



# CITY OF KENT, OHIO

## DEPARTMENT OF FINANCE

**To:** Dave Ruller, City Manager  
**From:** David A. Coffee, Director of Budget and Finance  
**Date:** January 30, 2018  
**Re:** FY2018 Appropriation Amendments, Transfers, and Advances

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

### Fund 120 – Revolving Housing

Increase \$ 17,000 Health / Personnel & Benefits – Approp. of amount withheld from Orig. 2018 Approved Budget due to Cert. of Est. Resources compliance; City had to file 1<sup>st</sup> Amendment with County before appropriating remainder of KCC Approved Budget.

### Fund 122 – Drug Law Enforcement

Increase \$ 3,500 Police / Other (O&M) - Appropriation of amount withheld from Orig. 2018 Approved Budget due to Cert. of Est. Resources compliance; City had to file 1<sup>st</sup> Amendment with County before appropriating remainder of KCC Approved Budget.

### Fund 128 – Fire & E.M.S.

Increase \$ 400,000 Fire / Personnel - Appropriation of amount withheld from Orig. 2018 Approved Budget due to Cert. of Est. Resources compliance; City had to file 1<sup>st</sup> Amendment with County before appropriating remainder of KCC Approved Budget.

Increase \$ 150,000 Fire / Capital – Reappropriate 2016 Project Funding to rebuild/replace West Side Fire Station roof per Chief Tosko 1/2/18 memo.

Increase \$ 92,000 Fire / Capital – Reappropriate 2016 Project Funding for expansion/renovation of West Side Fire Station per Chief Tosko 1/2/18 memo.

### Fund 201 – Water

Increase \$ 15,000 Service / Vehicle Maint./ Capital - Reappropriate 2017 funds for Vehicle Maintenance Addition per J. Osborne 1/22/18 memo.

Increase \$ 500,000 Capital / SVC-Capital Facilities - Appropriation of amount withheld from Orig. 2018 Approved Budget due to Cert. of Est. Resources compliance; City had to file 1<sup>st</sup> Amendment with County before appropriating remainder of KCC Approved Budget.

Increase \$ 8,850 Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Summit Street Traffic Signal Coordination Project.

**Fund 201 – Water: Continued**

Increase	\$ 26,500	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Miller/Steele/Harvey Storm and Water Improvements.
Increase	\$ 18,916	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Hudson Road Water Main Replacement.
Increase	\$ 6,200	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Tonkin Court Reconstruction.
Increase	\$ 5,000	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for West Main Street Water Main Repair.
Increase	\$ 470,228	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Valleyview/Morris Storm and Water Improvements.
Increase	\$ 103,240	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Rehab (2) Sand Filters.
Increase	\$ 50,000	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Well Field Development.

(all of above Fund 201 reappropriations except for the first two Fund 201 items listed in the amounts of \$15,000 and \$500,000 are per J. Bowling 1/11/2018 memo)

**Fund 202 – Sewer**

Increase	\$ 15,000	Service / Vehicle Maint./ Capital - Reappropriate 2017 funds for Vehicle Maintenance Addition per J. Osborne 1/22/18 memo.
Increase	\$ 175,000	Capital / SVC-Capital Facilities – Addt'l funding for North Central Sanitary Sewer Repairs along Cuyahoga River south of Main Street per J. Bowling 1/30/18 memo.
Increase	\$ 4,000	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Tonkin Court Reconstruction.
Increase	\$ 17,008	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for SW Sanitary Pump Station design.
Increase	\$ 5,000	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for River Street Sanitary Sewer Replacement.
Increase	\$ 16,052	Service / WRF / Capital - Reappropriate 2017 funds for Digester Heat Exchangers previously reappropriated in 2017 for WRF.
Increase	\$ 25,000	Service / WRF / Capital - Reappropriate 2017 funds for Final Clarifier Weir Cover.
Increase	\$ 3,510	Service / WRF / Capital - Reappropriate 2017 funds for Waterfall/Dam Upkeep.
Increase	\$ 580	Service / WRF / Capital - Reappropriate 2017 funds for Concrete Repair Project.

(all of above Fund 202 reappropriations except for the first two Fund 202 items listed in the amounts of \$15,000 and \$175,000 are per J. Bowling 1/11/2018 memo)

**Continued**

**Fund 208 – Storm Water**

Increase	\$ 97,919	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Miller/Steele/Harvey Storm and Water Improvements.
Increase	\$ 403,366	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Valleyview/Morris Storm and Water Improvements.
Increase	\$ 900	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Storm Water Rate Analysis Project.
Increase	\$ 4,800	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Tonkin Court Reconstruction.

(all of above Fund 208 reappropriations per J. Bowling 1/11/2018 memo)

**Fund 301 – Capital**

Increase	\$ 26,568	Service / Vehicle Maintenance / Capital - Reappropriate 2017 funds for Vehicle Maintenance Addition per J. Osborne 1/22/18 memo.
Increase	\$ 4,500,000	Service / Capital Facilities / Capital – Reappropriate Summit Street Project 2017 funding subsequent to 2018 update of Certificate of Estimated Resources with Portage County to maintain budgetary/audit compliance.
Increase	\$ 353,426	Capital / SVC-Capital Facilities - Reappropriate 2017 and prior year funds - Summit St. Traffic Signal Coordination Project.
Increase	\$ 268,216	Capital / SVC-Capital Facilities - Reappropriate 2017 and prior year funds - SR 43 Signalization Project.
Increase	\$ 15,500	Capital / SVC-Capital Facilities - Reappropriate 2017 and prior year funds for Miller/Steele/Harvey Storm and Water Improvements.
Increase	\$ 265,000	Capital / SVC-Capital Facilities - Reappropriate 2017 and prior year funds – Annual Street & Sidewalk Program.
Increase	\$ 10,000	Capital / SVC-Capital Facilities - Reappropriate 2016 and 2017 funds for Sidewalk Street Tree Damage Repairs.
Increase	\$ 15,000	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for ODOT Allen Drive Bridge Replacement Project.
Increase	\$ 6,300	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for Tonkin Court Reconstruction.
Increase	\$ 25,000	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for ODOT POR-MCRO FY2018(B) PID 102352 Project.
Increase	\$ 5,400	Capital / SVC-Capital Facilities – Reappropriate 2017 funding for SR 261 Re- visioning the Corridor Project.

