Committee of the Whole Meeting Minutes
The City of Kent, Ohio
Wednesday, December 4, 2019

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

PRESENT: Mr. Jack Amrhein; Mr. Michael DeLeone; Mr. John Kuhar; Ms. Gwen Rosenberg; Ms. Heidi Schaffer; Mr. Roger Sidoti; Mr. Robin Turner; Ms. Tracy Wallach

ALSO PRESENT: Mr. Jerry T. Fiala, Mayor and President of Council; Ms. Hope Jones, Law Director; Ms. Bridget Susel, Community Development Director; Ms. Melanie Baker, Public Service Director; Mr. Harrison Wicks, Assistant to the City Manager; Mr. Dave Coffee, Budget and Finance Director; Mr. Tom Wilke, Economic Development Director; Ms. Joan Siedel, Health Commissioner; Mr. Justin Smith, Chief Sanitarian; Ms. Suzanne Stemnock, Human Resource Manager; Ms. Amy Wilkens, Clerk of Council

ABSENT: Mr. Dave Ruller; Mr. Garret Ferrara

There was one (1) item on the Agenda.

1. Interviews for Boards and Commissions

Mayor Fiala stated Council will be interviewing applicants for Boards this evening. He called each person by name. Each of the interviewees were asked a variety of questions pertaining to the Board(s) they had applied for by several members of Council. Each Councilperson took their own notes on the candidates.

- **Civil Service Commission-** One (1) Vacancy
    - **Lee Higgins** (Reappointment)

      Mr. Higgins was not present for the interview.

      Mayor Fiala asked the Clerk if she had heard from Mr. Higgins. She replied she had not.

- **Income Tax Board of Review-** One (1) Vacancy
    - **Mr. Peter Dorff** (Reappointment). Mr. Dorff lives at 156 N. Chestnut Street in Kent. He thanked Council for the opportunity to come before them. He gave a brief work history concluding with work at Kent State Stark Campus. He has recently retired last June. He stated his background and expertise are a perfect fit for this position. He has served for one term (2 years).

      Ms. Shaffer asked for a synopsis of the Income Tax Board of Review.

      Mr. Dorff stated the Board met once in his two year term, right after he joined the committee and that he was unable to attend the meeting due to teaching commitments. He is now retired, so that will no longer be an issue.

      Ms. Shaffer asked if he would like another shot.

      Mr. Dorff stated yes, but to the best of his knowledge the Committee only met once in his two year term.

      Mayor Fiala confirmed they do not meet very often.

Mr. Sidoti asked what he thought the position entailed.

Mr. Dorff said that was a good question that he did not participate in the meeting that was held but said it was relative to income taxes.

Ms. Hope Jones explained the purpose of the board is if a tax payer indicates they did not live here or incurred penalties due to not filing, they can ask the board to forgive the penalties. She stated those are the type of questions this board receives.

Mayor Fiala concluded the interview and reminded the candidates that voting will take place on December 18, 2019.

Mayor Fiala requested the next candidate, Matthew Carroll, come forward, give their name and address and rationale of why they want to serve on this board.

- **Matthew Carroll** came to the microphone and gave a brief overview of his employment history. He has experience advocating for clients with cities and tax departments. He has a desire to get involved in the community in which he lives.

  Mr. Sidoti asked about his Bachelor's Degree in Psychology from Kent State and how that fits with Accounting.

  Matthew Carroll originally majored in Journalism, but found he really enjoyed his Psychology classes, so he decided to pursue a degree in that. He had taken many accounting classes as well which led to an internship in accounting which led to a job that he really enjoys.

  Ms. Shaffer asked if he saw any conflict of interest due to currently working with municipal income tax.

  Mr. Carroll said he did not see a conflict and that he mostly deals with tax departments via email and has only had a couple of clients from the Kent area.

  Mr. Sidoti noticed his experience has given him a varied background. He asked if there would be any other Boards or Commissions he would be interested in.

  Mr. Carroll said he would consider other Boards and Commissions.

  Ms. Shaffer asked the Law Director, Hope Jones, for clarification regarding political party in the description of Income Tax Board.

  Ms. Jones said its intention is to not have two Democrats or two Republican candidates serving on the Board. She stated it will be looked at to make sure the members are in compliance.

- **Parks and Recreation Board- Two (2) Vacancies (One 5 year term, one unexpired term for one year)**
  - **Kathleen Wiler** resides at 621 Park Ave. She has lived here for two and a half years, has two young girls who go to Davey Elementary and has been a long time Field Hockey coach at Kent State University. She has twenty years' experience teaching and coaching at all levels. This experience will enable her to contribute with coaching and managing and also contributing knowledge to programing. She is good at brainstorming and considers herself an idea person.

Ms. Rosenberg asked how she has participated with and utilized the Kent Parks and Rec Department either personally or professionally and to identify an area she can bring her experience to.

Ms. Wiler stated when she moved to Kent, she worked full time and didn't have time to coach her children. She noticed that developmentally coaching could be improved. She said Kent has so many great kids that are involved in the program and that she could help coaches with curriculum and tools to help them. She mentioned the downtown is so revitalized and that Parks and Recreation could be so robust.

Mayor Fiala asked where Ms. Wiler stood regarding senior citizens.

Ms. Wiler replied said working with them is super important. She knows from what she's observed that quite a bit is already offered. She would like to ask the seniors what they want and need. There are so many levels within the community and this is a very important part.

Mr. Sidoti commended Ms. Wiler for her coaching enthusiasm. He asked if there would be a conflict with being on a board that is responsible for making policies. There is a real difference between being on a board and being hands on. He asked if she saw any conflict that she couldn't work through.

Ms. Wiler does not believe so. In her coaching role she had been on certain boards and voted on certain things for players and made policies for coaches and associations. She said you really have to learn that craft and there would not be an issue.

Mr. Turner asked what her priorities would be if appointed.

Ms. Wiler mentioned the new Director of Parks and Recreation and would like to see what his priorities are. She knows facilities are very important but would need to know more before she could say what her priorities are.

Mr. Turner asked what type of community outreach she would advocate.

Ms. Wiler responded she would advocate for seniors, for youth, for the river and park systems.

- **Robert Szygenda**- thanked everyone for the opportunity. He lives at 1078 DeLeone Drive. He knows Joe DeLeone who is the brother of Michael DeLeone. Robert has been a coach for youth soccer for 6 years and has two daughters at Davey Elementary who play soccer. He has experienced the coaching side of Parks and Recreation. He is interested in joining to help build something. From a sport perspective many in the community are trying to build from bottom up, but high school is trying to build from top down.

Mayor Fiala asked what he could bring to enhance senior citizen programs.

Mr. Szygenda mentioned neighbors of his parents are physical therapists and are involved in Silver Sneakers. They can encourage others in the community to be active. He would advocate for a senior outreach program to recruit and get people to try.

Mr. Turner asked about having a standing committee of seniors so policy can eminent from their concerns.

Mr. Szygenda said it would be extremely important and that forty year olds cannot advocate for those in their 70's. It would be best if they could advocate for themselves at meetings.

Mr. Sidoti asked how he would address those in the community who believe investing in Parks and Recreation is a waste of money. He asked how he would bring some level of understanding to those who do not see its value.

Mr. Szygenda said this would be done by listening. Most are concerned about taxes. First, the board would need to analyze how much money leaves the community- those citizens who go outside of the community for services.

Mr. Kuhar asked what the job description is for the Parks and Recreation Board.

Ms. Hope Jones explained they are the appointing authority to set policy in programming and what is offered.

Ms. Shaffer asked about his statement about building from bottom vs. to down. She asked if there is a conflict between the schools and the Park Board.

Mr. Szygenda stated conflict is a strong word, more like differences of opinion.

