

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE

October 31, 2012

To: Dave Ruller, City Manager
Bill Lillich, Safety Director

From: Gene Roberts, Service Director



RE: License to Occupy Public Right-of-Way

Main Street Kent has requested a License to Occupy the Public Right-of-Way for the purpose of placing six seasonal lighting poles to hang holiday decorations across the roadway. The poles will be placed on Erie Street near the intersections of Depeyster Street and South Water Street and on North Water Street near the intersection of Columbus Street. Please see the attached License to Occupy with map for General Location Site Plan and the sample overhead lighting which is being proposed to be purchased and installed by Main Street Kent. It must also be noted that Main Street has also purchased new downtown street pole decorations such as writhes and stars. All new lighting for downtown is commercial grade LED, low power consumption products and as such the even though we will be seeing more lighting there will be less power needed.

Jim Bowling has worked with Main Street Kent regarding specific locations to be used within the right-of-way and the final License to Occupy will limit the occupancy to the area defined as actually needed. The proposed work has been reviewed and no issues have been discovered that would cause a concern to the Service Department. As such the Service Department recommends consideration of Kent City Council the approval of this request to occupy the public right-of-way.

CC: James Bowling, Deputy Service Director/Superintendent of Engineering
Bridget Susel, Director of Community Development
Gerald Shanley, Facilities Manager
John Osborne, Utilities Manager

**CITY OF KENT, OHIO
LICENSE AGREEMENT**

THIS AGREEMENT is made by and between the CITY OF KENT, OHIO, hereinafter called "City" and Main Street Kent, hereinafter called the "Licensee."

The City is the owner, in fee simple, of land, hereinafter known as the "Property." For and in consideration of the covenants, conditions, agreements and stipulations of the License expressed herein, the City does hereby agree the Property may be used by the Licensee for the purpose as outlined in Part 1 below, in accordance with the laws and Charter of the City of Kent. The Property is more particularly described in the attached exhibits listed below.

- Exhibit "A" – General Location Site Plans
Exhibit "B" – Detail Drawing with Dimensions N. Water St. at Columbus St.
Exhibit "C" – Detail Drawing with Dimensions S. Water St. at E. Erie St.
Exhibit "D" – Detail Drawing with Dimensions S. Depeyster St. at E. Erie St.

The parties hereto covenant and agree as follows:

1. NATURE OF INTEREST:

The Licensee understands that by issuing this license, the City has merely granted the Licensee the right to occupy the right-of-way and this license does not grant or convey to the Licensee any interest in the Property.

2. USE:

2.1 The Property shall be used for the purpose of: placement of conduit, foundations, anchor bolts and seasonally for the purpose of overhead decorations stain poles as approved by the City's Engineering Division and in the absence of the strain poles the placement of an approved cover placed so as to protect the foundation anchor bolts and pedestrians as approved by the City's Engineering Division; all costs associated with installation, maintenance and repair shall be paid by the Licensee and for no other purpose.

2.2 No other structural alterations may be made to the City's property without the express written permission of the City of Kent, Director of Public Service.

3. TERM:

The City does hereby agree the Property may be used by the Licensee for a term of one (1) year commencing on November 19, 2012, and ending on November 18, 2013 unless terminated earlier by either party. This license will automatically renew yearly unless one (1) month before expiration either party notifies the other of its intention to terminate per Paragraph 14.

4. **NECESSARY LICENSES AND PERMITS:**

- 4.1 Licensee shall be licensed to do business in the State of Ohio and City of Kent, and upon request, Licensee shall demonstrate to the City that any and all such licenses are in good standing. Correspondence shall be addressed as follows:

All correspondence to the City shall be addressed:

Service Director
City of Kent
930 Overholt Road
Kent, Ohio 44240

All correspondence to the Licensee shall be addressed:

Main Street Kent
138 East Main Street
Kent, Ohio 44240

- 4.2 Licensee shall secure all necessary permits required in connection with the use of the Property and shall comply with all federal, state and local statutes, ordinances, rules, or regulations which may affect, in any respect, Licensee's use of the Property. Licensee shall, prior to the commencement of any work, obtain and thereafter maintain, at its sole cost and expense, all licenses, permits, etc., required by law with respect to its business use of the Property.

5. **STORAGE AND VENDING:**

No storage of materials or supplies of any nature will be permitted on the Property except as directly related to the agreed business use of the Property. The strain poles and foundation covers shall be stored by the Licensee when not bolted to the foundations.

6. **TAXES:**

Licensee agrees to be responsible for and to timely pay all taxes and/or assessments that may be legally assessed on Licensee's interest, or on any improvements placed by Licensee on said Property, during the continuance of the license hereby created, including any real estate taxes. The Licensee must provide written notice to the City, at the address referenced in Paragraph 4.1, within thirty (30) days of payment of all taxes and/or assessments.

7. **DIRECTOR OF PUBLIC SERVICE TO ACT FOR CITY:**

The granting of this permit shall not be construed as an abridgment or waiver of any rights which the Director of Public Service has in exercising his jurisdictional

powers over the City highway system. The City Director of Public Service shall act for and on behalf of the City of Kent in the issuance of and carrying out the provisions of this permit.

8. CITY USE OF PROPERTY:

If for any reason the Director of Public Service or his duly appointed representative deems it necessary to order the removal, reconstruction, relocation or repair of the Licensee's changes to the City's property, then said removal, reconstruction, relocation or repair shall be promptly undertaken at the sole expense of the Licensee's thereof. Failure on the part of the Licensee to conform to the provisions of this permit will be cause for suspension, revocation or annulment of this permit, as the Director of Public Service deems necessary.

