



# CITY OF KENT, OHIO

## DEPARTMENT OF FINANCE

TO: Dave Ruller, City Manager  
FROM: David A. Coffee, Director of Budget and Finance  
DATE: June 29, 2018  
SUBJECT: 2019 Tax Budget and Public Hearing

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

The 2019 Tax Budget has been prepared and is submitted as attached for public hearing, along with the request for City Council approval and adoption. The Tax Budget is required to be submitted and adopted annually for each political subdivision in accordance with Ohio Revised Code, Section 5705, by July 15<sup>th</sup> and subsequently must be filed with the County Auditor by July 20<sup>th</sup> each year. Failure to do so shall result in the loss of the local government fund allocation, estimated to be in excess of \$0.71 million for fiscal year 2019. The requested Council approval does not appropriate any City of Kent funds for expenditure in the 2019 Fiscal Year.

Tax Budgets are reviewed by County Budget Commissions to certify the amount of monies to be collected and distributed from property taxes, levies and Local Government Funds (LGF) based upon demonstrated needs of the political subdivisions. In Portage County the political subdivisions have voted to adopt an alternative formula for the distribution of the Local Government Funds for the past 20 plus years, however at present it is undetermined what formula will ultimately be adopted and certified by the County Budget Commission commencing with the 2019 distributions.

While preparation of the annual Tax Budget for the City of Kent is largely a procedural formality, it also serves as the first official step in our Capital and Operating Budget processes. Although the required format and presentation of Tax Budget numbers differ considerably from our Annual Budget, they both start with the same basic data and assumptions. These format and presentation differences make direct comparisons between budget documents difficult and subject to misinterpretation. Overall we continue to apply conservative budget preparation principals. The numbers in the Tax Budget reflect department requests that are consistent with our objective to hold Operating and Maintenance expenses to a 2% or less increase compared to the 2018 budget, unless there is a substantiated and compelling reason for variance. Overall, the underlying O&M expense lines contributing to this year's Tax Budget remain comparable to the current budget level.

Our revenue projections reflect mixed current trends based upon source categories, but with a combined gradual increase overall. Income tax collections are projected to grow at a declining but still positive rate in 2019. Expenses in Personnel Services have been budgeted to reflect actual expenses plus a contracted average increase of 3.0% for most positions with some adjustments for special payouts related to retirements and sell backs of earned time. Additionally, it should be noted that Tax Budget numbers reflect initial departmental requests for the most part. Further budget review and refinement will occur as departmental budget hearings take place and the annual budget process continues preceding presentation in the Fall to City Council for approval and final adoption.

REVISED /88  
 Prepare in Triplicate  
 On or before July 20th, two copies of this Budget  
 must be submitted to the County Auditor

CITY OF KENT, PORTAGE COUNTY, OHIO

June 29, 2018

This Budget must be adopted by the Council or other legislative body on or before July 15th, and two copies must be submitted to the County Auditor on or before July 20th. FAILURE TO COMPLY WITH SEC. 5705.28 R.C. SHALL RESULT IN LOSS OF LOCAL GOVERNMENT FUND ALLOCATION.

To the Auditor of said County:  
 The following Budget for the budget year beginning January 1, 2019, has been adopted by Council and is herewith submitted for consideration of the County Budget Commission.

Signed: \_\_\_\_\_  
 David A. Coffee  
 Title: Director of Budget and Finance

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION,  
 AND COUNTY AUDITOR'S ESTIMATED RATES

| For Municipal Use<br>FUND<br><br>(Include only those funds<br>which are requesting<br>general property<br>tax revenue) | For Budget Commission Use  |   |  | For County Auditor Use                                |  |
|--|--|---|--|---|--|
|  | BUDGET YEAR<br>AMOUNT REQUESTED<br>OF BUDGET<br>COMMISSION<br>INSIDE/OUTSIDE | BUDGET YEAR<br>AMOUNT APPROVED<br>BY BUDGET<br>COMMISSION<br>INSIDE 10 MILL<br>LIMITATION | BUDGET YEAR<br>AMOUNT<br>TO BE DERIVED<br>FROM LEVIES<br>OUTSIDE 10 MILL<br>LIMITATION | COUNTY AUDITOR'S ESTIMATE<br>OF TAX RATE TO BE LEVIED |  |
|  | Column 1   | Column 2  | Column 3   | INSIDE 10 M.<br>LIMIT<br>BUDGET YEAR<br>4             | OUTSIDE 10 M.<br>LIMIT<br>BUDGET YEAR<br>5 |
| GOVERNMENTAL FUNDS   | XXXXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXXXX  | XXXXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXXXX                                  | XXXXXXXXXXXXXXXXXXXX                       |
| GENERAL FUND, 001  | \$1,647,912  |   |  |   |  |
| WESTSIDE FIRE, 101   | \$251,295  |   |  |   |  |
| RECREATION, 106  | \$1,156,355  |   |  |   |  |
| POLICE PENSION, 132  | \$114,304  |   |  |   |  |
| FIRE PENSION, 133  | \$114,304  |   |  |   |  |
| PROPRIETARY FUNDS  | XXXXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXXXX  | XXXXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXXXX                                  | XXXXXXXXXXXXXXXXXXXX                       |
| FIDUCIARY FUNDS  | XXXXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXXXX  | XXXXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXXXX                                  | XXXXXXXXXXXXXXXXXXXX                       |
| TOTAL ALL FUNDS  | \$3,284,170  |   |  |   |  |



FUND NAME: GENERAL FUND

EXHIBIT I

FUND TYPE/CLASSIFICATION: GOVERNMENTAL-GENERAL

This Exhibit is to be used for the General Fund Only

| DESCRIPTION                          | 2016                | FOR 2017             | CURRENT YEAR        | BUDGET YEAR         |
|--------------------------------------|---------------------|----------------------|---------------------|---------------------|
| (1)                                  | ACTUAL              | ACTUAL               | ESTIMATED FOR 2018  | ESTIMATED FOR 2019  |
| (2)                                  | (3)                 | (4)                  | (5)                 |                     |
| <b>REVENUES</b>                      |                     |                      |                     |                     |
| Local Taxes                          |                     |                      |                     |                     |
| General Property Tax - Real Estate   | 1,593,491.00        | 1,500,397.47         | 1,613,912.00        | 1,613,912.00        |
| Tangible Personal Property Tax       | 3,886.00            | 7.07                 | 4,000.00            | 4,000.00            |
| Other Local Taxes                    | 401,653.00          | 375,087.31           | 400,000.00          | 375,000.00          |
| Total Local Taxes                    | 1,999,030.00        | 1,875,491.85         | 2,017,912.00        | 1,992,912.00        |
| State Shared Taxes and Permits       |                     |                      |                     |                     |
| Local Government                     | 703,542.00          | 710,945.55           | 710,000.00          | 710,000.00          |
| Estate Tax                           | 0.00                | 72,962.38            | 0.00                | 0.00                |
| Cigarette Tax                        | 1,009.00            | 908.25               | 1,000.00            | 1,000.00            |
| License Tax                          | 0.00                | 0.00                 | 0.00                | 0.00                |
| Liquor and Beer Permits              | 53,425.00           | 40,501.65            | 38,000.00           | 38,000.00           |
| Gasoline Tax                         | 0.00                |                      | 0.00                | 0.00                |
| Local Government Support Fund        | 30,442.00           | 11,043.74            | 30,000.00           | 0.00                |
| Property Tax Allocation              | 154,600.00          | 154,474.85           | 160,000.00          | 160,000.00          |
| Brimfield JEDD                       | 72,332.00           | 90,166.28            | 75,000.00           | 80,000.00           |
| Franklin JEDD                        | 476,968.00          | 541,638.23           | 490,000.00          | 490,000.00          |
| Other State Shared Taxes and Permits | 0.00                | 0.00                 | 0.00                | 0.00                |
| Total State Shared Taxes and Permits | 1,492,318.00        | 1,622,640.93         | 1,504,000.00        | 1,479,000.00        |
| Intergovernmental Revenues           |                     |                      |                     |                     |
| Federal Grants or Aid                | 1,448.00            | 37,952.00            | 0.00                | 0.00                |
| State Grants or Aid                  | 167,143.00          | 355,333.12           | 55,000.00           | 55,000.00           |
| Other Grants or Aid                  | 29,750.00           | 3,000.00             | 0.00                | 0.00                |
| Total Intergovernmental Revenues     | 198,341.00          | 396,285.12           | 55,000.00           | 55,000.00           |
| Special Assessments                  | 0.00                | 0.00                 | 0.00                | 0.00                |
| Charges for Services                 | 1,598,530.00        | 1,748,170.44         | 1,500,000.00        | 1,500,000.00        |
| Fines, Licenses, and Permits         | 425,716.00          | 499,470.04           | 425,000.00          | 425,000.00          |
| Interest and Miscellaneous           | 572,549.00          | 1,203,995.00         | 575,000.00          | 610,000.00          |
| Other Financing Sources:             |                     |                      |                     |                     |
| Transfers                            | 2,700,000.00        | 3,600,000.00         | 3,600,000.00        | 3,600,000.00        |
| Advances                             | 106,000.00          | 106,000.00           | 106,000.00          | 106,000.00          |
| Total Other Sources                  | 2,806,000.00        | 3,706,000.00         | 3,706,000.00        | 3,706,000.00        |
| <b>TOTAL REVENUE</b>                 | <b>9,092,484.00</b> | <b>11,052,053.38</b> | <b>9,782,912.00</b> | <b>9,767,912.00</b> |

FUND NAME: GENERAL FUND  
 FUND TYPE/CLASSIFICATION: GOVERNMENTAL-GENERAL  
 This Exhibit is to be used for the General Fund Only

EXHIBIT I

| DESCRIPTION                                      | FOR 2016            | FOR 2017             | CURRENT YEAR         | BUDGET YEAR          |
|--|---------------------|----------------------|----------------------|----------------------|
| (1)  | ACTUAL              | ACTUAL               | ESTIMATED FOR 2018   | ESTIMATED FOR 2019   |
| (1)  | (2)                 | (3)                  | (4)                  | (5)                  |
| <b>EXPENDITURES</b>                              |                     |                      |                      |                      |
| Public Health Services                           |                     |                      |                      |                      |
| Personal Services                                | 329,124.00          | 332,506.47           | 344,144.20           | 356,189.24           |
| Travel Transportation                            | 4,197.00            | 8,736.25             | 8,910.98             | 9,000.00             |
| Contractual Services                             | 132,371.00          | 132,268.19           | 134,913.55           | 146,228.00           |
| Supplies and Materials                           | 4,458.00            | 17,499.05            | 17,849.03            | 16,000.00            |
| Capital Outlay                                   | 0.00                | 19,888.00            | 19,888.00            | 0.00                 |
| Total Public Health Services                     | 470,150.00          | 510,897.96           | 525,705.76           | 527,417.24           |
| Total Leisure Time Activities                    | 0.00                | 0.00                 | 0.00                 | 0.00                 |
| Community Environment                            |                     |                      |                      |                      |
| Personal Services                                | 774,406.00          | 799,064.82           | 827,032.09           | 855,978.21           |
| Travel Transportation                            | 5,570.00            | 5,797.16             | 5,913.10             | 6,031.37             |
| Contractual Services                             | 849,477.00          | 1,383,310.72         | 1,410,976.93         | 1,439,196.47         |
| Supplies and Materials                           | 3,362.00            | 5,243.55             | 5,348.42             | 5,455.39             |
| Capital Outlay                                   | 0.00                | 0.00                 | 0.00                 | 0.00                 |
| Total Community Environment                      | 1,632,815.00        | 2,193,416.25         | 2,249,270.55         | 2,306,661.44         |
| General Government                               |                     |                      |                      |                      |
| Personal Services                                | 1,304,742.00        | 1,327,493.48         | 1,373,955.75         | 1,422,044.20         |
| Travel Transportation                            | 13,927.00           | 21,943.84            | 22,382.72            | 22,830.37            |
| Contractual Services/Misc.                       | 1,337,368.00        | 1,241,546.02         | 1,266,376.94         | 1,291,704.48         |
| Supplies and Materials                           | 34,877.00           | 35,044.00            | 114,083.29           | 116,364.96           |
| Capital Outlay                                   | 9,650.65            | 5,250.00             | 310,000.00           | 10,000.00            |
| Total General Government                         | 2,700,564.65        | 2,631,277.34         | 3,086,798.70         | 2,862,944.01         |
| Other Uses of Funds                              |                     |                      |                      |                      |
| Transfers  | 4,921,594.00        | 5,900,000.00         | 5,306,640.00         | 5,306,640.00         |
| Advances   | 0.00                | 0.00                 | 0.00                 | 0.00                 |
| Other Uses of Funds                              | 0.00                | 7,603.79             | 0.00                 | 0.00                 |
| Total Other Uses of Funds                        | 4,921,594.00        | 5,907,603.79         | 5,306,640.00         | 5,306,640.00         |
| <b>TOTAL EXPENDITURES</b>                        | <b>9,725,123.65</b> | <b>11,243,195.34</b> | <b>11,168,415.00</b> | <b>11,003,662.69</b> |
| Revenues over/(under) Expenditures               | (632,639.65)        | (191,141.96)         | (1,385,503.00)       | (1,235,750.69)       |
| Beginning Unencumbered Balance*                  | 5,869,994.00        | 5,237,354.35         | 4,743,833.69         | 3,358,330.69         |
| Ending Cash Fund Balance                         | 5,237,354.35        | 5,046,212.39         | 3,358,330.69         | 2,122,580.00         |
| Estimated Encumbrances (outstanding at year end) | 319,155.00          | 302,378.70           | 0.00                 | 0.00                 |
| Estimated Ending Unencumbered Fund Balance       | 4,918,199.35        | 4,743,833.69         | 3,358,330.69         | 2,122,580.00         |

\* USE CASH BALANCE

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Local Taxes  |                    |                    |                                    |                                   |
| General Property Tax - Real Estate   | 244,216.00         | 229,008.38         | 224,791.00                         | 224,791.00                        |
| Tangible Personal Property Tax   | 627.00             | 2.51               | 700.00                             | 700.00                            |
| Total Local Taxes  | 244,843.00         | 229,010.89         | 225,491.00                         | 225,491.00                        |
| State Shared Taxes and Permits   |                    |                    |                                    |                                   |
| Property Tax Allocation  | 24,862.00          | 24,883.98          | 25,804.00                          | 25,804.00                         |
| CAT Tax  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Shared Taxes and Permits   | 24,862.00          | 24,883.98          | 25,804.00                          | 25,804.00                         |
| Miscellaneous  | 1,399.00           | 0.00               | 0.00                               | 0.00                              |
| TOTAL REVENUE  | 271,104.00         | 253,894.87         | 251,295.00                         | 251,295.00                        |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Security of Persons and Property   |                    |                    |                                    |                                   |
| Personal Services  | 240,231.00         | 247,357.29         | 256,301.00                         | 265,271.54                        |
| Contractual Services   | 23,551.00          | 17,562.75          | 27,476.56                          | 27,476.56                         |
| Supplies and Materials   | 564.94             | 0.00               | 350.44                             | 350.44                            |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Security of Persons and Property   | 264,346.94         | 264,920.04         | 284,128.00                         | 293,098.54                        |
| TOTAL EXPENDITURES   | 264,346.94         | 264,920.04         | 284,128.00                         | 293,098.54                        |
| Revenues Over (Under) Expenditures   | 6,757.06           | (11,025.17)        | (32,833.00)                        | (41,803.54)                       |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 94,674.81          | 101,431.87         | 85,945.17                          | 53,112.17                         |
| Ending Cash Fund Balance   | 101,431.87         | 90,406.70          | 53,112.17                          | 11,308.64                         |
| Estimated Encumbrances (outstanding at end of year)                              | 2,668.43           | 4,461.53           | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 98,763.44          | 85,945.17          | 53,112.17                          | 11,308.64                         |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION<br>(1)  | FOR 2016<br>ACTUAL<br>(2) | FOR 2017<br>ACTUAL<br>(3) | CURRENT YEAR<br>ESTIMATED FOR 2018<br>(4) | BUDGET YEAR<br>ESTIMATED FOR 2019<br>(5) |
|---|---------------------------|---------------------------|---|--|
| <b>REVENUE</b>  | XXXXXXXXXXXXXXXXXX        | XXXXXXXXXXXXXXXXXX        | XXXXXXXXXXXXXXXXXX                        | XXXXXXXXXXXXXXXXXX                       |
| Intergovernmental   |                           |                           |   |  |
| License Taxes   | 381,300.88                | 370,053.61                | 370,000.00                                | 370,000.00                               |
| Gas Taxes   | 540,407.52                | 534,966.68                | 534,000.00                                | 534,000.00                               |
| Total Intergovernmental   | 921,708.40                | 905,020.29                | 904,000.00                                | 904,000.00                               |
| Vehicle Maintenance Charges   | 54,233.33                 | 32,000.43                 | 32,000.00                                 | 32,000.00                                |
| Special Assessments   | 66,831.86                 | 66,792.93                 | 66,000.00                                 | 66,000.00                                |
| Miscellaneous   | 18,391.59                 | 24,699.87                 | 5,000.00                                  | 5,000.00                                 |
| Transfer In   | 1,099,314.00              | 426,000.00                | 867,500.00                                | 900,000.00                               |
| <b>TOTAL REVENUE</b>  | <b>2,160,479.18</b>       | <b>1,454,513.52</b>       | <b>1,874,500.00</b>                       | <b>1,907,000.00</b>                      |
| <b>EXPENDITURES</b>   | XXXXXXXXXXXXXXXXXX        | XXXXXXXXXXXXXXXXXX        | XXXXXXXXXXXXXXXXXX                        | XXXXXXXXXXXXXXXXXX                       |
| (Identify each program and object code<br>at the same level shown on Exhibit I)<br>(PROGRAM) (OBJECT) | XXXXXXXXXXXXXXXXXX        | XXXXXXXXXXXXXXXXXX        | XXXXXXXXXXXXXXXXXX                        | XXXXXXXXXXXXXXXXXX                       |
| Service Dept. - Transportation  |                           |                           |   |  |
| Personal Services   | 998,776.17                | 1,019,755.61              | 1,105,077.00                              | 1,143,754.70                             |
| Contractual Services  | 391,819.74                | 395,219.52                | 403,123.91                                | 411,186.39                               |
| Supplies and Materials  | 365,207.96                | 310,231.44                | 316,436.07                                | 322,764.79                               |
| Capital Outlay  | 0.00                      | 0.00                      | 659,071.02                                | 0.00                                     |
| Total Transportation  | 1,755,803.87              | 1,725,206.57              | 2,483,708.00                              | 1,877,705.87                             |
| <b>TOTAL EXPENDITURES</b>   | <b>1,755,803.87</b>       | <b>1,725,206.57</b>       | <b>2,483,708.00</b>                       | <b>1,877,705.87</b>                      |
| Revenues Over (Under) Expenditures  | 404,675.31                | (270,693.05)              | (609,208.00)                              | 29,294.13                                |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3)                      | 872,120.42                | 1,276,795.73              | 807,578.65                                | 198,370.65                               |
| Ending Cash Fund Balance  | 1,276,795.73              | 1,006,102.68              | 198,370.65                                | 227,664.78                               |
| Estimated Encumbrances (outstanding at end of year)   | 92,045.28                 | 198,524.03                | 0.00                                      | 0.00                                     |
| Estimated Ending Unencumbered Fund Balance  | 1,184,750.45              | 807,578.65                | 198,370.65                                | 227,664.78                               |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Intergovernmental  |                    |                    |                                    |                                   |
| License Taxes  | 14,100.00          | 13,875.05          | 14,000.00                          | 14,000.00                         |
| Gas Taxes  | 43,816.85          | 43,376.76          | 43,500.00                          | 43,500.00                         |
| Total Intergovernmental  | 57,916.85          | 57,251.81          | 57,500.00                          | 57,500.00                         |
| Miscellaneous  | 690.00             | 883.25             | 500.00                             | 500.00                            |
| TOTAL REVENUE  | 58,606.85          | 58,135.06          | 58,000.00                          | 58,000.00                         |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Service Dept. - Transportation   |                    |                    |                                    |                                   |
| Contractual Services   | 24,702.00          | 23,865.00          | 25,000.00                          | 25,500.00                         |
| Supplies and Materials   | 30,946.90          | 45,000.00          | 45,000.00                          | 45,900.00                         |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Service Dept. - Transportation   | 55,648.90          | 68,865.00          | 70,000.00                          | 71,400.00                         |
| TOTAL EXPENDITURES   | 55,648.90          | 68,865.00          | 70,000.00                          | 71,400.00                         |
| Revenues Over (Under) Expenditures   | 2,957.95           | (10,729.94)        | (12,000.00)                        | (13,400.00)                       |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 87,750.85          | 90,708.80          | 79,043.86                          | 67,043.86                         |
| Ending Cash Fund Balance   | 90,708.80          | 79,978.86          | 67,043.86                          | 53,643.86                         |
| Estimated Encumbrances (outstanding at end of year)                              | 98.00              | 935.00             | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 90,610.80          | 79,043.86          | 67,043.86                          | 53,643.86                         |



FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Local Taxes  |                    |                    |                                    |                                   |
| General Property Tax - Real Estate   | 1,127,227.00       | 1,055,504.53       | 1,037,355.00                       | 1,037,355.00                      |
| Tangible Personal Property Tax   | 2,850.00           | 11.83              | 3,000.00                           | 3,000.00                          |
| Total Local Taxes  | 1,130,077.00       | 1,055,516.36       | 1,040,355.00                       | 1,040,355.00                      |
| State Shared Taxes and Permits   |                    |                    |                                    |                                   |
| Property Tax Allocation  | 112,950.00         | 113,047.08         | 116,000.00                         | 116,000.00                        |
| CAT Tax  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Shared Taxes and Permits   | 112,950.00         | 113,047.08         | 116,000.00                         | 116,000.00                        |
| Intergovernmental Grants & Contracts   | 7,100.00           | 644,428.00         | 7,000.00                           | 160,000.00                        |
| Fees, Licenses & Permits   | 5,663.00           | 9,654.70           | 1,200.00                           | 1,000.00                          |
| Charges for Services   | 664,288.00         | 750,800.79         | 738,866.00                         | 773,866.00                        |
| Miscellaneous/Transfer and Advance In  | 187,039.00         | 48,788.01          | 150,000.00                         | 150,000.00                        |
| TOTAL REVENUE  | 2,107,117.00       | 2,622,234.94       | 2,053,421.00                       | 2,241,221.00                      |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Leisure Time Activities  |                    |                    |                                    |                                   |
| Personal Services  | 1,167,673.00       | 1,225,204.97       | 1,353,255.00                       | 1,372,462.00                      |
| Travel and Transportation  | 13,630.00          | 13,687.34          | 13,961.09                          | 14,240.31                         |
| Contractual Services   | 379,774.00         | 349,571.00         | 451,662.66                         | 481,706.03                        |
| Supplies and Materials   | 152,834.00         | 159,781.49         | 162,977.12                         | 166,236.66                        |
| Refunds  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Capital Outlay   | 506,405.00         | 1,050,167.91       | 177,109.13                         | 167,000.00                        |
| Total Leisure Time Activities  | 2,220,316.00       | 2,798,412.71       | 2,158,965.00                       | 2,201,645.00                      |
| Repayment of Advance   | 50,000.00          | 50,000.00          | 50,000.00                          | 50,000.00                         |
| TOTAL EXPENDITURES   | 2,270,316.00       | 2,848,412.71       | 2,208,965.00                       | 2,251,645.00                      |
| Revenues Over (Under) Expenditures   | (163,199.00)       | (226,177.77)       | (155,544.00)                       | (10,424.00)                       |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 886,921.00         | 723,722.00         | 218,346.35                         | 62,802.35                         |
| Ending Cash Fund Balance   | 723,722.00         | 497,544.23         | 62,802.35                          | 52,378.35                         |
| Estimated Encumbrances (outstanding at end of year)                              | 102,748.00         | 279,197.88         | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 620,974.00         | 218,346.35         | 62,802.35                          | 52,378.35                         |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Fees, Licenses, and Permits  |                    |                    |                                    |                                   |
| Food Service Permits/Inspection  | 74,568.75          | 95,589.00          | 95,300.00                          | 95,300.00                         |
| Food Service Bulk  | 26,241.25          | 25,579.37          | 25,500.00                          | 25,500.00                         |
| Total Fees, Licenses, Permits  | 100,810.00         | 121,168.37         | 120,800.00                         | 120,800.00                        |
| TOTAL REVENUE  | 100,810.00         | 121,168.37         | 120,800.00                         | 120,800.00                        |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Public Health and Welfare  |                    |                    |                                    |                                   |
| Personal Services  | 84,006.83          | 80,754.16          | 93,439.00                          | 96,709.37                         |
| Travel/Transportation  | 0.00               | 418.16             | 450.00                             | 2,500.00                          |
| Contractual Services   | 1,390.00           | 275.00             | 28,304.00                          | 1,000.00                          |
| Supplies and Materials   | 588.55             | 2,013.12           | 2,000.00                           | 4,000.00                          |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Public Health and Welfare  | 85,985.38          | 83,460.44          | 124,193.00                         | 104,209.37                        |
| TOTAL EXPENDITURES   | 85,985.38          | 83,460.44          | 124,193.00                         | 104,209.37                        |
| Revenues Over (Under) Expenditures   | 14,824.62          | 37,707.93          | (3,393.00)                         | 16,590.64                         |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 43,659.92          | 58,484.54          | 96,173.25                          | 92,780.25                         |
| Ending Cash Fund Balance   | 58,484.54          | 96,192.47          | 92,780.25                          | 109,370.89                        |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 19.22              | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 58,484.54          | 96,173.25          | 92,780.25                          | 109,370.89                        |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL   | FOR 2017<br>ACTUAL   | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|----------------------|----------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                  | (3)                  | (4)                                | (5)                               |
| <b>REVENUE</b>   | XXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Income Taxes   | 15,898,250.69        | 16,523,086.66        | 15,833,000.00                      | 16,100,000.00                     |
| Interest   | 12,480.00            | 10,260.00            | 8,000.00                           | 6,000.00                          |
| Miscellaneous  | 259,051.00           | 252,967.00           | 250,000.00                         | 250,000.00                        |
| Advances In  | 198,000.00           | 308,000.00           | 308,000.00                         | 308,000.00                        |
| <b>TOTAL REVENUE</b>   | <b>16,367,781.69</b> | <b>17,094,313.66</b> | <b>16,399,000.00</b>               | <b>16,664,000.00</b>              |
| <b>EXPENDITURES</b>  | XXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXX   | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| General Government   |                      |                      |                                    |                                   |
| Personal Services  | 225,077.87           | 234,304.04           | 241,918.92                         | 250,386.08                        |
| Contractual Services   | 439,433.86           | 442,673.52           | 541,068.08                         | 551,889.44                        |
| Supplies and Materials   | 333.80               | 15.00                | 500.00                             | 510.00                            |
| Transfers Out  | 15,763,680.00        | 15,647,698.00        | 17,141,225.66                      | 15,278,360.00                     |
| Advances Out   | 0.00                 | 0.00                 | 75,000.00                          | 0.00                              |
| Total General Government   | 16,428,525.53        | 16,324,690.56        | 17,999,712.66                      | 16,081,145.53                     |
| <b>TOTAL EXPENDITURES</b>  | <b>16,428,525.53</b> | <b>16,324,690.56</b> | <b>17,999,712.66</b>               | <b>16,081,145.53</b>              |
| Revenues Over (Under) Expenditures   | (60,743.84)          | 769,623.10           | (1,600,712.66)                     | 582,854.47                        |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 7,387,411.34         | 7,326,667.50         | 5,742,131.43                       | 4,141,418.77                      |
| Ending Cash Fund Balance   | 7,326,667.50         | 8,096,290.60         | 4,141,418.77                       | 4,724,273.24                      |
| Estimated Encumbrances (outstanding at end of year)                              | 2,328,617.25         | 2,354,159.17         | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 4,998,050.25         | 5,742,131.43         | 4,141,418.77                       | 4,724,273.24                      |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Fees, Licenses, and Permits  |                    |                    |                                    |                                   |
| Building Inspections   | 124,371.25         | 120,515.00         | 124,370.00                         | 124,370.00                        |
| TOTAL REVENUE  | 124,371.25         | 120,515.00         | 124,370.00                         | 124,370.00                        |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Public Health and Welfare  |                    |                    |                                    |                                   |
| Personal Services  | 113,490.94         | 121,246.99         | 125,187.52                         | 115,000.00                        |
| Travel/Transportation  | 0.00               | 838.64             | 1,000.00                           | 1,000.00                          |
| Contractual Services   | 5,898.09           | 369.80             | 29,145.48                          | 5,000.00                          |
| Supplies and Materials   | 755.01             | 1,678.74           | 1,500.00                           | 4,500.00                          |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Public Health and Welfare  | 120,144.04         | 124,134.17         | 156,833.00                         | 125,500.00                        |
| TOTAL EXPENDITURES   | 120,144.04         | 124,134.17         | 156,833.00                         | 125,500.00                        |
| Revenues Over (Under) Expenditures   | 4,227.21           | (3,619.17)         | (32,463.00)                        | (1,130.00)                        |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 33,758.70          | 37,985.91          | 34,328.27                          | 1,865.27                          |
| Ending Cash Fund Balance   | 37,985.91          | 34,366.74          | 1,865.27                           | 735.27                            |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 38.47              | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 37,985.91          | 34,328.27          | 1,865.27                           | 735.27                            |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Criminal Forfeit and Drug Fines  | 0.00               | 0.00               | 300.00                             | 0.00                              |
| TOTAL REVENUE  | 0.00               | 0.00               | 300.00                             | 0.00                              |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Security of Persons and Property   |                    |                    |                                    |                                   |
| Contractual Services   | 1,730.85           | 0.00               | 0.00                               | 0.00                              |
| Supplies and Materials   | 951.00             | 2,000.00           | 2,000.00                           | 2,040.00                          |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Security of Persons and Property   | 2,681.85           | 2,000.00           | 2,000.00                           | 2,040.00                          |
| TOTAL EXPENDITURES   | 2,681.85           | 2,000.00           | 2,000.00                           | 2,040.00                          |
| Revenues Over (Under) Expenditures   | (2,681.85)         | (2,000.00)         | (1,700.00)                         | (2,040.00)                        |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 9,448.92           | 6,767.07           | 4,767.07                           | 3,067.07                          |
| Ending Cash Fund Balance   | 6,767.07           | 4,767.07           | 3,067.07                           | 1,027.07                          |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 6,767.07           | 4,767.07           | 3,067.07                           | 1,027.07                          |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Criminal Forfeit and Drug Fines  | 8,548.25           | 12,655.89          | 2,000.00                           | 0.00                              |
| TOTAL REVENUE  | 8,548.25           | 12,655.89          | 2,000.00                           | 0.00                              |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Security of Persons and Property   |                    |                    |                                    |                                   |
| Contractual Services   | 10,825.00          | 0.00               | 7,000.00                           | 7,000.00                          |
| Supplies and Materials   | 2,642.50           | 6,244.93           | 5,000.00                           | 5,000.00                          |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Security of Persons and Property   | 13,467.50          | 6,244.93           | 12,000.00                          | 12,000.00                         |
| TOTAL EXPENDITURES   | 13,467.50          | 6,244.93           | 12,000.00                          | 12,000.00                         |
| Revenues Over (Under) Expenditures   | (4,919.25)         | 6,410.96           | (10,000.00)                        | (12,000.00)                       |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 20,610.78          | 15,691.53          | 22,102.49                          | 12,102.49                         |
| Ending Cash Fund Balance   | 15,691.53          | 22,102.49          | 12,102.49                          | 102.49                            |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 15,691.53          | 22,102.49          | 12,102.49                          | 102.49                            |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Criminal Forfeit and Drug Fines  | 3,196.63           | 3,685.00           | 3,000.00                           | 3,000.00                          |
| TOTAL REVENUE  | 3,196.63           | 3,685.00           | 3,000.00                           | 3,000.00                          |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Security of Persons and Property   |                    |                    |                                    |                                   |
| Contractual Services   | 0.00               | 1,250.00           | 2,000.00                           | 2,000.00                          |
| Supplies and Materials   | 676.41             | 3,535.98           | 4,000.00                           | 4,000.00                          |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Security of Persons and Property   | 676.41             | 4,785.98           | 6,000.00                           | 6,000.00                          |
| TOTAL EXPENDITURES   | 676.41             | 4,785.98           | 6,000.00                           | 6,000.00                          |
| Revenues Over (Under) Expenditures   | 2,520.22           | (1,100.98)         | (3,000.00)                         | (3,000.00)                        |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 15,155.57          | 17,675.79          | 16,574.81                          | 13,574.81                         |
| Ending Cash Fund Balance   | 17,675.79          | 16,574.81          | 13,574.81                          | 10,574.81                         |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 17,675.79          | 16,574.81          | 13,574.81                          | 10,574.81                         |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Intergovernmental  |                    |                    |                                    |                                   |
| Federal Grants/Aid   | 2,423.61           | 0.00               | 0.00                               | 0.00                              |
| State/Local Grants/Aid   | 3,120.00           | 8,595.00           | 75,400.00                          | 5,000.00                          |
| Total Intergovernmental  | 5,543.61           | 8,595.00           | 75,400.00                          | 5,000.00                          |
| Miscellaneous  | 8,414.32           | 65,388.73          | 5,000.00                           | 5,000.00                          |
| Transfers In   | 6,488,160.00       | 7,372,628.00       | 6,732,228.00                       | 6,900,000.00                      |
| TOTAL REVENUE  | 6,502,117.93       | 7,446,611.73       | 6,812,628.00                       | 6,910,000.00                      |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Security of Persons and Property   |                    |                    |                                    |                                   |
| Personal Services  | 5,975,022.30       | 6,218,922.84       | 6,577,545.00                       | 6,807,759.08                      |
| Contractual Services   | 408,012.81         | 370,086.51         | 550,000.00                         | 561,000.00                        |
| Supplies and Materials   | 63,083.76          | 51,262.27          | 60,000.00                          | 61,200.00                         |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Security of Persons and Property   | 6,446,118.87       | 6,640,271.62       | 7,187,545.00                       | 7,429,959.08                      |
| TOTAL EXPENDITURES   | 6,446,118.87       | 6,640,271.62       | 7,187,545.00                       | 7,429,959.08                      |
| Revenues Over (Under) Expenditures   | 55,999.06          | 806,340.11         | (374,917.00)                       | (519,959.08)                      |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 615,518.59         | 671,517.65         | 1,409,187.81                       | 1,034,270.81                      |
| Ending Cash Fund Balance   | 671,517.65         | 1,477,857.76       | 1,034,270.81                       | 514,311.73                        |
| Estimated Encumbrances (outstanding at end of year)                              | 46,942.07          | 68,669.95          | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 624,575.58         | 1,409,187.81       | 1,034,270.81                       | 514,311.73                        |



FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Criminal Forfeit and Drug Fines  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| TOTAL REVENUE  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Security of Persons and Property   |                    |                    |                                    |                                   |
| Contractual Services   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Supplies and Materials   | 3,980.00           | 0.00               | 1,000.00                           | 1,000.00                          |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Security of Persons and Property   | 3,980.00           | 0.00               | 1,000.00                           | 1,000.00                          |
| TOTAL EXPENDITURES   | 3,980.00           | 0.00               | 1,000.00                           | 1,000.00                          |
| Revenues Over (Under) Expenditures   | (3,980.00)         | 0.00               | (1,000.00)                         | (1,000.00)                        |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 6,056.98           | 2,076.98           | 2,076.98                           | 1,076.98                          |
| Ending Cash Fund Balance   | 2,076.98           | 2,076.98           | 1,076.98                           | 76.98                             |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 2,076.98           | 2,076.98           | 1,076.98                           | 76.98                             |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Federal Grants/Aid   | 374,105.05         | 238,459.14         | 231,075.00                         | 231,075.00                        |
| Miscellaneous  | 43,691.19          | 67,175.35          | 260,500.00                         | 50,000.00                         |
| TOTAL REVENUE  | 417,796.24         | 305,634.49         | 491,575.00                         | 281,075.00                        |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Community Development  |                    |                    |                                    |                                   |
| Personal Services  | 21,428.35          | 10,807.06          | 22,625.00                          | 10,000.00                         |
| Travel/Transportation  | 0.00               | 1,217.19           | 1,500.00                           | 1,025.00                          |
| Contractual Services   | 500,181.15         | 233,052.13         | 291,150.00                         | 153,600.00                        |
| Supplies and Materials   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Capital Outlay   | 233,169.41         | 75,068.83          | 442,227.00                         | 116,000.00                        |
| Total Community Development  | 754,778.91         | 320,145.21         | 757,502.00                         | 280,625.00                        |
| TOTAL EXPENDITURES   | 754,778.91         | 320,145.21         | 757,502.00                         | 280,625.00                        |
| Revenues Over (Under) Expenditures   | (336,982.67)       | (14,510.72)        | (265,927.00)                       | 450.00                            |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 771,713.44         | 434,730.77         | 269,032.82                         | 3,105.82                          |
| Ending Cash Fund Balance   | 434,730.77         | 420,220.05         | 3,105.82                           | 3,555.82                          |
| Estimated Encumbrances (outstanding at end of year)                              | 161,634.25         | 151,187.23         | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 273,096.52         | 269,032.82         | 3,105.82                           | 3,555.82                          |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Miscellaneous  | 320.21             | 302.28             | 300.00                             | 300.00                            |
| TOTAL REVENUE  | 320.21             | 302.28             | 300.00                             | 300.00                            |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Community Development  |                    |                    |                                    |                                   |
| Personal Services  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Contractual Services   | 0.00               | 20,478.05          | 0.00                               | 0.00                              |
| Supplies and Materials   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Community Development  | 0.00               | 20,478.05          | 0.00                               | 0.00                              |
| TOTAL EXPENDITURES   | 0.00               | 20,478.05          | 0.00                               | 0.00                              |
| Revenues Over (Under) Expenditures   | 320.21             | (20,175.77)        | 300.00                             | 300.00                            |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 146,621.19         | 146,941.40         | 126,765.63                         | 127,065.63                        |
| Ending Cash Fund Balance   | 146,941.40         | 126,765.63         | 127,065.63                         | 127,365.63                        |
| Estimated Encumbrances (outstanding at end of year)                              | 1,049.81           | 0.00               | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 145,891.59         | 126,765.63         | 127,065.63                         | 127,365.63                        |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Intergovernmental  |                    |                    |                                    |                                   |
| Federal Grants/Aid   | 35,455.00          | 0.00               | 42,484.00                          | 0.00                              |
| State/Local Grants/Aid   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Intergovernmental  | 35,455.00          | 0.00               | 42,484.00                          | 0.00                              |
| Miscellaneous  | 1,558.04           | 40,223.28          | 1,000.00                           | 1,000.00                          |
| Transfers In   | 5,088,160.00       | 5,472,628.00       | 5,532,228.00                       | 5,900,000.00                      |
| TOTAL REVENUE  | 5,125,173.04       | 5,512,851.28       | 5,575,712.00                       | 5,901,000.00                      |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Security of Persons and Property   |                    |                    |                                    |                                   |
| Personal Services  | 3,905,556.37       | 4,148,323.31       | 4,479,301.00                       | 4,636,076.54                      |
| Contractual Services   | 267,483.50         | 336,591.19         | 345,719.00                         | 352,633.38                        |
| Supplies and Materials   | 84,444.18          | 116,497.27         | 120,000.00                         | 122,400.00                        |
| Capital Outlay   | 447,477.07         | 337,663.45         | 1,367,000.00                       | 1,012,000.00                      |
| Total Security of Persons and Property   | 4,704,961.12       | 4,939,075.22       | 6,312,020.00                       | 6,123,109.92                      |
| TOTAL EXPENDITURES   | 4,704,961.12       | 4,939,075.22       | 6,312,020.00                       | 6,123,109.92                      |
| Revenues Over (Under) Expenditures   | 420,211.92         | 573,776.06         | (736,308.00)                       | (222,109.91)                      |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 1,144,987.08       | 1,565,199.00       | 1,504,607.33                       | 768,299.33                        |
| Ending Cash Fund Balance   | 1,565,199.00       | 2,138,975.06       | 768,299.33                         | 546,189.42                        |
| Estimated Encumbrances (outstanding at end of year)                              | 895,216.32         | 634,367.73         | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 669,982.68         | 1,504,607.33       | 768,299.33                         | 546,189.42                        |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| State Grants/Aid   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| TOTAL REVENUE  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Security of Persons and Property   |                    |                    |                                    |                                   |
| Contractual Services   | 16,074.00          | 14,629.00          | 0.00                               | 0.00                              |
| Supplies and Materials   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Security of Persons and Property   | 16,074.00          | 14,629.00          | 0.00                               | 0.00                              |
| TOTAL EXPENDITURES   | 16,074.00          | 14,629.00          | 0.00                               | 0.00                              |
| Revenues Over (Under) Expenditures   | (16,074.00)        | (14,629.00)        | 0.00                               | 0.00                              |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 262,152.12         | 246,078.12         | 231,449.12                         | 231,449.12                        |
| Ending Cash Fund Balance   | 246,078.12         | 231,449.12         | 231,449.12                         | 231,449.12                        |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 246,078.12         | 231,449.12         | 231,449.12                         | 231,449.12                        |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Fees, Licenses, and Permits  |                    |                    |                                    |                                   |
| Swimming Pool Inspections  | 6,737.50           | 7,200.00           | 7,000.00                           | 7,000.00                          |
| TOTAL REVENUE  | 6,737.50           | 7,200.00           | 7,000.00                           | 7,000.00                          |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Public Health and Welfare  |                    |                    |                                    |                                   |
| Personal Services  | 4,797.76           | 5,170.80           | 7,783.00                           | 8,055.41                          |
| Contractual Services   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Supplies and Materials   | 44.36              | 122.98             | 500.00                             | 500.00                            |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Public Health and Welfare  | 4,842.12           | 5,293.78           | 8,283.00                           | 8,555.41                          |
| TOTAL EXPENDITURES   | 4,842.12           | 5,293.78           | 8,283.00                           | 8,555.41                          |
| Revenues Over (Under) Expenditures   | 1,895.38           | 1,906.22           | (1,283.00)                         | (1,555.41)                        |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 5,114.54           | 7,009.92           | 8,839.12                           | 7,556.12                          |
| Ending Cash Fund Balance   | 7,009.92           | 8,916.14           | 7,556.12                           | 6,000.72                          |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 77.02              | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 7,009.92           | 8,839.12           | 7,556.12                           | 6,000.72                          |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXX             | XXXXXXXXXXXXXXXXXXXXXX            |
| Local Taxes  |                    |                    |                                    |                                   |
| General Property Tax - Real Estate   | 110,100.00         | 104,073.91         | 103,104.00                         | 103,104.00                        |
| Tangible Personal Property Tax   | 262.00             | 1.03               | 200.00                             | 200.00                            |
| Total Local Taxes  | 110,362.00         | 104,074.94         | 103,304.00                         | 103,304.00                        |
| State Shared Taxes and Permits   |                    |                    |                                    |                                   |
| Property Tax Allocation  | 10,384.37          | 10,388.01          | 11,000.00                          | 11,000.00                         |
| CAT Tax  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Shared Taxes and Permits   | 10,384.37          | 10,388.01          | 11,000.00                          | 11,000.00                         |
| TOTAL REVENUE  | 120,746.37         | 114,462.95         | 114,304.00                         | 114,304.00                        |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXX             | XXXXXXXXXXXXXXXXXXXXXX            |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXX             | XXXXXXXXXXXXXXXXXXXXXX            |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXX             | XXXXXXXXXXXXXXXXXXXXXX            |
| Security of Persons and Property   |                    |                    |                                    |                                   |
| Personal Services  | 110,000.00         | 110,000.00         | 110,000.00                         | 120,000.00                        |
| Contractual Services   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Supplies and Materials   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Security of Persons and Property   | 110,000.00         | 110,000.00         | 110,000.00                         | 120,000.00                        |
| TOTAL EXPENDITURES   | 110,000.00         | 110,000.00         | 110,000.00                         | 120,000.00                        |
| Revenues Over (Under) Expenditures   | 10,746.37          | 4,462.95           | 4,304.00                           | (5,696.00)                        |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 17,161.00          | 27,907.37          | 32,370.32                          | 36,674.32                         |
| Ending Cash Fund Balance   | 27,907.37          | 32,370.32          | 36,674.32                          | 30,978.32                         |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 27,907.37          | 32,370.32          | 36,674.32                          | 30,978.32                         |

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION   | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|---|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)   | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXX            | XXXXXXXXXXXXXXXXXXXXXXX           |
| Local Taxes   |                    |                    |                                    |                                   |
| General Property Tax - Real Estate  | 110,100.00         | 104,073.91         | 103,104.00                         | 103,104.00                        |
| Tangible Personal Property Tax  | 262.00             | 1.03               | 200.00                             | 200.00                            |
| Total Local Taxes   | 110,362.00         | 104,074.94         | 103,304.00                         | 103,304.00                        |
| State Shared Taxes and Permits  |                    |                    |                                    |                                   |
| Property Tax Allocation   | 10,384.21          | 10,388.00          | 11,000.00                          | 11,000.00                         |
| CAT Tax   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Shared Taxes and Permits  | 10,384.21          | 10,388.00          | 11,000.00                          | 11,000.00                         |
| TOTAL REVENUE   | 120,746.21         | 114,462.94         | 114,304.00                         | 114,304.00                        |
| EXPENDITURES  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXX            | XXXXXXXXXXXXXXXXXXXXXXX           |
| (Identify each program and object code<br>at the same level shown on Exhibit I) | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXX            | XXXXXXXXXXXXXXXXXXXXXXX           |
| (PROGRAM) (OBJECT)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXX            | XXXXXXXXXXXXXXXXXXXXXXX           |
| Security of Persons and Property  |                    |                    |                                    |                                   |
| Personal Services   | 110,000.00         | 110,000.00         | 110,000.00                         | 120,000.00                        |
| Contractual Services  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Supplies and Materials  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Capital Outlay  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Security of Persons and Property  | 110,000.00         | 110,000.00         | 110,000.00                         | 120,000.00                        |
| TOTAL EXPENDITURES  | 110,000.00         | 110,000.00         | 110,000.00                         | 120,000.00                        |
| Revenues Over (Under) Expenditures  | 10,746.21          | 4,462.94           | 4,304.00                           | (5,696.00)                        |
| Beginning Unencumbered Fund Balance   | 17,165.00          | 27,911.21          | 32,374.15                          | 36,678.15                         |
| (Use actual cash balance in Col. 2 and 3)                                       |                    |                    |                                    |                                   |
| Ending Cash Fund Balance  | 27,911.21          | 32,374.15          | 36,678.15                          | 30,982.15                         |
| Estimated Encumbrances (outstanding at end of year)                             | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                      | 27,911.21          | 32,374.15          | 36,678.15                          | 30,982.15                         |



FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Miscellaneous  | 397,230.44         | 68,482.28          | 60,000.00                          | 60,000.00                         |
| TOTAL REVENUE  | 397,230.44         | 68,482.28          | 60,000.00                          | 60,000.00                         |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Community Development  |                    |                    |                                    |                                   |
| Contractual Services   | 15,513.10          | 18,004.05          | 400,000.00                         | 50,000.00                         |
| Supplies and Materials   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Community Development  | 15,513.10          | 18,004.05          | 400,000.00                         | 50,000.00                         |
| TOTAL EXPENDITURES   | 15,513.10          | 18,004.05          | 400,000.00                         | 50,000.00                         |
| Revenues Over (Under) Expenditures   | 381,717.34         | 50,478.23          | (340,000.00)                       | 10,000.00                         |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 417,359.62         | 799,076.96         | 849,555.19                         | 509,555.19                        |
| Ending Cash Fund Balance   | 799,076.96         | 849,555.19         | 509,555.19                         | 519,555.19                        |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 799,076.96         | 849,555.19         | 509,555.19                         | 519,555.19                        |

