



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager
From: David A. Coffee, Director of Budget and Finance
Date: September 30, 2015
Re: FY2015 Appropriation Amendments, Transfers, and Advances

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

Fund 001 – General

Increase \$ 20,000 Service Administration / Other (O&M) – Addt'l funding to pay professional evaluation/assistance related to environmental contamination adjacent to City property per G. Roberts 8/31/15 memo.

Increase \$ 7,700 Civil Service / Other (O&M) – Addt'l funding to pay required testing and advertising expenses per L. Slater memo dated 9/29/15.

Fund 124 – Income Tax Safety

Increase \$ 1,000,000 Police / Personnel – Appropriation of remaining portion of original budget amount withheld from previous appropriations until City's Certificate of Estimated Resources from Portage County updated/approved, needed to pay allocated personnel costs.

Fund 208 – Storm Water

Decrease \$ 50,000 Service – Capital Facilities / Capital - Area Q Phase V Storm Sewer reduction of funding not required to complete project per J. Bowling memo dated 9/28/15.

Fund 807 – Health Insurance (Internal Service Fund)

Increase \$ 2,725,000 Health Insurance / Other (O&M) – Initial Appropriation of Internal Service Fund not previously included in budget appropriations. Change per agreement with Auditor of State in 2014 Audit, to begin in 2015 and going forward.

The following inter-fund transfers/advances are hereby requested:

Advance Payback \$ 135,000 **From:** Fund 807 / Health Insurance -
To: Fund 116 / Income Tax Fund – Partial Repayment of Prior Year Advances per AOS agreement

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE

MEMO

August 31, 2015

To: Dave Ruller, City Manager
David Coffee, Budget & Finance Director

From: Gene Roberts, Service Director 

RE: Request for \$20,000 Professional Services Funding
For CP guidance provided by B&N

Please accept this Memo requesting additional funding in the amount of \$20,000 to be placed in account 001-05-570710-7340 for the purpose of retaining services of a Certified Professional (CP). This need recently arose when free oil product was found after discovery of an oil sheen of the Cuyahoga River adjacent to City property.

In the past the City used Burgess & Niple staff, Tom Mignery and Melissa Haney, during the City's due diligence phase prior to not accepting the Thomas & Betts offer to purchase the property. Tom and Melissa's guidance was exceptional and using them to guide the City through the lengthy process we are now facing seems prudent.

As we progress I'm sure we will need additional funding but believe that the requested \$20,000 will provide a base from which to gather an understanding of what we are dealing with. Staff will track consultant and staff time in the event we can capture our expenses at a future date.

Cc: Jim Silver, Law Director
Jeff Neistadt, Health Commissioner
John Idone, Director of Park and Recreation
Bill Schesventer, Chief Operator
Eric Gorczynski, Environmental Technician
file



CIVIL SERVICE COMMISSION

CITY OF KENT ■ 930 OVERHOLT RD ■ KENT, OHIO 44240 ■ 330-678-8101

MEMORANDUM

TO: David Ruller, City Manager
David Coffee, Dir. of Budget & Finance

FROM: Lisa Slater, Civil Service Coordinator *LS*

DATE: September 29, 2015

SUBJECT: Additional appropriations for 2015

The following is a breakdown of current and anticipated invoices for testing services and advertising:

Line 7370, Printing, Photocopying, and Advertising:

We have encumbered the following:

Dix Communications	\$ 997.62
Akron Beacon Journal	\$1,490.00

I expect the following additional expenditures within the next thirty days:

Dix Communications	\$ 450.00
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This line will be short by approximately \$3,000.

Line 7340, Professional Services:

We have encumbered the following:

Pat Ramsey & Assoc.	\$3,437.00
C. Scott Williams	\$ 450.00

We anticipate the following expenditures within the next thirty days:

Pat Ramsey & Assoc.	\$770.00
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This line will be short by approximately \$4,700.

Please authorize an amendment of **\$7,700** when you present to Council's Finance Committee.

Let me know if you have any questions.

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: David Coffee

FROM: Jim Bowling

DATE: September 28, 2015

RE: Area Q - Phase V Storm Improvements
Encumbrances and Appropriations Reductions

As the construction of the Area Q Phase V Storm Improvement project is nearing completion, we are able to reduce the amount of funds currently dedicated as contingencies to the project. These include the following encumbrances (purchase orders) which will be released by the engineering department:

- PO 14-3154 - \$50,000 reduction
- PO 15-1904 - \$50,000 reduction

Since PO 15-1904 was authorized in 2015 we are also requesting, to reduce the 2015 appropriation authority for the Area Q - Phase V project by \$50,000 as this resource will not be needed to complete the project.

c: Gene Roberts
Cori Finney
Cathy Wilson
file



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

TO: Dave Ruller, City Manager
FROM: Dave Coffee, Director of Budget and Finance
DATE: September 17, 2015
SUBJECT: Issuance of City Debt and related Bond Issuance Ordinance

A handwritten signature in blue ink that reads "David Coffee".

I am respectfully requesting Finance Committee agenda time at the October 7, 2015 meeting to request authorization for issuance of long term debt and related ordinance(s) that will provide partial funding for the new Police Facility project. Due to a combination of factors including project cash flow requirements, municipal debt interest rate market, and our desire to stay within IRS Small Issuer reporting requirements, we are seeking authorization to issue a General Obligation Bond with a par amount not to exceed \$4.95 million around December 9, 2015. Future principal and interest payments for this debt obligation will be made from annual revenue collections derived from the special 0.25% Municipal Income Tax.

You and Council may recall that we did a similar bond issuance last fall for the same purpose and reasoning. We have once again evaluated current and projected bond and note market conditions in addition to the City's overall financial position and determined that it is in the City's best interest at this time to proceed with issuance of this debt in the form of Bonds. It is expected that this will help to ensure favorable long term debt rates and subsequent stability of debt service requirements over the duration of the special income tax collection period. Both short-term and long-term municipal rates remain at or near historical lows. To put this into perspective, over the past 15 years, interest rates have been higher than current rates over 92% of the time, suggesting that now would be a good time to lock-in another portion of this project's required long-term debt. We are currently anticipating an All-in Total Interest Cost (TIC) at slightly less than 4.0% for a 24 year bond. The differential of approximately 100 basis points lower than the project's original 5% proforma rate equates to hundreds of thousands of dollars savings over a 24 year period.

Thank you in advance for your support of this request and the actions being recommended.

Kent Police Department

MEMORANDUM

To: Dave Ruller, City Manager
Linda Jordan, Clerk of Council
From: Chief Michelle A. Lee
Date: September 29, 2015
Subject: Parking restrictions discussed

The TE&S Committee discussed the request, by Beryl street residents to allow parking on the North side only from Morris to Lincoln. The current ordinance reads:

NO PARKING BOTH SIDES

The TE&S committee could not find fault with the petition and signatures as submitted by Mrs. Julie McKinney of 515 Beryl Dr. Should council decide to grant the request the ordinance should read:

NO PARKING BOTH SIDES EXCEPT NORTHSIDE FROM LINCOLN TO MORRIS
WITH NO RESTRICTIONS



City of Kent, Ohio

Safety Department

Resident Request for “No Parking”

This information is being provided due to a request made concerning changes to parking on your street. In order to further consider this request to change parking on your street the attached petition must be completed. In order to further consider this request, the petition must have 70% of the adjoining property owners' support for the requested parking changes. The sections of the parking ordinance related to your street have been included below, along with a map depicting the area of proposed change and the affected residences. Once the petition has been completed and returned, it will be further considered by the Traffic Engineering and Safety Committee. Once it has been reviewed by the Committee it will be presented to Council for final consideration.

Change requested for:

BERYL DR NO PARKING BOTH SIDES

CITY OF KENT, OHIO
DATE: 5/17/15

TO THE COUNCIL OF THE CITY OF KENT, STATE OF OHIO:

We, the undersigned, owners of the property set opposite our names below, being the owners of said properties, do hereby respectfully petition the Council of the City of Kent to:

Change parking arrangements in our neighborhood starting at _____

Morris + Beryl - north side of street

And ending at _____

Lincoln + Beryl - north side of street

To change on street parking arrangements as further described:

No restriction parking on north side only.

Said parking limitations to be imposed on all parties both visitors and owners.

The undersigned adjoining property owners, after consideration of our neighborhood needs, are signing in support or opposition of the above described change in on street parking arrangements.

