	-	166,629
State & Local Forfeits	-		-		-	-	-	-
Drug Law Enforcement	-		11,000		-	-	-	11,000
Enforcement and Education	-		6,000		-	-	-	6,000
Income Tax Safety	7,477,318		696,500		-	-	-	8,173,818
Law Enforcement Trust	-		-		-	-	-	-
CDBG Grants	4,400		209,366		175,000	-	-	388,766
Fire and EMS	4,935,536		508,250		752,000	-	-	6,195,786
Wireless 911	-		-		-	-	-	-
Swimming Pool Inspections	9,281		-		-	-	-	9,281
CHIP Grant	-		150,000		-	-	-	150,000
Water	2,240,973		957,418		1,436,700	61,173	50,000	4,746,264
Sewer	2,080,499		874,333		5,026,300	365,212	50,000	8,396,344
Utility Billing	-		92,500		-	-	-	92,500
Solid Waste	426,273		246,200		5,000	-	-	677,473
Storm Water Drainage	626,724		127,205		570,500	9,968	-	1,334,397
Water Guarantee Deposits	-		1,000		-	-	-	1,000
Capital Projects	382,262		-		3,653,570	541,854	25,000	4,602,686
Downtown Dev.-MPITIE	-		-		-	440,622	-	440,622
Debt Service	-		-		-	-	-	-
Police Pension	120,000		-		-	-	-	120,000
Fire Pension	120,000		-		-	-	-	120,000
EDA RLF	-		60,000		-	-	-	60,000
Police Facility Fund	-		-		82,000	819,095	-	901,095
TOTALS 2021	$ 25,268,046	0.6%	$ 8,201,544	-6.4%	$ 12,840,070	$ 2,263,464	$ 250,000	$ 48,823,124
TOTALS 2020	$ 25,113,244	5.2%	$ 8,759,693	3.3%	$ 15,387,565	$ 5,472,276	$ 250,000	$ 54,982,778
TOTALS 2019	$ 23,864,784	5.2%	$ 8,477,557	0.3%	$ 10,403,900	$ 6,750,163	$ 250,000	$ 49,746,404
TOTALS 2018	$ 22,694,704	1.0%	$ 8,453,193	-3.3%	$ 13,070,619	$ 7,584,525	$ 250,000	$ 52,053,041
TOTALS 2017	$ 22,469,474	6.8%	$ 8,740,792	3.0%	$ 9,925,153	$ 4,540,120	$ 250,000	$ 45,925,539
TOTALS 2016	$ 21,030,974	3.2%	$ 8,487,265	4.7%	$ 19,801,100	$ 4,891,290	$ 250,000	$ 54,460,629
TOTALS 2015	$ 20,371,316	3.7%	$ 7,917,267	3.0%	$ 24,999,600	$ 6,105,037	$ 250,000	$ 59,643,220
TOTALS 2014	$ 19,649,725	2.5%	$ 7,685,933	0.6%	$ 4,427,000	$ 6,072,196	$ 250,000	$ 38,084,854
TOTALS 2013	$ 19,176,659	-0.3%	$ 7,639,195	-3.1%	$ 8,030,491	$ 11,619,641	$ 250,000	$ 46,715,986
TOTALS 2012	$ 19,224,891	-0.1%	$ 7,880,753	1.1%	$ 10,587,642	$ 5,239,666	$ 250,000	$ 43,182,952
TOTALS 2011	$ 19,243,187	4.3%	$ 7,792,694	1.3%	$ 7,472,255	$ 5,208,320	$ 250,000	$ 39,966,456
TOTALS 2010	$ 18,441,771	2.9%	$ 7,695,240	4.4%	$ 14,064,353	$ 4,605,090	$ 250,000	$ 45,056,454

2021 - COMPARISON OF MAJOR BUDGET TYPES



MILLIONS OF DOLLARS

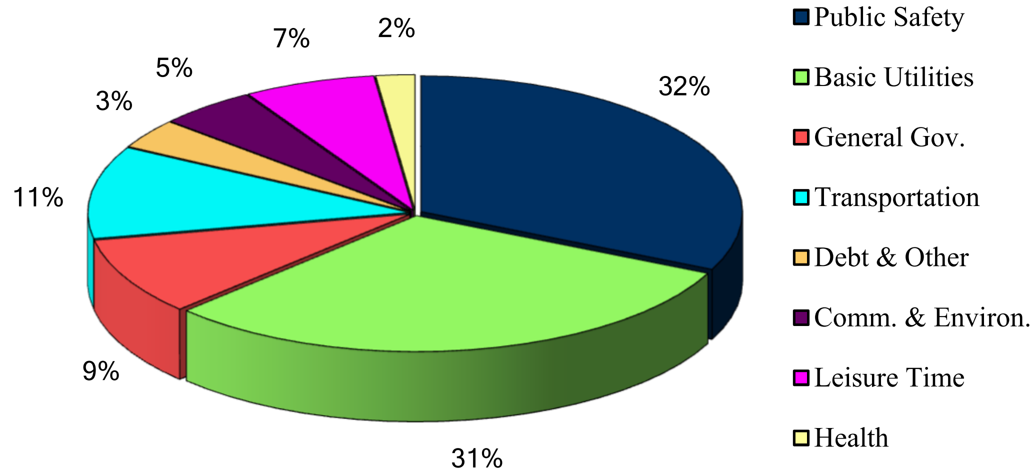
CITY OF KENT, OHIO
2021 RECOMMENDED BUDGET
PROGRAM AREA COMPARISON - ALL FUNDS

PROGRAM AREA	2017 APPROVED	2018 APPROVED	2019 APPROVED	2020 APPROVED	2021 RECOMMEND
Basic Utilities	$11,180,467	$13,224,920	$13,119,433	$9,980,558	$14,710,625
Public Safety	13,886,526	13,857,623	14,339,489	14,797,972	15,331,014
Police Facility	1,391,920	5,164,592	4,261,479	3,141,500	901,095
Transportation	4,719,414	7,004,958	5,070,712	7,539,944	5,286,888
General Government	3,805,919	4,105,997	4,793,273	11,300,754	4,422,145
Debt Service	4,540,120	3,395,427	2,788,684	2,394,776	1,444,369
Community and Environment	2,234,650	1,980,511	1,956,329	2,255,744	2,350,604
Leisure Time Activities	3,123,898	2,201,899	2,251,645	2,368,114	3,182,742
Health Services	791,625	866,144	914,360	952,416	942,642
Contingency - Operating	250,000	250,000	250,000	250,000	250,000
Non-Departmental	1,000	1,000	1,000	1,000	1,000
Totals	**$45,925,539**	**$52,053,071**	**$49,746,404**	**$54,982,778**	**$48,823,124**
Less Police Facility (P.F. not reflected in graph)	1,391,920	5,164,592	4,261,479	3,141,500	901,095
Total (less Police Facility)	**$44,533,619**	**$46,888,479**	**$45,484,925**	**$51,841,278**	**$47,922,029**

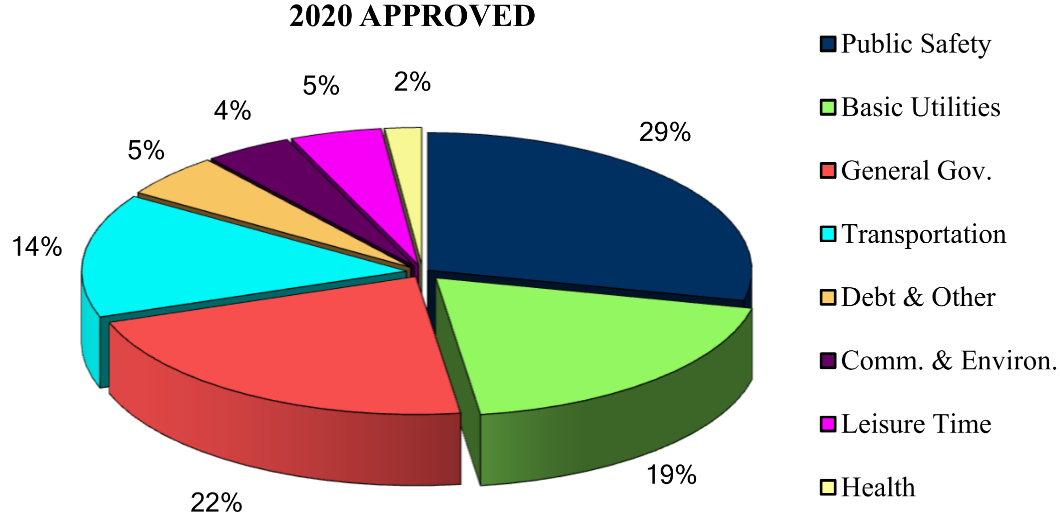
12.02.20 Finance Committee Meeting
Attachment #1

PROGRAM AREA COMPARISON

2021 RECOMMENDED



2020 APPROVED



THE CITY OF KENT

OHIO

12.02.20 Finance Committee Meeting
Attachment #1

General Government

FUNDING BY PROGRAM AREA		2021 RECOMMEND
GENERAL GOVERNMENT		
General Government		
City Council		$ 193,933
Mayor		13,450
Community Support		105,500
City Manager		394,295
Human Resources		116,725
Civil Service		58,770
Law		435,372
Financial Administration		608,976
Income Tax Administration		627,296
Service Administration		579,860
Engineering		171,366
Adjunct Facilities		-
Miscellaneous and Sundry		387,250
Information Technology		322,090
	SUBTOTAL	4,014,883
Capital Projects		
Service Admin. Support		10,000
Engineering Admin. Support		392,262
Information Technology		5,000
	SUBTOTAL	407,262
	Subotal General Government	4,422,145
Basic Utility Services		
Human Resources Support		33,751
Financial Admin. Support		501,102
Service Admin. Support		416,948
Engineering Admin. Support		565,831
IT Support		95,686
	Subtotal Basic Utility Services	1,613,318
	TOTAL	$ 6,035,463

Department:	Division:	Fund:	Account No:
General Government	City Council	General	001-570-701

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 106,253	$ 167,708	$ 169,108
Operation and Maintenance	13,759	32,803	24,825
Capital Outlay	0		0
Total	$ 120,012	$ 200,511	$ 193,933
Total Positions	10	10	10
Funding by Source			
General	$ 120,012	$ 200,511	$ 193,933
Total	$ 120,012	$ 200,511	$ 193,933

Program Description:

The City Council serves as the legislative and policy-making body for the City of Kent. Proposed policies are considered by one of five standing committees and are officially adopted by the Council. The Clerk of Council, appointed by and reporting to City Council, is included in this cost center and is the full time professional responsible for maintaining the City's official record of all Council activities along with numerous other related duties.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of $7,978 or (24.3)%, compared to the 2020 budget.

Department:	Division:	Fund:	Account No:
General Government	City Council	General	001-570-701-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7001 Employee - Regular Salaries	$ 85,224	$ 128,200	$ 128,200
7004 Retirement (PERS)	11,404	17,948	17,948
7005 Medicare	1,225	1,860	1,860
7006 Health Insurance	5,200	16,500	17,700
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	3,200	3,200	3,400
Total Personnel Services	$ 106,253	$ 167,708	$ 169,108
7210 Travel & Training	$ 165	$ 5,400	$ 1,000
7320 Communications/Postage	2,696	4,100	3,000
7330 Rents and Leases		0	
7340 Professional Services	160	6,000	5,500
7350 Maintenance of Equipment & Facility	518	1,500	1,000
7360 Insurance & Bonding	183	303	325
7370 Printing, Photocopy, Advertising	2,116	3,000	3,000
7390 Misc. Contractual Service	7,454	10,900	10,000
7410 Office Supplies	299	600	300
7420 Operating Materials	168	800	500
7440 Small Tools/Minor Equipment		200	200
Total Operation & Maintenance	$ 13,759	$ 32,803	$ 24,825
7630 Equipment Items > $2,500	$ 0	$ 0	$ 0
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 120,012	$ 200,511	$ 193,933

Department:	Division:	Fund:	Account No:
General Government	Mayor	General	001-570-702

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 9,521	$ 9,530	$ 9,550
Operation and Maintenance	3,811	5,400	3,900
Capital Outlay	0		0
Total	$ 13,332	$ 14,930	$ 13,450
Total Positions	1	1	1
Funding by Source			
General	$ 13,332	$ 14,930	$ 13,450
Total	$ 13,332	$ 14,930	$ 13,450

Program Description:

This budget division is used to account for the expenditures relating to the office of the Mayor. The Mayor is elected by the voters and serves in a ceremonial capacity. This position also serves as President of Council and convenes all regular Council meetings, Council committee meetings, public hearings, Council work sessions, and special meetings of Kent's governing board.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of $1,500.00 or (28)%, compared to the 2020 budget.

Department:	Divisioı Fund:		Account No:
General Government	Mayor	General	001-570-702-

Line Description		2019 Actual		2020 Budget		2021 Recommend
7001	Employee - Regular Salaries	$ 8,100	$	8,100	$	8,100
7004	Retirement (PERS)	1,134		1,140		1,140
7005	Medicare	117		120		120
7006	Health Insurance	0		0		0
7008	Overtime	0		0		0
7009	Unemployment & Workers' Comp	170		170		190
	Total Personnel Services	$ 9,521	$	9,530	$	9,550
7210	Travel & Training	$ 2,082	$	2,000	$	1,000
7320	Communications/Postage	977		1800		1500
7330	Rents and Leases			0		
7340	Professional Services			100		100
7370	Printing, Photocopy, Advertising			300		300
7390	Misc. Contractual Service	657		400		400
7410	Office Supplies			200		100
7420	Operating Materials	95		600		500
7440	Small Tools/Minor Equipment			0		
	Total Operation & Maintenance	$ 3,811	$	5,400	$	3,900
7630	Equipment Items > $2,500	$ 0	$	0	$	0
	Total Capital Outlay	$ 0	$	0	$	0
Total		$ 13,332	$	14,930	$	13,450

Department:	Division:	Fund:	Account No:
General Government	Community Support	General	001-570-703

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	69,047	86,500	105,500
Capital Outlay	0		0
Total	$ 69,047	$ 86,500	$ 105,500
Total Positions	0	0	0
Funding by Source			
General	$ 69,047	$ 86,500	$ 105,500
Total	$ 69,047	$ 86,500	$ 105,500

Program Description:

This cost center has been created to account for City Council's support of activities, events and programs for the general benefit of the community including the Kent Central Gateway Parking Deck. This cost center includes, but is not limited to: funds for a downtown festival, maintenance of the City's website, gas, the required sharing of bed tax paid to Destination Kent, and funds for unexpected requests that come before Council.

Program Comments:

The 2021 recommended operation and maintenance budget of $105,500 reflects an increase of 21.97% compared to the 2020 budget. For 2021 as the COVID pandemic is still a significant concern, we are unsure at this point how many community activities will take place. So, for now we will reduce the budget in the Misc. Contract Services from $38,000 in 2020 to $28,000 in 2021. However, we have to increase our Rents & Leases by $35,000 to assist the Kent Central Gateway Parking Deck in our portion of the 2020 losses due to the pandemic. All these expenditures will be reviewed later in 2021.

Department:	Division:	Fund:	Account No:
General Governmei	Community Support	General	001-570-703-

Line	Description	2019 Actual	2020 Budget	2021 Recommend
7280	Vehicle Fuel	$	$ 500	$ 500
7330	Rents & Leases			35,000
7390	Misc. Contractual Service	27,502	38,000	28,000
7420	Operating Materials			
7780	Bed Tax Shared	41,545	48,000	42,000
	Total Operation &]	$ 69,047	$ 86,500	$ 105,500
7630	Equipment Items >	$ 0	$ 0	$ 0
	Total Capital Outla	$ 0	$ 0	$ 0
Total		$ 69,047	$ 86,500	$ 105,500

Department:	Division:	Fund:	Account No:
General Government	City Manager	General	001-570-704

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 310,550	$ 327,241	$ 335,120
Operation and Maintenance	55,863	63,623	59,175
Capital Outlay	0		0
Total	$ 366,413	$ 390,864	$ 394,295
Total Positions	2	2	2
Funding by Source			
General	$ 366,413	$ 390,864	$ 394,295
Total	$ 366,413	$ 390,864	$ 394,295

Program Description:

The City Manager is the Chief Executive Officer for the City organization serving the residents, businesses and students of the Kent community. The City Manager's Office provides centralized direction and leadership for the effective administration and operations of all municipal services for the City as directed by the City Council and serves as the focal point for the management of the City staff. The City Manager’s Office is responsible for leading the City's organizational priorities in adherence with the policy goals and objectives established by the City Council while employing such managerial techniques as needed to assure efficient and effective utilization of the City's

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of approximately $4,400 or (6.99)%, compared to the 2020 budget.

Department:	Division:	Fund:	Account No:
General Government	City Manager	General	001-570-704-

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 234,589	$ 245,648	$ 250,561
7004	Retirement (PERS)	31,562	34,931	35,121
7005	Medicare	3,399	3,562	3,638
7006	Health Insurance	31,200	33,000	35,400
7008	Overtime		300	300
7009	Unemployment & Workers' Comp	6,200	6,200	6,500
7250	Auto Allowance	3,600	3,600	3,600
	Total Personnel Services	$ 310,550	$ 327,241	$ 335,120
7210	Travel & Training	$ 459	$ 900	$ 500
7320	Communications/Postage	5,525	8,000	8,000
7330	Rents & Lease	1,500		
7340	Professional Services	1,512	4,300	3,000
7350	Maintenance of Equipment & Facility	2,633	3,800	3,800
7360	Insurance & Bonding	416	423	425
7370	Printing, Photocopy, Advertising	1,186	1,700	1,700
7390	Misc. Contractual Service	41,624	42,500	40,200
7410	Office Supplies	826	1,000	750
7420	Operating Materials	182	500	400
7440	Small Tools/Minor Equipment		500	400
	Total Operation & Maintenance	$ 55,863	$ 63,623	$ 59,175
7630	Equipment Items > $2,500	$ 0	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 366,413	$ 390,864	$ 394,295

Department:	Division:	Fund:	Account No:
General Government	Human Resources	General et al	001-570-705

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 124,356	$ 129,580	$ 134,966
Operation and Maintenance	13,700	19,488	15,510
Capital Outlay			0
Total	$ 138,056	$ 149,068	$ 150,476
Total Positions	1	1	1

Funding by Source			
General	$ 75,952	$ 84,278	$ 116,725
Water	31,126	32,395	13,498
Sewer	30,978	32,395	12,147
Solid Waste			4,053
Storm			4,053
Total	$ 138,056	$ 149,068	$ 150,476

Program Description:

This division facilitates the tracking of expenditures related to the Human Resources Manager and the specific programs and services provided through this office. This division accounts for the administration of the employee health care plan, the Employee Assistance Program (EAP), the drug and alcohol testing program (DOT), pre-employment hiring activities, serves as the administration's liaison to the Civil Service Commission, and monitors compliance with equal employment opportunity policies, the family medical leave requirements, sexual harassment regulation, accommodating disabled workers under the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), workplace safety standards under OSHA, annual filing of the EEOC report, and Public Records law as it pertains to personnel files. Additionally, there is continuously evolving state and federal case law being promulgated which constantly changes labor and employment requirements affecting public sector employers. The Human Resources Manager also coordinates employment related disputes, including all grievances and disciplinary actions as well as representing the City administration involving matters directly associated with collective bargaining agreements and other union matters. This position receives seventy-five percent of its funding allocation from the general fund.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a 20% decrease change compared to 2020.

Department:	Division:	Fund:	Account No:
General Government	Human Resources	General et al	001-570-705-

Line	Description	2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 92,612	$ 95,776	$ 99,133
7004	Retirement (PERS)	12,966	13,412	13,890
7005	Medicare	1,326	1,392	1,443
7006	Health Insurance	15,600	16,500	17,700
7009	Unemployment & Workers' Comp	1,852	2,500	2,800
	Total Personnel Services	$ 124,356	$ 129,580	$ 134,966
7210	Travel & Training	$ 482	$ 1,300	$ 700
7320	Communications/Postage	30	800	500
7340	Professional Services	9,080	10,875	9,725
7350	Maint of Equip & Facility	1,907	2,000	1,500
7360	Insurance & Bonding	183	303	325
7370	Printing, Photocopy, Advertising	641	100	100
7390	Misc. Contractual Service	1,210	3,200	2,050
7410	Office Supplies	167	200	200
7420	Operating Materials	0	410	210
7440	Small Tools/Minor Equipment	0	300	200
	Total Operation & Maintenance	$ 13,700	$ 19,488	$ 15,510
7630	Equipment Items > $2,500	$ 0	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 138,056	$ 149,068	$ 150,476

THE CITY OF KENT

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Department:		Division:	Fund:				Account No:
General Government		Human Resources	General et al				001-570-705-

Line	Description	75% General	10% Water	9% Sewer	3% Solid Waste	3% Storm	2021 Total
7001	Employee - Regular Salaries	$ 74,350	$ 9,913	$ 8,922	$ 2,974	$ 2,974	$ 99,133
7004	Retirement (PERS)	10,410	1,390	1,250	420	420	13,890
7005	Medicare	1,080	145	130	44	44	1,443
7006	Health Insurance	13,275	1,770	1,593	531	531	17,700
7009	Unemployment & Workers' Comp	2,100	280	252	84	84	2,800
	Total Personnel Services	$ 101,215	$ 13,498	$ 12,147	4,053	4,053	$ 134,966
7210	Travel & Training	$ 700	$	$	$	$	$ 700
7320	Communications/Postage	500					500
7340	Professional Services	9,725					9,725
7350	Maint of Equip & Facility	1,500					1,500
7360	Insurance & Bonding	325					325
7370	Printing, Photocopy, Advertising	100					100
7390	Misc. Contractual Service	2,050					2,050
7410	Office Supplies	200					200
7420	Operating Materials	210					210
7440	Small Tools/Minor Equipment	200					200
	Total Operation & Maintenance	$ 15,510	$ 0	$ 0	$ 0	$ 0	$ 15,510
7630	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$ 0	0	0	$ 0
Total		$ 116,725	$ 13,498	$ 12,147	$ 4,053	$ 4,053	$ 150,476

.	Division:	Fund:	Account No:
General Government	Civil Service	General	001-570-706

Resource Summary Expenditure Categories		2019 Actual		2020 Budget		2021 Recommend
Personnel Services	$	22,040	$	32,425	$	32,445
Operation and Maintenance		16,225		48,953		26,325
Capital Outlay		0				0
Total	$	38,265	$	81,378	$	58,770
Total Positions		1		1		1

Funding by Source						
General	$	38,265	$	81,378	$	58,770
Total	$	38,265	$	81,378	$	58,770

Program Description:

The Civil Service Commission prescribes, amends and enforces rules for the classification of positions in the civil service of the City government. These rules include matters such as examinations, resignations, appointments, promotions, removals, transfers, layoffs, suspensions, reductions and reinstatements. The Civil Service Commission exercises all other powers and performs all other duties as prescribed by Chapter 124.40 of the Ohio Revised Code.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of $22,628, or 46.2% as compared to the 2020 budget.

Professional Service line item, which is used for testing and assessment centers, was decreased as all promotional centers (our largest expense) were completed this calendar year.

Department:	Division:	Fund:	Account No:
General Government	Civil Service	General	001-570-706-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7001 Employee - Regular Salaries	$ 18,653	$ 27,648	$ 27,648
7004 Retirement (PERS)	2,611	3,871	3,871
7005 Medicare	271	401	401
7006 Health Insurance		0	0
7005 Overtime		0	0
7009 Unemployment & Workers' Comp	505	505	525
Total Personnel Services	$ 22,040	$ 32,425	$ 32,445
7210 Travel & Training	$	$ 100	$ 0
7320 Communications/Postage	1,172	2,000	2,000
7330 Rents and Leases			
7340 Professional Services	10,754	35,300	17,650
7350 Maintenance of Equipment & Facility	263	1,000	1,000
7360 Insurance & Bonding	183	303	325
7370 Printing, Photocopy, Advertising	1,199	5,200	2,500
7390 Misc. Contractual Service	558	550	550
7410 Office Supplies		500	200
7420 Operating Materials	2,096	2,500	2,000
7440 Small Tools/Minor Equipment		1,500	100
Total Operation & Maintenance	$ 16,225	$ 48,953	$ 26,325
7630 Equipment Items > $2,500	$ 0	$ 0	$ 0
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 38,265	$ 81,378	$ 58,770

Department:	Division:	Fund:	Account No:
General Government	Law	General	001-570-707

Resource Summary	2019	2020	2021
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	$ 289,741	$ 333,967	$ 336,467
Operation and Maintenance	50,544	118,895	98,905
Capital Outlay	0		0
Total	$ 340,285	$ 452,862	$ 435,372
Total Positions	4	4	4
Funding by Source			
General	$ 340,285	$ 452,862	$ 435,372
Total	$ 340,285	$ 452,862	$ 435,372

Program Description:

The Law Department serves as the City's primary legal counsel for matters pending before City Council, all boards and commissions and all administrative matters with the various departments in the City, including the Parks and Recreation and Health Departments.