FUND TYPE/CLASSIFICATION: ENTERPRISE FUND

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Charges for Services   |                    |                    |                                    |                                   |
| Water  | 3,403,007.90       | 3,518,734.19       | 3,500,000.00                       | 3,946,635.00                      |
| Tap-In Fees  | 27,282.02          | 19,847.95          | 20,000.00                          | 20,590.00                         |
| Total Charges for Services   | 3,430,289.92       | 3,538,582.14       | 3,520,000.00                       | 3,967,225.00                      |
| Intergovernmental Revenue  |                    |                    |                                    |                                   |
| State and Local Aid  | 8,711.75           | 6,060.99           | 10,000.00                          | 350,000.00                        |
| Federal Grants or Aid  | 75,519.88          | 103,405.36         | 60,000.00                          | 0.00                              |
| Total Intergovernmental  | 84,231.63          | 109,466.35         | 70,000.00                          | 350,000.00                        |
| Special Assessments  | 41,194.66          | 41,596.85          | 41,000.00                          | 41,000.00                         |
| Rentals  | 34,135.20          | 37,238.40          | 35,000.00                          | 35,000.00                         |
| Miscellaneous  | 14,131.24          | 19,687.64          | 12,635.00                          | 1,242,635.00                      |
| TOTAL REVENUE  | 3,603,982.65       | 3,746,571.38       | 3,678,635.00                       | 5,635,860.00                      |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Basic Utility Services   |                    |                    |                                    |                                   |
| Personal Services  | 2,007,257.60       | 2,078,586.86       | 2,214,265.00                       | 2,291,764.28                      |
| Contractual Services   | 421,789.57         | 420,970.61         | 568,391.00                         | 579,758.82                        |
| Supplies and Materials   | 371,401.78         | 324,290.60         | 350,000.00                         | 357,000.00                        |
| Debt Payments/Expenses   | 53,448.53          | 54,430.89          | 54,608.00                          | 55,700.16                         |
| Transfers/Advances Out   | 121,418.00         | 123,293.00         | 124,543.00                         | 76,703.00                         |
| Capital Outlay   | 1,109,660.42       | 553,842.57         | 2,445,609.00                       | 2,339,000.00                      |
| Total Basic Utility Services   | 4,084,975.90       | 3,555,414.53       | 5,757,416.00                       | 5,699,926.26                      |
| TOTAL EXPENDITURES   | 4,084,975.90       | 3,555,414.53       | 5,757,416.00                       | 5,699,926.26                      |
| Revenues Over (Under) Expenditures   | (480,993.25)       | 191,156.85         | (2,078,781.00)                     | (64,066.25)                       |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 2,886,366.82       | 2,405,373.57       | 2,173,289.89                       | 94,508.89                         |
| Ending Cash Fund Balance   | 2,405,373.57       | 2,596,530.42       | 94,508.89                          | 30,442.64                         |
| Estimated Encumbrances (outstanding at end of year)                              | 327,471.77         | 423,240.53         | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 2,077,901.80       | 2,173,289.89       | 94,508.89                          | 30,442.64                         |

FUND TYPE/CLASSIFICATION: ENTERPRISE FUND

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Charges for Services   |                    |                    |                                    |                                   |
| Sewer  | 4,119,816.23       | 3,994,711.81       | 4,400,000.00                       | 4,248,333.00                      |
| Tap-In Fees  | 15,328.95          | 14,535.62          | 14,000.00                          | 20,000.00                         |
| Total Charges for Services   | 4,135,145.18       | 4,009,247.43       | 4,414,000.00                       | 4,268,333.00                      |
| Intergovernmental Revenue  |                    |                    |                                    |                                   |
| State and Local Aid  | 11,708.93          | 24,273.04          | 1,300,000.00                       | 0.00                              |
| Federal Grants or Aid  | 64,377.92          | 183,429.47         | 417,917.00                         | 0.00                              |
| Total Intergovernmental  | 76,086.85          | 207,702.51         | 1,717,917.00                       | 0.00                              |
| Special Assessments  | 31,385.01          | 32,977.58          | 31,000.00                          | 32,000.00                         |
| Permits  | 11,182.49          | 10,643.48          | 10,000.00                          | 10,000.00                         |
| Debt Proceeds/Premium  | 438,010.20         | 378,150.00         | 325,000.00                         | 255,000.00                        |
| Miscellaneous  | 29,910.26          | 22,580.52          | 20,000.00                          | 20,000.00                         |
| TOTAL REVENUE  | 4,721,719.99       | 4,661,301.52       | 6,517,917.00                       | 4,585,333.00                      |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Service - Basic Utility Services   |                    |                    |                                    |                                   |
| Personal Services  | 2,238,738.42       | 2,369,507.93       | 2,484,735.00                       | 2,571,700.73                      |
| Contractual Services   | 580,564.75         | 523,485.53         | 656,429.00                         | 669,557.58                        |
| Supplies and Materials   | 276,495.75         | 280,836.25         | 330,000.00                         | 336,600.00                        |
| Debt Payments/Expense  | 791,371.25         | 741,688.11         | 695,000.00                         | 708,900.00                        |
| Transfers/Advances   | 106,418.00         | 108,293.00         | 109,543.00                         | 111,733.86                        |
| Capital Outlay   | 411,009.69         | 1,291,314.66       | 3,360,950.00                       | 779,000.00                        |
| Total Basic Utility Services   | 4,404,597.86       | 5,315,125.48       | 7,636,657.00                       | 5,177,492.17                      |
| TOTAL EXPENDITURES   | 4,404,597.86       | 5,315,125.48       | 7,636,657.00                       | 5,177,492.17                      |
| Revenues Over (Under) Expenditures   | 317,122.13         | (653,823.96)       | (1,118,740.00)                     | (592,159.17)                      |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 3,185,881.82       | 3,503,003.95       | 1,939,983.49                       | 821,243.49                        |
| Ending Cash Fund Balance   | 3,503,003.95       | 2,849,179.99       | 821,243.49                         | 229,084.33                        |
| Estimated Encumbrances (outstanding at end of year)                              | 596,438.93         | 909,196.50         | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 2,906,565.02       | 1,939,983.49       | 821,243.49                         | 229,084.33                        |

FUND TYPE/CLASSIFICATION: ENTERPRISE FUND

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Transfers In   | 82,836.00          | 86,586.00          | 89,186.00                          | 92,000.00                         |
| TOTAL REVENUE  | 82,836.00          | 86,586.00          | 89,186.00                          | 92,000.00                         |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Basic Utility Services   |                    |                    |                                    |                                   |
| Contractual Services   | 86,495.56          | 91,127.57          | 96,000.00                          | 97,920.00                         |
| Supplies and Materials   | 2,782.34           | 2,930.37           | 4,086.00                           | 4,167.72                          |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Basic Utility Services   | 89,277.90          | 94,057.94          | 100,086.00                         | 102,087.72                        |
| TOTAL EXPENDITURES   | 89,277.90          | 94,057.94          | 100,086.00                         | 102,087.72                        |
| Revenues Over (Under) Expenditures   | (6,441.90)         | (7,471.94)         | (10,900.00)                        | (10,087.72)                       |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 50,544.65          | 44,102.75          | 33,313.02                          | 22,413.02                         |
| Ending Cash Fund Balance   | 44,102.75          | 36,630.81          | 22,413.02                          | 12,325.30                         |
| Estimated Encumbrances (outstanding at end of year)                              | 1,195.05           | 3,317.79           | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 42,907.70          | 33,313.02          | 22,413.02                          | 12,325.30                         |

FUND TYPE/CLASSIFICATION: ENTERPRISE FUND

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Charges for Services   |                    |                    |                                    |                                   |
| Recycling Fee  | 525,693.52         | 553,197.58         | 543,800.00                         | 371,800.00                        |
| Sale of Trash Bags   | 16,509.00          | 13,740.00          | 14,000.00                          | 14,000.00                         |
| Miscellaneous  | 240.00             | 450.00             | 200.00                             | 200.00                            |
| Total Charges for Services   | 542,442.52         | 567,387.58         | 558,000.00                         | 386,000.00                        |
| TOTAL REVENUE  | 542,442.52         | 567,387.58         | 558,000.00                         | 386,000.00                        |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Basic Utility Services   |                    |                    |                                    |                                   |
| Personal Services  | 77,200.03          | 67,446.33          | 84,089.00                          | 87,032.12                         |
| Contractual Services   | 306,849.13         | 263,401.08         | 603,483.00                         | 443,552.66                        |
| Supplies and Materials   | 3,179.40           | 3,104.35           | 3,200.00                           | 3,264.00                          |
| Capital Outlay   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Total Basic Utility Services   | 387,228.56         | 333,951.76         | 690,772.00                         | 533,848.78                        |
| Advance Out  | 109,000.00         | 109,000.00         | 109,000.00                         | 109,000.00                        |
| TOTAL EXPENDITURES   | 496,228.56         | 442,951.76         | 690,772.00                         | 533,848.78                        |
| Revenues Over (Under) Expenditures   | 46,213.96          | 124,435.82         | (132,772.00)                       | (147,848.78)                      |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 727,542.20         | 773,756.16         | 838,219.70                         | 705,447.70                        |
| Ending Cash Fund Balance   | 773,756.16         | 898,191.98         | 705,447.70                         | 557,598.93                        |
| Estimated Encumbrances (outstanding at end of year)                              | 43,013.65          | 59,972.28          | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 730,742.51         | 838,219.70         | 705,447.70                         | 557,598.93                        |

FUND TYPE/CLASSIFICATION: ENTERPRISE FUND

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Charges for Services   |                    |                    |                                    |                                   |
| Storm Water  | 887,083.54         | 989,961.58         | 1,010,000.00                       | 1,010,000.00                      |
| Tap-In Fees  | 850.00             | 1,450.00           | 1,000.00                           | 1,000.00                          |
| Total Charges for Services   | 887,933.54         | 991,411.58         | 1,011,000.00                       | 1,011,000.00                      |
| Intergovernmental Revenue  |                    |                    |                                    |                                   |
| State and Local Aid  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Federal Grants or Aid  | 15,548.23          | 146,761.86         | 205,480.00                         | 0.00                              |
| Total Intergovernmental  | 15,548.23          | 146,761.86         | 205,480.00                         | 0.00                              |
| Special Assessments  | 31,291.93          | 63,147.41          | 30,000.00                          | 30,000.00                         |
| Rentals  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Miscellaneous  | 0.00               | 275.00             | 0.00                               | 0.00                              |
| TOTAL REVENUE  | 934,773.70         | 1,201,595.85       | 1,246,480.00                       | 1,041,000.00                      |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Service - Basic Utility Services   |                    |                    |                                    |                                   |
| Personal Services  | 472,332.83         | 484,914.00         | 533,454.00                         | 552,124.89                        |
| Contractual Services   | 40,754.17          | 28,510.55          | 69,421.80                          | 30,000.00                         |
| Supplies and Materials   | 0.00               | 1,551.50           | 1,500.00                           | 1,530.00                          |
| Debt Payments/Expenses   | 9,967.20           | 9,967.20           | 9,967.20                           | 9,967.20                          |
| Advance Out  | 0.00               | 110,000.00         | 110,000.00                         | 110,000.00                        |
| Capital Outlay   | 280,412.16         | 345,026.61         | 1,155,485.00                       | 186,500.00                        |
| Total Service  | 803,466.36         | 979,969.86         | 1,879,828.00                       | 890,122.09                        |
| TOTAL EXPENDITURES   | 803,466.36         | 979,969.86         | 1,879,828.00                       | 890,122.09                        |
| Revenues Over (Under) Expenditures   | 131,307.34         | 221,625.99         | (633,348.00)                       | 150,877.91                        |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 929,932.98         | 1,061,240.32       | 1,112,390.09                       | 479,042.09                        |
| Ending Cash Fund Balance   | 1,061,240.32       | 1,282,866.31       | 479,042.09                         | 629,920.00                        |
| Estimated Encumbrances (outstanding at end of year)                              | 6,876.83           | 170,476.22         | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 1,054,363.49       | 1,112,390.09       | 479,042.09                         | 629,920.00                        |

FUND TYPE/CLASSIFICATION: ENTERPRISE FUND

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
|  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| TOTAL REVENUE  | 0.00               | 0.00               | 0.00                               | 0.00                              |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Basic Utility Services   |                    |                    |                                    |                                   |
| Refunds  | 190.00             | 30.00              | 1,000.00                           | 1,000.00                          |
| Total Basic Utility Services   | 190.00             | 30.00              | 1,000.00                           | 1,000.00                          |
| TOTAL EXPENDITURES   | 190.00             | 30.00              | 1,000.00                           | 1,000.00                          |
| Revenues Over (Under) Expenditures   | (190.00)           | (30.00)            | (1,000.00)                         | (1,000.00)                        |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 40,304.25          | 40,114.25          | 40,084.25                          | 39,084.25                         |
| Ending Cash Fund Balance   | 40,114.25          | 40,084.25          | 39,084.25                          | 38,084.25                         |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 40,114.25          | 40,084.25          | 39,084.25                          | 38,084.25                         |

FUND TYPE/CLASSIFICATION: CAPITAL PROJECTS FUND

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Intergovernmental  |                    |                    |                                    |                                   |
| State and Local Aid/Grants   | 817,254.68         | 954,295.68         | 500,000.00                         | 0.00                              |
| ODOT and Other Federal Grants/Aid  | 3,332,961.11       | 4,505,510.22       | 6,653,470.56                       | 325,000.00                        |
| Total Intergovernmental  | 4,150,215.79       | 5,459,805.90       | 7,153,470.56                       | 325,000.00                        |
| Special Assessments  | 13,660.28          | 98,428.88          | 20,000.00                          | 20,000.00                         |
| Debt Proceeds/Premium  | 1,016,989.20       | 766,384.00         | 700,000.00                         | 255,000.00                        |
| Miscellaneous  | 88,714.16          | 9,620.17           | 0.00                               | 0.00                              |
| Transfer In  | 2,833,288.00       | 2,509,880.00       | 3,528,057.44                       | 3,200,000.00                      |
| TOTAL REVENUE  | 8,102,867.43       | 8,844,118.95       | 11,401,528.00                      | 3,800,000.00                      |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Capital Projects   |                    |                    |                                    |                                   |
| Contractual Services   | 548,891.40         | 526,741.77         | 800,000.00                         | 0.00                              |
| Supplies and Materials   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Debt Payments/Expenses   | 1,305,111.62       | 1,048,859.80       | 806,258.00                         | 524,025.00                        |
| Capital Outlay   | 5,251,913.35       | 8,063,691.25       | 9,716,374.00                       | 2,800,400.00                      |
| Total Capital Projects   | 7,105,916.37       | 9,639,292.82       | 11,322,632.00                      | 3,324,425.00                      |
| TOTAL EXPENDITURES   | 7,105,916.37       | 9,639,292.82       | 11,322,632.00                      | 3,324,425.00                      |
| Revenues Over (Under) Expenditures   | 996,951.06         | (795,173.87)       | 78,896.00                          | 475,575.00                        |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 4,360,962.41       | 5,357,913.47       | 1,652,298.04                       | 1,731,194.04                      |
| Ending Cash Fund Balance   | 5,357,913.47       | 4,562,739.60       | 1,731,194.04                       | 2,206,769.04                      |
| Estimated Encumbrances (outstanding at end of year)                              | 3,087,631.99       | 2,910,441.56       | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 2,270,281.48       | 1,652,298.04       | 1,731,194.04                       | 2,206,769.04                      |



FUND TYPE/CLASSIFICATION: CAPITAL PROJECTS FUND

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| PILOTS   | 368,097.34         | 408,905.82         | 390,000.00                         | 390,000.00                        |
| State and Local Grants/Aid   | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Debt Proceeds/Premium  | 1,157,958.00       | 1,159,660.00       | 1,160,000.00                       | 1,099,425.00                      |
| Miscellaneous  | 59.50              | 0.00               | 0.00                               | 0.00                              |
| TOTAL REVENUE  | 1,526,114.84       | 1,568,565.82       | 1,550,000.00                       | 1,489,425.00                      |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Community Development  |                    |                    |                                    |                                   |
| Contractual Services   | 7,361.86           | 5,329.56           | 0.00                               | 0.00                              |
| Capital Outlay   | 49,812.38          | 16,961.21          | 0.00                               | 0.00                              |
| Debt Payments and Issuances  | 1,877,264.04       | 1,513,867.57       | 1,517,151.00                       | 1,439,900.00                      |
| Total Community Development  | 1,934,438.28       | 1,536,158.34       | 1,517,151.00                       | 1,439,900.00                      |
| TOTAL EXPENDITURES   | 1,934,438.28       | 1,536,158.34       | 1,517,151.00                       | 1,439,900.00                      |
| Revenues Over (Under) Expenditures   | (408,323.44)       | 32,407.48          | 32,849.00                          | 49,525.00                         |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 961,560.31         | 553,236.87         | 556,333.10                         | 589,182.10                        |
| Ending Cash Fund Balance   | 553,236.87         | 585,644.35         | 589,182.10                         | 638,707.10                        |
| Estimated Encumbrances (outstanding at end of year)                              | 22,713.88          | 29,311.25          | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 530,522.99         | 556,333.10         | 589,182.10                         | 638,707.10                        |

FUND TYPE/CLASSIFICATION: CAPITAL PROJECTS FUND

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Miscellaneous  | 718.56             | 684.83             | 0.00                               | 0.00                              |
| Debt Proceeds/Premium  | 0.00               | 3,529,400.00       | 3,037,495.78                       | 2,200,000.00                      |
| Transfer In  | 2,087,860.00       | 1,736,314.00       | 1,812,504.22                       | 1,900,000.00                      |
| TOTAL REVENUE  | 2,088,578.56       | 5,266,398.83       | 4,850,000.00                       | 4,100,000.00                      |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Security of Persons and Property   |                    |                    |                                    |                                   |
| Contractual Services   | 141,575.42         | 77,977.91          | 0.00                               | 0.00                              |
| Capital Outlay   | 2,413,205.04       | 8,926,301.87       | 975,494.00                         | 0.00                              |
| Debt Payments and Issuances  | 604,407.78         | 620,744.79         | 4,189,098.00                       | 3,937,075.00                      |
| Total Security of Persons and Property   | 3,159,188.24       | 9,625,024.57       | 5,164,592.00                       | 3,937,075.00                      |
| TOTAL EXPENDITURES   | 3,159,188.24       | 9,625,024.57       | 5,164,592.00                       | 3,937,075.00                      |
| Revenues Over (Under) Expenditures   | (1,070,609.68)     | (4,358,625.74)     | (314,592.00)                       | 162,925.00                        |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 8,095,406.66       | 7,024,796.98       | 576,576.10                         | 261,984.10                        |
| Ending Cash Fund Balance   | 7,024,796.98       | 2,666,171.24       | 261,984.10                         | 424,909.10                        |
| Estimated Encumbrances (outstanding at end of year)                              | 5,832,980.93       | 2,089,595.14       | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 1,191,816.05       | 576,576.10         | 261,984.10                         | 424,909.10                        |

FUND TYPE/CLASSIFICATION: DEBT SERVICE FUND

Reproduce as needed

| DESCRIPTION  | FOR 2016<br>ACTUAL | FOR 2017<br>ACTUAL | CURRENT YEAR<br>ESTIMATED FOR 2018 | BUDGET YEAR<br>ESTIMATED FOR 2019 |
|--|--------------------|--------------------|------------------------------------|-----------------------------------|
| (1)  | (2)                | (3)                | (4)                                | (5)                               |
| REVENUE  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| Special Assessments  | 51,220.45          | 51,220.45          | 0.00                               | 0.00                              |
| Debt Proceeds/Premium  | 422,906.40         | 212,764.00         | 319,545.00                         | 0.00                              |
| Transfer In  | 266,898.00         | 280,248.00         | 0.00                               | 85,000.00                         |
| TOTAL REVENUE  | 741,024.85         | 544,232.45         | 319,545.00                         | 85,000.00                         |
| EXPENDITURES   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (Identify each program and object code<br>at the same level shown on Exhibit I)  | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| (PROGRAM) (OBJECT)   | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXX                 | XXXXXXXXXXXXXXXXXX                |
| General Government   |                    |                    |                                    |                                   |
| Debt Payments and Fees   | 721,022.98         | 508,598.71         | 297,694.00                         | 85,000.00                         |
| TOTAL EXPENDITURES   | 721,022.98         | 508,598.71         | 297,694.00                         | 85,000.00                         |
| Revenues Over (Under) Expenditures   | 20,001.87          | 35,633.74          | 21,851.00                          | 0.00                              |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3) | 164,354.50         | 184,356.37         | 219,990.11                         | 241,841.11                        |
| Ending Cash Fund Balance   | 184,356.37         | 219,990.11         | 241,841.11                         | 241,841.11                        |
| Estimated Encumbrances (outstanding at end of year)                              | 0.00               | 0.00               | 0.00                               | 0.00                              |
| Estimated Ending Unencumbered Fund Balance                                       | 184,356.37         | 219,990.11         | 241,841.11                         | 241,841.11                        |

FUND TYPE/CLASSIFICATION: INTERNAL SERVICE FUND

Reproduce as needed

| DESCRIPTION<br>(1)  | FOR 2016<br>ACTUAL<br>(2) | FOR 2017<br>ACTUAL<br>(3) | CURRENT YEAR<br>ESTIMATED FOR 2018<br>(4) | BUDGET YEAR<br>ESTIMATED FOR 2019<br>(5) |
|---|---------------------------|---------------------------|---|--|
| REVENUE   | XXXXXXXXXXXXXXXXXX        | XXXXXXXXXXXXXXXXXX        | XXXXXXXXXXXXXXXXXX                        | XXXXXXXXXXXXXXXXXX                       |
| Flexible Spending   | 77,675.00                 | 114,785.80                | 100,000.00                                | 100,000.00                               |
| Insurance Proceeds  | 2,774,815.34              | 2,945,616.92              | 3,150,000.00                              | 3,500,000.00                             |
| Advance In  | 0.00                      | 150,000.00                | 0.00                                      | 0.00                                     |
| TOTAL REVENUE   | 2,852,490.34              | 3,210,402.72              | 3,250,000.00                              | 3,600,000.00                             |
| EXPENDITURES<br>(Identify each program and object code<br>at the same level shown on Exhibit I)<br>(PROGRAM) (OBJECT) | XXXXXXXXXXXXXXXXXX        | XXXXXXXXXXXXXXXXXX        | XXXXXXXXXXXXXXXXXX                        | XXXXXXXXXXXXXXXXXX                       |
| General Government  |                           |                           |   |  |
| Health/Other Insurance Payments   | 3,089,747.54              | 3,282,947.71              | 3,260,000.00                              | 3,500,000.00                             |
| Total General Government  | 3,089,747.54              | 3,282,947.71              | 3,260,000.00                              | 3,500,000.00                             |
| TOTAL EXPENDITURES  | 3,089,747.54              | 3,282,947.71              | 3,260,000.00                              | 3,500,000.00                             |
| Revenues Over (Under) Expenditures  | (237,257.20)              | (72,544.99)               | (10,000.00)                               | 100,000.00                               |
| Beginning Unencumbered Fund Balance<br>(Use actual cash balance in Col. 2 and 3)                                      | 706,307.43                | 469,050.23                | 95,173.99                                 | 85,173.99                                |
| Ending Cash Fund Balance  | 469,050.23                | 396,505.24                | 85,173.99                                 | 185,173.99                               |
| Estimated Encumbrances (outstanding at end of year)   | 302,403.96                | 301,331.25                | 0.00                                      | 0.00                                     |
| Estimated Ending Unencumbered Fund Balance  | 166,646.27                | 95,173.99                 | 85,173.99                                 | 185,173.99                               |

