



## LAW DEPARTMENT MEMORANDUM KENT, OHIO

To: Dave Ruller, City Manager  
From: Hope L. Jones, Law Director  
Date: January 29, 2019  
Re: Sidewalk Trees

---

Mr. Ruller,

I have drafted language regarding trees that are situated in the City's Right of Way and cause damage to the adjacent sidewalk. Ms. Wallach requested the legislation for committee review. I request that it be included for discussion on the February 6, 2019 Agenda.

I do not support this legislation for passage.

For many years political subdivisions wrestled with liability issues regarding uneven, broken and missing sidewalks. Historically, the Ohio Revised Code called for liability to attach to a political subdivision in the event that injury was caused due to a sidewalk that was in disrepair. For years, many jurisdictions asked that the sidewalk exception to liability be removed from the Code. Finally in 2002, the General Assembly removed the exception from the provision of law that allowed political subdivisions to be sued for injuries caused by faulty sidewalks.

Now, the City enjoys unconditional immunity for the injuries caused by trips and falls on its public sidewalks. Although the City is absolutely immune for the condition of its sidewalks, the City can choose to waive its immunity and allow itself to be sued.

It is this waiver that I fear could result from the codification of the language I have provided. I have included language that indicates that the City does not intend to waive its immunity, but I cannot advise that this language would withstand a challenge if we were sued.

This legislation could lead to financial exposure if a court were to decide that we have waived immunity. I would also want Budget and Finance to inform our insurance carrier that this could be an issue.

#### **521.17 DEAD TREES AND BRANCHES.**

(a) No owner or occupant of any premises shall permit a dead tree or any dead portion of a tree to stand so near to a public sidewalk or roadway as to endanger users thereof, should all or part of it fall. No such owner or occupant shall permit a dead branch to overhand a public sidewalk or roadway.

#### **521.06 DUTY TO KEEP SIDEWALKS IN REPAIR AND CLEAN.**

(a) No owner or occupant of abutting lands shall fail to keep the sidewalks, curbs or gutters in repair and free from any nuisance.

(b) No owner of any lots or land abutting upon any street shall refuse, fail or neglect to repair or keep in repair and free from nuisance and obstruction the sidewalks in front of such lots or lands after due notice from the Director of Service ordering the repair of the sidewalk, the removal of the obstruction or the abatement of the nuisance. The owner shall comply with the order within a specific time period as determined and specified by the Director in such order. The owner shall make the repair or replacement of such sidewalk, the removal of such obstruction and the abatement of such nuisance in the manner as directed by such notice.

In the event an owner fails to comply with the order of repair, replacement, removal of obstruction and/or abatement of nuisance as directed in the order, the Director is authorized to cause such sidewalk to be made safe and free from hazard or nuisance pursuant to the order.

After completion of the work as authorized above, the Director shall give thirty days' notice by certified mail to the owner of such land, at the owner's last known address and direct the owner to pay the cost of the repair, replacement or elimination of nuisance or hazard.

The notice shall include a statement of the amount of cost incurred by the City. In the event the amount is not received by the Department of Finance within thirty days from the date of the mailing of the notice, then the amount shall be certified by the County Auditor for collection the same as other taxes and assessments are collected.

**(c) Any tree between the sidewalk and the curb (tree lawn) that, in the Service Director's sole opinion, has caused the sidewalk to be in need of repair shall be repaired by the City, at City cost. City repairs shall be made when financially feasible for the City to make such repairs. The failure of the City to make a repair contemplated by this section shall not relieve any property owner of the responsibility of complying with an order of the Service Director to abate any nuisance that is the obligation of the property owner to complete. The City Arborist, pursuant to KCO 169.08 shall have the right to remove any tree located on City property that could interfere with the repaired sidewalk.**

**(d) Nothing in this section shall be construed as the City waiving any immunity that it possesses under State law. Further, nothing in this section shall be construed to relieve a property owner of the responsibility required under KCO 521.17.**

(ee) Whoever violates this section is guilty of a minor misdemeanor.



# CITY OF KENT, OHIO

## DEPARTMENT OF FINANCE

**To:** Dave Ruller, City Manager  
**From:** David A. Coffee, Director of Budget and Finance  
**Date:** January 29, 2019  
**Re:** FY2019 Appropriation Amendments, Transfers, and Advances

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

**Fund 001 – General**

Increase      \$    188,000      New City Hall Facility / Capital – Reappropriate portion of reserved amount from proceeds of sale of previous Administrative Offices for New City Hall Facility Project per J. Bowling 1/22/19 memo.

**Fund 102 – SCM&R**

Increase      \$    190,000      Service (Central Maintenance) / Personnel & Benefits – Appropriation of amount withheld from Orig. 2019 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 106 – Recreation**

Increase      \$     30,000      Parks and Recreation / Capital – Reappropriate 2018 funding for Pickup Truck Replacement Project per J. Bowling 1/22/19 memo.

**Fund 120 – Revolving Housing**

Increase      \$     41,000      Health / Personnel & Benefits – Appropriation of amount withheld from Orig. 2019 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 126 – Community Development Block Grant (CDBG)**

Increase      \$    121,400      Community Development / O&M – Appropriation of amount available for CHIP RLF purposes per B. Susel 1/23/19 memo.

**Fund 127 – Neighborhood Stabilization**

Increase      \$    139,100      Community Development / O&M – Appropriation of amount available for NSP RLF purposes per B. Susel 1/23/19 memo.

**Continued**

**Fund 201 – Water**

Increase	\$ 8,850	Capital / SVC-Capital Facilities - Reappropriate funds for Summit Street Traffic Signal Coordination Project per J. Bowling 1/22/19 memo.
Increase	\$ 26,500	Capital / SVC-Capital Facilities - Reappropriate funds for Miller/Steele/Harvey Storm and Water Improvements per J. Bowling 1/22/19 memo. per J. Bowling 1/22/19 memo
Increase	\$ 464,794	Capital / SVC-Capital Facilities - Reappropriate funds for Valleyview/Morris Storm and Water Improvements.
Increase	\$ 18,916	Capital / SVC-Capital Facilities - Reappropriate funds for Hudson Road Water Main Replacement.
Increase	\$ 7,500	Capital / SVC-Capital Facilities - Reappropriate 2018 funds for Utility Mapping Update Project.
Increase	\$ 10,000	Capital / SVC-Capital Facilities - Reappropriate funding for Garth/Spaulding & Suzanne Waterline Replacement Project.
Increase	\$ 9,000	Admin. Support / Engineering / Capital - Reappropriate 2018 funds for Engineering Vehicle Replacement.
Increase	\$ 6,327	Capital / SVC-Capital Facilities - Reappropriate 2018 funds for Rehab (2) Sand Filters.

(all of above Fund 201 Reappropriations are per J. Bowling 1/22/2019 memo)

**Fund 202 – Sewer**

Increase	\$ 87,008	Capital / SVC-Capital Facilities - Reappropriate funds for SW Sanitary Pump Station design.
Increase	\$ 7,500	Capital / SVC-Capital Facilities - Reappropriate 2018 funds for Utility Mapping Update Project.
Increase	\$ 9,000	Admin. Support / Engineering / Capital - Reappropriate 2018 funds for Engineering Vehicle Replacement.
Increase	\$ 5,437	Service / WRF / Capital - Reappropriate 2018 funds for Digester Heat Exchangers previously reappropriated in 2018 for WRF.
Increase	\$ 154,000	Service / WRF / Capital - Reappropriate funds for Motor Control Center Replacement, Ph II Construction.
Increase	\$ 110	Service / WRF / Capital - Reappropriate 2018 funds for Final Clarifier Weir Cover.
Increase	\$ 3,906	Service / WRF / Capital - Reappropriate funds for Sandblast and Coat Final Clarifier Project.
Increase	\$ 660	Service / WRF / Capital - Reappropriate 2018 funds for Radios for Lift Stations.

**Fund 202 – Sewer : Continued**

Increase      \$ 1,400,000      Capital / SVC-Capital Facilities - Appropriation of amount withheld from Orig. 2019 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.

(all of above Fund 202 Reappropriations except for the last one in amount of \$1,400,000 are per J. Bowling 1/22/2019 memo)

**Fund 208 – Storm Water**

Increase      \$ 97,919      Capital / SVC-Capital Facilities - Reappropriate funds for Miller/Steele/Harvey Storm and Water Improvements.

