

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE

MEMO

January 21, 2014

To: Dave Ruller, City Manager
Linda Jordan, Clerk of Kent City Council

From: Gene Roberts, Service Director



RE: 2014 City Auction

Attached is the list of items which are being recommended for sale as part of the City of Kent 2014 Online Auction tentatively scheduled for April 2014. This auction will again be completed by Asset Auctions, LLC using an online auction method. Asset Auctions is still on the State of Ohio Administrative Services bid list and as such the City will not be required to bid the auction services.

Recently Asset Auctions was acquired by Richie Brothers Equipment One which also owns Auctions by Gov further expanding the City's market for sale of our surplus items. The City was previously charged a 5.7% sellers premium however with the new format there is no fee for sellers and a seven percent buyers premium, additionally credit card transactions are treated equal as cash transactions.

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

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

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

Cc: Jim Silver, Law Director
David Coffee, Budget & Finance Director
John Osborne
file

**City of Kent
2014 Auction Items**

2013.001	CM	CM146		1	1991	Ford	F350	2FDLF47MCA46315
2013.002	PD	DPD7		1	2006	Ford	Crown Vic	2FAHP71W46X101004
2013.003	PR	PR46 Hydraulic Drive		1	1996	Bob Cat	48 inch Deck	930309
2013.004	PR	PR45 Hydraulic Drive		1	1996	Bobcat	48 inch Deck	930309
2013.005	CM	CM071		1	1960	Gallion	440	
2013.006	VM	VM005		1	1980	Coats	4050A	
2013.007	CM	CM125		1	1991	International	4900	IHTSLNKM7NH429189
2013.008	CM	CM214		1	2001	Dodge	2500	3B7KC26Z71M547802
2013.009	CM	CM173		1		International		
2013.010	CM			1		Telespector Reel		
2013.011	VM	Leer automotive junction boxes				Leer	3W7T 14A067	
2013.012	CM	File Cabinets		2				
2013.013	CM	Computers		1 skid				
2013.014	CM	Telespector Reel		1				
2013.015	ENG	2-Battery Backups		2				
2013.016	ENG	HP-5000 Printer		1				
2013.017	SD	Monitors		1 skid				
2013.018	SD	Monitors (6)		1 skid				
2013.019	CM	Computers Key boards		1 skid				
2013.020	CM	Typewriters, Printers		1 skid				
2013.021	CM	8 ft Truck Cap		1				
2013.022	CM	Captains Chairs		4				
2013.023	SD	Typewriters, Printers		1 skid				
2013.024	SD	Monitors (6)		1 skid				
2013.025	CM	Printers Faxes		1 skid				
2013.026	CM	Office		1 skid				
2013.027	ED	Desk		1 skid				
2013.028	ED	Desk		1				
2013.029	CM	TTS-1000 Telephone Test Set for water meters		2				
2013.030	SD	Condensate Pump assembly (air Conditioner)		2		Pacific Electronic		
2013.031	CM	Chip Spreader		1				

**City of Kent
2014 Auction Items**

2013.032	PD	1994 Chevrolet S10	1	1994	Chevrolet	S10	1GCCSI445RKL42453
2013.033	SD	Filing Cabinets	2				
2013.034	CM	Drawers for truck Bed	1				
2013.035	CM	Side tool Boxes	2				
2013.036	CM	Metal Sheer	1				
2013.037	CM	Floor Sweeper	1				
2013.038	CM	Sign Cooker	1		Scotchlite		
2013.039	CM	Water Meter readers	6		Neptune	Advantage 11	
2013.040	CM	Walk behind mower	1		Bunton	48 inch	
2013.041	CM	Walk behind mower	1		Bunton	48 inch	
2013.042	CM	Versa Boom mower	1				
2013.043	BF	Metal file cabinets	2			side by side holds 6" x 9 "	
2013.044	BF	Burster	1		Standard Register	standard register 300 forms	
2013.045	BF	Separator	1		Standard Register	1800 seperator	
2013.046	BF	Check signer	1		Burroughs Check Signer		
2013.047	CM	Chain Saw	1	2001	Husqvarna	Model 261	965-52-09-00
2013.048	PR	Duplicator	1		Standard	SD330	C3941095059
2013.049	CM216	Dodge	1	2001	Dodge	2500	
2013.050	WR	Plastic Tank	2			250 gal plastic tank	
2013.051	WR	500 gal tank	1			500 gal tank	
2013.052	WR	Computer Desk	1			black with sliding shelves	
2013.053	WR	Filing Cabinets	2			letter sixe with four drawers	
2013.054	WR	Electric Hoist	1			2 ton w 15ft beam	
2013.055	WR	Ladder	1			13 ft alum with brackets	
2013.056	WR	Base Cabinets	1			brown ,metal,8drawer wo top	
2013.057	WR	Tool Box	1			standard Pick up, w diamond plate	
2013.058	WR	Chemical metering pumps	2		Wallace & Tiernan	series 44 Mod 113	
2013.059	WR	Atomic absorption unit	1		Perkin Elmer	AGA-800	
2013.060	WR	Printer	1		HP Desk jet	960C	
2013.061	WR	VHS Player	1		Zenith		
2013.062	WR	Cabinet	1			Black metal w 4 doors	
2013.063	WR	Golfcart	1		EZ Go Textron	gas powered w tool box	
2013.064	WR	Chairs	2			cloth office &stoolchair	

