



CITY OF KENT, OHIO

CITY COUNCIL

We rely heavily upon citizen participation through Boards, Commissions and Committees to effectively assist City Council and the Administration staff in planning a better community.

Below is an application form that would give us a little background information. Please fill this out if you think you could devote sufficient time to serve on one of our Boards. You may use additional pages, if necessary. If you have a resume, you may attach it to the application. Please return to: Clerk of Council at councilclerk@kentohio.gov or mail to the address at the bottom of this application. Except as otherwise provided by law, all appointments to City Boards and Commissions shall be electors of the City. This section does not apply to the Board of Building Appeals.

NAME: Julie Kenworthy PHONE: _____ (HOME)

ADDRESS: REDACTED REDACTED (CELL)

EMAIL: REDACTED

EDUCATION: B.A. in History from the College of Wooster

OCCUPATION: Director of the Kent Historical Society & Museum

PLACE OF EMPLOYMENT: Kent Historical Society

POLITICAL PARTY: Democrat

(OPTIONAL EXCEPT WHEN APPLYING FOR CIVIL SERVICE COMMISSION AND INCOME TAX BOARD OF REVIEW WHERE INFORMATION IS REQUIRED BY LAW)

EXPERIENCE RELATED TO THIS APPOINTMENT: Director of KHS the past 10 years.

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? I care about historic preservation, both professionally and personally.

ANYTHING YOU CARE TO ADD, SUCH AS EXPERIENCE ASSOCIATED WITH THE CITY:

I served on Main Street's Board of Directors for 6 years.

I WOULD LIKE TO BE CONSIDERED FOR:

1st CHOICE: Design and Preservation 2nd CHOICE: _____

SIGNATURE: Julie Kenworthy DATE: 2/26/26

*** The City of Kent reserves the right to perform background checks.



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

Date: March 23, 2026
To: Dave Ruller, City Manager
From: Bridget Susel, Community Development Director *BOS*
Re: Proposed Housing Acquisition Assistance Program

In recent years, the City has had several residential properties purchased and converted into rental properties in neighborhoods that historically have been predominantly comprised of owner-occupied homes. These properties are registered and licensed through the Community Development Department's rental licensing program to ensure compliance with zoning occupancy limitations, property maintenance regulations, and safety requirements, but these properties still can present challenges for nearby residents who maintain their properties as owner-occupied.

The administration has been working on developing a proposed housing acquisition assistance program that can incentivize the purchase of existing single-family rental properties and convert them back to owner-occupied residential units. The Community Development staff has experience working with grant-funded housing acquisition assistance programs at the state and federal level and also has conducted research on similar programs in other communities that have higher numbers of rental properties. Based on this prior experience and research, staff is proposing a new housing acquisition assistance program that can facilitate the conversion of some existing single-family rental properties back to owner-occupied housing units. The proposed program will include the following requirements:

- An eligible property must be a single-family rental property that is licensed through the Community Development Department's rental licensing program and has been active in the program for a minimum of one (1) year;
- An eligible buyer must provide documentation of an approved mortgage loan from a third party lender and the HUD-1 form for the acquisition of the property;
- Maximum assistance will be a \$10,000.00 deferred, no interest, forgivable loan that requires no monthly or annual payment and is forgiven at a rate of \$1,250.00 per year for an eight (8) year period;
- If the property is sold prior to the eight (8) year deferred loan period and the new purchaser will be continuing to maintain the property as an owner-occupied property, the balance due from the seller will be what is the balance left for the deferment period (i.e. property is sold after 5 years of occupancy so the seller will repay the remaining 3-year balance: $1,250.00 \times 3 = \$3,750.00$);

- If the property is sold prior to the eight (8) year deferment loan period and the new purchaser will be converting the property back to a single-family rental property (including no more than 2 unrelated tenants), the seller must repay the entire \$10,000.00 original loan amount back to the City;
- The \$10,000.00 loan will be recorded in second position after the primary mortgage loan is recorded;
- The \$10,000.00 deferred loan can be used to offset cash outlay for the buyer for typical housing acquisition associated costs such as the down payment, closing costs, or needed repairs and renovations;

The staff is requesting \$50,000.00 for the initial appropriation in order to develop and fund the proposed new program with the objective of assisting five (5) program participants with the first funding allocation.

I am respectfully requesting time at the April 1, 2026 Council Committee meeting to discuss the proposed new housing acquisition assistance program in greater detail and to ask for Council authorization of the proposed new program and the appropriation of \$50,000.00, with emergency, so staff can move forward with creating the necessary documentation and public notification materials in order to launch the new program in 2026. The program would be operated as a pilot project with Council review after 1 year or when the funds are spent.

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

Thank you.

Cc: Hope Jones, Law Director

Kathy Coleman, Clerk of Council

Dan Morganti, Assistant Community Development Director

Kailyn Cyrus, Zoning & Grants Coordinator



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

Date: March 23, 2026
To: Dave Ruller, City Manager
From: Bridget Susel, Community Development Director *BOS*
Re: Proposed Amendment: Mazda CRA Agreement

The City of Kent entered into a Community Reinvestment Area (CRA) agreement with KMPH Real Estate LLC and MC Automotive, Inc. (DBA Montrose Mazda) in August 2020 to provide a real property tax exemption to Mazda for its more than \$5 million investment in renovations undertaken at its dealership on West Main Street. The real property exemption is for 50% of the assessed increase in the Portage County Auditor's valuation from the improvements, beginning in January 2023 and continuing annually for a twelve (12) year period.