Increase      \$ 397,710      Capital / SVC-Capital Facilities - Reappropriate funds for Valleyview/Morris Storm and Water Improvements.

Increase      \$ 7,500      Capital / SVC-Capital Facilities - Reappropriate 2018 funds for Utility Mapping Update Project.

Increase      \$ 75,900      Capital / SVC-Capital Facilities - Reappropriate funds for Storm Water Rate Analysis Project.

Increase      \$ 9,000      Admin. Support / Engineering / Capital - Reappropriate 2018 funds for Engineering Vehicle Replacement.

Increase      \$ 370,000      Capital / SVC-Capital Facilities - Appropriation of amount withheld from Orig. 2019 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.

(all of above Fund 208 Reappropriations except for the last one in amount of \$370,000 are per J. Bowling 1/22/2019 memo)

**Fund 301 – Capital**

Increase      \$ 639,787      Capital / SVC-Capital Facilities - Reappropriate 2018 and prior year funds - SR 43 Signalization Project.

Increase      \$ 147,580      Capital / SVC-Capital Facilities - Reappropriate 2018 and prior year funds - Summit St. Traffic Signal Coordination Project.

Increase      \$ 15,500      Capital / SVC-Capital Facilities - Reappropriate 2018 and prior year funds for Miller/Steele/Harvey Storm and Water Improvements.

Increase      \$ 4,914      Capital / SVC-Capital Facilities - Reappropriate funds for West Main Street-Spaulding Traffic Signal Project.

Increase      \$ 20,000      Capital / SVC-Capital Facilities - Reappropriate funds for Fairchild Avenue Signal Systems Analysis Project.

Increase      \$ 114,000      Capital / SVC-Capital Facilities - Reappropriate 2018 funds -- Annual Street & Sidewalk Program.

**Fund 301 – Capital: Continued**

Increase	\$ 15,000	Capital / SVC-Capital Facilities - Reappropriate 2018 and prior year funds for Sidewalk Street Tree Damage Repairs.
Increase	\$ 20,000	Capital / SVC-Capital Facilities - Reappropriate 2017 funds for ODOT POR-SR 261 Resurfacing (PID98381) Project.
Increase	\$ 10,000	Capital / SVC-Capital Facilities - Reappropriate funds for Cedar Street Reconstruction Project.
Increase	\$ 25,000	Capital / SVC-Capital Facilities - Reappropriate funds for Sunrise Bridge Replacement Project.
Increase	\$ 21,400	Capital / SVC-Capital Facilities – Reappropriate funding for SR 261 Re-visioning the Corridor Project.
Increase	\$ 9,000	Admin. Support / Engineering / Capital - Reappropriate 2018 funds for Engineering Vehicle Replacement.

(all of above Fund 301 Reappropriations are per J. Bowling 1/22/2019 memo)

**Fund 303 – New Police Facility**

Increase	\$ 125,000	Capital / SVC-Capital Facilities - Reappropriate 2018 funds for New Police Building Project per J. Bowling 1/22/19 memo.
----------	------------	--



# CITY OF KENT, OHIO

---

## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: January 24, 2019

TO: David Coffee, Budget & Finance Director

FROM: Bridget Susel, Community Development Director *B.S.*

RE: Appropriations Request: CHIP & NSP Revolving Loan Funds

---

The Community Development Department has received several applications requesting assistance through the City's housing rehabilitation program. The City utilizes its available Community Housing Impact and Preservation (CHIP) RLF funds (program income) to cover the cost of housing rehabilitation activities. Currently, there is \$121,400 in available CHIP RLF funds in a Hometown account and I am respectfully requesting that all of these funds be appropriated so they can be used to provide housing rehabilitation assistance in 2019. Please note these funds are not the same as CDBG and need to be accounted for separately in the budget.

The Community Development Department also has \$139,100 in available Neighborhood Stabilization Program (NSP) RLF funds (program income) in another Hometown account that will be applied to a HUD approved project that will be jointly funded with previously appropriated CDBG funds. I am respectfully requesting the appropriation of \$139,100 to fund 127 so the funds will be available to assist with a project that will improve affordable housing for low income seniors.

Please let me know if you need any additional information in order to process this request. Thank you in advance for your assistance.

Cc: Dan Morganti, Grants & Neighborhood Programs Coordinator



CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

**RECEIVED**

TO: David Coffee  
Dave Ruller

FROM: Jim Bowling, *JB*

DATE: January 22, 2019

RE: 2018 Capital Improvement Program – Re-appropriation for 2019

JAN 22 2019

BY *[Signature]*  
CITY OF KENT  
BUDGET & FINANCE

The following projects' appropriations need to be carried over to 2019. 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 New Police Building, Water Reclamation Facility, the Water Treatment Plant and Parks and Recreation are also included in this memo. The Central Maintenance Division did not have any appropriations needing to be carried over to 2019. If there are any questions on the following list of funds, which were appropriated and not encumbered at the end of 2018, please let me know.

Engineering Division Projects:

**SR 43 Signalization (2011CIP010)** – The project is currently in construction and is scheduled to be completed in spring/summer of 2019. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	301 – Capital	\$639,787	\$511,830 Fed. Funded \$95,968 State Funded

**Summit Street Traffic Signal Coordination (1992CIP013)**– This project recently completed the third year of construction with the project being substantially completed in fall of 2018. Punch list items and finalizing of the contract will continue into 2019. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	301 – Capital	\$147,580	\$73,790 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 was delayed until 2019 due to the lack of available funding in the Storm Fund. However, OPWC funds have been obtained and the project can now move forward. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

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 design is near completion with the construction phase scheduled for 2019. The Construction Phase was delayed to align with OPWC Grant funding and conflicting priorities. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2015	208 – Storm Water	\$397,710	<b>\$206,700 OPWC Funded</b>
2015	201 - Water	\$464,794	<b>\$183,300 OPWC Funded</b>

**West Main Street – Spaulding Traffic Signal (2013CIP009)** – This project was constructed in 2017 and the project closed out with our contractor in 2018. However we are trying to finalize our costs with Ohio Edison for the new power service at the signal. Therefore, we are requesting to appropriate the following unencumbered monies in 2019.

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

**Fairchild Avenue Traffic Signal Systems Analysis (2018CIP008)** – This project was unable to be initiated in 2018 due to other more significant priorities and staffing limitations. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2018	301 - Capital	\$20,000	

**Hudson Road Water Main (2008CIP010)**—The design for this project is nearing completion and the project is scheduled to be bid in February and constructed in 2019. The project was delayed to align with OPWC funds which were obtained to help fund the project. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

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 is nearly completed and debt funding is being aligned with the OEPA. The project is currently scheduled for construction in 2019. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2016	202 - Sewer	\$87,008	

**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 2019:

- Seal Coat and pavement cores not completed - \$100,000
- Unused Contingencies and low bid prices - \$14,000

Therefore, we are requesting the following appropriated and not encumbered monies be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2018	301 – Capital	\$114,000	

**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 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2016 - 2018	301 – Capital	\$15,000	

**Utility Mapping Update (2018CIP014)** – This project was not initiated in 2018 due to other more significant priorities. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2018	201 – Water	\$7,500	
	202 - Sewer	\$7,500	
	208 - Storm	\$7,500	

**ODOT POR-SR 261 Resurfacing (PID 98381) (2018CIP007)** – This project is part of ODOT’s Municipal Paving Program and was constructed in 2018. We are waiting for notification from ODOT stating the project is fully closed out. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2018	301 – Capital	\$20,000	

**Storm Water Rate Analysis (2017CIP007)** –This project was initiated in 2017 and the first phase was completed in 2018. The results of the first phase will be presented to council in the spring of 2019, which will determine the possibility of future phases. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	208 – Storm	\$75,900	

**Cedar Street Reconstruction (2015CIP007)** –This project was constructed in 2018 and we are still holding 4% retainage for the first 6 months post construction. Therefore, we are requesting the following minimal amount to re-appropriate to address any unexpected issues that may arise in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2018	301 – Capital	\$10,000	

**Garth/Spaulding & Suzanne Waterline Replacement (2013CIP013)** –This project was constructed in 2018 and we are still holding 4% retainage for the first 6 months post construction. Therefore, we are requesting the following minimal amount to re-appropriate to address any unexpected issues that may arise in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2018	201 – Water	\$10,000	