The Law Department prosecutes all misdemeanor cases filed pursuant to the ordinances of the City of Kent and assists the Kent Police Department in other cases where such assistance is deemed necessary.

The Law Department is ultimately responsible for enforcing all actions brought under the City's health, building, zoning and other regulatory codes, and facilitates the collection of water, sewer, ambulance and other general credit matters. The department also is ultimately responsible for defending the City in all actions brought against the City.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a 17% decrease as compared to the 2020 budget. The amount required in the professional service line is dependent upon the level of specialized litigation required and may increase or decrease as the need for outside counsel fluctuates.

Department:		Division:	Fund:	Account No:
General Government		Law	General	001-570-707-

Line	Description	2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 218,574	$ 254,800	$ 254,800
7004	Retirement (PERS)	30,340	35,672	35,672
7005	Medicare	3,127	3,695	3,695
7006	Health Insurance	31,200	33,000	35,400
7008	Overtime	0	0	0
7009	Unemployment & Workers' Comp	6,500	6,800	6,900
	Total Personnel Services	$ 289,741	$ 333,967	$ 336,467
7210	Travel & Training	$ 794	$ 950	$ 950
7320	Communications/Postage	2,347	3,200	3,200
7340	Professional Services	31,998	100,000	80,000
7350	Maintenance of Equipment & Facility	737	780	780
7360	Insurance & Bonding	367	665	675
7370	Printing, Photocopy, Advertising	1,062	100	100
7390	Misc. Contractual Service	9,596	10,000	10,000
7410	Office Supplies	1,055	1,000	1,000
7420	Operating Materials	2,588	2,000	2,000
7440	Small Tools/Minor Equipment	0	200	200
	Total Operation & Maintenance	$ 50,544	$ 118,895	$ 98,905
7620	Buildings	$ 0	$ 0	$ 0
7630	Equipment Items > $2,500	0	0	0
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 340,285	$ 452,862	$ 435,372

Department:	Division:	Fund:	Account No:
General Government	Finance Administration	General et al	001-570-708

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 671,577	$ 871,244	$ 962,424
Operation and Maintenance	237,742	288,344	283,100
Capital Outlay	0		0
Total	$ 909,319	$ 1,159,588	$ 1,245,524
Total Positions	9	9	9

Funding by Source			
General	$ 273,023	$ 364,996	$ 608,976
Income Tax	166,221	216,911	135,446
Water	187,122	243,797	172,324
Sewer	183,714	241,298	160,246
Utility Billing	99,239	92,586	92,500
Solid Waste			38,116
Storm			37,916
Capital Projects			0
Total	$ 909,319	$ 1,159,588	$ 1,245,524

Program Description:

Financial administration provides various customer services to Kent citizens in addition to operational support services in accounting, budget, data processing, debt management, utility billing, risk management and treasury management functions. This division is responsible for the timely processing of payroll, purchase orders, accounts payable, and utility account records, work orders and invoices. It maintains the records for approximately 6,900 city water, sewer and recycling accounts and storm water. Employees are responsible for collecting all City revenues, updating appropriate data bases, and depositing funds on a timely basis. The Budget and Finance Department prepares a wide range of financial reports throughout the fiscal year, many of which are required by law and have established deadlines for compliance.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of 1.9%, or approximately $5,400, as compared to the 2020 budget.

Department:	Division:	Fund:	Account No:
General Government	Financial Administration	General et al	001-570-708-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7001 Employee - Regular Salaries	$ 482,386	$ 629,404	$ 708,142
7004 Retirement (PERS)	66,488	85,376	99,930
7005 Medicare	5,834	9,288	10,352
7006 Health Insurance	98,799	127,876	123,900
7008 Overtime	1,935	5,200	5,500
7009 Unemployment & Workers' Comp	12,535	10,500	11,000
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	$ 671,577	$ 871,244	$ 962,424
7210 Travel & Training	$ 1,038	$ 4,100	$ 3,000
7320 Communications/Postage	51,379	67,600	68,100
7330 Rents & Leases	8,107	9,700	9,800
7340 Professional Services	17,985	23,000	21,500
7350 Maintenance of Equipment & Facility	4,182	7,100	5,600
7360 Insurance & Bonding	3,849	4,244	4,500
7370 Printing, Photocopy, Advertising	5,539	7,500	7,500
7390 Misc. Contractual Service	135,802	145,000	144,800
7410 Office Supplies	2,494	4,000	3,800
7420 Operating Materials	4,889	7,600	6,000
7440 Small Tools/Minor Equipment	2,478	3,500	3,500
7520 Liability	0	5,000	5,000
7790 Over/Under			0
Total Operation & Maintenance	$ 237,742	$ 288,344	$ 283,100
7620 Building	$	$	$
7630 Equipment Items > $2,500			
Fin. System Upgrade/Bus. Analytics			
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 909,319	$ 1,159,588	$ 1,245,524

12.02.20 Finance Committee Meeting
Attachment #1

		Division:	Fund:		Account No:
General Government		Financial Administ	General et al		001-570-708-

Line	Description	49% General	14% Inc.Tax	15% Water	Page 1 Subtotal
7001	Employee - Regular Salaries	$ 346,989	$ 99,140	$ 106,221	$ 552,350
7004	Retirement (PERS)	48,960	13,990	14,990	77,940
7005	Medicare	5,071	1,450	1,553	8,074
7006	Health Insurance	60,711	17,346	18,585	96,642
7008	Overtime	2,695	770	825	4,290
7009	Unemployment & Workers' Comp	2,750	2,750	2,750	8,250
7250	Auto Allowance	3,600			3,600
	Total Personnel Services	$ 470,776	$ 135,446	$ 144,924	$ 751,146
7210	Travel & Training	$ 2,800	$	$	$ 2,800
7320	Communications/Postage	17,500		4,800	22,300
7330	Rents & Leases	1,000		8,000	9,000
7340	Professional Services	19,500			19,500
7350	Maintenance of Equipment & Facility	3,100			3,100
7360	Insurance & Bonding	3,700		200	3,900
7370	Printing, Photocopy, Advertising	2,700			2,700
7390	Misc. Contractual Service	80,000		14,400	94,400
7410	Office Supplies	1,900			1,900
7420	Operating Materials	4,000			4,000
7440	Small Tools/Minor Equipment	2,000			2,000
7520	Liability				0
7790	Over/Under				0
	Total Operation & Maintenance	$ 138,200	$ 0	$ 27,400	$ 165,600
7620	Buildings	$	$	$	$ 0
7630	Equipment Items > $2,500				0
	Fin. System Upgrade/Bus. Analytics				
	Total Capital Outlay	$ 0	$ 0	$ 0	$ 0
Total		$ 608,976	$ 135,446	$ 172,324	$ 916,746

General Government	Division: Financial Administration				Account No: 001-570-708-
Line Description	14% Sewer	4% Solid Waste	4% Storm	Utility Billing	2021 Total
7001 Employee - Regular Salaries	$ 99,140	$ 28,326	$ 28,326	$	$ 708,142
7004 Retirement (PERS)	13,990	4,000	4,000		99,930
7005 Medicare	1,450	414	414		10,352
7006 Health Insurance	17,346	4,956	4,956		123,900
7008 Overtime	770	220	220		5,500
7009 Unemployment & Workers' Comp	2,750				11,000
7250 Auto Allowance					3,600
Total Personnel Services	$ 135,446	$ 37,916	$ 37,916	$ 0	$ 962,424
7210 Travel & Training	$	$	$	$ 200	$ 3,000
7320 Communications/Postage	4,800			41,000	68,100
7330 Rents & Leases	400			400	9,800
7340 Professional Services				2,000	21,500
7350 Maintenance of Equipment & Facility				2,500	5,600
7360 Insurance & Bonding	200	200		200	4,500
7370 Printing, Photocopy, Advertising				4,800	7,500
7390 Misc. Contractual Service	14,400			36,000	144,800
7410 Office Supplies				1,900	3,800
7420 Operating Materials				2,000	6,000
7440 Small Tools/Minor Equipment				1,500	3,500
7520 Liability	5,000				5,000
7790 Over/Under					0
					0
Total Operation & Maintenance	$ 24,800	$ 200	$ 0	$ 92,500	$ 283,100
7620 Building					$ 0
7630 Equipment Items > $500	$	$		0	$ 0
					0
Total Capital Outlay	$ 0	$ 0	$ 0	$ 0	$ 0
Total	$ 160,246	$ 38,116	$ 37,916	$ 92,500	$ 1,245,524

Department:	Division:	Fund:	Account No:
General Government	Income Tax Admin.	Income Tax	116-570-709

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 85,442	$ 91,480	$ 0
Operation and Maintenance	439,948	542,233	491,850
Capital Outlay	0		0
Total	$ 525,390	$ 633,713	$ 491,850
Total Positions	1	1	1

Funding by Source			
Income Tax	$ 525,390	$ 633,713	$ 491,850
Total	$ 525,390	$ 633,713	$ 491,850

Program Description:

This division is responsible for the administration and collection of the City of Kent's municipal income tax. The division provides citizens with tax related telephone and walk-in customer services on an as needed basis. It also performs a variety of liaison services between the City's Income Tax contractor, the Regional Income Tax Agency (RITA), and taxpayers. Additionally, the division provides all of the City's internal liaison/support needs involving municipal income taxes including activities such as gathering, monitoring, and coordinating the update of pertinent information regarding sources of income from residents and employers. This division also enforces compliance with ordinances regarding payment of taxes. Approximately 15,000 separate accounts are now maintained on RITA's income tax computer system and are accessed directly by designated personnel within the Budget and Finance Department in the performance of this division's role.

Program Comments:

The 2021 recommended Operation and Maintenance budget reflects a net decrease of approximately $50,000.00, or (9.29)% overall as compared to the 2020 budget. This is primarily attributable to volume based fees for income tax collections and related expenses for the City's contracted income tax collection agency, and is therefore more than offset by new revenue. See Finance Administration for the Personnel Services portion of the Income Tax Admin section.

Department:	Division:	Fund:	Account No:
General Government	Income Tax Adminstration	Income Tax	116-570-709-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7001 Employee - Regular Salaries	$ 58,232	$ 62,072	$ 0
7004 Retirement (PERS)	8,310	8,887	0
7005 Medicare	795	921	0
7006 Health Insurance	15,600	16,500	0
7008 Overtime	1,125	1,400	0
7009 Unemployment & Workers' Comp	1,380	1,700	0
Total Personnel Services	$ 85,442	$ 91,480	$ 0
7210 Travel & Training	$ 0	$ 200	$ 200
7320 Communications/Postage	3,069	5,000	5,000
7330 Rents & Leases	0	0	0
7340 Professional Services	135	300	300
7350 Maintenance of Equipment & Facility	0	0	0
7360 Insurance & Bonding		133	150
7370 Printing, Photocopy, Advertising	0	0	0
7390 Misc. Contractual Service	436,228	530,000	480,000
7410 Office Supplies	0	0	0
7420 Operating Materials	129	600	400
7440 Small Tools/Minor Equipment	387	1,000	800
7710 Refunds	0	0	0
7720 Reimbursements	0	5,000	5,000 *
7790 Over / Under			
Total Operation & Maintenance	$ 439,948	$ 542,233	$ 491,850
7630 Equipment Items > $2,500	$ 0	$ 0	$ 0
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 525,390	$ 633,713	$ 491,850

* Field Local School- Land O Lakes

Department:	Division:	Fund:	Account No:
General Government	Service Administration	General et al	001-570-710

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 404,820	$ 438,131	$ 446,508
Operation and Maintenance	509,653	703,352	550,300
Capital Outlay	0	40000	10,000
Total	$ 914,473	$ 1,181,483	$ 1,006,808
Total Positions	3	4	4

Funding by Source			
General	$ 430,220	$ 577,035	$ 579,860
Water	86,572	96,128	66,842
Sewer	86,572	96,128	66,842
Solid Waste	213,735	257,918	200,039
Storm	97,374	129,274	83,225
Capital Project	0	25,000	10,000
Total	$ 914,473	$ 1,181,483	$ 1,006,808

Program Description:

Service Administration is responsible for oversight and direction of the Engineering, Central Maintenance, Utilities Production (Water Treatment Plant and Water Reclamation Facility), Storm Water Utility and Solid Waste Divisions. In addition, it is responsible for maintaining the City's buildings, open-land areas and street lighting.

Program Comments:

The 2021 operation and maintenance budget reflects a decrease of $153,052, or (21.76)% as compared to the 2020 budget. The major reason for this decrease is that the electric costs for the Police Station were moved from being paid from Service Admin. to the Police Department.

Department:	Division:	Fund:	Account No:
General Government	Service Administration	General et al	001-570-710

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 286,684	$ 306,800	$ 311,406
7004	Retirement (PERS)	40,126	43,857	44,448
7005	Medicare	4,125	4,474	4,604
7006	Health Insurance	60,776	66,000	70,800
7008	Overtime	2,109	6,000	4,000
7009	Unemployment & Workers' Comp	7,400	7,400	7,650
7250	Auto Allowance	3,600	3,600	3,600
	Total Personnel Services	$ 404,820	$ 438,131	$ 446,508
7210	Travel & Training	$ 68	$ 1,750	$ 750
7310	Utilities	126,113	146,380	70,000
7320	Communications/Postage	1,615	3,200	3,000
7330	Rents & Leases	0	0	0
7340	Professional Services	5,710	25,000	23,000
7350	Maintenance of Equipment & Facility	7,133	28,000	24,000
7360	Insurance & Bonding	9,670	12,022	12,050
7370	Printing, Photocopy, Advertising	1,870	6,500	3,000
7390	Misc. Contractual Service	349,800	460,000	400,000
7410	Office Supplies	1,018	3,500	2,500
7420	Operating Materials	6,656	13,500	10,000
7440	Small Tools/Minor Equipment	0	3,500	2,000
	Total Operation & Maintenance	$ 509,653	$ 703,352	$ 550,300
7610	Lands	$	$	$
7620	Buildings			
	Service Adm Roof Repair		30,000	
7630	Equipment Items > $2,500			
	Phone & Network(SS-17-01)			
	City Wide Phone Network			
7640	Misc Roadway Lighting Equipment		10,000	10,000
7680	Contract			
	Storm Water Rate Analysis			
	Total Capital Outlay	$ 0	$ 40,000	$ 10,000
Total		$ 914,473	$ 1,181,483	$ 1,006,808

Department:	Division:	Fund:			Account No:
General Government	Service Administration	General et al			001-570-710-
	55%	15%	15%	5%	
	001	201	202	Solid	Page A
Line Description	General	Water	Sewer	Waste	Subtotal
7001 Employee - Regular Salaries	$ 171,272	$ 46,711	$ 46,711	$ 15,571	$ 280,265
7004 Retirement (PERS)	24,441	6,670	6,670	2,223	40,004
7005 Medicare	2,532	691	691	230	4,144
7006 Health Insurance	38,940	10,620	10,620	3,540	63,720
7008 Overtime	2,200	600	600	200	3,600
7009 Unemployment & Workers' Comp	1,450	1,550	1,550	1,550	6,100
7250 Auto Allowance	3,600	0	0	0	3,600
Total Personnel Services	$ 244,435	$ 66,842	$ 66,842	$ 23,314	$ 401,433
7210 Travel & Training	$ 750	$	$	$	$ 750
7310 Utilities	70,000				70,000
7320 Communications/Postage	2,000			1,000	3,000
7330 Rents & Leases					0
7340 Professional Services	20,000				20,000
7350 Maintenance of Equipment & Facility	24,000				24,000
7360 Insurance & Bonding	6,475			425	6,900
7370 Printing, Photocopy, Advertising	2,800			200	3,000
7390 Misc. Contractual Service	195,000			175,000	370,000
7410 Office Supplies	2,500				2,500
7420 Operating Materials	9,900			100	10,000
7440 Small Tools/Minor Equipment	2,000				2,000
Total Operation & Maintenance	$ 335,425	$ 0	$ 0	$ 176,725	$ 512,150
	Use 2-26B for Fund 301				
7610 Lands	$	$	$	$	$ 0
7620 Buildings					0
Service Admin Roof Repair					0
7630 Equipment Items > $2,500					0
Phone & Network(SS-17-01)					0
City Wide Phone Network					0
7640 Misc Roadway Lighting Equipment					0
7680 Contract					0
Storm Water Rate Analysis					0
Total Capital Outlay	$ 0	$ 0	$ 0	$ 0	$ 0
Total	$ 579,860	$ 66,842	$ 66,842	$ 200,039	$ 913,583

Department:	Division:	Fund:		Account No:
General Government	Service Administration	General et al		001-570-710-

Line	Description	Page A Subtotal	10% Storm Water	Fund 301 Capital Projects	2021 Total
7001	Employee - Regular Salaries	$ 280,265	$ 31,141	$ 0	$ 311,406
7004	Retirement (PERS)	40,004	4,444		44,448
7005	Medicare	4,144	460		4,604
7006	Health Insurance	63,720	7,080		70,800
7008	Overtime	3,600	400		4,000
7009	Unemployment & Workers' Comp	6,100	1,550		7,650
7250	Auto Allowance	3,600	0		3,600
	Total Personnel Services	$ 401,433	$ 45,075	$ 0	$ 446,508
7210	Travel & Training	$ 750	$	$	$ 750
7310	Utilities	70,000			70,000
7320	Communications/Postage	3,000			3,000
7330	Rents & Leases	0			0
7340	Professional Services	20,000	3,000		23,000
7350	Maintenance of Equipment & Facility	24,000			24,000
7360	Insurance & Bonding	6,900	5,150		12,050
7370	Printing, Photocopy, Advertising	3,000			3,000
7390	Misc. Contractual Service	370,000	30,000		400,000
7410	Office Supplies	2,500			2,500
7420	Operating Materials	10,000			10,000
7440	Small Tools/Minor Equipment	2,000			2,000
	Total Operation & Maintenance	$ 512,150	$ 38,150	$ 0	$ 550,300
7610	Lands	$	$	$	$ 0
7620	Buildings				0
	Service Admin Roof Repair				0
7630	Equipment Items > $2,500				0
	Phone & Network(SS-17-01)				0
	City Wide Phone Network				0
7640	Misc Roadway Lighting Equip			10,000	10,000
7680	Contract				0
	Storm Water Rate Analysis				0
	Total Capital Outlay	$ 0	$ 0	$ 10,000	$ 10,000
Total		$ 913,583	$ 83,225	$ 10,000	$ 1,006,808

Department:	Division:	Fund:	Account No:
General Government	Engineering	General et al	001-570-711

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 879,842	$ 963,760	$ 955,659
Operation and Maintenance	160,640	172,042	133,800
Capital Outlay	0	0	40,000
Total	$ 1,040,482	$ 1,135,802	$ 1,129,459
Total Positions	7.6	6.6	7

Funding by Source			
General	$ 339,455	$ 339,382	$ 171,366
Water	239,913	258,190	222,131
Sewer	230,560	273,140	174,350
Storm	230,554	265,090	169,350
Capital	0	0	392,262
Total	$ 1,040,482	$ 1,135,802	$ 1,129,459

Program Description:

The Engineering Division provides engineering information, surveys, design and construction inspection for streets, water, sewers and other public projects. This division's primary function consists of the planning and implementation of the capital facilities program and yearly budget. The Engineering division is also responsible for inspections of private developments occurring with current or future City right-of-way and private property within three feet of a building for sewer and water laterals.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of $38,242.00 or (22.23)% compared to the 2020 budget.

Department:	Division:	Fund:	Account No:
General Government	Engineering	General et al	001-570-711-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7001 Employee - Regular Salaries	$ 607,909	$ 669,728	$ 679,777
7004 Retirement (PERS)	91,119	101,048	101,471
7005 Medicare	9,335	10,484	10,511
7006 Health Insurance	109,200	115,500	123,900
7008 Overtime	46,679	45,000	25,000
7009 Unemployment & Workers' Comp	15,600	22,000	15,000
Total Personnel Services	$ 879,842	$ 963,760	$ 955,659
7210 Travel & Training	$ 3,218	$ 3,800	$ 3,800
7280 Vehicle Fuel	1,837	2,000	2,000
7320 Communications/Postage	6,492	8,500	8,000
7330 Rents & Leases	0	0	0
7340 Professional Services	126,714	115,000	93,000
7350 Maintenance of Equipment & Facility	3,259	4,100	3,800
7360 Insurance & Bonding	2,876	3,342	3,350
7370 Printing, Photocopy, Advertising	2,549	3,500	3,000
7390 Misc. Contractual Service	9,107	22,000	9,050
7410 Office Supplies	609	1,100	800
7420 Operating Materials	1,947	3,100	3,000
7440 Small Tools/Minor Equipment	2,032	5,600	4,000
Total Operation & Maintenance	$ 160,640	$ 172,042	$ 133,800
7630 Equipment Items > $2,500	$	$ 0	$
Inspection Veh Replacement			40,000
Color Plotter replacement			
Total Capital Outlay	$ 0	$ 0	$ 40,000
Total	$ 1,040,482	$ 1,135,802	$ 1,129,459

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12.02.20 Finance Committee Meeting
Attachment #1

Department:	Division:	Fund:					Account No:
General Government	Engineering	General et al					001-570-711-

Line Description	10% General	20% Water	15% Sewer	15% Storm Water	40% Capital	2021 Total
7001 Employee - Regular Salaries	$ 67,978	$ 135,955	$ 101,967	$ 101,967	$ 271,910	$ 679,777
7004 Retirement (PERS)	10,147	20,294	15,221	15,221	40,588	101,471
7005 Medicare	1,051	2,102	1,577	1,577	4,204	10,511
7006 Health Insurance	12,390	24,780	18,585	18,585	49,560	123,900
7008 Overtime	2,500	5,000	3,750	3,750	10,000	25,000
7009 Unemployment/Workers' Comp	1,500	3,000	2,250	2,250	6,000	15,000
Total Personnel Services	$ 95,566	$ 191,131	$ 143,350	$ 143,350	$ 382,262	$ 955,659
7210 Travel & Training	$ 3,800	$	$	$	$	$ 3,800
7280 Vehicle Fuel	2,000					2,000
7320 Communications/Postage	8,000					8,000
7330 Rents & Leases						0
7340 Professional Services	35,000	21,000	21,000	16,000		93,000
7350 Maint.of Equipment & Facility	3,800					3,800
7360 Insurance & Bonding	3,350					3,350
7370 Printing, Photocopy, Advertising	3,000					3,000
7390 Misc. Contractual Service	9,050					9,050
7410 Office Supplies	800					800
7420 Operating Materials	3,000					3,000
7440 Small Tools/Minor Equipment	4,000					4,000
Total Operation & Maintenance	$ 75,800	$ 21,000	$ 21,000	$ 16,000	$ 0	$ 133,800
	Fund 301					
7630 Equipment Items > $2,500	$	$	$	$	$	$ 0
Inspection Vehicle replacement		10,000	10,000	10,000	10,000	40,000
Color Plotter Replacement						0
Total Capital Outlay	$ 0	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 40,000
Total	$ 171,366	$ 222,131	$ 174,350	$ 169,350	$ 392,262	$ 1,129,459

Department:	Division:	Fund:	Account No:
General Government	Adjunct Facilities	General	001-570-712

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	915	22,692	0
Capital Outlay			0
Total	$ 915	$ 22,692	$ 0
Total Positions	0	0	0

Funding by Source			
General	$ 915	$ 22,692	$ 0
Total	$ 915	$ 22,692	$ 0

Program Description:

This cost center is not currently being utilized. In past years it was for a rental property that the City used to own.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of $22,692 or (100)% as compared to the 2020 budget.

The 2020 budget related to the maintenance costs associated with the one rental that was owned by the City. The City no longer owns that property.