**City of Kent
2014 Auction Items**

2013.065	WR	Spectrophotometer	1	Milton Roy	401	
2013.066	WR	Turbidity Meter	1	Hatch		
2013.067	WR	COD Reactor	1	Hatch		
2013.068	WR	Conductivity meter	1	YSI	mod35	
2013.069	WR	Microscope	1			
2013.070	WR	Glassware	1 lot			
2013.071	WR	Dissolved Oxygen Meter	1	YSI	54A portable	
2013.072	WR	Lab Separatory funnels	1 lot			
2013.073	ED	Brothers Fax Machine	1	Brothers	MFC8500	V56575C2J170517
2013.074	PR14	Dodge Dakota 4 X 4	1	Dodge	Dakota	1B7GG26X215S248055
2013.075	PR	Jacobsen	1	Jacobsen	720 Turf Sweeper	81720
2013.076	PR	Giant Vac	1			90-218183
2013.077	PR	Power Washer	1	Honda		1402140-7
2013.078	PR	Low Blow	1	Lo Blow		2219200553
2013.079	PR	Giant Vac	1	Blower		112102007
2013.080	PR	Dodge Truck	1	Dodge	2500	3B7KJC26232M279722
2013.081	CD	Xerox Copier	1	Xerox	3030	1HE025885
2013.082	CD	Pantone Digital Color Map Plotter	1	HP	C77702	SG29T32024
2013.083	CD	Color desk printer	1	Lexmark	Z52	9360488122
2013.084	CD	Ink jet cartridges	11		HP45	
2013.085	Council	PC	1			
2013.086	PD	Box of Mics tools	1			
2013.087	PD	Green box with ratchet set	1			
2013.088	PD	Grey Craftsman tool box w misc tools	1			
2013.089	PD	Empty "stack on" tool box	1			
2013.090	PD	Empty "Flambeau" grey tool box	1			
2013.091	PD	Two "Globe hood escape system	1			
2013.092	PD	Small black case w/ mics fuses	1			
2013.093	PD	Sledge Hammer	1			
2013.094	PD	AX	1			
2013.095	PD	Slide Projector	1			
2013.096	PD	Coins: various years from 1901 to1912	1 lot			
2013.097	PD	Phaser Laser Printer	1			

**City of Kent
2014 Auction Items**

2013.098	PD	Vice Grips	2			
2013.099	PD	Multi outlet & cord	1			
2013.100	PD	12 volt radar light	1			
2013.101	PD	Lexmark electric typewriter	1			
2013.102	PD	Stereo zoom 5 microscope	1			
2013.103	PD	Leica Microscope	1			
2013.104	PD	Midget Viewer for 35mm slides	1			
2013.105	PD	Five alternate light sources w/battery backup	1			
2013.106	PD	9 foreign coins	1lot			
2013.107	PD	St. Joseph high school class ring	1			
2013.108	PD	22" gold neck chain	1			
2013.109	PD	gold/diamond heart shaped necklace & gold bracelet	1lot			
2013.110	PD	8 commemorative coins, german currency (20reichsmark)3 rings,1 necklace,1 tie bar	1lot			
2013.111	PD	2 camel commemorative coins,fishing club coin collection(6 coins),& sentry safe	1lot			
2013.112	PD	2 ar sound enhancers,quemex sport timer,2 pairs sun glasses, 3 navarre watches	1lot			
2013.113	PD	one quartz watch, 3 mini fm radiois, magnavox surround system, 2 printer cables	1 lot			
2013.114	PD	Printer toner cartridge, 2 lifemate flashlights,2PX-441 wireless modem jacks	1 lot			
2013.115	PD	New Virginia Tec Clothing,6 coby discmans,2 coby digital voice recorders& 2 cartoon dvds	1lot			
2013.116	PD	Fuji film digital camera	1			