As described by: Julie McKenney

Address: 515 Beryl Drive Kent

I am a resident of Kent Ohio, residing on Beryl Drive between Lincoln and Morris. Until a discussion with my neighbor, Julie McKinney, I was unaware that there was a parking restriction on the north side of our street. There are no signs indicating that and as long as I have lived in my home I have not been cited for such offense. It is my desire that parking remain without restriction on the north side. I understand that this petition will be presented at a City Council meeting. 330-676-0352

	Name	Address	Years Lived at Address	Signature
owner	Julie + Scott McKinney	515 Beryl Drive	~14 yrs	Julie McKinney
	o TATE + PATTY BURKHART	1625 S. LINCOLN	37 yrs.	Patty Burkhart
	o LINDA WALLER	525 BERYL DRIVE	16 yrs	Linda Waller
	1 of 2 Nancy Woldt	511 BERYL DRIVE	49 yrs	Nancy Woldt
	o Carl Brahm	532 Beryl DRIVE	31 yrs.	Carl Brahm
				Elin Brahm
not owner listed on auditor	o Andrew M. Wier	536 Beryl Dr.	29 yrs.	A.M.W.
1 of 2	o James M. Beck	529 Beryl Dr	1 yr.	J.M.B.
2 of 2	o Helen Beck	529 Beryl Dr	1 yr	H.R.B.
	o LAURA R. DAVIS	516 BERYL DR.	20 yr.	Laura Davis
2 of 2	o Ansel Woldt	511 Beryl Dr.	49 yrs	Ansel Woldt
different first name than owner	o Tyler Sessions	512 Beryl Dr	29 yrs	Tyler Sessions
	o Tiffany McGuire	521 Beryl Dr.	2 yrs.	Tiffany McGuire
	o Ann M Rosa	1633 S. LINCOLN St	17 yrs	Ann M Rosa
	o Joy Palts	526 Beryl Dr.	1 yr.	Joy Palts

530 Beryl Drive is currently vacant. This petition represents 100% support from our block. JM

1621

511 ✓ 515 ✓

521 ✓

525 ✓ 529 ✓

1622

1625 ✓

1626

Morris Rd

Beryl Drive

1633 ✓

536 ✓

1637

512 ✓ 516 ✓

522 ✓

526 ✓

530

1640

Kent Police Department

MEMORANDUM

To: Dave Ruller, City Manager
Linda Jordan, Clerk of Council
From: Chief Michelle A. Lee
Date: September 29, 2015
Subject: Parking restrictions discussed

The TE&S Committee discussed the request, by High St. residents, to ban on street parking on the south side. The current ordinance reads:

NO PARKING NORTHSIDE, TWO HOUR PARKING SOUTHSIDE, NO PARKING SOUTHSIDE BETWEEN 344 HIGH EAST

The TE&S committee could not find fault with the petition and signatures as submitted by Mr. Larry Andrews of 335 High St. Should council decide to grant the request the ordinance should read:

NO PARKING BOTH SIDES



City of Kent, Ohio

Safety Department

Resident Request for "No Parking"

This information is being provided due to a request made concerning changes to parking on your street. In order to further consider this request to change parking on your street the attached petition must be completed. In order to further consider this request, the petition must have 70% of the adjoining property owners' support for the requested parking changes. The sections of the parking ordinance related to your street have been included below, along with a map depicting the area of proposed change and the affected residences. Once the petition has been completed and returned, it will be further considered by the Traffic Engineering and Safety Committee. Once it has been reviewed by the Committee it will be presented to Council for final consideration.

Change requested for:

(Request made in writing by Mr. Larry Andrews, 335 High Street.)

HIGH ST

NO PARKING NORTHSIDE, TWO HOUR PARKING SOUTHSIDE, NO PARKING SOUTHSIDE BETWEEN 344 HIGH EAST

335 High Street
Kent, OH 44240
August 4, 2015

Kent City Council
Traffic and Safety Committee
217 E. Summit Street
Kent, OH 44240

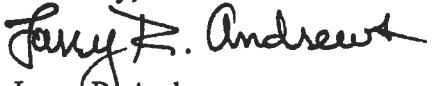
Subject: Parking on High Street

The attached petition represents 70% of the homeowners of properties abutting High Street, following the attached instructions given me by the city manager's office. There are 18 residence properties abutting the street, as shown on the attached map, also given me by the city manager's office. By phone that office said that I could discount vacant properties, and that if I had difficulty contacting landlords of rental properties I could get signatures of tenants.

Of the 18 properties I am subtracting the vacant one at 347. The 12 signatures supporting our request for the parking ban constitute 71% of the 17 properties. Of the 18 properties, only 7 are owner-occupied, and 6 of those 7 have signed in favor. I have presented only supporting signatures, having attained the required minimum. Three owners I contacted oppose the ban—336 (owner-occupied), 324 (landlord now living in South Carolina), and 603 (local landlord). I am still awaiting an additional supporting signature from a landlord who lives in Aurora. Thus I have consulted 16 of the 18 property owners. Knowing that you are meeting tomorrow night, I wanted to get this petition to you before then for consideration.

I have attached my original request letter from April 21, 2015 with an added phrase about the challenge High Street presents to emergency vehicles such as fire and ambulance. I have also attached documents relating to a similar case in Ravenna that resulted in a parking ban on a street there.

Sincerely,


Larry R. Andrews

CITY OF KENT, OHIO

DATE: August 4, 2015

TO THE COUNCIL OF THE CITY OF KENT, STATE OF OHIO:

We, the undersigned, owners of the property set opposite our names below, being the owners of said properties, do hereby respectfully petition the Council of the City of Kent to:

Change parking arrangements in our neighborhood starting at Vine Street

And ending at 344 High St., where the current ban begins eastward.

To change on street parking arrangements as further described:

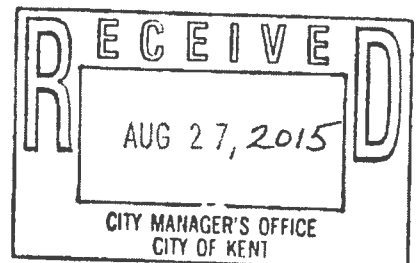
Replace the current 2-hour limit on the south side of High St. below 344 with a parking ban for the whole street. Rationale and petition are attached.

Said parking limitations to be imposed on all parties both visitors and owners.

The undersigned adjoining property owners, after consideration of our neighborhood needs, are signing in support or opposition of the above described change in on street parking arrangements.

As described by: Larry Andrews

Address: 335 High St., Kent



Page two of _____ pages of Kent City Council Petition dated _____.
Petition for Parking Changes at: _____

I support oppose the petitioned parking change.

Harry R. Andrews 335 High St Y
Name Print Street Number Property
Harry R. Andrews Kent, OH 44240 Owner-Y/N
Signature Mailing Address

I support oppose the petitioned parking change. OR INFORCE 2 hr. parking!!

Marisol Green 325 High St. Y
Name Print Street Number Property
Marisol Green Kent, OH 44240 Owner-Y/N
Signature Mailing Address

I support oppose the petitioned parking change.

Colleen M^cGRAW 339 High St. Y
Name Print Street Number Property
Colleen M^cGRAW Kent, OH. 44240 Owner-Y/N
Signature Mailing Address

I support oppose the petitioned parking change.

Jill d. Butler 344 High St. Y
Name Print Street Number Property
Jill J. Butler Kent, OH 44240 Owner-Y/N
Signature Mailing Address

I support oppose the petitioned parking change.

Amanda Ennis 320 High St. Y
Name Print Street Number Property
Amanda B. G Kent OH 44240 Owner-Y/N
Signature Mailing Address

I support oppose the petitioned parking change.

STEPHEN WEBSTER 343 HIGH ST Y
Name Print Street Number Property
Stephen Webster Kent, OH 44240 Owner-Y/N
Signature Mailing Address

Page two of _____ pages of Kent City Council Petition dated _____
Petition for Parking Changes at: _____

I support oppose the petitioned parking change. 407 High St
Cassandra Pegg Kirby ~~220 E Williams~~ Y
Name Print Street Number Property
Cassandra Pegg Kirby Kent, OH Owner-Y/N
Signature Mailing Address

I support oppose the petitioned parking change.
ALLYENE WOLF 330 HIGH X
Name Print Street Number Property
Allyene Wolf Kent, OH Owner-Y/N
Signature Mailing Address

I support oppose the petitioned parking change.
ORLANDO REYRS 345 HIGH ST X
Name Print Street Number Property
[Signature] Kent OH Owner-Y/N
Signature Mailing Address

I support oppose the petitioned parking change.
AMY STRAINER 312 High St NO
Name Print Street Number Property
[Signature] Kent OH Owner-Y/N
Signature Mailing Address
(Owned by her mother)

I support oppose the petitioned parking change.
Trudi Plumb agent for 573 Vine Street YES
Name Print owner David Adams Street Number Property
Trudi Plumb agent for Kent, OH 44240 Owner-Y/N
Jack Rehr Realty David Adams Mailing Address

I support oppose the petitioned parking change.
Van Le 331 High St. Y
Name Print Street Number Property
See attached faxed signature Kent, OH 44240 Owner-Y/N
Signature Mailing Address

To: MR. LARRY A.