STATEMENT OF PERMANENT IMPROVEMENTS  
(Do not include expense to be paid from bond issues)  
(Section 5705.29. Revised Code)

EXHIBIT IV

| Description  | Estimated Cost<br>of Permanent<br>Improvement | Amount to be<br>Budgeted During<br>Current Year | Name of Paying Fund  |
|--|---|---|----------------------|
| <u>Parks &amp; Recreation Fund</u>                       |   |   |                      |
| Building Renovations                                     | 25,000.00                                     | 25,000.00                                       | Recreation Fund, 106 |
| Park and Trail Paving and Sealing                        | 25,000.00                                     | 25,000.00                                       | Recreation Fund, 106 |
| Hike and Bike Trail Design                               | 75,000.00                                     | 75,000.00                                       | Recreation Fund, 106 |
| Playground Equipment                                     | 20,000.00                                     | 20,000.00                                       | Recreation Fund, 106 |
| Pickup Truck Replacement                                 | 22,000.00                                     | 22,000.00                                       | Recreation Fund, 106 |
| Fund 106 Total   | 167,000.00                                    | 167,000.00                                      |                      |
| <u>Fire &amp; EMS Fund</u>                               |   |   |                      |
| Turn Out Gear Replacement                                | 32,000.00                                     | 32,000.00                                       | Fire/EMS Fund, 128   |
| Hydraulic Tools for Heavy Rescue                         | 95,000.00                                     | 95,000.00                                       | Fire/EMS Fund, 128   |
| West Side Fire Station Renovation                        | 500,000.00                                    | 500,000.00                                      | Fire/EMS Fund, 128   |
| Fire Truck Replacement Fund                              | 350,000.00                                    | 350,000.00                                      | Fire/EMS Fund, 128   |
| Fire Miscellaneous Equipment                             | 35,000.00                                     | 35,000.00                                       | Fire/EMS Fund, 128   |
| Fund 128 Total   | 1,012,000.00                                  | 1,012,000.00                                    |                      |
| <u>Water Fund</u>  |   |   |                      |
| Hudson Road Water Main Replacement                       | 1,015,000.00                                  | 1,015,000.00                                    | Water Fund, 201      |
| Central Maintenance - Misc. Equipment                    | 10,000.00                                     | 10,000.00                                       | Water Fund, 201      |
| Pickup Truck Replacement                                 | 15,000.00                                     | 15,000.00                                       | Water Fund, 201      |
| Rubber Tired Front End Loader                            | 22,500.00                                     | 22,500.00                                       | Water Fund, 201      |
| Vehicle GPS System                                       | 6,500.00                                      | 6,500.00  | Water Fund, 201      |
| SAC Roof Replacement                                     | 5,000.00                                      | 5,000.00  | Water Fund, 201      |
| VEHICLE Maintenance Specialties Maintenance Improvements | 50,000.00                                     | 50,000.00                                       | Water Fund, 201      |
| Well Cleaning #13  | 35,000.00                                     | 35,000.00                                       | Water Fund, 201      |
| Paint Water Tanks  | 1,080,000.00                                  | 1,080,000.00                                    | Water Fund, 201      |
| Misc. Plant Equipment                                    | 50,000.00                                     | 50,000.00                                       | Water Fund, 201      |
| Well Field Development                                   | 50,000.00                                     | 50,000.00                                       | Water Fund, 201      |
| Fund 201 Total   | 2,339,000.00                                  | 2,339,000.00                                    |                      |
| <u>Sewer Fund</u>  |   |   |                      |
| Short Street/Grove Avenue Sanitary Sewer Study           | 35,000.00                                     | 35,000.00                                       | Sewer Fund, 202      |
| Sanitary Collection System Study                         | 50,000.00                                     | 50,000.00                                       | Sewer Fund, 202      |
| Central Maintenance - Misc. Equipment                    | 10,000.00                                     | 10,000.00                                       | Sewer Fund, 202      |
| Sanitary Sewer Televising                                | 50,000.00                                     | 50,000.00                                       | Sewer Fund, 202      |
| Sewer Camera   | 140,000.00                                    | 140,000.00                                      | Sewer Fund, 202      |
| Pickup Truck Replacement                                 | 15,000.00                                     | 15,000.00                                       | Sewer Fund, 202      |
| Rubber Tired Front End Loader                            | 22,500.00                                     | 22,500.00                                       | Sewer Fund, 202      |
| Vehicle GPS System                                       | 6,500.00                                      | 6,500.00  | Sewer Fund, 202      |
| SAC Roof Replacement                                     | 5,000.00                                      | 5,000.00  | Sewer Fund, 202      |
| VEHICLE Maintenance Specialties Maintenance Improvements | 50,000.00                                     | 50,000.00                                       | Sewer Fund, 202      |
| Aeration Tank Ammonia Probe System                       | 20,000.00                                     | 20,000.00                                       | Sewer Fund, 202      |
| Scada Updates  | 20,000.00                                     | 20,000.00                                       | Sewer Fund, 202      |
| Final Clarifiers Weir Updates                            | 50,000.00                                     | 50,000.00                                       | Sewer Fund, 202      |
| Motor Control Center Replacement                         | 190,000.00                                    | 190,000.00                                      | Sewer Fund, 202      |
| Concrete Repair Project                                  | 5,000.00                                      | 5,000.00  | Sewer Fund, 202      |
| Plant Misc. Equipment                                    | 50,000.00                                     | 50,000.00                                       | Sewer Fund, 202      |
| Waterfall/Dam upkeep                                     | 10,000.00                                     | 10,000.00                                       | Sewer Fund, 202      |
| Sand Blast and Coat Final Clarifier                      | 50,000.00                                     | 50,000.00                                       | Sewer Fund, 202      |
| Fund 202 Total   | 779,000.00                                    | 779,000.00                                      |                      |

| (Section 5705.29. Revised Code)                          | (continued)                             |   | EXHIBIT IV                    |
|--|---|---|-------------------------------|
| Description  | Estimated Cost of Permanent Improvement | Amount to be Budgeted During Current Year | Name of Paying Fund           |
| <u>Storm Water Fund</u>                                  |   |   |                               |
| Hudson Road Water Main Replacement                       | 59,000.00                               | 59,000.00                                 | Storm Water Utility Fund, 208 |
| Annual Sidewalk/Street Program - Construction            | 20,000.00                               | 20,000.00                                 | Storm Water Utility Fund, 208 |
| Sewer Camera   | 80,000.00                               | 80,000.00                                 | Storm Water Utility Fund, 208 |
| Rubber Tired Front End Loader                            | 22,500.00                               | 22,500.00                                 | Storm Water Utility Fund, 208 |
| SAC Roof Replacement                                     | 5,000.00                                | 5,000.00                                  | Storm Water Utility Fund, 208 |
| <b>Fund 208 Total</b>                                    | <b>186,500.00</b>                       | <b>186,500.00</b>                         |                               |
| <u>Capital Projects Fund</u>                             |   |   |                               |
| Misc. Active Transportation Projects                     | 10,000.00                               | 10,000.00                                 | Capital Projects Fund, 301    |
| Stump Grinder  | 55,000.00                               | 55,000.00                                 | Capital Projects Fund, 301    |
| Aerial Lift Bucket Truck Replacement                     | 150,000.00                              | 150,000.00                                | Capital Projects Fund, 301    |
| Annual Sidewalk/Street Program - Construction            | 1,525,000.00                            | 1,525,000.00                              | Capital Projects Fund, 301    |
| Sidewalk Street Tree Damage Repairs                      | 5,000.00                                | 5,000.00                                  | Capital Projects Fund, 301    |
| Central Maintenance - Misc. Equipment                    | 30,000.00                               | 30,000.00                                 | Capital Projects Fund, 301    |
| Rubber Tired Front End Loader                            | 82,500.00                               | 82,500.00                                 | Capital Projects Fund, 301    |
| Snowplow   | 190,000.00                              | 190,000.00                                | Capital Projects Fund, 301    |
| Vehicle GPS System                                       | 26,000.00                               | 26,000.00                                 | Capital Projects Fund, 301    |
| Radar Units  | 12,000.00                               | 12,000.00                                 | Capital Projects Fund, 301    |
| Police Miscellaneous Equipment                           | 37,500.00                               | 37,500.00                                 | Capital Projects Fund, 301    |
| Cruiser Replacements (9)                                 | 320,000.00                              | 320,000.00                                | Capital Projects Fund, 301    |
| Taser Assurance Program                                  | 7,400.00                                | 7,400.00                                  | Capital Projects Fund, 301    |
| Cruiser for Canine Units                                 | 80,000.00                               | 80,000.00                                 | Capital Projects Fund, 301    |
| Cruiser for School Resource Officer                      | 40,000.00                               | 40,000.00                                 | Capital Projects Fund, 301    |
| Cruiser Video Recorders                                  | 45,000.00                               | 45,000.00                                 | Capital Projects Fund, 301    |
| Officer Sidearms   | 60,000.00                               | 60,000.00                                 | Capital Projects Fund, 301    |
| SAC Roof Replacement                                     | 15,000.00                               | 15,000.00                                 | Capital Projects Fund, 301    |
| Misc. Roadway Lighting Equipment                         | 10,000.00                               | 10,000.00                                 | Capital Projects Fund, 301    |
| VEHICLE Maintenance Specialties Maintenance Improvements | 100,000.00                              | 100,000.00                                | Capital Projects Fund, 301    |
| <b>Fund 301 Total</b>                                    | <b>2,800,400.00</b>                     | <b>2,800,400.00</b>                       |                               |
| <b>TOTAL</b>   | <b>7,283,900.00</b>                     | <b>7,283,900.00</b>                       |                               |

For the year being budgeted, list each contemplated disbursement for permanent improvements, exclusive of any expense to be paid from bond issues, by the fund from which the expenditures are to be made. Examples for describing the permanent improvements are: window replacement, vehicle purchase, furnishing offices, appliances for fire department kitchen.



EXHIBIT VI

| PURPOSE OF BONDS AND NOTES  | BUDGET YEAR                                |               |          |                         |                |                  |  |   |   |                                   |
|---|--|---------------|----------|-------------------------|----------------|------------------|--|---|---|-----------------------------------|
|   | Authority for Levy Outside 10 Mill Limit * | Date of Issue | Date Due | Ordinance or Resolution | Serial or Term | Rate of Interest | Amounts of Bonds and Notes Outstanding at beginning of budgeted year Jan 1, 2019 | Amount Required for Principal and Interest 1/1/2019 to 12/31/2019 | Amount Receivable from Other Sources to Meet Debt Payments 1/1/2019 to 12/31/2019 |                                   |
| Payable from Bond Retirement Fund:  |  |               |          |                         |                |                  |  |   |   |                                   |
| INSIDE 10 MILL LIMIT:   |  |               |          |                         |                |                  |  |   |   |                                   |
| Fire Station Bond Anticipation Note (Various Purpose Notes, Series 2018)                      |  | Aug. 18       | Aug. 19  |                         |                | Unknown          | \$510,000  | \$524,025   |   | Debt Service budgeted in Fund 301 |
| Streets (Alley 5, Erie&Depeyster) BAN (Various Purpose Notes, Series 2018)                    |  | Aug. 18       | Aug. 19  |                         |                | Unknown          | \$1,070,000  | \$1,099,425   |   | budgeted in Fund 302              |
| Police/Safety Center BAN (Various Purpose Notes, Series 2018)                                 |  | Aug. 18       | Aug. 19  |                         |                | Unknown          | \$3,250,000  | \$3,339,375   |   | budgeted in Fund 303              |
| Parking Facility - LTGO Bond, Series 2013   |  | Oct. 13       | Dec. 19  |                         |                | 2.00%            | \$3,925,000  | \$248,025   |   | budgeted in Fund 302              |
| Streets (Alley 4, Erie&Depeyster) - LTGO Bond, Series 2013                                    |  | Dec. 14       | Dec. 19  |                         |                | 2.00%            | \$1,075,000  | \$92,450  |   | budgeted in Fund 302              |
| Safety Center Construction - LTGO Bonds, Series 2014  |  | Dec. 15       | Dec. 19  |                         |                | 2.00%            | \$4,030,000  | \$295,925   |   | budgeted in Fund 303              |
| Safety Center Construction - LTGO Bonds, Series 2015  |  |               |          |                         |                |                  | \$4,090,000  | \$301,775   |   | budgeted in Fund 303              |
| Note: All other City of Kent debt is supported by Special Assessments or Enterprise Revenues. |  |               |          |                         |                |                  |  |   |   |                                   |
| TOTAL   |  |               |          |                         |                |                  | \$17,950,000   | \$5,901,000   |   |                                   |
| OUTSIDE 10 MILL LIMIT:  |  |               |          |                         |                |                  |  |   |   |                                   |
| TOTAL   |  |               |          |                         |                |                  |  |   |   |                                   |

\* If the levy is outside the 10 mill limit by vote enter the words "by vote" and the date of election. If outside the 10 mill limit without a vote, enter the reference to the statute under which the levy is exempt from the 10 mill limit.





## LAW DEPARTMENT MEMORANDUM KENT, OHIO

To: Dave Ruller, City Manager  
From: Hope L. Jones, Law Director  
Date: July 2, 2018  
Re: Small Cell Legislation

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Mr. Ruller,

I request that legislation for “small cell facilities” be placed on the July 11, 2018 agenda for discussion by Council Committee. The state has amended its legislation for the provision of small cell facilities to locate in the public right of way and that legislation will go into effect on August 1, 2018.

In order to control the usage of the city’s right of way (to the extent allowed by the state), the city engaged Walter | Haverfield to draft legislation that best suits the needs of the city. Walter | Haverfield was chosen because it was one of the law firms that was able to negotiate the amendments in the state legislation.

The small cell ordinance provides the procedure for:

- Application requirements for the request to place small cell facilities or wireless support structures in the city’s right of way (including application fees);
- Consent for small cell facility operator placement of their facilities and wireless support structures in the city’s right of way;
- Operator placement of small cell facilities on municipally owned or operated wireless support structures in the city’s right of way;
- The time period in which the city must grant or deny an application; and
- Adopting reasonable design guidelines for the small cell facilities and wireless support structures.

As a result of this legislation, we will also need to make changes to the Codified Ordinances, Chapter 937, titled “Use of Public Ways by Service Providers” to

delete/amend provisions that will be in conflict with the proposed Small Cell ordinance. Any changes made to Chapter 937 cannot go into effect until the city provides a notice to the Public Utilities Commission of Ohio (PUCO) that the city is considering modifications to our "Right of Way" ordinance. The notice must be provided at least 45 days prior to the enactment of the amended ordinance.

So, I propose that we discuss both the new Chapter 939 regarding Small Cell Facilities, and the changes that need to be made to Chapter 937 at the Committee meeting. I also propose that the small cell legislation be placed on the July 18, 2018 agenda, and the Chapter 937 amendments be placed on a later agenda for passage.

William Hanna of Walter|Haverfield will be at the July 11<sup>th</sup> meeting to guide the Committee through the details of the proposed ordinance.

**937.01 SCOPE OF CHAPTER; DEFINITIONS.**

(a) The purpose and intent of this Chapter is to:

- (1) Manage Occupancy or Use of the Public Right-of-Way.
- (2) Encourage the provision of advanced, competitive utility and telecommunications services on the widest possible basis to the businesses, institutions and residents of the City.
- (3) Manage reasonable access to the Public Right-of-Way of the City for utility and telecommunications service purpose on a competitively neutral basis.
- (4) Conserve the limited physical capacity of the Public Right-of-Way held in trust by the City for the benefit of the public.
- (5) Assure that the City receives cost recovery for the Occupancy and Use of the Public Right-of-Way in accordance with law.
- (6) Assure that all Service Providers with Facilities in the Public Right-of-Way comply with the ordinances, rules and regulations of the City.

(7) Assure that the City complies with the small cell wireless facility provisions of Chapter 4939, as amended by House Bill 478.

~~(7)~~(8) Assure that the City fairly and responsibly protects the public health, safety and welfare.

~~(8)~~(9) Enable the City to discharge its public trust consistent with rapidly evolving federal and State regulatory policies, industry competition and technological development.

(b) For the purpose of this Chapter, and the interpretation and enforcement thereof, the following words and phrases shall have the following meanings, unless the context of the sentence in which they are used shall indicate otherwise;

~~(1) Accessory Equipment means any equipment used in conjunction with a wireless facility or wireless support structure. This includes utility or transmission equipment, power storage, generation or control equipment, cables, wiring, and equipment cabinets.~~

~~(2)~~(1) Affiliate means a Person that (directly or indirectly) owns or controls, is owned or controlled by, or is under common ownership or control with another Person.

~~(3) Antenna means communications equipment that transmits or receives radio-frequency signals in the provision of wireless service, including associated accessory equipment.~~

~~(4)~~(2) Cable Operator means a Person providing or offering to provide Cable Service within the City.

~~(5)~~(3) Cable Service means "cable service" as defined in the Cable Communications Policy Act of 1984, codified at 47 U.S.C. §532, et seq., as amended by the Cable Television Consumer Protection and Competition Act of 1992 and the Telecommunications Act of 1996, as each might be further amended.

~~(6)~~(4) Cable System means "cable system" as defined in the Cable Communications Policy Act of 1984, codified at 47 U.S.C. §532, et seq., as amended by the Cable Television Consumer Protection and Competition Act of 1992 and the Telecommunications Act of 1996, as each might be further amended.

~~(7)~~(5) Capital Improvement means an addition made to enhance the value or extend the useful life of an existing System or Facilities, including Construction, Reconstruction, Installation, Rehabilitation, Renovation, Improvement, Enlargement and Extension of Facilities, but not including ordinary or Routine Maintenance and repair.

~~(8)~~(6) City means the City of Kent, Ohio.

(97) City Manager means the City Manager, or his or her designee.

(108) City Property means and includes all real property owned by the City, other than Public Streets and Public Easements as those terms are defined herein, and all property held in a proprietary capacity by the City, which are not subject to Public Right-of-Way consent and Permit requirements of this Chapter.

(119) Construct, Constructing, Construction, etc. means installing, repairing, maintaining, operating, replacing or removing any Public or Private Facility, regardless of the methods employed.

(1210) Construction Permit or Permit means a permit issued pursuant to this Chapter and such other permits required by other sections of the Kent Codified Ordinances as apply.

~~(13) Distributed Antenna System means a network or facility to which all of the following apply:~~

~~(i) It distributes radio frequency signals to provide wireless service;~~

~~(ii) It meets the height and size characteristics of a small cell facility;~~

~~(iii) It consists of all of the following:~~

~~(1) Remote antenna nodes deployed throughout a desired coverage area;~~

~~(2) A high-capacity signal transport medium connected to a central hub site;~~

~~(3) Equipment located at the hub site to process or control the radio frequency signals through the antennas.~~

(1411) Emergency means an unforeseen occurrence or condition calling for immediate action including but not limited to emergency temporary repairs and subsequent follow-up permanent repairs relating to the emergency condition.

(1512) Excavate, Excavating or Excavation means cutting, sawing, breaking, drilling into, boring under, or otherwise altering any Public Street or sidewalk pavement, and/or digging, drilling into or boring under any unpaved portion of the Public Right-of-Way, including any other work or activity which disturbs the existing surface or subsurface structure, composition, or soil compaction, for the purpose of carrying on any Construction activity.

(1613) Excess Capacity means the volume or capacity in any existing or future duct, conduit, manhole, or other Facility in the Public Right-of-Way that is or will be available for use for additional Facilities, which are compatible with the existing use.

(1714) Facility, Facilities or System means for the purpose of this Chapter, the plant, equipment and property, including but not limited to, cables, fibers, wires, pipes, conduits, ducts, pedestals, antennae, electronics, poles, pipes, mains, plant, equipment and other appurtenances located under, on or above the surface of the ground in the Public Right-of-Way of the City and used or to be used to transmit, receive, distribute, provide or offer Services but also including Private Facilities. Facility, Facilities, or System does not have the same meaning as "Facilities" as defined in Section 939.01(b)(7) of the Codified Ordinances.

(1815) Lane Obstruction means the blocking or diverting of vehicular and/or pedestrian traffic from a street or sidewalk for the purpose of Constructing, Excavating, installing, repairing, maintaining, operating, replacing or removing any Facility, including (A) the lifting or removing of manhole or handhole covers, and (B) the opening or accessing of at-grade or pole-mounted cabinets, pedestals, transformers, power supplies, amplifiers, splice enclosures, traps or other Facilities.

~~(19) Micro Wireless Facility includes both a distributed antenna system and a small-cell facility and related wireless facilities.~~

~~(20) Micro Wireless Facility Operator means a public utility or cable operator that~~

~~operates a micro wireless facility.~~

~~(21)~~(16) New Service Orders means the physical connection from the Public Service Provider's existing Facilities on private property for the purpose of providing a new Service to a customer in the City, which is not a Capital Improvement.

(22)(17) Occupancy or Use means, with respect to the Public Right-of-Way, to place a tangible thing in the Public Right-of-Way for any purpose, including, but not limited to, Constructing, repairing, positioning, maintenance or operating lines, poles, pipes, conduits, ducts, equipment or other structures, appurtenances or Facilities necessary for the delivery of public utility-like Services, including Service provided by a Cable Operator, or other services over Private Facilities in the Public Right-of-Way.

(23)(18) Other Ways means the highways, streets, alleys, Utility Easements or other rights-of-way within the City, but under the jurisdiction and control of a governmental entity other than the City.

(24)(19) Overhead Facilities means utility poles and wires, cables and other such equipment running between and on such poles, including the underground supports and foundation for such Facilities.

(25)(20) Person means and includes corporations, companies, associations, joint stock companies or associations, firms, partnerships, limited liability companies, trusts and individuals and include their lessors, trustees and receivers.

(26)(21) Private Facility means the plant, equipment and property, including but not limited to, cables, fiber optics, wires, pipes, conduits, ducts, pedestals, antennae, electronics and other appurtenances used or to be used to transmit, receive, distribute or provide telecommunications or other services between or among private buildings or facilities where there is no offer of service to the public.

(27)(22) Private Service Provider means any Person who, pursuant to the consent to Occupy or Use the Public Right-of-Way pursuant to Section [937.02](#) of this Chapter, directly or indirectly owns, controls, operates or manages Private Facilities within the City's Public Right-of-Way used or to be used for the purpose of transmitting, receiving, distributing or providing telecommunications or other services between or among private buildings or facilities where there is no offer of Service to the public; for purposes of this Chapter, Private Service Provider does not include Small Cell Provider.

~~(28)~~(23) Public Easement means any easement under the jurisdiction and control of the City and acquired, established, dedicated or devoted for public purposes, including utility purposes.

(29)(24) Public Right-of-Way means the surface of, and the space within, through, on, across, above or below, any Public Street, public road, public highway, public freeway, public lane, public path, public alley, public court, public sidewalk, public boulevard, public parkway, public drive, Public Easement and any other land dedicated or otherwise designated for a compatible public use, which is owned or controlled by the City but excludes a private easement.

(30)(25) Public Service Provider means any Person that, pursuant to the consent to Occupy or Use the Public Right-of-Way pursuant to Section [937.02](#) of this Chapter, directly or indirectly owns, controls, operates or manages Facilities within the City's Public Right-of-Way, used or to be used for the purpose of offering Service to the public within the City or outside of the City's boundaries; for purposes of this Chapter, Public Service Provider does not include Small Cell Provider.

(31)(26) Public Street means the paved and unpaved portion of any street, road, boulevard, drives, highway, freeway, parkway, lane court, alley or other Public Right-of-Way in

which the City has an interest in law or equity and which has been acquired, established, dedicated or devoted to street purposes.