9. MAINTENANCE OF PROPERTY:

Licensee shall, at its sole expense, keep and maintain the Property free of all weeds, debris, and flammable materials of every description, and at all times in an orderly, clean, safe, and sanitary condition consistent with neighborhood standards. A high standard of cleanliness, consistent with the location of the area as an adjunct of the City, will be required. Defoliant, noxious, or hazardous materials or chemicals shall not be used or stored on the Property.

10. MAINTENANCE OF IMPROVEMENTS:

10.1 Licensee, at Licensee's own cost and expense, shall maintain all of his/her improvements to the Property. Licensee shall take all steps necessary to effectively protect the Property from damage incident to the Licensee's use of such Property, all without expense to the City.

10.2 Licensee shall be liable to, and shall reimburse the City for, any damage to City owned property that in any way results from or is attributable to the use of said Property by the Licensee or any person entering upon the same with the consent of the Licensee, expressed or implied.

11. HOLD HARMLESS:

Licensee shall occupy and use Property at its own risk and expense and shall save the City, its officers, agents, and employees, harmless from any and all claims for damage to property, or injury to, or death of, any person, entering upon same with Licensee's consent, expressed or implied, caused by any acts or omissions of the Licensee.

12. INSURANCE:

12.1 At the time of the execution of this Agreement, Licensee shall, at its own expense, take out and keep in force during the terms of this Agreement:

(a) Liability insurance, in a company or companies to be approved by the City to protect against any liability to the public incident to the use of, or resulting from injury to, or death of, any person occurring in or about, the Property, in the amount of not less than *Five Hundred Thousand Dollars (\$500,000.00)*, to indemnify against the claim of one person, and in the amount of not less than *One Million Dollars (\$1,000,000.00)* against the claims of two (2) or more persons resulting from any one (1) accident.

(b) Property damage or other insurance in a company or companies to be approved by the City to protect Licensee, and the City against any and every liability incident to the use of or resulting from any and every cause occurring in, or about, the Property, including any and all liability of the Licensee, in the amount of not less than *One Hundred Thousand Dollars (\$100,000.00)*. Said policies shall inure to the contingent liabilities, if any, of the Licensee and the City, and shall obligate the insurance carriers to notify Licensee and the City, in writing, not less than thirty (30) days prior to cancellation thereof, or any other change affecting the coverage of the policies. If said policies contain any exclusion concerning property in the care, custody or control of the insured, an endorsement shall be attached thereto stating that such exclusion shall not apply with regard to any liability of the Licensee and the City.

12.2 A copy of the "Certificate of Insurance" will be submitted to the City at the time of execution of license and annually thereafter.

13. **MODIFICATION:**

The terms of this Agreement may be modified upon agreement of the parties.

14. **REVOCAION AND TERMINATION:**

14.1 The City may revoke this license at any time. The Licensee may terminate this Agreement at any time.

14.2 In the event this license is revoked or the Agreement is terminated the Licensee will peaceably and quietly leave, surrender, and yield up to the City the Property. The Property will be restored to its previous condition at the expense of the Licensee and no costs for removal will be reimbursed by the City.

14.3 Upon revocation of the license or upon termination or expiration of Agreement, any personal property, or other appurtenances, including all footings, foundations, and utilities, placed on the City property will be removed by Licensee. If any such appurtenances are not so removed after ninety (90) days written notice from the City to the Licensee, the City may proceed to remove the same and to restore the Property and the Licensee

will pay the City, on demand, the reasonable cost and expense of such removal and restoration.

15. RELOCATION:

A Licensee who licenses property from the City shall not be eligible for relocation payments.

IN WITNESS WHEREOF, this Agreement has been executed in duplicate by the parties hereto as of the date herein last written below. Licensee acknowledges receipt of a copy of this Agreement and agrees to comply with the provisions herein contained.

LICENSEE(S):

Signature

Signature

Mailing Address

Telephone

Date

CITY OF KENT, OHIO

Director of Public Service

Date

APPROVED AS TO FORM:

James R. Silver, Law Director
City of Kent

EXHIBIT "A"
GENERAL LOCATION SITE PLAN

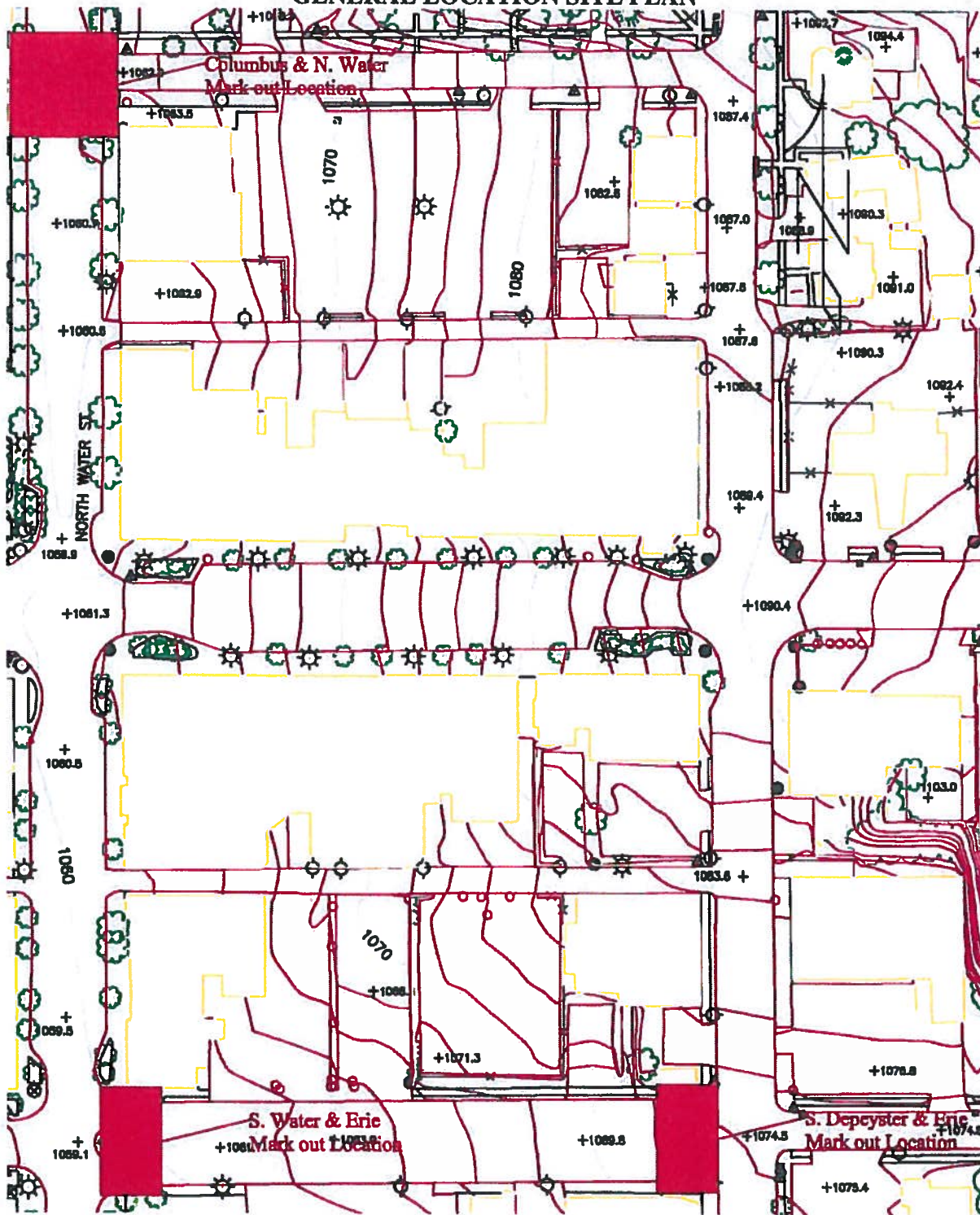


EXHIBIT "B"
DETAILED DRAWING WITH DIMENSIONS AT S. WATER ST. AT COLUMBUS ST.

To be included in final License to Occupy prior to execution

EXHIBIT "C"
DETAILED DRAWING WITH DIMENSIONS S. WATER ST AT E. ERIE ST.

To be included in final License to Occupy prior to execution

EXHIBIT "D"
DETAILED DRAWING WITH DIMENSIONS S. DEPEYSTER ST AT E. ERIE ST.

To be included in final License to Occupy prior to execution

Skyline
Pole to Pole crossing roadway

Christmas Flower Skyline OH-756 40-ft. 1260 watts 145 lbs
180 C-9 LED lamps



OH-756
40' Christmas Flower
(1260 watts-145 lbs.)

Victorian Skyline OH-510 40-ft. 1207 watts 140 lbs
245 C-7 and 73 C-9 LED lamps



OH-510
40' Victorian Skyline
(1,207 watts-140 lbs.)

MEMORANDUM
DEPARTMENT OF COMMUNITY DEVELOPMENT
City of Kent

Date: October 30, 2012

To: Dave Ruller, City Manager

From: Jennifer Barone, Development Engineer

Re: Alley No. 11

Copy: Bridget Susel, Director of Community Development
Linda Jordan, Clerk of Council
Jim Silver, Law Director
Gene Roberts, Service Director
Jim Bowling, City Engineer
Project file

I hereby respectfully request City Council agenda time on November 7, 2012 to consider acceptance of a section of Alley No. 11. When the CVS at 500 South Water Street was being rebuilt, the question arose about who owned Alley No. 11. The City contended that we owned the alley but could not prove it. The conclusion was that the City owned the section adjacent to the old CVS parcel. The parcels for the two houses west of the old CVS (120 & 126 West Summit Street) included Alley No. 11. This is the section being offered for dedication.

I do have to apologize. This should have been presented to Council prior to recording of the plat; however, the plat was recorded earlier this year.

If you have any questions, please call me.

Plot 2012-a

STATE OF OHIO, COUNTY OF PORTAGE, CITY OF KENT BEING A REPLAT OF SUBDIVISIONS 5 & 6 OF ORIGINAL LOT 12 IN THE FIRST ADDITION TO THE VILLAGE OF KENT (PLAT BOOK 1, PAGE 144) AND LOT R-1 OF CORAL KENT REPLAT (PLAT BOOK 95, PAGE 4) CREATING LOT R-2

I hereby certify that I have surveyed the accompanying tract of land and that the plat hereon is a true and correct copy of the original survey. There have been no errors or omissions in the plat as presented by the Portage County Subdivision Regulations.