Van Le
33. High
Kent olt 4424 0

This Signature Vanle

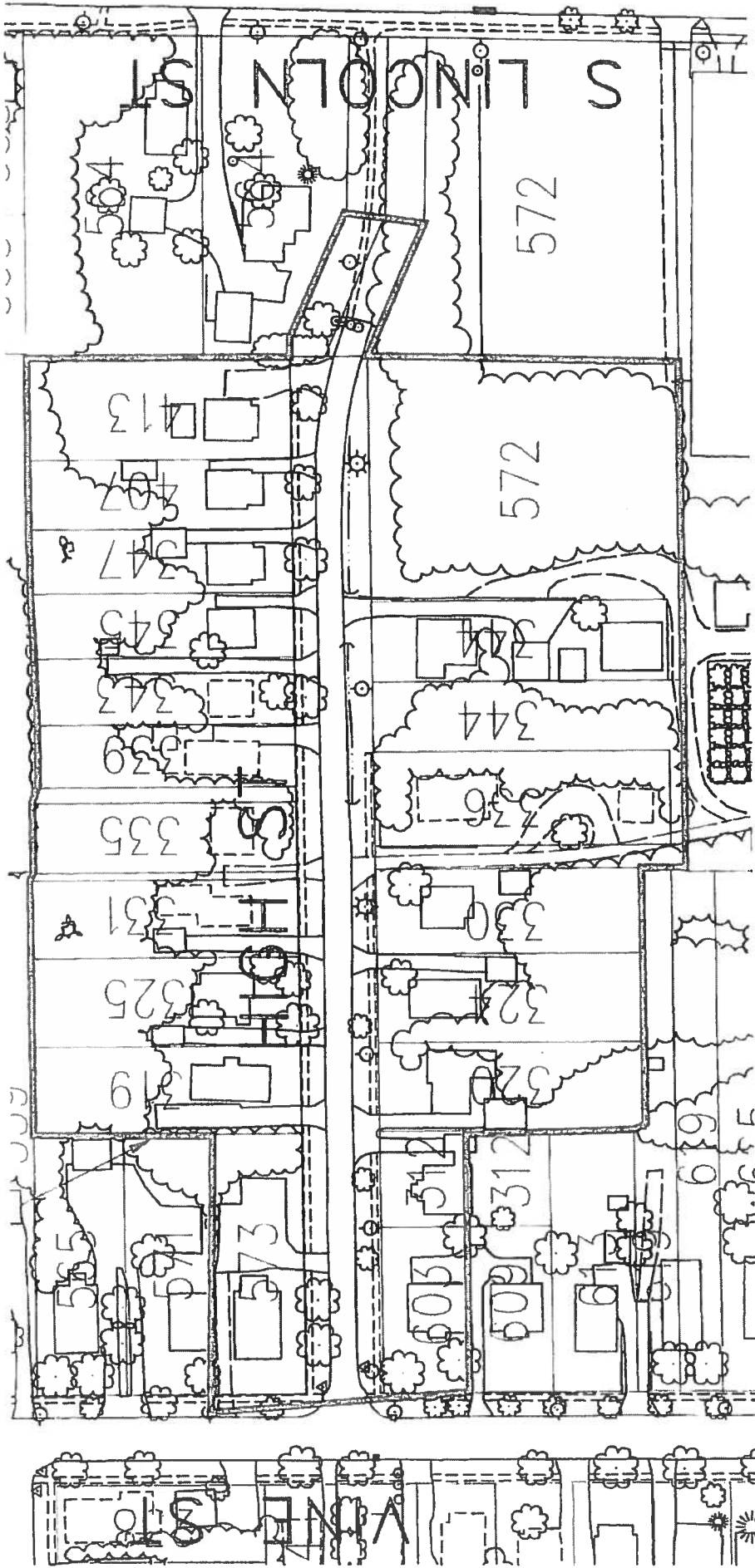
Regarding High St

Parking ban

Van Aug 3/15

Kent Kiuko
Fax #330 678 6965

- LIMITS OF THE PARCEL ADJACENT
TO THE PROPOSED PARKING CHANGE



Hearing set on parking ban

RESIDENTS OF SANFORD STREET IN RAVENNA RAISE CONCERNS TO CITY COUNCIL

By DANE SMITH | STAFF WRITER

People who live on a narrow residential street in Ravenna might not be able to park on the street if City Council approves an ordinance implementing a parking ban.

Residents of Sanford Street approached city officials about the issue after concerns came

up over the winter that plows and fire trucks might not be able to navigate the road if vehicles were parked there. Council will have a third reading on the issue at its July 6 meeting, when a vote will be taken.

Tina Thames said she is concerned that snowplows cannot go down the street. She said some of her neighbors park on

the street, even if there is room in their driveway.

"We're fed up, and you're our last hope," she said.

Derek Wood said he and his roommates all work different shifts, and some park on the street so the others are not blocked in the driveway.

"We all work, we all pay rent," he said. "There are no signs say-

ing you can't park in the street." Fran Ricciardi, president of council, said Ravenna has some narrow streets and sometimes parking on the street is prohibited because of safety concerns. Sometimes, he said, fire trucks cannot navigate streets if vehicles are parked on the road.

Contact this reporter at 330-298-1139 or dsmith@recordpub.com
Facebook: Dane Smith, Record-Courier
Twitter: @DaneSmith_RC

LOCAL
& STATE

Record-Courier

FRIDAY

JUNE 26, 2015

PAGE A3

Ravenna City Council, July 6, 2015 minutes

Third Reading of Ordinances:

ORDINANCE NO. 2015-068: AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, TITLE EIGHT - PARKING; CHAPTER 452 - PARKING GENERALLY; SECTION 452.20 - PROHIBITED AND RESTRICTED PARKING AREAS; SUBSECTION (A) BY PROHIBITING PARKING ON BOTH SIDES OF SANFORD STREET, AT ALL TIMES, was read for the second time, by title only. Regular Ravenna City Council Meeting Minutes July 6, 2015 Page Twelve (12).

Mr. Ferguson said a petition came in signed by a number of the residents on Sanford. A public hearing was held. The primary reason for this is the narrowness of the street and access or safety vehicles and the normal flow of traffic.

The clerk noted she received a phone call a few days after the public hearing from a constituent who wanted to know how to stop this from happening. She told the person to get a petition together and get it to her prior to this meeting.

Mayor Bica said he received a call today from an opposing faction. He was told they were planning to come to the Committee meeting on the 13th. They do not want a parking ban.

President Ricciardi noted the people who park on the street don't want a parking ban. He noted this is on third reading. The clerk reiterated that she told the person calling her they had to get that petition in to her before this meeting.

There being no further comments or questions, a motion was made by Ms. Michael, seconded by Ms. Spencer that Ordinance No. 2015-068 be adopted. Vote: All Ayes. The President of Council declared Ordinance 2015-068 adopted.



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: September 30, 2015

TO: Dave Ruller, City Manager

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

RE: Main Street Kent Agreement

In 2011, Kent City Council authorized a five-year agreement with Main Street Kent that provided a grant of up to \$75,000 annually for the period 2011-2015. The actual amount of the grant varied each year because the City's annual contribution was limited to no more than one third (1/3) of Main Street Kent's annual income generated, up to a maximum annual contribution of \$75,000.00.

Below is a summary table that lists the annual income generated by Main Street Kent and the City's corresponding contribution for the first four years of the agreement:

Year	MSK Annual Income	City 1/3 Contribution
2011	\$84,098	\$75,000*
2012	\$110,314	\$35,274
2013	\$116,132	\$58,066
2014	\$137,563	\$68,781

*Overpayment of \$32,951 for 2011 City contribution. Adjusted in year 2012

Main Street Kent has submitted a request to the City to enter into a new agreement after the current agreement expires on December 31, 2015. I am respectfully requesting time at the October 7th Committee session to discuss the Main Street Kent proposal and to request Council authorization to enter into a new agreement that will continue support for the organization in the future.

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

Thank you.

Cc: David Coffee, Budget & Finance Director



Main Street Kent: A Proposal for our Future Relationship with the City of Kent

Main Street Kent continues to be a dedicated partner and service provider to the City of Kent. As our downtown continues to evolve into a thriving destination, our role becomes critical to the overall sustainability of the city. Over the past five years, Main Street Kent has taken on more responsibilities, created more events, and become more of an integral part of the overall success, aesthetics, and promotion of our great city. Main Street Kent has been building serious momentum over the years and with our fully engaged board of 18 members, four strong committees of volunteers, and a director that leads us with energy and efficiency, this momentum can only continue to positively impact the health of our downtown district in the years to come.

Our Income: Main Street Kent's operational income (not including the City of Kent's contribution) has grown significantly over the past four years, with the number of contributors increasing as well. From 2011 through 2014, we have:

- Increased our operational income by 80%.
- Increased the number of unique donors by 261%; donors of \$300+ have increased by 375%.
- Increased our marketing budget, which gets people downtown, by 327%.
- Increased the number of major events from 5 per year to 12 per year; plus, we hosted the 2014 Heritage Ohio Annual Conference in Kent and "carried the torch" from KSU on the 'Round Town Music Festival.
- Increased sales at the Art & Wine Festival by 515%.

Events: Main Street Kent continues to add and modify events to maximize attendance, increase foot traffic to local businesses, boost the exposure of our city as a destination, and generate profit for our ongoing operations. Merchants report when people come to events, they often return soon after for repeat visits!

<u>2011 Events</u>	<u>2012 Events</u>	<u>2013 Events</u>	<u>2014 Events</u>
Art & Wine Festival	Art & Wine Festival	Art & Wine Festival	Art & Wine Festival
Family Friendly Halloween	Family Friendly Halloween	Family Friendly Halloween	Family Friendly Halloween
International Festival	International Festival	International Festival	International Festival
Annual Awards Celebration	Chocolate Walk	Chocolate Walk	Chocolate Walk
Thursday Night Live	Small Biz Saturday/Sweet Finds Contest	Small Biz Saturday/Sweet Finds Contest	Small Biz Saturday/Sweet Finds Contest
	Sidewalk Sale	Sidewalk Sale	Sidewalk Sale
	Annual Awards Celebration	Annual Awards Celebration	Beatles' Progressive Event
	Thursday Night Live	Thursday Night Live	Murder Mystery Dinner Party
			Progressive Comedy Event
			Oktoberfest
			Annual Awards Celebration
			Thursday Night Live



Time & Money

Volunteer Hours: In 2014, over 1,400 volunteer hours were logged for our organization. According to the Corporation for National and Community Service, <http://www.volunteeringinamerica.gov/>, the value of one volunteer hour is \$22.55; therefore Main Street Kent and the City of Kent reaped the benefit of volunteer time to the tune of over \$31,000 in just one year!

In-kind Support: In 2014 alone, Main Street Kent received marketing support, in the form of in-kind donations, at a value of over \$15,000! The Record-Courier, DIVERSA, Inc., WKSU and others provide their in-kind services to our organization because they believe in what we do, and they want to help us achieve our mission. This gives us even more leverage with our marketing budget.

Increased Sales: Many local businesses have reported a steady increase in sales over the past five years, specifically crediting the occurrence of Main Street Kent events and our marketing efforts to some of this success. On the day of events, sales increase, and then new customers result from this new exposure.