**Sunrise Bridge Replacement (2018CIP010)** – This project was unable to be initiated in 2018 due to other more significant priorities and staffing limitations. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2018	301 - Capital	\$25,000	

**SR 261 Re-visioning the Corridor (2017CIP006)** – This project was initiated with AMATS in 2017 and will continue into 2019. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	301 – Capital	\$21,400	

**Engineering Vehicle Replacement (2017ENG003)** – This vehicle was unable to be purchased in 2018 due to other more significant priorities. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2016	201 – Water	\$9,000	
	202 - Sewer	\$9,000	
	208 - Storm	\$9,000	
	301 - Capital	\$9,000	

**New Police Building (2013KPD001)** – This project was completed in 2018 and we are still resolving some outstanding items with the construction of the building. These items include the final legal settlement between the contractor and subcontractor, establishment of the lawn and other miscellaneous items. Lastly, the demolition of the existing facility remains to be completed. Therefore, we are requesting the following amount to re-appropriate to resolve the outstanding items and resolve any unexpected issues that may arise in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	303 – New Police Building	\$125,000	

**New Admin. Building (2016ADM001)** – This project design was initiated in 2018 and is proceeding. Demolition of the existing site is anticipated to begin in 2019 as part of the New Police Building Site. Therefore, the following appropriated and not encumbered monies will need to be re- appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2016	301 – Capital	\$188,000	

Water Reclamation Facility Projects:

**Digester Heat Exchangers (2011WRF010)** –This project is currently in the design stage and the project scope is being refined. In addition, the construction phase 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 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2011	202 – Sewer	\$5,437	

**Motor Control Center Replacement, Ph. II Construction (2014WRF004)** –This project includes the replacement of the filter press electrical control center. This is an original control unit from when the facility was constructed in 1964. The project is currently in design and is scheduled to be bid in 2019. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2014	202 – Sewer	\$154,000	

**Final Clarifier Weir Cover (2017WRF006)** –This project consists of replacing existing covers that have exceeded their useful life. The covers protect the weirs from sunlight which fosters the growth of algae creating maintenance problems for the final clarifiers. The project was initiated in 2018, but will be completed in 2019. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	202 – Sewer	\$110	

**Sandblast and coat final clarifier (2018WRF011)** –This project consists of sandblasting all exposed metal, performing any necessary repairs and recoating. The project was mostly completed in 2018, however some work is still required to be completed in the spring of 2019. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2018	202 – Sewer	\$3,906	

**Radios for Lift Stations (2018WRF012)** – This project consists of replacing radios that are outdated and unable to connect to the newer control units. These radios are critical as they keep the 7 lift stations, the dam and the Service Administration building connected to the Water Reclamation Facility. The work was begun in 2018 and will continue into 2019. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	202 – Sewer	\$660	

Water Treatment Plant Projects:

**Rehab (2) Sand Filters (2017WTP005)** –This project has been designed and bid in 2018. Construction has begun and will be substantially completed in 2019. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2017	201 – Water	\$6,327	

Parks and Recreation Projects:

**Pickup Truck Replacement (n/a)** – This vehicle was unable to be purchased in 2018 due to other more significant priorities. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2019

Original CIP Year	Fund	Re-Appropriation Request	Comment
n/a	106 – Parks and Recreation	\$30,000	

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	\$1,367,238
Summit Street Traffic Signal Coordination	301 - Capital	State	\$123,451
Summit Street Traffic Signal Coordination	301 - Capital	Kent State University	\$120,892
SR 43 Signalization	301 - Capital	Federal	\$786,015
SR 43 Signalization	301 - Capital	State	\$132,447

The total 2018 appropriations and reimbursements needing to be re-appropriated, by fund, based on the above are:

<b>Fund</b>	<b>2019 Re-appropriations</b>	<b>Re-appropriations Reimbursable Amount</b>	<b>Existing Encumbrances Reimbursable Amount</b>
201 - Water	\$551,887	\$187,725	\$0
202 - Sewer	\$267,621	\$0	\$0
208 - Storm	\$588,029	\$206,700	\$0
301 - Capital	\$1,230,181	\$681,588	\$2,530,043
106 - Parks and Rec	\$30,000	\$0	\$0
303 - Police Building	\$125,000	\$0	\$0

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



**RESOLUTION # 2019-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING KENT PARKS & RECREATION TO SUBMIT AN APPLICATION FOR A 2019 RECREATIONAL TRAILS PROGRAM (RTP) GRANT.**

**WHEREAS, the State of Ohio, through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the Recreational Trails Program (RTP)**

**WHEREAS, the City of Kent Ohio desires financial assistance under the Recreational Trails Program (RTP).**

**NOW, THEREFORE, be it resolved by the Kent City Council as follows:**

- 1. That the Kent City Council approves filing an application for financial assistance**
- 2. That John Idone, Parks & Recreation Director is hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.**
- 3. That the City of Kent does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the Recreational Trails Program (RTP).**

**CERTIFICATE OF RECORDING OFFICER**

**I, the undersigned, hereby certify, that the foregoing is a true and correct copy of the resolution adopted by the Kent City Council at the Regular Council Meeting held on the 20th day of February 2019, and that I am duly authorized to execute this certificate.**

---

*(Original signature)*

---

*(title)*

**MEMORANDUM**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**City of Kent**

Date: January 22, 2019

To: Dave Ruller, City Manager

From: Jennifer Barone, Development Engineer *JB*

Re: 1106 - 1116 West Main Street

Copy: Bridget Susel, Director of Community Development  
Tara Grimm, Clerk of Council  
Hope Jones, Law Director  
Melanie Baker, Service Director  
Jim Bowling, City Engineer  
Project file

---

I hereby respectfully request City Council agenda time to consider acceptance of the street right-of-way (R/W) dedication at 1106 - 1116 West Main Street (Klaben Chrysler Jeep Dodge).

Klaben Property Management has requested consolidation of the 1106 - 1116 West Main Street parcels. As part of this lot consolidation, the owner has agreed to dedicate to the City of Kent the portion of the property in the road right-of-way. The consolidation has been performed and the owner has returned with the request to dedicate the R/W via a replat. See attached drawing.

If you have any questions, please call me.



**City of Kent  
Income Tax Division**

---

**December 31, 2018  
Income Tax Receipts Comparison - ( Excluding 0.25% Police Facility Receipts )**

**Monthly Receipts**

Total receipts for the month of December, 2018	\$1,425,765
Total receipts for the month of December, 2017	\$1,334,259
Total receipts for the month of December, 2016	\$1,169,043

**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, 2018	\$14,384,958	98.68%
Total receipts January 1 through December 31, 2017	\$14,687,372	100.00%
Total receipts January 1 through December 31, 2016	\$14,133,033	100.00%

**Year-to-date Receipts Through December 31, 2018 - 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>
2018	\$ 14,577,960	\$ 14,577,960	\$ 14,384,958	98.68%	1.32%

**Comparisons of Total Annual Receipts for Previous Ten 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%
2017	\$ 14,687,372	3.92%

Submitted by



Director of Budget and Finance

**2018 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts**  
**(Excluding 0.25% Police Facility Receipts)**  
**as of Month Ended December 31, 2018**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,154,690	\$ 1,228,846	\$ 1,153,204	\$ (75,641)	-6.16%
February	1,099,532	1,072,047	\$ 1,062,513	(9,534)	-0.89%
March	1,182,357	1,133,943	\$ 1,051,604	(82,340)	-7.26%
April	1,413,680	1,561,337	\$ 1,656,767	95,430	6.11%
May	1,226,790	1,233,090	\$ 1,229,804	(3,286)	-0.27%
June	1,239,820	1,291,517	\$ 1,266,792	(24,725)	-1.91%
July	1,070,843	1,161,945	\$ 1,054,319	(107,626)	-9.26%
August	1,219,361	1,116,420	\$ 1,073,511	(42,909)	-3.84%
September	1,109,848	1,175,347	\$ 1,290,237	114,890	9.78%
October	1,226,785	1,215,670	\$ 1,110,361	(105,309)	-8.66%
November	1,020,285	1,162,952	\$ 1,010,080	(152,871)	-13.15%
December	1,169,043	1,334,259	\$ 1,425,765	91,506	6.86%
Totals	\$ 14,133,033	\$ 14,687,372	\$ 14,384,958	-302,414	-2.06%