Department:	Division:	Fund:	Account No:
General Government	Adjunct Facilities	General	001-570-712

Line Description	2019 Actual	2020 Budget	2021 Recommend
7310 Utilities	$ 915	$ 22,692	$ 0
7340 Professional Services			
7350 Maintenance of Equipment & Facilities			
7390 Misc. Contractual Service			
7490 Mileage (Property Taxes)			
7710 Refunds			
Total Operation & Maintenance	$ 915	$ 22,692	$ 0
7630 Equipment Items > $2,500	$ 0	$ 0	$ 0
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 915	$ 22,692	$ 0

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Department:	Division:	Fund:
General Government	Miscellaneous & Sundry	General

Line Description	2019 Actual	2020 Budget	2021 Recommend
Judgments & Moral Claims	$ 6,546	$ 10,000	$ 10,000
Elections	2,540	25,000	25,000
County Auditor & Treasurer Fees	31,920	40,000	40,000
Delinquent Land Advertising	12	250	250
Independent Auditor	54,949	61,000	56,000
Standing Rock Cemetery	207,593	215,000	217,000
Property Taxes	7,230	25,000	25,000
Workers' Compensation	13,446	9,000	9,000
Long Distance City (minus utility/parks and rec)	1,256	5,000	5,000
Total	$ 325,492	$ 390,250	$ 387,250

Department:	Division:	Fund:	Account No:
General Government	New City Hall Facility	General	001-570-727 /Fund 301

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance			
Capital Outlay	80,723	7,531,000	-
Total	$ 0	$ 7,531,000	$ 0
Total Positions	0	0	0
Funding by Source			
Capital Projects	$ 80,723	$ 7,531,000	$ 0
Total	$ 80,723	$ 7,531,000	$ 0

Program Description:

In 2015, the City of Kent sold its properties that housed City Administrative Offices on the corner of Depeyster and Summit Streets. This budget cost center has been created to account for the use of proceeds from that sale to pay for relocation of affected offices to temporary locations, required work at the temporary locations to facilitate occupancy/operations, and expenses related to the evaluation and development of solutions for a New City Hall Facility for various City offices/functions.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a zero balance because the 2020 budget will be reappropriated in 2021 when construction is scheduled to begin.

Department:	Division:	Fund:	Account No:
General Government	New City Hall Facility	General/Capital	001/301-570-727

Line Description		2019 Actual	2020 Budget	2021 Recommend
7210	Travel & Training	$	$	$
7250	Auto Allowance			
7320	Communications/Postage			
7340	Professional Services			
7350	Maintenance of Equipment & Facility			
7360	Insurance & Bonding			
7370	Printing, Photocopy, Advertising			
7390	Misc. Contractual Service			
7410	Office Supplies			
7420	Operating Materials			
7440	Small Tools/Minor Equipment			
	Total Operation & Maintenance	$ 0	$ 0	$ 0
				Fund 301
7630	Equipment Items > $2,500	$ 0	$ 0	$ 0
7680	Contract			
	New Admin. Building	80,723	7,531,000	0
	Total Capital Outlay	$ 80,723	$ 7,531,000	$ 0
Total		$ 80,723	$ 7,531,000	$ 0

Department:	Division:	Fund:	Account No:
General Government	Information Technology	General et al	001-570-728

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 115,585	$ 122,566	$ 127,356
Operation and Maintenance	167,314	287,590	290,420
Capital Outlay	59,213	131,000	5,000
Total	$ 342,112	$ 541,156	$ 422,776
Total Positions	1	1	1

Funding by Source			
General	$ 204,393	$ 313,452	$ 322,090
Water	39,253	48,352	44,707
Sewer	39,253	48,352	43,451
Solid Waste			3,764
Storm			3,764
Capital Project	59,213	131,000	5,000
Total	$ 342,112	$ 541,156	$ 422,776

Program Description:

The Information Technology & Communications Division (IT) was created to serve the technology needs of the City. The IT Division provides Citywide IT operations and services including desktop support, server support, applications support, and telecommunications, radio infrastructure, network security, printing and other specialized technical services. The IT department is responsible for managing and coordinating all maintenance and upgrade work for critical systems. The department is also responsible for the project management of all IT projects for other departments.

Program Comments:

The 2021 recommended operation and maintenance budget reflects an increase of $2,830 or 1%, as compared to the 2020 budget. The IT budget now includes the expenses of an intern who will help with the City website and other tasks as appropriate.

Department:	Division:	Fund:	Account No:
General Government	Information Technology	General et al	001-570-728

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 85,349	$ 90,176	$ 93,334
7004	Retirement (PERS)	11,949	12,766	13,067
7005	Medicare	1,205	1,324	1,355
7006	Health Insurance	15,600	16,500	17,700
7009	Unemployment & Workers' Comp	1,482	1,800	1,900
7250	Auto Allowance		0	0
	Total Personnel Services	$ 115,585	$ 122,566	$ 127,356
7210	Travel & Training	$ 0	$ 1,800	$ 1,500
7320	Communications/Postage	482	500	1,400
7340	Professional Services	143,068	203,240	212,720
7350	Maintenance of Equipment & Facilities	1,521	29,000	22,000
7360	Insurance & Bonding	4,882	8,550	16,000
7370	Printing, Photocopy, Advertising	25	300	300
7390	Misc. Contractual Service	7,823	18,200	15,000
7410	Office Supplies	0	500	500
7420	Operating Materials	9,513	15,000	12,000
7440	Small Tools/Minor Equipment	0	10,500	9,000
	Total Operation & Maintenance	$ 167,314	$ 287,590	$ 290,420
				Fund 301
7630	Equipment Items > $2,500	$ 0	$ 0	$ 0
7680	Contract			0
	Virtualization Software Licensing		5,000	0
	IT System Build Out			
	Antivirus System Replacement	11,173		0
	Website	48,040		0
	Windows 10 Upgrades		126,000	0
	Backup Firewall			5,000
	Fire Supression for PD Server Room			0
	Time and Attendance System			0
	Total Capital Outlay	$ 59,213	$ 131,000	$ 5,000
Total		$ 342,112	$ 541,156	$ 422,776

Department:	Division:	Fund:					Account No:
General Government	Information Technology	General et al					001-570-728-

Line Description		75% General	10% Water	9% Sewer	3% Solid Waste	3% Storm	2021 Total
7001	Employee - Regular Salaries	$ 70,000	$ 9,334	$ 8,400	$ 2,800	$ 2,800	$ 93,334
7004	Retirement (PERS)	9,800	1,307	1,176	392	392	13,067
7005	Medicare	1,015	136	122	41	41	1,355
7006	Health Insurance	13,275	1,770	1,593	531	531	17,700
7009	Unemployment & Workers' Comp	1,300	300	300			1,900
							0
	Total Personnel Services	$ 95,390	$ 12,847	$ 11,591	$ 3,764	$ 3,764	$ 127,356
7210	Travel & Training	$ 1,500	$	$	$	$	$ 1,500
7320	Communications/Postage	1,400					1,400
7340	Professional Services	156,000	28,360	28,360			212,720
7350	Maint of Equip & Facility	22,000					22,000
7360	Insurance & Bonding	9,000	3,500	3,500			16,000
7370	Printing, Photocopy, Advertising	300					300
7390	Misc. Contractual Service	15,000					15,000
7410	Office Supplies	500					500
7420	Operating Materials	12,000					12,000
7440	Small Tools/Minor Equipment	9,000					9,000
	Total Operation & Maintenance	$ 226,700	$ 31,860	$ 31,860	$ 0	$ 0	$ 290,420
		FUND 301					
7630	Equipment Items > $2,500	$	$ 0	$ 0	$ 0	$ 0	$ 0
7680	Contract						
	Virtualization Software Licensing						0
	Antivirus System Replacement						0
	Host Server for Virtual Server						0
	Windows 10 Upgrades						0
	Backup Firewall	5,000					5,000
	Fire Supression for PD Server Room						0
	Time and Attendance System						0
	Total Capital Outlay	$ 5,000	$ 0	$ 0	$ 0	$ 0	$ 5,000
Total		$ 327,090	$ 44,707	$ 43,451	$ 3,764	$ 3,764	$ 422,776

Public Safety

FUNDING BY PROGRAM AREA		2021 RECOMMEND
PUBLIC SAFETY		
Public Safety		
Police Services	$	5,746,954
Records and Communications		1,387,570
Juvenile Services		605,358
Support Services		433,936
Trust Funds		17,000
Police Pension		120,000
Fire Services		5,372,908
Fire Capital		752,000
Fire - Community Services		301,536
Technical Rescue		37,703
Hazmat		12,959
Confined Space		14,520
Fire Pension		120,000
Wireless 9-1-1		-
Police Capital		408,570
	SUBTOTAL	15,331,014
Capital-Police Facility		901,095
	TOTAL $	16,232,109

Department:	Division:	Fund:	Account No:
Public Safety	Police Service	Income Tax Safety	124-510-102

Resource Summary Expenditure Categories		2019 Actual		2020 Budget		2021 Recommend
Personnel Services	$	4,785,262	$	5,307,484	$	5,274,254
Operation and Maintenance		376,453		428,110		472,700
Capital Outlay		0		0		0
Total	$	5,161,715	$	5,735,594	$	5,746,954
Total Positions		41		41		41

Funding by Source						
Income Tax Safety	$	5,161,715	$	5,735,594	$	5,746,954
Total	$	5,161,715	$	5,735,594	$	5,746,954

Program Description:

This program area provides the most fundamental of law enforcement services, as well as the necessary support functions. The basic activities that this program performs are patrol, investigations and administration (including crime prevention and planning).

The major facet of this division is patrol (uniformed) operations, which performs the majority of work within the department. The patrol operation is where most inspection, prevention, calls for service and enforcement action takes place. Day-to-day maintenance and operational actions are also performed at this level, with administrative and investigative support functions guiding and enhancing the delivery of police services to the community.

Program Comments:

The 2021 recommended operation and maintenance budget reflects an increase of $31,190 and the Overtime budget has been reduced by $110,000 for a net reduction of $78,800 or (9)%, as compared to the 2020 budget. The operation and maintenance costs increased mainly due to the cost of electricity being charged to the Police Department vs being paid out of Service Admin. The Maintenance and Miscellaneous Contract lines are not areas we have the option to reduce as the new facility has HVAC system deficiencies that have proven to be costly and are not yet resolved. The janitorial services have been reduced from daily to fewer days per week but the contract is still a major expense for the department. The I.T. costs set up by the IT Manager are also an area in which we cannot control. Because of the rigid nature of those expenses, we have been forced to reduce our Overtime, training, and ammunition lines by the greatest percentages.

Department:		Fund:	Account No:
Public Safety		Income Tax Safety	124-510-102-

	Line Description	2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 344,079	$ 385,000	$ 391,000
7002	Uniformed Police Salaries	2,803,425	2,979,896	3,024,600
7004	Retirement	539,909	634,400	610,392
7005	Medicare	49,295	54,288	54,312
7006	Health Insurance	606,675	660,000	708,000
7007	Uniform & Clothing Allowance	48,350	50,300	52,350
7008	Overtime	314,951	440,000	330,000
7009	Unemployment & Workers' Comp	74,978	100,000	100,000
7250	Auto Allowance	3,600	3,600	3,600
	Total Personnel Services	$ 4,785,262	$ 5,307,484	$ 5,274,254
7210	Travel & Training	$ 18,297	$ 22,000	$ 25,000
7280	Vehicle Fuel	50,805	75,000	65,000
7310	Utilities	754	710	52,000
7320	Communications/Postage	37,855	50,000	40,000
7330	Rents & Leases	490	500	500
7340	Professional Services	24,032	30,000	28,400
7350	Maintenance of Equipment & Facilities	58,748	55,000	62,000
7360	Insurance & Bonding	55,324	59,900	59,900
7370	Printing, Photocopy, Advertising	3,595	6,000	4,000
7380	Criminal Apprehension		500	500
7390	Misc. Contractual Service	81,863	63,000	86,000
7410	Office Supplies	1,931	4,000	2,400
7420	Operating Materials	17,260	25,000	20,000
7440	Small Tools/Minor Equipment	7,200	11,000	10,000
7450	Ammunition	18,299	25,500	17,000
7999	COVID 19			
	Total Operation & Maintenance	$ 376,453	$ 428,110	$ 472,700
7630	Equipment Items > $2,500	$ 0	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 5,161,715	$ 5,735,594	$ 5,746,954

Department:	Division:	Fund:	Account No:
Public Safety	Police-Records and Communications	Income Tax Safety	124-510-103

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 1,055,592	$ 1,245,106	$ 1,261,070
Operation and Maintenance	103,778	162,100	126,500
Capital Outlay	0	0	0
Total	$ 1,159,370	$ 1,407,206	$ 1,387,570
Total Positions	13	13	13

Funding by Source			
Income Tax Safety	$ 1,159,370	$ 1,407,206	$ 1,387,570
Total	$ 1,159,370	$ 1,407,206	$ 1,387,570

Program Description:

This division provides for dispatching, providing and maintaining records, coordinating and relaying most of the information for police services. Dispatching requires the tracking and recording of all calls for emergency and non-emergency services, and activities of assigned police personnel. In addition, dispatch processes emergency fire and medical calls for both the City and Franklin Township. The requirements for records involves processing and filing reports of incidents or actions taken, retrieval of the data for internal or external use and the receipt and accounting for local, state and federal funds.

Program Comments:

The 2021 recommended operation and maintenance budget for the Communications and Records division reflects a decrease of $35,600 and the Overtime budget has been reduced by $12,000 for a total reduction of $47,420, or (21.96)% and (16)%, respecively, as compared to the 2020 budget. While the Professional Services line and Miscellaneous Contractual lines are increased due to tuition reimbursement for one of the dispatchers and the annual increase for the CAD/RMS/Mobile contract with Kent State University Police Services, we reduced other lines by making reductions in approved training and Overtime costs. This division is staffed so that Overtime paid will be less.

Department:	Division:	Fund:	Account No:
Public Safety	Police-Records & Communications	Income Tax Safety	124-510-103-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7001 Employee - Regular Salaries	$ 655,715	$ 791,960	$ 803,840
7002 Uniformed Police Salaries	0	0	0
7004 Retirement (PERS)	102,008	121,375	121,360
7005 Medicare	10,199	12,571	12,570
7006 Health Insurance	185,900	214,500	230,100
7007 Uniform Allowance	8,700	8,700	8,700
7008 Overtime	73,070	75,000	63,000
7009 Unemployment & Workers' Comp	20,000	21,000	21,500
Total Personnel Services	$ 1,055,592	$ 1,245,106	$ 1,261,070
7210 Travel & Training	$ 2,611	$ 7,500	$ 4,000
7320 Communications/Postage	10,816	37,000	13,000
7330 Rents & Leases	7,200	12,400	12,400
7340 Professional Services	3,226	20,500	13,000
7350 Maintenance of Equipment & Facilities	5,274	12,000	6,000
7370 Printing, Photocopy, Advertising	1,438	2,500	2,000
7390 Misc. Contractual Service	70,656	65,000	73,000
7410 Office Supplies	1,495	3,000	1,500
7420 Operating Materials	590	700	600
7440 Small Tools/Minor Equipment	472	1,500	1,000
Total Operation & Maintenance	$ 103,778	$ 162,100	$ 126,500
7630 Equipment Items > $2,500	$ 0	$ 0	$ 0
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 1,159,370	$ 1,407,206	$ 1,387,570

Department:	Division:	Fund:	Account No:
Public Safety	Police-Juvenile	Income Tax Safety	124-510-104

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 498,204	$ 582,023	$ 585,058
Operation and Maintenance	16,186	24,400	20,300
Capital Outlay	0	0	0
Total	$ 514,390	$ 606,423	$ 605,358
Total Positions	4	4	4

Funding by Source			
Income Tax Safety	$ 514,390	$ 606,423	$ 605,358
Total	$ 514,390	$ 606,423	$ 605,358

Program Description:

The juvenile services division operates as an investigative unit by investigating and processing follow up on cases in which a juvenile is involved as either a victim or an offender.

The juvenile bureau also serves as a counseling unit. In minor criminal cases, in-house counseling serves as an alternative to the referral of juvenile offenders to the juvenile court. Counseling is provided to juveniles with personal or family problems without carrying the stigma of police contact.

The third primary function of this division is to provide for community and Kent Public School relations and support. Examples are child safety presentations in the schools and the payment, support, training, and oversight of school crossing guards.

Program Comments:

The 2021 recommended operation and maintenance budget for the Juvenile division reflects a decrease of $4,100 and the Overtime budget has been reduced by $9,000 for a total reduction of $13,100, or (16.80)% and (36)%, respectively, as compared to the 2020 budget. The only line in this division that was increased is due to having a new SRO whose training was not in the 2020 budget nor did the course occur because of COVID-19. This training will have to occur in spring of 2021 and will be reimbursed by the School District. Professional services will need to hold at the requested rate to pay our School Crossing Guards as Independent Contractors.

Department:	Division:	Fund:	Account No:
Public Safety	Police - Juvenile	Income Tax Safety	124-510-104-

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 48,843	$ 56,800	$ 58,504
7002	Uniformed Police Salaries	292,175	322,130	326,962
7004	Retirement	62,605	75,643	75,070
7005	Medicare	4,114	5,857	5,822
7006	Health Insurance	62,400	82,500	88,500
7007	Uniform Allowance	3,750	4,400	4,400
7008	Overtime	15,108	25,000	16,000
7009	Unemployment & Workers' Comp	9,209	9,693	9,800
	Total Personnel Services	$ 498,204	$ 582,023	$ 585,058
7210	Travel & Training	$ 468	$ 1,500	$ 2,500
7280	Vehicle Fuel	291	600	500
7320	Communications/Postage		0	0
7340	Professional Services	14,977	21,000	16,000
7350	Maintenance of Equipment & Facilities	222	500	500
7390	Misc. Contractual Service	228	500	500
7420	Operating Materials		300	300
	Total Operation & Maintenance	$ 16,186	$ 24,400	$ 20,300
7630	Equipment Items > $2,500	$ 0	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 514,390	$ 606,423	$ 605,358

Department:	Division:	Fund:	Account No:
Public Safety	Police-Support Services	Income Tax Safety	124-510-105

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 323,493	$ 349,806	$ 356,936
Operation and Maintenance	49,203	76,500	77,000
Capital Outlay	0	0	0
Total	$ 372,696	$ 426,306	$ 433,936
Total Positions	7	7	8

Funding by Source			
Income Tax Safety	$ 372,696	$ 426,306	$ 433,936
Total	$ 372,696	$ 426,306	$ 433,936

Program Description:

Three primary areas of responsibility are performed in the Support Services cost center. Activities related to animal complaints, disturbances and protection are handled by the Compliance Officer for approximately forty percent of his assigned time. These activities include loose and stray animal concerns, humane treatment of animals, finding homes for abandoned animals, and follow-up efforts on barking, noise and dangerous animal issues.

The remainder of the Compliance Officer's duties relate to parking compliance and vehicle issues. Daily activities include regulation of parking in the areas in which established restrictions exist, as well as general patrol around the City for parking and vehicle violations. Junk vehicle notices and removals are also noted in this area.

The third primary area funded in this cost center is Jail Detention Officers. Detention personnel are regularly scheduled approximately 125 hours per week, during the hours that housing prisoners is most likely. Six officers are authorized for these duties and fill the hours on a rotating schedule. Some employee benefits are provided on a pro rata basis, while others are earned on an actual time accrued basis. Uniforms, training and other job related expenses are paid directly by the City on an as needed basis.

Program Comments:

The 2021 recommended operation and maintenance budget for the Support Services division reflects an increase of $500 or .65%. Overtime budget has been reduced by $13,000 or (56.5)%. The Overtime line in this smallest cost center of our Department was able to be reduced by tightening replacement staffing rules. The Miscellaneous Contractual line cannot be reduced due to contractual agreements and needs with the parking system enforcement services and other equipment in the jail, however the fees for the parking enforcement are less than the revenue generated by meter collections and the payment of citations.

Department:	Division:	Fund:	Account No:
Public Safety	Police - Support Services	Income Tax Safety	124-510-105-

Line	Description		2019 Actual		2020 Budget		2021 Recommend
7001	Employee - Regular Salaries	$	219,198	$	245,000	$	245,000
7002	Uniformed Police Salaries		0		0		0
7004	Retirement (PERS)		38,585		37,520		37,250
7005	Medicare		3,746		3,886		3,886
7006	Health Insurance		40,300		33,000		53,100
7007	Uniform Allowance		2,000		2,000		2,000
7008	Overtime		17,099		23,000		10,000
7009	Unemployment & Workers' Comp		2,565		5,400		5,700
	Total Personnel Services	$	323,493	$	349,806	$	356,936
7210	Travel & Training	$	128	$	1,000	$	1,000
7280	Vehicle Fuel		1,994		3,000		2,500
7320	Communications/Postage				0		
7340	Professional Services		1,050		3,000		2,000
7350	Maintenance of Equipment & Faciliti		1,500		2,000		2,000
7370	Printing, Photocopy, Advertising		353		1,500		1,000
7390	Misc. Contractual Service		35,881		53,000		60,000
7420	Operating Materials		3,599		5,000		4,000
7440	Small Tools/Minor Equipment		1,590		1,000		1,000
7460	Prisoner Sustenance		3,108		7,000		3,500
	Total Operation & Maintenance	$	49,203	$	76,500	$	77,000
7630	Equipment Items > $2,500	$	0	$	0	$	0
	Total Capital Outlay	$	0	$	0	$	0
Total		$	372,696	$	426,306	$	433,936

Department:	Division:		Fund:	Account No:
Public Safety	Police-Trust Funds		Statutory Funds	121-510-106
				122-

Resource Summary	2019	2020	2021	123-
Expenditure Categories	Actual	Budget	Recommend	125-
Personnel Services	$ 0	$ 0	$ 0	
Operation and Maintenance	3,981	20,000	17,000	
Capital Outlay	0	0	0	
Total	$ 3,981	$ 20,000	$ 17,000	
Total Positions	0	0	0	

Funding by Source			
State and Federal Forfeits	$ 0	$ 0	$ 0
Drug Law Enforcement	3,981	9,000	11,000
Enforcement and Eduction	0	11,000	6,000
Law Enforcement Trust	0		
Total	$ 3,981	$ 20,000	$ 17,000

Program Description:

State and federal law require that certain fine and forfeiture monies be accounted for in separate funds and the proceeds to be used only for specific purposes such as criminal apprehension, drug enforcement activities, DUI enforcement and education, and the purchase of equipment to enforce laws. This division details those funds and activities.

Program Comments:

Funding in this area is a rough estimate of income with statutorily restricted purposes, so the budgeted amount has not been adjusted substantially. Funds requested for use for allowable expenditures are only used if a need arises. Typically only a small portion of the balance in these funds are appropriated each year to avoid depleting the fund and also to avoid an “Emergency Use” situation if replacement of critical equipment becomes necessary.

Department:	Division:	Fund:	Account No:
Public Safety	Police Trust Funds	Statutory Funds	121-510-106- 122- 123- 125-

	Line Description	2019 Actual	2020 Budget	2021 Recommend
7340	Professional Services	$	$ 2,000	$ 3,000
7350	Maintenance of Equipment & Facilities		2,000	0
7380	Criminal Apprehension			0
7390	Misc. Contractual Service			0
7420	Operating Materials		7,000	5,000
7440	Small Tools/Minor Equipment	3,981	9,000	9,000
	Total Operation & Maintenance	$ 3,981	$ 20,000	$ 17,000
7630	Equipment Items > $2,500	$ 0	$	$ 0
	Building Renovations			
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 3,981	$ 20,000	$ 17,000

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Department:	Division:	Fund:		Account No:	
Public Safety	Police Trust Funds	Statutory Funds- See Below		510-106-	

Line Description	121 State and Local Forfeits	122 Drug Law Enforcement	123 Enforcement and Education	125 Law Enforcement Trust	Total Trust Funds
7340 Professional Services	$	$	$ 3,000	$	$ 3,000
7350 Maintenance of Equipment & Facilities					0
7380 Criminal Apprehension					0
7390 Misc. Contractual Service					0
7420 Operating Materials		5,000			5,000
7440 Small Tools/Minor Equipment		6,000	3,000		9,000
Total Operation & Maintenance	$ 0	$ 11,000	$ 6,000	$ 0	$ 17,000
7630 Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0	$ 0
Total Capital Outlay	$ 0	$ 0	$ 0	$ 0	$ 0
Total	$ 0	$ 11,000	$ 6,000	$ 0	$ 17,000

Department:	Division:	Fund:	Account No:
Public Safety	Police Services	Police Pension	132-510-107

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 120,000	$ 120,000	$ 120,000
Operation and Maintenance	0	0	0
Capital Outlay	0	0	0
Total	$ 120,000	$ 120,000	$ 120,000
Total Positions	0	0	0
Funding by Source			
Police Pension	$ 120,000	$ 120,000	$ 120,000
Total	$ 120,000	$ 120,000	$ 120,000

Program Description:

This fund accounts for the .30 mills of property taxes that are designated for the required police pension.

Program Comments:

A portion of the City's property taxes is designated to pay police pension. The City is required to contribute 19.5% for the pension on all sworn officer salaries that are paid by the City. The amounts budgeted for pension in the police division personnel lines have been determined by the amount of property taxes that are designated for this purpose.

