

**KENT POLICE DEPARTMENT
2015**

	July 2014	July 2015	Total 2014	Total 2015
CALLS FOR SERVICE	1866	1937	11743	13329
FIRE CALLS	296	338	2179	2260
ARRESTS, TOTAL	183	152	1225	1289
JUVENILE ARRESTS	12	7	102	74
O.V.I. ARRESTS	15	10	108	108
TRAFFIC CITATIONS	252	251	1791	2005
PARKING TICKETS	336	751	2313	3393
ACCIDENT REPORTS	45	55	442	516
Property Damage	27	33	255	333
Injury	3	5	52	45
Private Property	6	16	79	110
Hit-Skip	2	1	38	28
OVI Related	5	0	18	8
Pedestrians	1	3	4	6
Fatals	1	0	1	0
U.C.R. STATISTICS				
Homicide	0	0	0	0
Rape	0	0	1	1
Robbery	0	0	7	7
Assault Total	27	20	185	168
Serious	2	4	26	23
Simple	25	16	160	145
Burglary	9	12	52	74
Larceny	43	30	270	182
Auto Theft	0	1	8	5
Arson	2	0	5	1
Human Trafficking: Servitude	0	0	0	0
Human Trafficking: Sex Acts	0	0	0	0
TOTAL	81	63	444	438
CRIME CLEARANCES				
Homicide	0	0	0	0
Rape	0	0	1	0
Robbery	1	1	7	4
Assault Total	19	18	152	141
Serious	2	3	20	20
Simple	17	15	132	121
Burglary	3	2	12	15
Larceny	3	2	34	23
Auto Theft	1	1	3	3
Arson	1	0	2	0
Human Trafficking: Servitude	0	0	0	0
Human Trafficking: Sex Acts	0	0	0	0
TOTAL	28	24	174	186



KENT FIRE DEPARTMENT MONTHLY INCIDENT REPORT August 2015

FIRE INCIDENT RESPONSE INFORMATION

Summary of Fire Incident Alarms

	CURRENT PERIOD			YEAR TO DATE		
	2015	2014	2013	2015	2014	2013
City of Kent	54	39	52	402	365	372
Kent State University	6	8	5	34	54	49
Franklin Township	12	10	16	88	66	83
Sugar Bush Knolls	0	0	1	0	4	4
Brady Lake Village	1	0	0	5	0	0
Mutual Aid Given	0	0	5	25	31	41
Total Fire Incident Alarms	73	57	79	554	520	549

Summary of Mutual Aid Received by Location

City of Kent	2	0	0	8	4	5
Kent State University	1	0	0	1	0	1
Franklin Township	1	0	0	3	1	3
Sugar Bush Knolls	0	0	0	0	0	0
Brady Lake Village	0	0	0	0	0	0
Total Mutual Aid	4	0	0	12	5	9

EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION

Summary of Emergency Medical Service Responses

	CURRENT PERIOD			YEAR TO DATE		
	2015	2014	2013	2015	2014	2013
City of Kent	195	183	200	1524	1445	1546
Kent State University	14	28	23	175	204	183
Franklin Township	37	43	30	272	273	283
Sugar Bush Knolls	0	2	2	6	4	12
Brady Lake Village	2	0	0	16	0	0
Mutual Aid Given	5	6	4	23	28	32
Total Emergency Medical Service Responses	253	262	259	2016	1954	2056

Summary of Mutual Aid Received by Location

City of Kent	7	1	4	14	14	21
Kent State University	0	2	2	1	4	2
Franklin Township	0	0	1	0	2	4
Sugar Bush Knolls	0	0	0	0	0	0
Brady Lake Village	0	0	0	0	0	0
Total Mutual Aid	7	3	7	15	20	27

TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS

	326	319	338	2570	2474	2605
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TOTAL ALL RESPONSES, INCLUDING MUTUAL AID

	337	322	345	2597	2499	2641
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KENT HEALTH DEPARTMENT 4. A.
STATISTICAL REPORT 2015