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,154,690	\$ 1,228,846	\$ 1,153,204	\$ (75,641)	-6.16%
February	2,254,221	2,300,893	2,215,718	(85,175)	-3.70%
March	3,436,578	3,434,836	3,267,321	(167,515)	-4.88%
April	4,850,258	4,996,173	4,924,088	(72,085)	-1.44%
May	6,077,048	6,229,263	6,153,892	(75,371)	-1.21%
June	7,316,868	7,520,780	7,420,684	(100,096)	-1.33%
July	8,387,712	8,682,725	8,475,003	(207,721)	-2.39%
August	9,607,073	9,799,145	9,548,514	(250,630)	-2.56%
September	10,716,920	10,974,491	10,838,752	(135,740)	-1.24%
October	11,943,705	12,190,161	11,949,112	(241,049)	-1.98%
November	12,963,990	13,353,113	12,959,193	(393,920)	-2.95%
December	14,133,033	14,687,372	14,384,958	(302,414)	-2.06%
Totals	\$ 14,133,033	\$ 14,687,372	\$ 14,384,958	(302,414)	-2.06%

**2018 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, 2018**

Month	Monthly Receipts			Comparisons	
	2016	2017	2018	Amount	Percent Change
January	\$ 421,390	\$ 436,131	\$ 441,024	\$ 4,893	1.12%
February	385,108	398,208	\$ 408,429	10,222	2.57%
March	442,123	441,069	\$ 439,804	(1,265)	-0.29%
April	422,702	474,495	\$ 475,808	1,313	0.28%
May	459,795	428,818	\$ 434,264	5,446	1.27%
June	410,589	425,646	\$ 437,151	11,505	2.70%
July	0	403,532	\$ 392,738	(10,794)	-2.67%
August	808,425	417,678	\$ 417,869	191	0.05%
September	350,859	356,602	\$ 398,667	42,065	11.80%
October	469,297	471,742	\$ 425,598	(46,144)	-9.78%
November	447,327	445,247	\$ 450,474	5,227	1.17%
December	438,817	445,693	\$ 430,640	(15,053)	-3.38%
Totals	\$ 5,056,433	\$ 5,144,861	\$ 5,152,467	\$ 7,606	0.15%

Month	Year-to-Date Receipts			Comparisons	
	2016	2017	2018	Amount	Percent Change
January	\$ 421,390	\$ 436,131	\$ 441,024	\$ 4,893	1.12%
February	806,499	834,338	849,453	15,115	1.81%
March	1,248,622	1,275,407	1,289,257	13,850	1.09%
April	1,671,324	1,749,902	1,765,066	15,163	0.87%
May	2,131,119	2,178,721	2,199,330	20,610	0.95%
June	2,541,708	2,604,367	2,636,481	32,114	1.23%
July	2,541,708	3,007,898	3,029,218	21,320	0.71%
August	3,350,133	3,425,576	3,447,088	21,512	0.63%
September	3,700,992	3,782,178	3,845,755	63,576	1.68%
October	4,170,289	4,253,920	4,271,352	17,432	0.41%
November	4,617,616	4,699,167	4,721,826	22,659	0.48%
December	5,056,433	5,144,861	5,152,467	7,606	0.15%
Totals	\$ 5,056,433	\$ 5,144,861	\$ 5,152,467		

**2018 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 Ten 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	\$ 5,144,861	1.75%



**2018 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, 2018**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 144,319	\$ 153,588	\$ 144,134	\$ (9,454)	-6.16%
February	137,426	133,991	\$ 132,799	\$ (1,192)	-0.89%
March	147,779	141,727	\$ 131,436	\$ (10,291)	-7.26%
April	176,690	195,145	\$ 207,073	\$ 11,927	6.11%
May	153,332	154,119	\$ 153,708	\$ (411)	-0.27%
June	154,960	161,421	\$ 158,331	\$ (3,090)	-1.91%
July	133,840	145,227	\$ 131,775	\$ (13,452)	-9.26%
August	152,403	139,537	\$ 134,174	\$ (5,363)	-3.84%
September	138,715	146,902	\$ 161,261	\$ 14,359	9.78%
October	153,331	151,942	\$ 138,780	\$ (13,162)	-8.66%
November	127,521	145,353	\$ 126,246	\$ (19,107)	-13.15%
December	146,114	166,764	\$ 178,201	\$ 11,437	6.86%
Totals	\$ 1,766,430	\$ 1,835,715	\$ 1,797,917		

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 144,319	\$ 153,588	\$ 144,134	\$ (9,454)	-6.16%
February	\$ 281,745	\$ 287,579	276,934	\$ (10,646)	-3.70%
March	\$ 429,524	\$ 429,306	408,369	\$ (20,937)	-4.88%
April	\$ 606,214	\$ 624,451	615,442	\$ (9,010)	-1.44%
May	\$ 759,546	\$ 778,570	769,150	\$ (9,420)	-1.21%
June	\$ 914,506	\$ 939,992	927,481	\$ (12,511)	-1.33%
July	\$ 1,048,346	\$ 1,085,218	1,059,256	\$ (25,962)	-2.39%
August	\$ 1,200,749	\$ 1,224,755	1,193,430	\$ (31,325)	-2.56%
September	\$ 1,339,464	\$ 1,371,657	1,354,691	\$ (16,966)	-1.24%
October	\$ 1,492,795	\$ 1,523,599	1,493,471	\$ (30,128)	-1.98%
November	\$ 1,620,316	\$ 1,668,951	1,619,717	\$ (49,234)	-2.95%
December	\$ 1,766,430	\$ 1,835,715	1,797,917	\$ (37,798)	-2.06%
Totals	\$ 1,766,430	\$ 1,835,715	\$ 1,797,917		

**2018 CITY OF KENT, OHIO**  
**Comparison of Total Income Tax Receipts - Including Police Facility Receipts**  
**as of Month Ended December 31, 2018**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,299,009	\$ 1,382,434	\$ 1,297,339	\$ (85,096)	-6.16%
February	\$ 1,236,958	\$ 1,206,038	1,195,312	(10,725)	-0.89%
March	\$ 1,330,136	\$ 1,275,670	1,183,039	(92,631)	-7.26%
April	\$ 1,590,370	\$ 1,756,482	1,863,839	107,357	6.11%
May	\$ 1,380,122	\$ 1,387,209	1,383,512	(3,697)	-0.27%
June	\$ 1,394,780	\$ 1,452,938	1,425,124	(27,815)	-1.91%
July	\$ 1,204,684	\$ 1,307,171	1,186,094	(121,077)	-9.26%
August	\$ 1,371,764	\$ 1,255,957	1,207,685	(48,272)	-3.84%
September	\$ 1,248,563	\$ 1,322,249	1,451,499	129,250	9.78%
October	\$ 1,380,115	\$ 1,367,611	1,249,140	(118,471)	-8.66%
November	\$ 1,147,806	\$ 1,308,304	1,136,326	(171,978)	-13.15%
December	\$ 1,315,157	\$ 1,501,023	1,603,965	102,943	6.86%
<b>Totals</b>	<b>\$ 15,899,464</b>	<b>\$ 16,523,087</b>	<b>\$ 16,182,875</b>	<b>-340,212</b>	<b>-2.06%</b>

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,299,009	\$ 1,382,434	\$ 1,297,339	\$ (85,096)	-6.16%
February	2,535,966	2,588,472	2,492,651	(95,821)	-3.70%
March	3,866,102	3,864,142	3,675,690	(188,452)	-4.88%
April	5,456,472	5,620,624	5,539,530	(81,095)	-1.44%
May	6,836,594	7,007,833	6,923,042	(84,791)	-1.21%
June	8,231,374	8,460,772	8,348,165	(112,606)	-1.33%
July	9,436,058	9,767,943	9,534,260	(233,683)	-2.39%
August	10,807,822	11,023,900	10,741,944	(281,956)	-2.56%
September	12,056,385	12,346,149	12,193,443	(152,705)	-1.24%
October	13,436,500	13,713,760	13,442,583	(271,177)	-1.98%
November	14,584,306	15,022,064	14,578,910	(443,155)	-2.95%
December	15,899,464	16,523,087	16,182,875	(340,212)	-2.06%
<b>Totals</b>	<b>\$ 15,899,464</b>	<b>\$ 16,523,087</b>	<b>\$ 16,182,875</b>	<b>(340,212)</b>	<b>-2.06%</b>