Department:	Division:	Fund:	Account No:
Public Safety	Police Services	Police Pension	132-510-107-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7004 Pension	$ 120,000	$ 120,000	$ 120,000
Total Personnel Services	$ 120,000	$ 120,000	$ 120,000
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 120,000	$ 120,000	$ 120,000

Department:	Division:	Fund:	Account No:
Public Safety	Fire Services	West Side, Fire & E.M.S.	101-510-108 128-

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 4,430,693	$ 4,862,252	$ 4,875,833
Operation and Maintenance	439,173	503,437	497,075
Capital Outlay	171,908	446,000	752,000
Total	$ 5,041,774	$ 5,811,689	$ 6,124,908
Total Positions	38	38	38

Funding by Source			
General	$ 0	$ 0	$ 0
West Side Fire	275,739	305,231	420,840
Fire & E.M.S.	4,766,035	5,506,458	5,704,068
Total	$ 5,041,774	$ 5,811,689	$ 6,124,908

Program Description:

The Fire Services Division provides fire suppression and emergency medical services for the City of Kent. By contract, this division provides the same services to Franklin Township and Sugar Bush Knolls.

Program Comments:

The 2021 recommended Operation and Maintenance budget (excluding Overtime) is $497,075. This reflects lines such as Operating Materials - $74,000 ($18,000 or 24% decrease from the 2020 budget), Maintenance - $101,500 (a $6,000 or 6% decrease from the 2020 budget), Misc. Contractual $62,500 ($2,500 or 4% decrease from the 2020 budget). Professional Services - $58,500 (a $14,000 or 31% increase over the 2020 budget). This is due to budgeting of Lexipol (they agreed to reduce cost by 5% instead of a 5% increase. Physicals were budgeted at $34,000 and ambulance disinfecting was budgeted at $4,500. Other lines include Fuel, $24,000 (a $6,000 or 20% decrease from the 2020 budget), and Travel Transportation, $19,200 (a $4,800 or 20%) decrease from 2020. One Firefighter is completing his Bachelor degree in 2021, and two officers are attending the two and a half year long Ohio Fire Executive course.

For the Communications & Postage line, the recommended budget is $46,000 a increase of $4,500 or 11%. Office Supplies line decreased by $1,000 or 50% to $1,000 and Printing & Photocopying remained the same as the 2020 budget at $1,800.

Capital items include $32,000 for step three of the three-year structural firefighting gear replacement. This crucial purchase provides capital funds to replace ten-year-old structural firefighting gear. $300,000 for the Apparatus replacement fund, a decrease of $50,000 or 14%. The planned replacement of the 2004 Seagrave Pumper truck will have to be moved to 2023 due to the poor condition and the planned replacement of the 1994 Ladder Tower will have to be budgeted for 2024. We are requesting $30,000 for Fire Misc. Equipment, a decrease of $10,000 or 25%.

Also requested is $265,000 for replacement of the department's Self Contained Breathing Apparatus (SCBA). We will apply for a FEMA AFG Grant for the entire amount in early to mid-2021. Based on the population of Kent, the City's matching (local) amount will be 10%. I would like to have this entire amount funded though, in the event the grant is denied.

Department:	Division:	Fund:	Account No:
Public Safety	Fire Services	West Side, Fire & EMS	101-510-108-

Line Description		2019 Actual	2020 Budget	2021 Recommend	
7001	Employee - Regular Salaries	$ 514,580	$ 499,154	$ 562,154	
7003	Uniformed Fire Salaries	2,193,305	2,404,350	2,440,416	
7004	Retirement	611,997	731,634	641,602	
7005	Medicare	44,357	47,964	49,411	
7006	Health Insurance	546,000	610,500	654,900	
7007	Uniform & Clothing Allowance	37,100	38,450	38,450	
7008	Overtime	417,542	448,500	405,000	
7009	Unemployment & Workers' Comp	65,812	81,700	83,900	
	Total Personnel Services	$ 4,430,693	$ 4,862,252	$ 4,875,833	
7210	Travel & Training	$ 15,221	$ 24,000	$ 19,200	
7220	Training-Education CPT	0	0	0	
7280	Vehicle Fuel	21,523	30,000	24,000	
7310	Utilities	49,046	56,000	53,000	
7320	Communications/Postage	26,403	41,500	46,000	
7330	Rents & Leases	4,225	0	7,000	
7340	Professional Services	50,824	44,500	58,500	
7350	Maintenance of Equipment & Facilities	83,316	107,500	101,500	
7360	Insurance & Bonding	31,127	36,137	36,175	
7370	Printing, Photocopy, Advertising	1,213	1,800	1,800	
7390	Misc. Contractual Service	61,037	65,000	62,500	
7410	Office Supplies	1,876	2,000	1,000	
7420	Operating Materials	93,238	92,000	74,000	
7440	Small Tools/Minor Equipment	124	3,000	2,400	
7999	COVID-19			10,000	
	Total Operation & Maintenance	$ 439,173	$ 503,437	$ 497,075	
7630	Equipment Items > $2,500	$ 155,233	$	$	Fund 301
	Fire Miscellaneous Equipment		40,000	30,000	
	Fire Truck Replacement Fund		350,000	300,000	
	Turnout Gear		32,000	32,000	
	SCBA Replacement			265,000	
	West Side Fire Station Renovation			125,000	
7680	Contract	16,675			
	Truck Room Exhaust		24,000		
	Total Capital Outlay	$ 171,908	$ 446,000	$ 752,000	
Total		$ 5,041,774	$ 5,811,689	$ 6,124,908	

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12.02.20 Finance Committee Meeting
Attachment #1

Department:		Division:	Fund:		Account No:
Public Safety		Fire Services	West Side, Fire & EMS		101-510-108- 128-510-108-
Line Description			West Side	Fire & EMS	2021 Total
7001	Employee - Regular Salaries		$ 0	$ 562,154	$ 562,154
7003	Uniformed Fire Salaries		163,665	2,276,751	2,440,416
7004	Retirement		45,760	595,842	641,602
7005	Medicare		2,765	46,646	49,411
7006	Health Insurance		35,400	619,500	654,900
7007	Uniform & Clothing Allowance		2,200	36,250	38,450
7008	Overtime		27,000	378,000	405,000
7009	Unemployment & Workers' Comp		4,900	79,000	83,900
	Total Personnel Services		$ 281,690	$ 4,594,143	$ 4,875,833
7210	Travel & Training		$	$ 19,200	$ 19,200
7220	Training-Education CPT				0
7280	Vehicle Fuel			24,000	24,000
7310	Utilities		7,000	46,000	53,000
7320	Communications/Postage			46,000	46,000
7330	Rents & Leases			7,000	7,000
7340	Professional Services		6,500	52,000	58,500
7350	Maintenance of Equipment & Facilities			101,500	101,500
7360	Insurance & Bonding		650	35,525	36,175
7370	Printing, Photocopy, Advertising			1,800	1,800
7390	Misc. Contractual Service			62,500	62,500
7410	Office Supplies			1,000	1,000
7420	Operating Materials			74,000	74,000
7440	Small Tools/Minor Equipment			2,400	2,400
7999	COVID-19			10,000	10,000
	Total Operation & Maintenance		$ 14,150	$ 482,925	$ 497,075
7630	Equipment Items > $2,500		$	$	$ 0
	Fire Miscellaneous Equipment			30,000	30,000
	Fire Truck Replacement Fund			300,000	300,000
	Turn Out Gear Replacement			32,000	32,000
	SCBA Replacement			265,000	265,000
	West Side Fire Station Renovation			125,000	125,000
7680	Contract				0
	Station One South Bay Exhaust Truck Room				0
	Total Capital Outlay		$ 0	$ 752,000	$ 752,000
Total			$ 295,840	$ 5,829,068	$ 6,124,908

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Community Services	Fire & E.M.S.	128-510-109

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 276,877	$ 294,779	$ 292,836
Operation and Maintenance	6,542	9,944	8,700
Capital Outlay	0	0	0
Total	$ 283,419	$ 304,723	$ 301,536
Total Positions	2	2	2
Funding by Source			
Fire & E.M.S.	$ 283,419	$ 304,723	$ 301,536
Total	$ 283,419	$ 304,723	$ 301,536

Program Description:

The Community Service Cost Center tracks expenditures related to fire prevention programs including fire safety inspections, site and technical plan reviews, fire protection systems approvals and inspections. This center also tracks expenses related to providing fire safety education programs to the community including the kindergarten through fourth grade program, the Individual Fire Setter Education Program and other programs presented to various groups in the community.

Program Comments:

The 2021 recommended Operations and Maintenance budget reflects a $1,250 decrease (12.5)% as compared to the 2020 budget.

Overtime was decreased by $6,200 (20)% as compared to 2020.

The Deputy Fire Marshal for Franklin Township continues to prove to be of benefit to the Bureau. The Deputy Fire Marshal for the Township shares office space with the City inspectors to maintain continuity within the Bureau and the ability to share information. The Deputy is under the auspices of the City Fire Chief.

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Community Services	Fire & E.M.S.	128-510-109-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7001 Regular Salaries	$ 0	$ 0	$ 0
7003 Uniformed Fire Salaries	166,846	171,932	174,511
7004 Retirement	45,832	48,704	47,835
7005 Medicare	2,735	2,943	2,890
7006 Health Insurance	31,200	33,000	35,400
7007 Uniform Allowance	2,200	2,200	2,200
7008 Overtime	23,244	31,000	24,800
7009 Unemployment & Workers' Comp	4,820	5,000	5,200
Total Personnel Services	$ 276,877	$ 294,779	$ 292,836
7210 Travel & Training	$ 871	$ 2,500	$ 1,650
7220 Training-Education CPT			
7280 Vehicle Fuel	514	1,300	1,000
7320 Communications/Postage		50	0
7350 Maintenance of Equipment & Facilities		250	0
7360 Insurance & Bonding	838	994	1,000
7390 Misc. Contractual Service	1,765	1,700	2,100
7410 Office Supplies			
7420 Operating Materials	2,554	3,150	2,950
7440 Small Tools/Minor Equipment		0	
Total Operation & Maintenance	$ 6,542	$ 9,944	$ 8,700
7630 Equipment Items > $2,500	$ 0	$ 0	$ 0
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 283,419	$ 304,723	$ 301,536

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Technical Rescue	Fire & E.M.S.	128-510-110

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 39,579	$ 24,256	$ 29,053
Operation and Maintenance	11,118	9,600	8,650
Capital Outlay	0	0	0
Total	$ 50,697	$ 33,856	$ 37,703
Total Positions	0	0	0
Funding by Source			
Fire & E.M.S.	$ 50,697	$ 33,856	$ 37,703
Total	$ 50,697	$ 33,856	$ 37,703

Program Description:

The Technical Rescue Cost Center is used to track all expenditures related to the Technical Rescue Teams including the Dive and Water Rescue Team and Urban Search and Rescue Team (building collapse, rope rescues, and heavy rescue). The Kent Fire Department participates in these teams with other Portage County Fire Departments to provide these specialty services.

Program Comments:

The 2021 recommended Operation and Maintenance budget reflects a decrease of $950 or (10)% compared to the 2020 budget.

The recommended Overtime budget was increased by $3,800 or 20% to pay for the costs of a river rescue class for spring of 2021. This class was cancelled for 2020 and is needed to keep up with increased hazard of additional people using the Cuyahoga River for recreation. All overtime for water rescue and USAR training was eliminated after April of 2020. This cannot happen two years in a row.

The City continues to put funds toward the operation of the Portage County Search and Rescue Team, committing $.02 per capita ($580 annually) and is paid out of Misc. Contractual.

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Technical Rescue	Fire & E.M.S.	128-510-110-

Line Description		2019 Actual		2020 Budget		2021 Recommend
7004 Retirement	$	7,495	$	4,560	$	5,472
7005 Medicare		453		276		331
7008 Overtime		31,229		19,000		22,800
7009 Unemployment & Worker's Comp		402		420		450
Total Personnel Services	$	39,579	$	24,256	$	29,053
7210 Travel & Training	$		$		$	
7220 Training-Education CPT						
7330 Rents & Leases						
7350 Maintenance of Equipment & Facilitie		206		1,000		1,000
7390 Misc. Contract Services		578		600		650
7420 Operating Materials		6,130		5,500		4,500
7440 Small Tools/Minor Equipment		4,204		2,500		2,500
Total Operation & Maintenance	$	11,118	$	9,600	$	8,650
7630 Equipment Items > $2,500	$	0	$	0	$	0
Total Capital Outlay	$	0	$	0	$	0
Total	$	50,697	$	33,856	$	37,703

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Hazmat	Fire & E.M.S.	128-510-111

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 7,579	$ 8,185	$ 6,559
Operation and Maintenance	6,070	6,100	6,400
Capital Outlay	0	0	0
Total	$ 13,649	$ 14,285	$ 12,959
Total Positions	0	0	0

Funding by Source			
Fire & E.M.S.	$ 13,649	$ 14,285	$ 12,959
Total	$ 13,649	$ 14,285	$ 12,959

Program Description:

The Hazmat Division cost center is used, among other things, to track expenditures related to the City's participation in Portage County's Hazardous Materials Response Team. Costs to operate this team are divided amongst all Portage County communities.

The costs in this program relate to the City's share of participation in the team which is paid annually to Portage County Emergency Management and Homeland Security. They collect the funds from each community and then administer the funds which pay for all related equipment costs including vehicles for the Team.

Program Comments:

The 2021 recommended Operations and Maintenance budget shows an increase of $300 or 4.9%. The amount requested in Misc. Contractual services was increased by to reflect a projected slight increase in the city population and is based on the 2020 census data. This amount is the City's share of the county-wide funding, as discussed above, for the Portage County Hazmat Team. Maintenance of Equipment line was again set to $0.00. This is because the maintenance costs are projected to be low due to the age of the four gas monitors. Calibration is performed for free due to county misc. contractual costs.

Overtime was recommended to be $5,200, a reduction of $1,300 (20)% which must cover monthly training and emergency responses. Most overtime costs for responses are reimbursed back to the City.

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Hazmat	Fire & E.M.S.	128-510-111-

Line Description		2019 Actual	2020 Budget	2021 Recommend
7004	Retirement	$ 1,444	$ 1,560	$ 1,248
7005	Medicare	87	95	76
7008	Overtime	6,018	6,500	5,200
7009	Unemployment & Worker's Comp	30	30	35
	Total Personnel Services	$ 7,579	$ 8,185	$ 6,559
7350	Maint of Equipment	$	$	$
7390	Misc. Contractual Services	6,070	6,100	6,400
7440	Small Tools/Minor Equipment			
	Total Operation & Maintenance	$ 6,070	$ 6,100	$ 6,400
7630	Equipment Items > $2,500	$ 0	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 13,649	$ 14,285	$ 12,959

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Confined Space	Fire & E.M.S.	128-510-112

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 6,157	$ 14,170	$ 12,945
Operation and Maintenance	1,878	1,820	1,575
Capital Outlay	0	0	0
Total	$ 8,035	$ 15,990	$ 14,520
Total Positions	0	0	0
Funding by Source			
Fire & E.M.S.	$ 8,035	$ 15,990	$ 14,520
Total	$ 8,035	$ 15,990	$ 14,520

Program Description:

The Confined Space cost center is used to track expenditures related to the City of Kent's Confined Space Program which is mandated by OSHA. A portion of these costs will be transferred in from other departments and divisions which participate in this program. These departments and divisions include the Water Treatment Plant, Water Reclamation Plant, Central Maintenance, Community Development, Engineering and Health Department.

Through this program, the Fire Department is responsible for all equipment relating to this program for emergency incidents that may occur while an entry is being performed. The department also provides a firefighter/paramedic at the entry to ensure the safety of all City employees involved.

Program Comments:

The 2021 recommended Operations and Maintenance budget reflects an overall decrease of $250 or 14% compared to the 2020 budget. Fuel was removed, maintenance remained at $500, and operating was reduced by $250 (50)%. Finance Department budgets for Insurance & Bonding.

Overtime was reduced by $1,000 to $10,000 (9% decrease) Overtime covers a one-day confined entry course plus six entries for the year. The annual confined space class was cancelled in 2020, and cannot be cancelled two years in a row.

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Confined Space	Fire & E.M.S.	128-510-112-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7004 Retirement	$ 1,107	$ 2,640	$ 2,400
7005 Medicare	67	160	145
7008 Overtime	4,613	11,000	10,000
7009 Unemployment & Workers' Comp	370	370	400
Total Personnel Services	$ 6,157	$ 14,170	$ 12,945
7280 Vehicle Fuel	$ 40	$ 100	$ 100
7350 Maintenance of Equipment & Facilities		500	500
7360 Insurance & Bonding	455	720	725
7420 Operating Materials		500	250
7440 Small Tools/Minor Equipment	1,383	0	0
Total Operation & Maintenance	$ 1,878	$ 1,820	$ 1,575
7630 Equipment Items > $2,500	$	$	$
Confined Space4(also in enterprise fund)		0	0
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 8,035	$ 15,990	$ 14,520

Department:	Division:	Fund:	Account No:
Public Safety	Fire Services	Fire Pension	133-510-113

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 120,000	$ 120,000	$ 120,000
Operation and Maintenance	0	0	0
Capital Outlay	0	0	0
Total	$ 120,000	$ 120,000	$ 120,000
Total Positions	0	0	0

Funding by Source			
Fire Pension	$ 120,000	$ 120,000	$ 120,000
Total	$ 120,000	$ 120,000	$ 120,000

Program Description:

This fund accounts for the .30 mills of property taxes that are designated for the required fire pension.

Program Comments:

A portion of the City's property taxes is designated to pay fire pension. The City is required to contribute 24.0% for the pension on all uniformed fire salaries that are paid by the City. The amounts budgeted for pension in the Fire Division personnel lines have been determined by the amount of property taxes that are designated for this purpose.

Department:	Division:	Fund:	Account No:
Public Safety	Fire Services	Fire Pension	133-510-113-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7004 Retirement	$ 120,000	$ 120,000	$ 120,000
Total Personnel Services	$ 120,000	$ 120,000	$ 120,000
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 120,000	$ 120,000	$ 120,000

Department:	Division:	Fund:	Account No:
Public Safety	Wireless 9-1-1	Wireless 9-1-1	129-510-102

Resource Summary	2019	2020	2021
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	$	$	$
Operation and Maintenance			
Capital Outlay			
Total	$ 0	$ 0	$ 0
Total Positions	0	0	0
Funding by Source			
Wireless 9-1-1	$ 0	$ 0	$ 0
Total	$ 0	$ 0	$ 0

Program Description:

The Wireless 9-1-1 cost center is used to track the expenditure of dedicated revenues related to maintaining the Wireless 9-1-1 communication system.

Program Comments:

The revenues that are used to support wireless 9-1-1 expenses are dedicated funds that result from user fees at the state level. The 2021 recommended operation and maintenance budget reflects no specific needs identified at this time, due to the County agreement implemented in 2019. There is no more funding for this line at the City level. The City may, however, still use funds in the account as qualifying needs arise. We plan to amend the budget if such need occurs during 2021.

Department:	Division:	Fund:	Account No:
Public Safety	Wireless 911	Wireless 911	129-510-102

Line Description	2019 Actual	2020 Budget	2021 Recommend
Total Personnel Services	$ 0	$ 0	$ 0
7210 Travel & Training	$	$	$
7320 Communications/Postage			
7340 Professional Services			
7350 Maintenance of Equipment & Facilities			
7390 Misc. Contractual Service			
7420 Operating Materials			
7440 Small Tools/Minor Equipment			
Total Operation & Maintenance	$ 0	$ 0	$ 0
7630 Equipment Items > $2,500	$ 0	$	$
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 0	$ 0	$ 0

Department:	Division:	Fund:	Account No:
Public Safety	Capital Facilities	Capital Projects	301-510-116

Resource Summary	2019	2020	2021
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	0	0	0
Capital Outlay	252,776	181,900	408,570
Total	$ 252,776	$ 181,900	$ 408,570
Total Positions	0	0	0

Funding by Source			
Capital Projects	$ 252,776	$ 181,900	$ 408,570
Total	$ 252,776	$ 181,900	$ 408,570

Program Description:

This cost center covers capital improvements related to the safety facilities.

Program Comments:

This division is used to assist in the implementation of various police specific projects and programs listed in the five year capital improvement plan on an annual basis. It will also account for the debt issuance costs as well as future debt payments for the new administration building.

Department:	Division:	Fund:	Account No:
Public Safety	Capital Facilities	Capital Projects	301-510-116-

Line	Description	2019 Actual	2020 Budget	2021 Recommend
7340	Professional Services	$	$	$
7350	Maint of Equip & Facilities			
7440	Small Tools/Minor Equipment			
7540	Debt Issuance Costs			
	Total Operation & Maintenance	$ 0	$ 0	$ 0
7610	Land			
7620	Buildings			
7630	Equipment Items > $2,500	230,276		
	Police Misc Equipment		37,500	35,000
	Police Unmarked Veh Repl		40,000	35,000
	MDT's (6)		70,000	
	Ballistic Vest (22)			20,000
	Cruiser Replacement (9)			
	Cruiser Video Recorders (partial K9/SRO)			
	Tasers		7,400	3,570
	Acquisition/Training K-9 Team (Iron)		15,000	15,000
	Portable Radio Project-change to MARCS line			
	Body Cameras			300,000
	Live Scan		12,000	
	Gas Masks			
	Parking System Tablets (2)			
	Radar Units*			
7680	Contract	22,500		
	Total Capital Outlay	$ 252,776	$ 181,900	$ 408,570
Total		$ 252,776	$ 181,900	$ 408,570

Department:	Division:	Fund:	Account No:
Public Safety	Capital Facilities	Police Facility	303-510-102

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	325,416	85,000	62,000
Capital Outlay	4,260,018	3,056,500	839,095
Total	$ 4,585,434	$ 3,141,500	$ 901,095
Total Positions	0	0	0

Funding by Source			
Special Inc. Tax & Debt Issued	$ 4,585,434	$ 3,141,500	$ 901,095
Total	$ 4,585,434	$ 3,141,500	$ 901,095

Program Description:

The citizens of Kent voted on November 5, 2013 to approve an additional 0.25% Municipal Income Tax that is specifically dedicated to pay the costs of design, construction, capital improvements and equipping of a new police facility, including related property acquisition and debt service. This additional one-quarter of one percent levy on income will be collected for the period from January 1, 2014 through December 31, 2038. This fund has been established to provide for clearly separate collection of those income tax revenues and debt issuance activity along with the subsequent expenditures related and eligible for completion of this capital project.

Program Comments:

All expenditures within this fund are technically “Capital Expenditures” even though we will utilize various expenditure accounts for delineation of activity that are typically classified as either Operations and Maintenance or Debt Service within the City’s chart of accounts.

Department: Public Safety	Division: Capital Facilities	Fund: 303 Police Facility	Account No: 303-510-102

Line Description	2019 Actual	2020 Budget	2021 Recommend
7310 Utilities	$	$	$
7320 Communications/Postage			
7330 Rents & Leases			
7340 Professional Services	28,237		
7350	9,285		
7360 Insurace & Bonding			
7370 Printing, Photocopy, Advertising			
7390 Misc Contractual	267,342	64,000	62,000
7420 Operating Materials			
7440 Small Tool	776		
7510 Contingency			
7540 Debt Issuance Costs	19,776	21,000	
Total Operation & Maintenance	$ 325,416	$ 85,000	$ 62,000
7610 Land	$	$	$
7620 Buildings			
7630 Equipment Items > $2,500			
Fire Supression for Server Room			20,000
7680 Contract	318,880		
7810 Note Principal	3,510,000	2,400,000	
7833 LTGO Bonds Interest	337,700	332,500	354,095
7830 Notes Interest	93,438	54,000	
7810 LTGO Bonds Principal		270,000	465,000
Total Capital Outlay	$ 4,260,018	$ 3,056,500	$ 839,095
Total	$ 4,585,434	$ 3,141,500	$ 901,095

THE CITY OF KENT
OHIO

Transportation

FUNDING BY PROGRAM AREA		2021 RECOMMEND
TRANSPORTATION		
Transportation		
Transportation		$ 1,657,414
Vehicle Maintenance		349,474
State Highway		60,000
Capital Projects		3,220,000
	SUBTOTAL	5,286,888
Basic Utility Services		
Utility Distribution		2,198,164
Vehicle Maintenance Distribution		366,324
	SUBTOTAL	2,564,488
	TOTAL	$ 7,851,376

Department:	Division:	Fund:	Account No:
Transportation	Central Maintenance	SCMR, Water, Sewer, Storm Water	102-560-601

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 2,405,589	$ 2,520,358	$ 2,537,578
Operation and Maintenance	1,157,000	1,179,493	1,024,000
Capital Outlay	270,928	392,000	852,000
Total	$ 3,833,517	$ 4,091,851	$ 4,413,578
Total Positions	22	22	22
Funding by Source			
SCMR	$ 1,847,927	$ 1,926,062	$ 1,657,414
Water	971,403	792,944	890,093
Sewer	748,025	766,537	438,823
Storm	266,162	268,308	515,514
Solid Waste			353,734
Capital Projects		338,000	558,000
Total	$ 3,833,517	$ 4,091,851	$ 4,413,578

Program Description:

The Central Maintenance Division is responsible for the maintenance of public infrastructure and property as reflected in the following eight program areas; traffic control (pavement markings, signs, non-standard streets and traffic signal maintenance),right–of-way maintenance (pavement, sidewalks, ramps and curbs), sanitary sewer collection system maintenance (sanitary sewer mains and manholes), storm sewer maintenance(ditches, storm culverts and storm sewers), water distribution maintenance(water mains, valves and service lines), meter maintenance(installation, repair, testing or replacement) and building/property maintenance. In addition the City's urban forestry program is performed by the Central Maintenance Division including public property tree trimming, stump removal and root cutting and both public and private property brush chipping, yard waste transfer site operation and leaf pickup.