	Sept. 2014	YTD 2015	Sept 14	YTD 2014
HEALTH DEPT. \$ COLLECTED				
FamAbuse fund	\$ 1,129.52	\$ 9,687.05	\$ 1,089.00	\$ 7,785.00
Vital Stats Rev.	\$ 6,455.00	\$ 54,947.50	\$ 6,171.00	\$ 44,148.00
Child Abuse	\$ 2,258.98	\$ 19,373.95	\$ 2,178.00	\$ 15,569.70
State VS	\$ 6,722.50	\$ 58,067.50	\$ 6,534.00	\$ 46,668.00
B Perm Rev	\$ 33.50	\$ 255.00	\$ 31.00	\$ 215.50
B Perm State	\$ 167.50	\$ 1,275.00	\$ 155.00	\$ 1,053.00
Food Estab.	\$ 150.00	\$ 23,416.25	\$ 1,192.00	\$ 19,982.90
Food Service	\$ 675.00	\$ 70,797.50	\$ 800.00	\$ 66,177.15
SolWst Tickets	\$ 0.00	\$ 900.00	\$ 0.00	\$ 0.00
Housing	\$ 11,153.75	\$ 100,269.50	\$ 11,005.00	\$ 90,747.50
Swim Pools	\$ 0.00	\$ 6,765.00	\$ 0.00	\$ 7,220.00
SolWst(Trks)	\$ 0.00	\$ 2,500.00	\$ 600.00	\$ 2,575.00
Tattoo Parlors	\$ 0.00	\$ 1,050.00	\$ 0.00	\$ 300.00
*Misc(Xerox, etc.)	\$ 4,883.82	\$ 8,692.48	\$ 0.00	\$ 2,228.20
Trash & Housing fines	\$ 210.00	\$ 880.00	\$ 427.53	\$ 8,067.52
MAC Claiming	\$ 6,240.17	\$ 13,192.26	\$ 0.00	\$ 6,954.99
**ST Subsidy	\$ 0.00	\$ 25,259.00	\$ 0.00	\$ 7,799.63
TOTAL COLLECTED	\$ 40,079.74	\$ 397,327.99	\$ 30,182.53	\$ 327,492.09
 TO STATE				
FamAbuse fund	\$ 1,095.62	\$ 9,396.33	\$ 1,056.30	\$ 7,564.41
Food Estabs	\$ 0.00	\$ 1,568.00	\$ 56.00	\$ 1,372.00
Bur.Permits	\$ 167.50	\$ 1,275.00	\$ 155.00	\$ 1,063.50
Child Abuse	\$ 2,191.21	\$ 18,792.70	\$ 2,112.66	\$ 15,129.09
State VS QTRLY	\$ 6,722.50	\$ 58,067.50	\$ 6,534.00	\$ 46,749.00
Food Service	\$ 0.00	\$ 4,080.00	\$ 0.00	\$ 3,370.00
Food Vendors	\$ 0.00	\$ 132.00	\$ 12.00	\$ 132.00
Swim Pools	\$ 0.00	\$ 1,365.00	\$ 0.00	\$ 2,595.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 10,176.83	\$ 94,676.53	\$ 9,925.96	\$ 77,975.00
 TOTAL ASSETS				
	\$ 29,902.91	\$ 302,651.46	\$ 20,256.57	\$ 249,517.09
+Admin fee to Vital Stats	\$ 101.66	\$ 871.98	\$ 98.01	\$ 700.77
-3% FamAbuse	\$ 33.89	\$ 290.76	\$ 32.67	\$ 233.67
-3% ChildAbuse	\$ 67.77	\$ 581.22	\$ 65.34	\$ 467.10

STATISTICAL REPORT Cont.	Sept. 2014	YTD 2015	Sept 14	YTD 2014
PERMIT/lic.				
Food Estabs	0	57	1	52
Food Service (8 temps)	0	138	9	160
FS Vending	0	22	2	23
Home Sewage	0	0	0	0
Housing	29	218	28	254
Solid Waste	0	11	0	32
Swim Pools	0	0	0	23
Septic Haul.	0	0	0	0
Tattoo Parlors	0	3	0	2
Other	0	0	0	0
TOTAL	29	449	40	546
MOSQ.CONT.				
Larvacide Hrs.	0.0	0.0	0.0	213.0
Adulticide Hrs.	0.0	0.0	0.0	36.0
Tot Man Hrs	32.0	461.0	0.0	364.0
COMPLAINTS				
Received	14	157	24	292
Abated	17	142	34	281
LEGAL.COMPL.				
Filed	0	1	0	0
Pre-trials	0	1	0	0
Trials	0	0	0	0
COMM.DISEASE (not available)	0	66	0	170
IMMUNIZATIONS	21	114	20	119
SOLID WASTE TICKETS	5	62	0	0
BIRTH Copies issued	299	2739	285	1924
DEATH Copies issued	454	3719	441	3266



**TRAVEL and BUSINESS
EXPENSE POLICY
OF THE
CITY OF KENT, OHIO**

Revised 7/16/2015

Approved for Adoption by:

Date:

9-1-15



City of Kent Travel and Business Expense Policy

1.0 Policy Statement

The City of Kent, Ohio is a public local government organization governed by its Charter, Codified Ordinances, and the State of Ohio. All travel and business expense paid by the City must support the mission of the City of Kent, receive the appropriate approvals, and be sufficiently planned so as to ensure that expenditures are necessary and prudent, and that costs are held to a minimum.

City officers, staff and elected or appointed officials (includes individuals not classified as City employees) may have their official City travel and business expenses reimbursed by the City, subject to the limitations and conditions contained in this policy. Regardless of capacity or classification, anyone traveling on City business whose expenses are paid or reimbursed by City funds are subject to all City travel regulations, including stated subsistence allowances.

This policy applies to all City Departments and their employees, and City Officials whether elected or appointed, traveling or conducting official business on behalf of or in the name of the City of Kent, Ohio. It further establishes and provides for the centralized control of all travel and business expense guidelines and activities associated with the City of Kent so as to facilitate and ensure proper internal controls, integrity, and security through uniform policies and procedures citywide; and, to ensure compliance with its policies and all governing laws. This policy supersedes all previous travel and business expense policies or memos. If any part of the following is specifically addressed in any bargaining unit agreement, the bargaining unit agreement will take precedence.

2.0 Objective

The objective of this Policy document is to ensure compliance with State, City and IRS regulations and to establish consistent policies and procedures for approval, control and accounting for City employees, officials and others who travel on City business or incur reimbursable City business expenses. These policies and procedures are intended to provide equitable, fair, and clear definition of eligible travel and business expenses and the requirements that must be met by requestors for the City to make related payments. Additionally, this Policy document strives to ensure proper documentation of such City expenditures for auditing purposes and to maintain accountability and control in an activity area that has a high potential for improper use.

3.0 Delegation of Authority

Establishment of policies and procedures for Travel and Business Expenses is vested with the Director of Budget and Finance, subject to approval by the City Manager and confirmation by Kent City Council. The Director of Budget and Finance has explicit authority to further delegate limited authority for administration of policies and procedures identified in this document to staff on an as needed basis. Upon such delegation, all operational responsibility and obligation for proper execution of established policies and procedures will be assumed by staff accordingly.