**Fund 301 – Capital: Continued**

Increase        \$     4,914     Capital / SVC-Capital Facilities – Reappropriate 2017 funding for West Main Street-Spaulding Traffic Signal project.  
(all of above Fund 301 reappropriations except for the first two Fund 301 items listed in the amounts of \$9.0 million are per J. Bowling 1/11/2018 memo)

**The following inter-fund transfers are hereby requested:**

Operating Transfer    \$ 46,384.22    **From:** Fund 116 / Income Tax -  
**To:**     Fund 303 / Police Facility – Adjustment to true-up 2017 projected income tax collections restricted to new Police Facility Project.

Operating Transfer    \$ 699,537.44    **From:** Fund 116 / Income Tax -  
**To:**     Fund 301 / Capital – Adjustment for 2017 Charter Requirement.

Operating Transfer    \$ 6,640.00    **From:** Fund 001 / General Fund -  
**To:**     Fund 106 / Parks and Rec. – Transfer to Parks and Rec. Fund to fulfill Matching Park Fee requirement for 2017 activity from January through December of 2017.

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: David Coffee  
Dave Ruller

FROM: Jim Bowling *SB*

DATE: January 30, 2018

RE: North Central Sanitary Sewer –Repairs  
Appropriations Request

**RECEIVED**

JAN 30 2018

BY *gr*  
CITY OF KENT  
BUDGET & FINANCE

The Engineering Division is requesting to appropriate \$175,000 in Sewer funds to repair the sanitary sewer located between the Cuyahoga River and CSX Railroad Tracks south of Main Street. The project includes slope protection to shore up recently eroded areas and repairs to foundations/structures which support the 16" sewer. The costs of repairs are significant due to the difficulty in accessing the sewer and the need to coordinate the repairs with the CSX Railroad.

The above funds requested are offset by the following projects where appropriations were released in 2017 and will not be requested for re-appropriation in 2018:

- River Street Sanitary Replacement           \$140,286 (project completed)
- Phase 1, Cedar Street Reconstruction       \$30,000 (funds not required)
- South Chestnut Street Sanitary Sewer       \$10,570 (project completed)

Please note that the situation along the sewer line is evolving as new problems are discovered, approvals from the railroad are obtained and quotes are received from contractors. Future appropriation requests may be required to complete the repairs and stabilize the area.

If there are any questions on the above request, please contact either Melanie Baker or myself.

c: Melanie Baker  
Brian Huff  
Cori Finney  
Cathy Wilson

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: David Coffee; Dave Ruller

FROM: John Osborne  
Jim Bowling *JSB*

DATE: January 22, 2018

RE: 2017 Capital Improvement Program – Re-appropriation for 2018  
Vehicle Maintenance Division

The following projects appropriations need to be carried over to 2018. These projects are critical to the operations of the City and still have a defined need to be completed. If there are any questions on the following list of funds, which were appropriated and not encumbered at the end of 2017, please let us know.

**Vehicle Maintenance Addition (2015KVMP001)** – The project design was completed in 2016, however construction was delayed so that the functionality of the entire site could be assessed. The construction is now programmed for 2018. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2015	201 – Water	\$15,000	
2015	202 - Sewer	\$15,000	
2015	301 – Capital	\$26,568	

C: Brian Huff  
Melanie Baker  
Harrison Wicks  
Brad McKay  
Rebecca Swauger  
Cathy Wilson  
File



# City Of Kent Fire Department

320 S. Depeyster St.  
Kent, Ohio 44240  
330. 673.8814  
330.676.7374 Fax

To: David Coffee, Finance Director  
Cc: Brian Huff

From: John Tosko

Date: January 2, 2018

Reference: Station Two renovation

Due to the schedule of our new architect, the renovation and addition project did not finish up in 2017. Architect fees only were paid out in 2017, leaving the balance for construction costs.

I plan on renewing this project again in January 2018. I am asking that this project (project codes 2016KFD006 & 2016KFD007) be re-appropriated for 2018.

Thank you.

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

**RECEIVED**

TO: David Coffee; Dave Ruller

FROM: Jim Bowling *JLB*

DATE: January 11, 2018

RE: 2017 Capital Improvement Program – Re-appropriation for 2018

JAN 12, 2018  
BY *[Signature]*  
CITY OF KENT  
BUDGET & FINANCE

The following projects appropriations need to be carried over to 2018. These projects are critical to the infrastructure of the City and still have a defined need to be completed. Please note that re-appropriations for the Water Reclamation Facility and the Water Treatment Plant are also included in this memo. There were no re-appropriations required for the Central Maintenance Division or the new Police Building Project. If there are any questions on the following list of funds, which were appropriated and not encumbered at the end of 2017, please let me know.