James P. Yurkovich
Registered Surveyor No. 79

I or we the undersigned CVS 3980 OH, L.L.C., a Delaware limited liability company, do hereby certify that the replat herein is a true and correct copy of the original replat of Subdivisions 5 & 6 of Original Lot 12 in the first addition to the Village of Kent (Plat Book 1, Page 144) and Lot R-1 of Coral Kent (Plat Book 95, Page 4) inclusive, do hereby accept this plat of same, authorize the same, and hereby dedicate to the public forever all parts of the roads and/or alley hereon as being dedicated by this plat, and not hereinafter designated.

OWNER
CVS 3980 OH, L.L.C.
a Delaware limited liability company

By: *[Signature]*
Therese B. Jordan, Assistant Secretary

CVS Legal Approval
Thomas Bhattachai, Esq.
Hockley, Allen & Snyder LLP

Notarial Acknowledgment
STATE OF OHIO - TALLAHASSEE COUNTY OF KENT, OHIO
Before me, a Notary Public in and for said county and state, personally appeared the above named *[Signature]* who acknowledged the signing of the foregoing instrument and that the same is the free act and deed.

In TESTIMONY WHEREOF I have set my hand and seal this 22nd day of January, 2012.



Approved this 22nd day of January, 2012.

[Signature]
City of Kent Development Engineer
JENNIFER K. SAUNDERS

Approved this 22nd day of January, 2012.

[Signature]
City of Kent Development Planner
JENNIFER E. PHIL

Approved this 17th day of January, 2012.

[Signature]
Portage County Tax Map Department

Approved this 18th day of January, 2012.

[Signature]
Portage County Auditor

Filed for Record this 18th day of January, 2012 at 11:14 AM
Recorded this 18th day of January, 2012 in

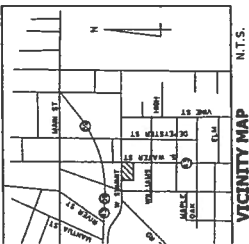
Plat No. 2012-a
[Signature]
Portage County Recorder RYM

RECEIVED
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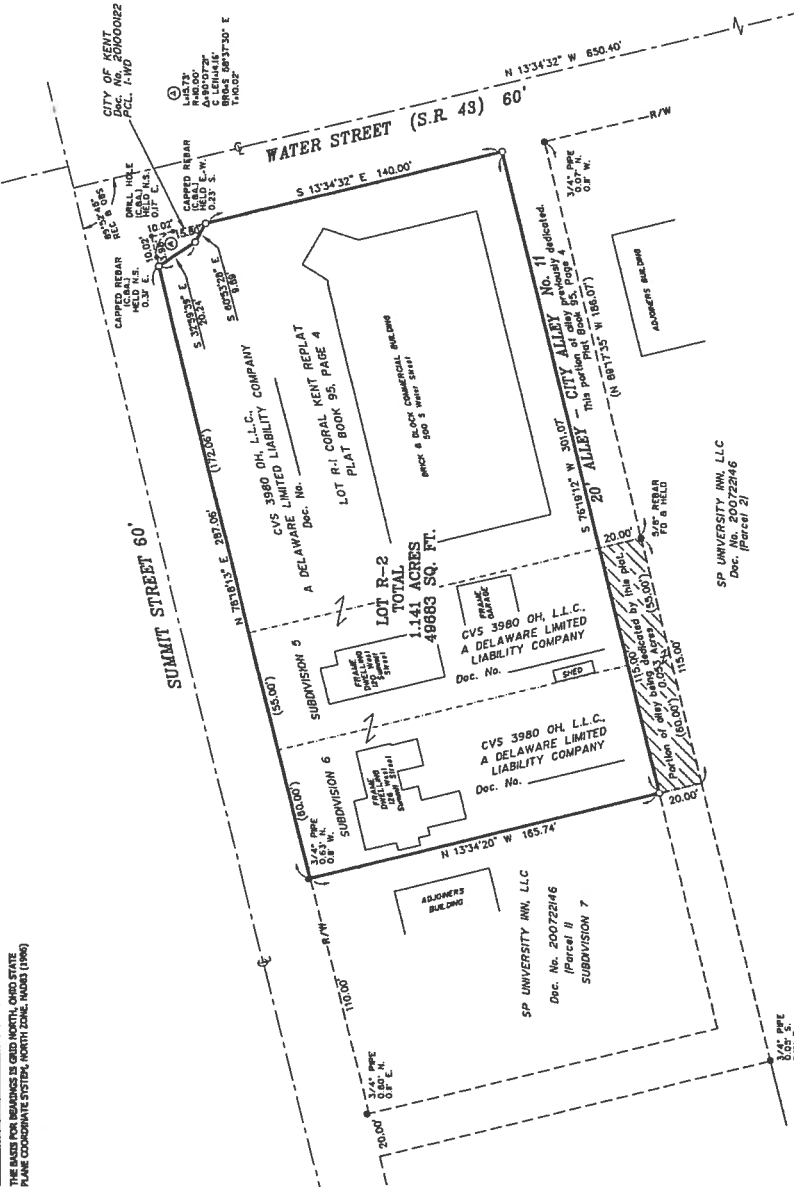


BASIS OF BEARINGS

THE BASIS FOR BEARINGS IS GRID NORTH, OHIO STATE PLANE COORDINATE SYSTEM, NORTH ZONE, NAD83 (1983)



VICINITY MAP



- LEGEND**
- REC. - RECORD DISTANCE OR ANGLE
 - CAL. - CALCULATED DISTANCE OR ANGLE
 - OBS. - OBSERVED DISTANCE OR ANGLE
 - MONUMENT FOUND, SIZE & TYPE AS INDICATED.
 - 5/8\"/>