Testimonials: How has your business benefited from the efforts of Main Street Kent?

- **Kent State Hotel & Conference Center** – “Main Street Kent has done a fabulous job of seeking opportunities to put Kent on the map and creating business for the entire community. Their website along with collaborative marketing efforts offers numerous options to help build our business.”
Michael Riccio, General Manager
- **Carnaby Street Style** - “Main Street Kent is a true advocate for all of the businesses in the Kent community. The events they plan are inclusive of all businesses, are well attended, well advertised and are well planned and executed. Not only do customers enter my business during Main Street Kent events, but it gives my business a great deal of exposure and the opportunity to acquire potential new customers.” **Emma C. Kennell, Owner**
- **Wild Earth Outfitters** – “Main Street Kent’s events bring a tremendous amount of foot traffic downtown compared to other days. They do an excellent job of increasing awareness of our business and we see the effects on sales over the following days. As the owner of two businesses in Kent, I can honestly say that the efforts put forth by MSK have a positive and lasting effect on our business. From the numerous events and advertising opportunities to maintaining the Adopt-A-Spots that make downtown look so fantastic; MSK is a valuable resource that we are fortunate to have.”
Tim Nightengale, Owner
- **Kent Cycle** – “We are very pleased with being a part of Main Street Kent. Seeing the awesome turnout to events is great for business here. The Chocolate Walk is always a success. It really works for us, getting people in the door, getting the word out that we are here. We see good return business from our involvement. Main Street gives us the opportunity to be involved with other merchants and the city in ways that we sincerely appreciate.” **Stefan Meyer, Owner**



- **Off the Wagon** - "I've been a retailer for over 30 years and have come to believe in the power of collaboration. MSK is by far the strongest downtown association I have witnessed. MSK has a strong board of directors who all love Kent, and they collaborate with other organizations, downtown businesses, Heritage Ohio, and the National Main Street Center. We have seen huge increases in our sales over the years on the days of the events, and subsequently we hear customers talking of having discovered Kent on the days following events. Our average number of daily sales (averaged over a year) has steadily increased, more than doubling over the course of the last 5 years. MSK's contributions to the downtown aesthetics have helped make the downtown a truly beautiful and fun place to visit. More people are shopping and enjoying Kent every day."
Michelle Sahr, Owner
- **McKay Bricker Framing & Black Squirrel Gifts** – "Main Street Kent has supported the investment made by the city and the business community, and continues to help guide the development of our great downtown business district. The program has contributed to the quality of life for the residents and served as a model for other communities. Each year the Art & Wine Festival keeps getting better; this year, with near perfect weather and increased attendance, our sales were way up! The great thing about the Art & Wine Festival is the attendees are not just from Kent or Portage County, they are from outside of Kent's normal trading area -- new people coming to Kent, discovering Kent, shopping Kent and dining in Kent." **Bob Mayfield, Owner**
- **College Town Kent** – "Main Street Kent and their director consistently execute quality events and marketing initiatives that draw not only the local trade area, but just as importantly, the neighboring and regional communities to downtown Kent to shop, dine and recreate. Regionalizing the downtown has been a key component to our tenants' continued success in the market, and has allowed for their consistent growth each subsequent year. MSK is the most active downtown organization within the community and is a necessity to the continued success of the downtown core."
Regan Gettens, Property Manager CTK

Due to the overall health of our downtown, a number of businesses have improved their storefronts, expanded their businesses, and some have even opened additional businesses: Popped! - expanded into the ice cream business; Off the Wagon – opening Kent Cheeseomonger; Wild Earth Outfitters – opened Gateway Footwear; Taco Tonto's – opened a new location in Lakewood and expanded the Kent location to include the Venice Café.

Our Vision – Where we're going:

- Strategic planning – planning ahead for downtown Kent's future by identifying and addressing potential challenges ahead of time.
 - Maintaining and building Main Street Kent's financial strength to ensure our ability to support the downtown in the future
 - Keeping momentum / keeping things "fresh", inviting and exciting in our city.
 - Identifying changing needs of businesses and the community on a regular basis.
- Marketing – increasing the reach of our efforts to maximize exposure of our downtown businesses, events, arts, culture and community.



- Target marketing – reaching the KSU student, faculty and alumni population via electronic and social media; utilizing a university liaison and “street team” for optimal communication.
- Destination marketing - collaborative efforts to market Kent as a destination, including Travel Host, Akron Life, Adventures in Northeast Ohio, and more – expanding the trade area for all local businesses.
- Geo-targeting – advertising to neighboring communities via smart phone ads (ads are presented based on geographic location and search detail such as “things to do in Kent” or “Kent restaurants,” etc.)
- Website optimization – utilizing web analytics to determine where our site traffic comes from so we can adjust key words, links, etc. accordingly to reach a broader audience. Important note: The MSK website has had 522,432 unique visitors since 2011!
- Design –
 - Downtown map kiosks – updating at least once per year, including historical information on reverse side.
 - Way finding program / personality signs – developing new concepts to put in rotation; keeping signs fresh (Examples: “You are beautiful.” “High five a stranger!”)
 - Downtown banner program – partnering with the city as the “gatekeeper” for all requests, making recommendations based on guidelines.
 - Adopt-A-Spot program – continuing to improve the quality and level of community involvement in our downtown gardens.
 - Public art - identifying opportunities for public art projects including murals, utility box art, and other elements that put Kent on the map.
 - Façades – working with KSU architecture students on façade improvement plans for local building owners.

Our Proposal:

- The City of Kent benefits immeasurably from the good work of Main Street Kent. Over the past five years, we have become a solid partner in our downtown, and are ready to continue our efforts to strengthen and beautify our downtown while fostering economic development, historic preservation and a sense of community. Each year, we take on more initiatives to keep the momentum going and take care of our downtown businesses, and our costs increase with the amount of work that we do.

Beginning in 2016, we are prepared to reduce the amount of support we receive from the City of Kent by 20%. Therefore, we propose a grant be made to the Main Street Kent organization in the amount of \$60,000 per year for two years, with the option to renew for one year. As we take on more responsibility year after year, harnessing the power of dozens and dozens of community volunteers, we feel it is critical to the success of our program and our downtown to receive this level of support from our City. We hope that we are seen as a fantastic “employee” based on our performance and productivity during our initial contract. We look forward to serving the City of Kent and our downtown businesses in the years to come!

Respectfully,

Heather Malarcik, Executive Director
Nancy Whitehead, President
Mike Finley, Vice President
Michelle Sahr, Treasurer
Joan Conaway, Secretary

Main Street Kent Income & Expenses for 2011 – 2014

	2011	2012	2013	2014
Income				
Corporate Sponsors & Foundations	33,480.78	67,971.12	54,240.07	39,567.80
EVENTS and Grants	18,039.40	23,559.33	28,262.91	62,871.35
Marketing & Advertising Campaigns		12,944.50	17,387.54	15,646.57
Income before City Contributions	51,520.18	104,474.95	99,890.52	118,085.72
City Contribution				129% INC
Adopt a Spot City Contribution towards flowers	75,000.00	35,274.00	58,065.96	68,781.33
Adopt a Spot Community Contributions	10,000.00	10,000.00	10,000.00	10,000.00
Other income not eligible for City Match	2,000.00	6,250.00	8,250.00	8,741.10
	19.80	1,565.30	807.44	1,156.55
Total Income	\$126,520.18	\$139,748.95	\$157,956.48	\$186,867.05
Expenses				
Downtown Beautification Expenses & Adopt a spot				
Event Expenses	18,191.83	5,970.57	11,879.11	12,207.96
Marketing & Advertising Expenses	29,743.30	63,862.81	25,203.03	43,361.73
Operational Expenses	9,901.78	16,282.80	44,110.28	42,301.19
Heritage Ohio & Nat'l Main Street Dues	10,623.65	4,664.84	5,151.31	6,922.70
Insurance - nonemployee	800.00	4,376.00	5,187.50	4,497.50
Trainings and Main Street Conferences	2,987.00	2,981.00	3,563.00	3,462.00
Rent	3,982.06	1,739.25	1,221.45	2,773.19
Payroll - Wages	3,900.00	325.00	7,200.00	7,200.00
	71,843.29	48,812.69	41,313.82	51,209.26
Total Expenses	\$151,972.91	\$149,014.96	\$144,829.50	\$173,935.53
Net Income	-\$25,452.73	-\$9,266.01	\$13,126.98	\$12,931.52

NOTE: All the income and expenses for the year are included in the above numbers with a few exceptions. ALL exceptions listed below.

