



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager
From: David A. Coffee, Director of Budget and Finance
Date: October 24, 2017
Re: FY2017 Appropriation Amendments, Transfers, and Advances

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

Fund 001 – General

Increase \$ 1,500 City Council / Other (O&M) – Addt'l funding for emergency purchase of a new desktop computer for Clerk of Council per T. Grimm 9/30/2017 memo.

Fund 106 – Parks and Recreation

Increase \$ 4,700 Parks and Recreation / Capital – Addt'l funding for Parks and Recreation portion of Citywide Phone System Replacement Project per G. Bishop 10/16/17 memo.

Fund 126 – Community Development Block Grant (CDBG)

Increase \$ 12,600 Community Development / Capital – Addt'l funding to enable prior year remedial expenditures and related internal accounting per B. Huff 10/10/2017 memo.

Increase \$ 25,000 Community Development / Other (O&M) - Addt'l funding to enable expenditures from prior year purchase orders and related internal accounting entries to City's general ledger per B. Huff 10/10/2017 memo.

Fund 128 – Fire & E.M.S.

Increase \$ 8,499 Fire / Community Svcs / Other (O&M) – Appropriation of amount approved by KCC Ord. 2017-102 on 9/6/17 for acceptance of FEMA Grant and City Match to purchase smoke detectors for Kent and contractual area residents in need of smoke detectors.

Increase \$ 150,000 Fire / Capital – Re-Appropriation of 2016 budgeted amount to rebuild/replace West Side Fire Station roof per Chief Tosko 9/18/17 memo.

Increase \$ 100,000 Fire / Capital – Re-Appropriation of 2016 budgeted amount for expansion/renovation of West Side Fire Station per Chief Tosko 9/18/17 memo.

continued

Fund 201 – Water

Decrease \$ 812,175 Capital / SVC-Capital Facilities – Reduce appropriations for Garth/Spaulding & Suzanne Waterline Replacement Project for this year to reflect deferred schedule for project per J. Bowling 10/19/2017 memo.

Increase \$ 4,200 Service / WTP / Capital – Addt'l funding for Water Treatment Plant portion of Citywide Phone System Replacement Project per G. Bishop 10/16/17 memo.

Fund 202 – Sewer

Increase \$ 19,000 Capital / SVC-Capital Facilities – Addt'l funding for emergency repairs to sanitary sewer support system that runs between Stow St. and Main St. along the Cuyahoga River per J. Bowling 9/29/2017 memo.

Increase \$ 11,385 Service / WRF / Capital – Addt'l funding for Water Reclamation Facility portion of Citywide Phone System Replacement Project per G. Bishop 10/16/17 memo.

Fund 301 – Capital

Increase \$ 150,000 Service / Capital – Re-appropriation of 2016 Citywide Phone Network Implementation Project (2011/2015 KSS002) per G. Bishop 10/12/2017 memo.

Increase \$ 82,000 Service / Capital Facilities / Capital – Addt'l funding for Ametek site environmental soil remediation to be reimbursed via CORF Grant per B. Susel 10/3/2017 memo.

Decrease \$ 15,000 Police / Capital – Reduction due to project deferred to 2018 for Acquisition and Training of K-9 Team.

Decrease \$ 5,000 Police / Capital – Reduction due to project deferred to 2018 for Parking System Tablets.



CITY OF KENT, OHIO

CLERK OF COUNCIL

MEMO

To: Jerry Fiala, Mayor and Council President
Mike DeLeone, Councilman and Finance Committee Chair
Dave Ruller, City Manager
David Coffee, Finance Director

From: Tara Grimm, Clerk of Council

Date: September 30, 2017

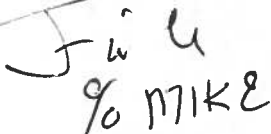
Re: Emergency purchase of new computer for Clerk of Council

Council is requesting a budget amendment in the amount of \$1,500 for a capital purchase of a new desktop computer and a *licensed* version of Adobe Acrobat Pro DC software. The funds were requested for the 2018 budget, however time is of the essence as the Clerk's current CPU has been continuously overheating, freezing and/or shutting down, prohibiting the Clerk from efficiently performing her duties.