Engineering Division Projects:

**SR 43 Signalization (2011CIP010)** – The project design and right-of-way acquisition phases are completed at this time. The construction phase will begin in 2018. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	301 – Capital	\$268,216	\$214,572 Fed. Funded \$40,232 State Funded

**Summit Street Traffic Signal Coordination (1992CIP013)**– This project recently completed the second year of construction. Construction is scheduled to continue into 2018. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	301 – Capital	\$353,426	\$176,713 KSU Reimbursed
Not applicable	201 - Water	\$8,850	\$4,425 KSU Reimbursed



**Miller/Steele/Harvey Storm and Water Improvements (2011CIP007)** – This project is currently in detail design. The construction phase has been delayed until 2019 due to the lack of available funding in the Storm Fund. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	208 – Storm Water	\$97,919	
2014	201 - Water	\$26,500	
2014	301 - Capital	\$15,500	

**Valleyview/Morris Water and Storm Improvements (2015CIP012)** – This project is currently in detail design with the construction phase scheduled for 2018. The Construction Phase was delayed to align with OPWC Grant funding. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2015	208 – Storm Water	\$403,366	<b>\$206,700 OPWC Funded</b>
2015	201 - Water	\$470,228	<b>\$183,300 OPWC Funded</b>

**River Street Sanitary Sewer Replacement (2015CIP013)** – This project was constructed in 2017. Currently, we are in the 6 month period after substantial completion where we hold 4% retainage. Since the project is mostly complete, but we have not finalized the contract, we are requesting to appropriate the following unencumbered monies in 2018

Original CIP Year	Fund	Re-Appropriation Request	Comment
2016	202 – Sewer	\$5,000	

**West Main Street – Spaulding Traffic Signal (2013CIP009)** – This project was constructed in 2017. Currently, we are in the 6 month period after substantial completion where we hold 4% retainage. Since the project is mostly complete, but we have not finalized the contract, we are requesting to appropriate the following unencumbered monies in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2016	301 – Capital	\$4,914	

**Fund 302 – Downtown Redevelopment (2008CIP020)** – This fund represents the money borrowed and expected to be reimbursed with TIF financing. The fund amount listed below represents the amount of money appropriated for street and utility work related to the downtown development. The only items remaining include minor streetscape items that were not contracted for through our primary contractors who constructed the majority of the project. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
Not applicable	302 – Streets and Utilities associated with the Downtown Redevelopment	\$2,400	

**Hudson Road Water Main (2008CIP010)**–Detailed design for this project is nearing completion. The project was delayed previously due to lack of funding in the water fund. Subsequently, OPWC Grant funds were pursued and obtained to help fund the project. Construction is now programmed to begin in 2018. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2008	201 – Water	\$18,916	

**SW Sanitary Pump Station (2008CIP012)** –The design for the replacement of the Yacavona and Middlebury Pump Stations into one facility was started in 2016. The project is currently scheduled for construction in 2018. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2016	202 - Sewer	\$17,008	

**Annual Street and Sidewalk Program** – The Annual Street and Sidewalk project consists of several operations including sidewalk replacement, concrete repair, chip seal, crack seal and resurfacing. The following factors in the program have provided for monies required to be re-appropriated in 2018:

- 2<sup>nd</sup> Concrete repair program - \$175,000
- Unused Contingencies and low bid prices - \$90,000

Therefore, we are requesting the following appropriated and not encumbered monies be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	301 – Capital	\$265,000	

**Sidewalk Street Tree Damage Repairs** – This project is completed in conjunction with the annual street and sidewalk program. Similar to a portion of the Annual Street and Sidewalk Project, this project was delayed due to conflicts with other projects in the capital plan. Therefore, we are requesting the following appropriated and not encumbered monies be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2016 & 2017	301 – Capital	\$10,000	

**Tonkin Court Reconstruction (2015CIP010)** – This project was constructed in 2017. Currently, we are in the 6 month period after substantial completion where we hold 4% retainage. Since the project is mostly complete, but we have not finalized the contract, we are requesting to appropriate the following unencumbered monies in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2015	201 – Water	\$6,200	
	202 - Sewer	\$4,000	
	208 - Storm	\$4,800	
	301 - Capital	\$6,300	

**ODOT – Allen Drive Bridge Replacement (2012CIP003)** – This project is part of ODOT’s Ohio Bridge Building Partnership Program. The project consists of the replacement of the Allen Drive Bridge in the City. Construction of the project was completed in 2017, however we have not received word yet from ODOT stating the project is fully closed out. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	301 – Capital	\$15,000	

**Storm Water Rate Analysis (2017CIP007)** – This project was initiated in 2017 and will continue into 2018. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	208 – Storm	\$900	

**ODOT POR-MCRO FY2018(B) PID 102352 (2017CIP004)** – This is an ODOT project that consists of microsurfacing portions of SR 261 and SR 43 in the City. ODOT submitted the request for final legislation with an invoice on December 14, 2017. Therefore, the legislation and City payment will be processed in 2018. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	301 – Capital	\$25,000	

**SR 261 Re-visioning the Corridor (2017CIP006)** –This project was initiated with AMATS in 2017 and will continue into 2018. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	301 – Capital	\$5,400	

**West Main Street Water Main Repair (2016CIP008)** – This project was constructed in 2017. Currently, we are in the 6 month period after substantial completion where we hold 4% retainage. Since the project is mostly complete, but we have not finalized the contract, we are requesting to appropriate the following unencumbered monies in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2016	201 – Water	\$5,000	

Water Reclamation Facility Projects:

**Digester Heat Exchangers (2011WRF010)** –This project is currently in the design stage. The project was delayed previously as the scope of work was reevaluated. The construction for this project is currently not programmed as funding issues need resolved. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2011	202 – Sewer	\$16,052	

**Final Clarifier Weir Cover (2017WRF006)** –This project consists of replacing existing covers that have exceeded their useful life. The covers protect weirs from sunlight which fosters the growth of algae creating maintenance problems for the final clarifiers. Due to conflicting priorities this project wasn't initiated in 2017. The work is still required, therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	202 – Sewer	\$25,000	

**Waterfall/Dam Upkeep (2017WRF002)** –These funds are used to repair and maintain the waterfall pump building and associated machinery. The following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	202 – Sewer	\$3,510	

**Concrete Repair Project (2017WRF003)** – These funds are used to make minor repairs to the facility concrete, including walkways, tank rims and steps. The following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	202 – Sewer	\$580	

Water Treatment Plant Projects:

**Rehab (2) Sand Filters (2017WTP005)** –This project has been designed and construction is planned for 2018. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	201 – Water	\$103,240	