1. 2012 Sheryl Crow / KSU Concert which had an income line of \$25k from a contributor to help us sponsor the event at a \$25K expense (in and out)
2. In 2011 The city gave MSK \$20,000 towards adopt a spot/ beautification -> MSK used it for labor expenses paid to Freedom lawn care for \$17180
3. In 2012 The city gave MSK \$20,000 towards adopt a spot/ beautification -> MSK used it for labor expenses paid to Freedom lawn care for \$24440
- * #2 and #3 not included because we changed and removed the \$20k contribution to MSK to have the city pay that directly starting in 2013
4. In Kind Income NOT included above but = \$17476 for 2012, \$36920 for 2013, and \$20001 for 2014

**CHAPTER 749
Taxicabs Regulations**

- 749.01 Definitions.**
- 749.02 Compliance Required.**
- 749.03 Authority of Safety Director.**
- 749.04 Taxicab Company's License, Requirements & License Fee.**
- 749.05 Taxicab Driver's License.**
- 749.06 Licensing; Expiration; Renewal.**
- 749.07 Display of License.**
- 749.08 Licenses Not Transferable.**
- 749.09 Taxicab Vehicle Standards.**
- 749.10 Vehicle Safety Inspections.**
- 749.11 Identification Markings on Taxicabs; Inspections.**
- 749.12 Display of Rates; Excessive Charges.**
- 749.13 Prohibited Acts.**
- 749.14 Refusal, Revocation or Suspension of Taxicab License.**
- 749.15 Records; Trip Sheets.**
- 749.99 Penalties.**

749.01 DEFINITIONS.

Unless otherwise expressly stated when used in this chapter the following terms shall have the meanings provided in this section:

- (a) "Taxicab company" means every corporation, company, association, joint stock association, person, firm or co-partnership, their lessees, trustees, receivers or trustees appointed by any court, owning, controlling, operating, maintaining or managing one or more taxicabs within the City.
- (b) "Street" means any public street, alley or public way within the corporate limits of the City.
- (c) "Taxicab" means any motor driven vehicle engaged in the business of carrying passengers for hire or fare or offered for hire or fare to the public for transportation, including "Limousines" operating within the City, except motor buses on regular schedules, PARTA vehicles and other regularly established routes. This includes anyone offering rides for free, but still accepting tips (Ord. 2010-116. Passed 12-15-10).
- (d) "Taxicab driver" means any person who drives or operates a taxicab for hire or fare and who is in actual physical control of a taxicab on the streets of the City. (Ord. 2010-116. Passed 12-15-10)

749.02 COMPLIANCE REQUIRED.

No taxicab company or taxicab driver shall operate any taxicab except in accordance with the provisions of this chapter. (Ord. 2010-86. Passed 08-18-10)

749.03 AUTHORITY OF SAFETY DIRECTOR.

The Safety Director or person designated by the Safety Director shall have the authority to supervise and regulate the operation of all taxicabs, and prescribe rules and regulations and issue orders in conformity with the provisions of this chapter. (Ord. 2010-86. Passed 08-18-10)

749.04 TAXICAB COMPANY'S LICENSE, REQUIREMENTS AND LICENSE FEE.

- (a) No taxicab company shall pick up fares in the City of Kent, Ohio unless the company has been issued a license for each of its taxicabs.
- (b) Application.

(1) A taxicab company desiring to obtain a license shall make application to the Director of Public Safety providing the following information:

(A) The business name, address and telephone number of the applicant.

(B) The make, license number, identification number and seating capacity of the vehicle(s).

(C) The names of the owner and drivers who will operate the taxicab(s) and their places of residence.

(D) A list of fares and rates to be charged passengers for transportation. Such list shall be re-filed with the Safety Director at any time fares or rates are adjusted or changed.

(2) The application shall be accompanied with proof of liability insurance with respect to all taxicabs and taxicab drivers providing the following:

(A) The policy shall be written by an insurance company authorized to carry on business and write such policies in the State.

(B) For each taxicab driver, the liability insurance policy shall be a combined single limit policy of \$500,000.

(C) The policy shall contain a clause obligating the insured to give ten (10) days written notice to the Director before cancellation and a clause for the company's continuing liability thereunder for the full amount, notwithstanding any recovery thereon.

(D) If, at any time in the judgment of the Director the policy is not sufficient, the Director may require the taxicab company to replace it with another.

(3) The application shall be accompanied with a financial statement, a balance sheet, profit and loss statement and a capital improvement report showing purchases of all new taxicabs.

(4) The company shall have 24-hour taxicab service and telephone service.

(c) At the time of the issuance of the license, and annually thereafter, on or before September 30, the taxicab company shall pay a fee of seventy five dollars (\$75.00) to the Director of Public Safety for each taxicab to be operated during the year. This fee shall be in addition to any other fees required by this chapter.

(d) A taxicab company shall not permit any person to operate or drive for hire any taxicab owned or operated by the company until the Director of Public Safety has been notified of the driver's name and address and the driver has obtained a taxicab driver's license pursuant to Section 749.05 of the Kent Codified Ordinances.

(e) Prior to any fare increase the taxicab company shall advertise such fact three (3) times in a publication of general circulation and notification shall be sent to the Mayor, Safety Director and Council by certified mail (Ord. 2010-86. Passed 08-18-10).

749.05 TAXICAB DRIVER'S LICENSE.

(a) No person shall operate a taxicab within the City without first obtaining a taxicab driver's license.

(b) Qualifications.

(1) An applicant for a taxicab driver's license must be at least twenty one (21) years old.

(2) An applicant shall have good eyesight and no physical or mental limitations which would render the person unfit for the safe operation of a motor vehicle.

(3) An applicant shall not be addicted to the use of intoxicating liquors or drugs.

(4) An applicant shall have no criminal convictions of:

i) sexual offenses;

ii) drug offenses;

iii) felony convictions within the last five (5) years.
 (Ord. 2010-116. Passed 12/15/2010)

(c) A person desiring to obtain a taxicab driver's license shall make application in writing, under oath, to the Director of Public Safety providing the following information:

- (1) Full name.
- (2) Place of residence and telephone number; place of residence for five (5) years preceding the date of such application, and place of birth.
- (3) Date of birth, sex, height, weight, color of eyes and hair, and citizenship.
- (4) Place of previous employment for the five (5) years preceding the date of application.
- (5) A valid driver's License issued by a State of the United States.
- (6) Whether the applicant has been convicted of a felony or misdemeanor, and if so, when, where, what offense, and the sentence for each conviction.
- (7) Whether the applicant has previously been employed as a tax driver, and if so, when, where and by whom.
- (8) Whether the applicant has ever had a previous license denied, suspended, or revoked, and if so, where, when and for what reason.

(d) Each application for a taxicab driver's license shall be accompanied by three (3) unmounted, unretouched photographs of the applicant, taken within thirty (30) days of the date of the application, suitable for attachment to the license.

(e) Each driver shall keep his correct address on file with the Director of Public Safety and shall notify the Director if there is a change in address.

(f) Each applicant shall be fingerprinted by the Portage County Sheriff's Office (PCSO) webcheck system unless otherwise directed to check for BCI and NCIC criminal records before a taxicab driver's license may be issued. The fingerprints, records and any other relevant information shall be permanently filed with the Records Bureau of the Police Department.
 (Ord. 2010-116. Passed 12-15-10)

749.06 LICENSING; EXPIRATION; RENEWAL.

(a) Upon satisfactory fulfillment of the requirements listed in Section 749.05 of the Kent Codified Ordinances, the Director of Public Safety shall issue to the applicant a taxicab driver's license upon payment of the license fee in the amount of twenty five dollars (\$25.00).

(b) A taxicab driver's license shall expire on September 30 of each year. In the event an application for a new license is made on or after September 1 of any year, but not later than September 30 of the same year, such license shall be in force and effect to and including September 30 of the following year.

(c) A driver, in applying for a renewal of the taxi driver's license, shall make application before September 30 and provide the name and address of the applicant, the date when the original license was granted, the license number, and such other information as the Director may require and a ten dollar (\$10.00) renewal fee. Two (2) new photographs shall be provided with the renewal application.
 (Ord. 2010-86. Passed 08-18-10)

749.07 DISPLAY OF LICENSE.

A certified copy of a taxicab license and the City of Kent taxicab driver's license shall be exhibited in a prominent place in each taxicab at all times.
(Ord. 2010-86. Passed 08-18-10)

749.08 LICENSES NOT TRANSFERABLE.

Any person acquiring a licensed taxicab shall at the time of acquisition acquire a license in such person's name as the new owner. Taxicab licenses are not transferable.
(Ord. 2010-86. Passed 08-18-10)

749.09 TAXICAB VEHICLE STANDARDS B PERMITTING OPERATION OF AN UNSAFE VEHICLE.

(a) No person shall knowingly permit the operation of a taxicab unless it is equipped with the following:

- (1) A light within the passenger compartment.
- (2) Telephone service shall be available to each taxicab driver so that calls to emergency services such as police and fire departments can be made if needed.
- (3) Passenger restraints such as manufacturer-installed seatbelts or air bags, which may be used at the option of the passenger, numbering no fewer than the maximum occupancy of the cab.
- (4) A suitable holder for the driver's identification card in a place where such card will be visible to the passengers at all times.
- (5) All vehicles licensed as taxicabs shall have a minimum of twenty-nine (29) inches rear fore/aft room (leg room), and fifty-seven (57) inches rear shoulder room. No vehicle with less rear space shall be licensed as a taxicab.

(b) No person shall knowingly permit the operation of any taxicab which is in such unsafe condition as to endanger any person or property.

(c) No person shall place any vehicle into service as a taxicab which does not have at least three (3) doors. No vehicle which requires the movement of a seat or any portion of a seat to gain access to other seating shall be placed into service as a taxicab.

(d) No person shall allow the operation of any taxicab which does not comply with the standards established in this section. Failure to do so shall constitute grounds for revocation of such taxicab license.

(e) Taxicabs shall be tobacco smoke free.
(Ord. 2010-86. Passed 08-18-10)

749.10 VEHICLE SAFETY INSPECTIONS.

(a) No owner or other person having possession or control of any taxicab shall operate the same upon the streets unless such vehicle has an unexpired seal of inspection issued by the Ohio State Highway Patrol indicating that it has been duly inspected and found safe and roadworthy within the preceding twelve (12) months.

(b) If any taxicab is damaged by reason of a collision or from any other cause, no owner or other person having possession or control thereof shall operate the same upon the streets unless such vehicle has been tested and approved by the Ohio State Highway Patrol within twenty-four (24) hours after such vehicle has been returned to service.