- **Mr. Peter Orlando** resides at 550 Roosevelt Avenue since 1975. He is applying for the five year term. There is also a 1 year term to replace Jack Neuzil who resigned. Jack was forced to resign because he is no longer a resident of Kent. He served nine years and is certainly going to be missed. Mr. Orlando was first appointed in 1995 and has been there for a while. The previous Director had been there for over 20 years. He has been very active on the Board; he has coached soccer, softball, baseball, volunteered in activities such as Art in the Park (running the information booth) and for some of the runs (shaking hands at the Turkey Trot). He was involved in the hiring the four unclassified positions in Parks and Rec. Would like to thank Suzanne (Stemnock) for the great job in hiring the new Director. Right now the Board is trying to avoid a problem, currently there are two senior members, him and Debbie Smeiles. The Board has two new members, one from school system and one that started last November. With the new director, it would be very helpful to help new director fit in his new job. Director needs support of an experienced board. Mr. Orlando meets regularly with the new director who is very qualified and who will be a very good director, and would like to continue to support him and rest of staff. Regarding supporting seniors, he mentioned the center on the west side that has exercise classes and Silver Sneakers. He believes if Kent had a facility it could do a lot more. When planning for a facility, had talked with University Hospitals who would bring staff in to run Cardiac Rehab and dietary training. For younger people there would be a nursery. The overwhelming opinion is you need a wellness center to incorporate the seniors. It's a lot easier to do with a facility. Working with stakeholders is important (such as City Council, and City Administration). He believes Kent will get a nice facility if they all work together. Mr. Orlando concluded by saying he would like to continue for another five year term and thanked council for all support given in the past.

  Ms. Shaffer asked what he wanted to accomplish.

  Mr. Orlando said he would like a wellness center and programs offered other than just sports.

Mr. Turner said a lot of people viewed the center as a redundancy and asked how he would deal with the next time this comes up.

Mr. Orlando said most people did not see why Kent needs a Wellness Center when there is the KSU Center. He stated that is for Kent State. They have begun work with Brand Stetter on the Master Plan. They have built over 250 facilities and put a lot of time and research from focus groups and demographics to see where needs are. This will take two to three years to complete.

Mr. Sidoti asked if he thought the Parks and Recreation Board would be more effective if it were part of the City government.

Mr. Orlando said yes and no. They are not as separate as it appears on paper. They are involved in the hiring process of the Director and let them run the department. As a Park Board Member, no executive authority is given to board members.

Mr. Kuhar asked if he knew if the Recreation Center at Kent State is losing money.

Mr. Orlando couldn't say for sure but has heard that it was.

Mayor Fiala thanked Mr. Orlando and clarified there are indeed two position- one a full five year term and the other a one year partial term.

- **Shade Tree Commission-** One (1) Vacancy
    - **Mr. Jim Jenkins** resides at 438 Rellum Drive. He attended Kent State University, moved back to Kent ten years ago and currently works for Davey Tree Company He feels a real strong civic duty and pride. He can take his experience with working with other communities on advising this committee on what other communities have been successful at. Kent is a vibrant community who takes pride in trees. He stated he would take great pride in being selected for the Shade Tree Commission.

Ms. Rosenberg asked what he sees that could be done better.

Mr. Jenkins replied that he works closely with (the city arborist) Brad McKay regarding problem areas in the city. Currently working on coming up with a plan to revitalize N. Mantua Street. There are certain areas that consideration needs given to and he could take his experience and advise on practices and standards.

Mr. Jack Amrhein asked if he is a certified arborist.

Mr. Jenkins replied yes and also a Board Certified Master Arborist.

Mr. Amrhein asked how this would help him in this position.

Mr. Jenkins said by having a real good general knowledge on all things trees can help in terms of coming up with effective and efficient plans of action in regards to goal setting for the community.

Mr. Turner asked what kind of community outreach should be done to make others aware of the importance of trees. He asked if he had a more aggressive agenda to engage the public.

Mr. Jenkins replied by stating outreach is important to do on a consistent basis so the community knows the importance of trees. There are different promotional methods to accomplish this; one being the classic idea of putting tree tags on tree that illustrate in dollar amounts what the benefits are. For example, on an annual basis, a tree gives $100 in energy savings and storm water retention.

Mr. Kuhar said when he grew up on South Water Street, it was lined with oak trees on the devil strip. Now, with expansion it is hard to get anything to grow there. He asked Mr. Jenkins what would be done about this.

Mr. Jenkins acknowledged it is a huge problem in heavily populated areas. He has worked with the city of Pittsburgh on how to do with this very issue. There are different techniques that can be applied. Optimizing root area in structure and bump outs are techniques that cities have employed to deal with this problem. He could take lessons learned from other communities and make sure we are moving in the right direction.

Mr. Kuhar asked if there are trees that grow to give some beauty but won't lift sidewalks.

Mr. Jenkins said yes there is. A very common slogan in the industry is "the right tree at the right place". Different species grow and making the proper selection is the key to success. There is always hope. Consideration of power lines is important as well.

- **Sustainability Commission-** One (1) Vacancy
  - **Wilder Hritz** resides at 401 Bowman Drive. He is currently a junior at KSU majoring in Environmental Studies with a minor in Sustainability. He has lived in Kent his whole life and would like to give back to the city. He stated he loves Kent and would like to help it become more sustainable. He added it is already a pretty sustainable city, but there's always things that can be done.

Mr. Kuhar asked what could be done.

Mr. Hritz said working with restaurants and shops downtown on reducing plastics and improving energy efficiency and finding a way to reward businesses on efforts in reducing those things. Also, letting the public know those places that are doing a good job with sustainability efforts.

Mr. Kuhar asked how he feels about porous surface versus asphalt and concrete.

Mr. Wilder said porous surfaces are great additions to any city. Storm water runoff is a big problem in many cities, potentially harming public health.

Ms. Shaffer referred to the approval of the Paris Climate Accord and how the Sustainability Commission was charged with ways to mitigate climate change the best we can. She asked if he had any suggestions.

Mr. Hritz said green roofs are very helpful with climate change. Black surfaces and concrete increase temperate in urban settings. Reflective roofs, using the color white instead of black, and green roofs that absorb runoff are all good ideas to employ.

Ms. Wallach acknowledged Mr. Wilder being a KSU student and asked if he would be willing to do outreach on campus. She notices a large amount of waste at Starbucks and people leaving cars running at the Circle K.

Mr. Hritz said he has seen this too. He would be willing to create messages and promoting using reusable cups and straws.

Mr. Turner referred to his statement on incentivizing businesses to become more sustainable. He asked how to implement in a community of this size and establishing a plan of action. He asked how to engage people that live here to become more involved and educate the community.

Mr. Hritz would promote sustainability efforts at downtown events.

Mr. Turner asked what could be done in neighborhoods.

Mr. Hritz responded he would need to take time to think about.

Mr. Amrhein said he thinks it’s great that someone his age is applying for sustainability. It is people from Mr. Hritz’s generation that will be suffering from lack of sustainability.

Mr. Rosenberg added she thinks it’s great he studying Environmental Studies, and is already applying skills and knowledge and he hasn’t even graduated yet.

Mr. Sidoti mentioned he is impressed that Mr. Hritz is going to school and working, it says a lot. He believe young people are often given a bad rap. His willingness to put himself out there is very commendable.

Ms. Shaffer confirmed this is a three year term and asked Mr. Hritz if he would you be able to commit.

Mr. Hritz said he would. He is currently attending KSU and plans on attending KSU for grad school.

Ms. Wallach asked if he owns a car.

Mr. Hritz said he does.

Ms. Wallach stated she asks every Sustainability candidate this question. She asked what type of car he owns.

Mr. Hritz replied a 2007 Toyota RAV 4.

Mr. Sidoti added it is a four cylinder.

Mayor Fiala asked about his work at Marcs and how he feels about plastic bags.

Mr. Hritz said he no longer work at Marcs but has thought about this issue plenty of times.

Mr. Fiala concluded the interviews and reiterated that Council will be voting on the 18th. Each candidate will need to get five votes. He stated that Boards and Commissions are very important to the City of Kent and are the foundation that without a roof could not be built.

Hearing no further business before this Committee, the meeting adjourned at 8:10 p.m.

Amy Wilkens

Amy Wilkens
Clerk of Council

ACTION RECOMMENDED:

1) **No action needed**

Community Development Committee Meeting Minutes
The City of Kent, Ohio
Wednesday, December 4, 2019

Chair Kuhar called the Community Development Committee Meeting to order at 8:26 p.m.