4.0 Maintain Public Trust

All individuals traveling on official City business or otherwise conducting City business for which reimbursement is being requested shall seek to act and represent the City in a professional and positive manner, and adhere to the policies and procedures contained herein.

As such, they will act so as to reaffirm that all travel and business expenses support the mission of the City of Kent, receive the appropriate approvals, and are sufficiently planned so as to ensure that expenditures are necessary and prudent, and that costs are held to a minimum. Anyone traveling on official City business is expected to exercise the same care and restraint when incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays or luxury accommodations and services unnecessary or unjustified in the performance of official City business are not acceptable under this standard.

5.0 Business Travel

In order to represent the City on official business and for purposes of professional development and variously advancing the City's interests it may be necessary for City officers, staff and elected or appointed officials to travel outside the City of Kent. The following policies describe the types and manner of reimbursement to be made to these individual travelers/requestors for expenses incurred while traveling on official City business. If a department head is the traveler/requestor, then that person must seek approval from the City Manager. City employees who do not report under the City Manager, and City elected and appointed officials must have their business travel expense plans/reimbursements reviewed and approved by the head/chair of the governmental body they either report to or serve on (in the case of Council members this would be the Chair of the Finance Committee of City Council or the President Pro Tem of Council), with confirming approval by the City Budget and Finance Director. Any and all exceptions to any part of this policy can **ONLY** be authorized by the City Manager.

NOTE: ALL REQUESTS FOR REIMBURSEMENT MUST BE ACCOMPANIED BY DETAILED RECEIPTS

5.1. Travel by Privately Owned Vehicle – An individual using their personal vehicle for City business may be reimbursed up to a maximum of the current year's mileage rate established by the Internal Revenue Service (www.gsa.gov/mileage) (the allowance for privately owned automobiles is \$0.575 per mile effective Jan. 1, 2015) if a suitable City travel vehicle is not available from within the employee department's fleet, and the individual's supervisory authority has approved in advance such use as the most cost-effective method of transportation for the trip. Conversely, travel by private vehicle for the convenience of the individual may not exceed the cost of using available practical transportation alternatives considering distance and travel time. If a suitable City travel vehicle is available from within the employee department's fleet and the individual instead drives his/her own vehicle, the reimbursement shall be \$0.30 per mile.

- Mileage reimbursement will only be paid when an individual uses a personal vehicle in travel related to City business.
- No reimbursement for actual fuel and oil expense will be made when mileage reimbursement is claimed for the same trip.
- Mileage is measured from the closer of either the duty station (Kent office location) or home to the City business destination (and return) with the individual's usual commute to/from work distance subtracted if the point of departure for the trip is not the duty station.
- The individual will document the travel location and number of miles traveled by some third party source such as Mapquest, Yahoo Maps, AAA or the like.
- No mileage reimbursement may be claimed for use of a personal vehicle if the City employee receives a monthly car allowance.
- At the business destination, a City or private vehicle may be used prudently for travel to obtain meals, but City vehicles **may not** be used for private purposes or for entertainment while off-duty. While there is no question that a private vehicle may be used for private purposes or for entertainment while off-duty, mileage for these purposes must be logged and subtracted from the business trip reimbursement request. Only essential use of the City or private vehicle is eligible for mileage reimbursement.

5.2. Travel by Air – Individuals on official City business are permitted to use commercial air transportation if the destination is more than 200 miles from the individual's duty station (Kent office location). Travel in "economy", "coach", or "tourist-class" is allowed. Any charge for upgrade above these, or comparable fare classes, will not be paid or reimbursed by the City.

- Travel reimbursement between the individual's duty station and the nearest airline terminal and for appropriate parking may be made by using either a car service (one round-trip fare), a taxi (one round-trip fare), or by private car (two round trips each at the statutory rate with no parking charge, or one round trip with parking charges).
- Travel reimbursement to and from the airline terminal at the individual's destination may be made for car service, bus, commuter train, subway or taxi with appropriate receipts.
- Individuals traveling by commercial air transportation to conduct official City business, who travel to their destination earlier than necessary and/or delay their return to avail the City of reduced transportation rates, may be reimbursed subsistence *if supported by the department head or elected/appointed official authority and approved by the Budget and Finance Director, the amount saved in transportation costs due to the early and/or delayed travel is greater than the amount expended in salary and additional subsistence. Prior written approval of the Budget and Finance Director is required.*
- Reimbursement may not be made for commuting between an individual's home and his/her duty station.
- Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the City department's obligation if an employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the benefit/convenience of the City department. If the cancellation or change is made for the personal benefit of an individual, it shall be the individual's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the individual's immediate family, or other critical circumstance beyond the control of the individual, the City will be obligated to pay the penalties and charges.
- **FREQUENT FLYER MILES** - It is the recommendation of the Director of Budget and Finance that the cost to implement a policy to control frequent flyer miles would exceed any benefit to the City from the potential accumulation of miles. City travelers rarely utilize airlines, have no consistent airline assigned, and any miles accumulated are in the name of the individual traveler, not the City. If, at any point in the future, it is found that City travelers fly consistently to the same destination, using the same airline and accumulate a significant amount (25,000 or more) of frequent flyer miles, then the Finance Director will establish a written policy and procedure for this purpose/situation.

5.3. Meals - Self

- All charges for meals consumed by the individual while traveling on overnight official City business travel will be reimbursed to the individual upon proper documentation and eligibility per the following maximum per meal schedule. If the out of town location is a particularly high cost destination, travelers may look-up and use the Daily Non-Standard Maximum allowance based on destination if higher, otherwise travelers should use the Daily Standard Rate. Note that the maximum reimbursements are **inclusive** of tips, and also that tips in excess of 18% of the individual's share of the total bill will not be reimbursed, even within these dollar amounts.