**Well Field Development (2011WTP004)** –This project was not initiated in 2017 due to scheduling conflicts with other priority projects. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2018.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	201 – Water	\$50,000	

In addition to the above re-appropriations, the following are anticipated **reimbursements from existing encumbrances** on current projects:

<b>Project</b>	<b>Fund</b>	<b>Source</b>	<b>Reimbursements</b>
Summit Street Traffic Signal Coordination	301 - Capital	Federal	\$3,927,660
Summit Street Traffic Signal Coordination	301 - Capital	State	\$306,014
Summit Street Traffic Signal Coordination	301 - Capital	Kent State University	\$1,113,187
SR 43 Signalization	301 - Capital	Federal	\$14,914
SR 43 Signalization	301 - Capital	State	\$88,356

The total 2017 appropriations and reimbursements needing to be re-appropriated, by fund, based on the above are:

<b>Fund</b>	<b>2018 Re-appropriations</b>	<b>Re-appropriations Reimbursable Amount</b>	<b>Existing Encumbrances Reimbursable Amount</b>
201 - Water	\$688,934	\$187,725	\$0
202 - Sewer	\$71,150	\$0	\$0
208 - Storm	\$506,985	\$206,700	\$0
301 - Capital	\$968,756	\$431,517	\$5,450,131
302 - TIFF	\$2,400	\$0	\$0

- C: Brian Huff  
 Melanie Baker  
 Jon Giaquinto  
 Rhonda Boyd  
 Pat Homan  
 Cori Finney  
 Bill Schesventer  
 Brian Johnson  
 John Osborne  
 Brad McKay  
 Cathy Wilson  
 File

**City of Kent  
Income Tax Division**

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**December 31, 2017  
Income Tax Receipts Comparison - ( Excluding 0.25% Police Facility Receipts )**

**Monthly Receipts**

Total receipts for the month of December, 2017	\$1,334,259
Total receipts for the month of December, 2016	\$1,169,043
Total receipts for the month of December, 2015	\$1,230,671

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

	<u>Year-to-date Actual</u>	<u>Percent of Annual</u>
Total receipts January 1 through December 31, 2017	\$14,687,372	102.63%
Total receipts January 1 through December 31, 2016	\$14,133,033	100.00%
Total receipts January 1 through December 31, 2015	\$14,592,491	100.00%

**Year-to-date Receipts Through December 31, 2017 - Budget vs. Actual**

<u>Year</u>	<u>Annual Budgeted Receipts</u>	<u>Revised Budgeted Receipts</u>	<u>Year-to-date Actual Receipts</u>	<u>Percent Collected</u>	<u>Percent Remaining</u>
2017	\$ 14,311,290	\$ 14,311,290	\$ 14,687,372	102.63%	-2.63%

**Comparisons of Total Annual Receipts for Previous Nine Years**

<u>Year</u>	<u>Total Receipts</u>	<u>Change From Prior Year</u>
2008	\$ 10,712,803	1.63%
2009	\$ 10,482,215	-2.15%
2010	\$ 10,453,032	-0.28%
2011	\$ 10,711,766	2.48%
2012	\$ 12,063,299	12.62%
2013	\$ 12,397,812	2.77%
2014	\$ 13,099,836	5.66%
2015	\$ 14,592,491	11.39%
2016	\$ 14,133,033	-3.15%

Submitted by



Director of Budget and Finance

**2017 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts**  
**(Excluding 0.25% Police Facility Receipts)**  
**as of Month Ended December 31, 2017**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,133,206	\$ 1,154,690	\$ 1,228,846	\$ 74,156	6.42%
February	1,025,924	1,099,532	1,072,047	(27,485)	-2.50%
March	1,092,324	1,182,357	1,133,943	(48,413)	-4.09%
April	1,432,498	1,413,680	1,561,337	147,657	10.44%
May	1,188,681	1,226,790	1,233,090	6,300	0.51%
June	1,172,480	1,239,820	1,291,517	51,697	4.17%
July	1,844,744	1,070,843	1,161,945	91,101	8.51%
August	1,126,103	1,219,361	1,116,420	(102,941)	-8.44%
September	934,913	1,109,848	1,175,347	65,499	5.90%
October	1,148,218	1,226,785	1,215,670	(11,115)	-0.91%
November	1,262,728	1,020,285	1,162,952	142,666	13.98%
December	1,230,671	1,169,043	1,334,259	165,216	14.13%
<b>Totals</b>	<b>\$ 14,592,491</b>	<b>\$ 14,133,033</b>	<b>\$ 14,687,372</b>	<b>554,338</b>	<b>3.92%</b>

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,133,206	\$ 1,154,690	\$ 1,228,846	\$ 74,156	6.42%
February	2,159,130	2,254,221	2,300,893	46,671	2.07%
March	3,251,454	3,436,578	3,434,836	(1,742)	-0.05%
April	4,683,953	4,850,258	4,996,173	145,915	3.01%
May	5,872,634	6,077,048	6,229,263	152,215	2.50%
June	7,045,114	7,316,868	7,520,780	203,912	2.79%
July	8,889,858	8,387,712	8,682,725	295,013	3.52%
August	10,015,961	9,607,073	9,799,145	192,072	2.00%
September	10,950,874	10,716,920	10,974,491	257,571	2.40%
October	12,099,092	11,943,705	12,190,161	246,456	2.06%
November	13,361,820	12,963,990	13,353,113	389,123	3.00%
December	14,592,491	14,133,033	14,687,372	554,338	3.92%
<b>Totals</b>	<b>\$ 14,592,491</b>	<b>\$ 14,133,033</b>	<b>\$ 14,687,372</b>	<b>554,338</b>	<b>3.92%</b>