(c) A violation of this section shall constitute grounds for revocation of such taxicab license.
(Ord. 2010-86. Passed 08-18-10)

749.11 IDENTIFICATION MARKINGS ON TAXICABS; INSPECTIONS.

(a) Each taxicab shall bear distinctive permanent identification markings as follows:

(1) Rear. The rear part of each taxicab shall be painted, stenciled or decal transferred, the name of the company owning and operating the taxicab in letters approximately four inches (4") in height, and the number of the taxicab in letters approximately eight inches (8") in height.

(2) Sides. Each side of each taxicab shall have painted, stenciled or decal transferred the name of the company owning and operating the taxicab in letters approximately five inches (5") in height, the number of such taxicab in letters approximately six inches (6") in height and the rate of fare, the numerals indicating the base rate of fare in letters approximately two inches (2") in height and the remaining portion of the legend in letters approximately one inch (1") in height.

(3) Roof. An illuminated sign displaying the word "Taxi" to both the front and rear of the taxicab shall be mounted on the forward part of the roof. The sign shall be illuminated when the motor is running or when the ignition switch is in position to permit the motor to run. Such sign shall be approximately twelve inches (12") in overall length.

(4) Color. The color of such markings shall be adequately contrasting with the color of the vehicle to render them easily visible and legible.

(b) Any taxicab may be inspected upon demand by the Director of Public Safety or a designated police officer to insure that it is in safe operating condition and meets the requirements of state law.

(c) The vehicle's Ohio vehicle registration plates shall be visible to the front and rear at all times.

(Ord. 2010-86. Passed 08-18-10)

(d) The requirements of this Section 749.11 do not apply to vehicles properly licensed by the State of Ohio as limousines or livery vehicles as long as the vehicles are operating within the law of Ohio as limousines and are only picking up passengers on prearranged contracts made in advance of boarding. If the limousine is picking up passengers without prearranged contracts, they are operating as a taxi cab and do need to meet the requirements of this section.

(Ord. 2010-116. Passed 12-15-10).

749.12 DISPLAY OF RATES; EXCESSIVE CHARGES.

Every taxicab driver shall display, at all times, a printed list of the standard maximum fares and rates to be charged passengers for transportation. No owner or driver shall charge any amount in excess of such printed rates unless by mutual agreement between the passenger and driver entered into before leaving the point of departure.

(Ord. 2010-86. Passed 08-18-10)

749.13 PROHIBITED ACTS.

Taxicab companies and taxicab drivers are prohibited from causing or permitting the following acts in the use or operation of taxicabs:

(a) To permit occupancy by more persons than the actual seating capacity of such vehicle as shown by the application filed with the Director of Public Safety.

(b) To drive a taxicab while under the influence of intoxicating liquor or drugs greater than the CDL BAC limit of .04 or to drink any intoxicating liquor or use any illegal drugs or hallucinogens whatsoever while engaged in driving or while on duty as a driver of any taxicab.

(c) To fail, neglect or refuse to turn over to the taxicab company's officers within twenty-four (24) hours all lost articles found in any taxicab.

(d) To fail to notify the Police Department about an accident within twelve (12) hours of its occurrence, upon a form provided by the Police Department, and/or provide any additional information which the Director may desire regarding such accident.

(e) To permit a full-time driver to work in excess of twelve (12) hours in any twenty-four (24) hour period.

(Ord. 2010-86. Passed 08-18-10)

749.14 REFUSAL, REVOCATION OR SUSPENSION OF TAXICAB LICENSE.

(a) The Director of Public Safety is authorized to refuse to issue a taxicab company license or a taxicab driver's license upon good cause, and/or when the health, safety and/or welfare of prospective riders require it.

(b) Any taxicab license may be suspended or revoked at any time by the Director of Public Safety for the violation of any provision of this chapter or any ordinance of the City, or any law of the State of Ohio or of the United States. It shall be the duty of all police officers to call the attention of the Director to any such violation on the part of the licensee. Any such suspension or revocation shall be noted on the taxicab license together with a statement of the reason therefor.

(c) A taxicab license which has been revoked shall not be reissued for one (1) year.

(d) A determination of refusal, revocation or suspension of a taxicab license shall be a final decision, allowing all appropriate appeal to an appropriate court of law, pursuant to the Ohio Revised Code.

(e) Any taxicab license may be suspended, revoked or denied approval if any information provided on any application form required under Section 749.04 is determined to be false.

(Ord. 2010-86. Passed 08-18-10)

749.15 RECORDS; TRIP SHEETS

The owner or the person in charge of one (1) or more taxicabs shall keep a record of all such taxicabs showing the body number, city taxicab driver's license number, and the vehicle license plate number, and such data as may be necessary to identify the driver of such vehicle at any and all times. Such owner or person in charge shall also keep a record of the time of departure from and arrival at his garage or headquarters of such taxicab, and the total fares charged.

Taxicab owners shall require their drivers to submit completed trip sheets on a regular basis, but in no case shall this be greater than weekly.

All such records shall be maintained and not destroyed for a period of one (1) year, and shall be subject to inspection at all times by the police department and by the Director of Public Safety, and the City's income tax department or designee's.

(Ord. 2010-86. Passed 08-18-10)

749.99 PENALTIES.

(a) Whoever violates Sections 749.02, 749.04 and 749.05 shall be guilty of a misdemeanor of the first degree and shall be fined not more than one thousand dollars (\$1,000) or imprisoned not more than six (6) months, or both.

(b) Whoever violates Sections 749.07, 749.09, 749.11, 749.12 or 749.13 shall be guilty of a minor misdemeanor and shall be fined not more than one hundred fifty dollars (\$150.00). Upon subsequent conviction such person shall be deemed guilty of a misdemeanor of the third degree and shall be fined not more than five hundred dollars (\$500.00) or imprisoned for not more than sixty (60) days or both. Any violation shall constitute a separate offense for each successive day continued.

(c) A violation of any other section of Chapter 749 shall be grounds for the suspension or revocation of the taxicab driver's license, or in the case of a new application, shall be grounds to refuse to issue such license for a determinate period of time up to ninety (90) days or permanently.

(Ord. 2010-86. Passed 08-18-10)

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE

MEMO

October 1, 2015

To: Dave Ruller, City Manager

From: Gene Roberts, Service Director

RE: Kent City Council September 2, 2015 Request For Information
Public Sidewalk Snow and Ice Control

This Memo is in response to Kent City Council's (KCC) request for information specific to the Public Sidewalk Snow and Ice Control. The following items were identified from KCC discussions which took place at the September 2, 2015 Streets Sidewalks and Utilities Committee meeting and the additional issue sent to the Administration to report how contract sidewalk snow removal could be implemented. The following is offered in an attempt to address Council's requests:

1. Understand options available with the SWIFT Reach to Notify residents and business to clear sidewalks

Swift Reach provides the City of Kent the ability to notify subscribers with emergency information and special notifications such as Snow Parking Bans. There are over 6,600 subscribers in Kent receiving notification by phone (voice), email or text message when the City transmits an alert. During a typical alert all subscribers are notified in approximately 10-minutes.

For Parking Ban notifications, both initiated and lifted, the subscribers are asked to shovel their sidewalks both in the transmitted phone voice message and the email message. Text Messages (SMS) are limited to 140 characters and have not included the request to shovel walks. Of the total notifications sent text messages comprise less than 5%. Please see attached Attachment "A" for additional information.

2. Report on how the City of Ravenna operates their sidewalk snow removal program

The City of Ravenna does operate municipal equipment to clear 24.8 miles of sidewalk after a winter snow event in excess of 2-inches. Their operation removes down to 1-inch of snow on the sidewalks and depending on the amount of snow fall they clear the sidewalks in 3 to 4 days. The average cost per event is reported as \$800.

Ravenna's Service Director and Street Superintendent select the sidewalk sections to be cleared and advise their Council and School District of their decision. Ravenna reported that every time they clear sidewalks they receive numerous calls of "why did you stop here". Please see attached Attachment "B" for additional information.

3. Motion by KCC to have the staff look into a serious plan for clearing the state routes in heavily traveled pedestrian area. Including cost of equipment and hiring part time employees.
4. The benefit to hiring part time staff and purchasing equipment is direct supervisor control over the work effort when compared to hiring contractors to complete the same work.

The cost estimated to clear by part time staff and the proposed routes to be cleared are provided for KCC consideration. Please see Item No. 5 below for additional information.

5. Motion by KCC to have the staff prepare a plan to have independent sidewalk snow removal contractors complete snow removal. (09/16/15 KCC Meeting)

After the initial Committee Meeting Council asked that an additional investigation occur regarding using contract sidewalk snow removal. The plan would include all of SR 43 and everything along the SR 59 corridor to the east of SR 43, a map has been prepared in the Attachment showing the area where service would be provided. The plan would be experimental in nature.

Please see Attachment "C" and "D" for additional information.

Based on proposal amounts and method Council will need to appropriate additional funding to provide for implementation of the selected method, part time staff or contract. For both methods the proposed plan would remove snow from sidewalks leaving no more than 1-inch of snow on the walk and starting when 2-inches of snow has accumulated.

6. Additional staff thought "Neighborhood Signs".

Neighborhood Signs were used during the construction of the Fairchild Bridge Project to address a large number of complaints from residents regarding speeding vehicles on the side streets off of N. Mantua Street. What was discovered during the deployment of the portable neighborhood signs on Carthage Street was an overwhelming success. Staff thought that a similar neighborhood sign of public recognition may promote others to shovel their walk.

Please see attached Attachment "E" for additional information.