On April 4, 2023, the State of Ohio Department of Development (ODOD) enacted new rules as a result of the passage of a Statehouse bill that eliminated an annual reporting fee requirement of \$500 that was paid annually by companies with CRA agreements. The City has three (3) other CRA 2 agreements approved after this date, so these businesses do not pay the previously required \$500 annual fee.

Staff spoke to the City's ODOD tax incentive representative regarding the fact that Mazda's CRA agreement is the only one of the City's four (4) that is required to pay the annual reporting fee and asked if the City could request City Council amend the agreement to remove the annual reporting fee requirement. ODOD said it would not be an issue to have the agreement amended to remove the annual fee requirement and responded that it will demonstrate an equitable approach to the annual reporting fee process for all CRA participants in the community.

I am respectfully requesting time at the April 1, 2026 Council Committee meeting to discuss the proposed amendment to the fee section of the CRA agreement between the City and KMPH Real Estate LLC and MC Automotive, Inc. (DBA Montrose Mazda) in more detail and to request approval of the amendment, with emergency, so the fee section of the agreement will align with the City's other active CRA agreements.

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

Thank you.

Attachment

Cc: Hope Jones, Law Director
Kathy Coleman, Clerk of Council
Eric Helmstedter, Economic Development Director
Dan Morganti, Assistant Community Development Director

CITY OF KENT

COMMUNITY REINVESTMENT AREA (CRA) AGREEMENT

This agreement made and entered into as of 27th of August, 2020 by and between the City of Kent, Ohio, a municipal corporation, with its main offices located at 301 South Depeyster Street, Kent, Ohio 44240 (hereinafter referred to as "Kent" or "the City") and KMPH Real Estate, LLC, a real estate holding company company with its main office located at 16979 Cortile Drive, Naples, Florida 34110, (hereinafter referred to as "KMPH") and MC Automotive, Inc., an operating company with its main office located at 3960 Medina Road, Akron, Ohio 44333, (hereinafter referred to as Montrose Mazda). WITNESSETH;

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

WHEREAS KMPH and Montrose Mazda are desirous of improving and expanding the existing building located at 1127 West Main Street, Kent, Ohio 44240 by 2,810 square feet for a total new size of 21,945 square feet to accommodate an improved sales experience for their customers. The project will include the demolition of a portion of the existing building and the constructing of a new addition, hereinafter referred to as the "PROJECT," within the boundaries of the aforementioned Community Reinvestment Area, provided that the appropriate development incentives are available to support the economic viability of said PROJECT; and

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

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

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

WHEREAS, KMPH and Montrose Mazda have submitted a proposed agreement application to the City, a copy of which is attached hereto as Exhibit B (the "APPLICATION"); and

WHEREAS, KMPH and Montrose Mazda have remitted the required State of Ohio application fee of \$750.00, made payable to the Director of the Ohio Development Services Agency, with the application to be forwarded to said department and City with a copy of the final agreement, and

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

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

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

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

1. KMPH and Montrose Mazda shall demolish a portion of the existing building at 1127 West Main Street, Kent, Ohio 44240, construct an addition and renovate the remainder of the existing building. The PROJECT will involve a total investment by KMPH and Montrose Mazda of approximately eight million eight hundred fifty thousand dollars (\$8,850,000), plus or minus 10% at the project site. Included in this investment are one million four hundred fifty thousand dollars (\$1,450,000) for the acquisition of the land and the building, approximately three million nine hundred thousand dollars (\$3,900,000) for the demolition of a portion of the existing building, renovation of and an addition to the existing building, approximately five hundred thousand dollars (\$500,000) for the acquisition of machinery, equipment, furniture and fixtures and three million dollars (\$3,000,000) to increase the inventory of new vehicles.

The improvements are to be made on the property listed as Permanent Parcel Numbers 17-027-00-00-010-000, 17-027-00-00-002-002 and 17-010-20-00-010-000 on the real property list of the Portage County Auditor.

The PROJECT will begin after the date hereof and all renovation and construction will be complete by May 20, 2021.

2. KMPH and Montrose Mazda shall create in the City, within a time period not exceeding thirty-six (36) months after the completion of construction and renovation of the aforesaid facility, ten (10) full-time permanent job and retain nineteen (19) full-time permanent jobs at the project site.

The KMPH and Montrose Mazda schedule for hiring is as follows: create in Kent two (2) full-time permanent jobs in the first year after the PROJECT is completed, five (5) full-time jobs in the second year after the PROJECT is completed and three (3) full-time jobs in the third year after the PROJECT is completed. The period for job creation in Kent begins on or after May 20, 2021 and the ten (10) new jobs will be in place by May 9, 2024

KMPH and Montrose Mazda currently have nineteen (19) full-time permanent employees and zero (0) part-time employees at the project site. In total, KMPH and Montrose Mazda have nineteen (19) full-time permanent employees in the State of Ohio.