**KENT POLICE DEPARTMENT  
DECEMBER 2018**

	DECEMBER 2017	DECEMBER 2018	TOTAL 2017	TOTAL 2018
CALLS FOR SERVICE	1706	1883	25701	25069
FIRE CALLS	374	378	4353	4680
ARRESTS, TOTAL	119	117	1878	1605
JUVENILE ARRESTS	8	3	137	90
O.V.I. ARRESTS	11	11	164	145
TRAFFIC CITATIONS	184	172	2872	2865
PARKING TICKETS	1061	1050	12751	11733
<b>ACCIDENT REPORTS</b>				
ACCIDENT REPORTS	66	60	753	705
Property Damage	42	33	422	405
Injury	8	8	96	105
Private Property	10	14	173	147
Hit-Skip	5	3	41	36
OVI Related	0	1	12	10
Pedestrians	1	1	9	10
Fatals	0	0	0	0
<b>U.C.R. STATISTICS</b>				
Homicide	0	0	0	0
Rape	0	0	1	3
Robbery	1	1	11	9
Assault Total	11	6	190	162
Serious		1	1	32
Simple	10		5	158
Burglary	3	9	72	79
Larceny	28	29	359	330
Auto Theft	3	0	17	12
Arson	0	0	1	3
Human Trafficking: Servitude	0	0	0	0
Human Trafficking: Sex Acts	0	0	0	0
TOTAL	46	45	651	598
<b>CRIME CLEARANCES</b>				
Homicide	0	0	0	0
Rape	0	0	1	0
Robbery	0	0	3	4
Assault Total	11	7	160	133
Serious		1	1	22
Simple	10		6	138
Burglary	1	2	21	17
Larceny	6	4	57	42
Auto Theft	0	0	2	0
Arson	0	0	0	2
Human Trafficking: Servitude	0	0	0	0
Human Trafficking: Sex Acts	0	0	0	0
TOTAL	18	13	244	198



## KENT FIRE DEPARTMENT MONTHLY INCIDENT REPORT OCTOBER 2018

### FIRE INCIDENT RESPONSE INFORMATION

#### Summary of Fire Incident Alarms

	CURRENT PERIOD			YEAR TO DATE		
	2018	2017	2016	2018	2017	2016
City of Kent	68	65	51	564	521	519
Kent State University	10	19	8	98	90	63
Franklin Township	14	15	4	143	151	124
Sugar Bush Knolls	0	0	1	3	1	3
Mutual Aid Given	4	4	1	24	26	26
<b>Total Fire Incident Alarms</b>	<b>96</b>	<b>103</b>	<b>65</b>	<b>832</b>	<b>789</b>	<b>735</b>

#### Summary of Mutual Aid Received by Location

	CURRENT PERIOD			YEAR TO DATE		
	2018	2017	2016	2018	2017	2016
City of Kent	0	0	0	6	7	10
Kent State University	0	0	0	1	0	1
Franklin Township	0	0	0	1	1	5
Sugar Bush Knolls	0	0	0	0	0	0
<b>Total Mutual Aid</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>16</b>

### EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION

#### Summary of Emergency Medical Service Responses

	CURRENT PERIOD			YEAR TO DATE		
	2018	2017	2016	2018	2017	2016
City of Kent	224	231	211	2207	2113	1960
Kent State University	50	53	58	302	260	296
Franklin Township	64	41	37	479	428	401
Sugar Bush Knolls	6	0	1	23	2	7
Mutual Aid Given	2	3	4	30	33	24
<b>Total Emergency Medical Service Responses</b>	<b>346</b>	<b>328</b>	<b>311</b>	<b>3041</b>	<b>2836</b>	<b>2688</b>

#### Summary of Mutual Aid Received by Location

	CURRENT PERIOD			YEAR TO DATE		
	2018	2017	2016	2018	2017	2016
City of Kent	4	2	8	24	12	20
Kent State University	0	3	2	2	6	5
Franklin Township	0	2	1	1	3	8
Sugar Bush Knolls	0	0	0	0	0	0
<b>Total Mutual Aid</b>	<b>4</b>	<b>7</b>	<b>11</b>	<b>27</b>	<b>21</b>	<b>33</b>

#### TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS

	2018	2017	2016	2018	2017	2016
	<b>442</b>	<b>431</b>	<b>376</b>	<b>3873</b>	<b>3625</b>	<b>3423</b>

#### TOTAL ALL RESPONSES, INCLUDING MUTUAL AID

	2018	2017	2016	2018	2017	2016
	<b>446</b>	<b>438</b>	<b>387</b>	<b>3908</b>	<b>3654</b>	<b>3472</b>



## KENT FIRE DEPARTMENT MONTHLY INCIDENT REPORT NOVEMBER 2018

### FIRE INCIDENT RESPONSE INFORMATION

#### Summary of Fire Incident Alarms

City of Kent
Kent State University
Franklin Township
Sugar Bush Knolls
Mutual Aid Given
<b>Total Fire Incident Alarms</b>

	CURRENT PERIOD			YEAR TO DATE		
	2018	2017	2016	2018	2017	2016
City of Kent	52	48	49	616	569	568
Kent State University	21	15	7	119	105	70
Franklin Township	22	12	11	165	163	135
Sugar Bush Knolls	0	1	0	3	2	3
Mutual Aid Given	4	6	4	28	32	30
<b>Total</b>	<b>99</b>	<b>82</b>	<b>71</b>	<b>931</b>	<b>871</b>	<b>806</b>

#### Summary of Mutual Aid Received by Location

City of Kent
Kent State University
Franklin Township
Sugar Bush Knolls
<b>Total Mutual Aid</b>

	2018	2017	2016	2018	2017	2016
City of Kent	1	0	1	7	7	11
Kent State University	0	0	0	1	0	1
Franklin Township	0	0	0	1	1	5
Sugar Bush Knolls	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>8</b>	<b>17</b>

### EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION

#### Summary of Emergency Medical Service Responses

City of Kent
Kent State University
Franklin Township
Sugar Bush Knolls
Mutual Aid Given
<b>Total Emergency Medical Service Responses</b>

	CURRENT PERIOD			YEAR TO DATE		
	2018	2017	2016	2018	2017	2016
City of Kent	199	182	177	2406	2295	2137
Kent State University	38	19	44	340	279	340
Franklin Township	48	36	52	527	464	453
Sugar Bush Knolls	4	0	0	27	2	7
Mutual Aid Given	4	2	6	34	35	30
<b>Total</b>	<b>293</b>	<b>239</b>	<b>279</b>	<b>3334</b>	<b>3075</b>	<b>2967</b>

#### Summary of Mutual Aid Received by Location

City of Kent
Kent State University
Franklin Township
Sugar Bush Knolls
<b>Total Mutual Aid</b>

	2018	2017	2016	2018	2017	2016
City of Kent	0	1	3	24	13	23
Kent State University	1	0	1	3	6	6
Franklin Township	0	0	0	1	3	8
Sugar Bush Knolls	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>28</b>	<b>22</b>	<b>37</b>

### TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS

	<b>392</b>	<b>321</b>	<b>350</b>	<b>4265</b>	<b>3946</b>	<b>3773</b>
--	------------	------------	------------	-------------	-------------	-------------

### TOTAL ALL RESPONSES, INCLUDING MUTUAL AID

	<b>394</b>	<b>322</b>	<b>355</b>	<b>4302</b>	<b>3976</b>	<b>3827</b>
--	------------	------------	------------	-------------	-------------	-------------





## Main Street Kent 2018 Final Progress Report

**Marketing Committee** – The Main Street Kent marketing team leads the way in promoting downtown Kent’s shops, restaurants, nightlife, arts, culture, events and unique character. Main Street Kent hosts many events year round, drawing people to the downtown district. This committee “gets the word out” about all we have to offer in Kent, promoting the businesses and features of downtown Kent though web, email, billboard, radio, print and social media. This committee is continually growing, with new people bringing their expertise to the table.

**Committee members include:** Pam Petrus (chairperson), owner of DIVERSA Advertising; Mike Beder, downtown business owner; Bethany Hammond, Each + Every community manager; Roger Hoover, Rust Creative owner/creative director; Cheryl Ann Lambert, Kent State University School of Journalism and Mass Communication assistant professor; Susan McGann, Ohio Small Business Development Center business advisor; Krista Rohe, The Davey Tree Expert Company senior project manager; and Michelle Sahr, downtown business owner.