**Kent City Council September 2, 2015 Request For Information
Public Sidewalk Snow and Ice Control**

Attachment "A"

Swift Reach

The 2014-2015 winter Swift Reach messages regarding snow emergency were transmitted as follows:

Message Announcing Snow Parking Ban In Place:

Voice Message

You are receiving this call from the City of Kent Service Department. The on street snow parking ban is in place due to the current snowfall greater than 2-inches. This winter season please remember to remove snow and ice from public sidewalks. This message will repeat one time.

Email Message

The City of Kent Service Director has announced that a snow emergency parking ban is being put into effect. A snow emergency exists during any 24 hour period when 2 or more inches of snow accumulates. The on street parking ban is put into effect to allow city crews to clear snow and ice from city streets. You will receive a second notification when the parking ban has been lifted. This winter season residents and businesses are reminded to clear public sidewalks of snow and ice abutting their properties.

City of Kent, Department of Public Service

Text Message

Swift911: A Snow emergency on street parking ban has been issued for the City of Kent. You will receive a 2nd message when the ban has been lifted. {120 characters of a possible 140}

Message Announcing Snow Parking Ban Lifted:

Voice Message

You are receiving this call from the City of Kent Service Department. The on street snow parking ban has been lifted. This winter season please remember to remove snow and ice from public sidewalks. This message will repeat one time.

Email Message

The on street snow parking ban has been lifted.

This winter season, residents and businesses are reminded to clear public sidewalks of snow and ice abutting their properties.

City of Kent, Department of Public Service

Text Message

Swift911: The Snow emergency on street parking ban in the City of Kent has been lifted. {72 characters} Possible to craft message for sidewalks.

Swift Reach Contract:

Unlimited Annual Subscription Plan
Annual Subscription Fee: \$5,995

Transmittal limitations:

Audio: None
Email: None
Text: 140 Characters

In addition to the three forms of communication the City Manager's Executive Assistant retransmits the information on Tweeter, Face Book and place on City's Electronic Message Board including the please clean your sidewalk message.

Typical Swift Reach Alert Results

Alert Name: Snow Parking Ban Lifted 2.23.2015
Total Duration: 10 Minutes
Launched: 2/23/2015 8:46:14 AM
Completed on 2/23/2015 8:56:52 AM

Maximum Phone Lines Utilized: 1000
Total Billable Minutes: 2558
Maximum Calls Per Minute: 1025
All first call attempts were completed in: 00:05:43

Call Stats

Answered: 3052
Unanswered: 1490
Busy: 60
Op-Int: 773
Congested: 162
Total: 5537

Email Results

Delivered: 319

Failed: 0

SMS Results (Text Messages)

Delivered: 314

Failed: 0

A total of 6,225 notification were transmitted in under 10 minutes. Of the total 90% were contacted via phone, 5% by email and 5% by text message.

Depending upon subscription type a resident would have received upwards of four messages to clear their walk plus the Twitter, Facebook and Community Sign. The simple fact of the matter is reading/hearing is not transmitting the call to action.

**Kent City Council September 2, 2015 Request For Information
Public Sidewalk Snow and Ice Control**

Exhibit "B"

City of Ravenna Program

Kent City Council has held out the City of Ravenna sidewalk snow removal program is an example of what the City of Kent could possible implement to clear sidewalks in Kent. The following questions were developed to understand fully the Ravenna program so the cost associated with implementing a similar program in Kent may be reasonably estimated.

Scope of City of Ravenna Sidewalk Removal Program

1. Length of sidewalks in City of Ravenna where snow is removed is 24.8 miles.
2. Which sidewalks are cleared in Ravenna? Sidewalks along school routes proximate to schools are cleared first. After school routes are cleared and if time permits Main St. is cleared from corporation to corporation line.
3. What sets the frequency of sidewalk snow removal? Two inches and greater snow fall. Sidewalks are plowed only. Salt is placed based on request from schools and only where school crossing guards operate.
4. Where is the snow placed which is removed from the sidewalks? Snow is plowed onto private property side of sidewalk.
5. How are sidewalks selected for plowing? Selected by Service Director and Street Superintendent based on resources and forwarded to Ravenna School Administration and Ravenna City Council so they may be aware of planned efforts.
6. What expectations are met when clearing sidewalks in Ravenna? Walks are cleared edge to edge but snow of less than 1-inch remains, no salt is used. Sidewalk plowing operation occur on day shift only as staff is available.

Resources applied City of Ravenna Sidewalk Removal Program

1. What equipment is deployed for sidewalk snow removal in Ravenna? Garden Tractor with Snow Plow attached.

2. What staff is deployed for sidewalk snow removal in Ravenna? Street Departments staff are assigned after street snow removal operations are completed.

Cost of City of Ravenna Sidewalk Removal Program

1. How is equipment purchased for sidewalk snow removal in Ravenna? Capital Funds are used to purchase equipment.
2. How are Operating and Maintenance cost for staff and equipment paid for in Ravenna. The O&M costs are paid from Street Operating Funds.
3. How is Ravenna staff deployed to clear sidewalks? Staff from the Ravenna Street Department are assigned after roads are cleared and/or as staff is availabl.
4. In Ravenna are overtime funds used to maintain sidewalk snow clearance expectations? No overtime funds are expensed for sidewalk snow removal.

Citizen Response to City of Ravenna Sidewalk Removal Program

1. What have the Ravenna Residents said about the sidewalk snow removal program. Residents believe the program is worth the use of tax dollars: Residents number one complaint is not about expending tax dollars to clear sidewalks but about limited number of sidewalks cleared. Ravenna receives numerous complaints about “Why do you stop here?” every time they clear sidewalks.
2. Has Ravenna considered expanding their sidewalk snow removal program? Ravenna expanded their sidewalk snow removal program but then retracted based on limited resources and damage claims to lawn in developments where program expanded.
3. Does Ravenna require sidewalks to be shoveled where City does not clear? Ravenna has a similar ordinance as does Kent which requires property owners to clear public sidewalks along property.
4. Does Ravenna enforce owner required sidewalk clearing? No enforcement action is taken.

Ravenna Ordinances

660.04 DUTY TO KEEP SIDEWALKS FREE OF SNOW, ICE AND NUISANCES.

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

(b) Whoever violates this section is guilty of a minor misdemeanor and shall be subject to the penalty provided in Section 698.02.

Ravenna Statistics

Sidewalk plowed by Ravenna	24.8	Mi.
Employee Cost (Pre-Taxes & Benefits)	\$22.80	Hr.
Fuel & Maintenance Cost per	\$45.00	Day
	Min	Max
Approximate Time to Accomplish Days	3	4
Approximate Time to Accomplish Hours	24	32
Employee Cost (Pre-Taxes & Benefits)	\$547.20	\$729.60
Fuel & Maintenance Cost per Day	\$135.00	\$180.00
Total Cost per Event	\$682.20	\$909.60
Calculated Average Event Cost	\$795.90	

**Kent City Council September 2, 2015 Request For Information
Public Sidewalk Snow and Ice Control**

Exhibit "C"

KCC Motion to Prepare Plan

A portion of Kent City Council's Motion was a request to prepare a "serious" plan for clearing the state routes in heavily traveled pedestrian area, including cost of equipment and hiring part time employees:

Sate Route Sidewalk Data:

	Side A	Side B	Total LF	Total Mi.
North Side of City:	10,945	10,945	21,890	4.15
East Side of City*:	7,818	6,628	14,446	2.74
South Side of City:	7,030	5,945	12,975	2.46
West Side of City:	8,690	4,227	12,917	2.45
Total all Locations:	34,483	27,745	62,228	11.79

*: Includes KSU therefor total will decrease.

Quadrant description:

1. North Side of City - includes River Street, Gougler Avenue and North Mantua Street. The primary pedestrian usage is Kent Roosevelt students walking to school.

This quadrant is recommended for inclusion in the experimental program due to the larger than average pedestrian usage going to and from Kent Roosevelt High School and the high vehicular traffic counts.

2. East Side of City - includes Haymaker Parkway east of South Water Street and East Main Street east of Willow Street. The primary pedestrian usage is Kent State University students and employees.

This quadrant is recommended for inclusion in the experimental program due to the larger than average pedestrian usage going to and from Kent State University and the high vehicular traffic counts.

3. South Side of City - includes South Water Street from Haymaker Parkway to Meloy Road. There are multiple pedestrian usages including Kent State University students, Holden grade school crossing at School Street, retail customers crossing to stores on both sides of South Water Street and special needs residents from Tower 43 traveling north and south along South Water Street.

This quadrant is recommended for inclusion in the experimental program due to the larger than average pedestrian usage going to retail establishments, the Tower 43 Residents and the high vehicular traffic counts.

4. West side of City - includes Haymaker Parkway west of South Water Street and West Main Street west of Longmere Drive. The primary pedestrian usage is Kent State University students and residents from rental properties crossing at Spaulding Drive to PARTA bus stop.

This quadrant is not recommended for inclusion in the experimental program due to the lower pedestrian usage in the area when compared to areas 1, 2 and 3 above. In the event that the experimental program is expanded considerable study will need to be undertaken dealing with the proximity of cars at the dealerships and where snow may be placed.

The above recommendations will reduce the 11.79 miles of sidewalk to 9.34 miles or less considering a portion of SR59 along KSU is cleared by the University.

Equipment: Staff has looked at several different manufacturers of equipment specifically designed to clear sidewalk snow. Other local entities use sidewalk snow equipment manufactured by Ventrac. The manufacturer is represented locally by Baker Vehicle Systems of Macedona, Ohio and may be purchased from the State Bid List. The specific model recommended by staff is the Ventrac 4227 with a Kawasaki 27 hp Liquid Cooled engine.



Ventrac With Snow Blower



Ventrac With Broom



Ventrac With Plow



The Ventrac is designed to work on 48-inch sidewalks with right angle turns as the center of the tractor articulates.