PRESENT:	Mr. Jack Amrhein; Mr. Michael DeLeone; Mr. John Kuhar; Ms. Gwen Rosenberg; Ms. Heidi Schaffer; Mr. Roger Sidoti; Mr. Robin Turner; Ms. Tracy Wallach
ALSO PRESENT:	Mr. Jerry T. Fiala, Mayor and President of Council; Ms. Hope Jones, Law Director; Ms. Bridget Susel, Community Development Director; Ms. Melanie Baker, Public Service Director; Mr. Harrison Wicks, Assistant to the City Manager; Mr. Dave Coffee, Budget and Finance Director; Mr. Tom Wilke, Economic Development Director; Ms. Joan Siedel, Health Commissioner; Mr. Justin Smith, Chief Sanitarian; Ms. Suzanne Stemnock, Human Resource Manager; Ms. Amy Wilkens, Clerk of Council
ABSENT:	Mr. Dave Ruller; Mr. Garret Ferrara

There was one (1) item on the Agenda.

1. Proposed Kent-Franklin JEDD Contract Amendment

Ms. Hope Jones explained a discrepancy was found between the codified ordinance and the JEDD agreement regarding water surcharges. **(Attachment #1**) In the codified ordinance it states if you are a business outside of the city of Kent the water surcharge is fifty percent. The JEDD agreement indicated those businesses who were not participating in the Kent- Franklin JEDD received a surcharge of twenty five percent. The JEDD Board was contacted and asked to approve an amendment to the JEDD agreement to align these charges. After a couple of suggestions, the JEDD passed an amendment to the original contract (**Attachment #2**). Council is now being asked to approve the same amendment.

Ms. Shaffer asked how to encourage more businesses to join the JEDD and would this encourage them.

Mr. Wilke responded (inaudible in recording due to microphone issues).

MOTION TO APPROVE THE PROPOSED KENT-FRANKLIN JEDD CONTRACT AMENDMENT WITH AN EMERGENCY CLAUSE made by Mr. Sidoti, seconded by Mr. DeLeone and CARRIED by a voice vote of 8-0.

Hearing no further business, Mr. Kuhar adjourned the Community Development Committee Meeting at 8:29 p.m.

Amy Wilkens

Amy Wilkens
Clerk of Council

ACTION RECOMMENDED:

1. Authorize the proposed text amendment to the Kent-Franklin JEDD Contract as presented.

CITY OF KENT, OHIO

DEPARTMENT OF ECONOMIC DEVELOPMENT

Date: November 21, 2019

To: Dave Ruller, City Manager

From: Tom Wilke, Economic Development Director

Subject: Franklin-Kent JEDD Contract Amendment

A recent review of the water surcharge billing accounts identified inconsistencies on several of the accounts for users located outside of the City limits. In most of these instances, the issue seemed to be related to the varying rates applied to accounts that were located in the Franklin-Kent Joint Economic Development District (JEDD) boundary area and the surcharge rate identified for users located outside the city limits, as specified in Kent City Ordinance 913.09, but who were not participating in the JEDD. The JEDD contract identifies three tiers of surcharge percentages for business consumers versus the KCO, which only delineates two surcharge rates. The Law Director confirmed that the JEDD contract currently takes precedence over the City's ordinance.

During a regularly scheduled Franklin-Kent JEDD Board meeting that took place on October 24, 2019, the Board discussed the discrepancy and unanimously voted that the best course of action was to amend the JEDD contract to conform to the City's ordinance. This requires that both the Township and the City pass a resolution to amend the contract. The Franklin Township Trustees have since met on November 23, 2019 and passed the attached (Attachment 1) Resolution 2019-33 in support of amending the JEDD contract to conform to the City's ordinance.

I am respectfully requesting time at the December 4th Council Committee session to discuss the attached (Attachment 2) proposed language change to Section 7(A)(1) of the Franklin-Kent JEDD contract in greater detail and to request Council authorization, with emergency, of a resolution to adopt the amendment to the Franklin-Kent JEDD contract.

If you need any additional information regarding this matter in order to add it to the agenda, please let me know.

Thank you.

Attachments

CC: Hope Jones, Law Director
Bridget Susel, Community Development Director
Amy Wilkens, Clerk of Council

Attachment 1

FRANKLIN TOWNSHIP
RESOLUTION 2019-33

A RESOLUTION TO AMEND THE JOINT ECONOMIC DEVELOPMENT CONTRACT WITH THE CITY OF KENT

The Board of Trustees of Franklin Township, Portage County, Ohio met in a regular session on November 12th, 2019 at the Township Hall, 218 Gougler Avenue, Kent, Ohio with the following members present:

Keith Benjamin
Ann Hanna
Scott Swan

Mr. Swan moved the adoption of the following resolution:

WHEREAS, on June 27, 2006 The Township of Franklin and the City of Kent entered into a Franklin Township-City of Kent Joint Economic Development District Contract (Contract") to create and provide for the operation of the Kent-Franklin Joint Economic Development District ("District") in accordance with Section 715.72 of the Ohio Revised Code for their mutual benefit and for the benefit of their residents and of the State of Ohio; and

WHEREAS, both parties to the contract wish to amend the Contract to provide for equal treatment to property owners and business owners within the District regarding water surcharges for water provided by the City of Kent; and

WHEREAS, the District Board has recommended adoption of this amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF FRANKLIN TOWNSHIP, PORTAGE COUNTY, OHIO:

THAT the Board of Trustees of Franklin Township approves and agrees to the amended terms and conditions as set forth in the Exhibit "A" on file at the Franklin Township office; and

THAT any Franklin Township Trustees be and is authorized to enter into this Contract amendment with the City of Kent; and

THAT this resolution shall be in full force and effect from and immediately upon its adoption; and

THAT the Franklin Township Fiscal Officer be and is directed to maintain a copy of this resolution in the Township Office for inspection by the public; and

THAT the Board of Trustees finds and determines that all formal actions of this Board concerning and related to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Ms. Hanna seconded the motion and the roll was called on the question of its adoption. The vote was as follows:

Name	Vote
Mr. Benjamin	Yes
Ms. Hanna	Yes
Mr. Swan	Yes

Adopted November 12th, 2019

The State of Ohio, Portage County, ss.

I, Lisé S, Russell, Fiscal Officer of Franklin Township, do hereby certify that the foregoing is taken and copied from the Record of Proceedings of said Township; that the same has been compared by me with the Resolution on said Record and that it is a true and correct copy thereof.

Witness my signature this 12th day of November, 2019

Lisé S. Russell, Fiscal Officer

RESOLUTION 2019-33
EXHIBIT "A"

Section 7(A)(1) of the Franklin Township-City of Kent Joint Economic Development District Contract is hereby amended to read:

Access to water service from the City's water system shall be made available to users in the District. In order, to contribute to the availability of water service, the City may acquire, construct and install certain water service facilities in the District as requested by users and in accordance with applicable water service agreements, subject to engineering, legal and economic feasibility. The City shall enter into water service agreements with water service users within the portion of the District that is not in the City for the provision of water service at rates that are equal to the rates charged to comparable users within the City as those water service rates, (the "City Water Rates") and the surcharges of the City Water Rates (the "Surcharge") are revised from time to time, ; provided that the Surcharge shall not apply to property owners or owners of businesses that are operating within the JEDD as listed in Exhibit A, and which may be amended from time to time in accordance with Section 5(B) hereof. Those water service agreements may also provide for a tap-in fee or other charge to be charged at the time of connection to the water system or at a later time, which may be paid at one time or over a ten-year period, all as set forth in those agreements. To the extent permitted by law, the Township, the City or the County, may establish special assessment procedures for the levy and collection of special assessments to pay costs of such improvements.

Attachment 2

KENT-FRANKLIN JEDD PROPOSED AMENDMENT
THURSDAY, OCTOBER 24, 2019 JEDD BOARD MEETING

Section 7(A)(1):

Access to water service from the City's water system shall be made available to users in the District. In order, to contribute to the availability of water service, the City may acquire, construct and install certain water service facilities in the District as requested by users and in accordance with applicable water service agreements, subject to engineering, legal and economic feasibility. The City shall enter into water service agreements with water service users within the portion of the District that is not in the City for the provision of water service at rates that are equal to the rates charged to comparable users within the City as those water service rates, (the "City Water Rates") are revised from time to time, plus a surcharge of ~~2~~5<u>0</u>% of the City Water Rates (the "Surcharge"); provided that the Surcharge shall not apply to property owners or owners of businesses that <u>are operating within the JEDD as listed in Exhibit A, and which may be amended from time to time</u> ~~sign a petition to be included (originally or as amended) in the District~~ in accordance with Section 5(B) hereof. Those water service agreements may also provide for a tap-in fee or other charge to be charged at the time of connection to the water system or at a later time, which may be paid at one time or over a ten-year period, all as set forth in those agreements. To the extent permitted by law, the Township, the City or the County, may establish special assessment procedures for the levy and collection of special assessments to pay costs of such improvements.