**2017 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts from Kent State University**  
**(Excluding 0.25% Police Facility Receipts)**  
**as of Month Ended December 31, 2017**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 414,915	\$ 421,390	\$ 436,131	\$ 14,741	3.50%
February	380,146	385,108	398,208	13,099	3.40%
March	419,335	442,123	441,069	(1,054)	-0.24%
April	421,050	422,702	474,495	51,793	12.25%
May	410,426	459,795	428,818	(30,977)	-6.74%
June	445,804	410,589	425,646	15,057	3.67%
July	389,954	0	403,532	403,532	N/A
August	400,211	808,425	417,678	(390,748)	-48.33%
September	336,026	350,859	356,602	5,744	1.64%
October	407,766	469,297	471,742	2,445	0.52%
November	466,654	447,327	445,247	(2,080)	-0.47%
December	424,587	438,817	445,693	6,876	1.57%
<b>Totals</b>	<b>\$ 4,916,874</b>	<b>\$ 5,056,433</b>	<b>\$ 5,144,861</b>	<b>\$ 88,427</b>	<b>1.75%</b>

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 414,915	\$ 421,390	\$ 436,131	\$ 14,741	3.50%
February	795,061	806,499	834,338	27,840	3.45%
March	1,214,397	1,248,622	1,275,407	26,786	2.15%
April	1,635,447	1,671,324	1,749,902	78,579	4.70%
May	2,045,873	2,131,119	2,178,721	47,602	2.23%
June	2,491,676	2,541,708	2,604,367	62,659	2.47%
July	2,881,630	2,541,708	3,007,898	466,190	N/A
August	3,281,842	3,350,133	3,425,576	75,443	2.25%
September	3,617,868	3,700,992	3,782,178	81,186	2.19%
October	4,025,633	4,170,289	4,253,920	83,631	2.01%
November	4,492,287	4,617,616	4,699,167	81,551	1.77%
December	4,916,874	5,056,433	5,144,861	88,427	1.75%
<b>Totals</b>	<b>\$ 4,916,874</b>	<b>\$ 5,056,433</b>	<b>\$ 5,144,861</b>		

**2017 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts from Kent State University**  
**(Excluding 0.25% Police Facility Receipts)**

**Comparisons of Total Annual Receipts for Previous Nine Years**

<b>Year</b>	<b>Total Receipts</b>	<b>Percent Change</b>
2008	\$ 3,919,539	5.71%
2009	\$ 4,090,788	4.37%
2010	\$ 4,267,465	4.32%
2011	\$ 4,246,372	-0.49%
2012	\$ 4,436,666	4.48%
2013	\$ 4,603,095	3.75%
2014	\$ 4,778,094	3.80%
2015	\$ 4,916,874	2.90%
2016	\$ 5,056,433	2.84%

**2017 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts**  
**Police Facility Dedicated Income Tax Receipts - 1/9 of Total ( 0.25% )**  
**as of Month Ended December 31, 2017**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 141,635	\$ 144,319	\$ 153,588	\$ 9,269	6.42%
February	128,226	137,426	133,991	(3,435)	-2.50%
March	136,525	147,779	141,727	(6,052)	-4.10%
April	179,042	176,690	195,145	18,455	10.44%
May	148,568	153,332	154,119	787	0.51%
June	146,544	154,960	161,421	6,461	4.17%
July	230,567	133,840	145,227	11,386	8.51%
August	140,747	152,403	139,537	(12,866)	-8.44%
September	116,851	138,715	146,902	8,186	5.90%
October	143,511	153,331	151,942	(1,389)	-0.91%
November	157,823	127,521	145,353	17,831	13.98%
December	153,817	146,114	166,764	20,650	14.13%
Totals	\$ 1,823,856	\$ 1,766,430	\$ 1,835,715		

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 141,635	\$ 144,319	\$ 153,588	\$ 9,269	6.42%
February	\$ 269,861	\$ 281,745	287,579	5,834	2.07%
March	\$ 406,386	\$ 429,524	429,306	(218)	-0.05%
April	\$ 585,428	\$ 606,214	624,451	18,237	3.01%
May	\$ 733,997	\$ 759,546	778,570	19,025	2.50%
June	\$ 880,540	\$ 914,506	939,992	25,486	2.79%
July	\$ 1,111,107	\$ 1,048,346	1,085,218	36,872	3.52%
August	\$ 1,251,854	\$ 1,200,749	1,224,755	24,006	2.00%
September	\$ 1,368,705	\$ 1,339,464	1,371,657	32,193	2.40%
October	\$ 1,512,216	\$ 1,492,795	1,523,599	30,804	2.06%
November	\$ 1,670,040	\$ 1,620,316	1,668,951	48,635	3.00%
December	\$ 1,823,856	\$ 1,766,430	1,835,715	69,284	3.92%
Totals	\$ 1,823,856	\$ 1,766,430	\$ 1,835,715		

**2017 CITY OF KENT, OHIO**  
**Comparison of Total Income Tax Receipts - Including Police Facility Receipts**  
**as of Month Ended December 31, 2017**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,274,841	\$ 1,299,009	\$ 1,382,434	\$ 83,426	6.42%
February	\$ 1,154,150	\$ 1,236,958	1,206,038	(30,920)	-2.50%
March	\$ 1,228,849	\$ 1,330,136	1,275,670	(54,465)	-4.09%
April	\$ 1,611,541	\$ 1,590,370	1,756,482	166,112	10.44%
May	\$ 1,337,250	\$ 1,380,122	1,387,209	7,087	0.51%
June	\$ 1,319,024	\$ 1,394,780	1,452,938	58,158	4.17%
July	\$ 2,075,311	\$ 1,204,684	1,307,171	102,488	8.51%
August	\$ 1,266,850	\$ 1,371,764	1,255,957	(115,807)	-8.44%
September	\$ 1,051,764	\$ 1,248,563	1,322,249	73,686	5.90%
October	\$ 1,291,729	\$ 1,380,115	1,367,611	(12,504)	-0.91%
November	\$ 1,420,551	\$ 1,147,806	1,308,304	160,498	13.98%
December	\$ 1,384,487	\$ 1,315,157	1,501,023	185,865	14.13%
<b>Totals</b>	<b>\$ 16,416,347</b>	<b>\$ 15,899,464</b>	<b>\$ 16,523,087</b>	<b>623,623</b>	<b>3.92%</b>