Estimated Capital Expense

Ventrac 4227 Base:	\$27,417.23
Snow Blower:	\$4,572.38
Estimated Base Price:	\$31,989.61
Add Salt Spreader:	\$1,658.69
Plow Blade:	\$1,299.59
54" Broom:	\$3,847.99
Estimated Total Price:	\$38,795.88

Recommended staffing could occur by hiring additional Seasonal Park Maintenance Workers similar to the program where Parks & Recreation use their equipment to mow non Parks City property and the Service Department pays the personnel costs. The annual cost of the sidewalk clearing program is estimated as follows:

Seasonal Park Maintenance Worker	
Hourly Rate (Top)	\$11.51
Using 1-mile per hour total time (hrs)	9.34
Total Cost Labor	\$11,970.40
Total Benefits (38%)	\$4,548.75
Total Personnel Cost	\$16,519.15
10-year annual equip. depreciation	\$3,880.00
Equipment O&M (20%)	\$776.00
Total Equipment Cost	\$4,656.00
Total Seasonal Plan Cost	\$21,175.15

**Kent City Council September 16, 2015 Request For Information
Public Sidewalk Snow and Ice Control**

Exhibit "D"

Contract Plan

At the September 16, 2015 Regular Council Meeting Council approved a motion to refer to staff to prepare a plan to have independent contractors remove snow from public sidewalks. In response to this request the following process would need to be followed similar to the "Snow Removal/Relocation at Crosswalks" Contract current in place.

The City would need to follow the contracting process used to complete similar work as follows:

1. Legal Advertisement
 - a. Set a place and time for bid opening
 - b. General description of work to be preformed
 - c. Provide notice of where bid packets may be obtained
 - d. Advise bidders of BOC requirements
 - e. City reserves the right to increase or decrease quantities
 - f. City reserves the right to waive any and all informalities or irregularities

2. General Instruction To Bidders
 - a. Bid must be submitted on the prescribed form
 - b. Bid in a sealed envelope
 - c. Bid proposal blanks shall be clearly filled out
 - d. Unit price Bid shall be written in numbers and words
 - e. How discrepancy handled
 - f. Signing proposal as agent must file with it legal evidence
 - g. Each proposal must contain the full name of all the parties interested therein
 - h. Each proposal must include a check in the amount of \$100 as a guarantee
 - i. Bids shall be firm for a minimum of ninety (90) days
 - j. Bidder shall specify the number of years that quoted rates shall remain effective
 - k. All bidders adhere to EEO guidelines

3. Disqualification of Bidders
 - a. Investigations by City to determine the ability of the Bidder to perform the work
 - b. If investigation fails to satisfy ability Bid will not be accepted

4. Condition of Work
 - a. The Bidder must fully inform himself of the conditions relating to the work
 - b. The Bidder to examine carefully the site of the proposed work
 - c. The entry of a Bid will be considered evidence that Requirements understood

5. Method of Award
 - a. After Bids opened they will be compared on the basis of cost
 - b. City may consider the qualifications of the Bidders
 - c. Council Resolution Number 2004-17, 5%-percent Bid local preference

6. Return of Proposal Guaranty
 - a. The return of the \$100 Bid Guaranty to all unsuccessful bidders

- b. The successful bidder's Bid Guaranty shall be held until completion of all Contract Requirements

7. Award of Contract

- a. If the Contract is to be awarded, it will be awarded to the lowest and best Bidder
- b. The successful Bidder will be notified, by "Notice of Award"
- c. No Contract will be awarded if the price is in excess of the available funds
- d. Proposal is renewable annually for up to three (3) additional years, subject to approval of the Board of Control and yearly appropriation authority

8. Intent of Contract

- a. Contract is to provide for all services in every detail of the work described
- b. The Contractor shall perform all items of work
- c. The Contractor shall furnish all labor, materials, and equipment
- d. The prices Bid must include the cost of furnishing all that is necessary. Should any misunderstanding arise as to the intent or meaning of the specifications, or any discrepancy appear, the decision of the Owner shall be final and conclusive

9. Interpretation of Quantities in Proposal

- a. The quantities appearing in the proposal are approximate only
- b. Payment to the Contractor will be made for the actual performed quantities
- c. Quantities of work to be done and furnished may each be increased, decreased, or omitted at the Owner's sole discretion

10. Income Tax Ordinance

- a. The Contractor's attention is directed to the fact that the City of Kent, Ohio has an income tax ordinance and the Contractor is required to meet the requirements of the City's income tax ordinance and pay City income tax. The Contractor shall remain current with payment to the City of income tax at all times

11. Experience Record

- a. The Bidder shall submit an Experience Record with their Bid
- b. The Bidder shall describe the quantity of equipment and vehicles to be used

12. Insurance Policies

- a. The Contractor must furnish certificates of his insurance coverage
- b. Contractor shall not be considered an employee of the City
- c. Contractor shall not be entitled to any employee benefits
- d. Contractor is responsible for all
 - i. Workers' Compensation coverage
 - ii. Employment taxes
 - iii. Public liability insurance
 - 1. Coverage not less than \$1,000,000 per occurrence

13. Bid Proposal

- a. The unit to be is optional it can be by:
 - i. Hours plowed
 - 1. Less chance of speeding operators
 - 2. Greater chance of abuse

- ii. Miles Plowed
 - 1. Increased chance of speeding operators
 - 2. Less chance of abuse

14. General Contract Conditions

- a. Invoicing shall be made on a bi-weekly basis for the services being rendered
- b. The City shall make every effort to pay invoices within two weeks
- c. Contractor shall provide sufficient and appropriate equipment to perform work
- d. The Contract is subject to revision should any of its provisions be in conflict
- e. Contract is binding upon the parties and their successors
- f. Contract is not assignable without written consent of the parties

15. Early Termination of Contract

- a. City may terminate the Agreement at their option
- b. Contractor may terminate the Agreement at their option
- c. Either party thirty (30) days prior to the date of termination

16. Purpose

- a. The purpose and intent of this Contract is to
 - i. Provide for snow removal from City designated
 - 1. Public sidewalks
 - 2. Handicap Ramps
 - ii. As directed by the City's Service Director

17. Specifications

- a. Locations to be plowed as follows:
 - i. SR 43 all sidewalks including streets by name
 - 1. N. Mantua St., all
 - 2. Gougler Ave., all
 - 3. River St., all
 - ii. SR 59
 - 1. Haymaker (east of N. Mantua St.), all
 - 2. E. Main St. (east of Haymaker), all
- b. Snow shall be removed whenever it exceeds 2-inches as directed by City
- c. The Contractor shall be paid for the work completed
- d. Response Time
 - i. Upon notification by the City
 - ii. Contractor shall complete the requested work within 24 hours

18. Work Site Traffic Control

- a. The Contractor shall follow all traffic laws
- b. Equipment shall be equipped with flashing amber safety lights

19. Limits of Snow Removal

- a. Snow shall only be relocated to the private property side of the sidewalk
- b. Snow shall be removed to the full width of the sidewalk
- c. Snow shall be removed from the handicap crosswalk portions of the sidewalk
- d. No salt shall be applied to the sidewalk surface
- e. Sidewalk snow removal shall include snow placed by the City plowing streets

Sidewalk Snow Removal Locations



The streets on the above map in the dark bold lines are the streets where sidewalks are to be cleared as part of the experimental sidewalk snow clearing program. The Contractor understands that the program is experimental in nature and may be cancelled at any time by the City.

Estimated Cost

Average Number of Snow Events 10 Yr. Period and Related Cost
(Does not include drifting snow responses)

Highest number (2007)	72
Lowest number (2012)	12
Average number of Events	43
Total Sidewalk Miles	9.34
Total Hours to Clear	9.34
Hourly Cost (Estm.)	\$70.00
Total Hours (Avg. Year)	402
Total Cost	\$28,140.00

**Kent City Council September 2, 2015 Request For Information
Public Sidewalk Snow and Ice Control**

Exhibit "E"

Neighborhood Signs

During the construction of the Fairchild Bridge Project a large number of complaints were received from residents regarding speeding vehicles on the side streets off of N. Mantua Street. The standard options were deployed, speed trailer and enforcement (when available) neither of which were successful.

In 2010 the Safety Director discovered an alternative of portable neighborhood message signs that targeted the idea of children at play to speeding vehicles, the signs were initially met with resistance from the neighborhood. What was discovered during the deployment of the neighborhood signs on Carthage Street was an overwhelming success.



Signs deployed week of Sept. 14, 2015

The success continues. As can be seen in the image above there are four signs on Admore Drive in response to neighborhood complaints about speeding vehicles. A

resident deployed the signs with the help of her neighbors and she has reported a major decrease in the speed of vehicles passing through their neighborhood.

What is proposed is a similar sign recognizing those residents and business that remove snow from their sidewalk. The program could work by signs being placed by the City staff where sidewalks are found cleared. The signs would me similar to the following draft:



The cost for 100 – 4mm x 24” x 18 white corrugated plastic, 1 color, 2 sided, no bleed, w/H-wires, +or- 10% on quantity: \$4.69/each or at total of \$469.

The recommended procedure would be for staff to find areas were short sections or even individual walks are cleaned and place a sign perpendicular to the roadway early in the morning and then remove by the end of the day. Once the sign is placed a photograph would be taken to identify the location of the cleared walk along with the sign in the same image. The City could then post the images on a web site by date and address which hopefully will generate some positive press for those clearing their walks.

It is recommended that initially this program be in place of strong enforcement for sidewalk clearing only. Enforcement for snow placed across sidewalks by inappropriate snow plowing operations would continue.