Streets, Sidewalks & Utilities Committee Meeting Minutes
The City of Kent, Ohio
Wednesday, December 4, 2019

Chair Roger Sidoti called the meeting of the Streets, Sidewalks, and Utilities Committee of Kent City Council to order at 8:p.m.

PRESENT:	Mr. Jack Amrhein; Mr. Michael DeLeone; Mr. John Kuhar; Ms. Gwen Rosenberg; Ms. Heidi Schaffer; Mr. Roger Sidoti; Mr. Robin Turner; Ms. Tracy Wallach
ALSO PRESENT:	Mr. Jerry T. Fiala, Mayor and President of Council; Ms. Hope Jones, Law Director; Ms. Bridget Susel, Community Development Director; Ms. Melanie Baker, Public Service Director; Mr. Harrison Wicks, Assistant to the City Manager; Mr. Dave Coffee, Budget and Finance Director; Mr. Tom Wilke, Economic Development Director; Ms. Joan Siedel, Health Commissioner; Mr. Justin Smith, Chief Sanitarian; Ms. Suzanne Stemnock, Human Resource Manager; Ms. Amy Wilkens, Clerk of Council
ABSENT:	Mr. Dave Ruller; Mr. Garret Ferrara

There was one (1) item on the Agenda.

1. Staff Report on Sidewalk Maintenance Regulations and Services

   Ms. Hope Jones introduced the staff report which was a result of Ms. Shaffer thanking the City for the work done on Depeyster in front of her home. She had asked about how to keep them clean and whose responsibilities are in certain situations. Ms. Jones, Ms. Bridget Susel and Ms. Melanie Baker met and reviewed the code and came up with a list of every area the City has an ordinance on **(Attachment #1**). She reviewed the list of ordinances which referred to various items such as leaves, snow, ice, maintaining, cleaning and repairing. All code sections are outlined in this document. Any complaints go to the Service Director. If one of Ms. Susel's staff go out on a housing issue, they report issues to the appropriate place.

   Ms. Shaffer appreciates the document presented. She said the sidewalks are beautiful but the sidewalks that were not replaced she has noticed some slight issues that may not be very serious but over time they erode the sidewalk.

   Ms. Jones mentioned there is no ordinance that residents have to edge their sidewalks, but they do have to take care of and maintain them by removing dirt, grass and snow. It's not the most serious thing in town, so it becomes an issue of where you want to put your enforcement activities. It is going to be more complaint driven, the City does not have staff that look solely at these issues. It is complaint driven or if someone notices it and it is reported.

   Ms. Shaffer asked if someone doesn't rake their leaves, or doesn't edge over years and the sidewalk has become deteriorated, is there something that can be done regarding enforcing this.

   Ms. Jones said something was passed just last year regarding leaves on the sidewalks and in the gutters and in the street.

Ms. Shaffer suggested a closer look at this and perhaps reviewing shrubs that hang over the sidewalk.

Ms. Susel said if there is overhang with brush it is handled by Community Development. With leaves, it's a moving target. It would be extremely challenging for Community Development to handle looking for these violations when they are looking for housing problems. Leaf issues are complaint driven.

Mr. Turner asked for clarification on snow removal.

Ms. Jones said if she received notification to shovel or de-ice, she would be hesitant to do it based on civil litigation.

Ms. Susel said due to limited staff, Community Development does not enforce natural accumulations in front of households. Community Development monitors man made obstructions, for instance when a landscaping company plows a business and blocks the sidewalk, they are warned. They have to address the issue. They deal with man-made obstructions only on the walk way.

Mr. Turner said he thought people had to remove snow from sidewalks.

Ms. Jones said it is a requirement but it is not enforced. If anyone sees an issue that needs to be addressed, she encourages them to contact her office as well.

Ms. Rosenberg asked who is making the determination between violations versus aesthetics. Not a lot of resident have the desire to turn the city into a homeowner's association where edging your lawn is required and cleaning up leaves as soon as they fall. She asked who would make this determination before a letter is sent out.

Ms. Jones hoped she could have either Community Development or the Service Department review the situation and perhaps take a picture and give her a heads up.

Ms. Susel says when it's a large obstruction and is complaint driven it will be flagged. It has to be reasonable such as something that is creating a situation where people can't walk and is very obvious.

Mr. Amrhein is in favor of everyone cleaning up leaves but stated he has done leaves five times in his year this season and he cannot keep up with it. It becomes a very sticky situation. Leaves are blowing onto sidewalks. We have to use common sense in this area, as it could become a nightmare.

Ms. Susel added that the Code Enforcement Officers have concerns with leaves because they do not know where they (the leaves) initiate.

Ms. Baker commented the Service Department has a great working relationship with Community Development and if they need assistance they will come and ask. The Service Department does its best to keep up with these. It is complaint driven. Community Development does a great job keeping up with these along with tree trimming and those kinds of things.

Mr. Kuhar asked if there is assistance for senior citizens.

Ms. Susel said yes, just a few weeks ago Rebuilding Together completed a Senior Day of Service and completed leaf and brush removal.

Mr. Kuhar asked if a senior needs help, how do they get it.

Ms. Susel stated it is not available on an ongoing basis, but if someone needs assistance, please contact Ms. Susel. Volunteers have been difficult to recruit. If they are unable to get Kent State Student volunteers this year, they will have to suspend the volunteer shoveling service they have provided in the past.

Mr. Kuhar asked if they've ever incentivized this program.

Ms. Susel said they have been unable to do what was suggested but have also reached out to faith based organizations for help with this as well.

Mr. Sidoti appreciated the information provided from Ms. Jones, Ms. Susel and Ms. Baker and the document will be helpful to have handy for questions.

The meeting adjourned at 8:25 p.m.

Amy Wilkens

Amy Wilkens
Clerk of Council

ACTION RECOMMENDED:

1) No action necessary

VARIOUS CODE SECTIONS REGARDING SIDEWALKS

KCO 169.05 designates the Arborist (under supervision of Service Director) is in control of tree issues.

KCO 169.08 gives the Arborist control over trees that overhang sidewalks or that are diseased or that are a safety issue.

KCO 169.15 delineates when trees are the City's responsibility or the property owner's.

KCO 521.04 deals with obstructions upon or injury to sidewalks. This section would be the responsibility of the Service Director to enforce.

KCO 521.06 is the section that mandates that sidewalks be maintained in a clean repaired manner. This would cover many of Heidi's concerns with dirt and debris. The Service Director has authority here.

KCO 521.15 is the snow and ice removal section and again, the Service Director has authority.

KCO 521.16 this is snow and ice removal in the ROW and Community Development Director enforces.

KCO 521.18 prohibits an accumulation of leaves and grass on the sidewalks. This is also a Service Director function to enforce.

Chapter 551 deals with weeds and grass upon the public right of way. I am not sure that there has ever been an issue under this section regarding weeds and grass on sidewalks, but if there was an issue the sidewalk is almost always in the public right of way; therefor, this Chapter is enforced by the Community Development Director.

Engineering handles the sidewalk program.

Finance Committee Meeting Minutes
The City of Kent, Ohio
Wednesday, December 4, 2019

Chair Michael DeLeone called the meeting of the Health & Safety Committee of Kent City Council to order at 8:30 p.m.

PRESENT:	Mr. Jack Amrhein; Mr. Michael DeLeone; Mr. John Kuhar; Ms. Gwen Rosenberg; Ms. Heidi Schaffer; Mr. Roger Sidoti; Mr. Robin Turner; Ms. Tracy Wallach
ALSO PRESENT:	Mr. Jerry T. Fiala, Mayor and President of Council; Ms. Hope Jones, Law Director; Ms. Bridget Susel, Community Development Director; Ms. Melanie Baker, Public Service Director; Mr. Harrison Wicks, Assistant to the City Manager; Mr. Dave Coffee, Budget and Finance Director; Mr. Tom Wilke, Economic Development Director; Ms. Joan Siedel, Health Commissioner; Mr. Justin Smith, Chief Sanitarian; Ms. Suzanne Stemnock, Human Resource Manager; Ms. Amy Wilkens, Clerk of Council
ABSENT:	Mr. Dave Ruller; Mr. Garret Ferrara

There were five (5) items on the Agenda.