(3227) PUCO or Public Utilities Commission of Ohio means the State Administrative agency, or lawful successor, authorized to regulate and oversee certain Public or Private Service Providers and Services in the State of Ohio.

~~—(33(28)~~ Reconstruct, Reconstruction, etc. means physical change to twenty percent (20%) to one hundred percent (100%) of an existing Facility or System involving Construction in Public Streets, Utility Easements, or Public Right-of-Way.

(3429) Routine Maintenance means repair, upkeep, replacement or restoration of existing Facilities located in the Public Right-of-Way that is not an Emergency and does not include Excavation of the Public Right-of-Way.

(35(30) Service means the offering of ~~to~~-water, sewer, electric, gas, telephone, telecommunications, cable television, information or other utility-like service for a fee directly to the public, or to such classes of users as to be effectively available to the public, regardless of the Facilities used.

(36(31) Service Provider means any Public Service Provider and/or Private Service Provider, but does not include Small Cell Provider.

(32) Small Cell Provider has the same meaning as “Facilities Operator” as defined in Section 939.01(b)(8) of the Codified Ordinances.

(33) Small Cell Facilities or Small Cell Facility has the same meaning as “Facilities” as defined in Section 939.01(b)(7) of the Codified Ordinances.

~~—(37)— Small Cell Facility means a wireless facility where the antenna is located inside an enclosure of not more than six cubic feet in volume or in the case of an antenna that has exposed elements, the antenna and all the exposed elements could fit within an enclosure of not more than six cubic feet in volume. All other wireless equipment associated with the facility is cumulatively not more than twenty-eight cubic feet in volume. The calculation of equipment volume shall not include electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and the other services. If the wireless facility were placed on a wireless support structure, the increased height would be not more than 10 feet or the overall resulting height would be not more than 50 feet.—~~

(38(34) State means the State of Ohio.

(39(35) Surplus Space means that portion of the Usable Space on a utility pole or underground conduit which has the necessary clearance from other Public or Private Service Providers using the pole or conduit, as required by the orders and regulations of PUCO and other applicable State and local orders and regulations, to allow its use by an additional Public or Private Service Provider for a pole or underground attachment.

(4036) Trenchless Technology means the use of directional boring, horizontal drilling and micro-tunneling and other techniques in the Construction of underground portions of Facilities that result in the least amount of disruption and damage to the Public Right-of-Way as possible.

(4137) Underground Facilities means Facilities located under the surface of the ground, excluding the underground foundations or supports for Overhead Facilities.

(4238) Utility Easement means any easement owned by a Service Provider and acquired, established, dedicated or devoted for the purpose of providing Service to the public.

(4339) Utility Pole means a structure that is designed for, or used for the purpose of carrying lines, cables or wires for electric or telecommunications service.

~~—— (44) Wireless Facility means an antenna, accessory equipment, or other wireless device or equipment used to provide wireless service.~~

~~—— (45) Wireless Service means any services using licensed or unlicensed wireless spectrum; whether at a fixed location or mobile, provided using wireless facilities.~~

~~—— (46) Wireless Support Structure means a pole, such as a monopole, either guyed or self-supporting, light pole, traffic signal, sign pole, or utility pole capable of supporting wireless facilities. As per the Revised Code wireless support structure excludes utility pole or other facility owned or operated by municipal electric utility. (Ord. 2017-52. Passed 6-21-17.)~~

**937.02 CONSENT TO OCCUPY OR USE THE PUBLIC RIGHT-OF-WAY.**

(a) Consent Required to Occupy Public Right-of-Way. No Person shall Occupy or Use the Public Right-of-Way without obtaining prior consent from the City to do so.

(b) Initial Consent Presumed.

(1) A Person with Facilities in the Public Right-of-Way on the effective date of this Chapter, and who either

A. Is subject to jurisdiction by the PUCO;

B. Has a valid franchise agreement with the City to provide Cable Services or other Services in the City; and/or

C. Is any other Person who lawfully Occupies the Public Right-of-Way on the effective date of this Chapter shall be presumed to have initial consent of the City to Occupy or use the Public Right-of-Way.

(2) Initial presumed consent for Occupancy or Use of the Public Right-of-Way is limited to the location of the existing Service or Private Service Provider's Facilities.

(3) A public utility subject to the jurisdiction of the PUCO and in compliance with state and federal laws and regulations shall be exempt from a requirement to obtain consent for activities related to those authorized under its tariff issued by the State of Ohio and regulated by PUCO.

(4) A Public Utility operating under its tariff under the State of Ohio and within the services authorized by that tariff shall be exempt from this Section only for that public utility's tariff related activities.

(5) A Small Cell Provider who has obtained a Small Cell Use Permit pursuant to Chapter 939 of the Codified Ordinances shall be exempt from a requirement to obtain consent for the Small Cell Facilities for which the Small Cell Use Permit was granted.

(c) Application for Consent to Occupy or Use Public Right-of-Way.

(1) The following Persons shall apply to the City for consent to Occupy or Use the Public Right-of-Way on a form provided by the City Manager; any Person who:

A. Does not currently have existing Facilities in the City's Public Right-of-Way and desires to Construct new Facilities or Private Facilities in the Public Right-of-Way;

B. Has existing Facilities or Private Facilities in the Public Right-of-Way on the effective date of this Chapter and does not have presumed initial consent under Section 937.02(b)(1) above; or

C. Has initial presumed consent or City consent to Occupy or Use the Public Right-of-Way for an existing System, Facilities or Private Facilities, but is planning to expand services beyond those provided for in the tariff of a Public Utility issued by the State of Ohio.

D. Is building a new subdivision or project which will offer Public Right-of-Way to the City at some time in the future.

(2) The application shall include the following information with respect to the applicant's planned or existing Facilities in the Public Right-of-Way whether they are subsurface, surface, or aerial facilities as well as plans for any planned Capital Improvements for the following twelve (12) months:

A. The identity, legal status and federal tax identification number of the applicant, including all Affiliates of the applicant that will Use or Occupy the Public Right-of-Way or are in any way responsible for Services provided through the Facilities in the Public Right-of-Way.



B. The name, address and telephone number of the local officer, agent or employee responsible for the accuracy of the application and available at all reasonable times to be notified in case of emergency.

C. A description of the existing or proposed Facilities in the City's Right-of-Way, all in sufficient detail to identify: (i) the location and route of the applicant's or Service Provider's facilities or proposed facilities; (ii) the location of all existing, overhead or underground facilities in the Public Right-of-Way and the route or proposed route of the applicant's or Service Provider's Facilities or Proposed Facilities that is sufficient to show the impact of the applicant's Facilities on other existing Facilities; (iii) the location of all known overhead and underground Utility Easements.

D. A description of the type of transmission medium used, or to be used, by the applicant to provide such Services.

E. Engineering plans, specifications and a network map of the applicant's Facilities located, or to be located, in the City's Public Right-of-Way, all in sufficient detail to identify (where needed for security purposes, these items shall be kept by provider subject to inspection by qualified personnel):

i. The location, route, and depth or height of the applicant's Facilities or proposed Facilities on a "to scale" drawing established using State Plane Coordinates and including all information requested in this section.

ii. The location of all known overhead and underground public utility, utility, telecommunications, cable, water, sanitary sewer, storm water drainage and other existing Facilities in the Public Right-of-Way along the route or proposed route of the applicant's Facilities or proposed Facilities that is sufficient to show the impact of the applicant's Facilities on other existing Facilities.

iii. The location of all known overhead and underground Utility Easements.

F. A preliminary Construction or installation schedule and completion date for all Capital Improvements planned for the twelve (12) month period following the date of application.

G. If the applicant is providing Services in the City:

i. A description of the applicant's access and line extension policies.

ii. The area or areas of the City in which the applicant is currently serving and a schedule for build-out of the entire area addressed by the Permit, if applicable. ~~This section does not apply to Micro-wireless Facilities-~~

H. Evidence that the applicant has complied, or will comply, with indemnification, Insurance, Performance Bond and Construction Bond requirements of this Chapter.

I. Information sufficient to determine that the applicant has received any certificate of authority required by the PUCO to provide Services or Facilities in the City.

(3) The City shall grant or deny, in writing, a Person's application for consent to Occupy or Use the Public Right-of-Way within sixty (60) days of the date on which the Person files the complete application with the City.

A. The City may withhold, deny or delay its consent to a Person's application to Occupy or Use the Public Right-of-Way based on the Person's failure to possess the financial, technical and managerial resources necessary to protect the public health, safety and welfare.

B. If the City denies a Person's application to Occupy or Use the Public Right-of-Way, the City shall provide its reasons for denying the application, and shall provide any information that the Person may reasonably request necessary for the Person to obtain the City's consent to Occupy or Use the Public Right-of-Way.

(4) The City's grant of consent for a Person to Occupy or Use the Public Right-of-Way shall be in the form of a Right-of-Way Occupancy Certificate which shall set forth the specific terms of the City's consent for such Person to Occupy or Use the Public Right-of-Way.

(5) Each Person submitting an application for Consent to Occupy or Use the Public Right-of-Way shall pay a fee equal to the fee necessary to obtain a new building permit in the City of Kent, OH.

(d) Application to Existing Franchise Ordinances and Agreements. For purposes of this Chapter, a franchise ordinance or agreement shall be deemed consent authorizing the Franchisee's Occupancy or Use of the Public Right-of-Way to the extent described in the franchise agreement or ordinance. The Franchisee's use of the Public Right-of-Way beyond that authorized by the franchise agreement or ordinance shall require additional consent for such additional Occupancy or Use. Franchisees shall comply with the Registration provisions and Construction Standards to the extent that the provisions of this Chapter do not directly conflict with the franchise agreement or ordinance. If there is a direct conflict between the franchise agreement or ordinance and the provisions of this Chapter, the franchise agreement or ordinance shall control.

(e) ~~Service Provider Insurance.~~ As a condition of the consent to Occupy or Use the Public Right-of-Way, a Service Provider or Small Cell Provider must secure and maintain, at a minimum, the following liability insurance policies insuring both the Service Provider or Small Cell Provider and the City, and its elected and appointed officers, officials, agents, employees and representatives as additional insureds:

(1) Comprehensive general liability insurance with limits not less than

- A. Five million dollars (\$5,000,000) for bodily injury or death to each Person;
- B. Five million dollars (\$5,000,000) for property damages resulting from any one accident; and
- C. Five million dollars (\$5,000,000) for all other types of liability.

(2) Automobile liability for owned, non-owned and hired vehicles with a limit of three million dollars (\$3,000,000) for each Person and three million dollars (\$3,000,000) for each accident.

(3) Worker's compensation within statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000).

(4) Comprehensive form premises-operations, explosions and collapse hazard, underground hazard and products completed hazard with limits of not less than three million dollars (\$3,000,000).

(5) The liability insurance policies required by this Section shall be maintained by the Service Provider throughout the period of time during which the Service Provider or Small Cell Provider is Occupying or Using the Public Right-of-Way, or is engaged in the removal of its Facilities. Each such insurance policy shall contain the following endorsement:

"It is hereby understood and agreed that this policy may not be canceled nor the intention not to renew be stated until ninety (90) days after receipt by the City, by registered mail, of a written notice addressed to the City Manager of such intent to cancel or not to renew."

(6) Within sixty (60) days after receipt by the City of said notice, and in no event later than thirty (30) days prior to said cancellation, the Service Provider or Small Cell Provider shall obtain and furnish to the City replacement insurance policies meeting the requirements of this Section.

(7) Upon written application to, and written approval by the City Manager, a Service Provider or Small Cell Provider may be self-insured to provide all of the same coverages as listed in this Section; except that all coverages for Worker's Compensation shall be in

compliance with State law. No approval for self-insurance shall be given until the City Manager has made a complete review of the Service Provider's or Small Cell Provider's financial ability to provide such self-insurance. As part of the review process, the City Manager may require, and the self-insurance applicant shall provide, any and all financial documents necessary to make a valid determination of the applicant's ability to meet the needs of this Chapter.

(8) A Public Utility subject to jurisdiction of the PUCO and operating under its tariff that has established a self-insurance fund that complies with the laws and regulations of the State of Ohio shall satisfy this requirement by simply providing information to the City Manager relating to such self-insurance fund and the appropriate contact point for matters relating to that fund.

(f) General Indemnification. Each applicant for consent to Occupy or Use the Public Right-of-Way, and each annual registration, shall include, to the extent permitted by law, the Service Provider's express undertaking to defend, indemnify and hold the City and its elected and appointed officers, officials, employees, agents, representatives and subcontractors harmless from and against any and all damages, losses and expenses, including reasonable attorney's fees and costs of suit or defense, arising out of, resulting from or alleged to arise out of or result from the negligent, careless or wrongful acts, omissions, failures to act or misconduct of the Service Provider or its Affiliates, officers, employees, agents, contractors or subcontractors in the Construction, Reconstruction, installation, operation, maintenance, repair or removal of its Facilities, and in providing or offering Services over the Facilities or System, whether such acts or omissions are authorized, allowed or prohibited by this Chapter.

(g) Performance Bond or Security Fund. As a condition of consent to Occupy or Use the Public Right-of-Way, and to ensure the full and complete compliance with, and performance under, this Chapter, including any costs, expenses, damages or loss the City pays or incurs because of any failure attributable to the Service Provider or Small Cell Provider to comply with the codes, ordinances, rules, regulations or permits of the City, each Service Provider or Small Cell Provider shall, in the amount of Fifty thousand dollars (\$50,000) or such lesser amount as the City Manager may determine to be necessary (i) establish a permanent security fund with the City Manager depositing the required amount in cash, an unconditional letter of credit, or other instrument acceptable to the City, or (ii) furnish and file with the City a Performance Bond running to the City in the required amount from a company licensed to do business in the State of Ohio; which Performance Bond or security fund shall be maintained at the sole expense of the Service Provider or Small Cell Provider so long as any of the Service Provider's Facilities or Small Cell Provider's Small Cell Facilities are located within the Public Right-of-Way, Easements or other City owned properties, of the City. ~~This section does not apply to micro-wireless facilities.~~

(1) Before claims are made against the Performance Bond or any sums are withdrawn from the security fund, the City shall give written notice to the Service Provider or Small Cell Provider:

A. Describing the act, default or failure to be remedied, or the damages, cost or expenses which the City has incurred by reason of the Service Provider's or Small Cell Provider's act or default;

B. providing a reasonable opportunity for the Service Provider or Small Cell Provider to first remedy the existing or ongoing default or failure, if applicable;

C. Providing a reasonable opportunity for the Service Provider or Small Cell Provider to pay any monies due the City before the City makes a claim against the Performance Bond or withdraws the amount from the security fund, if applicable;

D. That the Service Provider or Small Cell Provider will be given an opportunity to review the act, default or failure described in the notice from the City Manager.

(2) Service Providers or Small Cell Providers shall maintain the full value of the Performance Bond regardless of claims against the Performance Bond made by, or paid to, the City; or shall replenish the security fund within fourteen (14) days after written notice from the City that there is a deficiency in the amount of the fund, whichever is applicable.

(3) A Public Utility operating under a tariff issued by the State of Ohio and regulated by the PUCO and in compliance with PUCO regulations concerning insurance, shall be exempt from any provision regarding a performance bond or security fund for all tariff related activities.

~~(Ord. 2017-52. Passed 6-21-17.)~~

**937.03 ANNUAL REGISTRATION ~~OF SERVICE PROVIDERS.~~**

(a) Annual Registration Required. All Service Providers and Small Cell Providers with consent or presumed consent to Occupy or Use the Public Right-of-Way ~~as provided in Section 937.02~~ shall register with the City each calendar year between January 1 and January 31 on a form provided by the City ~~Manager~~. Service Providers and Small Cell Providers who file initial registration after July, 2006 but before January 1, 2007, need not file an annual registration for calendar year 2007. Public Utilities operating under a tariff issued by the State of Ohio and regulated by the PUCO shall not be required to file a registration for tariff related activities other than filing a copy of their state tariff and their summary one year capital plan as set forth in the Ordinance.

(b) Purpose of Registration. The purpose of registration under this Section 937.03 is to:

(1) Update and supplement the City's database so that the City has accurate and current information concerning the Service Providers and Small Cell Providers that own or operate Facilities or Small Cell Facilities, and/or provide Services, in the City's Public Right-of-Way;

(2) Assist the City in monitoring the usage of the Public Right-of-Way in order to ensure that the public receives the maximum possible benefit from that use and the use is consistent with the best management and care of the Public Right-of-Way;

(3) Assist the City in the collection and enforcement of any municipal taxes, franchise fees, compliance fees or charges that may be due the City;

(4) Assist the City in monitoring compliance with local, State and federal laws.

(c) Information Required for Registration. Registration forms will be provided by the City and ~~shall may~~ require the following information:

(1) Any material changes to the information the Service Provider or Small Cell Provider provided the City in the application for consent to Occupy or Use the Public Right-of-Way, including, but not limited to:

A. The identity, legal status, and federal tax identification number of the Service Provider or Small Cell Provider, including any Affiliates.

B. The name, address and telephone number of the local officer, agent or employee responsible for the accuracy of the Service Provider's or Small Cell Provider's registration statement and available at all reasonable times to be notified in case of emergency.

(2) Evidence that the Service Provider or Small Cell Provider is in compliance with ~~the applicable~~ Insurance, Indemnity and Performance Bond requirements ~~pursuant to Sections 937.02(e), (f) and (g) of this Chapter.~~

(3) A description of, and a preliminary Construction or installation schedule and completion date for, any Capital Improvements the Service Provider or Small Cell Provider plans in the City's Public Right-of-Way for the twelve (12) months following the date of registration, including:

A. As soon as available, a current "to scale" map or drawing that clearly locates all the proposed Capital Improvements, including horizontal and vertical information; Facility type, size, depth, and capacity; and other such relevant information. If a "to scale" map is not available, the registrant shall supply as much of the required information as is currently available, but in no event shall the description of the proposed Capital Improvement be less than by City quadrant and/or street name and Facility type. The Service Provider or Small Cell Provider shall update all required information as soon as it becomes available. Should the Service Provider or Small Cell Provider fail to comply with this section in a timely manner, they shall not be permitted to occupy the City's Right-of-Way.

B. A general description of the Service that the Service Provider intends to offer or provide over the proposed Facilities within the City. Where a Service will be provided by a non-affiliated provider the Service Provider shall identify that provider.

C. Information sufficient to determine that the Service Provider or Small Cell Provider has applied for and received any certificate of authority required by PUCO to provide Services or Facilities within the City.

D. Information sufficient to determine that the Service Provider or Small Cell Provider has applied for and received any construction permit, operating license, certification, or other approvals required by the Federal Communications Commission to provide telecommunications or Cable Services or Facilities within the City.

(4) Such other information as the City Manager may reasonably require.

(d) Facilities Maps. The City shall have the right to access and review the Service Providers' and Small Cell Providers' maps and/or as-built plan showing the location of their facilities in the City's Right-of-Way upon ten (10) days' notice to the Service Providers or Small Cell Providers. Public Utilities operating under a tariff issued by the State of Ohio and regulated by the PUCO and for tariff related activities will only be required to assist the City in requesting design tickets and other information in accordance with OUPS and PUCO regulations. In emergency situations, access should be granted as soon as possible.

(e) Registration to be Kept Current. In addition to the annual registration requirement, each Service Provider and Small Cell Provider shall keep all required registration information current at all times and shall provide the City with notice of changes to the required information with fifteen (15) days following the date on which the Service Provider and Small Cell Provider has notice of such change.

(f) Registration Fee. Each Service Provider, except as provided in Section 937.09, shall pay an annual registration fee as determined by the City Manager to reimburse the City for its administrative costs related to maintaining annual registration and as provided in Section 937.08. (~~Ord. 2017-52. — Passed 6-21-17.~~)

#### **937.04 GENERAL PUBLIC RIGHT-OF-WAY USE REGULATIONS.**

(a) Public Right-of-Way Route. Consent granted to a Service Provider to Occupy or Use the Public Right-of-Way under Section 937.02 shall be limited to a grant to Occupy or Use the specific Public Right-of-Way and defined portions thereof.

(b) Nonexclusive Consent to Occupy the Public Right-of-Way. No consent granted under Section 937.02 shall confer any exclusive right, privilege, license or franchise to Occupy or Use the Public Right-of-Way of the City for delivery of Services or any other purposes.

(c) Rights Permitted. No consent granted under Section 937.02 shall convey any right, title or interest in the Public Right-of-Way, but shall be deemed a consent only to Occupy or Use the Public Right-of-Way for the limited purposes granted by the consent. Further, no consent shall be construed as any warranty of title. This Section shall not affect the right to occupy the Public Right-of-Way granted to Public Utilities in connection with the tariff issued by the State of Ohio and regulated by the PUCO, said consent to occupy the Public Right-of-Way having been granted to such Public Utility by the State of Ohio, subject to only local regulation of matters of local concern.

(d) Nondiscrimination. A Public Service Provider providing Service to the public in the City shall make its Services available to any customer within the designated service area who shall request such Service, without discrimination as to the terms, conditions, rates or charges for the Public Service Provider's Services; provided, however, that nothing in this Section 937.05

shall prohibit a Public Service Provider from making any reasonable classifications among differently situated customers.

(e) Maintenance of Facilities. Each Service Provider shall maintain its Facilities in good and safe condition and in a manner that complies with all applicable federal, State and local requirements.

(f) Safety Procedures. A Service Provider or other Person acting on its behalf shall use suitable barricades, flags, flagmen, lights, flares and other measures as necessary and in accordance with applicable State and local requirements. A Maintenance of Traffic Plan needs to be submitted, and approved by the City, prior to commencing work.

(g) Interference with the Public Right-of-Ways. No Service Provider may locate or maintain its Facilities so as to unreasonably interfere with the use of the Public Right-of-Way by the City, by the general public or by other Persons authorized to use or be present in or upon the Public Right-of-Way. All such Facilities shall be moved by the Service Provider, temporarily or permanently, as determined by the City Manager.

(h) Damage to Public and Private Property. No Service Provider nor any Person acting on the Service Provider's behalf shall take any action or permit any action to be done which may impair or damage any City Property, Public Right-of-Way, Other Ways or other public or private property located in, on or adjacent thereto.

(i) Restoration of Public Right-of-Way, Other Ways and City Property.

(1) When a Service Provider, or any Person acting on its behalf, does any work in or affecting any Public Right-of-Way, Other Ways or City Property, it shall, after the work is completed and at its own expense, promptly remove any obstruction therefrom and restore such ways or property, within sixty (60) days, to as good condition as existed before the work was undertaken, unless otherwise directed by the City.

(2) If weather or other conditions do not permit the complete restoration required by this Section, the Service Provider shall temporarily restore the affected ways or property. Such temporary restoration shall be at the Service Provider's sole expense and the Service Provider shall promptly undertake and complete the required permanent restoration when the weather or other conditions no longer prevent such permanent restoration.

(j) Duty to Provide Information.

(1) Within ten (10) days of a written request from the City Manager each Service Provider or Small Cell Provider shall furnish the City with documentation sufficient to show that the Service Provider has complied with all requirements of this Chapter.

(2) In addition, within ten (10) days of a written request from the City Manager, each Service Provider shall make available for inspection by the City at reasonable times all books, records, maps and other documents, maintained by the Service Provider with respect to its Facilities in the Public Right-of-Way.

(k) Leased Capacity. A Service Provider shall have the right, without prior City approval, to offer or provide capacity or bandwidth to its customers, provided:

(1) The Service Provider shall furnish the City with a copy of any such lease or agreement.

(2) The customer or lessee has complied, to the extent applicable, with the requirements of this Chapter.

(3) The service does not interfere with the City of Kent's public safety communications equipment and transmissions, and complies with all Federal Communication Commission regulations.