- CONSOLIDATED PARCELS**
- PPN 17-02-10-00-35-000
 - PPN 17-02-10-00-36-000
 - PPN 17-02-10-00-37-000

REPLAT
CVS
WATER STREET / SUMMIT STREET
KENT, OHIO 44240

OWNER: CVS 3980 OH, L.L.C.
DATE: 01/22/12
SCALE: 1" = 20'

DESIGNED BY: JAMES P. YURKOVICH
DRAWN BY: JAMES P. YURKOVICH
CHECKED BY: JAMES P. YURKOVICH
DATE: 01/22/12

DATE: 01/22/12
SHEET 1 OF 1



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: October 31, 2012
TO: Dave Ruller, City Manager
FROM: Bridget O. Susel, Community Development Director *BOS*
RE: Ohio Department of Natural Resources Grant Submission

The Ohio Department of Natural Resources (ODNR) has released a Request for Proposal (RFP) soliciting applications from local governments and nonprofit organizations located within what ODNR defines as the "Cuyahoga River Area of Concern," for proposed projects that will promote urban canopy restoration initiatives. The grant request amount is a maximum of \$25,000 and it does not have a cash match requirement. This grant presents an opportunity to possibly expand the funds available to the City for tree planting activities associated with the downtown redevelopment project, including in the central business district and along Haymaker Parkway.

I am respectfully requesting Council Committee time to discuss the ODNR grant opportunity in greater detail and to request a resolution from Council authorizing the City to submit a proposal to ODNR, and if a grant is awarded, authorizing the City to execute the grant agreement and appropriate the awarded grant funds for tree canopy restoration activities. The grant application is due on November 30, 2012 so I will need this item approved with the emergency clause.

If you need any additional information in order to schedule this item for the November 7, 2012 Council Committee session, please let me know.


CC: Linda Jordan, Clerk of Council
Gerald Shanley, Facilities Manager/Arborist
Gene Roberts, Service Director
Tree Canopy Grant 2012 file

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE

MEMO

October 30, 2012

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

From: Gene Roberts, Service Director 
Bob Brown, Water Reclamation Manager

RE: 2013 Capital WRF Facility Improvement
Digester Lid Replacement

In the 2012 Capital Improvement Plan Kent City Council provided for the replacement of the Number 2 Digester floating lid and mixer. The Number 2 Digester lid and mixer originally installed circa 1964 has been diagnosed with a deteriorated floating cover and inadequate sludge mixing capabilities. Renovation will consist of draining and cleaning the digester, replacing the existing floating cover and installing new sludge mixing equipment. The Number 2 Digester project has been delayed pending funding availability since 2004.

Staff has been informed that the Ohio Environmental Protection Agency (OEPA) has requested the nomination of projects for assistance from the Ohio Water Pollution Control Loan Fund (WPCLF) for 2013. The use of loan funds will further provide for the solvency of the City Sanitary Sewer Funds by providing for distribution of payment for this project over multiple years. The Current estimated cost of \$825,000 is provided for in the 2013 Capital Budget and by obtaining even a portion of the estimated cost in the form of a WPCLF loan will allow for short term increased solvency of the Sanitary Sewer Fund.

Staff is requesting Kent City Council consideration and approval for staff to apply and if awarded accept the OEPA assistance of a WPCLF loan in 2013 up to the 2013 Capital Budget amount of \$825,000.


Cc: James Bowling, P.E., City Engineer
Bob Brown, WRF Manager
file

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE

MEMO

October 31, 2012

To: Dave Ruller, City Manager

From: Gene Roberts, Service Director 

RE: Second 2012 Auction

Attached is the City of Kent – 2012 Auction No. 2 list of items for the second auction to be held during December 2012, containing 117 items for sale. This auction will again be completed by Asset Auctions, LLC using an online auction, they charge 5.7% for their online auction services.

Asset Auctions, LLC operates a full service online auction, their web address is <http://www.asset-auctions.com/> located in Warrendale, Pennsylvania. The City used Asset Auctions successfully for its 2010 and the first 2012 auctions and they are presently on the State Bid List.

Once Kent City Council approves the attached list of items recommended for auction staff will schedule with Asset Auctions to set up the online auction. When the City approves the off line draft auction web page(s) Asset Auction will provide a date for the start and end of the auction. Included in their fee is all advertising and costs associated with the auction. It is again recommended that the City advertise locally in the Record Courier the City's auction which would be an additional cost to the City but would allow local residents to be aware of the auction

In the past after Council has authorized the listed items for auction some items have been identified as being usable by other Departments of the City and it is requested that Council approves the list subject to items being removed from the list as reusable.

Kent City Council is respectfully requested to approve for the sale by auction as outlined above the items on the attached list of and the additional advertising in the Record Courier.