The Central Maintenance Division will receive funding from five primary resources; Street Construction Maintenance and Repair (SCMR) Fund, Water Fund, Sewer Fund, State Highway Fund and Storm Water Fund.

Program Comments:

The 2021 recommended bugdget was evaluated and looked at operations and expenses as to work performed. Money was reallocated to appropriate funds as to work perfromed. The 2021 recommended operation and maintenance decreased overall a total of $155,493.00 or 13.18% as compared to 2020. The individual funding sources reflect the following changes as compared to 2020:

SCMR Fund - total expenditures decrease $268,648 or (13.95)%

Water Fund – total expenditures has an increase of $97,149 or 12.25%

Sewer Fund - total expenditures has a decrease of $327,714 or (42.75)%

Department:	Division:	Fund:	Account No:
Transportation	Central Maintenance	SCMR, Water, Sewer, Storm Water	102-560-601-

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 1,510,525	$ 1,581,021	$ 1,604,970
7004	Retirement (PERS)	230,551	255,563	253,890
7005	Medicare	24,735	26,474	26,304
7006	Health Insurance	359,124	379,500	407,414
7008	Overtime	238,925	235,000	200,000
7009	Unemployment & Workers' Comp	41,729	42,800	45,000
	Total Personnel Services	$ 2,405,589	$ 2,520,358	$ 2,537,578
7210	Travel & Training	$ 3,197	$ 5,000	$ 5,000
7280	Vehicle Fuel	14,937	23,000	23,000
7310	Utilities	185,874	186,000	186,000
7320	Communications/Postage	8,171	12,500	11,500
7330	Rents & Leases	75	1,000	1,000
7340	Professional Services	43,994	15,000	45,000
7350	Maintenance of Equipment & Facilities	35,831	75,000	50,000
7360	Insurance & Bonding	54,492	81,693	82,200
7370	Printing, Photocopy, Advert	6,810	1,000	1,000
7390	Misc. Contractual Service	178,727	175,000	175,000
7410	Office Supplies	183	1,000	1,000
7420	Operating Materials	614,798	300,000	240,000
7430	Salt	0	300,000	200,000
7440	Small Tools/Minor Equip.	9,911	3,300	3,300
	Total Operation & Maintenance	$ 1,157,000	$ 1,179,493	$ 1,024,000
7610	Lands	$	$	$
7630	Equipment Items > $2,500	270,928		0
	Cent Maint Misc Equipment		40,000	40,000
	Pickup Trucks			72,000
	Street Sweeper		150,000	270,000
	One Ton Dump Truck		75,000	75,000
	Stump Grinder		55,000	55,000
	Leaf Collector Truck Chassie only			90,000
	Hoe / Excavator			250,000
	Total Capital Outlay	$ 270,928	$ 320,000	$ 852,000
Total		$ 3,833,517	$ 4,019,851	$ 4,413,578

12.02.20 Finance Committee Meeting
Attachment #1

Department:	Division:	Fund:			Account No:
Transportation	Central Maintenance	SCMR, Water, Sewer, Storm Water			102-560-601-

Line Description		38% SCMR	27% Water	11% Sewer	Page 1 Subtotal
7001	Employee-Regular Salaries	$ 610,000	$ 433,300	$ 176,530	$ 1,219,830
7004	Retirement (PERS)	96,600	67,950	27,520	192,070
7005	Medicare	10,010	7,040	2,850	19,900
7006	Health Insurance	155,000	109,920	44,790	309,710
7008	Overtime	80,000	52,000	20,000	152,000
7009	Unemployment/Workers' Comp	18,000	11,700	4,500	34,200
	Total Personnel Services	$ 969,610	$ 681,910	$ 276,190	$ 1,927,710
7210	Travel & Training	$ 1,900	$ 1,300	$ 1,300	$ 4,500
7280	Vehicle Fuel	8,740	5,980	3,680	18,400
7310	Utilities	186,000	0	0	186,000
7320	Communications/Postage	4,370	2,990	2,990	10,350
7330	Rents & Leases	380	260	260	900
7340	Professional Services	35,700	3,900	3,900	43,500
7350	Maint.of Equipment & Facilities	19,000	13,000	8,000	40,000
7360	Insurance & Bonding	72,000	3,475	6,725	82,200
7370	Printing, Photocopy, Advert	380	260	260	900
7390	Misc. Contractual Service	66,500	45,500	28,000	140,000
7410	Office Supplies	380	260	260	900
7420	Operating Materials	91,200	62,400	38,400	192,000
7430	Salt	200,000			200,000
7440	Small Tools/Minor Equip.	1,254	858	858	2,970
		$ 687,804	$ 140,183	$ 94,633	$ 922,620
7630	Equipment Items > $2,500	$	$	$	$ 0
	Cent Maint Misc Equip.				0
	Pick Up Trucks		18,000	18,000	36,000
	Stump Grinder				0
	Street Sweeper				0
	One Ton Dump Truck				0
	Hoe / excavator		50,000	50,000	100,000
	Leaf collection chassie only				0
Total Capital Outlay		$ 0	$ 68,000	$ 68,000	$ 136,000
Total		$ 1,657,414	$ 890,093	$ 438,823	$ 2,986,330

Department:	Division:	Fund:			Account No:
Transportation	Central	SCMR, Water, Sewer, Storm Water			102-560-601-
	Maintenance	12%	12%		
		Solid	Storm	Capital	2021
Line Description		Waste	Water	Projects	Total

7001	Employee-Regular Salaries	$ 192,570	$ 192,570	$ 0	$ 1,604,970
7004	Retirement (PERS)	30,910	30,910		253,890
7005	Medicare	3,202	3,202		26,304
7006	Health Insurance	48,852	48,852		407,414
7008	Overtime	24,000	24,000		200,000
7009	Unemployment/Workers' Comp	5,400	5,400		45,000
	Total Personnel Services	$ 304,934	$ 304,934	$ 0	$ 2,537,578
7210	Travel & Training	$	$ 500	$	$ 5,000
7280	Vehicle Fuel	2,300	2,300		23,000
7310	Utilities		0		186,000
7320	Communications/Postage		1,150		11,500
7330	Rents & Leases		100		1,000
7340	Professional Services		1,500		45,000
7350	Maint.of Equipment & Facilities	5,000	5,000		50,000
7360	Insurance & Bonding				82,200
7370	Printing, Photocopy, Advert		100		1,000
7390	Misc. Contractual Service	17,500	17,500		175,000
7410	Office Supplies		100		1,000
7420	Operating Materials	24,000	24,000		240,000
7430	Salt				200,000
7440	Small Tools/Minor Equip.		330		3,300
		$ 48,800	$ 52,580	$ 0	$ 1,024,000
				Fund 301	
7630	Equipment Items > $2,500	$	$	$	$ 0
	Cent Maint Misc Equip.			40,000	40,000
	Pick Up Trucks		18,000	18,000	72,000
	Stump Grinder			55,000	55,000
	Street Sweeper		90,000	180,000	270,000
	One Ton Dump Truck			75,000	75,000
	Hoe / excavator		50,000	100,000	250,000
	Leaf collection chassie only			90,000	90,000
Total Capital Outlay		$ 0	$ 158,000	$ 558,000	$ 852,000
Total		$ 353,734	$ 515,514	$ 558,000	$ 4,413,578

Department:	Division:	Fund:	Account No:
Transportation	Vehicle Maintenance	SCMR et al	102-560-602

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 411,719	$ 436,524	$ 435,748
Operation and Maintenance	158,404	262,681	260,050
Capital Outlay	0	30,000	60,000
Total	$ 570,123	$ 729,205	$ 755,798
Total Positions	4	4	4

Funding by Source			
SCMR	$ 360,383	$ 475,882	$ 349,474
Water	104,869	116,661	134,840
Sewer	104,871	116,662	75,950
Solid Waste			77,767
Storm			77,767
Capital Projects	0	20,000	40,000
Total	$ 570,123	$ 729,205	$ 755,798

Program Description:

This division performs maintenance on municipal vehicles and equipment for all City departments and divisions. Vehicle maintenance currently services approximately 400 pieces of equipment, including vehicles, trucks, excavators, and other small tools.

Activities of this division consist of preventive maintenance, new equipment modification, brake repairs, hydraulic system repairs, fabrication and welding, body repair and painting, diagnostics and repair of on-board computer systems. Major engine, transmission or electrical repairs are usually contracted out.

Program Comments:

The 2021 recommended bugdget was evaluated and looked at operations and expenses as to work performed. Money was reallocated to appropriate funds as to work perfromed. The 2021 operation and maintenance budget reflects an overall decrease of $2,631 or (1.10)% compared to the 2020 budget. Additional expenditures were added to the storm water fund and solid waste fund as approximately 2 full months per year are spent on leaf pick up, brush chipping and storm sewer cleaning in the spring, and through out the year.

Department:	Division:	Fund:	Account No:
Transportation	Vehicle Maintenance	SCMR et al	102-560-602-

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 263,054	$ 279,165	$ 283,400
7004	Retirement (PERS)	41,379	44,090	43,176
7005	Medicare	4,137	4,579	4,472
7006	Health Insurance	62,400	66,000	70,800
7008	Overtime	32,509	33,990	25,000
7009	Unemployment & Workers' Comp	8,240	8,700	8,900
	Total Personnel Services	$ 411,719	$ 436,524	$ 435,748
7210	Travel & Training	$ 90	$ 1,000	$ 1,000
7280	Vehicle Fuel	42,257	105,000	105,250
7310	Utilities	9,708	10,781	10,500
7320	Communications/Postage	433	600	600
7330	Rentals	2,103	2,500	2,500
7340	Professional Services	1,561	2,500	2,500
7350	Maintenance of Equipment & Facility	12,849	15,000	15,000
7360	Insurance & Bonding	920	1,800	1,700
7370	Printing, Photocopy, Advertising	0	100	100
7390	Misc. Contractual Service	5,165	8,000	8,000
7410	Office Supplies	0	400	400
7420	Operating Materials	80,052	110,000	110,000
7440	Small Tools/Minor Equipment	3,266	5,000	2,500
	Total Operation & Maintenance	$ 158,404	$ 262,681	$ 260,050
7630	Equipment Items > $2,500	$	$ 30,000	$ 30,000
	Pick up truck			30,000
7680	Contract			0
	Specialties Main. Imp.			
	Total Capital Outlay	$ 0	$ 30,000	$ 60,000
Total		$ 570,123	$ 729,205	$ 755,798

Department:	Division:	Account No:
Transportation	Vehicle Maintenance	102-560-602-

Line	Description	50% SCMR	16% Water	10% Sewer	Page 1 Subtotal
7001	Employee - Regular Salaries	$ 141,700	$ 45,340	$ 28,340	$ 215,380
7004	Retirement (PERS)	21,588	6,908	4,318	32,813
7005	Medicare	2,236	715	447	3,399
7006	Health Insurance	35,400	11,328	7,080	53,808
7008	Overtime	12,500	4,000	2,500	19,000
7009	Unemployment & Workers' Comp	4,450	1,424	890	6,764
	Total Personnel Services	$ 217,874	$ 69,715	$ 43,575	$ 331,164
7210	Travel & Training	$ 500	$ 250	$ 250	$ 1,000
7280	Vehicle Fuel	52,500	26,250	10,500	89,250
7310	Utilities	6,100	1,100	1,100	8,300
7320	Communications/Postage	300	150	150	600
7330	Rentals	1,250	625	625	2,500
7340	Professional Services	1,250	625	625	2,500
7350	Maintenance of Equipment & Facility	7,500	1,875	1,875	11,250
7360	Insurance & Bonding	1,700	0	0	1,700
7370	Printing, Photocopy, Advertising	50	25	25	100
7390	Misc. Contractual Service	4,000	1,000	1,000	6,000
7410	Office Supplies	200	100	100	400
7420	Operating Materials	55,000	27,500	10,500	93,000
7440	Small Tools/Minor Equipment	1,250	625	625	2,500
	Total Operation & Maintenance	$ 131,600	$ 60,125	$ 27,375	$ 219,100
	Capital Fund				
7630	Equipment Items > $2,500	$ 0	$	$	$
	Pick up Truck		5,000	5,000	10,000
	Total Capital Outlay	$ 0	$ 5,000	$ 5,000	$ 10,000
Total	Total By Fund	$ 349,474	$ 134,840	$ 75,950	$ 560,264

Department:	Division:	Fund:	Account No:
Transportation	Vehicle Maintenance	SCMR et al	102-560-602-

Line	Description		12% Solid		12% Storm		Capital Projects		2021 Total
7001	Employee - Regular Salaries	$	34,010	$	34,010	$	0	$	283,400
7004	Retirement (PERS)		5,181		5,181				43,176
7005	Medicare		537		537				4,472
7006	Health Insurance		8,496		8,496				70,800
7008	Overtime		3,000		3,000				25,000
7009	Unemployment & Workers' Comp		1,068		1,068				8,900
	Total Personnel Services	$	52,292	$	52,292	$	0	$	435,748
7210	Travel & Training	$		$		$		$	1,000
7280	Vehicle Fuel		8,000		8,000				105,250
7310	Utilities		1,100		1,100				10,500
7320	Communications/Postage								600
7330	Rentals								2,500
7340	Professional Services								2,500
7350	Maintenance of Equipment & Facility		1,875		1,875				15,000
7360	Insurance & Bonding								1,700
7370	Printing, Photocopy, Advertising								100
7390	Misc. Contractual Service		1,000		1,000				8,000
7410	Office Supplies								400
7420	Operating Materials		8,500		8,500				110,000
7440	Small Tools/Minor Equipment								2,500
	Total Operation & Maintenance	$	20,475	$	20,475	$	0	$	260,050
	Capital Fund						Fund 301		
7630	Equipment Items > $2,500	$	5,000	$	5,000	$	20,000	$	30,000
	Pick up Truck						20,000		30,000
	Total Capital Outlay	0	5,000	0	5,000	0	40,000	$	60,000
Total	Total By Fund	$	77,767	$	77,767	$	40,000	$	755,798

Department:	Division:	Fund:	Account No:
Transportation	SCMR	State Highway	103-560-601

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	67,781	70,000	60,000
Capital Outlay	0	0	0
Total	$ 67,781	$ 70,000	$ 60,000
Total Positions	0	0	0

Funding by Source			
State Highway	$ 67,781	$ 70,000	$ 60,000
Total	$ 67,781	$ 70,000	$ 60,000

Program Description:

The state highway fund accounts for a percentage of the total revenue the City receives from state levied, locally-shared gasoline taxes and vehicle registration fees. This percentage is derived by dividing the miles of state highways by total miles of state and local streets within the City.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease from the 2020 budget in the amount of $10,000 or (14.29)%. State highway funds must be spent for maintenance or capital items on State Routes 43, 59 and 261.

The contractual service amount will be used for snow and ice control, landscaping maintenance along Haymaker Parkway; the planting islands at the corner of Longmere Drive, Haymaker Parkway, and West Main Street; and the maintenance of traffic islands on E. Main Street (SR 59).

Department:	Division:	Fund:	Account No:
Transportation	SCMR	State Highway	103-560-601-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7390 Misc. Contractual Service	$ 22,781	$ 25,000	$ 20,000
7420 Operating Materials	45,000	45,000	40,000
Total Operation & Maintenance	$ 67,781	$ 70,000	$ 60,000
7630 Equipment Items >$2500.00			
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 67,781	$ 70,000	$ 60,000

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Department:	Division:	Fund:	Account No:
Transportation	Capital Facilities	Capital Projects	301-560-604

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	422,670	0	0
Capital Outlay	3,231,515	4,710,000	2,622,000
Total	$ 3,654,185	$ 4,710,000	$ 2,622,000
Total Positions	0	0	0

Funding by Source			
Capital Projects	$ 3,654,185	$ 4,710,000	$ 2,622,000
Total	$ 3,654,185	$ 4,710,000	$ 2,622,000

Program Description:

This division covers capital improvements to streets, bridges, sidewalks, traffic control devices and related appurtenances.

Program Comments:

This division is used to assist in implementation of the five year capital improvement plan on an annual basis. All project expenditures are presented to City Council in the annual CIP Plan Update.

Department:	Division:	Fund:	Account No:
Transportation	Capital Facilities	Capital Projects	301-560-604-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7330 Rents & Leases	$	$	$
7340 Professional Services	419,403		
7350 Maint of Equip & Facilities			
7370 Printing, Photocopy, Advertising	2,476		
7420 Operating Materials	791		
7510 Contingency			
Total Operation & Maintenance	$ 422,670	$ 0	$ 0
7610 Land	$ 365,000	$	$
7620 Buildings			
7630 Equipment Items > $2,500	221,420		
7680 Contract	2,645,095		
North Water Street Improvements		1,645,000	
ODOT - SR 59 Paving		365,000	
Majors/Stinaff/Cuyahoga Waterline		100,000	
Franklin/Erie Street Curbs		50,000	
North Mantua Street Access Study		20,000	
Engineering Drawing Update		12,500	50,000
Annual Street & Sidewalk Program		1,432,500	1,670,000
Sidewalk Tree Damage Repairs		5,000	5,000
East Main Street Area Improvements		1,000,000	
Misc Active Transportation Improvements		20,000	20,000
Specifications Update			12,500
Walnut Street - Phase 1			202,000
Miller/Harvey/Steel Storm & Water Replcmnt		60,000	
Standard Construction Drawing Update			12,500
Gougler/River Safety Study			20,000
East Main Street Pedestrian Lighting			100,000
ADA Transition Plan			50,000
Active Transportation Acquisition			75,000
Portage H&B Trail Planning Study			25,000
Sunrise Bridge Rehabilitation			30,000
West Main Street Sidepath			50,000
Collage/Franklin Parking Lot Improvement			300,000
Total Capital Outlay	$ 3,231,515	$ 4,710,000	$ 2,622,000
Total	$ 3,654,185	$ 4,710,000	$ 2,622,000

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Utility Services

FUNDING BY PROGRAM AREA		2021 RECOMMEND
BASIC UTILITY SERVICES		
Water		
Water Plant Operations		$ 1,729,888
Water Plant Capital		265,000
Capital Facilities		1,088,700
	SUBTOTAL	3,083,588
Water Reclamation		
Water Rec.Plant Operations		2,058,955
Water Rec. Plant Capital		2,418,300
Capital Facilities		2,525,000
	SUBTOTAL	7,002,255
Solid Waste		
Curbside Recycling		-
	SUBTOTAL	-
Storm Water Drainage		
Storm Water Drainage		-
Capital Facilities		397,500
	SUBTOTAL	397,500
	TOTAL	$ 10,483,343

Department:	Division:	Fund:	Account No:
Utility Services	Water Production	Water	201-550-501

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 947,414	$ 1,041,527	$ 1,053,038
Operation and Maintenance	573,802	687,421	676,850
Capital Outlay	316,570	760,000	265,000
Total	$ 1,837,786	$ 2,488,948	$ 1,994,888
Total Positions	10	10	10

Funding by Source			
Water	$ 1,837,786	$ 2,488,948	$ 1,994,888
Total	$ 1,837,786	$ 2,488,948	$ 1,994,888

Program Description:

Supply, filtration, pumping and storage of potable water for the City of Kent are the major responsibilities of this division. The City's water plant treats an average 2.46 million gallons of water per day (MGD) with a present capacity of 6 MGD. With modification, the plant capacity can be doubled. Development of a secondary well field to ensure an adequate future water supply is a major concern of the administration.

Program Comments:

The 2021 recommended operation and maintenance reflects a decrease of $10,571 or (1.54)% compared to the 2020 budget for the Water Treatment Plant.

Department:	Division:	Fund:	Account No:
Utility Services	Water Production	Water	201-550-501-

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 625,492	$ 683,137	$ 693,384
7004	Retirement (PERS)	93,601	105,104	104,074
7005	Medicare	9,490	10,886	10,780
7006	Health Insurance	156,000	165,000	177,000
7008	Overtime	45,981	60,000	50,000
7009	Unemployment & Workers' Comp	16,850	17,400	17,800
	Total Personnel Services	$ 947,414	$ 1,041,527	$ 1,053,038
7210	Travel & Training	$ 1,511	$ 3,500	$ 1,500
7280	Vehicle Fuel	6,764	8,200	8,000
7310	Utilities	196,524	214,988	227,000
7320	Communications/Postage	5,470	8,500	8,500
7330	Rents & Leases	602	5,000	4,000
7340	Professional Services	15,488	22,000	22,000
7350	Maintenance of Equipment & Facility	40,072	45,000	35,000
7360	Insurance & Bonding	34,849	39,233	39,250
7370	Printing, Photocopy, Advertising	1,100	600	600
7390	Misc. Contractual Service	26,324	26,000	20,000
7410	Office Supplies	460	1,400	1,000
7420	Operating Materials	239,358	306,000	300,000
7440	Small Tools/Minor Equipment	5,280	7,000	10,000
	Total Operation & Maintenance	$ 573,802	$ 687,421	$ 676,850
7620	Buildings	$	$	$
7630	Equipment Items>$2,500	96,227		
	WTP Misc Plant Equipment		50,000	35,000
7680	Contract	220,343		
	Well Cleaning No. 10		35,000	
	Well Cleaning No. 9			150,000
	Paint KSU Tank		500,000	
	Gravel Refill Basin		125,000	
	Well Field Development		50,000	
	Well Field Maint. Agree.			80,000
	Total Capital Outlay	$ 316,570	$ 760,000	$ 265,000
Total		$ 1,837,786	$ 2,488,948	$ 1,994,888

Department:	Division:	Fund:	Account No:
Utility Services	Water Reclamation	Sewer	202-550-503

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 1,255,066	$ 1,351,719	$ 1,384,290
Operation and Maintenance	615,593	762,104	674,665
Capital Outlay	229,079	866,000	2,418,300
Total	$ 2,099,738	$ 2,979,823	$ 4,477,255
Total Positions	13	13	13

Funding by Source			
Sewer	$ 2,099,738	$ 2,979,823	$ 4,477,255
Lab	0	0	0
Total	$ 2,099,738	$ 2,979,823	$ 4,477,255

Program Description:

The Kent Water Reclamation Facility has a design flow of 5.0 million gallons per day and is currently treating an average daily flow of 2.30 million gallons (2011 data). The overall treatment process is termed advanced secondary activated sludge and utilizes physical, chemical and biological methods for the removal of conventional pollutants in addition to phosphorus and ammonia from the sewage waste stream.

Major treatment processes include influent screening, grit removal, ferrous chloride addition, pre-aeration, primary clarification, alkalinity addition, aeration, secondary clarification, chlorination, de-chlorination, post-aeration, anaerobic digestion, belt press bio-solids dewatering and bio-solids disposal/reuse. The treated water is discharged into the Cuyahoga River via an NPDES permit issued by the Ohio EPA. The stabilized and dewatered bio-solids are transported to the PPG land reclamation site in Barberton, Ohio for the purpose of beneficial reuse.

This division also is responsible for the operation and maintenance of eight off-site sewage pump stations and the Kent Dam waterfall pumping system.

Program Comments:

The 2021 recommended operation and maintenance reflects a decrease of (11.47)% or $87,439 compared to the 2020 budget.