Please note that meals are **ONLY** allowed to be reimbursed for **OVERNIGHT** travel.

- Meals that are purchased in place of meals included in a conference registration fee will not be reimbursed, and reimbursements will only be made if attending the training or on the road during the standard meal times (8 AM breakfast, 12PM lunch, and 5:30 PM dinner), and meals can only be provided on trips that involve overnight stays. These charges are not to be construed as a per diem meal allowance, but rather a per meal allowance. Amounts may not be combined (i.e., a \$20.00 "brunch" or a single meal during the day of \$55.00)
- The city will not reimburse any charges for alcoholic beverages, therefore necessitating the requirement for detailed meal receipts.

	Daily Standard Rate	Daily Non-Standard Maximum is the GSA Rate by location
		www.gsa.gov/portal/content/104877
Breakfast	\$11.00	\$xx.00
Lunch	\$17.00	\$xx.00
Dinner	\$27.00	\$xx.00
Total Meal Expense	\$55.00	\$xx.00

Allowances will be paid for meals for partial days involving overnight travel when the partial day is the day of departure or the day of return. The following table details the requirements to claim such reimbursement.

Meal	Day of Departure	Day of Return	Comments
Breakfast	Before 7:00 a.m.	Before 8:00 a.m.	Must be en route or at out of town location
Lunch	Before 12:00 p.m.	Before 2:00 p.m.	Must be en route or at out of town location
Dinner	Before 5:00 p.m.	Before 8:00 p.m.	Must be en route or at out of town location

5.4. Lodging – Lodging costs for overnight travel when on official City business will be reimbursed to the individual or paid in advance upon proper documentation and eligibility. Travelers should always inquire whether a governmental rate is available when booking a reservation or at check-in to ensure that the lowest possible room rate is being obtained. Travelers should also inquire whether or not the City's state and local **tax exemption forms** will be honored by the establishment, even if out of state, and certainly if within Ohio. If the out of town location is a particularly high cost destination, travelers should look-up and stay within the Daily Non-Standard Maximum allowance based on destination if higher per the following table, otherwise travelers should stay within the Daily Standard Maximum Rate.

- Charges paid for lodging, i.e. hotel, motel, inn, etc., will be prepaid or reimbursed by the City when official City business requires overnight travel. In cases where the conference or training is held off-site of the hotel grounds, it is expected that reasonable care will be taken in securing room rates that are in-line with other hotels in the area (based on availability and proximity to the training site). If the conference or training is not held at the hotel site, and the cost per day of the room exceeds the Daily Standard Maximum Rate, we require documentation that at least 2 other hotels in the same proximity are considered in addition to supporting GSA look-up for the destination, and their prices documented to ensure the hotel selected is not the most expensive available.

- Reimbursement for lodging will be made only in the amount documented by a receipt of actual lodging expenses from a commercial lodging establishment.
- When using a City check to pay for hotel rooms within Ohio, the City employee shall contact the Finance Office **in advance** for state and local **tax exemption forms** to be sent with prepayment or presented upon check-in. This is the accepted City method for payment of lodging costs to avoid the expense of unnecessary taxes. Unplanned, last minute trips will be allowed an exception to this ONLY if approved by the City Manager.
- Miscellaneous lodging charges such as, but not limited to, personal phone calls (except as outlined in 2d), in-room movies, in-room snack selections, access charges to spa or athletic facilities, and laundry are wholly personal discretionary charges not eligible for reimbursement.

	Daily Standard Maximum Rate	Daily Non-Standard Maximum is the GSA Rate plus 30% by location www.gsa.gov/portal/content/104877
Single Room (excluding taxes)	\$104.00	\$xx.00

5.5. Rental Car - Rental vehicles may be used in some instances by City officers, staff and elected officials when traveling on official City business; however, rental vehicles are not to be used at City expense solely for the convenience or personal preference of the individual. The decision to use a rental car must be based on the premise that it is the most economical alternative in a particular situation. If an individual is using air travel as the mode of transportation to the primary destination, then ground transportation options at the destination should be compared based on reasonably anticipated needs including frequency, distance, number of City travelers, and availability. Alternatives such as airport shuttle services, taxis, light rail, and other public transportation should be considered as available to determine the most economical solution and lowest cost best solution for the City.

- A written narrative by the City traveler should be submitted to document the decision to use a rental car in light of other available alternatives.
- Upon rental of a vehicle, the City traveler should elect to accept the rental agency Collision/Loss Damage Waiver, sometimes called CDW, LDW, or simply DW offered at the time of reservation/rental. While acceptance of this "insurance" is an additional cost, the limited days of rental usually experienced by the City translates to a relatively small total cost compared to the potential risk to the City and the City traveler from various problem scenarios that could arise. The City will reimburse this additional cost along with the other rental costs for eligible days/miles of City business use.
- A detailed rental car agency receipt is required for reimbursement.

5.6. Parking, Tolls, and Other – Whether an individual uses a City vehicle, private vehicle, or rental vehicle they may incur related travel expenses for ground transportation while on official City business. Upon submission of a provider issued receipt the City will reimburse individual expenses while on official City business for:

- Parking expenses at a public or privately operated parking facility.
- Highway and Turnpike toll fees.
- If a city-owned vehicle is used, reimbursement will be made for gasoline or other emergency vehicle related repairs as needed while traveling.
- The City will not reimburse individuals for moving violations and parking fines.