1. Resolution Requesting the County Auditor to Advance 2019 Taxes

Mr. Coffee introduced the housekeeping item of adopting a resolution to advance property taxes collected prior to the February Settlement date (**Attachment #1**).

MOTION TO AUTHORIZE A RESOLUTION FOR THE COUNTY TO ADVANCE TO THE CITY ANY PROPERTY TAXES COLLECTED PRIO TO THE FEBRUARY SETTLEMENT DATE made by Mr. Sidoti, seconded by Ms. Wallach and CARRIED by a voice vote of 8-0.

2. New PARTA City Health Department Lease Agreement

Ms. Hope Jones introduced Ms. Joan Siedel and Mr. Justin Smith to present on the new PARTA City Health Department Lease as they have been searching for a new home for their offices. The new agreement is not before council tonight due to some small details which are being hashed out.

Ms. Joan Seidel explained the lease on their current building is up with Kent State University. She referred to the handout (**Attachment #2**) in regards to all the work that has been done looking at various properties. Many are limited by space, parking and facility renovations needed. The Health Department location needs to be somewhere people know how to find and not weary of how to access and staff are proud to come to work in as well. Reviewed what the PARTA space has to offer. It is a realistic location with a lot of potential. The PARTA hub provides great access for those who do not have vehicles. Want to get more involved with the festivals and being right downtown offers many opportunities. Cost is outlined in the attached

document, and the rate is very reasonable. The lease agreement will be for up to ten years, which will be nice to have a home base for an extended period of time.
Ms. Shaffer asked about parking available. For some, five dollars can be cost prohibitive to use the Health Department services and asked how they would offset this.

Ms. Siedel said most visitors who use the Health Department services can get in and out within the half hour time frame. If they run over there is a voucher that can be provided. Most Health Departments charge for parking so it would be an extra added incentive that wouldn't be done.

Ms. Wallach asked why they are leaving their current spot.

Ms. Siedel stated the lease was up last June and KSU thought they would be vacating at that time. KSU was willing to extend the lease another year but would now like their property back as they have other plans for it. As of June 2020 they are unable to renew at the present location again.

Ms. Wallach asked whether the Health Department wanted to be in the new City Hall and if they preferred to be a separate entity.

Ms. Siedel said it would have been nice to have combined services, but space was an issue in regards to parking.

Mr. Kuhar asked how cost for the new space compare to current costs.

Ms. Siedel said it is an increase from where they are now, but not an exorbitant increase.

Mr. Smith said if you add the parking permits into it, it's around $2000 which is a $900 increase from what is currently paid.

Mr. Sidoti asked about parking in the deck and what would happen if the deck was full.

Ms. Siedel said there will be four designated free parking spots allocated for the Health Department use for the public.

Mr. Kuhar asked if Federal funding prohibits designating parking.

Ms. Siedel said there is designated parking there now.

Ms. Hope Jones said she had not heard of this.

Mr. Kuhar stated he thought when the parking deck was originally built they said they couldn't have designated spots because of Federal funding.

Ms. Susel stated he is correct that was the original interpretation of the Tiger Grant, but after two or three years, that strict adherence was no longer required. They cannot designate every spot, but are now allowed to do what is currently being done.

Mr. Sidoti stated it is terrific to get a ten year lease locked in and people will get used to going there. With the building of the new city hall, it is a small walk (between the two) of two blocks and will work very well.

Ms. Shaffer likes the way it integrates with the campus and that the building is ADA compliant and environmental friendly and hopes there will be good signage.

Mr. Kuhar said he will vote for this even though there is an increase in cost. It is a good fit for the purpose that it's serving and the location.

MOTION TO AUTHORIZE THE LEASE AGREEMENT FOR THE HEALTH DEPARTMENT IN THE PARTA CENTRAL GATEWAY WITH AN EMERGENCY CLAUSE made by Mr. Sidoti, seconded by Ms. Shaffer, and CARRIED by a voice vote of 7-0-1 with Mr. Amrhein abstaining.

3. <u>2019 Budget Appropriations Amendment</u>

Mr. Coffee presented a request for the 2019 Budget Appropriations Amendment **(Attachment #3).**

MOTION TO AUTHORIZE THE 2019 BUDGET APPRORIATION AMENDMENTS WITH AN EMERGENCY CLAUSE made by Mr. Kuhar, seconded by Mr. Amrhein, and CARRIED by a voice vote of 8-0.

4. <u>Proposed City Operating Budget</u>

Mr. Coffee said this is his eleventh and final budget proposal and his feelings will not be hurt if no questions are asked. This is certainly what he is here for to go over it if there are issues that are not explained in this document. The City has adhered to the principals and methodologies applied during his time here. Nothing has changed and nothing dramatic is in the budget. He thanked and acknowledged colleagues for input and cooperation. It is really a good team building exercise because there is a lot of give and take that goes on. Some materials used in great quantity are subject to market conditions. This year the biggest challenge has been on the revenue projections side; it is difficult to project with a high level of confidence what the revenues are going to look like in 2020. The monthly income tax reports have fluctuated but despite this there is still a net gain at this time. Currently at 3% of year to date and project will end the year just under $500,000. In 2020 the economic indicator nationally is unstable; we've got impeachment, trade wars, and a lot of unknowns that are causing great stress in the marketplace, including record highs and lows in the stock market. It is really unstable and difficult to project in this kind of environment. In regards to what Kent will look like, we will still be slightly ahead next year of what this year's performance has been. He is counting on Mr. Wilke and Ms. Susel in the future. He asked if Council wanted to go through the book.

Ms. Wallach asked if she was reading it correctly, projected income for this year is about $51,000,000.00.

Mr. Coffee stated that is correct.

Ms. Wallach said projected expenditures are stated at $51,800,000.00. So we are going to be over by about $600,000.

Mr. Coffee said you can look at it that way but encouraged them to look on the operating budget level and you can see we are balanced throughout. On the General Government side we are balanced, on the Operating Budget Level, on the Enterprise Fund Kent is also in a positive position. Revenues will exceed expenditures in those two general areas of Enterprise and General Government. The difference comes in with the capital spending which is drawing on accumulated reserves in various funds.

Ms. Wallach asked at what level you start to worry.

Mr. Coffee stated he wouldn't worry at all at this point.

Ms. Wallach asked about the future.

Mr. Coffee said he could come back periodically to review.

Ms. Wallach stated "as a consultant".

Mr. Coffee said it's a valid question. He knows what the current budget means to him and how it would be administered under his direction. He would assume his replacement will have a similar approach. He tries to balance the needs of the community and still have enough to keep going forward. A bold but strategic investment was seen in the downtown (development), so you need that budgetary freedom as long as done with proper strategy, balance and monitoring. You don't do things because you think you are going to make money, you do things because you are certain of the return on investment. It hasn't always worked out that way. There are things in this budget, for instance the Fire Department adding positions. We haven't reduced overtime to the extent thought would, but it has been an unusual year with a lot of mitigating circumstances. Mr. Coffee expects the commitment to adding staff will reduce the amount of overtime. There is no magic answer, it requires constant balance, constant review, and discipline to make sure.

Ms. Shaffer said she noticed the Government Revenue Expense has gone up considerably from what was approved in 2019, which was roughly 4.8 million to 2020 which is 11.3 million. Salaries are increasing but the portion of General Government has gone up.

Mr. Coffee said it was due to building a new City Hall.

Ms. Shaffer asked what expenses are included.

Mr. Coffee said yes, 2019 was $4,793,000 and 2020 request is $11,300,000.00. That predominately reflect the $7 million project for the new City Hall.

Ms. Shaffer asked if that includes capital funds.

Mr. Coffee said yes.

Mr. Amrhein stated he had read the budget and that really there is not a lot of change from last year except for the capital funds.

Mr. Coffee said he would say that is the case. We are also requesting to add a position in the Finance Department with the Collections Coordinator. There is a definite need to have this position to bring together the silos in the City. They will work with utility funds and help ensure we get management information that is needed at times. It will help with bringing together individual city wide collection efforts. Someone needs to continue with collection arrangements. There are many examples of who this person will work with such as Community Development, for example.

Ms. Rosenberg asked if there has been any type of change concerning health benefits and the City.

Mr. Coffee said every year it is looked at, and it is difficult to read sometimes. You can have some bad years and some not so bad years. We have increased allocation for the individual employee basis annually and so far it has been able to meet expenses. The consultants worked with have been very helpful in managing the health plan.