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,274,841	\$ 1,299,009	\$ 1,382,434	\$ 83,426	6.42%
February	2,428,991	2,535,966	2,588,472	52,506	2.07%
March	3,657,840	3,866,102	3,864,142	(1,960)	-0.05%
April	5,269,381	5,456,472	5,620,624	164,152	3.01%
May	6,606,631	6,836,594	7,007,833	171,239	2.50%
June	7,925,654	8,231,374	8,460,772	229,398	2.79%
July	10,000,966	9,436,058	9,767,943	331,885	3.52%
August	11,267,815	10,807,822	11,023,900	216,078	2.00%
September	12,319,580	12,056,385	12,346,149	289,764	2.40%
October	13,611,309	13,436,500	13,713,760	277,260	2.06%
November	15,031,860	14,584,306	15,022,064	437,758	3.00%
December	16,416,347	15,899,464	16,523,087	623,623	3.92%
<b>Totals</b>	<b>\$ 16,416,347</b>	<b>\$ 15,899,464</b>	<b>\$ 16,523,087</b>	<b>623,623</b>	<b>3.92%</b>

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# 2008 to 2017 Citizen Action Center Summary

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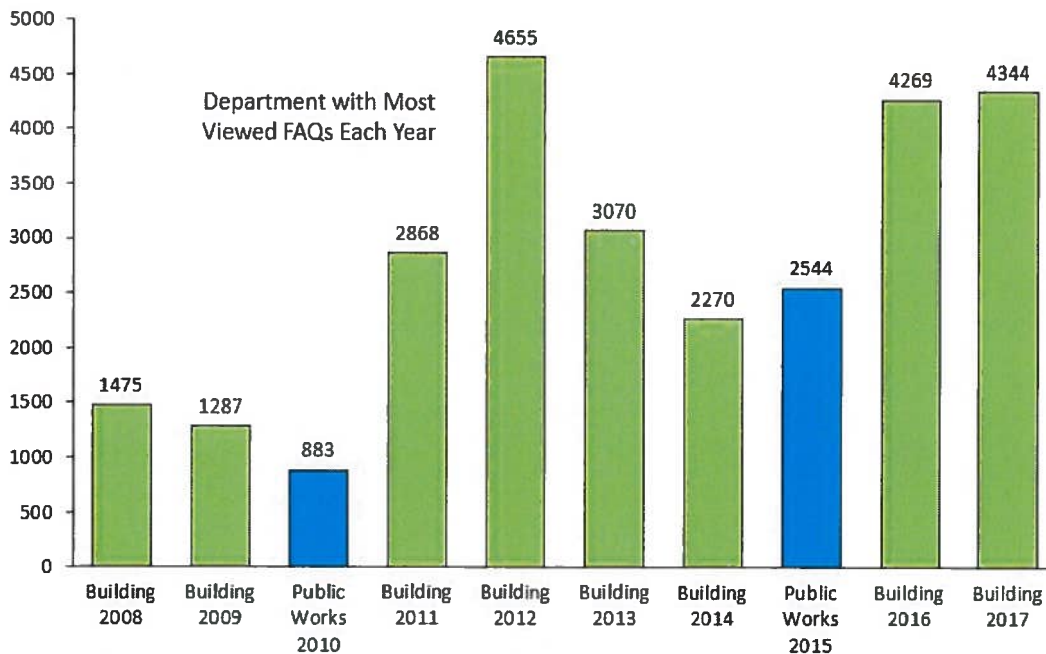
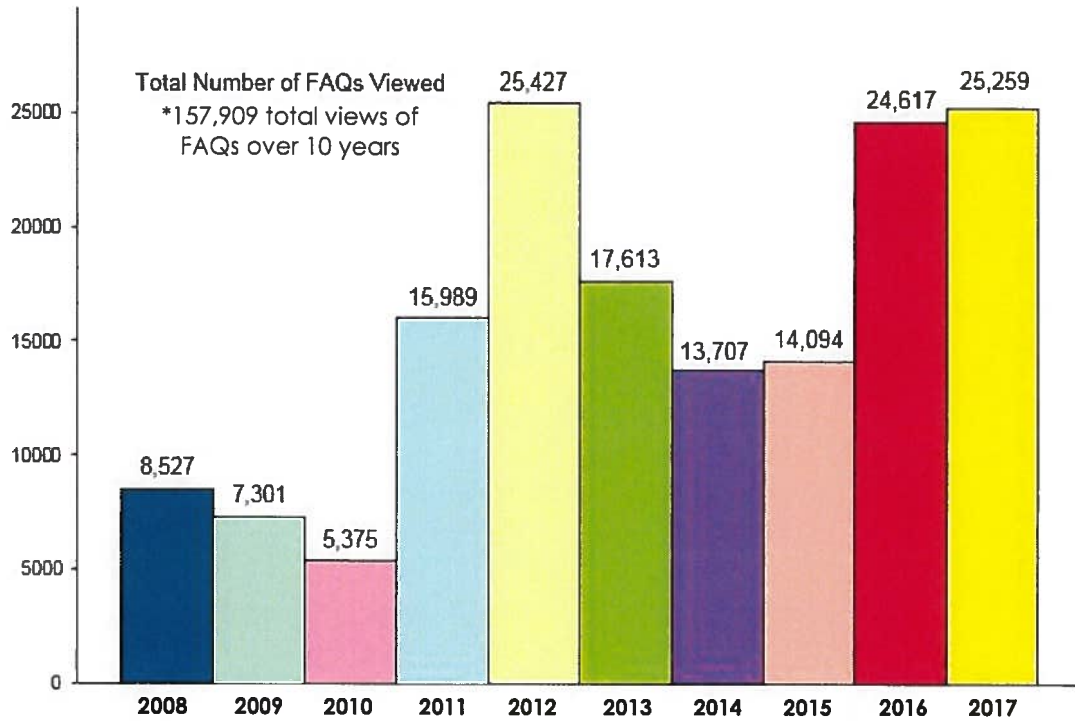


This report was prepared by staff to summarize the use of the online Citizen Action Center by Kent residents. The report includes a comparison of statistics across several years – 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, and 2017. The Citizen Action Center went live in March 2008 so the data for 2008 is a partial year while the data for all other years is complete.