(l) Assignments or Transfers of Consent. Consent to Occupy or Use the Public Right-of-Way may be, except as to Public Utilities operating under a tariff issued by the State of

Ohio and regulated by the PUCO, directly or indirectly, transferred, assigned or disposed of by sale, lease, merger, consolidation or other act of the Service Provider, by operation of law or otherwise, without consent of the City, so long as:

- (1) The City is notified of the proposed transfer on or before the date of transfer; and
- (2) The transferee shall fully comply with this Chapter within sixty (60) days of the transfer, including, but not limited to:

A. All information required by the application for consent to Occupy or Use the Public Right-of-Way pursuant to Section [937.02](#), and/or Registration required by Section 937.03 of this Chapter; and

B. Any other information reasonably required by the City Manager.

(m) Transactions Affecting Control of Consent. Except as to any Public Utilities operating under a tariff by the State of Ohio and regulated by the PUCO, any transactions that singularly or collectively result in a change of twenty-five percent (25%) or more of the ownership or ultimate working control of a Service Provider, of the ownership or working control of the Service Provider's Facility, or of control of the capacity or bandwidth of the Service Provider's System, Facilities or substantial parts thereof, shall be considered an assignment or transfer pursuant to Section [937.04\(1\)](#) hereof. Transactions between Affiliated entities are not exempt from Section [937.04\(1\)](#).

(n) Revocation of Consent. Consent granted by the City to Occupy or Use Public Right-of-Way of the City may be revoked, except as to Public Utilities operating under a tariff by the State of Ohio and regulated by the PUCO, for any one of the following reasons:

(1) Construction, Reconstruction, installation, location, operation or Excavation at an unauthorized location.

(2) Construction, Reconstruction, installation, location, operation or Excavation in violation of City safety and/or Construction requirements.

(3) Material misrepresentation or lack of candor by or on behalf of a Service Provider in any Permit application or registration required by the City.

(4) Abandonment of Facilities in the Public Right-of-Way.

(5) Failure to relocate or remove Facilities or failure to restore the Public Right-of-Way, as required by this Chapter.

(6) Failure to pay fees, costs, taxes or compensation when and as due the City.

(7) Insolvency or bankruptcy of the Service Provider.

(8) Violation of material provisions of this Chapter.

(o) Notice and Duty to Cure. In the event that the City Manager believes that grounds exist for revocation of consent to Occupy or Use the Public Right-of-Way or Construction Permit, he shall give the Service Provider written notice of the apparent violation or noncompliance, and providing the Service Provider a reasonable period of time not exceeding thirty (30) days to furnish evidence:

(1) That corrective action has been, or its being actively and expeditiously pursued, to remedy the violation or noncompliance;

(2) That rebuts the alleged violation or noncompliance; and/or

(3) That it would be in the public interest to impose some penalty or sanction less than revocation.

~~(p) If a micro-wireless facility is placed on a wireless support structure as defined by the Ohio Revised Code the increased height would be not more than ten (10) feet or the overall resulting height would be not more than fifty (50) feet.~~



(q) In addition, general regulations that protect the health, safety and welfare of the residents and visitors of Kent, apply to work performed in the City's Right-of-Way, and to any structures and poles located within the City's Right-of-Way.

~~(Ord. 2017 52. Passed 6 21 17.)~~

### 937.05 LOCATION, RELOCATION AND REMOVAL OF FACILITIES.

(a) Location of Facilities. All Facilities shall be Constructed, Reconstructed, installed and located in accordance with the following terms and conditions:

(1) Whenever possible, according to acceptable engineering standards and consistent with Federal and State law regarding safety and other operations, Facilities shall be installed within an existing compatible underground duct or conduit whenever Excess Capacity exists within such Facility.

(2) A Service Provider and a Public Utility operating under a tariff issued by the State of Ohio and regulated by the PUCO with permission to install Overhead Facilities shall install their Facilities on pole attachments to existing utility poles only, and then only if surplus space is available.

(3) Whenever any existing electric, cable, telecommunications or other similar Facilities are located underground in a Public Right-of-Way of the City, a Service Provider with permission to Occupy the same Public Right-of-Way with electric, cable, telecommunications or other similar Facilities, must also locate the Facilities underground.

(4) Except for Overhead Facilities as provided herein, other than a Public Utility operating under a tariff issued by the State of Ohio and regulated by the PUCO, no Facility shall be located above ground in a Public Right-of-Way without the express written permission of the City Manager.

(5) Except for Overhead Facilities as provided herein, no Facilities shall be located above ground in a Public Right-of-Way, subject to the above items.

(6) The City reserves the right to require a Service Provider to provide Excess Capacity in the Public Right-of-Way at the time of Construction, Reconstruction, installation, location or relocation of Facilities.

~~(7) Micro wireless facilities as described in ORC Section 4939.01 may be attached to utility poles and wireless support structures owned by the City of Kent. There shall be an annual fee of \$200.00 due the City for each such attachment. Said fees shall be due and payable at the time of attachment to the City structures and in each succeeding January thereafter in which the attachment remains affixed.~~

(b) Excess Capacity. To reduce Excavation in the Public Right-of-Way, it is the City's goal to encourage Service Providers to share occupancy of underground conduit as well as to construct, whenever possible, excess conduit capacity for occupancy of future Facilities in the Public Right-of-Way when it does not increase the costs to the Service Provider installing the line. Therefore, if a Service Provider is constructing underground conduit in the Public Right-of-Way for its own Facilities, and the City and the Provider reasonably determine such construction is in an area in which other Service Providers would likely construct Facilities in the future, the City may ask the Service Provider to review the feasibility at constructing the conduit in the Public Right-of-Way with Excess Capacity.

(c) City Owned Conduit. If the City owns or leases conduit in the path of a Service Provider's proposed Facilities, and provided it is technologically feasible for the Service Provider's Facilities to Occupy the conduit owned or leased by the City and easier for the Service Provider than installing their own conduit, the Service Provider may Occupy the conduit owned or leased by the City in order to reduce the necessity to Excavate the Public Right-of-Way. The Service Provider shall pay to the City a fee for such occupancy which shall be the cost the Service Provider would have expended to construct its own conduit, as certified by the Service

Provider's engineer and approved by the City Engineer. The City and the Service Provider may agree to amortize the fee through annual payments to the City.

(d) Relocation or Removal of Facilities. Within one hundred twenty (120) days following written notice from the City, a Service Provider shall, at its own expense, temporarily or permanently remove, relocate, change or alter the position of any Facilities in the Public Right-of-Way whenever the City shall have determined that such removal, relocation, change or alteration is reasonably necessary for:

(1) The Construction, Reconstruction, repair, maintenance or installation of any City or other public improvement in or upon a Public Right-of-Way, easement, or other City owned properties.

(2) The operations of the City or other governmental entity in or upon a Public Right-of-Way, easement, or other City owned properties.

(3) With regard to the expense of such removal of a relocation, the standard for reimbursement to the Service Provider for such expense shall be in accordance with State law and regulations of the PUCO.

(e) Removal of Unauthorized Facilities. Within thirty (30) days following written notice from the City, any Service Provider or other Person that owns, controls or maintains any unauthorized System, Facility or related appurtenances in the Public Right-of-Way of the City shall, at its own expense, remove those Facilities or appurtenances from the Public Right-of-Way of the City or shall arrange to sell those Facilities or appurtenances to the City if the City wishes to purchase them. After the thirty (30) days have expired, the City may remove the Facilities or appurtenances from the Public Right-of-Way at the other party's expense. A System or Facility is unauthorized and subject to removal in the following circumstances:

(1) Upon revocation of the Service Provider's consent to Occupy or Use the Public Right-of-Way;

(2) Upon abandonment of a Facility in the Public Right-of-Way of the City;

(3) If the System or Facility was Constructed, Reconstructed, installed, operated, located or maintained without the consent to do so, except as otherwise provided by this Chapter;

(4) If the System or Facility was Constructed, Reconstructed, installed, operated, located or maintained, or any Excavation of a Public Right-of-Way was performed, without prior issuance of a required Construction Permit, except as otherwise provided by this Chapter;

(5) If the System or Facility was Constructed, Reconstructed, installed, operated, located or maintained, or any Excavation of a Public Right-of-Way was performed, at a location not permitted pursuant to the City's consent to Occupy or Use the Public Right-of-Way or Construction Permit;

(6) If the Service Provider fails to comply with the Registration requirements of Section 937.03 of this Chapter;

(7) The removal is approved by the Ohio PUCO.

~~(Ord. 2017-52. Passed 6-21-17.)~~

**937.06 NOTICE OF WORK, ROUTINE MAINTENANCE AND EMERGENCY WORK.**

(a) Notice of Work. Except in case of Emergency, as provided in Section [937.06\(c\)](#), or for Routine Maintenance as provided in Section [937.06\(b\)](#) and new service orders as provided in [937.06](#), no Service Provider, nor any Person acting on the Service Provider's behalf, shall commence any work in the Public Right-of-Way of the City or Other Ways without twenty-four (24) hours advance notice to the City, obtaining a Construction Permit pursuant to Section [937.07](#), if required, and obtaining consent to Occupy or Use the Public Right-of-Way pursuant to Section [937.02](#), if required.

(b) Routine Maintenance and New Service Orders.

(1) A Service Provider is required to obtain a permit or notify the City prior to commencing any Routine Maintenance or New Service Orders.

(2) For Routine Maintenance and New Service Orders that require the Service Provider to cause a Lane Obstruction in a Public Street for more than eight (8) hours, the Service Provider shall contact the Community Development Department to coordinate traffic flow in the area of the service being conducted.

(c) Emergency Work. In the event of the need for any unexpected repair or Emergency work, a Service Provider may commence such Emergency response work as required under the circumstances, provided that for Emergency work that requires Excavation of a Public Right-of-Way or Lane Obstruction or closing of a Public Street, the Service Provider shall notify the City as promptly as possible before commencing such Emergency work, or as soon as possible thereafter if advance notice is not practicable. When notice is required, the Service Provider shall notify by e-mail, telephone or fax, the Chief of Police and the Community Development Department during regular business hours, or the Police Department Dispatchers at all other times.

~~(Ord. 2017-52. Passed 6-21-17.)~~

### 937.07 CONSTRUCTION PERMIT AND STANDARDS.

#### (a) Construction Permit.

(1) No Construction Permit is required for Routine Maintenance and New Service Order that do not include Excavation in a Public Right-of-~~Way~~ Way.

(2) No Person shall commence or continue with the Construction, Reconstruction, installation, maintenance or repair of Facilities or Excavation in the Public Right-of-Way without obtaining a Construction Permit from the Community Development Director or his/her designee as provided in the Section 937.07, including but not limited to the following circumstances:

A. The extension of a Service Provider's Facility in the Public Right-of-Way, easement or other City owned properties, in an area of the City not currently serviced by that Service Provider. This does not include New Service Orders unless a Public Right-of-Way will be Excavated;

B. The relocation or replacement of more than two hundred (200) lineal feet of a Service Provider's existing Facilities in the Public Right-of-Way;

C. Any Reconstruction or replacement of Facilities requiring more than one (1) working day to complete work in the Public Right-of-Way;

D. Any Construction, Reconstruction, installation, maintenance, repair or New Service Orders in the Public Right-of-Way requiring more than one (1) working day to complete; or

E. Any Construction, Reconstruction, installation, maintenance, repair or New Service Order requiring the Excavation of a Public Street.

(3) No Construction Permit shall be issued for the Construction, Reconstruction, installation, maintenance or repair of Facilities, or Excavation, in the Public Right-of-Way unless the Service Provider has obtained consent from, and filed a current registration statement with, the City pursuant to Section 937.02 and Section 937.03, respectively, of this Chapter or the Small Cell Provider has obtained consent from, and filed a current registration statement with, the City pursuant to Chapter 939 of the Codified ordinances.

(b) Construction Permit Applications. Applications for permits to Construct, Reconstruct or install Facilities or Small Cell Facilities, or Excavate, shall be submitted upon forms provided by the City, provide the following information, if applicable, and be accompanied by drawings, plans and specifications in sufficient detail to demonstrate:

(1) That the Facilities or Small Cell Facilities will be Constructed, Reconstructed, installed, maintained or repaired, or the Public Right-of-Way Excavated, in accordance with all applicable codes, rules and regulations.

(2) If the applicant is proposing to Construct, Reconstruct, install, maintain, repair or locate Facilities or Small Cell Facilities above ground:

A. ~~evidence~~ Evidence that Surplus Space is available for locating its Facilities or Small Cell Facilities on existing utility poles along the proposed route;

B. the location and route of all Facilities or Small Cell Facilities to be located or installed on existing utility poles.

(3) If the applicant is proposing an underground installation of new Facilities or Small Cell Facilities in existing ducts, pipes or conduits in the Public Right-of-Way, information in sufficient detail to identify:

A. The Excess Capacity currently available in such ducts or conduits before the installation of the applicant's Facilities or Small Cell Facilities;

B. The Excess Capacity, if any, that will exist in such ducts or conduits after installation of the applicant's Facilities or Small Cell Facilities.

(4) If the applicant is proposing an underground installation of new Facilities or Small Cell Facilities in new ducts or conduits to be Constructed in the Public Right-of-Way:

A. The location and depth proposed for the new ducts or conduits; and  
B. The Excess Capacity that will exist in such ducts or conduits after installation of the applicant's Facilities or Small Cell Facilities.

(5) The location and route of all Facilities and Small Cell Facilities to be located under the surface of the ground, including the line and grade proposed for the burial at all points along the route which are in the Public Right-of-Way. Included with the installation shall be magnetic and fluorescent tape placed at a minimum of one foot to a maximum of two (2) feet above the entire Facility or Small Cell Facilities as installed for the purpose of locating the Facility during future Construction activities. The tape shall be marked with the tape of Facility installed as approved by the City.

(6) The location of all existing underground utilities, conduits, ducts, pipes, mains and installations that are in the Public Right-of-Way along the underground route proposed by the applicant.

(7) The location(s), if any, for interconnection with the Facilities or Small Cell Facilities of other Service Providers.

(8) The construction methods to be employed for protection of existing structures, fixtures- Facilities and Small Cell Facilities in or adjacent to the Public Right-of-Way.

(9) The structures, improvements, Facilities and obstructions, is-and Small Cell Facilities, if any, that the applicant proposes to temporarily or permanently remove or relocate.

(10) The impact of Construction, Reconstruction, installation, maintenance or repair of Facilities or Small Cell Facilities on trees in or adjacent to the Public Right-of-Way along the route proposed by the applicant, together with a landscape plan for protecting, trimming, removing, replacing and restoring any trees or areas disturbed during Construction.

(11) Information to establish that the applicant has obtained all other governmental approvals and permits to Construct and operate the Facilities and to offer or provide the Services.

(c) Construction Codes. Facilities and Small Cell Facilities shall be Constructed, Reconstructed, installed, repaired, operated, Excavated and maintained in accordance with all applicable federal, State and local codes, rules and regulations including, but not limited to, the National Electric Safety Code.

(d) Traffic Control Plan. All Permit applications which involve a Lane Obstruction or work on, in, under, across or along any Public Right-of-Way shall be presented to the Chief of Police of the City and coordinated to maintain possible traffic control consistent with State law and the ODOT Uniform Manual of Traffic Control Devices.

(e) Issuance of Permit. Within thirty (30) days after submission of all plans and documents required of the applicant, the City Manager, if satisfied that the applications, plans and documents comply with all requirements of this Chapter, shall issue a Construction Permit authorizing the Construction, Reconstruction, installation, maintenance or repair of the Facilities or Small Cell Facilities, or Excavation in the Public Right-of-Way, subject to such further conditions, restrictions or regulations affecting the time, place and manner of performing the work as the City Manager may deem necessary or appropriate. Such thirty (30) day period shall begin after all submissions are deemed by the City Manager to be in accordance with the requirements of, including information submitted in the form required by, this Chapter.

(f) Coordination of Construction Activities. All Service Providers and Small Cell Providers are required to cooperate with the City, including its Service and Safety forces, and with each other. All Construction, Reconstruction, installation, Excavation, activities and

schedules shall be coordinated, as ordered by the City Manager, to minimize public inconvenience, disruption or damages.

(g) Construction Schedule. The Service Provider or Small Cell Provider may modify the Construction Schedule at any time provided that notice is given to the City Manager. The Service Provider or Small Cell Provider shall further notify the Ohio Utility Protection Services (OUPS) in advance of any excavation or work in the Public Right-of-Way.

(h) Least Disruptive Technology. All Facilities shall be Constructed, Reconstructed, installed, maintained or repaired in the manner resulting in the least amount of damage and disruption of the Public Right-of-Way. Unless otherwise authorized by the City Manager for good cause, Service Providers and Small Cell Providers Constructing, Reconstructing, installing, maintaining or repairing Underground Facilities or Underground Small Cell Facilities shall utilize Trenchless Technology, including, but not limited to, horizontal drilling, directional boring, and micro-tunneling, if technically and/or technologically feasible. In addition, all cable, wire or fiber optic cable Facilities and Small Cell Facilities to be installed underground shall be installed in conduit, without using "direct bury" techniques.

~~—(i) Micro Wireless Facility includes small cell facilities and distributed antenna systems in which each antenna is located inside an enclosure of not more than six cubic feet in volume, or in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an enclosure of not more than six cubic feet in volume.~~

~~—(j)~~ (i) Compliance with Permit. All Construction practices and activities shall be in accordance with the Construction Permit and approved final plans and specifications for the Facilities. The City Manager shall be provided access to work and such further information as he or she may require to ensure compliance with such requirements. Field changes may be approved by the City Manager if such changes are determined to be necessary due to site conditions or other changed circumstances.

~~—(k)~~ (j) Display of Permit. The Service Provider or Small Cell Provider shall maintain a copy of the Construction Permit and approved plans at the construction site, which shall be displayed and made available for inspection by the City Manager at all times when construction work is occurring.

~~—(l)~~ (k) Survey of Underground Facilities. If the Construction Permit specifies the location of Facilities by depth, line, grade, proximity to other Facilities or Small Cell Facilities or other standard, the Service Provider or Small Cell Provider shall cause the location of such Facilities to be verified by a registered Ohio land surveyor. The Service Provider or Small Cell Provider shall relocate any Facilities that are not located in compliance with Permit requirements.

~~—(m)~~ (l) Noncomplying Work. Upon order of the City Manager, all work that does not comply with the Permit, the approved plans and specifications for the work, or the requirements of this Chapter, shall immediately cease and shall be immediately removed and/or corrected by the Service Provider or Small Cell Provider.

(~~m~~) Completion of Construction. The Service Provider or Small Cell Provider shall promptly complete all Construction activities so as to minimize disruption of the Public Right-of-Way and other public and private property. All Construction work authorized by a Permit in the Public Right-of-Way, including restoration, must be completed within one hundred twenty (120) days of the date of issuance for Facilities and within one hundred eighty (180) days for Small Cell Facilities. Extensions ~~are~~ may be approved by the Director of Community Development.

(en) Record Drawings. Within sixty (60) days after completion of Construction, the Service Provider shall furnish the City with two (2) complete sets of plans, drawn to scale and certified to the City as accurately depicting the location of all Facilities Constructed pursuant to the Permit. At such time, the Service Provider shall submit the Record Drawings in a digital format compatible with the City's current computer software. Public Utilities operating under a tariff issued by the State of Ohio and regulated by the PUCO shall be exempt from this provision for all matters, as they are required to file with the State of Ohio, and the OUPS System. Such Public Utilities shall provide notice to the City that such records are available from OUPS upon completion of a project.

(po) Restoration of Improvements. Upon completion of any Construction work, the Service Provider or Small Cell Provider shall promptly repair any and all Public Right-of-Way and provide property improvements, fixtures, structures and Facilities or Small Cell Facilities which were damaged during the course of Construction, restoring the same as nearly as practicable to its condition before the start of Construction.

~~(e)~~ (p) Landscape Restoration.

(1) All trees, landscaping and grounds removed, damaged or disturbed as a result of the Construction, Reconstruction, installation, maintenance, repair or replacement of Facilities or Small Cell Facilities must be replaced or restored as nearly as may be practicable, to the condition existing prior to performance of work.

(2) All restoration work within the Public Right-of-Way shall be done in accordance with landscape plans approved by the City Manager or his/her designee.

(fg) Construction and Completion Bond. Prior to issuance of a Construction Permit, the Service Provider or Small Cell Provider shall provide a Construction Bond written by a corporate surety acceptable to the City equal to at least one hundred ten percent (110%) of the estimated cost of Constructing, Reconstructing, installing or repairing the Service Provider's Facilities or Small Cell Facilities or Excavation in the Public Right-of-Way of the City or such lesser amount as the City Manager may determine to adequately protect the City's interest, shall be deposited before Construction is commenced.

(1) The Construction Bond shall remain in force until eighteen (18) months after substantial completion of the work, as determined by the City Manager, including restoration of Public Right-of-Way and other property affected by the Construction.

(2) The Construction Bond shall guarantee, to the satisfaction of the City:

A. Timely completion of Construction;  
B. Construction in compliance with applicable plans, permits, technical codes and standards;

C. Proper location of the Facilities as specified by the City;  
D. Restoration of the Public Right-of-Way and other property affected by the Construction;

E. The submission of Record Drawings, in both written and digital format, after completion of the work as required by this Chapter; and

F. Timely payment and satisfaction of all claims, demands or liens for labor, material or services provided in connection with the work.

(3) In lieu of filing a Construction Bond with the City for each Construction Permit, a Service Provider or Small Cell Provider with the approval of the City Manager may file an Annual Construction Bond (or Annual Bond) in the form described above in an amount that the City Manager may determine will adequately protect the City's interests as described above.

(4) Public Utilities operating under a tariff issued by the State of Ohio and regulated by the PUCO shall be exempt from any Construction Bond Requirements and shall be only required



to notify the City of the appropriate contact person for claims regarding Construction Activities in accordance with their self-insurance program as established pursuant to State law and Regulations. All Public way fees and costs recoveries provided for hereunder shall be consistent with Ohio Revised Code Section 4939.05, PUCO Regulations and decisions of the PUCO which require such costs to be prorated over all users of the Right-of-Way including users that are governmental entities, including but not limited to, the City itself.

(s) Responsibility of Owner. The owner of the Facilities to be Constructed, Reconstructed, installed, located, operated, maintained or repaired and, if different, the Service Provider, are responsible for performance of and compliance with all provisions of this Section.

~~(Ord. 2017-52. Passed 6-21-17.)~~

**937.08 RECOVERY OF CITY COSTS IN MANAGING THE PUBLIC RIGHT-OF-WAY.**

(a) Purpose. It is the purpose of this Section 937.08 to provide for the recovery of all direct and indirect costs and expenses actually incurred by the City and associated with a Public or Private Service Provider's Occupancy or Use of the Public Right-of-Way and related to the enforcement and administration of this Chapter. All fees related to the Occupancy or Use of the Public Right-of-Way shall be assessed in a manner to be determined by the City Manager and shall comply with the requirements of O.R.C. 4939.05.

(b) Regulatory Fees and Compensation Not a Tax. Except as required by the Ohio Revised Code, specifically O.R.C. 4939.05 and decisions of the Public Utilities Commission of Ohio, the regulatory fees and costs provided for in this Chapter are separate from, and additional to, any and all federal, State, local and City taxes as may be levied, imposed or due from a Service Provider, its customers or subscribers, or on account of the lease, sale, delivery or transmission of Services. (~~Ord. 2017-52. Passed 6-21-17.~~)

**937.09 CABLE TELEVISION FRANCHISE.**

(a) Cable Television Franchise. Any Person who desires to Construct, Reconstruct, install, operate, maintain or locate Facilities in any Public Right-of-Way of the City for the purpose of providing Cable Service to Persons in the City shall first obtain a non-exclusive franchise to provide Cable Services from the City.

(b) Compliance with Chapter Required. All Cable Operators providing Cable Service within the City pursuant to a valid franchise shall comply with the registration and Construction Permit requirements of this Chapter.