Department:	Division:	Fund:	Account No:
Utility Services	Water Reclamation	Sewer	202-550-503-

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 877,780	$ 942,668	$ 956,808
7004	Retirement (PERS)	126,465	134,880	137,174
7005	Medicare	12,719	13,971	14,208
7006	Health Insurance	187,200	214,500	230,100
7008	Overtime	28,432	23,000	23,000
7009	Unemployment & Workers' Comp	22,470	22,700	23,000
	Total Personnel Services	$ 1,255,066	$ 1,351,719	$ 1,384,290
7210	Travel & Training	$ 8,898	$ 12,000	$ 5,000
7280	Vehicle Fuel	6,380	8,000	6,400
7310	Utilities	198,045	225,245	206,000
7320	Communications/Postage	9,476	16,000	16,000
7330	Rents & Leases	1,431	2,500	2,200
7340	Professional Services	36,050	40,000	32,000
7350	Maintenance of Equipment & Facility	60,287	85,000	90,000
7360	Insurance & Bonding	37,268	42,709	42,725
7370	Printing, Photocopy, Advertising	258	650	540
7390	Misc. Contractual Service	101,433	155,000	120,000
7410	Office Supplies	697	1,500	1,000
7420	Operating Materials	152,360	170,000	150,000
7440	Small Tools/Minor Equipment	3,010	3,500	2,800
	Total Operation & Maintenance	$ 615,593	$ 762,104	$ 674,665
7630	Equipment Items > $2,500	$ 114,200	$	$
	WRF-Misc Plant Equipment		50,000	60,000
	SCADA Updates			
	Final Clarifiers Weir Covers			
	New Water Plant Pump		5,000	5,000
	Emergency Generator Hook-up		20,000	25,000
	Post Aeration Back-up Aerator		45000	
	WRF Boiler Replacement		45,000	
	Replace 2 return pumps		75,000	
	Influent Headworks Building			15,000
	#3 Aeration Grid Replacement			100,000
	Replace Dissolved O2Probes			
	Electrical Replacement		15,000	
	Sand Blast and Final Coat Clarifier			
7680	Contract	114,879		
	Waterfall/Dam Upkeep			
	Emergency Replacement of Clarifier		500,000	
	Installation of Generator into Pretreatment Area		30,000	
	Final Clarifiers Rehabilitaton		81,000	2,213,300
	Total Capital Outlay	$ 229,079	$ 866,000	$ 2,418,300
Total		$ 2,099,738	$ 2,979,823	$ 4,477,255

Department:	Division:	Fund:	Account No:
Utility Services	Capital Facilities	Water, Sewer & Storm	201-550-502
			202-550-505
			208-550-508

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	0	0	0
Capital Outlay	511,292	197,500	4,011,200
Total	$ 511,292	$ 197,500	$ 4,011,200
Total Positions	0	0	0

Funding by Source			
Water	$ 0	$ 172,500	$ 1,088,700
Sewer	119,513	12,500	2,525,000
Storm Water Drainage	391,779	12,500	397,500
Total	$ 511,292	$ 197,500	$ 4,011,200

Program Description:

This cost center covers capital improvements to the water and sewer infrastructure that are not specifically related to plant operations. Beginning in 2008, storm water drainage capital improvements were included in this cost center.

Program Comments:

This division is used to fund implementation of the five year capital improvement plan on an annual basis relative to public utilities. All project expenditures are presented to City Council in the annual CIP Plan Update.

Department:	Division:	Fund:	Account No:
Utility Services	Capital Facilities	Water, Sewer &	201-550-502-
		Storm Water Drainage	202-550-505-
			208-550-508-

Line Description	2019 Actual	2020 Budget	2021 Recommend
7340 Professional Services	$ 685	$	$ 0
7360 Insurance & Bonding			0
7370 Printing, Photocopy & Advertising			0
7420 Operating Materials			0
Total Operation & Maintenance	$ 685	$ 0	$ 0
7610 Lands	$	$	$ 0
7630 Equipment			0
Confined Space Entry Unit4(FD-15-06)			
7680 Contract	511,292		0
Majors/Stinaff/Cuyahoga Waterline		100,000	965,000
Sanitary Sewer Televising			40,000
Annual Street Program			40,000
Miller/Harvey/Steel Storm and Water		60,000	65,000
Specifications Update			37,500
Walnut Street - Phase 1			176,200
Mogadore Tank Study			50,000
SR 59 and 43 Catch Basin Repairs/Replacement			0
Engineernig Drawing Update		37,500	37,500
East Main Storm Lining			100,000
Southwest Sanitary Pump Station			2,500,000
Total Capital Outlay	$ 511,292	$ 197,500	$ 4,011,200
Total	$ 511,977	$ 197,500	$ 4,011,200

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Department:	Division:	Fund:	Account No:
Utility Services	Capital Facilities	Water,Sewer, & Storm Drainage	201-550-502-
			202-550-505-
			208-550-508-

Line	Description	Water	Sewer	Storm Water Drainage	2021 Total
7340	Professional Services	$	$	$	$ 0
7360	Insurance & Bonding				0
7370	Printing, Photocopy & Advertising				0
7420	Operating Materials				0
	Total Operation & Maintenance	$ 0	$ 0	$ 0	$ 0
7610	Land	$	$	$	$ 0
7630	Capital Equipment>$2500				0
7680	Contract				0
	Majors/Stinaff/Cuyahoga Waterline	915,000		50,000	965,000
	Annual Street Program			40,000	40,000
	Storm Sewer Design Standards Update			40,000	40,000
	Miller/Harvey/Steel Storm and Water			65,000	65,000
	Specifications Update	12,500	12,500	12,500	37,500
	SR 59 and 43 Catch Basin Repairs/Replacement				0
	Walnut Street - Phase 1	98,700		77,500	176,200
	Mogadore Tank Study	50,000			50,000
	Storm Water Utility Phase 2				0
	Standard Construction Drawing Update	12,500	12,500	12,500	37,500
	East Main Storm Lining			100,000	100,000
	Southwest Sanitary Pump Station		2,500,000		2,500,000
	Total Capital Outlay	$ 1,088,700	$ 2,525,000	$ 397,500	$ 4,011,200
Total		$ 1,088,700	$ 2,525,000	$ 397,500	$ 4,011,200

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Health Services

FUNDING BY PROGRAM AREA	2021 RECOMMEND
HEALTH SERVICES	
Health Services	
Administrative	$ 642,050
Food Service	124,682
Revolving Housing	166,629
Swimming Pool Inspection	9,281
TOTAL	$ 942,642

Department:	Division:	Fund:	Account No:
Health Services	Health	General et al	001-520-201

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 608,625	$ 739,878	$ 751,014
Operation and Maintenance	168,808	212,538	191,628
Capital Outlay	0	0	0
Total	$ 777,433	$ 952,416	$ 942,642
Total Positions	9	9	9

Funding by Source			
General	$ 559,647	$ 656,865	$ 642,050
Food Service	97,890	118,523	124,682
Revolving Housing	112,066	167,979	166,629
Swimming Pool Inspection	7,830	9,049	9,281
Total	$ 777,433	$ 952,416	$ 942,642

Program Description:

The City Health Department provides numerous health-related services to the citizens of Kent. Services include: 1) annual licensing and inspections of restaurants, food service establishments, food vending machines, public swimming pools, tattoo and body art establishments, sanitation vehicles and multiple use housing units; 2) inspections of public schools and child care centers; 3) inspections of private well and septic systems inside the city limits; 4) rodent and mosquito control programs; 5) communicable disease prevention and treatment programs; 6) health education and tobacco free programs. The Health Department contracts with Portage County Health District for the provision of nursing services and clinics (including indigent care). The department also responds to citizen complaints concerning threats to the public health and environment. Corrective action by the department may result from the investigation of such hazards. The health department also has a contract with Portage County to do mosquito surveillance and treatment. A program which monitors the pretreatment of industrial wastes prior to initial treatment at the City's wastewater plant is also administered by this department. This department maintains all Portage County birth and death records.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of $20,910.00 or (9.83)% compared to the 2020 budget, which is related to grant funding by the Environmental Protection Agency, Food and Drug Administration, and the Ohio Department of Health.

Department:	Division:	Fund:	Account No:
Health Services	Health	General et al	001-520-201-

Line	Description	2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 436,672	$ 538,448	$ 541,819
7004	Retirement (PERS)	58,235	75,929	76,417
7005	Medicare	6,228	7,867	7,920
7006	Health Insurance	87,000	99,218	106,768
7008	Overtime	988	2,686	1,750
7009	Unemployment & Workers' Comp	17,702	12,130	12,740
7250	Auto Allowance	1,800	3,600	3,600
	Total Personnel Services	$ 608,625	$ 739,878	$ 751,014
7210	Travel & Training	$ 3,679	$ 7,000	$ 3,250
7280	Vehicle Fuel	1,144	2,000	2,000
7310	Utilities	5,124	6,000	6,000
7320	Communications/Postage	6,498	9,000	8,500
7330	Rents & Leases	11,558	30,000	24,500
7340	Professional Services	88,444	96,810	87,500
7350	Maintenance of Equipment & Facilities	3,017	4,000	4,500
7360	Insurance & Bonding	8,618	9,228	9,728
7370	Printing, Photocopy, Advertising	2,170	4,000	3,500
7390	Misc. Contractual Service	17,818	22,000	25,000
7410	Office Supplies	1,556	5,000	4,000
7420	Operating Materials	15,992	14,500	12,250
7440	Small Tools/Minor Equipment	3,190	3,000	900
	Total Operation & Maintenance	$ 168,808	$ 212,538	$ 191,628
				Fund 301
7630	Equipment Items > $2,500	$	$	$ 0
	Pick Up Truck Replacment			0
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 777,433	$ 952,416	$ 942,642

Department:		Division:	Fund:			Account No:
Health Services		Health	General et al			
			001-520-201-	107-520-202-	120-520-203-	
				Food	Revolving	Page 1
Line Description			General	Service	Housing	Total
			59%	16%	24%	
7001	Employee - Regular Salaries	$	344,330	$ 79,473	$ 111,046	$ 534,849
7004	Retirement (PERS)		48,242	11,232	15,967	75,441
7005	Medicare		5,000	1,164	1,654	7,818
7006	Health Insurance		64,400	17,463	23,812	105,675
7008	Overtime		1,000	750	0	1,750
7009	Unemployment & Workers' Comp		7,200	2,800	2,600	12,600
7250	Auto Allowance		3,600			3,600
	Total Personnel Services	$	473,772	$ 112,882	$ 155,079	$ 741,733
7210	Travel & Training	$	1,000	$ 1,250	$ 1,000	$ 3,250
7280	Vehicle Fuel		400	800	800	2,000
7310	Utilities		6,000			6,000
7320	Communications/Postage		3,000	2,750	2,750	8,500
7330	Rents & Leases		24,500			24,500
7340	Professional Services		87,500			87,500
7350	Maintenance of Equipment & Facilities		1,500	1,500	1,500	4,500
7360	Insurance & Bonding		9,728			9,728
7370	Printing, Photocopy, Advertising		1,500	1,000	1,000	3,500
7390	Misc. Contractual Service		25,000			25,000
7410	Office Supplies		1,000	1,500	1,500	4,000
7420	Operating Materials		6,250	3,000	3,000	12,250
7440	Small Tools/Minor Equipment		900			900
7480	Fees Remitted to State		0			0
7760	Fees Remitted to State		0			0
	Total Operation & Maintenance	$	168,278	$ 11,800	$ 11,550	$ 191,628
			Fund 301			
7630	Equipment Items > $2,500	$		$	$ 0	$ 0
						0
	Total Capital Outlay	$	0	$ 0	$ 0	$ 0
Total		$	642,050	$ 124,682	$ 166,629	$ 933,361

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Department:		Division:	Fund:		Account No:
Health Services		Health	General et al		
Line Description			Page 1 Subtotal	130-520-204-Swimming Pool Inspection 1%	2021 Total
7001	Employee - Regular Salaries		$ 534,849	$ 6,970	$ 541,819
7004	Retirement (PERS)		75,441	976	76,417
7005	Medicare		7,818	102	7,920
7006	Health Insurance		105,675	1,093	106,768
7008	Overtime		1,750	0	1,750
7009	Unemployment & Workers' Comp		12,600	140	12,740
7250	Auto Allowance		3,600	0	3,600
	Total Personnel Services		$ 741,733	$ 9,281	$ 751,014
7210	Travel & Training		$ 3,250	$	$ 3,250
7280	Vehicle Fuel		2,000		2,000
7310	Utilities		6,000		6,000
7320	Communications/Postage		8,500		8,500
7330	Rents & Leases		24,500		24,500
7340	Professional Services		87,500		87,500
7350	Maintenance of Equipment & Facilities		4,500		4,500
7360	Insurance & Bonding		9,728		9,728
7370	Printing, Photocopy, Advertising		3,500		3,500
7390	Misc. Contractual Service		25,000		25,000
7410	Office Supplies		4,000		4,000
7420	Operating Materials		12,250		12,250
7440	Small Tools/Minor Equipment		900		900
7480	Fees Remitted to State		0		0
7760	Fees Remitted to State		0		0
	Total Operation & Maintenance		$ 191,628	$ 0	$ 191,628
7630	Equipment Items > $2,500		$	$	$ 0
	Pick Up Truck Replacment		0		0
	Total Capital Outlay		$ 0	$ 0	$ 0
Total			$ 933,361	$ 9,281	$ 942,642

THE CITY OF KENT
OHIO


Recreation

FUNDING BY PROGRAM AREA		2021 RECOMMEND
LEISURE TIME ACTIVITIES		
Leisure Time Activities		
Parks and Recreation	$	2,600,399
KABC		61,973
K-6 Child Care		370,036
Fitness Center		126,634
KYFC		23,700
TOTAL	$	3,182,742

Department:	Division:	Fund:	Account No:
Leisure Time Activities	Parks & Recreation	Parks & Recreation	106-530-301

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 1,033,608	$ 1,037,003	$ 998,999
Operation and Maintenance	446,505	504,698	472,400
Capital Outlay	293,272	259,000	1,129,000
Total	$ 1,773,385	$ 1,800,701	$ 2,600,399
Total Positions	42	42	42

Funding by Source			
Recreation	$ 1,773,385	$ 1,800,701	$ 2,600,399
Total	$ 1,773,385	$ 1,800,701	$ 2,600,399

Program Description:

Kent Parks and Recreation maintains the following recreation areas: Plum Creek Park, Fred Fuller Park which includes Kramer fields, Franklin Mills Riveredge Park which includes Brady's Leap and the John Brown Tannery Site, Fishcreek Park, Al Lease Park, Yacavona Park, Highland Park, Chadwick Park, Jessie Smith Wildlife Refuge, the John Davey Arboretum, River Bend Park, Forest Lakes Park, Depeyster Field, Stonewater Park and the Franklin Avenue Recreation Center.

Thousands of Kent citizens participate in recreation organized activities. Recreation activities are comprised of the following: Senior Programs – Kent Retirees Association; Silver Sneakers Fitness Program Adult Programs – fitness classes, softball leagues, tennis lessons, open volleyball, and basketball leagues Youth Programs – youth sports, martial arts, environmental education, and cultural arts are offered for boys and girls ages 3 to 18 years of age. The youth sports that are offered include baseball/softball, tennis, volleyball, lacrosse, flag football, cheer and dance, soccer, wrestling, and sports camps. The education component offers preschool programs, school age programs, and four summer day camps and a Kids Nite Out Program. The newest addition to the recreation department is the cultural arts for youth, a children’s musical theatre program. Special events are also held throughout the year for the citizens of the community. Examples include Art in the Park, Black Squirrel Adventure Race, Turkey Trot, Halloween Family Festival, Shop with A Cop, Santa’s arrival in downtown Kent, sport contests, Hershey Track Meet, River Day, Schoolz Out Ice Skating Party and an Easter Egg Hunt.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of $32,298.00, or (6.40)% compared to the 2020 budget.

Department:		Fund:		Account No:
Leisure Time Activities		Parks & Recreation		106-530-301

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 765,572	$ 746,319	$ 709,003
7004	Retirement (PERS)	102,346	107,938	99,260
7005	Medicare	11,277	11,046	10,636
7006	Health Insurance	106,600	115,500	123,900
7008	Overtime	23,789	25,000	25,000
7009	Unemployment & Workers' Comp	17,499	24,000	24,000
7250	Auto Allowance	6,525	7,200	7,200
	Total Personnel Services	$ 1,033,608	$ 1,037,003	$ 998,999
7210	Travel & Training	$ 3,240	$ 5,000	$ 3,500
7280	Vehicle Fuel	13,981	17,000	17,000
7310	Utilities	38,408	40,865	37,000
7320	Communications/Postage	9,232	13,000	12,000
7330	Rents & Leases	10,540	29,500	27,500
7340	Professional Services	79,206	110,000	100,000
7350	Maintenance of Equipment & Facility	43,942	39,500	39,500
7360	Insurance & Bonding	13,154	15,833	14,900
7370	Printing, Photocopy, Advertising	19,521	21,750	20,000
7390	Misc. Contractual Service	88,197	76,000	76,000
7410	Office Supplies	3,148	5,750	5,000
7420	Operating Materials	116,401	125,000	115,000
7440	Small Tools/Minor Equipment	7,535	5,500	5,000
	Total Operation & Maintenance	$ 446,505	$ 504,698	$ 472,400
7991	Land Repayment (Advance Payback)	$	$	$
7610	Land	9,144		
7620	Buildings	39,760		
7680	Contracts	223,804		
	Park & Trail Paving & Sealing		30,000	30,000
	Building Renovations		35,000	15,000
	Ballfield Development			15,000
	Hike & Bike Trail Design		35,000	
	The Portage- Bradys Leap Section			1,000,000
	Park and Facilities Master Plan Study		86,000	64,000
	Playground Replacement		12,000	5,000
7630	Equipment Items > $2,500	20,564		
	Dump Truck Replacement		45,000	0
	Mower Replacement		16,000	0
	Total Capital Outlay	$ 293,272	$ 259,000	$ 1,129,000
Total		$ 1,773,385	$ 1,800,701	$ 2,600,399

Department:	Division:	Fund:	Account No:
Leisure Time Activities	KYBS	Parks & Recreation	106-530-302

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 26,956	$ 36,293	$ 25,973
Operation and Maintenance	25,260	36,000	36,000
Capital Outlay	0	0	0
Total	$ 52,216	$ 72,293	$ 61,973
Total Positions	1	1	1

Funding by Source			
Recreation	$ 52,216	$ 72,293	$ 61,973
Total	$ 52,216	$ 72,293	$ 61,973

Program Description:

The Kent Youth Baseball & Softball - KYBS (formerly KABC) cost center is used to account for expenditures related to this popular recreation program. KYBS is funded primarily through user charges and sponsorship fees. In 2016, approximately 450 boys and girls participated in 10 separate leagues. The leagues are divided into three components: instructional league, softball and baseball. The instructional league is for 5 to 7 year old boys and girls to learn the basic skills associated with baseball and softball. The Softball League is for 8 to 18 year olds and plays in either the Stow YES League or Portage South League. The baseball league is for 8 to 18 year olds and teams are placed in leagues according to their skill level. Leagues travel to neighboring communities including Streetsboro, Hudson, Portage County, Akron and Twinsburg. Tournaments for both the softball and baseball leagues are held at the end of the season.

Program Comments:

The 2021 recommended operation and maintenance budget reflects no change as compared to the 2020 budget.

Department:	Division:	Fund:	Account No:
Leisure Time Activities	KYBS	Parks & Recreation	106-530-302

Line Description	2019 Actual	2020 Budget	2021 Recommend
7001 Employee - Regular Salaries	$ 22,666	$ 30,000	$ 20,000
7004 Retirement (PERS)	3,194	4,326	4,006
7005 Medicare	331	449	449
7008 Overtime	147	900	900
7009 Unemployment & Workers' Comp	618	618	618
Total Personnel Services	$ 26,956	$ 36,293	$ 25,973
7340 Professional Services	$ 6,266	$ 9,500	$ 9,500
7350 Maintenance of Equipment & Facility			
7360 Insurance & Bonding			
7390 Misc. Contractual Service	3,123	4,500	4,500
7420 Operating Materials	15,871	22,000	22,000
7710 Refunds			
Total Operation & Maintenance	$ 25,260	$ 36,000	$ 36,000
7630 Equipment Items > $2,500	$ 0	$ 0	$ 0
Total Capital Outlay	$ 0	$ 0	$ 0
Total	$ 52,216	$ 72,293	$ 61,973

Department:	Division:	Fund:	Account No:
Leisure Time Activities	K-6 Child Care	Parks & Recreation	106-530-303

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 268,571	$ 293,036	$ 294,636
Operation and Maintenance	76,804	74,650	75,400
Capital Outlay	0	0	0
Total	$ 345,375	$ 367,686	$ 370,036
Total Positions	17	17	17
Funding by Source			
Recreation	$ 345,375	$ 367,686	$ 370,036
Total	$ 345,375	$ 367,686	$ 370,036

Program Description:

This cost center is used to account for the expenditures related to the K-6 Child Care Program. This program is funded with user charges.

Kent Parks and Recreation KPR Kidz Club offers child care before and after school from 6:30-8:30 a.m. and 3:00-6:00 p.m. for Kindergarten through 6th graders in the Kent City Schools. There are 3 locations: Davey Elementary, Longcoy Elementary and the Kent Recreation Center. The average amount of kids enrolled during the ’15-16 school year is 125 (approximately 50 at Davey, 30 at Longcoy and 40 at the Kent Rec). Over 20 students are approved for child care assistance through the Ohio Department of Job and Family Services. Transportation is provided for Walls and Stanton students by Kent City School bus to and from the sites. The Kent Rec is open for all day child care from 6:30 a.m.-6:00 p.m. during the Kent City School’s winter break, spring break, snow days and summer break. Davey will also house a summer camp this year from 9:00 a.m.-5:00 p.m. Each site has received grant money from the Step Up to Quality award program since 2008 totaling over $50,000. Staff are trained in CPR, First Aid, Communicable Disease, Child Abuse Prevention and Child Development.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a minimal increase of $750, or 1.00% compared to the 2020 budget.

Department:	Division:	Fund:	Account No:
Leisure Time Activities	K-6 Child Care	Parks & Recreation	106-530-303

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 212,521	$ 232,564	$ 232,564
7004	Retirement (PERS)	29,874	32,867	32,867
7005	Medicare	3,112	3,405	3,405
7006	Health Insurance	15,600	16,500	17,700
7008	Overtime	3,891	3,200	3,600
7009	Unemployment & Workers' Comp	3,573	4,500	4,500
	Total Personnel Services	$ 268,571	$ 293,036	$ 294,636
7210	Travel & Training	$ 561	$ 500	$ 500
7280	Vehicle Fuel			
7310	Utilities			
7320	Communications/Postage			
7330	Rents & Leases	3,520	4,400	4,400
7340	Professional Services	745	2,500	2,500
7350	Maintenance of Equipment & Facility			
7360	Insurance & Bonding			
7370	Printing, Photocopy, Advertising	1,500	750	1,500
7390	Misc. Contractual Service	36,459	30,500	30,500
7410	Office Supplies		500	500
7420	Operating Materials	31,067	32,500	32,500
7440	Small Tools/Minor Equipment	2,952	3,000	3,000
7710	Refunds			
	Total Operation & Maintenance	$ 76,804	$ 74,650	$ 75,400
7630	Equipment Items > $2,500	$ 0	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 345,375	$ 367,686	$ 370,036

Department:	Division:	Fund:	Account No:
Leisure Time Activities	Fitness	Parks & Recreation	106-530-304

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 33,586	$ 61,134	$ 61,134
Operation and Maintenance	61,224	66,300	65,500
Capital Outlay	0	0	0
Total	$ 94,810	$ 127,434	$ 126,634
Total Positions	0	0	0

Funding by Source			
Recreation	$ 94,810	$ 127,434	$ 126,634
Total	$ 94,810	$ 127,434	$ 126,634

Program Description:

This cost center is used to account for the expenditures related to the Fitness Program. This program is funded partially with user charges. Kent P & R Fitness Center is open 7 days a week. The facility offers gym memberships, fitness classes and personal training. There is a variety of fitness equipment; cardio machines, dual exercise circuit training, free weights, resistance equipment and much more.

The fitness classes offered include Yoga, Pilates, Zumba, Circuit Training and Silver Sneakers. An ever expanding lest of specialty classes are offered including Karate. Tumbling for Tots, Spinning, Fencing and Hip Hop Hoops. The facility is located in a 4,000 square foot leased building located at 1205 West Main Street.

Program Comments:

The 2021 Operation & Maintenance reflects a minimal decrease of $800.00, or (1.21)% compared to the 2020 budget.