The increase of ten (10) new full-time permanent employee in Kent will result in approximately three hundred fifty thousand dollars (\$350,000) of additional annual payroll in the City for the Company. The retention of the existing jobs in the State of Ohio will assist in maintaining KMPH and Montrose Mazda's current annual payroll of one million forty-eight thousand seven hundred thirty-seven dollars (\$1,048,737) in the State of Ohio. Total payroll expected after the period of job creation ends is one million three hundred ninety-eight thousand seven hundred thirty-seven dollars (\$1,398,737).

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

4. The City hereby grants KMPH and Montrose Mazda an exemption from real property taxation of 50% of the increase in the assessed valuation resulting from improvements to the real property described in Exhibit B hereto that is completed after the date hereof pursuant to Section 3735.67 of the Ohio Revised Code for a period of twelve (12) years. The exemption commences the first year for which the real property would first be taxable were that property not exempted from taxation. No exemption shall commence after December 31, 2021 nor extend beyond December 31, 2032.

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

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

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

6. KMPH and Montrose Mazda shall pay such real property taxes as are not exempted under this agreement and are charged against Permanent Parcel Numbers 17-027-00-00-010-000, 17-027-00-00-002-002 and 17-010-20-00-010-000 and shall file all tax reports and returns as required by law. If KMPH and Montrose Mazda fail to pay such taxes or file such returns and reports, the exemptions from taxation granted under this agreement are rescinded beginning with the year for which such taxes are charged or such reports or returns are required to be filed and thereafter.

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

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

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

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

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

12. Exemptions from taxation granted under this agreement shall be revoked if it is determined that KMPH and Montrose Mazda, any successor property owner, or any related member (as those terms are defined in Section 3735.671 of the Ohio Revised Code) has violated the prohibition against entering into this agreement under Division (E) of Section 3735.671 or Section 5709.62 or 5709.63 of the Ohio Revised Code prior to the time prescribed by that division or either of those sections.

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

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

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

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

[Balance of page intentionally left blank.]

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

Dave Ruller

CITY OF KENT, OHIO

By: Dave Ruller
Dave Ruller (Aug 27, 2020 14:54 EDT)

Dave Ruller, City Manager, City of Kent

Approved as to form:

Hope L. Jones

Hope Jones, Director of Law, City of Kent

KMPH Real Estate, LLC
By: *John Mastrantoni*
Name: JOHN MASTRANTONI
Title: PRESIDENT

MC Automotive, Inc.
By: *[Signature]*
Name: Michael W. Thompson
Title: Pres



Exhibit B

CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

2020-2
Application #

City of Kent Tax Incentive Programs Application Form

This form is to be completed by company and submitted to the City of Kent Community Development Director to determine eligibility before project begins.

1. John Mastrantoni
Applicant Name

2. 16979 Cortile Dr., Naples, FL 34110
Applicant Address (Street, City, State, Zip Code)

216-789-1535
Phone

n/a
Fax

mrmass@roadrunner.com
E-Mail

3. KMPH Real Estate LLC
Name of Entity Who Will Own Property Being Assisted (if different than applicant)

4. 16979 Cortile Dr., Naples, FL 34110
Address of Entity Who Will Own Property (Street, City, State, Zip Code)

216-789-1535
Phone

n/a
Fax

mrmass@roadrunner.com
E-Mail

5. 1127 W. Main St., Kent, OH 44240
Address of Property to be Assisted (if Vacant Land, please Indicate)

12. Projected Start of Construction Date: 8/20/2020

Projected End of Construction Date: 5/20/2021

13. If currently located in the City of Kent, or if other property is owned in the City of Kent by the entity to be assisted, is any income tax, water or sewer fees or other monies owed to the City of Kent?

No X

Yes _____ If Yes, Explain: _____

14. Does the entity to be assisted owe any back taxes of any type to the State of Ohio or any other political subdivision in the State of Ohio?

No X

Yes _____ If Yes, Explain: _____

15. Is the business seasonal in nature? Yes _____ No X

On the next several pages you will be asked to provide detailed project information as well information regarding property taxes, existing and projected employment, existing and projected payroll and payroll taxes. The applicant is permitted to use separate forms that it may already have to provide this information as long as the information requested herein is provided on those other forms.

Employment and Payroll Information

Current Total Employment In Ohio (If any)

Full Time 19 Part Time 0

Current Total Employment at Site to be Assisted (If any)

Full Time 19 Part Time 0

Jobs To Be Relocated to Kent From Other Communities As A Result of This Project

Name of Community Full Time 0 Part Time 0

Name of Community Full Time 0 Part Time 0

Name of Community Full Time 0 Part Time 0

Name of Community Full Time 0 Part Time 0

Reason for Relocating Jobs: Attach Description to Application

Estimate of New Jobs to Be Created (Do not Include Existing or Relocated jobs)

Year 1 Full Time 2 Part Time _____

Year 2 Full Time 5 Part Time _____

Year 3 Full Time 3 Part Time _____

Total Employment At Site (Include All Jobs: Existing+Relocated+New)

At Opening Full Time 19 Part Time _____

End of Year 3 Full Time 29 Part Time _____

Employment and Payroll Information (continued)