Cc: Linda Copley, Clerk of Council, w\ Item List and Model Resolution
Jim Silver, Law Director, w\ Item List, Model Resolution and State Contract
Bill Lillich, Safety Director, w\ Item List
David Coffee, Budget & Finance Director, w\ Item List
file

City of Kent - 2012 Auction No. 2

Tag #	Dept/Div	Description	Qty.	Year	Manufacture	Model No.	Serial No.	Storage Location	No. Images	Know Defects	Why Taken Out of Service
2012.501	B&F	Monitors	7							Replaced	
2012.502	B&F	Tax gneuds.Office Supplys.Key boards(11)	1							Replaced	
2012.503	B&F	Printer Cables, Typewriters(3) Filing cabinet	1							Replaced	
2012.504	B&F	2 chairs,file holders,IBM wheel writer,IBM printer.misc office equipment	1							Replaced	
2012.505	B&F	Dell Monitors 17" E77&c	4							Working	
2012.506	B&F	IBM Electric Typewriters 501	3							Broken	
2012.507	B&F	Fellowes PowerShredder 220C-2	1							Broken	
2012.508	B&F	Battery Back Up CPM UPS for ASA00	1							Broken	
2012.509	B&F	Dell Monitors 17" Trinitron 1999	1							Broken	
2012.510	B&F	Old School Desk 32" W X 18" L	1							Broken	
2012.511	B&F	Hard Plastic and Metal Chair	1							Broken??	
2012.512	B&F	Old Office Chair on Wheels w/arms	1								
2012.513	B&F	Keyboards 1 Dell 6 IBM	7								
2012.514	B&F	Box of Misc Cables	1							??	
2012.515	B&F	AOC Monitor 17"	1							??	
2012.516	B&F	Monitor 19"	1							??	
2012.517	B&F	IBM 13" Monitor	2							??	
2012.518	B&F	Generic 13" Monitor	1							??	
2012.519	B&F	Desk Lamp Moving Arm - Bla-A	1							Working	
2012.520	B&F	HP LaserJet 6 Printer	1							Broken	
2012.521	B&F	OKita OL C Printer	1							Broken	
2012.522	B&F	IBM Printer 4214	2							Broken	
2012.523	B&F	Cash Drawers	4							Broken	
2012.524	B&F	Computer Table Metal	1							Broken	
2012.525	B&F	Sub Pumps	3							??	
2012.526	B&F	Humidifier	1								
2012.527	B&F	Metal File Cabinet Side by Side Holds 6"X9"	2								
2012.528	B&F	Box of Misc Hanging File Folders	1							Broken	
2012.529	B&F	Wood Desk	1								
2012.530	B&F	Assorted Tax Guides from 2008,2007,2006,2005,2004,2003,2002,2001, 2000 from CCH	1								
2012.531	B&F	Burroughs Check Signer- Needs Name Plate	1							Works	
2012.532	B&F	Standard Register 300 Forms- Dunsler	1								
2012.533	B&F	Standard Register 1800 Separator	1								
2012.534	B&F	Broken Chairs (In Smoke Room)	3								
2012.540	CM	Vehicle- CDI	1	2000	Chevrolet	Astro AWD	IGNEL19W6Y01181129	590 Plum		AC, PS needs replaced	Surplus
2012.550	CM	Used Doors	1					590 Plum		No longer needed	
2012.551	CM	Tracks from Bob Cat	1		Bob Cat					Worn out	
2012.552	CM	Suhl Chain Saw, CM-040	1		D9L						
2012.553	CM	Vehicle, CM-102	1	1998	Ford	Ranger	1FTYR14U7WTA30011	590 Plum		AC dosent work, Runs	Surplus
2012.554	CM	Vehicle, CM-118	1	1996	Ford	F150	1FTEF1Y0TLB83119	590 Plum		Starts runs Stalls	Surplus

City of Kent - 2012 Auction No. 2

Tag #	Dept/Div	Description	Qty.	Year	Manufacture	Model No.	Serial No.	Storage Location	No. Images	Know Defects	Why Taken Out of Service
2012.560	FD	Ambulance	1	2002	Freightliner		IFVABPBW63HJ83003	590 Plum		Replaced due to age	
2012.561	FD	Ambulance (Franklin Twp)	1	2002	Freightliner		IFVABPBW821HJ83004	590 Plum		Replaced due to age	
2012.570	PD	Vehicle	1	2006	Pontiac	Vibe	5Y2SL65896Z138800	590 Plum			Confiscated
2012.571	PD	Vehicle	1	1997	Acura	Infiniti	JNKCA31D9VT502775	590 Plum			Confiscated
2012.572	PD	Vehicle	1	1996	Honda	Civic	2HGCE16674TH551771	590 Plum			Confiscated
2012.573	PD	Vehicle	1	1997	Jeep	Grand Cherokee	1J4GZ78Y7VC692961	590 Plum			Confiscated
2012.574	PD	Seats from old cruisers	1		Ford			Meloy Bldg		No longer needed	
2012.575	PD	Electric Panel (dog kennel)	1							No longer needed	
2012.576	PD	Electric Heater (dog kennel)	1							No longer needed	
2012.577	PD	Push Bumpers	15		2 Pallets			1220 Mogadore	Used	Used	Replaced no longer used
2012.578	PD	Light Bars	12		Whelen 48"	Edge 9000		1220 Mogadore	Used	Used	Replaced no longer used
2012.579	PD	Consoles with cup holders	1					1220 Mogadore	Used	Used	Replaced no longer used
2012.580	PD	Gun racks/Console Mounts/Radio/Sirene	1		Pallet #3	Misc cruiser parts		1220 Mogadore	Used	Used	Replaced no longer used
2012.581	PD	Consoles (4X1 mph)/Misc wires	1		Pallet #4			1220 Mogadore	Used	Used	Replaced no longer used
2012.582	PD	5 boxes MDT/Monitors/CPU/Key boards	1		Pallet #5	Motorolla		1220 Mogadore	Used	Used	Replaced no longer used
2012.583	PD	10 units Consoles with MDT/Display/Key Boards	1		Pallet #6			1220 Mogadore	Used	Used	Replaced no longer used
2012.584	PD	(8) Displays/Keyboards 1 MPIU2 Door Panels	1		Pallet #7			1220 Mogadore	Used	Used	Replaced no longer used
2012.585	PD	Misc Wiring	1		Pallet #8			1220 Mogadore	Used	Used	Replaced no longer used
2012.586	PD	6 Displays/6 Key boards/CPU	1		Pallet #9	Motorolla		1220 Mogadore	Used	Used	Replaced no longer used
2012.587	PD	10 Trunk Mounts for radios	1		Pallet #10			1220 Mogadore	Used	Used	Replaced no longer used
2012.588	PD	10 Consoles for Cruisers	1		Pallet #11			1220 Mogadore	Used	Used	Replaced no longer used
2012.590	P&R	Vehicle, PR-50	1	1999	Dodge	2500	3B7KF36Z4XM589957	590 Plum		Rusted	Surplus
2012.591	P&R	48 inch mower, PR-45	1	1996	Bob Cat	48 inch	9303090074				No longer used
2012.592	P&R	48 inch mower, PR-46	1	1996	Bob Cat	48 inch	9303090075				No longer used
2012.593	P&R	4 wheel ATV, PR-5	1	1998	Suzuki	300				Mileage not correct	No longer used