**Marketing Plan** – The Main Street Kent marketing committee works from a comprehensive marketing plan, with specific goals and objectives laid out to steer our efforts. We aim to increase the attendance and profitability of our events, strategically market to specific demographics/audiences, increase activity on our website and social media, collect email addresses/data from fans/followers/event attendees, and more. We use a wide mix of media when promoting our events and our downtown, since we’re trying to reach a wide variety of demographics.

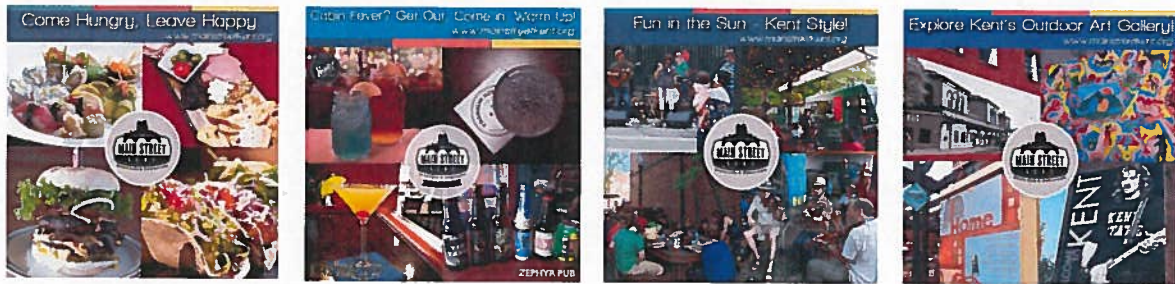


**Good Times Magazine** – This is a half-page ad featuring many downtown Kent events and live music festivals. Several signature events for summer and fall are highlighted, as well as our website and social media, so people know how to stay connected to what’s happening in downtown Kent. 139,800 copies of this publication will be distributed throughout Ohio this year, and the publication has a great shelf life.

**Social Media/Email Marketing** – We continue to market the assets of Kent via social media, strengthening the Main Street Kent presence on Twitter, Instagram, and Facebook. Additionally, we send an e-blast to our **3,365 Constant Contact** subscribers twice per month, highlighting upcoming events, business of the week, and a volunteer spotlight.

Current followers: Facebook – 13,770, Rating: 4.8/5; Twitter – 3,122; Instagram – 3,623

Social media ads are placed on a monthly basis, depending on the marketing theme for the month. Other content is delivered on a daily basis covering events, business specials, art features, volunteers, and more.



**Digital Targeted Ads** – Each month, we place an ad with Thrive Hive. A theme is chosen based on events, seasonal activity, shopping, dining, etc. We feature “Friends of Main Street Kent” (businesses supporting MSK with an annual \$150 donation) in these ads as an added benefit to supporting our organization. These ads drive traffic to our website. Example:



**Kent Up Close** – The MSK marketing committee produced a two-minute video featuring several downtown businesses “up close” and personally, including Ray’s Place, Scribbles Coffee, Popped!, Troy Grille, Carnaby Street Style, Each + Every, and Troppus Projects. Business owners were interviewed and given the opportunity to talk about their businesses, what they bring to the community, and their thoughts on small business and Main Street Kent. The video resides on our website and has been used in various online promotions. Check it out!



<http://www.mainstreetkent.org/upclose/>

**Women in Business** – For the month of March, and in support of Women’s History Month, our focus was on Kent Women in Business. A special landing page was created on our website, and ads were placed on social media and in the Record-Courier to showcase many of the amazing women-run businesses in our city. The landing page showed each woman’s answers to questions about how long she has been in business in Kent, why she chose to open a business in Kent, why she chose to go into business for herself, and what business achievement makes her most proud. This campaign generated a lot of conversation and interest!





**Scene Magazine** – The “Best of Cleveland” and “Summer Event Guide” editions of this magazine are distributed widely in some of our target markets. Below are the half-page ads Main Street Kent placed in these publications, aimed at attracting visitors to downtown Kent for events and summertime fun!



**91.3 FM The Summit** – Listeners of this public radio station will hear Main Street Kent messaging throughout the year. Featuring events, outdoor patios, hike & bike trials, restaurant week, art walks, holiday shopping, and the many other assets Kent has to offer, these radio spots are aimed at attracting people from western PA and all over OH!



**Main Street Kent Art & Wine Festival** – Our twelfth annual event was another huge success, featuring ten Ohio wineries, sixty local artists, several local food vendors and a fantastic lineup of local music. The event footprint was expanded to include Franklin Ave. this year, allowing for some breathing room after many years of continued growth. Guests enjoyed many types of art, including painting, woodturning, illustration, photography, blown glass, fiber and more. Net proceeds exceeded **\$37,000** for our signature event this year!

**Wizards World of Kent** – On Sat., July 28, downtown Kent was transformed into a magical world of wonder with over 100 merchandise vendors, 13 food trucks, and decorated storefronts/areas including “Dragon Alley” (Acorn Alley), “The Forbidden Forest” (Dan Smith Community Park), and “Goblin Bank Plaza” (Hometown Bank Plaza). Live entertainment featured magic shows, potion classes, wizard rock band performances, costume contests, dance classes, and more. The magical weekend kickoff event was “The Run That Shall Not Be Named” 5 ½ K, which took place on the Lester A. Lefton Esplanade on Friday evening. Proceeds from this activity helped pay for the main event, and a portion of the proceeds benefited Lovelight, Inc. Our downtown businesses enjoyed a



weekend of new customers, increased sales, more foot traffic and an overall “nice crowd,” with visitors coming from as far as Texas and Canada. We also helped several organizations including the Kent Jaycees, Family & Community Services, Boy Scouts, Girl Scouts, Children’s Advantage, and Habitat for Humanity raise funds through various activities – a great community event showcasing Kent as a destination -- and an opportunity for Main Street Kent to raise some funds for our organization and others!

**Kent International Festival** – In partnership with Kent State University’s Education Abroad Program, we created a post-race event for Run the World 5K participants and the community. (The Run the World race series is a fundraiser for study abroad scholarships.) Attendees were able to partake in a “passport excursion,” where many downtown businesses offered food samples, crafts and activities from around the world. Unfortunately, this was a rainy day in Kent so we had to cancel entertainment at the Dan Smith Community Park, but hundreds of people still turned out for the event and enjoyed the passport excursion – exploring our downtown businesses.



**‘Round Town Music Festival** – We’re proud to partner with Crooked River Arts Council in presenting free live music at over 30 venues in downtown Kent! This year’s event drew record crowds, with beautiful weather and an amazing lineup at coffee shops, restaurants, bars, outdoor venues and local shops all around Kent. In 1966, the Kent State Folk Festival began, transitioning into the ‘Round Town Music Festival a few years ago. These events create a bustling downtown every time, and have a tremendously positive impact on downtown businesses.

**Kent Oktoberfest** – Our fifth annual Oktoberfest took place on Sat., Sept. 22 on Franklin Ave. and W. Erie St., an expanded event area to better accommodate our growing number of guests. A line of people crowded the entrance before the event kicked off at 12pm, and it remained busy until 10pm. It was a fantastic day of dancing by the German Family Society youth group, polka and other live music, and seasonal beverages. We had eight local establishments and food trucks vending German food, which the crowd loved. The community has grown to anticipate Oktoberfest, and we’re fortunate to have the continued, solid support of our partners and sponsors. Net profits for the event this year exceeded **\$24,000**.