Current Total Payroll In Ohio (If any): \$1,048,737.00

Current Total Payroll at Site to be Assisted (If any) \$1,048,737.00

Current Total Relocated Payroll (Jobs relocated to site) 0

Projected New Job Payroll (New Jobs at site) \$350,000.00

Total Payroll At Site (Include All Jobs: Existing+Relocated+New)

At Opening \$1,048,737.00

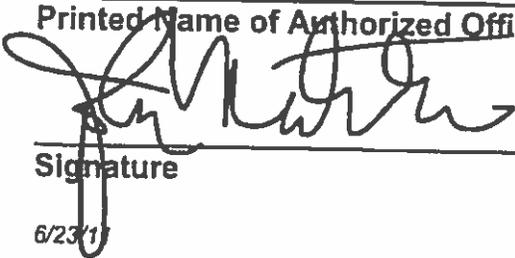
End of Year 3 \$1,398,737.00

Certifications & Signatures

1. The applicant and undersigned authorized officer affirmatively states that the information contained in and submitted with this application is complete and correct and is aware of Ohio Revised Code Sections 9.66 (C)(1) and 2921.13 (D)(1) penalties for falsification which could result in the forfeiture of all current and future tax incentives, assistance provided by the City of Kent, County of Portage and State of Ohio as well as all other penalties provided by law.
2. The applicant further understands that any misstatement or misrepresentation of information presented in this application, and any subsequent agreements and submittals for required reports may render this application and any subsequent agreements null and void and may be cause for the repeal of any ordinance adopted or action taken in reliance on said information.
3. The applicant agrees to provide any additional appropriate information requested by the City of Kent in the processing of this application. The applicant agrees to comply with all reporting requirements at the time of construction completion and for each annual report required during the term of the abatement as required by the City of Kent, County of Portage and State of Ohio. The applicant understands that failure to provide said information as required may render this application and any subsequent agreements null and void and may be cause for the repeal of any ordinance adopted or action taken in reliance of said information.
4. The applicant agrees that submission of this application expressly authorizes the City of Kent to contact the Ohio and/or U.S. EPA to confirm that no environmental action is currently being undertaken against the subject site at which the project is being located.
5. The applicant understands that the City of Kent will forward a copy of this application, if required to the affected Board of Education (School District). Notices to the school district as well as any affected political subdivision which may see job loss as a result of this project. When required, the Director of the Ohio Department of Development will also be notified and sent copies of relevant documents.
6. The applicant agrees to pay any applicable application fees and annual review fees as may be required, depending on the form of tax incentive provided.

John Mastrantoni

Printed Name of Authorized Official

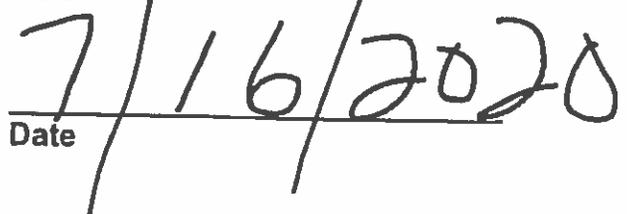


Signature

6/23/17

President KMPH Real Estate LLC

Title



Date



City of Kent Fire Department

320 S. Depeyster Street • Kent, Ohio 44240
P: (330) 676-7393 F: (330) 676-7374



Date: March 13, 2026

To: Dave Ruller, City Manager

From: James Samels, Fire Chief *JCS*

Re: Joey D. Foundation Grant

Dave,

I am requesting approval to apply for a grant in the amount of \$25,000 to the Joey D. Foundation. This grant would provide equipment known as a personal bailout system for members of our department. Joey DiBernardo, an FDNY firefighter, died from injuries suffered in a catastrophic 2005 fire in the Bronx, N.Y. after bailing out of a window due to extreme fire conditions.

The “Joey D Foundation” began in 2013, with a mission of providing firefighters with necessary bailout equipment and training. These personal bailout systems, known as LEVR escape systems, are carried in a firefighter’s turnout gear and quickly deploy to help them repel out of a window using a rope and mechanical descender in cases where there are no other options for survival.

This grant would provide the personal bailout system of ropes and descenders, along with a train the trainer program. The total amount of the grant is \$25,000. There is no match in costs.

I am requesting approval to apply for the grant, and if awarded, our Budget and Finance to appropriate \$22,000 into our operating line 128-01-510-108.7420. Since training is a requirement of the grant, the remaining \$3,000 be put into our training line 128-01-510-108.7210.

If you have any questions or concerns, please reach out.

Thank you.



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager
From: Rhonda C. Hall, CPA, Director of Budget and Finance
Date: March 24, 2026
Re: FY2026 Appropriation Amendment #3

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

Fund 001 – General

Increase	\$	39,600	Service Admin / Personnel & Benefits – Increased appropriations to move funds from Engineering to cover GIS position for 2026, per M. Baker 3/24/2026 memo.
Decrease		(18,000)	Engineering / Personnel & Benefits – Reduce appropriations to to move funds to Service Admin to cover GIS position, per M. Baker 3/24/2026 memo.