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2013.117	PD	Bostitch staple gun, mikita belt sander, milwaukee heat gun,				
2013.118	PD	hp Photo smart digital camera				
2013.119	PD	hp Photo smart digital camera				
2013.120	PD	Alpine Car Stereo & Dual Car stereo				
2013.121	PD	Jensen Car Stereo Face Plate				
2013.122	PD	pairs of Nike Shoes (New)	3			
2013.123	PD	Nintendo DS	1			
2013.124	PD	Misc coins & 1 ring				
2013.125	PD	World War 11 coin set & US proof coin set				
2013.126	PD	3 u-turn vending machines				
2013.127	PD	Gold/diamond cross necklace & Pink apple 4gb Ipod				
2013.128	PD	sets of skateboard wheels	20			
2013.129	PD	Toshiba laptop, PS2 (new),Laptop sleeve,sony digital camera w case				
2013.130	PD	PS2,PS2 Lotr game, DVD set, subline CD, PS2 guitar, & Gameboy advanced				
2013.131	PD	Olympus style camera in case logic case	1			
2013.132	PD	DVD The lost room, 4 harry potter books, & 12 misc books				
2013.133	PD	Blue nintendo DS & treasure world game				
2013.134	PD	2 Gold necklaces, 2 pendants, 1 pin,& 5 rings	1lot			
2013.135	PD	(4) 8gb x box 360 flash drives,DEF jam rapster xbox video game& xbox live starter kit	1lot			
2013.136	PD	multicolor coach wristlet	1			
2013.137	PD	Sony cybershot digital camera & Case	1			
2013.138	PD	Xbox 360, power cord,3 controllers, game:burnout paradise, & game: halo reach	1lot			

**City of Kent
2014 Auction Items**

2013.139	PD	Blue evolution pacific bicycle	1				SNFSD10E70707
2013.140	PD	Purple/Pink 20: bicycle	1				SNHBZ08E228/68
2013.141	PD	Red Magma excitor bicycle	1				48528693
2013.142	PD	Purple Roadmaster BMX bicycle	1				C991208658
2013.143	PD	Orange/Silver Mongoose Motorcross Bicycle	1				Unk
2013.144	PD	New Queen air bed, 10 person tent & misc clothing					
2013.145	PD	Purple Roadmaster bicycle	1				R3517WMCT
2013.146	PD	Blue/Silver BMX next bicycle	1				98063029
2013.147	PD	Blue MGX Bicycle	1				R4502WMT01M2855
2013.148	PD	Green/Silver Next Bicycle	1				DM06A211618
2013.149	PD	Boys Thruster Rage BMX Bicycle	1				WGMSI560-0611
2013.150	PD	Black Huffly Stalker Bicycle	1				Unk
2013.151	PD	Brown Coach Wristlet	1				
2013.152	PD	Red Galaxy 11 Bicycle	1				LY607120265
2013.153	PD	Pink Princess Huffly Bicycle	1				3197024109E
2013.154	PD	Red Raleigh Touring Bicycle	1				6BJ2210
2013.155	PD	Green BMX Next Bicycle	1				TD10186097878
2013.156	PD	Black/Red XR-75 Bicycle	1				unk
2013.157	PD	Purple Mongoose XR75 Bicycle	1				NSVSD12C45873
2013.158	PD	Blue Schwinn Radiant Bicycle	1				SNFSD07JD0078
2013.159	PD	Orange/Silver next power bicycle x bicycle1	1				LWJC007225
2013.160	PD	Blue Mountain Bicycle	1				60956937
2013.161	PD	Black/Red Mongoose Bicycle	1				SNFD08M10848
2013.162	PD	Green/Chrome Kmart all-pro bicycle	1				HC0824824
2013.163	PD	Black/White/Red Genesis Bicycle	1				L12020669
2013.164	PD	Black Specialized Hardrock bicycle	1				CE080425
2013.165	PD	Green Huffly Helios Bicycle	1				6.89592E+15
2013.166	PD	Black Spray painted bicycle	1				SNF5D07AB2824
2013.167	PD	Blue SEMA bicycle	1				T7B01319
2013.168	PD	Silver/Black Diamondback bicycle	1				unk
2013.169	PD	Vera Wang black/white purse	1				
2013.170	PD	Purple Huffly strobe bicycle	1				
2013.171	PD	Purple Coach purse	1				266189G2455502