**Live Music Friday, 11/23**

**Tree City Coffee** Open 2PM - 4:30pm  
Instrumental Pop & Holiday music

**Kent Cheesemonger** Ready Harvest, 2:30pm  
P&B Instrumental & Low Holiday Acoustic

**Scribbles Coffee** 4:00-6:00pm  
Original Rock & Pop w/ and w/out Holiday Tunes

**Troppus Projects** Holiday Tunes on Piano, 4-6pm  
Featuring local youth pianists

**Trevo Ristorante** Bonus and the Kings, 6-8pm  
Americana, Soul & Surf

**Live Music Saturday, 11/24**

**Tree City Coffee** Callie John, 2-5pm  
Instrumental Acoustic w/ Rock style guitar & traditional blues

**Kent Cheesemonger** Just Alberts, 2-5pm  
Rockabilly Americana w/ soulful electric & holiday pop

**Scribbles Coffee** Abbey Rapples, 4-6pm  
Rock w/ acoustic

**Troppus Projects** Holiday Tunes on Piano, 4-6pm  
Featuring local youth pianists

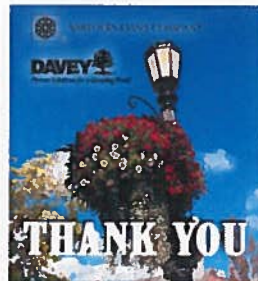


**Kent's Holiday Kickoff Weekend** – The biggest shopping weekend of the year is right after Thanksgiving. This year, we worked with downtown businesses to create an exceptional experience for shoppers on Fri., Nov. 23 and Sat., Nov. 24, including live music, food samples, giveaways, crafts, and other perks.

**Design Committee** – Julie Kenworthy, executive director for the Kent Historical Society & Museum, leads the design committee. This committee is intended to be the “designing voice of the Kent community,” and is focused on the aesthetics of our downtown.

**Committee members include:** Dylan Ball, Competitive Interiors carpentry estimator; Alex Catanese, Each + Every design director; Kelly Dietrick, Troppus Projects owner/artist; Annie Flaherty, Envisage Group vice president of technology service; Doug Fuller, retired architect/preservationist; Tom Hatch, Focus Curriculum president; Larrie King, Glyphix Studio/KSU assistant professor; Jen Mapes, KSU Department of Geography assistant professor; Elaine Mattern, The Davey Tree Expert Company brand manager; Lisa Morde, KSU Office of Experiential Education and Civic Engagement coordinator; Allan Orashan, Century 21 realtor; Heather Heckman, City of Kent development planner; Dan Tillett, Troy Construction owner.

**Adopt-A-Spot** – The 2018 Adopt-A-Spot season was as beautiful as ever this year, with some new sponsors and gardeners joining the program. K&M Gardens cares for the hanging flower baskets and Freedom Lawn Care maintains the downtown flowerbeds. Planting day took place on May 26, and all beds were planted in time for the June 2 Art & Wine Festival. We're happy to have The Davey Tree Expert Company and Smithers-Oasis on board to fully support/fund the hanging flower baskets for 2018.



**Spring Tulips** – Keep your eyes out for some tulips in the Adopt-A-Spot flowerbeds located near the Hometown Bank Plaza next spring! Our volunteers planted 1,000 tulip bulbs this fall, in four of the flowerbeds, so we're hoping for a nice explosion of color in the spring.

**Historic Facades of Kent Project** – Main Street Kent continues to work with an intern from the KSU College of Architecture and Environmental Design to develop this program in partnership with DS Architecture and the Kent Historical Society. The project includes the historic documentation of downtown building facades from original to current, highlighting major changes over time, including photos and descriptions of building use, occupants, and original architectural styles. The final product will serve as a resource for the community and a guide for the design committee to use in promoting redevelopment of historic facades to owners of historic buildings, helping to reduce the upfront cost of façade renovation, and fulfilling a requirement on the application for the downtown loan/grant façade program. The goal is to eventually prepare 2-D drawings of possible façades for consideration, promoting redevelopment of historical buildings in the city of Kent.

**Downtown Banners** – In partnership with Glyphix Studio, the downtown banners were redesigned so we now have two “sets” which can be rotated. The banners are on display on the light posts throughout the downtown district, highlighting assets like the farmers’ market, outdoor recreation, our hotel, live music, shopping, rich history, and more. After a long process of creative work and special photo shoots, we’re proud to have completed this project!



**Graffiti Removal** – Unfortunately, graffiti comes in waves, but when downtown Kent gets hit, we’re fortunate to have volunteers who are willing to help remove it as quickly as possible. In mid-August, we had an influx of graffiti and were able to rally a group together to clean much of it up. Again in mid-December (thanks to an unseasonably warm winter day), work was done in an alley that is regularly hit with graffiti. Research shows the longer graffiti remains on a building, the more likely it is that additional graffiti will be applied. We’re fortunate to have so many people dedicated to the beautification and cleanliness of our downtown.



**Holiday Window Decorating Contest** – The Roosevelt High School Cheer Team judged this year’s window decorating contest. Our winners were the Kent State Hotel & Conference Center (1<sup>st</sup>), Defiance Tattoos (2<sup>nd</sup>), and Gracylane (3<sup>rd</sup>). Participation increased this year, and the downtown district looked beautiful with the addition of more lights on the W. Main St. bridge and the gazebo. We will continue working with the city and private property owners to increase the decorations and lights on display for the holidays each year, making Kent a more attractive shopping destination to those in communities around us.



**Traveling Stanzas / Utility Box Poetry Project - Part II** – The utility box poetry project expanded from the downtown district toward the Kent State University campus and farther north on Water St., with the addition of several installations this fall. This is a collaborative effort with the City of Kent and Wick Poetry Center, featuring poetry of local students and complementary local artworks on each utility box. The press of a button releases the sound of the featured poem being read aloud by the poet! This interactive public art project is of interest to people of all ages.





**Business Enhancement Committee** – Tom Wilke, economic development director for the City of Kent, leads this committee. The committee’s focus is to drive traffic through the doors of older business as well as newer ones. The committee searches out opportunities for the businesses to work together on events, promotions, and other collaborative efforts.

**Committee members include:** Mike Beder, downtown business owner; Mike Finley, Hall-Green Agency owner; Todd Kamenash, KSU assistant dean of students; Patrick Madonio, Brimfield Insurance owner; Maggie McKendry, KSU assistant athletic director; Josh Rider, KSU Center for Adult and Veteran Services director, Jessica Ryan, Handcrafted owner.



**Chocolate Walk** – Feb. 10, 2018. Due to the incredible popularity of this event, the MSK website crashed two days in a row with thousands of people trying to get tickets! The event generated great profits for Main Street Kent and heavy foot traffic for participating businesses during a particularly slow time of year. Three hundred tickets were sold at \$25 each. Business owners met many new customers and had great sales during the event. This year, the Kent State Hotel & Conference Center donated an overnight stay, dinner, and breakfast for two as a grand prize package in which all attendees were entered to win. Guests came from cities all around us for this event where people love getting out of the house to enjoy a chocolate adventure in downtown Kent.

**Kent Mardi Crawl** – A first-time event for Main Street Kent, we partnered with Magic Hat and Labatt Brewing to bring the Kent Mardi Crawl to downtown Kent. Complete with Mardi Gras beads and masks, giveaways, a prize drawing and costume contest, this event drew over 300 people from cities all around to our downtown. The event encouraged guests to explore venues they don’t typically visit, and bar owners reported meeting lots of new customers. Main Street Kent donated a portion of the proceeds to Freedom House, a transitional housing facility for homeless veterans, in support of their renovation. We’re happy to be able to give back to our community!



**Seven Courses of Kent** – In April, we hosted this annual event at Treno Ristorante, and seven local eateries presented their best dishes to our guests. Each course was served with a beer or wine pairing chosen by Heidelberg Distributing. \$65 per ticket included meal, pairings, service, tax and gratuity. Sixty tickets were sold, proceeds benefited Main Street Kent, and this was a huge HIT! Guests were thrilled with the variety and quality of food, and the opportunity to try seven different eateries in one evening.





**Kent Restaurant Week** – In partnership with Great Lakes Brewing Company, Main Street Kent hosted our first ever Restaurant Week from June 3-9. Each participating restaurant created a “prix fixe” menu, offering a choice of three menu items for one set price. It created an opportunity for people to explore eateries they had not been to before, during a slower time of year, and covered menu items from sushi to burgers to gourmet Italian!

**First Friday Art Walks** – On May 4, Main Street Kent kicked off monthly Art Walks to showcase the arts in Kent. Participating galleries, businesses and creative spaces in the downtown district stay open until at least 8pm, featuring local artists, exhibitions/installations, activities, live music and more. In partnership with Acorn Alley, Troppus Projects the Downtown Gallery, we plan to continue the program in 2019.



**Discover Downtown** – On Aug. 21, we joined with the city of Kent, the Kent Area Chamber of Commerce and others in welcoming new Kent State University students to our downtown. Complete with free cookies and sno-cones from downtown businesses and a scavenger hunt hosted by MSK, we were happy to welcome over 1,000 new students in just a few hours to their new “hometown.”