I.T. Director, Gary Bishop, has looked at the CPU several times, run diagnostics on it, and cannot figure out why it is constantly running at maximum processing speed, as there are no viruses present, and it no longer has the capacity to run more than one software program at a time, then freezes and/or overheats and shuts down. Mr. Bishop stated there is no temporary replacement available for the Clerk to use.

With the above justification, I request a budget amendment be made for the purchase of a new computer as quoted by Mr. Bishop.


Tara Grimm


% MIKE
Jerry T. Fiala

RECEIVED

OCT 18 2017

BY 
CITY OF KENT
BUDGET & FINANCE



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE

To: Dave Coffee, Director of Budget and Finance
From: Brian Huff, Controller
Date: October 10, 2017
Re: Appropriation Amendments Needed

2 amendments to appropriations in fund 126, are needed due to the tracking of expenses in the accounting system.

One amendment is needed to the capital line 126-04-540-401-7680 due to issuing a check to a vendor in 2016, then that vendor losing the check and having to re-issue the check again in January of 2017 using the 2017 budget instead of the 2016 budget. Also a vendor that renamed it's company including a new Federal ID # caused us to close out one PO and issue another one that used some of the 2017 budget. We are requesting a capital increase in fund 126 of \$12,600.

The 2nd amendment to fund 126 appropriations is to the O+M line 126-04-540-401-7992 due to the activity in this account being booked to a separate restricted bank account that does not automatically link to the general ledger, and requires journal entries to be booked to the system. Because of this unlinked process, purchase orders from a prior year do not feed into the current year budget correctly. We are requesting an O+M increase in fund 126 of \$25,000.

Thanks for your attention to this matter.

A handwritten signature in black ink, appearing to read "Brian Huff", with a long, sweeping flourish extending to the right.

Brian Huff, Controller



City Of Kent Fire Department

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

To: David Coffee, Brian Huff

From: John Tosko

Date: September 25, 2017

The City of Kent was recently awarded a FY 2016 FEMA Fire Prevention & Safety Grant for smoke detectors. The total grant amount is \$8,499. The grant requires a 5% local match or \$404.

I am requesting appropriations in the amount of \$8,499 to purchase the detectors. Once purchased, we will send the receipts to FEMA for the refund of \$8,095. I would like to use fund/line 128-01-510-109-7420. This is our Community Services line operating services.



City Of Kent Fire Department

John D. Tosko - Fire Chief

320 S. Depeyster St.

Kent, Ohio 44240

330.676.8814

330.676.7374 Fax

To: Dave Ruller, Dave Coffee, Kent City Council

From: John Tosko

Date: September 18, 2017

Reference: West Side Fire Station Expansion/Renovation (2016 KFD007) and Roof Rebuild/Replacement (2016 KFD006) Projects

As you may recall, in late 2015 the fire department several identified key deficiencies in the roof structure at the West Side Fire Station. In addition, we noted operational problems with a notable lack of gear storage and EMS supply storage at that station. Two project codes were initiated, and the funds appropriated for 2016:

West Side Fire Station Roof Rebuild/Replacement (2016 KFD006) \$150,000

West Side Fire Station Expansion/Renovation (2016 KFD007) \$100,000

An architect was hired to develop the plans to add a pitched roof and an addition onto the rear of the building. The plans were developed, however difficulties arose with the architect and he was unable to complete the project. The project did not have any expenses in 2016.

The project was renewed with another architect early 2017 and since then we have developed a plan for pushing forward.

I am requesting appropriations to continue these projects in 2017 for the same amounts identified above.

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: David Coffee
Dave Ruller

FROM: Jim Bowling *J.B.*

DATE: October 19, 2017

RE: Garth, Spaulding & Suzanne Waterline Replacement Project – Appropriations Reduction Request

The Engineering Division is requesting to reduce appropriations from the Water Fund (201) in the amount of \$812,175. The project has been delayed to 2018, due to lack of available management resources. The project is expected to be bid in early 2018, with construction starting in the spring of 2018.