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager
From: David A. Coffee, Director of Budget and Finance
Date: November 1, 2012
Re: FY2012 Appropriation Amendments, Transfers, and Advances

The following appropriation amendments are hereby requested:

Fund 106 – Parks and Recreation

Increase \$ 33,000 Parks&Rec / Other (O&M) – Addt'l funding for fitness programs (revenue offset) plus upgrade Recware Software (equal to Capital Proj reduction) per J. Idone email of 10/30/12.
Decrease \$ 15,000 Parks&Rec / Capital – Reduction in appropriation for Stonewater Athletic Fields Project per J. Idone email of 10/30/12.

Fund 201 – Water

Increase \$ 1,750 Service/Capital – Allocation for cost of 17” Tire Changer , per G.Roberts memo

Fund 202 – Sewer

Increase \$ 1,750 Service/Capital – Allocation for cost of 17” Tire Changer , per G.Roberts memo

Fund 301 – Capital

Increase \$ 3,500 Capital / Service - Allocation for cost of 17” Tire Changer , per G.Roberts memo

The following intra-fund transfers are hereby requested:

Transfer \$ 5,000 **From:** Fund 201 / Water - Contingency
To: Fund 201 / Water – Service / Other (O&M) -
Funding for WTP Soda Ash procurement, per G. Roberts 9/24/12 memo

**City of Kent
Income Tax Division**

September 30, 2012

Income Tax Receipts Comparisons - RESTATED - (NET of Refunds)

Monthly Receipts

Total receipts for the month of September, 2012	\$980,892
Total receipts for the month of September, 2011	\$825,343
Total receipts for the month of September, 2010	\$762,176

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

	<u>Year-to-date Actual</u>	<u>Percent of Annual</u>
Total receipts January 1 through September 30, 2012	\$8,764,187	80.41%
Total receipts January 1 through September 30, 2011	\$8,094,331	75.56%
Total receipts January 1 through September 30, 2010	\$7,706,188	73.72%

Year-to-date Receipts Through September 30, 2012 - Budget vs. Actual

<u>Year</u>	<u>Annual Budgeted Receipts</u>	<u>Revised Budgeted Receipts</u>	<u>Year-to-date Actual Receipts</u>	<u>Percent Collected</u>	<u>Percent Remaining</u>
2012	\$ 10,900,000	\$ 10,900,000	\$8,764,187	80.41%	19.59%

Comparisons of Total Annual Receipts for Previous Six Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change From Prior Year</u>
2006	\$ 10,151,202	-0.36%
2007	\$ 10,540,992	3.84%
2008	\$ 10,712,803	1.63%
2009	\$ 10,482,215	-2.15%
2010	\$ 10,453,032	-0.28%
2011	\$ 10,711,766	2.48%

Submitted by



Director of Budget and Finance

2012 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
as of Month Ended September 30, 2012

Monthly Receipts				Comparisons	
Month	2010	2011	2012	Amount	Percent Change
January	\$ 952,296	\$ 1,026,357	\$ 1,085,253	\$ 58,896	5.74%
February	785,233	788,986	806,227	17,241	2.19%
March	809,613	823,680	860,826	37,146	4.51%
April	1,026,687	1,057,137	1,239,488	182,351	17.25%
May	877,364	1,006,438	972,050	(34,388)	-3.42%
June	798,635	844,726	915,138	70,412	8.34%
July	828,960	848,105	961,433	113,328	13.36%
August	865,224	873,559	942,880	69,321	7.94%
September	762,176	825,343	980,892	155,549	18.85%
October	961,274	939,121			
November	880,655	843,533			
December	904,915	834,781			
Totals	\$ 10,453,032	\$ 10,711,766	\$ 8,764,187		

Year-to-Date Receipts				Comparisons	
Month	2010	2011	2012	Amount	Percent Change
January	\$ 952,296	\$ 1,026,357	\$ 1,085,253	\$ 58,896	5.74%
February	1,737,529	1,815,343	1,891,480	76,137	4.19%
March	2,547,142	2,639,023	2,752,306	113,284	4.29%
April	3,573,829	3,696,160	3,991,794	295,635	8.00%
May	4,451,193	4,702,598	4,963,844	261,246	5.56%
June	5,249,828	5,547,324	5,878,982	331,658	5.98%
July	6,078,788	6,395,429	6,840,415	444,986	6.96%
August	6,944,012	7,268,988	7,783,295	514,307	7.08%
September	7,706,188	8,094,331	8,764,187	669,856	8.28%
October	8,667,462	9,033,453			
November	9,548,117	9,876,985			
December	10,453,032	10,711,766			
Totals	\$ 10,453,032	\$ 10,711,766			