Ms. Rosenberg said her question was answered and that it doesn't sound like it's been difficult.

Mr. Coffee said he feels Kent fairs quite better than some employers. He hopes employees appreciate what they have as it is a very benefit rich plan.

Ms. Rosenberg stated as medical costs keep going up and coverage increases, it is essentially a raise.

Mr. Coffee said this is true and it is reviewed on a contractual basis and it was changed a couple of years back during contract renewals at that time. It is a part of the three year cycle of contract renewal if changes have to be made to the employee contribution. Teledoc has been a great feature that has been added and has saved a lot of money. It's an enhancement for the individual employee and their family so it's a win-win situation.

Ms. Stemnock reviewed the benefit of Teledoc (off mic).

Ms. Wallach asked if Mr. Coffee's replacement will be on board before he retires.

Mr. Coffee said he doubts that will happen. Mr. Ruller and Ms. Stemnock are aware of exactly needed to accomplish with the position replacement and is confident it will be applied as envisioned.

Mr. Sidoti asked about debt services and if the city is healthy.

Mr. Coffee said this is one strength to be proud of. The TIFF, the debt with the PARTA parking garage, we have dedicated revenue sources matched with long term debt. Same thing with the Police Station. Debt service will increase again with a new City Hall. But short term debt, which is where the rate risk is and where annual costs occur, have been paid off. This year the Fire Department will be paid off. The city's pay as you go philosophy has kept Kent in an enviable position overall. This does not mean you stop monitoring.

Mr. Sidoti asked if the ratio of debt to revenue is ok.

Mr. Coffee said we are in very good shape. When we get into the new building there can be some challenges as to what the total cost is going to be, the timing and the best way to fund that. He suspects they will go into short term notes initially for most of it. At some point you'd want to move to bounds to avoid great risk. The market has worked well for the Fire Department but just because it worked well in the past doesn't mean it will continue to work well in the future. Mr. Coffee's replacement should be very savvy about the market or rely on financial advisors for that information because that is part of the equation.

Mr. Coffee said his last day may be the end of January 2020.

Mr. Kuhar asked about funds borrowed for the parking deck on short term notes and converted and if they are paid off.

Mr. Coffee said it was not paid off, it is in the general obligation.

Mr. Kuhar asked what the balance is on that.

Mr. Coffee said approximately $3 million.

Council nor the audience had questions.

MOTION TO APPROVE THE PROPOSED 2020 CITY OPERATING BUDGET WITH AN EMERGENCY CLAUSE made by Mr. Amrhein, seconded by Mr. Kuhar, and CARRIED by a voice vote of 8-0.

5. <u>2020 Position Allocation Ordinance</u>

This item was originally included as an Agenda item under Finance Committee in error. It will be discussed during Executive Session.

Hearing no further business before this Committee, Chair DeLeone adjourned the committee meeting at 9:15 p.m. Mr. Amrhein stated there was an Executive Session.

MOTION TO MOVE INTO EXECUTIVE SESSION IMMEDIATELY FOLLOWING IN ACCORDANCE WITH ORC §121.22 (G) (1): *"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"* made by Mr. Amrhein, seconded by Mr. Kuhar. On Roll call voting "Yes": Mr. Amrhein, Mr. DeLeone, Mr. Kuhar, Ms. Rosenberg, Ms. Shaffer, Mr. Sidoti, Mr. Turner, and Ms. Wallach. Motion CARRIED 8-0.

MOTION TO EXCUSE MR. FERRARA FROM TONIGHT'S EXECUTIVE SESSION WAS MADE Mr. DeLeone and seconded by Ms. Shaffer and CARRIED by a voice vote of 8-0.

Mayor Fiala asked everyone to clear the room so Council could move into Executive Session.

At 9:25 p.m. Council began Executive Session.

At 9:48 p.m., Council came out of Executive Session and reconvened the regular meeting in open forum.

MOTION TO AUTHORIZE THE 2020 POSITION ALLOCATION ORDINANCE WITH AN EMERGENCY CLAUSE made by Mr. Sidoti, seconded by Mr. DeLeone and *CARRIED* by a voice vote of 8-0.

MOTION TO AUTHORIZE THE GENERAL COMPENSATION PLAN WITH AN EMERGENCY CLAUSE made by Mr. Sidoti, seconded by Mr. DeLeone, and *CARRIED* by a voice vote of 8-0.

At 9:55 p.m. MOTION TO ADJOURN made by Mr. Sidoti, seconded by Mr. DeLeone and *CARRIED* by a voice vote of 8-0.

Amy Wilkens

Amy Wilkens
Clerk of Council

ACTION RECOMMENDED:

1) Adopt resolution authorizing the transfer of County tax proceeds.
2) Authorize the lease agreement for the Health Department in the PARTA Central Gateway.
3) Approve the 2019 budget appropriations amendments.
4) Approve the proposed 2020 City Operating Budget.

CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

TO: Dave Ruller, City Manager

FROM: Dave Coffee, Director of Budget and Finance

David A. Coffee

DATE: November 21, 2019

SUBJECT: Advance of Property Taxes Resolution

The City is permitted by Section 321.34 of the Ohio Revised Code to request the County advance to the City any property taxes that have been collected prior to the normal February settlement date. Passage of this resolution will enable the City to receive a portion of its property taxes approximately four to six weeks prior to that standard settlement date. I am respectfully requesting that a resolution to advance taxes from the proceeds of the 2019 tax year collection pursuant to Section 321.34 of the Ohio Revised Code be placed on the December 18, 2019 City Council agenda for approval.

Finance Committee Meeting
Attachment #1

930 OVERHOLT RD., P.O. BOX 5192, KENT, OHIO 44240
(330) 678-8102 – Director and General Accounting
(330) 678-8103 – Income Tax • (330) 678-8104 – Utility Billing • FAX (330) 676-7584

KCHD Move to PARTA'S Kent Central Gateway – Second Floor

In late Spring 2019 KSU contacted Interim Health Commissioner, Justin Smith, regarding the 414 E. Main St. lease agreement ending. Because of miscommunication and no renewed agreement in place, KSU was expecting the current Health department space to be vacated June 30 2019. A second agreement was quickly completed with assistance of the Kent City Manager, to maintain the space until June 30, 2020. There is no renewal option.

The Health Department staff looked for other locations. Many were considered. It became apparent options were limited and there were not many spaces available that could accommodate the needs of the Health Department at an affordable price. The Health Department building needs were determined by Staff and the Health Board (see appendix "A").

Tom Wilke, the Economic Development Director for the City of Kent, provided a list of available locations within the City. After reviewing the list, it was determined there was no such location unless renovations or new construction. Lack of parking prevents HD from placement into the new City building.

The following is an abbreviated table of evaluated locations:

Location	Features /Drawbacks	Outcome
MOM's building 948 Cherry St	Cost effective $1,500/month plus utilities Extensive renovations and parking issues	Space needs too much work & location not ideal for public access.
275 Martinel Dr.	2nd floor space with poor public access. Multiple renovations required	Space could not accommodate HD needs
2108 State Route 59	A large space Outside of the city limits	Space should be within KCHD jurisdiction
108 W. College St.	Currently leased to fitness company, would require renovation. Parking issues.	Space could not accommodate HD needs or timeline
401 Devon Place	Large space, defined offices, clinic space. Could be used in conjunction with a partner. Good location, parking. Water line must be replaced & water damages repaired. Tenant would be responsible for all costs.	Repairs and renovations are cost prohibitive. Time to complete repairs would be too long.
1005 E. Main St. next to new Starbucks	New space, never occupied could be built out to fit HD needs, good location. Parking could be tight	Cost prohibitive rent

PARTA 201 E. Erie St. 2nd Floor – PARTA reached out to the City Manager regarding the 2nd floor space availability. Health Department staff walked through and instantly saw the potential.