Fund 128 – Fire and EMS

Increase	\$	9,000	Fire & EMS/ Other (O&M) – Appropriation the fee for selling FD truck, per J. Samels 3/24/2026 memo.
Increase		81,000	Fire & EMS/ Capital – Appropriate donated funds to the vehicle replacement PO, per J. Samel 2/17/2026 memo.

Fund 201 – Water

Increase	\$	10,800	Service Admin / Personnel & Benefits – Increased appropriations to move funds from Engineering to cover GIS position for 2026, per M. Baker 3/24/2026 memo.
Decrease		(14,400)	Engineering / Personnel & Benefits – Reduce appropriations to to move funds to Service Admin to cover GIS position, per M. Baker 3/24/2026 memo.

Fund 202 – Sewer

Increase	\$	10,800	Service Admin / Personnel & Benefits – Increased appropriations to move funds from Engineering to cover GIS position for 2026, per M. Baker 3/24/2026 memo.
Decrease		(10,800)	Engineering / Personnel & Benefits – Reduce appropriations to to move funds to Service Admin to cover GIS position, per M. Baker 3/24/2026 memo.

Fund 205 – Solid Waste

Increase	\$	2,160	Service Admin / Personnel & Benefits – Increased appropriations to move funds from Engineering to cover GIS position for 2026, per M. Baker 3/24/2026 memo.
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Fund 208 – Storm Water

Increase	\$	8,640	Service Admin / Personnel & Benefits – Increased appropriations to move funds from Engineering to cover GIS position for 2026, per M. Baker 3/24/2026 memo.
Decrease		(10,800)	Engineering / Personnel & Benefits – Reduce appropriations to to move funds to Service Admin to cover GIS position, per M. Baker 3/24/2026 memo.

Continued

Fund 301 – Capital Improvements

Increase	\$ 17,150	Capital / Service – Capital – Re-Appropriate funds for the Haymaker Landscape Renovation per B. McKay 2/20/2026 memo.
Increase	80,000	Capital / Service – Capital – Apprp. add'l funds to cover costs of the Quiet Zone Study, per J. Bowling 3/23/2026 memo.
Decrease	(18,000)	Engineering / Personnel & Benefits – Reduce appropriations to move funds to Service Admin to cover GIS position, per M. Baker 3/24/2026 memo.

Fund 303 – Police Station Levy Fund

Increase	\$ 120,000	Capital / SVC – Capital Facilities – Appropriate funds to repair/reconstruct the HVAC Control System per N. Cecil 3/11/2026 memo.
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CITY OF KENT, OHIO

DEPARTMENT OF PUBLIC SERVICE

MEMO

TO: Dave Ruller, City Manager
Rhonda Hall, Finance Director
Suzanne Stemnock, Human Resource Director

FROM: Melanie A. Baker, Service Director

DATE: 3/25/2026

SUBJECT: GIS Technician- Request for allocation of funds for position created.

As per the position allocation ordinance for 2026 a new position for GIS Technician was created under the Service Department. The position was unfunded at the time of the passage of the budget in December 2025.

Attached is the position allocation form – page one – indicating the cost for the position. The position is in the General Comp Plan under Professional at a class V pay scale. The pay scope for 2026 ranges from \$75,001.00 to \$95,627.00. (This salary is the same as an Engineering Technician.)

I respectfully request that funding for this new position for the remainder of the year be moved from the Engineering salary line item to the Service Administration line item. This request is to cover the months of April through December in the amount of \$72,000.00.

I am asking for the funding of \$72,000.00 to be removed from the Engineering salary line items as per their allocations of funds and moved to and placed in the Service Administration salary line item as per their allocations of funds. These allocations will include the following funds as currently listed in each budget: water, sanitary sewer, storm, solid waste and the general fund.

As discussed, the move of these monies is only available due to the vacant positions currently in Engineering.

Engineering and I are revisiting these vacant position job descriptions and looking for a better process to fill these positions in the future so that Engineering can remain functioning and performing their tasks as needed in a more efficient and productive manner.

Thank you for your consideration of this request.

City of Kent New/Change Position Justification Request Form 2026

This form is to be used for any new permanent position being requested or for a requested change to an existing position title/pay classification. The financial data on this form will be reviewed for accuracy and if the request is approved, it will be added to your base salary budget by the Budget & Finance Department. Please return completed forms to the Human Resources Director.

Budget request year 2026 New Yes or Change _____

Dept Service Division GIS

Fund _____ Acct # _____

Title of position GIS Technician

Pay classification, grade, or step General Comp Plan - Professional - V - \$75,001 to \$95,627
(Include pay amounts)

Full/part time _____ Union _____ Civil Service _____

Status _____

SALARY CLASSIFICATION	CURRENT BASIS	CURRENT POSITION (If Applicable)	REQUESTED NEW POSITION	NET CHANGE (\$\$\$)
SALARY EXPENSE	100%	0.00	\$ 95,627.00	\$95,627.00
OVERTIME <u>Minimal - as required by job.</u>		0.00	\$5,000.00	\$5,000.00
SALARY SUB-TOTAL			\$100,627.00	\$100,627.00
PERS RETIREMENT-EMPLOYER CONTRIBUTION	* 14.0%		\$14,087.78	\$14,087.78
EMPLOYER PAID MEDICARE	1.45%		\$1,408.78	\$1,408.78
EMPLOYER PAID INSURANCE	\$21,900		\$21,900.00	\$21,900.00
WORKERS COMPENSATION	2.00%		\$2,012.54	\$2,012.54
UNIFORM ALLOWANCE				
OTHER (SPECIFY)				
FRINGE BENEFIT SUB-TOTAL				
GRAND TOTAL			\$140,036.10	\$140,036.10

*Employer pension contribution rate is 19.5% for Police and 24.0% for Fire.