5.7. Travel Advances -Travel advances may be made when necessary to enable City employees or officials to travel on official City business. These advances are, in effect, loans made to travelers. A trip estimated travel expense budget should be prepared in writing with sufficient detail so as to clearly justify the advance being requested. The trip budget and travel advance request shall be approved by the respective Department Head or the City Manager and submitted to Finance/Accounts Payable a minimum of 14 days before trip departure date. The approved advance will be issued/released no more than 2 days prior to trip departure. The traveler is responsible for prompt repayment of any advance or loan and must reconcile

the advance against actual trip expenses by submitting a travel expense report within 10 business days upon completion of the trip.

5.8. Miscellaneous -

- The actual cost of taxi and car service fares is reimbursable when required for travel on City business. Receipts are required for each one-way trip. Requests for reimbursement of taxi fares should identify each trip by point of origin, destination, and purpose. *Taxi fares are not reimbursable for intra-city transportation*, except in emergencies when no less expensive mode of transportation is available within a reasonable period.
- **Reimbursement Request Form:**
 - All reimbursements claimed must be submitted to the Finance Department. Detailed receipts must accompany the reimbursement request, that at a minimum identify name of provider (business rendering service or product), date of transaction, brief description of service or product provided, and dollar amount of transaction.
 - The traveler/requestor and department head or supervisory authority must sign the reimbursement request form, and any exceptions to the general rules established in this policy will require the approval of the City Manager.
 - All reimbursement requests shall be submitted to the Finance Department within 10 business days of the conclusion of the business trip or event date.

6.0 Non-Travel Business Expenses

From time to time in order to advance City interests through business relationship development activities it may be necessary for City officers, staff and elected or appointed officials to expend funds for official City business purposes other than travel. If and when such situations arise, related expenses may be eligible for reimbursement or prepayment by the City. If a department head is the requestor, then that person must seek approval from the City Manager. City employees who do not report under the City Manager, and City elected and appointed officials must have their non-travel business expense plans/reimbursements reviewed and approved by the head/chair of the governmental body they either report to or serve on, with confirming approval by the City Manager. This policy section is intended to provide a description of the allowable types of official City non-travel business expenses, along with the related requirements for reimbursement or prepayment by the City.

6.1. Meals – Attending Business Meals - City employees or officials attending various professional association or civic business meetings that have an associated meal for which there is a charge may have that charge prepaid or reimbursed so long as there is a benefit to the City for attendance.

- Appropriate invoices or receipts from the provider establishment showing date and location must be provided to support prepayment or reimbursement of charges, along with sufficient documentation to establish the official City business purpose and benefit associated with attendance at the event.
- The city will not prepay or reimburse any portion of the charges that provides for alcoholic beverages.

6.2. Meals – Hosting Business Meals (Networking) – On occasion, it may be appropriate and justifiable for a City employee or official to pay for a business meal for themselves and others who are engaged in official City business. Typically these occasions should not occur more than once per business trip (if that is the context of the opportunity) and should not involve more than four or five individuals with the majority not being City of Kent employees or officials. (For purposes of this section only, the definition of City employee shall be limited to the City Manager and Department Heads only and City official shall be limited to members of City Council only).

- On occasion, it may be decided that the City will host a larger event with many attendees, the majority of which should consist of individuals who are not City employees or officials. Such events should be planned at least 30 days in advance and also approved for expenditure in advance by the City Manager if it is a staff sponsored event, and by the Chair of the Finance Committee of Council or the President Pro Tem of Council if it is a City official sponsored event, and approval of both event types must be in consultation with the Budget and Finance

Director. It is strongly encouraged that these events follow the prepayment process described later in this section.

- Appropriate invoices or receipts from the provider establishment showing date and location must be provided to support prepayment or reimbursement of charges, along with sufficient documentation to establish the official City business purpose and benefit associated with attendance at the event.
- Documentation must be provided that will identify by name and business affiliation, all participants for which meals are being paid, along with a narrative that is sufficient so as to describe the purpose and subject of discussion pertaining to official City business.
- Prepayment will be made upon presentation of a detailed proforma invoice by the provider establishment and reimbursements will be made upon receipt of detailed receipts from the provider establishment under the following maximum per meal schedule. The request for prepayment should be accompanied by documentation listing the names and business affiliation of invitees/attendees. Subsequent to submission of the foregoing documentation, the event sponsor should enter a Purchase Order into the City's Accounts Payable System with appropriate approvals following. Note that the maximum reimbursements are inclusive of tips, and also note that tips in excess of 18% of the total Business Meal will not be reimbursed, even within these dollar amounts:
 - Breakfast - \$11.00 per person
 - Lunch - \$17.00 per person
 - Dinner - \$27.00 per person
- The city will not prepay or reimburse any portion of the charges that provides for alcoholic beverages.

7.0 Conferences, Training Seminars and Workshops

City employees and officials may attend various professional development conferences, seminars, and workshops that have a clear City business purpose and benefit. External professional development events such as conferences, seminars, and workshops are those that involve the attendance of persons other than those representing the City of Kent and are eligible for City prepayment or reimbursement when they meet the following limitations/requirements.

- The event is planned in detail at least 30 days in advance, with a formal written agenda or curriculum.
- There is a written invitation or notification to participants, setting forth the calendar of events, the social activities, if any, and a detailed schedule of costs.
- Attendance at any training event needs to follow the City's Purchase Order process (e.g. supervisory approvals are needed before attending, along with disbursement of prepaid items and tax exempt forms completed when applicable before departure).
- If a department head is the traveler/requestor, then that person must seek approval from the City Manager. City employees who do not report under the City Manager, and City elected and appointed officials must have their professional development plans/reimbursements reviewed and approved by the head/chair of the governmental body they either report to or serve on, with confirming approval by the City Manager.