- Offices can be constructed if the need is determined. – Plan is to use movable cubicle work spaces which can be adapted as we grow.
- Vital Stats/EH Waiting Area 325 SF
- Board meeting room/Health Department Meeting/ A conference/public room for board meetings and focus groups
- Storage should not be an issue – may need to construct walls for lock storage, may require off site storage for some public records
- Parking for 4 City vehicles, 8 full time employee vehicles – has been the biggest hurdle
- Public Entry: Public enters the building into a waiting room with a counter and clerk available to assist them. ADA entry to the waiting room, restroom, and meeting room.
- Separate staff entrance
- Separate rooms to maintain HIPPA compliance, and privacy for immunizations
- On the PARTA Bus route – public access improves with this location, access to care improves
- Sufficient parking for staff and the public – 30 minute park, voucher program, parking passes
- Backup power to freezers and cold holding, Internet and Wi-Fi
- Walkable from KSU College of Public Health and the downtown area
- Monthly Lease $1,500 - $2,500 - $1.75 per sq. ft. great rate for a downtown location
- Brand new environmental friendly space, open canvas, multimedia with TV included.

Partnering with PARTA is a unique opportunity and has the potential to positively impact the city and county communities. The space isn't perfect but, the health department staff feels the space meets many of the health department needs. PARTA has been great to work with and has provided a more than fair 10 year leasing agreement.

KENT CITY HEALTH DEPARTMENT

Estimated Expenses to Move KCHD to PARTA 201 E. Erie St. 2nd Floor

Item	Provider	Cost	Notes
Monthly Rent	PARTA	$1,500	Includes Janitorial Services, Includes the cage storage space (maybe used as Mosquito Lab and additional storage), and Refuse container use included, most utilities (no cable).
Parking Permits Monthly	PARTA	$520	~$570 for the first month to cover the set-up fees and generation or passes and ID badges. Customers can use the 30 min parking on 4th level. Vouchers for $7.00 may also be used for customer longer than 30 minutes.
Workspace (6 L, 2 desks, 2 front counters)	NBF	$17,578.34	Purchase of 1-6 cubicles/work spaces Plus new desks/work stations from front staff. Many options available. PARTA Construction Cost for Front Counter < $2000 PARTA can buildout office spaces as needed.
Spectrum Set-up	Spectrum	$2,000.00	a new switch, patch cables & a battery ups for the switch - Work Station 1 - 6, Front Desks and kiosk desk will need cable ran and port install, Staff Meeting phone, conference phone and Clinic Internet access seem only need to switch over. . Move TV and re install in conference room.
Wiring the work spaces, phones, Internet	PARTA Contactor	$5,000.00	TBD once layout is finalized
miscellaneous pieces for inside of the office		$500.00	extension cord, power strips, additional patch cables & misc.
ComDoc moving printer	ComDoc	$350.00	Cost for the PD move
Moving Cost Estimate	Parma Movers	$6,000.00	Estimate from last move - We could move our selves - 2 days at most.
Signage		$275.00	interior to be provided by PARTA - estimates needed
Solid Waste Services			To be included in the Lease agreement Share the outdoor waste container.
Seasonal Mosquito Lab			PARTA as offered the use of a caged storage area within the parking deck that would work well for a mosquito lab/storage/sample freezer Options: 1) additional garage bay or space at 1220 Mogadore (Service Director to confirm) 2) Office space at the Water Rec building 3) KSU Biohazard Lab (for counting and testing only) 4) Use back Conference room
Marcs Radio - ODH			Installed on the PARTA building
	Total Moving Cost	~$33,723.34	High estimate
	Monthly Cost	~$2,020	Great rate for Downtown Kent 3,525 sq. ft. $1.75 per sq. ft.

PARTA's Kent Central Gateway - SECOND FLOOR SPACES		
SPACE	SQUARE FOOTAGE	
West conference room	986	
East conference room	670	
Lunch room	684	
Kitchenette	120	2,460
Hallway	1,065	
Total	3,525	

Appendix "A"   Health Department Space Requirements

- Monthly Lease $1,500 - $2,500
- On the PARTA Bus route
- Sufficient parking for staff and the public
- Public Entry: Public enters proposed space to a waiting area with a counter and clerk available to assist them. ADA entry to the waiting room, restroom, and meeting room.
- Potential Clinic Examination Room with Hand sink 155 SF – Office
- Internet and Wi-Fi
- Walkable from KSU College of Public Health and the downtown area
- Conference/public room for board meetings and focus groups 720 SF
- Health Commissioner 225 SF - Office
- Counter for one clerk (similar to now or utility billing) 250 SF
- Secretary to the Health Commissioner 155 SF - Close to front counter
- Administrate Assist to the Health Commissioner 155 SF - Close to front counter
- Chief Sanitarian 155 SF – Office can be shared
- Accreditation Coordinator 155SF – Office can be shared
- Public Health Sanitarian #1 155 SF – Office can be shared
- Public Health Sanitarian #2 155 SF – Office can be shared
- Environmental Technician 155 SF – Office can be shared
- Food Service Plan review storage and review area
- Vital Stats/EH Waiting Area 325 SF
- Mosquito/Intern/break room with Hand sink 325 SF
- Storage 720 SF (freezer, storage)
- Parking for 4 City vehicles, 8 full time employee vehicles and an additional 3 (plus) contract employee and at least 30+ visitors per day. 4 spots for public use.
- Separate staff entrance
- Separate rooms to maintain HIPPA compliance, and privacy for immunizations
- Backup power to freezers and cold holding
- Changing room to don/doff protective gear for field workers supplied with a shower and locker room for employee gear/uniforms

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miscellaneous pieces for inside of the office		$500.00	extension cord, power strips, additional patch cables & misc.
ComDoc moving printer	ComDoc	$350.00	Cost for the PD move
Moving Cost Estimate	Parma Movers	$6,000.00	Estimate from last move - We could move our selves - 2 days at most.
Signage		$275.00	interior to be provided by PARTA - estimates needed
Solid Waste Services			To be included in the Lease agreement Share the outdoor waste container.
Seasonal Mosquito Lab			PARTA as offered the use of a caged storage area within the parking deck that would work well for a mosquito lab/storage/sample freezer Options: 1) additional garage bay or space at 1220 Mogadore (Service Director to confirm) 2) Office space at the Water Rec building 3) KSU Biohazard Lab (for counting and testing only) 4) Use back Conference room
Marcs Radio - ODH			Installed on the PARTA building
	Total Moving Cost	~$33,723.34	High estimate
	Monthly Cost	~$2,020	Great rate for Downtown Kent 3,525 sq. ft. $1.75 per sq. ft.

PARTA's Kent Central Gateway - SECOND FLOOR SPACES		
SPACE	SQUARE FOOTAGE	
West conference room	986	
East conference room	670	
Lunch room	684	
Kitchenette	120	2,460
Hallway	1,065	
Total	3,525	

KENT CITY HEALTH DEPARTMENT

Appendix "A" Health Department Space Requirements

- Monthly Lease $1,500 - $2,500
- On the PARTA Bus route
- Sufficient parking for staff and the public
- Public Entry: Public enters proposed space to a waiting area with a counter and clerk available to assist them. ADA entry to the waiting room, restroom, and meeting room.
- Potential Clinic Examination Room with Hand sink 155 SF – Office
- Internet and Wi-Fi
- Walkable from KSU College of Public Health and the downtown area
- Conference/public room for board meetings and focus groups 720 SF
- Health Commissioner 225 SF - Office
- Counter for one clerk (similar to now or utility billing) 250 SF
- Secretary to the Health Commissioner 155 SF - Close to front counter
- Administrate Assist to the Health Commissioner 155 SF - Close to front counter
- Chief Sanitarian 155 SF – Office can be shared
- Accreditation Coordinator 155SF – Office can be shared
- Public Health Sanitarian #1 155 SF – Office can be shared
- Public Health Sanitarian #2 155 SF – Office can be shared
- Environmental Technician 155 SF – Office can be shared
- Food Service Plan review storage and review area
- Vital Stats/EH Waiting Area 325 SF
- Mosquito/Intern/break room with Hand sink 325 SF
- Storage 720 SF (freezer, storage)
- Parking for 4 City vehicles, 8 full time employee vehicles and an additional 3 (plus) contract employee and at least 30+ visitors per day. 4 spots for public use.
- Separate staff entrance
- Separate rooms to maintain HIPPA compliance, and privacy for immunizations
- Backup power to freezers and cold holding
- Changing room to don/doff protective gear for field workers supplied with a shower and locker room for employee gear/uniforms