If there are any questions on the above request, please let me know.

c: Melanie Baker
Brian Huff
Cathy Wilson
Rhonda Boyd
file



CITY OF KENT, OHIO

Information Technologies Department

To: Dave Coffee, Dave Ruller, City Council

From: Gary Bishop

Date: October 16, 2017

Appropriation Request

Reference: Citywide Phone System Replacement

In order to move forward with a citywide phone system replacement, I am requesting a re-appropriate of the 2016 Citywide Phone & Network Implementation Project (2011/2015 KSS002) funds to the Capital Projects Fund 301. In addition, I am requesting appropriations for the Parks & Recreation, Water Treatment and Water Reclamation funds. These funds will be used for the replacement of the City's ageing NEC phone system and network upgrades.

Parks & Recreation Fund	106.03.530.301.7630	\$4700
Water Treatment Fund	201.07.550.725.7630	\$4200
Water Reclamation Fund	202.07.550.725.7630	\$11385
Capital Projects Fund	301.05.570.710.7630	\$150000

Gary Bishop
10/16/2017

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

RECEIVED

TO: David Coffee
Dave Ruller

OCT - 2, 2017

FROM: Jim Bowling 

BY 

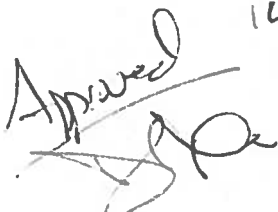
DATE: September 29, 2017

CITY OF KENT
BUDGET & FINANCE

RE: Emergency Repairs to Sanitary Sewer Supports
Emergency Appropriations Request

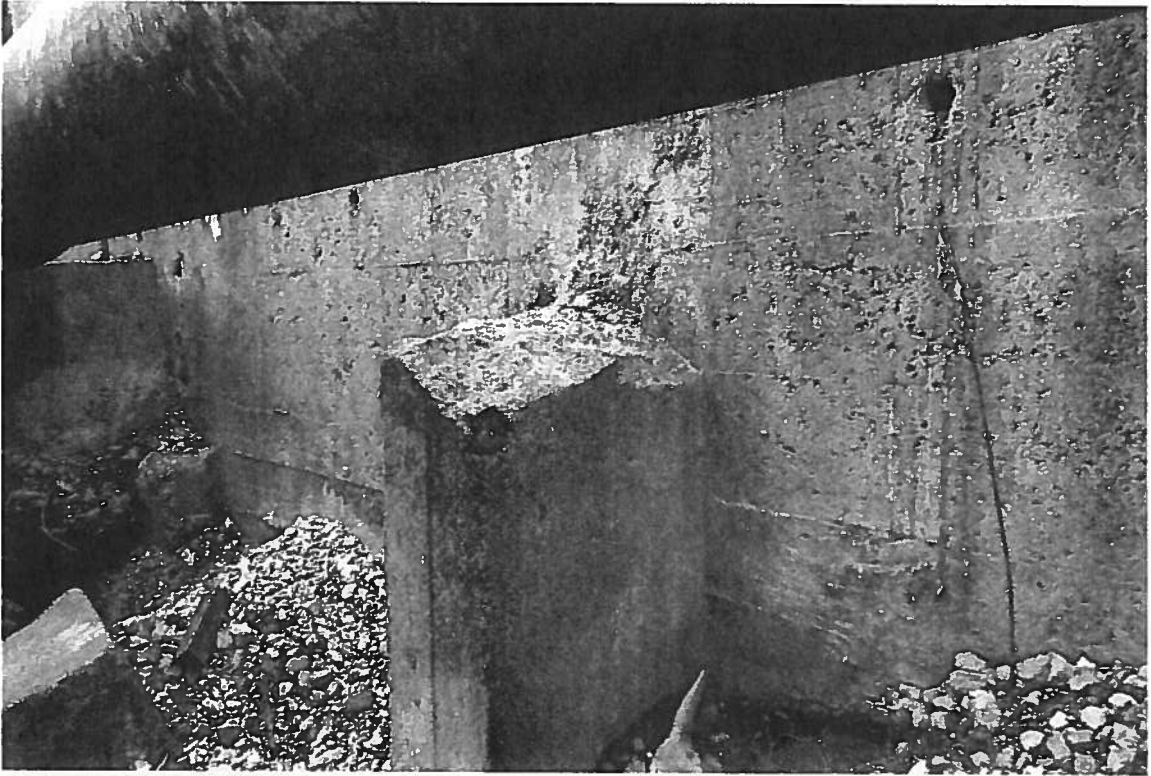
The Engineering Division is requesting to appropriate \$19,000 from the Sanitary Fund (202) to authorize the design of emergency repairs to the support system for the sanitary sewer that runs along the Cuyahoga River between Stow Street and Main Street. The issue was discovered during a site visit to evaluate reported cracks in the sanitary sewer, just south of Main Street that had been reported August 17, 2017. The sanitary sewer is exposed in this section, and supported by piers next to the CSX railroad tracks. Several of the piers have failed or are damaged. Pictures of some of the failed/damaged piers have been attached.