7.1. Registration Fees - External professional development event registration fees are an allowable business expense for City employees and officials. The preferred handling of registration fees is to have them paid directly to the event organization prior to attendance. This requires the attendee to submit a travel request form along with a copy of the event brochure showing the fees and the various other elements of cost included in the registration fee to the Finance Department with sufficient lead time (minimum of 2 weeks) prior to the start of the event.

- Registration fees may be charged by the event organization to participants, however the City will not pay for any portion of the fees that include the cost of separate admission for entertainment or alcoholic beverages.
- Event organizations and sponsors may provide refreshments for "coffee breaks".
- Reimbursement for meals included in the lump-sum registration payment cannot also be included in reimbursement requests submitted by attendees who are event participants. These meals must not be included in the requested daily subsistence amount.
- If submitting registration receipts for reimbursement, the attendee's name must appear on the receipt or invoice. The receipt must be marked "paid in full" or the like to be valid; an invoice should reflect a balance due amount of zero.

- The costs of tours, entertainment, and social activities are not reimbursable and if included in the registration fee must be subtracted.

8.0 General

- To comply with auditing guidelines, all City travel advance/travel and business expense reimbursement requests must be sufficiently documented and certified as true and accurate by the traveler/requestor. To accomplish this, cover pages and accompanying Travel Request and Expense Reports must be personally signed and dated by the traveler/requestor. Any request missing the appropriate signature(s) will be deemed incomplete and will not be processed.
- **ALL REQUESTS FOR REIMBURSEMENT MUST BE ACCOMPANIED BY DETAILED RECEIPTS**
- The City will **NOT** reimburse travelers for the following expenses:
 - Any expenses related to the personal negligence of the traveler, such as non-canceled hotel reservations.
 - Fines (including parking fines, speeding tickets, etc.).
 - Loss or damage expenses for personal property, such as lost or stolen articles, damage to personal vehicles, clothing or other items.
 - Entertainment expenses, such as fees for social or non-mandatory activities at conferences (tours, sports activities, etc.), alcoholic beverages (never allowable from City funds), inordinately expensive meals and lodging, videos or movies charged to hotel/motel bills, gambling, etc.
 - Vehicle expenses (other than rental, mileage, parking and tolls), such as charges to gain entry to a locked vehicle and towing charges related to enforcement actions.
 - Travel expenses (including child care) related to family members or companions.
 - Expenses for accidents or injuries when the employee is not on official business.
 - Expenses related to care of the traveler's family or home (e.g., pet-sitting or house-sitting expenses).

The above list is not all-inclusive.

- When two or more persons travel together, it is necessary for each person to submit a separate Travel Reimbursement Request form for expenses for meals, lodgings, tips, and transportation by public carrier. However, when two or more persons use the same personal or City vehicle, only one person should report the cost of operating the vehicle.
 - Reimbursement to an employee sharing a room with another employee will be limited to one-half of the occupancy rate if both claim expense for the room.
 - Reimbursement to an employee sharing a room with a relative will be limited to the single occupancy rate.

9.0 Ongoing Policy Management

The City of Kent's Travel and Business Expense Policy has been adopted by City of Kent Administration and Kent City Council. This policy shall be reviewed periodically by the Director of Budget and Finance, and any modifications made must be approved by him/her and the City Manager, with a voice vote approval by Kent City Council.



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

October 8, 2015

Subject: South Water Street (SR 43) Traffic Improvements
POR-43-10.26
PID No. 93442
Notice of Public Meeting

Dear Property Owner:

The City of Kent has obtained federal funding through the Akron Metropolitan Area Transportation Study (AMATS) to improve the South Water Street (SR 43) corridor from Summit Street to SR 261. The improvements will address traffic congestion and safety. The proposed project includes upgrade of the existing traffic signals at the South Water Street/School Street, the South Water Street/Cherry Street/Bowman Drive and the South Water Street/Beryl Drive intersections, installation of a fiber optic interconnect system, construction of ADA ramps at intersections affected by the work, reconstruction of the northwest corner of the South Water Street and School Street intersection, replacement of sidewalk, upgrade overhead school signing and overhead lane use signing. Additionally, a second left turn lane will be constructed on the westbound approach of SR 261 at South Water Street to address the high left turn traffic.

The city of Kent will be hosting a public meeting to present the proposed improvements and alternatives for sidewalk replacement. You are encouraged to attend. The meeting will be held at the following location:

Date: Monday, October 19, 2015

Time: 7:00 p.m. to 8:30 p.m.

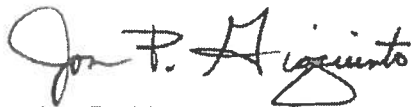
Place: Holden Elementary School gymnasium, 132 W. School Street, Kent, Ohio 44240

The meeting will include a presentation of the project that will begin at 7:30 pm. The remaining time will consist of an open house where you may ask questions, review plan layouts and studies. Representatives from the City of Kent Service Department and Engineering Division and representatives from the design firm of ARCADIS will be present to answer questions and discuss the project.

Included with this notice is a project information sheet and a comment sheet. If you are unable to attend the meeting and want to comment on the proposed project, please fill out the comment sheet and mail it to the address on the back or email to giaquintoj@kent-ohio.org by November 2, 2015.

If you have any questions about these meetings please contact me at (330) 678-8106 or via e-mail at giaquintoj@kent-ohio.org.