The Citizen Action Center allows citizens to have access to a knowledge database while also giving them the ability to communicate with City staff through the online service tools. With these tools citizens can ask staff questions, create service requests, and track the progress of their requests.

Using this data we hope to be able to continue to provide better, more convenient and effective service to citizens while saving resources.

# Online Frequently Asked Questions Use: 2008-2017



## 2008-2017 FAQ Summary

*Citizens are able to search questions using phrases or keywords*

*This allows the City's most popular information to be available online for 24/7 access*

*There are 41 total FAQs in the system*

*The top FAQ for the first three years was "Can I have a fire in my backyard?"*

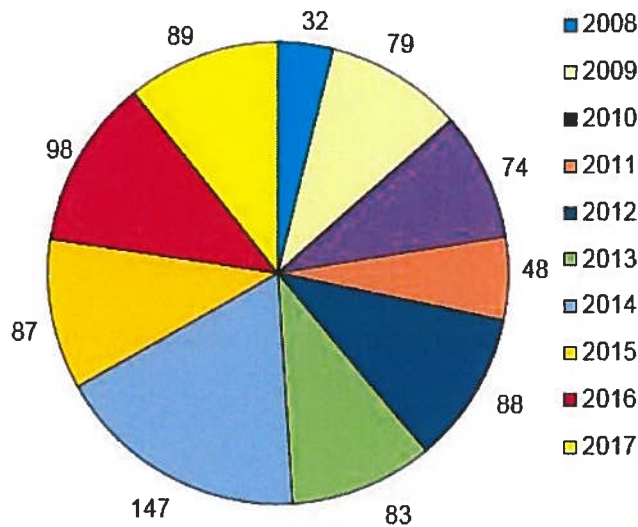
*The top FAQ the last five years has been "Does the City provide public garbage pick-up?"*

*The total number of FAQ views is 157,909*

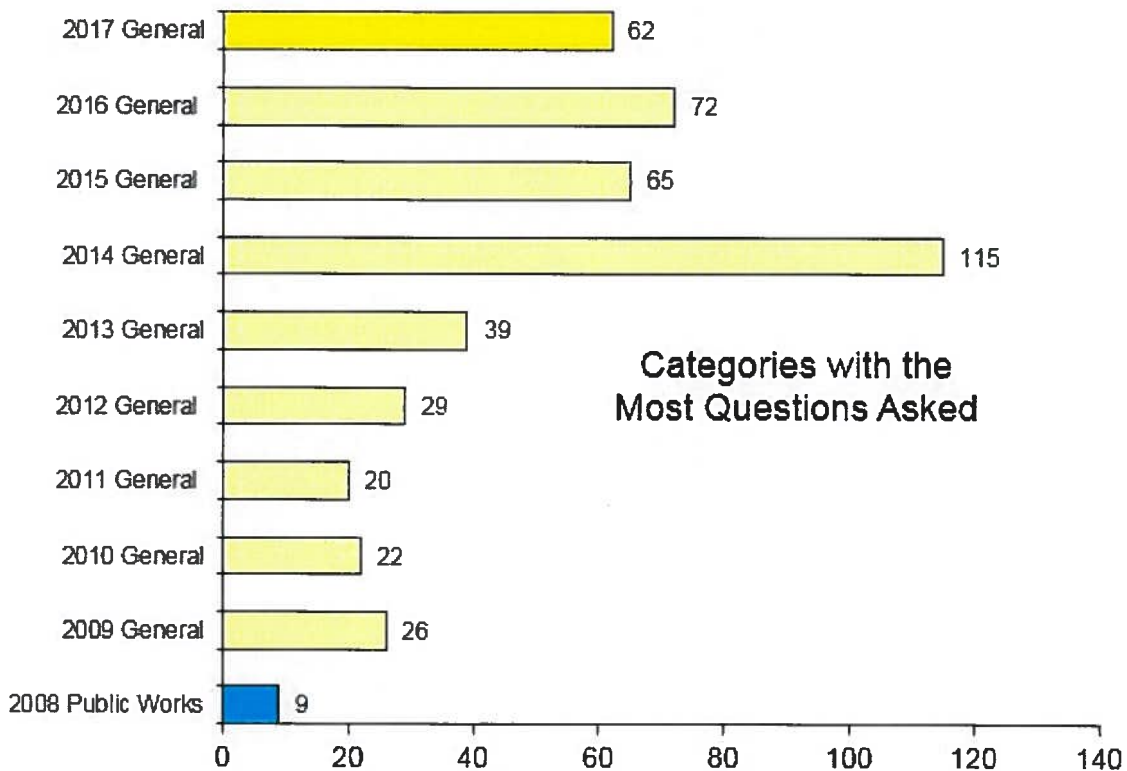
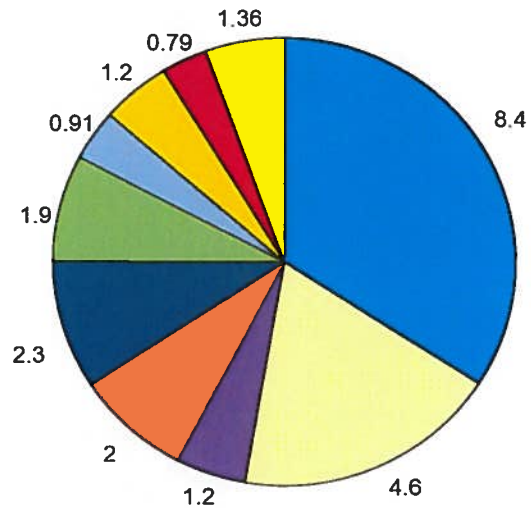
*The top searched phrases in 2017 were "employment", "parking", and "water bill"*