All job descriptions must be reviewed by the Human Resources Department and approved by the appropriate Union and/or the Civil Service Commission if applicable.

Is there an updated or newly created job description for this position? Yes

When is the description to be approved? April Civil Service Meeting.



City of Kent Fire Department

320 S. Depeyster Street • Kent, Ohio 44240
P: (330) 676-8814 F: (330) 676-7374



Date: March 24, 2026

To: Dave Ruller, City Manager
Rhonda Hall, Director Budget & Finance

From: James Samels, Fire Chief JCS

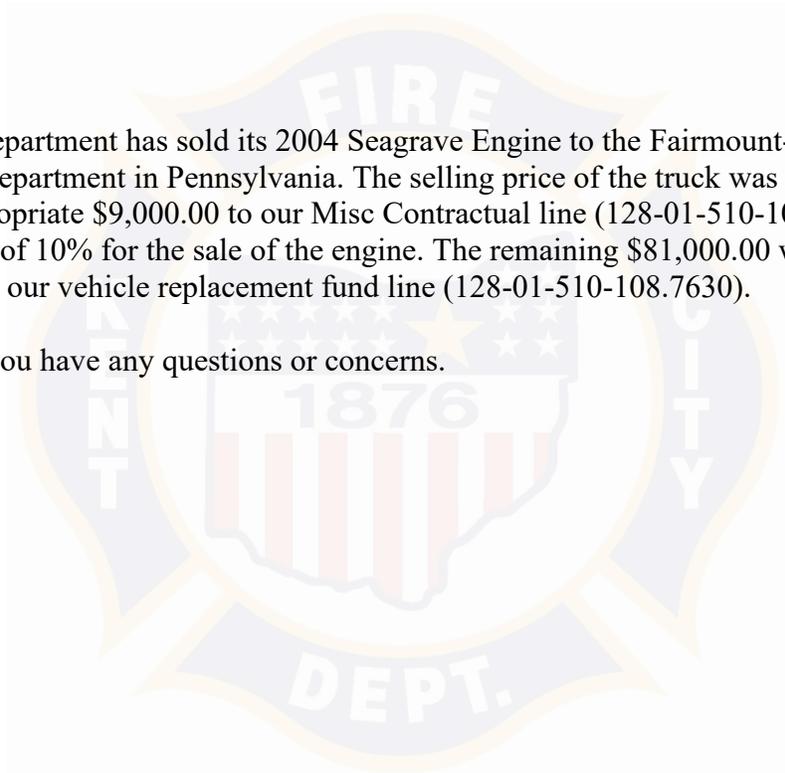
Re: Appropriation of 2004 Seagrave Engine

Dave,

The Kent Fire Department has sold its 2004 Seagrave Engine to the Fairmount-Hahntown Volunteer Fire Department in Pennsylvania. The selling price of the truck was \$90,000.00. We will need to appropriate \$9,000.00 to our Misc Contractual line (128-01-510-108.7390) for the Garage Payment of 10% for the sale of the engine. The remaining \$81,000.00 will need to be appropriated into our vehicle replacement fund line (128-01-510-108.7630).

Let me know if you have any questions or concerns.

Thank you.





CITY OF KENT, OHIO

DEPARTMENT OF PUBLIC SERVICE

930 OVERHOLT RD., 2ND FLOOR, KENT, OHIO 44240 (330) 678-8105 FAX (330) 673-1893
www.kentohio.org

MEMO

TO: Rhonda Hall

FROM: Brad McKay

A handwritten signature in blue ink, appearing to be "BM", is written next to the name "Brad McKay".

We are requesting that \$17,150 for the Haymaker Landscape Renovation, project number 2025CMD015 from the 2025 budget, be reappropriated to 2026 due to the ongoing project.

The funds are from line # 301 05 560 604 7630.

CC: Brian Huff
Melanie Baker

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Rhonda Hall
Dave Ruller

FROM: Jim Bowling

DATE: March 23, 2026 *Job*

RE: Capital Projects (Fund 301) - Appropriation Request

The Service Department is requesting to appropriate \$80,000 from the Capital Fund (301) to complete a Quiet Zone (QZ) study for the CSX railroad crossing at West Summit Street. The appropriations are needed to hire a consultant to complete the evaluation of the crossing and to pay CSX to provide guidance on their facility, and review the study. Additional appropriations will be required to implement the recommendations from the study, if it is decided to proceed.

The (QZ) study will be included with the **W Summit St. Pedestrian Improvements Project (2023CIP009)**, which is an existing joint project with the Portage County Engineer's Office that requires potential work at the existing CSX railroad crossing.

We appreciate the consideration of this request.