Sincerely,



Jon P. Giaquinto, P.E.
Senior Engineer

Enclosure

c: Mayor Jerry T. Fiala, President of Council
Ms. Melissa M. Long, Council-at-Large
Mr. Michael A. DeLeone, Council-at-Large
Mr. Roger B. Sidoti, Council-at-Large
Mr. Garret M. Ferrara, Ward 1 Council
Mr. Jack Amrhein, Ward 2 Council
Mr. Wayne A. Wilson, Ward 3 Council
Mr. John M. Kuhar, Ward 4 Council
Ms. Heidi L. Shaffer, Ward 5 Council
Ms. Tracy Wallach, Ward 6 Council
Ms. Linda M. Jordan, Clerk of Council
Mr. David Ruller, City Manager
Mr. Eugene K. Roberts, P.E., Director of Public Service
Mr. James Bowling, P.E., City Engineer
Mr. Mark Dennis, P.E., ARCADIS
file

South Water Street (SR 43) Traffic Improvements

Purpose of the Project:

The purpose of the transportation improvement project is to improve safety and mobility and to reduce traffic congestion on South Water Street (SR 43) from the intersection of SR 261 to the intersection of Summit Street.

Existing Conditions:

Safety – This area was identified in the AMATS high crash intersection and section lists (2011-2013). During the period of 2010 to 2012, there were a total of 256 crashes within the study area. Arcadis analyzed the crash data and found that 164 of the 256 crashes occurred at an intersection, with the most prevalent type of crash being a rear end collision. A high number of rear end collisions is indicative of congestion issues.

Traffic Congestion – A traffic analysis was conducted within the study area based on the current traffic volume as well as projected traffic growth. The current signals on South Water Street are not coordinated. The high volume of traffic combined with the uncoordinated signals increases the congestion on South Water Street during peak hours. During these peak hours, several of the intersections are operating below accepted levels.

Mobility – The corridor isn't pedestrian or bicycle friendly due to the configuration of the existing sidewalk. The sidewalk is narrower and closer to the curb than recommended by AASHTO. In addition, pedestrian crossings at signalized intersections are utilizing obsolete pedestrian signals and layouts, which make it less safe and comfortable for pedestrians to cross these intersections.

Project Improvements:

The desired condition for this transportation improvement is to operate with reduced intersection crashes and traffic congestion while improving safety and mobility for all types of transportation.

The project will reconstruct the traffic signals at Beryl Drive, Cherry Street/Bowman Drive and School Street to include mast arm mounted traffic signals with countdown pedestrian signals and pushbuttons. In addition to the traffic signal reconstructions, the project will run fiber optic interconnect from SR 261 to Summit Street to tie the corridor into the City's centrally controlled traffic signal system. The corridor will optimize the signal timing and phasing for the intersections while adding a second left turn lane for westbound traffic at SR 261 for additional capacity. New rigid overhead sign supports will be installed as well as new school zone signs. All pedestrian crossings will be ladder type crosswalks as shown to the right for increased visibility and new ADA curb ramps will be installed. These improvements will improve traffic flow and safety along this corridor.

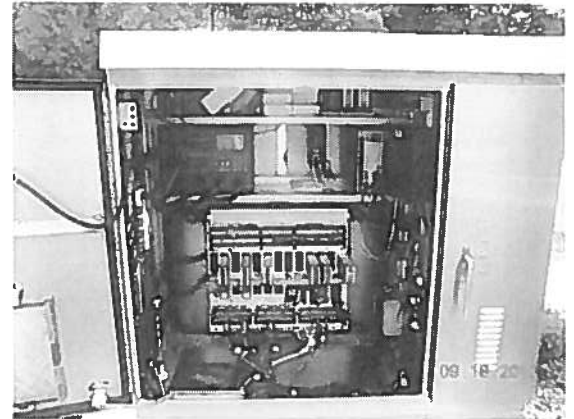
The proposed condition provides a safer corridor with reduced traffic congestion for all modes of the travelling public.

Sidewalk Alternate:

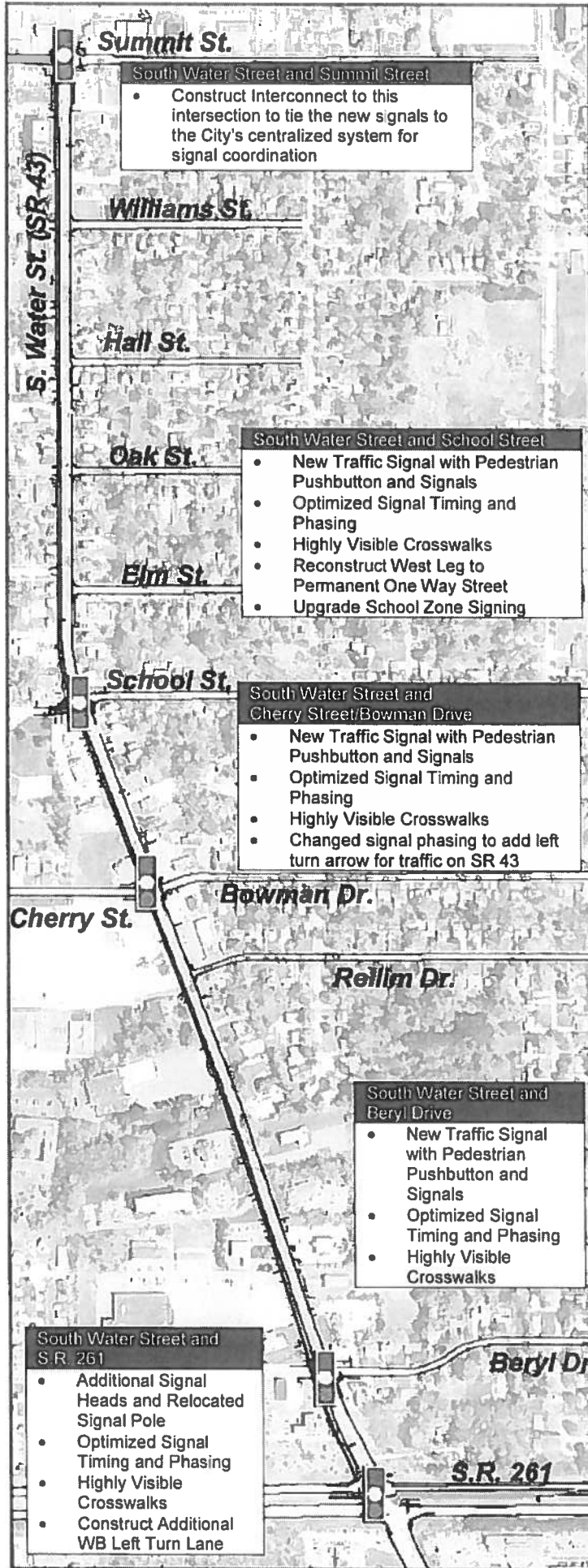
Due to the need to run fiber optic cable from SR 261 to Summit Street, the project will replace the existing sidewalk for the length of the project on the west side of the roadway and include replacement of non-ADA compliant curb ramps. There are two alternates for the sidewalk that are currently being considered.