(c) Cable Television Franchise Expiration.

(1) In the event a franchise expires by its terms, the franchise shall be automatically renewed on a month-to-month basis until the parties enter into a renewal franchise or until terminated by either party in accordance with law.

(2) At the expiration of the franchise or upon revocation of the franchise, the City may, in lawful manner and upon the payment of fair market value, determined on the basis of the Cable System as valued as a going concern exclusive of any value attributable to the franchise itself, lawfully obtain, purchase, condemn, acquire, takeover and hold the Cable System.

(d) Cable System Capacity. No Cable Operator shall provide Service other than Cable Service without obtaining consent from the City, pursuant to Section [937.02](#) of this Chapter, which consent shall not be unreasonably withheld.

(~~Ord. 2017-52. Passed 6-21-17.~~)

**937.10 PRIVATE FACILITIES IN THE PUBLIC RIGHT-OF-WAY.**

(a) Private Facilities. Persons who wish to use the Public Right-of-Way of the City for Private Facilities shall obtain a consent from the City pursuant to Section [937.02](#), register pursuant to Section [937.03](#), obtain a Construction Permit (if applicable) pursuant to Section [937.07](#) and comply with all provisions of this Chapter.

~~(Ord. 2017-52. Passed 6-21-17.)~~

**937.11 MISCELLANEOUS PROVISIONS.**

(a) Preemption by State and Federal Law. Except as may be preempted by applicable State and Federal laws, rates, regulations, and orders, this Chapter shall apply and be controlling over each Service Provider engaged in the business of transmitting, supplying or furnishing of Services originating, passing through, or terminating in the City.

(b) Exemption for City-Owned or Operated Facilities. Nothing in this Chapter shall be construed to apply the provisions of this Chapter to Facilities owned or operated by the City or any of its operations.

(c) Application to Existing Code Provisions. Insert any existing City Code provisions to which this Chapter should not apply.]

(d) Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Chapter, or its application to any Person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

(e) It is within the City Manager's reasonable discretion to waive a portion of this Chapter or such requirements, in the City Manager's judgment, that are not necessary or appropriate to protect the City's interests and the purposes and intent of this Chapter.

~~(Ord. 2017 52. Passed 6-21-17.)~~

**937.99 PENALTIES AND OTHER REMEDIES.**

(a) Other Remedies. Nothing in this Chapter shall be construed as limiting any judicial remedies that the City may have, at law or in equity, for enforcement of this Chapter.

~~(Ord. 2017-52. Passed 6-21-17.)~~

AN ORDINANCE ENACTING NEW CHAPTER 939 “USE OF PUBLIC WAYS FOR SMALL CELL WIRELESS FACILITIES AND WIRELESS SUPPORT STRUCTURES” OF THE STREETS, UTILITIES AND PUBLIC SERVICES CODE.

WHEREAS, Substitute House Bill 478 (Sub. H.B. 478) will go into effect on July 31, 2018; and

WHEREAS, Sub. H.B. 478 amends Ohio Revised Code Chapter 4939 to provide, among other things, that municipalities must permit wireless service providers, cable providers, video service providers, and their designated agents to attach small cell wireless facilities to municipally owned support structures located in the right-of-way, including on utility poles, traffic signals, and street lights and to construct, maintain, modify, operate, or replace a wireless support structure in the right-of-way; and

WHEREAS, this Council desires to regulate small cell facilities, new wireless support structures, and the persons and entities who desire to construct, operate, and maintain such facilities in the City; and

WHEREAS, this Council believes that enacting new Chapter 939 “Use Of Public Ways For Small Cell Wireless Facilities And Wireless Support Structures” of the Streets, Utilities, and Public Services Code of the Codified Ordinances of the City of Kent, promotes the public health, safety and welfare of the City and its residents.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, State of Ohio, that:

Section 1. New Chapter 939 “Use Of Public Ways For Small Cell Wireless Facilities And Wireless Support Structures” of the Streets, Utilities, and Public Services Code, of the Codified Ordinances of the City of Kent be enacted to read as follows:

**“CHAPTER 939  
USE OF PUBLIC WAYS FOR SMALL CELL WIRELESS FACILITIES  
AND WIRELESS SUPPORT STRUCTURES**

**939.01 OVERVIEW AND PURPOSE; DEFINITIONS; AUTHORITY TO  
PROMULGATE DESIGN GUIDELINES**

- (a) The purpose of this Chapter is to:
- (1) Provide standards for the construction, installation, modification, operation, and removal of Facilities and Wireless Support Structures in the City’s Right-of-Way to protect the health, safety, and welfare of the citizens of the City;
  - (2) Preserve the character of the City, including the City’s neighborhoods, downtown, and historic districts;

- (3) Give guidance to wireless telecommunications providers to assist such companies in the timely, efficient, safe, and aesthetically pleasing installation of Facilities and Wireless Support Structures; and
  - (4) Comply with, and not conflict with or preempt, all applicable state and federal laws.
- (b) For the purpose of this Chapter, and the interpretation and enforcement hereof, the following words and phrases shall have the following meanings, unless the context of the sentence in which they are used shall indicate otherwise:
- (1) “Applicant” means any person or entity who submits an Application pursuant to this Chapter.
  - (2) “Application” means all necessary documentation submitted by an Applicant to obtain a Small Cell Use Permit from the City to Collocate a Small Cell Facility and/or to construct, maintain, modify, operate, or replace a Wireless Support Structure.
  - (3) “Accessory Equipment” means equipment used in conjunction with a Small Cell Facility and generally at the same location of the Small Cell Facility, including, but not limited to, electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs.
  - (4) “City” means City of Kent.
  - (5) “Collocation” or “Collocate” means to install, mount, maintain, modify, operate, or replace wireless Facilities on a Wireless Support Structure.
  - (6) “Design Guidelines” means standards applicable to Small Cell Equipment and Wireless Support Structures in the Right-of-Way, promulgated by the Director of Community Development.
  - (7) “Facilities” means, for the purposes of this Chapter, Small Cell Facilities, Accessory Equipment, and Wireless Support Structures.
  - (8) “Facilities Operator” means the person or entity responsible for the installation, operation, maintenance, replacement, and modification of Facilities. Facilities Operator includes:
    - (i) Operators;
    - (ii) Applicants who applied for consent to Collocate a Small Cell Facility or to construct, maintain, modify, operate, or replace a new Wireless Support Structure pursuant to O.R.C. Section 4939.031(E) and who have obtained a Small Cell Use Permit; and

(iii) Applicants who applied for consent to Collocate a Small Cell Facility or to construct, maintain, modify, operate, or replace a new Wireless Support Structure pursuant to O.R.C. Section 4939.033 and who have obtained a Small Cell Use Permit.

(9) “Eligible Facilities or Eligible Support Structure Request” means any request for modification of an existing support structure or base station that does not *substantially change* the physical dimension of such support structure involving Collocation of new Facilities; removal of Facilities; or replacement of Facilities. A substantial change means:

(i) A modification that changes the physical dimension of a Wireless Support Structure by increasing the height of the Wireless Support Structure by more than ten percent (10%) or more than ten (10) feet, whichever is greater; and/or by adding an appurtenance to the body of the Wireless Support Structure that would protrude from the edge of the Wireless Support Structure by more than six (6) feet;

(ii) The installation of more than the standard number of equipment cabinets for the technology involved or the installation of more than (4) cabinets, whichever is less;

(iii) The installation for any new ground-mounted equipment cabinets if there are not existing ground-mounted equipment cabinets;

(iv) Any excavation or deployment outside of the current site of the Facility;

(v) Removal of any concealment elements of the Facilities or the Wireless Support Structure; and

(vi) Any change that does not comply with this Chapter, the Design Guidelines promulgated by the Director of Community Development, or state or federal law and regulations.

The threshold for measuring increases that may constitute a substantial change are cumulative, measured from the Facilities as originally permitted (including any modifications that were reviewed and approved by the City prior to the enactment of the Spectrum Act on February 22, 2012.)

(10) “Operator” means a wireless service provider, cable Operator, or a video service provider that operates a Small Cell Facility and provides wireless service, including a wireless service provider, cable operator, or a video service provider that provides information services as defined in the "Telecommunications Act of 1996," 110 Stat. 59, 47 U.S.C. 153(20), and services that are fixed in nature or use unlicensed spectrum.



- (11) “Public Way” or “Right-of-Way” means the surface of, and the space within, through, on, across, above or below, any public street, public road, public highway, public freeway, public lane, public path, public alley, public court, public sidewalk, public boulevard, public parkway, public drive, public easement, and any other land dedicated or otherwise designated for a comparable public use, which is owned or controlled by the City or other public entity or political subdivision.
  - (12) “Small Cell Facility” means a wireless facility that meets both of the following requirements:
    - (i) Each antenna is located inside an enclosure of not more than six (6) cubic feet in volume or, in the case of an antenna with exposed elements, the antenna and all of its exposed elements can fit within an enclosure of not more than six (6) cubic feet in volume; and
    - (ii) All other wireless equipment associated with the facility is cumulatively not more than twenty-eight cubic feet in volume. The calculation of equipment volume shall not include electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.
  - (13) “Small Cell Equipment” means a Small Cell Facility and all Accessory Equipment.
  - (14) “Small Cell Use Permit” means the permit granted by the City authorizing the Applicant to Collocate a Small Cell Facility or to construct, maintain, modify, operate, or replace a Wireless Support Structure in the Right-of-Way.
  - (15) “Wireless Support Structure” means a pole, such as a monopole, either guyed or self-supporting, street light pole, traffic signal pole, a fifteen-foot or taller sign pole, or utility pole capable of supporting Small Cell Facilities. As used in this Chapter, “Wireless Support Structure” excludes all of the following:
    - (i) A utility pole or other facility owned or operated by a municipal electric utility; and
    - (ii) A utility pole or other facility used to supply traction power to public transit systems, including railways, trams, streetcars, and trolleybuses.
- (c) The Director of Community Development is authorized and directed to promulgate written Design Guidelines for Small Cell Facilities with objective, technologically feasible criteria

### **939.02 CONSENT REQUIRED**

- (a) Any person or entity seeking to Collocate a Small Cell Facility in the Right-of-Way, or to construct, maintain, modify, operate, or replace a Wireless Support Structure in the Right-of-Way, shall first file a written Application for a Small Cell Use Permit with the Development Engineer in accordance with the requirements in this Chapter, Design Guidelines established by the Director of Community Development, O.R.C. Chapter 4939, and all applicable state and federal laws and regulations.
- (b) If the Applicant receives a Small Cell Use Permit, then the Applicant shall not be required to obtain separate Consent to Occupy or Use the Public Right-of-Way under Section 937.02 of the Codified Ordinances to Collocate a Small Cell Facility in the Right-of-Way, or to construct, maintain, modify, operate, or replace a Wireless Support Structure in the Right-of-Way.
- (c) Applicants are strongly encouraged to contact the Development Engineer and request a pre-Application conference. This meeting will provide an opportunity for early coordination regarding proposed Facilities, locations, design, Application submittal, and the approval process in order to avoid any potential delays in the processing of an Application and deployment of Facilities in the City.
- (d) A Small Cell Use Permit granted under this Chapter shall not convey any right, title or interest in the Right-of-Way, but shall be deemed a permit only to use and occupy the Public Ways for the limited purposes and term stated in the permit, this Chapter, and the Design Guidelines established by the Director of Community Development. Further, no Small Cell Use Permit shall be construed as any warranty of title.

### **939.03 PERMIT APPLICATION TYPES**

Applicants shall classify their Application as one of the following types:

- (a) Type 1: Eligible Facilities Requests.
- (b) Type 2: Application for Collocation of Small Cell Equipment on a Wireless Support Structure that does not constitute an Eligible Facilities Request.
- (c) Type 3: New Wireless Support Structure. Such applications will address construction, modification, replacement, or removal of a Wireless Support Structure within the Right-of-Way. At the time of Application, Applicants shall certify that Small Cell Equipment will be placed on the Wireless Support Structure within 180 days from the date the Small Cell Use Permit is issued.

**939.04 CONSOLIDATED CONSENT APPLICATIONS**

- (a) Pursuant to O.R.C. Section 4939.0312, an Applicant may file one consolidated application for up to thirty (30) individual small cell Facilities or thirty (30) individual Wireless Support Structures as long as the facilities or structures for which consent is requested are substantially similar.
  - (1) Small Cell Facilities shall be considered substantially similar when the Small Cell Equipment is identical in type, size, appearance and function.
  - (2) Wireless Support Structures shall be considered substantially similar when the Wireless Support Structures are identical in type, size, appearance and function and are to be located in a similar location.
  - (3) Applications for Facilities and Wireless Support Structures cannot be commingled.
- (b) The City may, at its discretion, require separate Applications for any Small Cell Facilities or Wireless Support Structures that are not substantially similar.

**939.05 APPLICATION FEE**

- (a) The fee for each application is Two Hundred Fifty Dollars (\$250.00). The fee shall be adjusted upward by ten percent (10%) every five years, rounded to the nearest Five (5) Dollars, beginning in the year 2023.
- (b) An Application shall not be deemed complete until the fee is paid.
- (c) If Applications are consolidated, then the fee shall be the sum resulting from the fee set forth in subsection (a) multiplied by the total number of Facilities or Wireless Support Structures included in the consolidated Application.

**939.06 ATTACHMENT FEE**

- (a) In addition to the Application Fee, an annual fee shall be paid to the City for each Small Cell Facility attached to a municipally-owned Wireless Support is Two Hundred Dollars (\$200.00). The fee shall be adjusted upward by ten percent (10%) every five years, rounded to the nearest five (5) dollars, beginning in the year 2023.
- (b) The first-year attachment fee shall be paid when the collocation is complete, and no later than January 1 each year thereafter. The first-year attachment fee shall not be prorated, regardless of the date that the collocation is complete.

## 939.07 REQUIRED APPLICATION MATERIALS

The Applicant must submit three (3) copies of the following documentation with each Application.

- (a) Completed Application form including the identity, legal status and federal tax identification number of the Applicant, as well as all affiliates and agents of the Applicant that will use or be, in any way, responsible for the Facilities.
- (b) The name, address, and telephone number of the local officer, agent, or employee responsible for the accuracy of the application to be notified in case of emergency.
- (c) Fully dimensional scaled site plan (scale no smaller than one inch equals forty (40) feet). The site plan must include:
  - (1) The exact proposed location of the Facilities within the Right-of-Way;
  - (2) All existing Facilities with all existing transmission equipment;
  - (3) The location of all overhead and underground public utilities, telecommunications, cable, water, sanitary sewer, and storm water drainage utilities in the Public Way within one hundred (100) feet surrounding the proposed Facilities.
  - (4) The legal property boundaries within one hundred (100) feet surrounding the proposed Facilities;
  - (5) Indication of distance between the Facilities and existing curbs, driveways, sidewalks, trees, utilities, other poles, and existing buildings within one hundred (100) feet surrounding the proposed Facilities; and
  - (6) Access and utility easements within one hundred (100) feet surrounding the proposed Facilities.
- (d) Elevation drawings (scale no smaller than one inch equals ten (10) feet) of the proposed Facilities.
- (e) Evidence that the Applicant provided notice by mail to all property owners within 300 feet of the proposed Facilities prior to submitting the Application. The notice shall include:
  - (1) Name of the Applicant;
  - (2) Estimated date Applicant intends to submit the Application;
  - (3) Detailed description of the proposed Facilities and the proposed location; and

- (4) Accurate, to-scale photo simulation of the proposed Facilities. Scale shall be no smaller than one inch equals forty (40) feet.
- (f) A preliminary installation/construction schedule and completion date.
- (g) Structural calculations prepared, stamped and signed by an engineer licensed and registered by the State of Ohio showing that the Wireless Support Structure can accommodate the weight of the proposed small cell equipment.
- (h) Analysis demonstrating that the proposed Facilities do not interfere with the City's public safety radio system, traffic and emergency signal light system, or other City safety communications components. It shall be the responsibility of the Applicant to evaluate, prior to making the Application for a Small Cell Use Permit, the compatibility between the existing City infrastructure and Applicant's proposed Facilities.
- (i) A landscape plan that demonstrates screening of proposed small cell equipment.
- (j) Drawings of the proposed Facilities. For all equipment depicted, the Applicant must also include, if applicable:
  - (1) The manufacturer's name and model number;
  - (2) Physical dimensions, including, without limitation, height, width, depth and weight with mounts and other necessary hardware; and
  - (3) The noise level generated by the equipment, if any.
- (k) If the Applicant is not an Operator, then the Applicant must provide proof that the Applicant has been engaged by a wireless service provider who will be the end-user of the Facilities.
- (l) If the Applicant intends to place Small Cell Facilities and Small Cell Equipment on a Wireless Support Structure that is not owned by the Village, then the Applicant shall provide written confirmation of permission to use the Wireless Support Structure upon which the Small Cell Facilities and Small Cell Equipment will be located.

**939.08 APPLICATION REVIEW**

- (a) Applications shall be evaluated in the timeframes as follows:
  - (1) Type 1 Applications 60 days
  - (2) Type 2 Applications 90 days
  - (3) Type 3 Applications 120 days

- (b) Applications shall be reviewed for completeness. If the Application is incomplete, then the Applicant will be notified of the insufficiency, and the timeframes set forth in subsection (a) shall be tolled until the Application is made complete
- (c) The timeframes set out in subsection (a) may also be tolled as follows:
  - (1) If the City receives between fifteen (15) and thirty (30) applications in a thirty-day period, then the City may toll for an additional twenty-one (21) days.
  - (2) If the City receives more than thirty (30) applications in a thirty-day period, then the City may toll for an additional fifteen (15) days for every fifteen (15) applications received.
  - (3) By mutual agreement between the Applicant and the City.
  - (4) When an Applicant submits an underground area waiver pursuant to Section 939.13(d) of the Codified Ordinances, in which case the City may toll for an additional fourteen (14) days.
- (d) If two Applicants request to Collocate on the same Wireless Support Structure or two Wireless Support Structures are proposed within a distance that would violate the spacing requirements set forth in Section 939.16, then the Development Engineer may resolve the conflict in any reasonable and nondiscriminatory manner.
- (e) If a request for consent is denied, the City shall provide, in writing, its reasons for denying the request, supported by substantial, competent evidence. The denial of consent shall not unreasonably discriminate against the Applicant. Grounds for denying an Application may include, but are not limited to:
  - (1) Failure to provide information required under Section 939.07;
  - (2) Failure to comply with Design Guidelines set promulgated by the Director of Community Development;
  - (3) Failure to provide financial surety pursuant to Section 939.15;
  - (4) Failure to remove abandoned Facilities as required under Section 939.12;
  - (5) Conflict with the historic nature or character of the surrounding area;
  - (6) Conflict with planned future improvements in the Right-of-Way; and
  - (7) Failure to comply with generally applicable health, safety, and welfare requirements.

**939.09 PERMITTING PROCESS, DURATION, AND TERMINATION**

- (a) Upon approval of its Application, an Applicant shall receive a Small Cell Use Permit indicating that the City has granted the Applicant consent to occupy the Right-of-Way.
- (b) A Small Cell Use Permit issued to an Operator shall have duration of ten (10) years. Permits may be renewed for five year terms.
- (c) A Small Cell Use Permit issued to a Facilities Operator who is not an Operator shall have a term of ten (10) years or the duration of the Facilities Operator's agreement with a wireless service provider provided pursuant to Section 939.06(k), whichever is shorter.
- (d) A Small Cell Use Permit shall not be renewed if the Facilities Operator or the Facilities are not in compliance with all applicable laws and regulations.
- (e) Pursuant to O.R.C. Section 4939.0314(E), a Small Cell Use Permit shall be deemed terminated if the Facilities Operator has not completed construction of the Facilities or has failed to attach Small Cell Equipment to a Wireless Support Structure within 180 days of issuance of the permit, unless the delay is caused by:
  - (1) Make-ready work for a municipally-owned Wireless Support Structure; or
  - (2) Due to the lack of commercial power or backhaul availability at the site, provided that the Operator has made a request for commercial power or backhaul services within sixty days after the Small Cell Use Permit was granted.

If the additional time to complete the installation exceeds three hundred sixty days (360) after the issuance of the permit, then the permit shall be deemed terminated regardless of the cause of the delay.

- (f) A Small Cell Use Permit for a new Wireless Support Structure shall be deemed terminated if the Facilities Operator fails to attach Small Cell Equipment to the new Wireless Support Structure within 180 days of issuance of the Small Cell Use Permit.
- (g) If the Facilities Operator fails to remit the annual attachment fee required pursuant to Section 939.10, then the Small Cell Use Permit will expire on the ninetieth (90th) day from the date the annual attachment fee was due.
- (h) A Small Cell Use Permit may be terminated by the Facilities Operator at any time upon service of 60-days written notice to the City.
- (i) Upon termination of a Small Cell Use Permit, the Facilities Operator shall restore and rehabilitate all City-owned Wireless Support Structures and the Right-of-Way to their former condition and utility.

- (j) The City shall not issue any refunds for any amounts paid by the Facilities Operator upon termination of the permit.

**939.10 ANNUAL REGISTRATION**

Facilities Operators shall comply with the annual registration requirements set forth in Section 937.03 of the Codified Ordinances.

**939.11 NONCONFORMING FACILITIES**

- (a) Facilities in the Right-of-Way that are legally in existence on the date of the adoption of this Chapter but that do not comply with the requirements of this Chapter may remain in the Right-of-Way but shall be considered a nonconforming facility.
- (b) Any person or entity who owns or operates a Nonconforming Facility shall register such facility pursuant to Section 937.03 of the Codified Ordinances within ninety (90) days of the date this ordinance takes effect.
- (c) If a nonconforming facility is damaged or destroyed beyond repair, any replacement facility must be designed in accordance with all provisions of this Chapter, the Design Guidelines promulgated by the Director of Community Development, and state and federal law and regulations.

**939.12 ABANDONED AND DAMAGED FACILITIES**

- (a) A Facilities Operator shall provide written notice to the City of its intent to discontinue use of any Facilities. The notice shall include the date the use will be discontinued. If Facilities are not removed within three hundred sixty five (365) days from the date the use was discontinued, the Facilities shall be considered a nuisance and the City may remove the Facilities at the expense of the Facilities Operator.
- (b) In the event that Facilities are damaged, the Facilities Operator shall promptly repair the damaged Facilities. Damaged Facilities shall be repaired no later than thirty (30) days after obtaining written notice that the Facilities were damaged. If the damaged Facilities are not repaired within thirty (30) days, then the damaged Facilities shall be considered a nuisance and the City may repair or remove the Facilities at the expense of the Facilities Operator.

**939.13 INSURANCE REQUIREMENTS**

Facilities Operators shall comply with the insurance requirements set forth in Section 937.07(e) of the Codified Ordinances.



#### **939.14 INDEMNIFICATION**

A Facilities Operator shall indemnify, protect, defend, and hold the City and its elected officials, officers, employees, agents, and volunteers harmless against any and all claims, lawsuits, judgments, costs, liens, losses, expenses, fees to include reasonable attorney fees and costs of defense, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including personal or bodily injury or death, property damage or other harm for which recovery of damages is sought, to the extent that it is caused by the negligence of the Operator who owns or operates Small Cell Facilities and wireless service in the Right-of-Way, any agent, officer, director, representative, employee, affiliate, or subcontractor of the Operator, or their respective officers, agents, employees, directors, or representatives while installing, repairing, or maintaining Facilities in the Right-of-Way.

#### **939.15 FINANCIAL SURETY**

- (a) Each Facilities Operator must procure and provide to the City a bond, escrow, deposit, letter of credit, or other financial surety to ensure compliance with Section 937.02(g) of the Codified Ordinance and Chapter 4939. The financial surety must be in an amount sufficient to cover the cost of removal of all Facilities owned or operated by the Facilities Operator.
- (b) The City may, in its sole discretion, draw on the financial surety to remove abandoned Facilities, remove or repair damaged Facilities, or to repair damage to any City property caused by the Facilities Operator or its agent. In such event, the Facilities Operator shall cause the financial surety be replenished to its prior amount within ten (10) business days after City notifies the Facilities Operator that it has drawn on the financial surety.