Please let me know if there are any questions.

c: Melanie Baker
Brian Huff
Cathy Wilson
Mike Collins, Portage County Engineer's Office



CITY OF KENT, OHIO

Information Technologies Department Memorandum

To: Rhonda Hall, Finance Director
From: Nicholas Cecil, IT & Communications Director
Date: 3/11/2026
Re: 2026 Budget Appropriation

Ms. Hall,

I am requesting an appropriation of \$120,000 from Police Station Levy Capital Projects Fund 303-01-510-102.7680 for the repair and reconstruction of the facility's HVAC Controls System. The current control system will be 10 years old as of 2027 and the original installers are no longer in business. This project will allow us to convert the existing system to City Standards while keeping it functional.

Thanks,
Nicholas Cecil

PORTAGE COUNTY 2026

HAZARD MITIGATION PLAN UPDATE

PREPARED FOR:

*Portage County Emergency
Management Agency
2978 OH-59
Ravenna, Ohio 44266*



PREPARED BY:

*Michael Baker International, Inc.
250 West Street, Suite 420
Columbus, Ohio 43215*



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PORTAGE COUNTY 2026 HAZARD MITIGATION PLAN

Table 6.1-2 Status of 2021 Mitigation Actions

HAZARD PRIORITY	ACTION PRIORITY	HAZARD	MITIGATION ACTION	STATUS			
				COMPLETE	CANCELLED	DEFERRED	ONGOING
14	8	Landslides, Erosion & Mine Subsidence	Consider buying out, demolishing, and relocating properties built on top of abandoned mines.		X		
14	9	Landslides, Erosion & Mine Subsidence	Provide ODNR with updated abandoned mine locations.		X		
15	1	Earthquakes	Maintain a database to track community vulnerability to earthquake risk and provide documentation.	X			
16	1	Wildfire	Routinely inspect the functionality of fire hydrants and provide documentation.		X		
16	2	Wildfire	Ensure that buildings have fire extinguishers and fire detectors installed.		X		
16	3	Wildfire	Use GIS mapping of wildfire hazard areas to facilitate analysis and planning decisions through comparison with zoning, development, infrastructure, etc.	X			
16	4	Wildfire	Develop a vegetation management plan to reduce wildfire risk.		X		
City of Aurora							
2	1	Flooding	Purchase remaining homes in Geauga Lake's 100-year floodplain.				X
2	2	Flooding	Remove a dam along the Chagrin River, restoring the Aurora Branch in order to meet water quality standards (Aurora Branch Restoration Project)	X			
2	3	Flooding	Install stormwater BMPs [best management practices] to assist with stormwater management in Geauga Lake low lying area				X
City of Kent							
1	1	Multiple Hazards	Create a training forum for the new National Incident Management System (NIMS) to limit confusion during disaster response.		X		
1	2	Multiple Hazards	Support local agency efforts to complete independent study NIMS training online.		X		
1	3	Multiple Hazards	Create/update local emergency action plans (EAPs) as required by NIMS.		X		

PORTAGE COUNTY 2026 HAZARD MITIGATION PLAN

Table 6.4-3 2026 City of Aurora Mitigation Action Plan							
HAZARD PRIORITY	PRIORITY	MITIGATION ACTION	CATEGORY	HAZARD	LEAD AGENCY	TIME	FUNDING SOURCE
City of Aurora Actions							
14	1	Work with local, county, and state law enforcement officials to identify best practices to mitigate identified risks.	Education and Awareness	Terrorism	Mayor/ Administrator of Jurisdiction	Medium Term	General Operating Budget
16	1	Coordinate with county and state officials on invasive species of concern, including the development of messaging and outreach materials for how residents can mitigate risks on their property.	Education and Awareness	Invasive Species	Mayor/ Administrator of Jurisdiction	Medium Term	General Operating Budget

Table 6.4-4 2026 City of Kent Mitigation Action Plan							
HAZARD PRIORITY	PRIORITY	MITIGATION ACTION	CATEGORY	HAZARD	LEAD AGENCY	TIME	FUNDING SOURCE
City of Kent							
3	1	Work with critical facilities and local businesses regarding general preparedness for emergencies i.e. business continuity, evacuation, active shooter, disaster recovery, fire code, building code, infectious disease or other environmental concerns.	Plans and Regulations	Winter Storm	City of Kent Service Department	Long Term	General Operating Budget

PORTAGE COUNTY 2026 HAZARD MITIGATION PLAN

Table 6.4-4 2026 City of Kent Mitigation Action Plan							
HAZARD PRIORITY	PRIORITY	MITIGATION ACTION	CATEGORY	HAZARD	LEAD AGENCY	TIME	FUNDING SOURCE
City of Kent							
2	2	Work to enact a tree management program and/or contractor to limit utility disruptions and impacts to people and property during high wind or winter storm events.	Structure and Infrastructure	Utility Interruption	City of Kent Service Department	Medium Term	Capital Improvement Budgets
2	3	Post warning signs and preparedness messages at river liveries, local parks, and other outdoor areas.	Structure and Infrastructure	Utility Interruption	City of Kent Service Department	Long Term	Sewer Utility
12	1	Fix storm pipes to improve stormwater management.	Education and Awareness	Extreme Temperatures	Community and Development, Public Health, Paramedicine	Medium Term	General Operating Budget
9	2	Conduct Hydrological Planning for flood prone areas located within the City to identify mitigation options.	Structure and Infrastructure	Transportation Incidents	City of Kent Engineer	Long Term	Capital Budget, ODOT
7	3	Annually inspect, review and enforce maintenance of retention and detention ponds.	Education and Awareness	Dam Failure	City of Kent Fire Department	Short Term	General Operating Budget
8	1	Plan for and maintain adequate road and debris clearing capabilities.	Response Equipment	Hazardous Materials Release	City of Kent Fire Department	Medium Term	HMGP, State Homeland Security Program, County HazMat Fund