Alternate 1 – Replace the existing walk in its current configuration with a four foot wide walk offset three feet from the face of the curb.

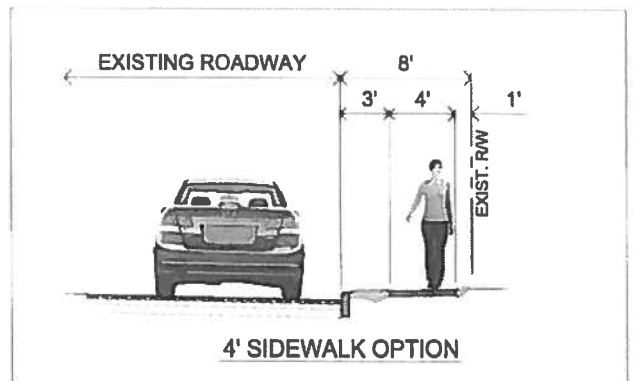
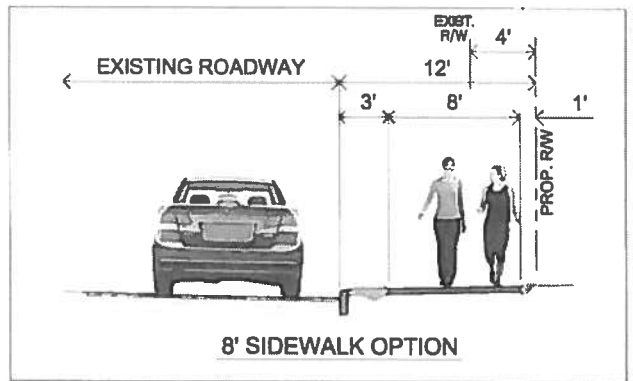
Alternate 2 – Replace the existing walk with an eight foot wide walk offset three feet from the face of the curb. This alternate would require additional right-of-way.



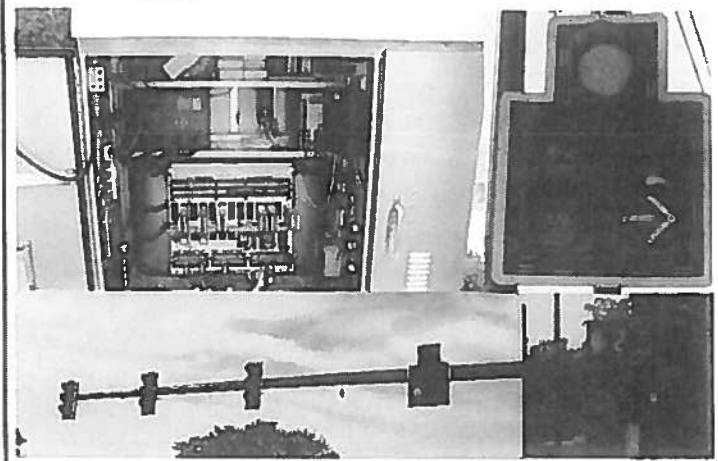
South Water Street (SR 43) Traffic Improvements



Sidewalk Replacement



Traffic Signal Modification



Pavement Widening

COMMENT SHEET
PUBLIC INFORMATION MEETING FOR
South Water Street (SR 43) Traffic Improvements
From S.R. 261 to Summit Street
Kent, Ohio
(PID 93442)

If you have any statements or information you wish to present regarding the proposed project, please fill out this form and place it in the public comment box, mail it to the address on the back, or email to giaquintoj@kent-ohio.org. The final date for submission of statements and exhibits is November 2, 2015.

NAME: _____ **TELEPHONE NO:** _____
(Please Print)

ADDRESS: _____ **CITY:** _____ **ZIP:** _____
(Please Print)

AGENCY: _____
(Please Print)

This sheet may be folded, then taped or stapled and mailed using the address on the back (you must supply the postage). Please mail by November 2, 2015.

City of Kent Engineering Division
930 Overholt Road
Kent, OH 44240

Place
Stamp
Here

Mr. Jon P. Giaquinto, P.E.
City of Kent Engineering Division
930 Overholt Road
Kent, OH 44240