2012 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
as of Month Ended September 30, 2012

Monthly Receipts				Comparisons	
Month	2010	2011	2012	Amount	Percent Change
January	\$ 422,779	\$ 406,862	\$ 403,606	\$ (3,256)	-0.80%
February	328,502	336,710	335,895	(815)	-0.24%
March	349,936	362,390	360,114	(2,276)	-0.63%
April	350,591	357,231	362,957	5,727	1.60%
May	348,819	354,925	360,026	5,101	1.44%
June	345,261	349,038	362,330	13,293	3.81%
July	334,650	337,910	379,316	41,406	12.25%
August	381,241	370,933	359,550	(11,382)	-3.07%
September	291,775	298,038	328,283	30,245	10.15%
October	370,956	352,815			
November	370,551	358,685			
December	372,404	360,837			
Totals	\$ 4,267,465	\$ 4,246,372	\$ 3,252,078		

Year-to-Date Receipts				Comparisons	
Month	2010	2011	2012	Amount	Percent Change
January	\$ 422,779	\$ 406,862	\$ 403,606	\$ (3,256)	-0.80%
February	751,281	743,572	739,501	(4,071)	-0.55%
March	1,101,217	1,105,962	1,099,615	(6,347)	-0.57%
April	1,451,808	1,463,193	1,462,573	(620)	-0.04%
May	1,800,627	1,818,117	1,822,598	4,481	0.25%
June	2,145,888	2,167,155	2,184,929	17,774	0.82%
July	2,480,538	2,505,065	2,564,245	59,180	2.36%
August	2,861,779	2,875,997	2,923,795	47,798	1.66%
September	3,153,554	3,174,035	3,252,078	78,042	2.46%
October	3,524,510	3,526,851			
November	3,895,061	3,885,535			
December	4,267,465	4,246,372			
Totals	\$ 4,267,465	\$ 4,246,372			

2012 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
as of Month Ended September 30, 2012

Comparisons of Total Annual Receipts for Previous Six Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change</u>
2006	\$ 3,542,080	2.59%
2007	\$ 3,707,931	4.68%
2008	\$ 3,919,539	5.71%
2009	\$ 4,090,788	4.37%
2010	\$ 4,267,465	4.32%
2011	\$ 4,246,372	-0.49%

Prepared on 10/23/2012

2012 Main Street Income
Qualifies for City Income (at 1/3)

	1st Qtr	2nd Qtr	3rd Qtr	YTD
Adopt a Spot Sponsors	\$750 *	\$4,500		\$5,250
Board Members	\$300 *		\$500	\$800
Corporate Sponsors		\$200		\$200
Facade Program				
Friends of Main Street	\$1,750 *	\$1,380		\$3,130
Art and Wine Festival	\$3,160	\$16,629	\$14	\$19,803
International Festival				
Annual Dinner	\$2,651	\$2,470		\$5,121
Heritage Festival	\$311			\$311
Historic Postcards/ Parking				
Passes	\$17 *	\$135		\$152
Grants	\$450			\$450
Private Donation Foundation	\$20,000		\$25,000	\$45,000
Chocolate Walk		\$432		\$432
Thursday Night Live Sponsors		\$2,125		\$2,125
Downtown Advertising Campaign				
Contributions			\$2,100	\$2,100
International Festival		\$175		\$175
In Kind Donations		\$7,374	\$1,800	\$9,174
Total Income w/o City	\$29,389	\$35,245	\$29,589	\$94,223
Qualifying City Income	\$14,694	\$17,623	\$14,795	\$47,111
Total Income	\$44,083	\$52,868	\$44,384	\$141,334
1/3 of Total	\$14,694	\$17,623	\$14,795	\$47,111

*Revised from initial report

**CITY OF KENT
ARCHITECTURAL REVIEW BOARD
NOVEMBER 6, 2012**

**COMMUNITY DEVELOPMENT DEPARTMENT
CONFERENCE ROOM
930 OVERHOLT ROAD
4:00 P.M.**

A G E N D A

I. CALL TO ORDER

II. ROLL CALL

III. ADMINISTRATION OF OATH

IV. PROJECT REVIEW

**A. ARB12-022 BAKED IN THE VILLAGE / ANDREA BERRY
123 NORTH WATER STREET**

The applicant is requesting review of new building signage.

- 1) Discussion**
- 2) Recommendation/Action – Certificate of Appropriateness**

**B. ARB12-027 HUNTINGTON BANK / STARK GLASS
101 EAST MAIN STREET**

The applicant is requesting review of proposed new exterior doors and windows.

- 1) Discussion**
- 2) Recommendation/Action – Certificate of Appropriateness**

**C. ARB12-028 KEYBANK / BRILLIANT ELECTRIC SIGN COMPANY
408 SOUTH WATER STREET**

The applicant is requesting review of proposed replacement faces for existing pole sign and drive-thru ATM machine.

- 1) Discussion**
- 2) Recommendation/Action – Certificate of Appropriateness**

V. MEETING SUMMARY

VI. OTHER BUSINESS

VII. ADJOURNMENT