If there are any questions on the above request, please let me know.

Approved  10/2/17

c: Melanie Baker
Brian Huff
Cori Finney
Cathy Wilson
file









CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: October 3, 2017
TO: David Coffee, Budget & Finance Director
FROM: Bridget Susel, Community Development Director *BCA*
RE: Appropriations Request: Ametek CORF Grant Soil Remediation

The City of Kent has been working on completing the various remediation activities needed to address the hazardous environmental conditions at the former Ametek site, located at 627 Lake Street.

Recent changes in vapor intrusion standards established by the Ohio Environmental Protection Agency (OEPA) necessitated a modification to the mitigation methodology utilized on the site to address underground chlorinated solvents still remaining on the site. A subcontractor was selected to remove some of the contaminated soil and the cost for the removal will be reimbursed to the City as part of its Clean Ohio Revitalization Fund (CORF) grant draw request that will be submitted to the Ohio Development Services Agency (ODSA).

I am respectfully requesting the appropriation of \$82,000.00 to the Service Department "Contract" construction project line item (301-05-560-604-7680) in order to pay the contractor for the completion of the final environmental hazard soil remediation activities on the site.

Please let me know if you need any additional information. Thank you in advance for your assistance.

Cc: Melanie Baker, Service Director
Sheri Chestnutwood, Administrative Assistant to the Service Director

**KENT POLICE DEPARTMENT
SEPTEMBER 2017**

	SEP 2016	SEP 2017	TOTAL 2016	TOTAL 2017
CALLS FOR SERVICE	2516	2027	22018	20125
FIRE CALLS	442	420	3083	3219
ARRESTS, TOTAL	207	166	1675	1487
JUVENILE ARRESTS	12	9	72	101
O.V.I. ARRESTS	17	18	146	137
TRAFFIC CITATIONS	267	204	2805	2324
PARKING TICKETS	783	1108	6226	9785
ACCIDENT REPORTS	78	75	760	541
Property Damage	44	37	520	304
Injury	11	16	86	66
Private Property	18	17	119	132
Hit-Skip	3	4	23	26
OVI Related	2	0	11	12
Pedestrians	0	1	5	1
Fatals	0	0	0	0
U.C.R. STATISTICS				
Homicide	0	0	1	0
Rape	0	0	0	1
Robbery	1	0	8	6
Assault Total	36	16	176	142
Serious	6	4	42	28
Simple	30	12	134	114
Burglary	10	7	74	63
Larceny	51	37	268	265
Auto Theft	1	1	13	10
Arson	1	0	2	0
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	100	61	542	487
CRIME CLEARANCES				
Homicide	0	0	2	0
Rape	0	0	0	1
Robbery	0	0	3	3
Assault Total	33	13	153	121
Serious	6	3	29	20
Simple	27	10	124	101
Burglary	4	5	18	16
Larceny	5	5	49	47
Auto Theft	0	0	3	1
Arson	1	0	2	0
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	43	23	230	189