Department:	Division:	Fund:	Account No:
Leisure Time Activities	Fitness	Parks & Recreation	106-530-304

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 28,087	$ 52,000	$ 52,000
7004	Retirement (PERS)	3,932	7,280	7,280
7005	Medicare	407	754	754
7006	Health Insurance		0	
7008	Overtime		0	
7009	Unemployment & Workers' Comp	1,160	1,100	1,100
	Total Personnel Services	$ 33,586	$ 61,134	$ 61,134
7210	Travel & Training	$	$	$
7280	Vehicle Fuel			
7310	Utilities	8,406	7,100	7,800
7320	Communications/Postage		1,500	0
7330	Rents & Leases	32,800	35,200	35,200
7340	Professional Services	11,337	10,500	10,500
7350	Maintenance of Equipment & Facility	750	3,000	3,000
7360	Insurance & Bonding		0	0
7370	Printing, Photocopy, Advertising		500	500
7390	Misc. Contractual Service	5,837	5,500	5,500
7410	Office Supplies		0	0
7420	Operating Materials	1,642	2,500	2,500
7440	Small Tools/Minor Equipment	452	500	500
7710	Refunds			
	Total Operation & Maintenance	$ 61,224	$ 66,300	$ 65,500
7630	Equipment Items > $2,500	$ 0	$ 0	$
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 94,810	$ 127,434	$ 126,634

Department:	Division:	Fund:	Account No:
Leisure Time Activities	KYFC	Parks & Recreation	106-530-305

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$	$	$ 0
Operation and Maintenance			23,700
Capital Outlay			0
Total	$ 0	$ 0	$ 23,700
Total Positions	0	0	0

Funding by Source			
Recreation	$ 0	$ 0	$ 23,700
Total	$ 0	$ 0	$ 23,700

Program Description:

This cost center is used to account for the expenditures related to the Kent Youth Football and Cheer Program. This program provides flag and tackle football throughout the year for children ages 5 - 13 yrs old. The flag football program in 2021 will run from March - May and serves approimately 200 Children. Practices and games are held at Stonewater fields with the final game played at the Kent State University Football Stadium. This program is funded and supported by user fees.

The Kent Youth Tackle Football and Cheer program runs from July - October and is part of the Gridiron Football League. 1st - 8th graders can sign up for football that meet the weight criteria. Home field is Davey Elementary School Football field. This program is funded and supported by user fees and sponsorships.

Program Comments:

The 2021 Operation & Maintenance reflects a new account program.

Department:	Division:	Account No:
Leisure Time Activities	KYFC	106-530-305

Line Description			2021 Recommend
7001	Employee - Regular Salaries	$	0
7004	Retirement (PERS)		
7005	Medicare		
7006	Health Insurance		
7008	Overtime		
7009	Unemployment & Workers' Comp		
	Total Personnel Services	$	0
7210	Travel & Training	$	0
7280	Vehicle Fuel		
7310	Utilities		
7320	Communications/Postage		
7330	Rents & Leases		
7340	Professional Services		4,900
7350	Maintenance of Equipment & Facility		
7360	Insurance & Bonding		
7370	Printing, Photocopy, Advertising		
7390	Misc. Contractual Service		5,800
7410	Office Supplies		
7420	Operating Materials		13,000
7440	Small Tools/Minor Equipment		
7710	Refunds		
	Total Operation & Maintenance	$	23,700
7630	Equipment Items > $2,500	$	
	Total Capital Outlay	$	0
Total		$	23,700

THE CITY OF KENT

OHIO

Community & Environment



FUNDING BY PROGRAM AREA		2021 RECOMMEND
COMMUNITY AND ENVIRONMENT		
Community and Environment		
Community Development		$ 880,898
Housing and Building Inspection		436,126
C.D.B.G. Grant Fund		388,766
C.H.I.P. Grant Fund		150,000
Land Banking		7,000
Shade Tree		89,375
Urban Renewal		60,250
Public Parking		60,650
Main Street Program		70,000
Economic Development		147,539
EDA/RLF		60,000
	SUBTOTAL	2,350,604
Basic l Water - Administrative Support		7,068
Sewer - Administrative Support		7,068
Storm - Administrative Support		35,340
	SUBTOTAL	49,476
MPITIE/TIF Fund		440,622
	SUBTOTAL	440,622
	TOTAL	$ 2,840,702

Department:	Division:	Fund:		Account No:
Community and Environment	Community Development	General, CDBG & CHIP		001-540-401
				126-
				136-

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 550,417	$ 627,049	$ 717,273
Operation and Maintenance	326,013	418,770	527,391
Capital Outlay	73,368	165,165	175,000
Total	$ 949,798	$ 1,210,984	$ 1,419,664
Total Positions	5	5	5

Funding by Source			
General	$ 715,102	$ 887,644	$ 880,898
Comm. Development Black Grant	234,696	323,340	388,766
CHIP	0	0	150,000
Total	$ 949,798	$ 1,210,984	$ 1,419,664

Program Description:

The Community Development Department administers a variety of activities associated with private sector residential and commercial projects under development in the City, including land use planning, zoning administration, building, neighborhood development, economic development and grants administration. The Planning and Zoning Division manages comprehensive land use planning activities and is responsible for administering and enforcing the City's Zoning Code. The Planning and Zoning Division provides staff support for numerous boards and commissions, including the Planning Commission, Board of Zoning Appeals, the Architectural Review Board, the Committee on Design & Preservation, the Sustainability Commission, the Fair Housing Board, the Community Reinvestment Area Housing Council, two local Joint Economic Development District boards, and the coordination of the City's neighborhood planning program. The Department administers several programs that are funded with federal and state grant support, including the Community Development Block Grant (CDBG), the Economic Development Administration Revolving Loan Fund, and the Community Housing Impact and Preservation (CHIP) program. The grant assistance provided through these various federal and state agencies are utilized by the Community Development Department to offer a myriad of neighborhood revitalization programs, including housing rehabilitation, public infrastructure improvements in low income residential areas, and needed emergency service programs for the homeless. The Department also administers the Social Service Grant program which provides funding to local nonprofit agencies that work with disadvantaged persons. The Department provides technical assistance to other City departments with the writing of grant proposals and prevailing wage monitoring on capital projects.

Program Comments:

The 2021 recommended operation and maintenance budget reflects an increase of $258,621.00 or 22% because it includes the appropriation of $150,000 in CHIP grant funding. The City received an award of $250,000 in CHIP grant funds from the State of Ohio in 2019, of which $100,000 was appropriated in 2020 with the remainder of $150,000 appropriated in this 2021 budget. Overall, the 2021 operation and maintenance budget has been reduced by $57,000 for General Fund operations after adjusting for the CHIP funding.

The City’s CDBG program year does not coincide with the City’s fiscal calendar so past practice has been to budget the most recent grant award, plus estimated program income expenditures, which for the 2021 budget includes the 2020 CDBG grant award amount of $303,766, plus $50,000 for program income.

Department:	Division:	Fund:	Account No:
Community and Environment	Community Development	General & CDBG & CHIP	001-540-401 126-

Line	Description		2019 Actual		2020 Budget		2021 Recommend	
7001	Employee - Regular Salaries	$	399,975	$	458,709	$	514,652	CDBG
7004	Retirement (PERS)		54,486		64,366		72,196	
7005	Medicare		5,626		6,674		7,478	
7006	Health Insurance		76,700		82,500		106,847	
7008	Overtime		0		1,000		1,000	
7009	Unemployment & Workers' Comp		10,030		10,200		11,500	
7250	Auto Allowance		3,600		3,600		3,600	
	Total Personnel Services	$	550,417	$	627,049	$	717,273	
7210	Travel & Training	$	2,293	$	4,000	$	900	
7280	Vehicle Fuel		1,391		2,500		1,300	
7320	Communications/Postage		24,425		30,200		24,566	
7330	Rents & Leases		0		0		0	
7340	Professional Services		46,594		95,000		31,500	
7350	Maintenance of Equipment & Facility		1,580		3,500		3,500	
7360	Insurance & Bonding		4,620		5,520		5,525	
7370	Printing, Photocopy, Advertising		21,972		23,000		23,000	
7390	Misc. Contractual Service		16,898		17,600		20,100	
7410	Office Supplies		1,287		2,200		2,000	
7420	Operating Materials		840		1,750		1,000	
7440	Small Tools/Minor Equipment		1,244		2,500		1,000	
7560	Social Service Contracts		57,404		78,000		65,000	
7570	Public Service Contracts		144,781		108,000		263,000	
	Chip Grant 136-04-540-413-7570		0		0			
7590	Non-City Property Improvements		684		15,000		10,000	
7990	Program Income Expenditures		0		30,000		75,000	
	Total Operation & Maintenance	$	326,013	$	418,770	$	527,391	
7630	Equipment Items > $2,500	$	20565	$		$		
	CD Replacement/Vehicle				20,000		0	
7680	Community Development Block Grant		52,803					
	Walnut Street Construction				135,165		160,000	
	Bradys Leap Hike and Bike Trail				10,000		0	
	Kent Recreation Center Parking Lot						15,000	
	Total Capital Outlay	$	73,368	$	165,165	$	175,000	
Total		$	949,798	$	1,210,984	$	1,419,664	

12.02.20 Finance Committee Meeting
Attachment #1

Department:	Division:	Account No:
Community and Environment	Community Development	001-540-401
		126-

Line	Description	001 General	126 CDBG	136 CHIP	2021 Total
7001	Employee - Regular Salaries	$ 511,403	$ 3,249	$	$ 514,652
7004	Retirement (PERS)	71,740	456		72,196
7005	Medicare	7,430	48		7,478
7006	Health Insurance	106,200	647		106,847
7008	Overtime	1,000	0		1,000
7009	Unemployment & Workers' Comp	11,500	0		11,500
7250	Auto Allowance	3,600	0		3,600
	Total Personnel Services	$ 712,873	$ 4,400	$ 0	$ 717,273
7210	Travel & Training	$ 700	$ 200	$	$ 900
7280	Vehicle Fuel	1,300			1,300
7320	Communications/Postage	24,000	566		24,566
7330	Rents & Leases				0
7340	Professional Services	12,000	19,500		31,500
7350	Maintenance of Equipment & Facility	3,500			3,500
7360	Insurance & Bonding	5,525			5,525
7370	Printing, Photocopy, Advertising	22,000	1,000		23,000
7390	Misc. Contractual Service	20,000	100		20,100
7410	Office Supplies	2,000			2,000
7420	Operating Materials	1,000			1,000
7440	Small Tools/Minor Equipment	1,000			1,000
7560	Social Service Contracts	65,000			65,000
7570	Public Service Contracts		113,000	150,000	263,000
7590	Non-City Property Improvements	10,000			10,000
7992	Program Income Expenditures		75,000		75,000
	Total Operation & Maintenance	$ 168,025	$ 209,366	$ 150,000	$ 527,391
		Fund 301			
7630	Equipment Items > $2,500	$	$ 0	$	$ 0
	CD Replacement Vehicle				0
7680	Community Development Block Grants				0
	Walnut Street Construction		160,000		160,000
	Brady's Leap Hike and Bike Trail				0
	Kent Recreation Center Parking Lot		15,000		15,000
	Total Capital Outlay	$ 0	$ 175,000	$ 0	$ 175,000
Total		$ 880,898	$ 388,766	$ 150,000	$ 1,419,664

Department:	Division:	Fund:	Account No:
Community and Environment	Building	General et al	001-540-402

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 379,664	$ 428,282	$ 436,627
Operation and Maintenance	41,831	70,272	48,975
Capital Outlay	0	0	0
Total	$ 421,495	$ 498,554	$ 485,602
Total Positions	8	8	8

Funding by Source			
General	$ 323,609	$ 385,422	$ 436,126
Water	48,943	56,566	7,068
Sewer	48,943	56,566	7,068
Storm			35,340
Total	$ 421,495	$ 498,554	$ 485,602

Program Description:

The Building Division is part of the Community Development Department and staff working in this division is responsible for providing technical building plan review, issuing building permits, conducting inspections and authorizing final approval for all residential and commercial new construction and renovation projects throughout the City.

This division is certified by the State of Ohio. The certification requires staff to include a chief building official, a plans examiner and inspectors for all structural, electrical, heating/air conditioning, and plumbing construction activities.

The Building Division also has two Code Enforcement Officers on staff who are responsible for monitoring for compliance with all exterior and interior property maintenance requirements and zoning code regulations. The Compliance Officers also administer the City's Rental Licensing Program for single-family rental properties located in the City, which began in 2019.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of $21,297.00 or 30.31% as compared to the 2020 budget.

Department:		Division:	Fund:	Account No:
Community and Environment		Building	General et al	001-540-402

Line Description		2019 Actual	2020 Budget	2021 Recommend
7001	Employee - Regular Salaries	$ 273,011	$ 307,427	$ 280,039
7004	Retirement (PERS)	38,061	43,156	39,314
7005	Medicare	3,852	4,469	4,074
7006	Health Insurance	62,400	66,000	106,200
7008	Overtime	0	750	750
7009	Unemployment & Workers' Comp	2,340	6,480	6,250
	Total Personnel Services	$ 379,664	$ 428,282	$ 436,627
7210	Travel & Training	$ 1,722	$ 3,500	$ 700
7280	Vehicle Fuel	406	600	0
7320	Communications/Postage	4,473	6,300	5,800
7340	Professional Services	23,350	40,000	27,700
7350	Maintenance of Equipment & Facility	2,011	3,000	4,500
7360	Insurance & Bonding	660	772	775
7370	Printing, Photocopy, Advertising	1,922	2,000	1,350
7390	Misc. Contractual Service	6,224	10,000	7,000
7410	Office Supplies	330	600	400
7420	Operating Materials	585	500	250
7440	Small Tools/Minor Equipment	148	3,000	500
7710	Refunds		0	
	Total Operation & Maintenance	$ 41,831	$ 70,272	$ 48,975
7630	Equipment Items > $2,500	$ 0	$ 0	$
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 421,495	$ 498,554	$ 485,602

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Department:	Division:	Fund:	Account No:
Community and Environment	Building	General et al	540-402

Line	Description	General	Water	Sewer	Storm	2021 Total
7001	Employee - Regular Salaries	$ 243,464	$ 5,225	$ 5,225	$ 26,125	$ 280,039
7004	Retirement (PERS)	34,190	732	732	3,660	39,314
7005	Medicare	3,542	76	76	380	4,074
7006	Health Insurance	100,005	885	885	4,425	106,200
7008	Overtime	750	0	0	0	750
7009	Unemployment & Workers' Comp	5,200	150	150	750	6,250
						0
	Total Personnel Services	$ 387,151	$ 7,068	$ 7,068	$ 35,340	$ 436,627
7210	Travel & Training	$ 700	$	$	$	$ 700
7280	Vehicle Fuel	0				0
7320	Communications/Postage	5,800				5,800
7340	Professional Services	27,700				27,700
7350	Maintenance of Equipment & Facility	4,500				4,500
7360	Insurance & Bonding	775				775
7370	Printing, Photocopy, Advertising	1,350				1,350
7390	Misc. Contractual Service	7,000				7,000
7410	Office Supplies	400				400
7420	Operating Materials	250				250
7440	Small Tools/Minor Equipment	500				500
7710	Refunds					0
	Total Operation & Maintenance	$ 48,975	$ 0	$	$ 0	$ 48,975
7630	Equipment Items > $2,500	$ 0	$ 0	$	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$	$ 0	$ 0
Total		$ 436,126	$ 7,068	$ 7,068	$ 35,340	$ 485,602

Department:	Division:	Fund:	Account No:
Community and Environment	Land Banking	General	001-540-404 134-

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	9,563	10,000	7,000
Capital Outlay	0	0	0
Total	$ 9,563	$ 10,000	$ 7,000
Total Positions	0	0	0

Funding by Source			
General	$ 9,563	$ 10,000	$ 7,000
UDAG	0	0	0
Total	$ 9,563	$ 10,000	$ 7,000

Program Description:

This cost center is used to account for the City's land banking program which is administered for the City by the Downtown Kent Corporation (DKC). The land banking program enables the City to acquire property as opportunities for such acquisitions become available in support of economic development priorities that promote future strategic redevelopment activities. The initial funding for this program was provided through an Urban Development Action Grant (UDAG) award from the U.S. Department of Housing and Urban Development. Per the federal grant agreement, funds repaid through debt servicing payments on any lands sold are used to fund other economic development related activities. Beginning in 2000, the program has received additional financial support from the City's General Fund to continue the program when remaining UDAG funds became insufficient to meet total obligations.

Program Comments:

The 2021 recommended operation and maintenance budget level reflects a decrease of $3,000.00 from the 2020 budgeted funding.

Department:	Division:	Fund:	Account No:
Community and Environme	Land Banking	General	001-540-404

Line Description		2019 Actual		2020 Budget		2021 Recommend
7390 Misc. Contractual Services	$	9,563	$	10,000	$	7,000
7730 Program Income Expenditures				0		0
Total Operation & Maintenance	$	9,563	$	10,000	$	7,000
7610 Lands	$	0	$	0	$	0
Total Capital Outlay	$	0	$	0	$	0
Total	$	9,563	$	10,000	$	7,000

Department:	Division:	Fund:	Account No:
Community and Environment	Shade Tree	General	001-560-405

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	112,973	89,400	79,375
Capital Outlay	20,000	10,000	10,000
Total	$ 132,973	$ 99,400	$ 89,375
Total Positions	0	0	0
Funding by Source			
General	$ 132,973	$ 99,400	$ 89,375
Total	$ 132,973	$ 99,400	$ 89,375

Program Description:

This cost center was established to account for the planting and maintenance of street trees within the public right-of-way throughout the City of Kent.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of $10,025 or <11.21%> as compared to the 2020 budget.

Department:	Division:	Fund:	Account No:
Community and Environment	Shade Tree	General	001-560-405

Line Description		2019 Actual	2020 Budget	2021 Recommend
7210	Travel & Training	$ 1,604	$ 2,000	$ 2,000
7280	Vehicle Fuel	2,956	2,500	2,500
7320	Communication and Postage		0	0
7350	Maintenance of Equipment & Facility		900	900
7360	Insurance & Bonding	370	500	475
7370	Printing, Photocopy, Advertising		0	0
7390	Misc. Contractual Service	107,153	80,000	70,000
7420	Operating Materials	269	2,000	2,000
7440	Small Tools/Minor Equipment	621	1,500	1,500
	Total Operation & Maintenance	$ 112,973	$ 89,400	$ 79,375
		301		
7690	Shade Trees	$ 20,000	$ 10,000	$ 10,000
	Total Capital Outlay	$ 20,000	$ 10,000	$ 10,000
Total		$ 132,973	$ 99,400	$ 89,375

Department:	Division:	Fund:	Account No:
Community and Environment	Urban Renewal	General	001-570-406

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	20,858	67,300	60,250
Capital Outlay	0	0	0
Total	$ 20,858	$ 67,300	$ 60,250
Total Positions	0	0	0
Funding by Source			
General	$ 20,858	$ 67,300	$ 60,250
Total	$ 20,858	$ 67,300	$ 60,250

Program Description:

This cost center tracks expenditures related to the urban renewal plan adopted for the downtown.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of $7,050.00 as compared to the 2020 budget. The amount budgeted under professional services will be used as needed to continue implementation of the urban renewal plan for the downtown.

Department:		Division:	Fund:	Account No:
Community and Environment		Urban Renewal	General	001-570-406

Line Description		2019 Actual	2020 Budget	2021 Recommend
7310	Utilities	$	$	$
7330	Rents & Leases	2,645	2,300	2,750
7340	Professional Services	18,213	65,000	57,500
7370	Printing, Photocopy, Advertising			.
7390	Misc. Contractual Service			
	Total Operation & Maintenance	$ 20,858	$ 67,300	$ 60,250
7610	Land	$ 0	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 20,858	$ 67,300	$ 60,250

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Department:	Division:	Fund:	Account No:
Community and Environment	Public Parking	General	001-560-407

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	59,387	62,000	60,650
Capital Outlay	0	135,000	0
Total	$ 59,387	$ 197,000	$ 60,650
Total Positions	0	0	0

Funding by Source			
General	$ 59,387	$ 197,000	$ 60,650
Total	$ 59,387	$ 197,000	$ 60,650

Program Description:

This cost center accounts for expenditures related to the leasing of parking lots from private entities to provide additional public parking and the City’s on-street smart parking meter program.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a minimal decrease as compared to the 2020 budget. The expenses included in the budget include miscellaneous contractual services for permit supplies, operating and maintenance costs for parking lots and meters. A significant portion of these expenditures are offset through the collection of parking meter revenue.

Department:	Division:	Fund:	Account No:
Community and Environment	Public Parking	General	001-560-407

Line Description		2019 Actual	2020 Budget	2021 Recommend
7330	Rents & Leases	$	$ 0	$ 6,450
7370	Printing, Photocopy, Advertising	608	1,000	650
7390	Misc. Contractual Services	58,779	61,000	53,550
7420	Operating Materials			
	Total Operation & Maintenance	$ 59,387	$ 62,000	$ 60,650
7630	Capital	0	135,000	
	Total Capital Outlay	$ 0	$ 135,000	$ 0
Total		$ 59,387	$ 197,000	$ 60,650

Department:	Division:	Fund:	Account No:
Community and Environment	Main Street Program	General	001-540-409

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	70,000	70,000	70,000
Capital Outlay	0	0	0
Total	$ 70,000	$ 70,000	$ 70,000
Total Positions	0	0	0
Funding by Source			
General	$ 70,000	$ 70,000	$ 70,000
Total	$ 70,000	$ 70,000	$ 70,000

Program Description:

This cost center is used to account for expenditures related to the Main Street Kent Program. Main Street Kent works with downtown businesses to develop programs and marketing activities that promote Kent as a destination for entertainment, retail, dining options and new business opportunities.

Program Comments:

The 2021 recommended budget for the Main Street Program reflects no change from the prior 3-year contract award.

Department:	Division:	Fund:	Account No:
Community and Environment	Main Street Program	General	001-540-409

Line	Description	2019 Actual	2020 Budget	2021 Recommend
7340	Professional Services	$	$ 0	$
7390	Misc. Contractual Service	70,000	70,000	70,000
	Total Operation & Maintenance	$ 70,000	$ 70,000	$ 70,000
7630	Equipment Items > $2,500	$ 0	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 70,000	$ 70,000	$ 70,000

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Department:	Division:	Fund:	Account No:
Economic Development	Economic Development	General	001-540-410

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 113,681	$ 124,748	$ 127,589
Operation and Maintenance	118,389	90,890	79,950
Capital Outlay	0	0	0
Total	$ 232,070	$ 215,638	$ 207,539
Total Positions	1	1	1

Funding by Source			
General	$ 130,718	$ 165,638	$ 147,539
UDAG/EDA RLF	101,352	50,000	60,000
Total	$ 232,070	$ 215,638	$ 207,539

Program Description:

The Economic Development Division staff is part of the Community Development Department and is responsible for administering a variety of programs designed to enhance the income tax base and provide for job creation and retention through initiatives that encourage economic growth in the City. Programs offered include real property tax incentives for capital investments made in three Community Reinvestment Areas, two different revolving loan fund (RLF) programs that support new and expansion commercial projects, and the Façade Program which provides a blend of grant and low interest loan assistance to downtown businesses interested in undertaking exterior improvements. The Economic Development Division also administers a Job Creation Tax Credit Program that offers a credit on local income taxes paid to companies that create jobs and which also qualify for a tax credit from the State of Ohio. Staff manages the Celebrate Kent! grant program that provides small funding awards to entities that encourage and promote downtown events and the Division is responsible for the administration of the two Joint Economic Development Districts (JEDD) agreements the City has with Brimfield and Franklin Townships.

Program Comments:

The 2021 recommended operation and maintenance budget reflects a decrease of $10,940.00 or 12.4% compared to the 2020 budget.