#### **939.16 RESERVED SPACE**

The City reserves the right to install, and permit others to install, Facilities in the Right-of-Way. The City may reserve space in the Right-of-Way and on Wireless Support Structures for future utility, safety, or transportation uses. Such space may be reserved in an ordinance or plan approved by the Mayor, City Manager, City Council, Building Commissioner, or Planning Commission.

#### **939.17 REMOVAL OR RELOCATION OF FACILITIES**

- (a) The City may require a Facilities Operator to remove or relocate Facilities to accomplish construction and maintenance activities. The Facilities Operator shall remove or relocate the Facilities at no cost to the City. If the Facilities Operator fails to remove or relocate the Facilities within ninety (90) days of receiving a request to do so from the City, then the City may remove the Facilities at Facilities Operator's sole cost and expense, without further notice to the Facilities Operator.

- (b) If the Facilities are placed in a location other than the location approved by the City, the Facilities Operator shall relocate the Facilities within thirty (30) days of receiving notice that the Facilities are located improperly.

**939.18 NOTICE OF WORK**

- (a) A Facilities Operator shall notify the Development Engineer of all nonemergency work within ten (10) calendar days prior to performing any upgrades or maintenance on any Facilities, regardless of whether the work requires any permit or consent from the City.

**939.19 CONSTRUCTION PERMIT**

- (a) Facilities Operators are required to obtain a construction permit pursuant to Section 937.07 of the Codified Ordinances prior to commencing any of the following activities:
  - (1) Collocation of small cell equipment on a Wireless Support Structure;
  - (2) Replacement, modification, repair, or maintenance of small cell equipment;
  - (3) Construction, replacement, modification, repair, or maintenance of a Wireless Support Structure associated with a small cell facility; and
  - (4) Any excavation of the Right-of-Way in connection with the activities described in this subsection (a).

**939.20 EXCAVATION PERMIT**

If a Facilities Operator must construct, reconstruct, alter, repair, remove or replace any culvert, sidewalk or driveway in any public street or road Right-of-Way, then the Facilities Operator shall obtain the required permit pursuant to Section 905.02 of the Codified Ordinances.

**939.99 PENALTIES; EQUITABLE REMEDIES.**

- (a) Any person or entity found guilty of violating, disobeying, omitting, neglecting or refusing to comply with any of the provisions of this Chapter shall be fined not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00) for each offense. A separate and distinct offense shall be deemed committed each day during or on which a violation occurs or continues.
- (b) The City may revoke the Small Cell Use Permit of any person or entity who violates, disobeys, omits, neglects, or refuses to comply with any provisions of this Chapter or the Design Guidelines.
- (c) Nothing in this Chapter shall be construed as limiting any judicial remedies that the City may have, at law or in equity, for enforcement of this Chapter.”


Section 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance shall be in full force and effect from and after the earliest period allowed by law.

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller  
Tara Grimm

FROM: Jim Bowling 

DATE: May 14, 2018

RE: SR 43 & SR 59 Sign Replacement - Consent Legislation

The Service Department is requesting council's approval of the attached consent legislation from the Ohio Department of Transportation (ODOT) to replace signs on SR 43 and SR 59 in Kent. ODOT is planning to replace the route markers, signs with route markers on it and mile markers in the area, starting in late 2019. Predominantly the signs will be replaced in the same locations. ODOT's standard practice is to replace the route signage every 15 years. The work does not require any City funds.

C: Melanie Baker  
Hope Jones  
David Coffee  
Jon Giaquinto  
Pat Homan

**CONSENT LEGISLATION**

**RC 5521.01**

Ordinance/Resolution# \_\_\_\_\_  
PID No. 103275  
County/Route/Section D04-SIGN-FY2020  
(Systematic)

The following is \_\_\_\_\_ enacted by the City of Kent of Portage  
(Ordinance/Resolution) (Local Public Agency)  
County, Ohio, hereinafter referred to as the Local Public Agency (LPA).

**SECTION I - Project Description**

WHEREAS, the (LPA/STATE) has identified the need for the described project:

Sign replacements along SR 43, SR 43D and SR 59 within the city.

NOW THEREFORE, be it ordained by the City of Kent of Portage County, Ohio.  
(LPA)

**SECTION II - Consent Statement**

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

**SECTION III - Cooperation Statement**

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

The State shall assume and bear 100% of all of the costs of the improvement.

The LPA further agrees to pay One Hundred Percent (100%) of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

**SECTION IV - Utilities and Right-of-Way Statement**

The LPA agrees that all right-of-way required for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of way costs include eligible utility costs.

**SECTION V - Maintenance**

Upon completion of the described Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal law, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

**SECTION VI - Authority to Sign**

The \_\_\_\_\_ of said \_\_\_\_\_ City of Kent \_\_\_\_\_ is hereby empowered  
(Contractual Agent) (LPA)  
on behalf of the \_\_\_\_\_ City of Kent \_\_\_\_\_ to enter into contracts with the Director of  
(LPA)  
Transportation which is necessary to complete the above described project.

Passed: \_\_\_\_\_,  
(Date)

Attested: \_\_\_\_\_ (Clerk) \_\_\_\_\_ (Officer of LPA - title)

Attested: \_\_\_\_\_ (Title) \_\_\_\_\_ (President of Council)

This \_\_\_\_\_ is hereby declared to be an emergency measure to  
(Ordinance/Resolution)  
expedite the highway project(s) and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

CERTIFICATE OF COPY  
STATE OF OHIO

\_\_\_\_\_  
City of Kent of \_\_\_\_\_ Portage County, Ohio,  
(LPA)

\_\_\_\_\_, as Clerk of the \_\_\_\_\_ City of Kent  
(LPA)

of \_\_\_\_\_ Portage County, Ohio, do hereby certify that the forgoing is a true and  
correct copy of \_\_\_\_\_ adopted by the legislative Authority of the said  
(Ordinance/Resolution)

\_\_\_\_\_ City of Kent on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
(LPA)

that the publication of such \_\_\_\_\_ has been made and certified of  
(Ordinance/Resolution)

record according to law; that no proceedings looking to a referendum upon such  
\_\_\_\_\_ have been taken; and that such \_\_\_\_\_

(Ordinance/Resolution) \_\_\_\_\_ (Ordinance/Resolution)  
and certificate of publication thereof are of record in \_\_\_\_\_ Page \_\_\_\_\_

(Ordinance/Resolution Record No.)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if  
applicable, this \_\_\_\_\_ day of \_\_\_\_\_,

CITY SEAL

\_\_\_\_\_  
Clerk

\_\_\_\_\_ City of Kent of \_\_\_\_\_ Portage County, Ohio  
(LPA)

(If the LPA is designated as a City then the "City Seal" is required. If no Seal, then a letter stating "No  
Seal is required to accompany the executed legislation.)

The foregoing is accepted as a basis for proceeding with the project herein described.  
For the \_\_\_\_\_ City of Kent of \_\_\_\_\_ Portage County, Ohio  
(LPA)

Attest: \_\_\_\_\_, Date \_\_\_\_\_

\*\*\*\*\*

For the State of Ohio

Attest: \_\_\_\_\_, Date \_\_\_\_\_

Director, Ohio Department of Transportation



James Bowling &lt;bowlingj@kent-ohio.org&gt;

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**FW: PID 103275 D04 Sign FY2020 (Systematic) - Consent Legislation Kent**

8 messages

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**Jim.Bruner@dot.ohio.gov** <Jim.Bruner@dot.ohio.gov>

Thu, Apr 26, 2018 at 12:53 PM

To: "James Bowling (bowlingj@kent-ohio.org)" &lt;bowlingj@kent-ohio.org&gt;

Cc: "Steve.Rebillot@dot.ohio.gov" &lt;Steve.Rebillot@dot.ohio.gov&gt;, "Donna.Hansford@dot.ohio.gov" &lt;Donna.Hansford@dot.ohio.gov&gt;, "Thomas.Powell2@dot.ohio.gov" &lt;Thomas.Powell2@dot.ohio.gov&gt;, "Rebecca.Bisesi@dot.ohio.gov" &lt;Rebecca.Bisesi@dot.ohio.gov&gt;

Jim,

Attached is the Consent Legislation for the subject project. When the legislation and certificate of copy form are complete, please scan and reply all to this e-mail. You can keep the hard copies for your records.

Take care and thanks,

Jim

**James R Bruner, PE, GISP***Capital Planning/GIS Manager*

ODOT District 4 – Planning &amp; Engineering

2088 S. Arlington Road, Akron, Ohio 44306

330.786.4924

transportation.ohio.gov

**OHIO DEPARTMENT OF  
TRANSPORTATION**

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 **PID 103275 D04 SIGN FY2020 Consent Kent.pdf**  
99K

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**James Bowling** <bowlingj@kent-ohio.org>

Wed, May 9, 2018 at 9:34 AM

To: "Jim.Bruner@dot.ohio.gov" &lt;Jim.Bruner@dot.ohio.gov&gt;





# CITY OF KENT, OHIO

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## DEPARTMENT OF PUBLIC SERVICE

### MEMO

**TO:** Dave Ruller, City Manager  
**FROM:** Melanie A. Baker, Service Director  
**DATE:** 7/3/2018  
**SUBJECT:** 496 S. Francis – Waiver of Bond as requested for review by Council.

**Property:** 496 S. Francis Street.

**Owner:** Michelle Geisinger  
5209 E. 113<sup>th</sup> Street  
Garfield Heights, Ohio 44125

Mr. Shepard, is the renter / leaser of this property. As per the tax information attached Ms. Geisinger is the property owner.

July 20, 2016 Ms. Jennifer Barone, Development Engineer, after speaking to Mr. Shepard forwarded a letter to Mr. Shepard indicating the requirements for a new driveway apron, and included a site plan with topography, a General Permit for Site Work and Right of Way work applications, the Bond form, Standard Details of requirements, concrete specifications and KCO 1161.27. Ms. Barone also indicated in the letter that Mr. Shepard needed to receive written acknowledgement of the property owner of the work to be performed.

October 27, 2017 Ms. Jennifer Barone, Development Engineer, after speaking to Mr. Shepard forwarded another letter to Mr. Shepard indicating the requirements of the code for a permit and bond for a new drive apron, along with the specifications of the drive apron. Ms. Barone indicated

that the City does not perform this type of work and that it is the owner's responsibility to obtain the permit and perform the work.

Ms. Barone attached the same items as the first letter and additional code specifications of KCO chapter 901.

November 2017

Ms. Baker received a phone call from Mr. Shepard to discuss his driveway apron. Ms. Baker visited the site took a look at the driveway, pulled up the drive on google maps and the county records. Ms. Baker spoke with Ms. Barone as to the situation and was given copies of the attached letters.

Ms. Baker called Mr. Shepard back to discuss. Mr. Shepard asked if the City could cut the curb and perform the work necessary to create an appropriate driveway apron.

Mr. Shepard explained that he had lived in the house for over 20 years. He stated that the driveway apron and curb were there when he moved in. He stated that the curb work and driveway apron were done in 1995 or so. He stated that there has been no problems with the driveway until about a year and half ago when the neighbor at 492 Francis had their property surveyed and they discovered that a portion of Mr. Shepard's driveway was on their property. The neighbor at 492 Francis asked Mr. Shepard to vacate his driveway on their property. Mr. Shepard did so. However, his drive apron was now off set as compared to his driveway.

I explained to Mr. Shepard that the City does not perform the work of cutting the curb and moving a driveway apron on individual parcels. I did explain that this work is sometimes performed in areas where we are doing street / sidewalk / concrete work.

Mr. Shepard explained that he felt that this was the fault of the City when they did the paving in the street in 1995. (I did attempt to find records of this paving but was unsuccessful.) I explained to Mr. Shepard that my assumption was that the City removed and replaced in kind this driveway apron back in 1995 as they did many others. They utilized the existing driveway and apron as the guide for replacement.

Mr. Shepard asked if he could perform the work. I explained that he would need to obtain written permission from the property owner and would have to pull a permit and post a bond as per the code. I further explained the permit was \$20.00 and the bond was for \$1,000.00.

March 6, 2018

Mr. Shepard called me again. We discussed the same information as we did in November, 2017. We went over the code and reviewed the issue at hand.

Mr. Shepard made an appointment to come and see me for March 7, 2018. Mr. Shepard did not make the appointment due to a family issue.

April 11, 2018

Mr. Shepard came to see me in my office. We discussed the issues at hand. I pulled up the aerial maps for his parcel back to 1990 and forward to show him the information that the County had for 496 Francis.

We discussed the history and the issue of the paving / driveway work that occurred in 1995.

We then discussed the issue of doing the work. I indicated that this is not work that is performed by Central Maintenance. I explained the program that is done for street paving, sidewalk work and curb and driveways.

Mr. Shepard asked if he could perform the work. I explained that he would have to work with Ms. Barone, Development Engineer in Community Development to pull a permit, post a bond and perform the work according to the codes. Mr. Shepard indicated that he could not post a bond. He further indicated that he could not cut the concrete curb either. I also explained that he could work with a contractor who could perform the work and post the bond. I suggested he check with a few small companies that could do the work. (i.e. Perrin Asphalt, Tallmadge Asphalt)

Mr. Shepard and I then went code section by code section to review the code of KCO Chapter 901 and 905.03.

### **901.01 RESPONSIBILITY FOR INSTALLATION, MAINTENANCE AND REPAIR.**

The abutting property owner shall be responsible for all costs associated with the construction, maintenance and repair of the street curb at downspout drain openings, street curb and street gutter at drive approaches, drive approaches from the edge of the street pavement to the property line, roof and yard drains to and including their point of connection to the street or public sewer, drive culverts, roadside ditches and swales, lawnstrips and the landscaping and other appurtenances contained therein. The owner shall keep these items in a state of good repair such that they serve the intended function without causing conditions which may be deemed dangerous or unsightly, or which may contribute to the premature deterioration of the public street. Upon service of notice to the owner at the last known tax mailing address, the owner shall correct the noted deficiency within sixty days. In addition to the penalty stated herein, failure to make the required corrections within the time allowed may result in the Service Director causing the work to be performed and the owner billed for all cost associated therewith plus twenty five percent (25%).

(Ord. 1986-4. Passed 1-22-86.)

### **901.02 ABANDONED DRIVEWAYS, CURB CUTS, DRIVE CULVERTS AND CURB OPENINGS.**

The abutting property owner shall be responsible for all costs associated with the removal and restoration of the roadway and lawnstrip of all abandoned drive ways, curb cuts, drive culverts and curb openings. These items shall be deemed abandoned when they no longer make connection to a drive, parking area or drain (in the case of curb cuts for drainage purposes) on the private property or when their use has been abandoned for one year or more. The Service Director may cause such work to be performed according to the procedure outlined in Section 901.01 above.

(Ord. 1986-4. Passed 1-22-86.)

**Mr. Shepard and I discussed the property owner's responsibility for this work. We discussed the need for written approval by the property owner (since he does not own the property). We further discussed his ability to do the work and or hiring a contractor.**

### **901.03 REPAIR AND REPLACEMENT STANDARDS.**

Where repair, replacement and/or restoration is performed, such work shall conform to the original construction standards and specifications and the type of material, shape and finish shall conform to that of existing adjacent areas found in good repair.

(Ord. 1986-4. Passed 1-22-86.)

**We discussed the standards of depth of material and cutting of the curb.**

#### **901.05 PLANS REQUIRED.**

The owner shall provide a plan of any new or revised structure proposed within the public right of way. The plan shall be of adequate detail to show all dimensions, elevations and details to insure proper construction and installation and shall be subject to the review and approval of the Deputy Service Director/Superintendent of Engineering.

(Jennifer Barone was kind enough to provide the topographical map that Mr. Shepard could use.)

#### **901.07 CURB CUT PERMIT REQUIRED.**

No person other than an authorized employee of the City shall cut, break out or remove any curb, construct a drive approach or sidewalk, install a culvert, modify the roadside drainage, install a drain, fence, tree or shrub or otherwise modify the area within or along any street or public way without a duly issued permit.

(Ord. 1986-4. Passed 1-22-86.)

Mr. Shepard and I discussed this issue at length. Since Central Maintenance does not perform this work for individuals, I needed to explain that an authorized employee of the City would be our contractors that we hire to do our curb / concrete / street paving work under our capital improvement work.

#### **901.09 PERMIT REQUIRED FOR CONSTRUCTION OF DRIVEWAY APPROACHES.**

Any person constructing, reconstructing or modifying a driveway approach shall first secure a duly issued permit.

(Ord. 1986-4. Passed 1-22-86.)

Mr. Shepard and I again discussed that he would have to work Ms. Barone on obtaining a permit and posting his bond.

#### **905.03 BOND; CHARGES; EXCEPTION; RETURN.**

(a) Bond. No excavation permit shall be issued until the applicant has deposited with the Director of Budget and Finance a bond in the amount of the cost of repairs to the City street and facilities as estimated by the Deputy Service Director/Superintendent of Engineering. The bond shall be in the form of a certified check or money order payable to the City, or a permit bond issued by an approved surety company licensed in the State. The purpose of the required bond is to specifically insure that all excavations are restored in accordance with the current standards, drawings and specifications on file with the Deputy Service Director/Superintendent of Engineering. The minimum bond amount shall be one thousand dollars (\$1000.00); a permit bond in the amount of ten thousand dollars (\$10,000) shall be deemed adequate for concurrent excavations for utility connections or similar type work at five or less locations.

(Ord. 2016-31. Passed 4-20-16.)

(b) Charges. The costs incurred by the City, as defined in Section 905.19, for any repair made by the City for work the permittee fails to perform or properly perform shall be deducted from the bond on deposit with the Director.

The Deputy Service Director/Superintendent of Engineering shall notify the permittee that defective workmanship by the permittee has caused the City to make the specified repairs and the cost thereof has been deducted from the bond posted by the permittee. The Deputy Service Director/Superintendent of Engineering shall notify the permittee of any additional amount that must be deposited with the City to cover the cost of City made repairs above the amount of the bond and to maintain the bond in its full amount. Complete compliance with the bond deposit requirement set forth herein is a condition precedent to the issuance of either the initial or a subsequent street opening or excavation permit.

(Ord. 2002-106. Passed 11-2-02)

(c) Exception. Any homeowner performing work within the public right of way adjacent to the property at which he/she resides shall be exempt from the bonding requirements of subsection (a) hereof. Any costs incurred by the City as defined in Section 905.19 resulting from work performed by a homeowner exempt from bonding shall be billed to the property owner and shall be collected pursuant to Ohio R.C. Chapter 727.

(d) Bond Return. All work shall be approved by the City Inspector before a refund of bond money may be made to a permittee. It shall be the responsibility of the permit holder to obtain required inspections and to request in writing the return of his/her bond. The permit holder may choose to keep the bond on file for use on concurrent or subsequent projects provided the bond amount is adequate to cover the repair costs for all permits issued.

(Ord. 1988-119. Passed 11-2-88.)

**Mr. Shepard discussed his concerns for the bond and its requirement. I explained that he needed to provide the bond as per code, as he is not the property owner. I further explained that he would have to work Ms. Barone on this issue, if he still had concerns.**

Mr. Shepard and I met for a little over 2 hours discussing his concerns and sharing information. I gave Mr. Shepard copies of the aerials from 1995 and forward. Mr. Shepard had his permit form filled out and with him. I told him to follow up with Ms. Barone.

# Waiving of the Bond

Staff does not feel that waiving of the bond in this situation is an acceptable alternative to the issue.

The codified ordinances and permitting process is equitably applied and required by all persons in the City.

Mr. Shepard is not the individual property owner. (as per the County tax records)

The code is very clear that the responsibility for this work and cost for this work is on the individual property owner. While Mr. Shepard, could get permission from the property owner, the ultimate responsibility for the work is the property owner.

The bond is to cover any expenses that the City may have to incur due to poor quality work or nonperformance of the work as per the codes. Should something go wrong with this work beyond the bond amount, the City could perform the corrective work and bill the property owner. If the bill is not paid the City could certify funds onto the property taxes. Thus the need to make sure that the property owner is involved and a part of the permitting process.

I also believe that waiving this bond fee would set a precedent for future requests. A bond is our limited access to insure that quality work is performed and managed. If work is done well and according to code the bond is released at the end of the project.

It is for all these reasons that staff and I cannot support waiving the bond fee.

Further, if this property was in an area where we the City would be performing curbing, sidewalk and driveway apron repairs, the property owner would be responsible for 100% of the work performed since it is not owner occupied.

I feel that between Ms. Barone and myself we have done our best to work with Mr. Shepard on this issue. Ms. Barone has provided all the paper work required, including drawings of the property and code requirements. I have suggested contractors for him to contact to assist him with the cutting of the curb and we are willing to work with him if he chooses to perform the work himself, but need some guarantee that the work will be performed to City Standards and that guarantee is the bond.



# CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

October 27, 2017

Larry Shephard  
496 South Francis Street  
Kent, Ohio 44240

RE: 496 South Francis Street

Dear Mr. Shephard:

I had sent you a letter date July 20, 2016 with the necessary forms and information to obtain a permit to widen your drive. The permit is required per Kent Codified Ordinance (KCO) 901.07 and KCO 901.09. What you need to submit to obtain a permit are as follows:

- Permit application form
- Sketch of the work to be done
- \$20 application fee
- \$1000 bond

You may use the enclosed site plan to sketch the proposed driveway location. Please include the width and material to be used. The following is the criteria to be used:

- drive apron must be concrete
- minimum width is 10'
- maximum width is 24'
- apron flare is 3' – 5'

The code requires that the width be the same for the entire length. A variance may be sought if there is a hardship which prevents this. See the enclosed Kent Codified Ordinance (KCO) 1161.27. The code states that the property owner is responsible for installation, maintenance and repair, KCO section 901.01.

You will also need to provide in writing acknowledgment from the owner that the work to be performed on their property is approved.

Please be advised that the City DOES NOT perform this work for you. It is the owner's responsibility to obtain the permit and have the work performed.

C:\Users\wicksh\Downloads\driveway mod ltr 10-27-17.doc

930 OVERHOLT ROAD, KENT OHIO 44240 (330) 678-8108 FAX (330) 678-8030



496 South Francis Street  
October 26, 2017  
Page 2 of 2

If you have questions, please call me.

Sincerely,

Jennifer Barone, PE  
Development Engineer

Enclosure

- Letter dated 07/20/16
- Site plan with topography
- General Permit for Site Work and Right of Way work application form
- Bond form
- Standard Details (DS-1 thru DS-6 and DS-14)
- Concrete specification
- KCO 901.01
- KCO 901.07
- KCO 901.09
- KCO 1161.27

cc: Engineering  
Address file

ec: Melanie Baker  
Paul Bauer



# CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

July 20, 2016

Larry Shephard  
496 South Francis Street  
Kent, Ohio 44240

RE: 496 South Francis Street

Dear Mr. Shephard:

Enclosed are the forms and information needed to modify the driveway. You may use the site plan to sketch the proposed driveway location. Please include the width and material to be used.

- drive apron must be concrete
- minimum width is 10'
- maximum width is 24'
- apron flare is 3' – 5'

The code requires that the width be the same for the entire length. A variance may be sought if there is a hardship which prevents this. See the enclosed Kent Codified Ordinance (KCO) 1161.27.

As I mentioned on the phone, you need to provide in writing acknowledgment from the owner that the work to be performed on their property is approved.

If you have questions, please call me.

Sincerely,

Jennifer Barone, PE  
Development Engineer

#### Enclosure

- Site plan with topography
- General Permit for Site Work and Right of Way work application form
- Bond form
- Standard Details (DS-1 thru DS-6 and DS-14)
- Concrete specification
- KCO 1161.27

cc: Address file

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