# Citizen Online Service Questions Use: 2008-2017

Total Questions Asked



Average Time to Answer Questions (days)



## 2008-2017 Service Question Summary

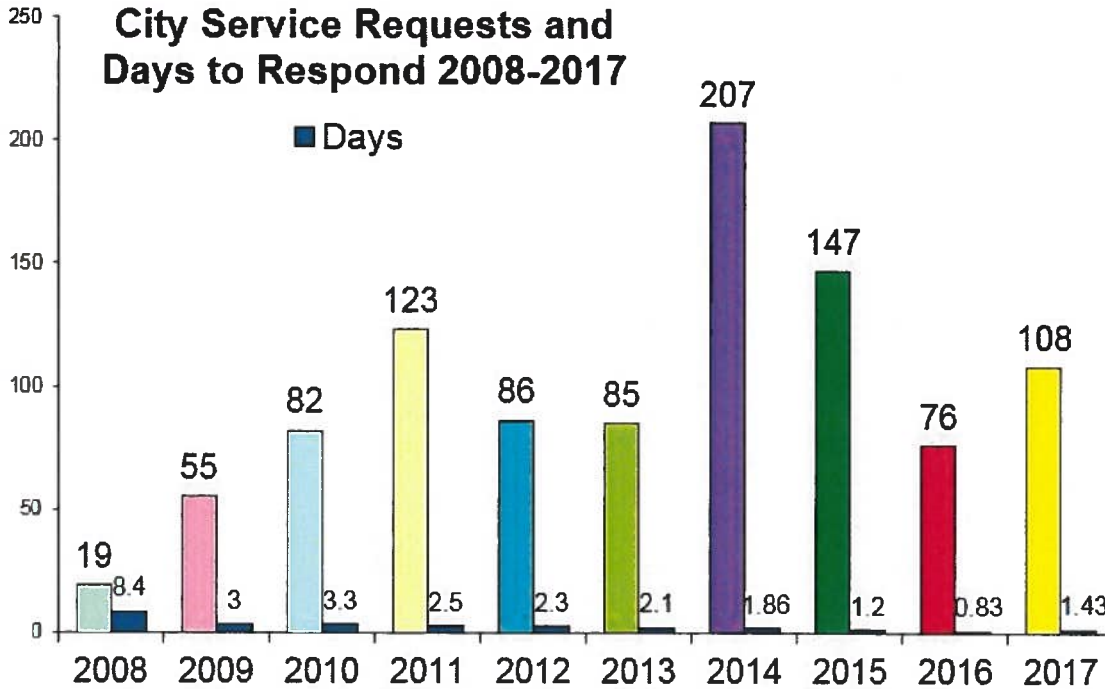
*Citizens are able to submit unique questions online*

*Questions are answered directly by the appropriate staff*

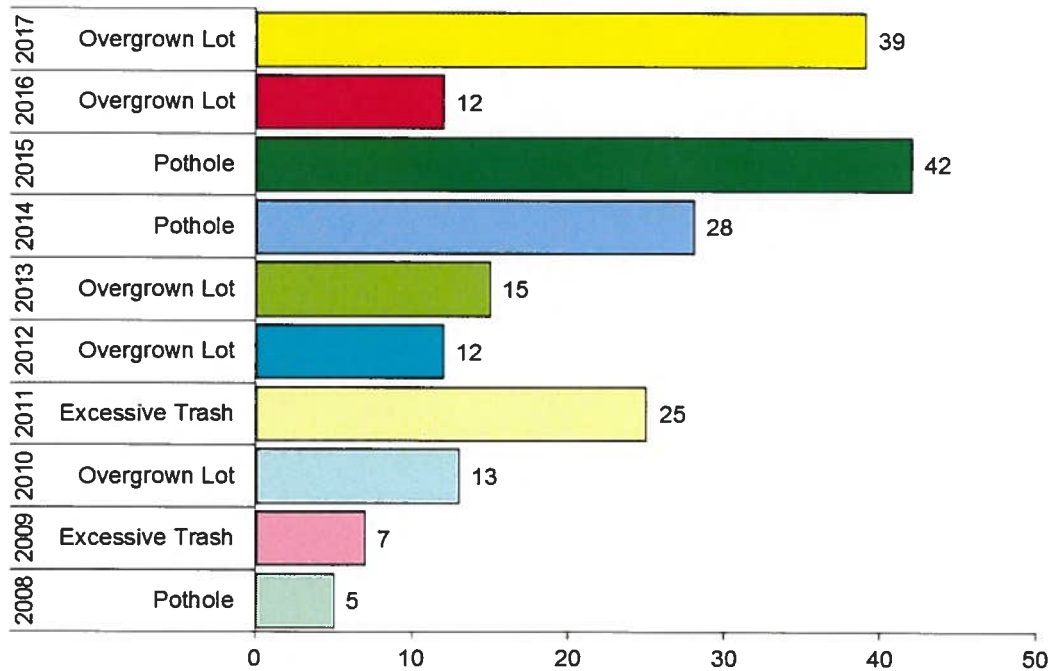
*There have been a total of 825 questions asked over 10 years*

*General types of questions have been the most popular with 450 total over the last 10 years*

# Citizen Online Service Requests 2008-2017



## Most Common Requests by Type



## 2008-2017 Service Request Summary

Citizens are able to input service requests that are forwarded directly to the appropriate department for action

Staff responds with the action to be taken and when the request is complete

There were a total of 988 service requests over the last 10 years

In 2017, Community Development had the most requests with 49 total

The total time it took to complete a request in 2017 was 1.43 days