Department:	Division:	Fund:	Account No:
Economic Development	Economic Development	General and EDA RLF	001-540-410

Line Description			2019 Actual		2020 Budget		2021 Recommend
7001	Employee - Regular Salaries	$	83,230	$	91,984	$	93,364
7004	Retirement (PERS)		11,652		12,879		13,071
7005	Medicare		1,189		1,335		1,354
7006	Health Insurance		15,600		16,500		17,700
7009	Unemployment & Workers' Comp		2,010		2,050		2,100
	Total Personnel Services	$	113,681	$	124,748	$	127,589
7210	Travel & Training	$	629	$	1,800	$	500
7320	Communications/Postage		608		1,500		800
7340	Professional Services		0		6,000		5,000
7350	Maint of Equip & Facility		1,580		1,800		3,500
7360	Insurance & Bonding		183		340		350
7370	Printing, Photocopy, Advertising		838		2,500		1,800
7390	Misc. Contractual Service		12,623		25,000		7,000
7410	Office Supplies		220		300		100
7420	Operating Materials		356		350		400
7440	Small Tools/Minor Equipment		0		1,300		500
7730	Program Income Expenditures		101,352		50,000		60,000
	Total Operation & Maintenance	$	118,389	$	90,890	$	79,950
7630	Equipment Items > $2,500	$	0	$	0	$	0
	Total Capital Outlay	$	0	$	0	$	0
Total		$	232,070	$	215,638	$	207,539

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Department: Economic Development	Division: Econ. Develop.	Fund: General & EDA RLF	Account No: 001-540-410

Line	Description	General	EDA RLF	2021 Total
7001	Employee - Regular Salaries	$ 93,364	$	$ 93,364
7004	Retirement (PERS)	13,071		13,071
7005	Medicare	1,354		1,354
7006	Health Insurance	17,700		17,700
7009	Unemployment & Workers' Comp	2,100		2,100
	Total Personnel Services	$ 127,589	$ 0	$ 127,589
7210	Travel & Training	$ 500	$	$ 500
7320	Communications/Postage	800		800
7340	Professional Services	5,000		5,000
7350	Maint of Equip & Facility	3,500		3,500
7360	Insurance & Bonding	350		350
7370	Printing, Photocopy, Advertising	1,800		1,800
7390	Misc. Contractual Service	7,000		7,000
7410	Office Supplies	100		100
7420	Operating Materials	400		400
7440	Small Tools/Minor Equipment	500		500
7992	Program Income Expenditures		60,000	60,000
	Total Operation & Maintenance	$ 19,950	$ 60,000	$ 79,950
7630	Equipment Items > $2,500	$ 0	$ 0	$ 0
	Total Capital Outlay	$ 0	$ 0	$ 0
Total		$ 147,539	$ 60,000	$ 207,539

Department:	Division:	Fund:	Account No:
Community Development	MPITIE	Capital 302	302-570-800

Resource Summary Expenditure Categories	2019 Actual	2020 Budget	2021 Recommend
Personnel Services	$ 0	$ 0	$ 0
Operation and Maintenance	14,300	16,500	9,000
Capital Outlay	1,441,237	1,350,150	431,622
Total	$ 1,455,537	$ 1,366,650	$ 440,622
Total Positions	0	0	0

Funding by Source			
PILOTS/Note Renewal/Bonds	$ 1,455,537	$ 1,366,650	$ 440,622
Total	$ 1,455,537	$ 1,366,650	$ 440,622

Program Description:

This Fund is exclusively dedicated to purposes/activities related to downtown redevelopment within the Tax Increment Financing (TIF) District, as defined by the Ohio Revised Code, City of Kent Ordinances, and City of Kent debt covenants. The official Fund name is Municipal Public Improvement Tax Increment Equivalent Fund.

Program Comments:

The primary activity currently addressed through this cost center is annual debt service activity and all revenue is generated entirely from Payments In Lieu of Taxes (PILOTS) distributed to the City by Portage County.

Department: Comm Dev.	Division: MPITIE	Fund: 302 Capital Projects		Account No: 302-570-800

Line Description	2019 Actual	2020 Budget	2021 Recommend
7330 Rents & Leases	$	$	$
7340 Professional Services	5,935	9,000	9,000
7370 Printing, Photocopy, Advertising			
7420 Operating Materials			
7510 Contingency			
7540 Debt Issuance Costs	8,365	7,500	-
Total Operation & Maintenance	$ 14,300	$ 16,500	$ 9,000
7610 Land	$	$	$
7620 Buildings			
7630 Equipment Items > $2,500			
7680 Contract			
7830 Notes Interest	30,762	22,275	
7833 LTGO Bonds Interest	210,475	207,875	216,622
7810 Notes Principal	1,070,000	990,000	
7813 LTGO Bonds Principal	130,000	130,000	215,000
Subtotal	$ 1,441,237	$ 1,350,150	$ 431,622
Total	$ 1,455,537	$ 1,366,650	$ 440,622

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DEBT SERVICE & CONTINGENCY

CITY OF KENT

2021 RECOMMENDED LONG-TERM DEBT FUNDING SOURCE SUMMARY

DEBT TYPE	STORM WATER	SEWER	WATER	INCOME TAX	SPECIAL INCOME TAX	PILOTS (TIF DISTRICT)	DEBT TYPE TOTAL
Issue II Loan	$ 9,968	$ 2,406	$ 10,213	$ 61,483	$ -	$ -	$ 84,070
OWDA Loan	-	310,226	50,960	-	-	-	361,186
General Obligation Bond	-	52,580	-	355,371	819,095	431,622	1,658,668
Special Assessment Bond	-	-	-	-	-	-	-
TOTAL LONG TERM DEBT	**$ 9,968**	**$ 365,212**	**$ 61,173**	**$ 416,854**	**$ 819,095**	**$ 431,622**	**$ 2,103,924**

The Fire Station Improvement Note was paid down due to market favorability.

The Police/Safety Center Note was replaced with General Obligation Bonds in 2020 when the market was favorable. Principal and interest payments are included for this note in the Police Facility Fund.

The Sanitary Trunk Line Note was replaced with bonds when the market was favorable in 2020. Principal and interest payments are included above.

The Alley 5, Erie, Depeyster & Adjoining Streets Improvement & Parking Payment Devices Note was replaced with General Obligation Bonds in 2020 due to market favorability. Principal and interest payments are included for this note in the Municipal Public Improvement Tax Increment Equivalent Fund 302.

2021 RECOMMENDED CONTINGENCY FUND APPROPRIATIONS

FUND	2017 APPROVED	2018 APPROVED	2019 APPROVED	2020 APPROVED	2021 RECOMMEND
General - Operating	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
SCMR - Operating	25,000	25,000	25,000	25,000	25,000
Capital Projects	25,000	25,000	25,000	25,000	25,000
Water - Operating	50,000	50,000	50,000	50,000	50,000
Sewer - Operating	50,000	50,000	50,000	50,000	50,000
TOTAL	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**

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CITY OF KENT - DEBT SERVICE SCHEDULE - 2021

YEAR	NAME OF ISSUE	OUTSTANDING 1/1/2021	PRINCIPAL 2021	INTEREST 2021	TOTAL 2021	OUTSTANDING 1/1/2022	REVENUE SOURCE	FUND
	General Obligation Bonds							
2021	LTGO - City Hall - Estimated	$ 8,000,000	$ 255,371	$ 100,000	$ 355,371	$ 7,744,629	Income Tax	Fund 301
2020	LTGO - Sanitary Sewer Improvements	200,000	50,000	2,580	52,580	150,000	Sewer	Fund 202
2013	LTGO-Alley 4 Improvements	960,000	60,000	34,850	94,850	900,000	PILOT	Fund 302
2013	LTGO-Downtown Prkg Improvements	3,780,000	75,000	169,775	244,775	3,705,000	PILOT	Fund 302
2020	LTGO - Alley 5 Improvements	930,000	80,000	11,997	91,997	850,000	PILOT	Fund 302
2020	LTGO - Safey Center, Series 2020	2,145,000	185,000	27,670	212,670	1,960,000	Special Income Tax	Fund 303
2014	LTGO-Safety Cntr Const., Series 2014	3,765,000	140,000	160,625	300,625	3,625,000	Special Income Tax	Fund 303
2015	LTGO-Safety Cntr Const., Series 2015	3,825,000	140,000	165,800	305,800	3,685,000	Special Income Tax	Fund 303
	Subtotal	23,605,000	985,371	673,297	1,658,668	22,619,629		
	Other							
2001	Issue II Loan - Elm/Mae/Morris	17,510	2,335	-	2,335	15,175	Storm Water	Fund 208
2001	OWDA Loan - Kent/Ravenna	97,029	31,181	3,260	34,441	65,848	Water	Fund 201
2003	OWDA Loan - Sewer Improvements	1,276,405	265,921	44,305	310,226	1,010,484	Sewer	Fund 202
2003	OWDA Loan - Franklin Hills	100,220	14,587	1,932	16,519	85,633	Special Assessments	Fund 201
2008	Issue II Loan - Area Q - Ph IV	22,376	2,633	-	2,633	19,743	Storm Water	Fund 208
2012	Issue II Loan - Area Q - Ph V	77,500	5,000	-	5,000	72,500	Storm Water	Fund 208
2012	Issue II Loan - Erie & Depeyster	108,660	19,756	-	19,756	88,904	Income Tax	Fund 301
2012	Issue II Loan - Erie & Depeyster	26,466	4,812	-	4,812	21,654	Water	Fund 201
2012	Issue II Loan - Erie & Depeyster	13,236	2,406	-	2,406	10,830	Sewer	Fund 202
2018	Issue II Loan - Rockwell/Whittier	35,362	4,420	-	4,420	30,942	Income Tax	Fund 301
2019	Issue II Loan - E. Summit Street Imprmt	237,500	25,000	-	25,000	212,500	Income Tax	Fund 301
2019	Issue II Loan - S. Chestnut/Middlebury Rd.	110,764	12,307	-	12,307	98,457	Income Tax	Fund 301
2019	Issue II Loan - Hudson Road Water Line	54,006	5,401	-	5,401	48,605	Water	Fund 201
	Subtotal	2,177,034	395,759	49,497	445,256	1,732,670		
	TOTAL LONG TERM DEBT	$ 25,782,034	$ 1,381,130	$ 722,794	**2,103,924**	$ 24,352,299		
	Debt Issuance Costs				125,000			
	TOTAL SHORT TERM DEBT				**125,000**			
	Managed Reserve Contribution				25,540			
	County Auditor Special Assessment Fees				9,000			
	TOTAL DEBT				**$ 2,263,464**			

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APPENDICES

CITY OF KENT, OHIO
2021 RECOMMENDED CAPITAL APPROPRIATIONS BY FUND

		2021 RECOMMEND
GENERAL FUND - 001		
Community and Development - Shade Trees		$10,000
	TOTAL	**$10,000**
PARKS AND RECREATION - 106		
Park and Recreation Services		$1,129,000
	TOTAL	**$1,129,000**
Law Enforcement Trust - 125		
Police Services		-
	TOTAL	**$0**
COMMUNITY DEV BLOCK GRANT - 126		
CDBG Community Development		$175,000
	TOTAL	**$175,000**
FIRE AND E.M.S. - 128		
Fire Services		$752,000
	TOTAL	**$752,000**
Wireless 911 - 129		
Safety Services		$0
	TOTAL	**$0**
WATER - 201		
Engineering		$10,000
Central Maintenance		68,000
Vehicle Maintenance		5,000
Service (Plant)		265,000
Capital Facilities		1,088,700
	TOTAL	**$1,436,700**

CITY OF KENT, OHIO
2021 RECOMMENDED CAPITAL APPROPRIATIONS BY FUND
(Continued)

		2021 RECOMMEND
SEWER - 202		
Engineering		$10,000.00
Central Maintenance		68,000
Vehicle Maintenance		5,000
Service (Plant)		2,418,300
Capital Facilities		2,525,000
	TOTAL	**$5,026,300**
SOLID WASTE - 205		
Vehicle Maintenance		**$5,000**
STORM WATER DRAINAGE - 208		
Central Maintenance		$158,000
Vehicle Maintenance		5,000
Capital Facilities		397,500
Engineering		10,000
	TOTAL	**$570,500**
CAPITAL PROJECTS - 301		
Capital Projects - Safety		$408,570
Capital Projects - Service Administration		10,000
Capital Projects - Engineering		10,000
Capital Projects - Central Maintenance		558,000
Capital Projects - Service (Capital Facilities)		2,622,000
Capital Projects - IT		5,000
Capital Projects - Vehicle Maintenance		40,000
	TOTAL	**$3,653,570**
Police Facility Fund - 303		**$82,000**
GRAND TOTAL ALL FUNDS		**$12,840,070**
CHARTER TEST CAPITAL REQUIREMENT		**$3,368,793**
CAPITAL RELATED TO CHARTER TEST		**$3,676,826** **
PERCENTAGE TO MEET CHARTER TEST		**26.24%**
RECOMMENDED CAPITAL IN EXCESS OF CHARTER REQUIREMENT		**$308,033**

****Includes Issue II loan repayments for Erie/Depeyster $19,756 Fund 301 portion**

CITY OF KENT, OHIO
2021 RECOMMENDED BUDGET
COMPARISON OF POSITIONS FUNDED BY BUDGET DIVISIONS

BUDGET DIVISIONS	2018 APPROVED	2019 APPROVED	2020 APPROVED	2021 RECOMMEND
CITY COUNCIL				
Councilmember	9	9	9	9
Clerk of Council	1	1	1	1
	10	10	10	10
MAYOR				
Mayor/President of Council	1	1	1	1
	1	1	1	1
CITY MANAGER				
City Manager	1	1	1	1
Assistant to City Manager	1	1	1	1
	2	2	2	2
INFORMATION TECHNOLOGY				
IT & Communications Manager	1	1	1	1
	1	1	1	1
HUMAN RESOURCES				
Human Resources Manager	1	1	1	1
	1	1	1	1
CIVIL SERVICE				
Civil Service Coordinator (part-time)	1	1	1	1
	1	1	1	1
LAW				
Director of Law	1	1	1	1
Asst Law Dir/Prosecutor (part-time)	1	1	1	1
Asst Law Director (part-time)	1	1	1	1
Secretary to Dir. of Law	1	1	1	1
	4	4	4	4
FINANCE ADMINISTRATION				
Director of Budget and Finance	1	1	1	1
Controller	1	1	1	1
Collections Coordinator	0	0	1	1
Payroll Administrator	1	1	1	1
Account Clerk	5	5	5	5
	8	8	9	9
INCOME TAX ADMINISTRATION				
Income Tax Auditor	1	1	1	1
	1	1	1	1

CITY OF KENT, OHIO
2021 RECOMMENDED BUDGET
COMPARISON OF POSITIONS FUNDED BY BUDGET DIVISIONS
(Continued)

BUDGET DIVISIONS	2018 APPROVED	2019 APPROVED	2020 APPROVED	2021 RECOMMEND
SERVICE ADMINISTRATION				
Director of Public Service	1	1	1	1
Administrative Assistant to Director of Public Service	1	1	1	1
Construction Clerk	1	1	1	1
Engineering Aide I (full-time starting in 2018)	1	1	1	1
	4	4	4	4
ENGINEERING				
Deputy Service Director/ Superintendent of Engineering	1	1	1	1
Senior Engineer	3	3	3	3
Engineering Technician	2	2	2	2
Engineering Aide II	1	1	1	1
	7	7	7	7
POLICE SERVICES				
Police Chief	1	1	1	1
Police Captain	2	2	2	2
Lieutenant	5	5	5	5
Technical Sergeant	4	4	4	4
Police Officer	28	28	28	28
Administrative Assistant to Chief	1	1	1	1
Secretary to Police Department	1	1	1	1
	42	42	42	42
RECORDS AND COMMUNICATIONS				
Coordinator - Dispatchers	1	1	1	1
Clerk-Dispatcher	9	11	11	11
Clerk-Dispatcher (part-time)	3	0	0	0
Records Clerk	0	1	1	1
	13	13	13	13
JUVENILE SERVICES				
Juvenile Counselor	1	1	1	1
Police Officer	3	3	3	3
	4	4	4	4
SUPPORT SERVICES				
Compliance Officer	2	2	2	2
Detention Officer (part-time)	6	6	6	6
	8	8	8	8

CITY OF KENT, OHIO
2021 RECOMMENDED BUDGET
COMPARISON OF POSITIONS FUNDED BY BUDGET DIVISIONS
(Continued)

BUDGET DIVISIONS	2018 APPROVED	2019 APPROVED	2020 APPROVED	2021 RECOMMEND
FIRE SERVICES				
Fire Chief	1	1	1	1
Fire Captain	3	3	3	3
Fire Lieutenant	3	3	3	3
Firefighter	27	27	27	27
Fireman - Paid on Call	3	3	3	3
Fire Services Specialist	1	1	1	1
	38	38	38	38
COMMUNITY SERVICES - FIRE				
Fire Lieutenant	2	2	2	2
	2	2	2	2
CENTRAL MAINTENANCE				
Laborer	4	4	4	4
Utilities Manager	1	1	1	1
Chief Operator	3	3	3	3
Repair Operator	3	3	4	4
Service Technician/Gardener	1	1	1	1
Service Worker	8	8	7	7
Maintenance Worker/Carpenter	1	1	1	1
Facilities Manager	1	1	1	1
Account Clerk	1	1	1	1
Equipment Technician	1	1	1	1
	24	24	24	24
VEHICLE MAINTENANCE				
Master Mechanic	1	1	1	1
Mechanic	3	3	3	3
	4	4	4	4
WATER TREATMENT PLANT				
Water Plant Manager	1	1	1	1
Water Laboratory Technician	1	1	1	1
Plant Mechanic	1	1	1	1
Water Plant Chief Operator	1	1	1	1
Water Plant Operator	5	5	5	5
Laborer (General Maintenance)	1	1	1	1
	10	10	10	10
WATER RECLAMATION FACILITY				
Water Reclamation Plant Mgr.	1	1	1	1
Plant Mechanic	1	1	1	1
Water Reclamation Plant Operator	7	7	7	7
Chemist	1	1	1	1
Laboratory Technician	1	1	1	1
Environmental Techician	1	1	1	1
Chief Operator	1	1	1	1
	13	13	13	13

CITY OF KENT, OHIO
2021 RECOMMENDED BUDGET
COMPARISON OF POSITIONS FUNDED BY BUDGET DIVISIONS
(Continued)

BUDGET DIVISIONS	2018 APPROVED	2019 APPROVED	2020 APPROVED	2021 RECOMMEND
HEALTH				
Health Commissioner	1	1	1	1
Chief Sanitarian	1	1	1	1
Public Health Sanitarian	2	2	2	2
Admin. Asst. to Health Commissioner	1	1	1	1
Secretary	1	1	1	1
Accreditation Coordinator (full-time starting in 2018)	1	1	1	1
	7	7	7	7
PARKS AND RECREATION				
Director - Parks and Recreation	1	1	1	1
Supervisor - Recreation	1	1	1	1
Supervisor - Parks	1	1	1	1
Account Clerk	1	1	1	1
Parks Maintenance Laborer F/T	2	2	2	2
Senior Parks Crew Leader	1	1	1	1
Part-time and Seasonal	45	45	45	45
	52	52	52	52
KABC				
KABC Coordinator-Part Time	5	5	5	5
	5	5	5	5
K-6 CHILD CARE				
Rec Specialist-Full-time	1	1	1	1
Part-time	16	16	16	16
	17	17	17	17
COMMUNITY DEVELOPMENT				
Director of Community Development	1	1	1	1
Administrative Assistant to Director of Community Development	1	1	1	1
Grants & Neighborhood Programs Coordinator	1	1	1	1
Development Planner	1	1	1	1
Development Engineer	1	1	1	1
	5	5	5	5
BUILDING				
Building Services Supervisor	1	1	1	1
Specialized Inspectors (part-time)	8	8	8	8
Code Enforcement Officer (full-time)	2	2	2	2
Construction Clerk	1	1	1	1
	12	12	12	12

CITY OF KENT, OHIO
2021 RECOMMENDED BUDGET
COMPARISON OF POSITIONS FUNDED BY BUDGET DIVISIONS
(Continued)

BUDGET DIVISIONS	2018 APPROVED	2019 APPROVED	2020 APPROVED	2021 RECOMMEND
ECONOMIC DEVELOPMENT				
Economic Development Director	1	1	1	1
	1	1	1	1
TOTAL ALL DEPARTMENTS	**297**	**297**	**298**	**298**
Full-time	198	201	202	202
Part-time	99	96	96	96

MANAGED RESERVE

This is the account that was established by Council and it is increased every year by the interest earned in the prior year. This balance is not shown anywhere in the budget document, however the estimated amount of interest is included as a use of income tax revenue.

116	Managed Reserve	$	2,430,048	As of October 31, 2020
		$	2,383,048	Held in City Investment Portfolio
		$	47,000	Held in City of Kent Bonds

12.02.20 Finance Committee Meeting
Attachment #1

Purchase Order Report

G/L Date Range 01/01/20 - 11/18/20
Sort by Department - Purchase Order Number
Summary Listing

Purchase Order	2020-00002007	G/L Date	09/28/2020	Amount	7,200.00
Description	Service Agreement Dispatch Consoles 4/19 thru 3/20	Deliver by Date		Voided	.00
Department	01.102 Safety Department,Police Patrol/Investigation/Adm	Printed Date	10/01/2020	Discounted	.00
Vendor	2050 - Motorola Solutions, Inc.	Completed Date	10/02/2020	Expensed	7,200.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Department **01.108 Safety Department,Fire Services/Prevention/EMS**

Purchase Order	2020-00001082	G/L Date	03/18/2020	Amount	4,000.00
Description	FD boiler maint and filters	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	03/19/2020	Discounted	.00
Vendor	1119 - Boiler Specialists Inc	Completed Date		Expensed	974.05
Type	Then/Now	Expiration Date		Remaining	3,025.95
Status	Open			Encumbered	3,025.95

Purchase Order	2020-00001335	G/L Date	05/12/2020	Amount	6,069.84
Description	FD 2020 support for PC Hazmat Team - City of Kent	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	05/18/2020	Discounted	.00
Vendor	1487 - Portage County Hazmat Team	Completed Date	05/22/2020	Expensed	6,069.84
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Purchase Order	2020-00001764	G/L Date	08/10/2020	Amount	4,963.39
Description	FD parts and repairs to 2016 Ford ambulance - filter	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	08/13/2020	Discounted	.00
Vendor	1289 - Klaben Ford Lincoln, Inc	Completed Date	08/21/2020	Expensed	4,963.39
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00002092	G/L Date	10/16/2020	Amount	6,657.54
Description	2020 HVAC system for KPR Fitness Center	Deliver by Date		Voided	.00
Department	03.301 Park & Recreation Board,Recreation Services	Printed Date	10/19/2020	Discounted	.00
Vendor	1849 - Wright Heating and Air Conditioning Inc.	Completed Date	10/30/2020	Expensed	6,657.54
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

12.02.20 Finance Comm Mtg Attachment 2

Purchase Order Report

G/L Date Range 01/01/20 - 11/18/20
Sort by Department - Purchase Order Number
Summary Listing

Purchase Order	2020-00001339	G/L Date	05/12/2020	Amount	5,000.00
Description	ED - 2019-20 KSU Business College - CEBI Program	Deliver by Date		Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	05/18/2020	Discounted	.00
Vendor	1100 - Beder, Michael J.	Completed Date	05/22/2020	Expensed	5,000.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Department **05.560 Public Services Department,Central Maintenance Division**

Purchase Order	2020-00001124	G/L Date	03/23/2020	Amount	6,721.15
Description	CM Street Sweeper Rental	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	03/24/2020	Discounted	.00
Vendor	3305 - Jack Doheny Co., Inc.	Completed Date	07/10/2020	Expensed	6,721.15
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00001178	G/L Date	04/03/2020	Amount	4,650.00
Description	CM Purchase of Protective RainSuits for COVID19	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	04/06/2020	Discounted	.00
Vendor	1722 - Fastenal Company	Completed Date	04/17/2020	Expensed	4,650.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00001405	G/L Date	05/29/2020	Amount	4,500.00
Description	CM Concrete for Street & Sidewalk Repair	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	06/04/2020	Discounted	.00
Vendor	2808 - Osborne Inc	Completed Date		Expensed	2,588.75
Type	Then/Now	Expiration Date		Remaining	1,911.25
Status	Open			Encumbered	1,911.25
Purchase Order	2020-00001508	G/L Date	06/19/2020	Amount	6,000.00
Description	CM Paint	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	06/22/2020	Discounted	.00
Vendor	1633 - Sherwin Williams Co.-Ravenna	Completed Date		Expensed	5,591.59
Type	Then/Now	Expiration Date		Remaining	408.41
Status	Open			Encumbered	408.41

12.02.20 Finance Comm Mtg Attachment 2

Purchase Order Report

G/L Date Range 01/01/20 - 11/18/20
Sort by Department - Purchase Order Number
Summary Listing

Purchase Order	2020-00002188	G/L Date	11/03/2020	Amount	10,392.00
Description	CM Water Metering Equipment	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	11/05/2020	Discounted	.00
Vendor	1380 - Neptune Equipment/NECO	Completed Date	11/13/2020	Expensed	10,392.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00001427	G/L Date	06/03/2020	Amount	3,452.14
Description	Codified Ordinance Update Replacement Pages	Deliver by Date		Voided	.00
Department	08 Council	Printed Date	06/05/2020	Discounted	.00
Vendor	4353 - American Legal Publ. Corp/Walter Drane Co.	Completed Date	06/12/2020	Expensed	3,452.14
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

12.02.20 Finance Comm Mtg Attachment 2