**Family Friendly Halloween** – In partnership with a Kent State University event planning class, this event included trick-or-treating at 34 downtown businesses, a spooky dance party at the Kent Jaycees train car; crafts, decorations, activities, and a costume contest at the Hometown Bank Plaza on Fri., Oct. 26. The weather was “iffy” but participation was not, as the sidewalks were packed with families dressed for the occasion.



**Ugly Sweater Tavern Trek** – For the third consecutive year, Main Street Kent partnered with Great Lakes Brewing Company for this festive event, where people dress in their favorite ugly sweaters and venture around the bars and restaurants in the downtown district, enjoying Christmas Ale along the way. Three hundred ticket holders enjoyed this holiday kickoff event, and MSK was able to donate \$2,000 to Kent Social Services.

**Operations Committee** – Our Executive Team is focused on the overall sustainability of our organization, including succession planning for our Board of Directors, board development, and fundraising. Leadership for MSK is based in our **Executive Committee**:

- **President** – Regan Gettens, Fairmount Properties/College Town Kent
- **Vice President** – Eric Decker, Portage Community Bank
- **Treasurer** – Mike Lewis, Hometown Bank
- **Secretary** – Maggie McKendry, Kent State University Athletics

**Board of Directors** – Dylan Ball, Mike Beder, Joan Conaway, Mike Finley, Tom Hatch, Todd Kamenash, Julie Kenworthy, Pam Petrus, Robin Spano, and Tom Wilke.



**HERITAGE OHIO**

**Annual Accreditation** – Heritage Ohio visited Kent on February 10 for our official annual evaluation. After a meeting with city manager Dave Ruller, MSK committee reports, and a thorough assessment of our program’s 2017 achievements, Main Street Kent received official certification for the year 2017. This certification reflects the strength of our board, staff, and volunteers, as well as the breadth of our relationships with other organizations, businesses and the city of Kent.



**Heritage Ohio Annual Conference and Awards Celebration** – This year’s awards ceremony took place on October 23 at the Allen Theatre in Cleveland. Several leaders from Kent were in attendance to celebrate our own Ron Burbick receiving the award for “Outstanding Leader in Revitalization”. Unfortunately, Ron was not able to attend, so Mayor Fiala received the award along with Michelle Hartman of the Burbick Companies, and Heather Malarcik of Main Street Kent.



**Revitalization Series Training** – Kent was host to the Promotions and Marketing quarterly training offered by Heritage Ohio on Feb. 15. Speakers included area marketing experts Alan Walker of Each + Every, Mike Salvi of Full Spectrum Marketing, and Maureen Harper of Falls Communications. The program took place at the Kent Free Library, followed by a tour of the LN Gross building and happy hour hosted by DS Architecture. Over sixty visitors attended the sessions, and many were impressed with the continued progress of our city.





**Main Street Kent Annual Awards Celebration** – Each year, we take an evening to celebrate our dedicated volunteers, board members, supporters, and friends with beverages, appetizers, and awards at the Kent Historical Society & Museum. Kelly Dietrick of Troppus Projects received “Small Business of the Year” for her exemplary first year in business and avid participation in Main Street Kent events and promotions; IdeaBase and Glyphix Studio received “Best Supporting

Business” for their amazing contributions to the design and marketing committees; Leadership Portage County received “Non-Profit of the Year,” for having such a positive impact on so many individuals involved in the Main Street Kent organization; the “President’s Award” was given to Mike Finley, die-hard Main Street Kent board member and past president for Main Street Kent; “Volunteer of the Year” was given to Robin Spano, a key player in the Wizardly World of Kent event planning committee; and the “Ronald Burbick Award” was given to Popped! owner Gwen Rosenberg, for the value her business brings to our downtown, especially as a destination shop.

**Friends of Main Street Kent** – This year, we streamlined our billing/renewal process for our supporters of MSK. Rather than invoicing based on when businesses became Friends of MSK, we moved to annual billing in November for the following year. We are also working to grow our base of supporters! We rely on our downtown businesses and community members to support our organization so we can continue our great work in downtown Kent.



**Volunteers** – Volunteers are the driving force behind the success of Main Street Kent. We are continually recruiting new people to help us work toward our mission. This includes our Board of Directors, committee members, volunteer gardeners, event staff, and all of the great people who dedicate their valuable time to various Main Street Kent projects. At the end of 2018, volunteers have donated 2,662 hours of time and expertise to Main Street Kent. The national average value for one volunteer hour is \$24.69, so that’s a total of \$65,724 in time donated to MSK!



**Volunteer Appreciation Party** – Our volunteers are invited to this annual party dedicated to their commitment to MSK. Drinks, appetizers and raffle tickets are provided to attendees in appreciation for all the time, expertise and support they show over the year. Volunteers are the driving force of MSK, and they deserve to be recognized!

We appreciate the ongoing support of the City of Kent! We look forward to continuing our partnership with all of the organizations (<http://www.mainstreetkent.org/our-supporters>) that help us continue our mission:

***Working to strengthen and beautify downtown Kent while fostering economic development, historic preservation, and a sense of community.***

# Main Street Kent

## PROFIT AND LOSS

January - December 2018

	TOTAL
Income	
4030 Corporate Sponsors & Foundations	
4031 Board Member Donations	2,344.60
4040 Friend of Main Street Kent	8,926.81
4048 Legacy Partners (10k+)	41,949.94
4049 Extraordinary Partner	1,000.00
<b>Total 4030 Corporate Sponsors &amp; Foundations</b>	<b>54,221.35</b>
4200 City Contribution & Adopt a Spot (Non-Eligible)	
4220 Adopt A Spot - City Sponsorship	10,000.00
4260 AdoptASpot Sponsorships	10,241.10
4280 City of Kent - contract	60,000.00
<b>Total 4200 City Contribution &amp; Adopt a Spot (Non-Eligible)</b>	<b>80,241.10</b>
<b>Total Income</b>	<b>\$134,462.45</b>
<b>GROSS PROFIT</b>	<b>\$134,462.45</b>
Expenses	
6200 Bank Fees	180.00
6310 Computer / Phone / Cell Phone	1,318.77
6320 Copiers & Printing	900.00
6400 Downtown Beautification Expenses	59.92
6420 Adopt-A-Spot Expenses	11,756.46
6440 Facade Program Expenses	700.00
6450 Graffiti Cleaning Supplies	124.24
<b>Total 6400 Downtown Beautification Expenses</b>	<b>12,640.62</b>
6550 Dues & Subscriptions	5,089.88
6820 Marketing & Advertising Expenses	30,265.64
6870 Insurance - nonemployee	1,905.00
6875 Meetings & Conferences	3,958.71
6900 Office Supplies	1,270.57
6910 Postage	180.62
6920 Prof. Svcs & Accounting Fees	2,057.88
6930 Rent	7,200.00
6950 Payroll - Wages	131,614.11
9900 Fundraising / Event Expenses old	
6694 Holiday Lights Expenses	236.00
<b>Total 9900 Fundraising / Event Expenses old</b>	<b>236.00</b>
American Funds	3,229.48
<b>Total Expenses</b>	<b>\$202,047.28</b>
<b>NET OPERATING INCOME</b>	<b>\$ -67,584.83</b>
Other Income	

	TOTAL
4065 Fundraising Events	
4300 Annual Dinner	-913.82
4310 Art & Wine Festival	37,851.13
4320 Potterfest	18,004.44
4330 Oktoberfest	22,329.57
4340 Chocolate Walk	5,587.32
4350 Discover Downtown	-138.67
4360 Seven Courses	5,585.22
4380 Progressive events	2,269.79
4400 Roundtown	0.00
4410 International Festival	-857.24
4430 No Profit events	-250.00
<b>Total 4065 Fundraising Events</b>	<b>89,467.74</b>
4420 Ugly Sweater FUndraiser	1,726.74
<b>Total Other Income</b>	<b>\$91,194.48</b>
Other Expenses	
Other Miscellaneous Expense	170.30
<b>Total Other Expenses</b>	<b>\$170.30</b>
<b>NET OTHER INCOME</b>	<b>\$91,024.18</b>
<b>NET INCOME</b>	<b>\$23,439.35</b>