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2020 ORIGINAL 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	$63,623				$390,864
New City Hall Facility		$0				$0
Information Technology	$85,484	$227,968				$313,452
Urban Renewal		$67,300				$67,300
Human Resources	$64,790	$19,488				$84,278
Civil Service	$32,425	$48,953				$81,378
Law	$333,967	$118,895				$452,862
Budget & Finance	$220,511	$144,485				$364,996
Community Development	$609,174	$258,470				$867,644
Economic Development	$124,748	$40,890				$165,638
Health	$462,327	$194,538				$656,865
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	$3,067,614	$2,625,785	$145,000	$0	$100,000	$5,938,399
West Side Fire (101)						
Fire	$275,004	$27,127				$302,131
Fund Total	$275,004	$27,127	$0	$0	$0	$302,131
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	$681,648	$259,000			$2,368,114
Fund Total	$1,427,466	$681,648	$259,000	$0	$0	$2,368,114
Food Service (107)						
Health	$110,523	$8,000				$118,523
Fund Total	$110,523	$8,000	$0	$0	$0	$118,523

2020 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	$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	$154,979	$10,000				$164,979
Fund Total	$154,979	$10,000	$0	$0	$0	$164,979
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	$7,164,419	$691,110				$7,855,529
Fund Total	$7,164,419	$691,110	$0	$0	$0	$7,855,529
Law Enforcement Trust (125)						
Police		$0				$0
Fund Total	$0	$0	$0	$0	$0	$0
Community Development Block Grant (126)						
Community Development	$17,875	$160,300	$145,165			$323,340
Fund Total	$17,875	$160,300	$145,165	$0	$0	$323,340
Fire & E.M.S. (128)						
Fire	$4,925,538	$503,774	$446,000			$5,875,312
Fund Total	$4,925,538	$503,774	$446,000	$0	$0	$5,875,312
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

2020 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	$0	$0	$0	$0	$120,000
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
Water (201)						
Service	$1,803,555	$811,998	$783,000			$3,398,553
Service (Capital Facilities)			$172,500			$172,500
Admin. Support	$656,481	$73,947	$5,000			$735,428
Budget & Finance (Debt)				$55,759		$55,759
Contingency					$50,000	$50,000
Fund Total	$2,460,036	$885,945	$960,500	$55,759	$50,000	$4,412,240
Sewer (202)						
Service	$2,113,748	$860,274	$889,000			$3,863,022
Service (Capital Facilities)			$12,500			$12,500
Admin. Support	$656,481	$86,398	$5,000			$747,879
Budget & Finance (Debt)				$575,300		$575,300
Contingency					$50,000	$50,000
Fund Total	$2,770,229	$946,672	$906,500	$575,300	$50,000	$5,248,701
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)			$12,500			$12,500
Admin. Support	$332,068	$62,296	$0			$394,364
Budget & Finance (Debt)				$9,968		$9,968
Fund Total	$582,376	$62,296	$30,500	$9,968	$0	$685,140
Guaranteed Deposits (230)						
Budget & Finance		$1,000				$1,000
Fund Total	$0	$1,000	$0	$0	$0	$1,000

2020 ORIGINAL 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			$358,000			$358,000
Service (Capital Facilities)			$10,241,000			$10,241,000
Administrative			$45,000			$45,000
Budget & Finance (Debt)				$303,939		$303,939
Contingency					$25,000	$25,000
Fund Total	$0	$0	$10,825,900	$303,939	$25,000	$11,154,839
Municipal Public Improvement Tax Increment Equivalent (302)						
Service (Capital Facilities)						$0
Budget & Finance (Debt)				$1,366,650		$1,366,650
Fund Total	$0	$0	$0	$1,366,650	$0	$1,366,650
Police Facility (303)						
Safety (Capital Facilities)			$64,000			$64,000
Budget & Finance (Debt)				$3,077,500		$3,077,500
Fund Total	$0	$0	$64,000	$3,077,500	$0	$3,141,500
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	$24,787,144	$12,459,693	$13,787,565	$5,472,276	$250,000	$56,756,678
Original Appropriations	$24,787,144	$12,459,693	$13,787,565	$5,472,276	$250,000	$56,756,678
Amendment #1						$0
Amendment #2						$0
Amendment #3						$0
Amendment #4						$0
Amendment #5						$0
Amendment #6						$0
Amendment #7						$0
Amendment #8						$0
	$24,787,144	$12,459,693	$13,787,565	$5,472,276	$250,000	$56,756,678

2020 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		$1,000,000	Fund 102 - St Const Maint & Repair
Fund 116 - Income Tax		$3,581,444	Fund 124 - Income Tax Safety
Fund 116 - Income Tax		$3,581,444	Fund 128 - Fire & E.M.S.
Fund 116 - Income Tax		$3,075,444	Fund 301 - Capital Projects
Fund 116 - Income Tax		$1,790,724	Fund 303 - Police Facility
Fund 116 - Income Tax		$60,000	Fund 402 - Debt Service
Total Fund 116 Income Tax		$16,689,056	
Fund 201 - Water		$47,000	Fund 204 - Utility Billing
Fund 202 - Sewer		$47,000	Fund 204 - Utility Billing
Fund 001 - General		$3,700,000.00	Fund 124 - Income Tax Safety
Fund 001 - General		$6,400.00	Fund 106 - Parks and Rec
Fund 001 - General		$1,500,000.00	Fund 301 - Capital Projects (for City Hall)
Fund 001 - General		$2,100,000.00	Fund 128 - Fire & EMS
Subtotal - Total Operating Transfers		$7,400,400	
Temporary Advances			
Fund 106 - Recreation	*	$0	Fund 001 - General
Fund 201 - Water	*	$0	Fund 116 - Income Tax
Fund 202 - Sewer	*	$0	Fund 116 - Income Tax
Fund 205 - Solid Waste	*	$56,000	Fund 001 - General
Fund 205 - Solid Waste	*	$53,000	Fund 116 - Income Tax
Fund 208 - Storm Water	*	$16,000	Fund 116 - Income Tax
Subtotal - Total Advances		$125,000	
Grand Total - All Transfers & Advances		$24,214,456	

*** Designates Repayment of Advance**

CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager

From: David A. Coffee, Director of Budget and Finance

David A. Coffee

Date: November 21, 2019

Re: FY2019 Appropriation Amendments, Transfers, and Advances

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

Fund 202 – Sewer

Decrease	$ 12,000	Service / WRF Plant / Capital – Reduce Appropriation funding for Radios at Lift Station Project - Water Reclamation Facility per B. Schesventer 11/20/2019 memo.
Increase	$ 12,000	Service / WRF Plant / Capital – Addt'l Appropriation funding for Forcemain Air Relief Valves at Water Reclamation Facility per B. Schesventer 11/20/2019 memo.

Fund 807 – Internal Service

Increase	$ 450,000	Health Insurance / O & M - Appropriation of additional funding to cover above normal prescription and health expense claims per B. Huff 11/1/19 memo.

The final appropriations amendment will reflect the remaining operating contingency funds as a separate item on the appropriations ordinance attachment. This will enable the transfer of contingency funds to either operating or personnel lines as needed.

I will continue to work with the Departments/Divisions during the next two weeks to resolve remaining or anticipated negative budget variances and would also request favorable consideration of any additional items that may be subsequently identified and included in the final appropriation amendment exhibit.

930 OVERHOLT RD., P.O. BOX 5192, KENT, OHIO 44240
(330) 678-8102 – Director and General Accounting
(330) 678-8103 – Income Tax • (330) 678-8104 – Utility Billing • FAX (330) 676-7584

City of Kent
Department of Public Service
Division of Water Reclamation

Memo

To: Dave Coffee
Melanie Baker

From: William Schesventer

Date: November 20, 2019

RE: Fund Transfer Notice

This memo is to inform you of the movement of appropriated monies in the Capital fund that were intended for project #2018WRF012 (radios for lift stations) to what is now project #2019WRF006 (forcemain air relief valves).

The radio project came in at a much lower cost than first realized due to the use of a different vender after the original one was unable to fulfill its obligation. Using this money will alleviate a problem by letting us replace the failing valves. The amount to be transferred is $12,000.00.

If there are questions I can be of help with please contact me.

cc: Adam Rotondo
File

CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE

To: Dave Coffee, Director of Budget and Finance

From: Brian Huff, Controller

Date: November 1, 2019

Re: Appropriation Amendments Needed

An amendment to appropriations in fund 807 are being requested due to higher than normal prescription and health claims. Please appropriate $450,000 to 807-07-580-905-7928. Thank you!

Brian Huff

Brian Huff, Controller

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