PORTAGE COUNTY 2026 HAZARD MITIGATION PLAN

Table 6.4-4 2026 City of Kent Mitigation Action Plan							
HAZARD PRIORITY	PRIORITY	MITIGATION ACTION	CATEGORY	HAZARD	LEAD AGENCY	TIME	FUNDING SOURCE
City of Kent							
8	1	Purchase and install backup generators for public buildings and critical facilities.	Plans and Regulations	Hazardous Materials Release	City of Kent Fire Department	Short Term	General Operating Budget/ County LEPC/ Hazardous Materials Emergency Preparedness Funding
14	2	Relocate municipal sewer pipe along the Cuyahoga River that is in detriment of embankment erosion and failure.	Plans and Regulations	Terrorism	City of Kent IT	Long Term	General Operating Budget
14	1	Organize outreach, paramedicine and public health to vulnerable populations, including establishing and promoting accessible heating or cooling centers in the community.	Structure and Infrastructure	Terrorism	City of Kent Public Safety	Long Term	General Operating Budget
3	1	Implement traffic calming measures, including appropriate signage, at key community intersections.	Plans and Regulations	Winter Storm	City of Kent Service Department	Long Term	General Operating Budget
2	1	Build partnerships with Lake Rockwell dam owner.	Structure and Infrastructure	Utility Interruption	City of Kent Service Department	Medium Term	Capital Improvement Budgets

PORTAGE COUNTY 2026 HAZARD MITIGATION PLAN

Table 6.4-4 2026 City of Kent Mitigation Action Plan							
HAZARD PRIORITY	PRIORITY	MITIGATION ACTION	CATEGORY	HAZARD	LEAD AGENCY	TIME	FUNDING SOURCE
City of Kent							
2	1	Acquire a UTV with rail line abilities to conduct rail response operations on inaccessible rail lines.	Structure and Infrastructure	Utility Interruption	City of Kent Service Department	Long Term	Sewer Utility
12	2	Conduct research and risk assessments of HazMat facilities located within the city to enhance outreach, education and HazMat Response exercises	Education and Awareness	Extreme Temperatures	Community and Development, Public Health, Paramedicine	Medium Term	General Operating Budget
9	1	Enhance cyber security preparedness and response protocols across the City.	Structure and Infrastructure	Transportation Incidents	City of Kent Engineer	Long Term	Capital Budget, ODOT
7	2	Conduct Risk and Vulnerability assessments to strengthen prevention and protection actions for outdoor public events.	Education and Awareness	Dam Failure	City of Kent Fire Department	Short Term	General Operating Budget

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller
Kathy Coleman

FROM: Jim Bowling *JB*

DATE: March 12, 2026

RE: North Mantua Street - Grant Application

The Service Department is requesting City Council Approval to submit to the Ohio Department of Transportation (ODOT) for a Transportation Improvement District (TID) Grant for the North Mantua Street Project (“Project”). We are requesting to ask for \$500,000, which is the maximum available from the statewide grant program. The project is currently funded through design and the right-of-way costs are a donation. Therefore, the construction is the last phase of the project to be funded.

The current opinion of probable construction cost is approximately \$6.2 million. Funds have been obtained from AMATS as part of the Carbon Reduction Program (CRP) and ODOT’s Municipal Paving Program. These grants, plus their required local match, total \$2.78 million. We have also submitted to the Ohio Public Works Commission (OPWC) for \$1 million in funding and to ODOT’s Safe Routes for School Program(SRTS) for \$800,000. We are currently awaiting OPWC’s and ODOT’s decision on these grant requests. Therefore, we are looking for outside opportunities, like OPWC, SRTS and TID programs, to help fund the remaining \$3.42 million.

This project is being proposed for the TID program at this time for several reasons. Most notably is the public’s long-standing desire to have this area improved. In addition, this project has been progressing since 2022, when we entered into a partnership agreement with the Kent School District (KSD) and the Davey Tree Corporation (“Davey”) to address the needs in this area. The project is currently included in the capital plan for construction in 2027, assuming additional funds can be obtained to complete the project. Lastly, we have spoken with the ODOT on the applicability of this project to the TID program. ODOT noted there are several favorable aspects of the project, including, but not limited to, Davey Tree Corporations investments in Ohio at the corporate and SEED campuses, the partnerships with the KSD and Davey Tree, and the other funding that is being leveraged with this project.

We appreciate City Council’s consideration of this request.

C: Melanie Baker
Brian Hanna
Sandy Lance
Hope Jones
Patti Long
Mike Woodring (AECOM)