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2013.172	PD	Chicken shoot W11 game,metal gear sold ps2 game, & Two 2-way radios				
2013.173	PD	Gold Diamond emblem, Two gold ear rings, four watches, two gold necklaces, & Silver necklace				
2013.174	PD	White BMX bicycle	1			1089230380
2013.175	PD	Blue Univega alpine 400 mens bicycle	1			U09K52679
2013.176	PD	Grey Range thruster BMX bicycle	1			G1106107296
2013.177	PD	Blue/Silver quest omega Bicycle	1			S5DIL8703
2013.178	PD	(2) ps3 controllers,(4) ps3 video games	1 lot			
2013.179	PD	Blue/White next power climber bicycle	1			DJDA016601
2013.180	PD	Silver/Red/Black Rhino bicycle	1			792L536S
2013.181	PD	Red mens bicycle	1			unk
2013.182	PD	Black specialized hard rock bicycle	1			P9A6K2305
2013.183	PD	Huffy freestyle series bicycle	1			GS090133088
2013.185	CM062	Husqvarna Chain Saw	1			965-52-09-00
2013.186	VM01	Ford F150 Pick-up	1	1996		1FTEF15Y7TLB30854
2013.187	CM	CM103	1	2000	Chevrolet	Pickup
2013.188	VM	Metal Band Saw	1			
2013.189	CM148	Ford Dump Truck	1	1996	Ford	F350 Dump truck
2013.190	CM178	Ford F150 Pick-up	1	1996	Ford	F150 Pick up
2013.191	FD	1500 Chev Tahoe	1	2002	Chevrolet	Taho
2013.192	FD	Work Desk	1			
2013.193	FD	Filing Cabinets	4-Mar			
2013.194	FD	Televisions	4			
2013.195	B & F	Dell Monitors	4			
2013.196	B & F	Battery Backup	1			
2013.197	B & F	old shoel desk	1			
2013.198	B & F	Metal file cabinets side by side	3			
2013.199	B & F	metal file cabinets	2			
2013.2	B & F	wood desks (tops only)	2			
2013.201	B & F	burroughs check signer (needs name plate)	1			
2013.202	B & F	standard register 300 forms burster	1			

**City of Kent
2014 Auction Items**

2013.203	B & F	standard register 1800 seperator	1			
2013.204	B & F	Broken chairs	2			
2013.205	B & F	computers	9			
2013.206	B & F	computers	2			
2013.207	B & F	keyboards	2			
2013.208	B & F	metal coat rack	1			
2013.209	FD	Team Board (Smart Board) windows usb	1		Team Board	
2013.21	FD	Box of Pagers	1		Motorola	Minitor II
2013.211	FD	Television	1	2002	Sharp	27"
2013.212	FD	Television	1	1996	Toshiba	32"
2013.213	FD	Television	1	1989	SV 2000	18"
2013.214	FD	Television	1	1992	Panasonic	20"
2013.215	FD	letter size file cabinet 4 drawer	2			Black
2013.216	FD	legal size file cabinet 4 drawer	1			Brown
2013.217	FD	Whelen Light Bar	1		Edge 9000	
2013.218	FD	16 boxes of miscellaous radio equipment	16		Mostly Motorola	
2013.219	FD	Hanney Reels (used for electrical cord)	2		Hanney	
2013.22	FD	File Cabinet 2 drawer units	2			Brown, Clay
2013.221	FD	Gas Powered Hose Roller	1			
2013.222	FD	VCR	1		Sharp	VCH810U
2013.223	FD	Television	1	1989	Montgomery Wards	13"
2013.224	FD	Wood Backboards	15			



Main Street Kent 2013 Goals & Accomplishments

Events/Marketing Activity – Main Street Kent’s collaborative marketing efforts are geared toward bringing people from Kent and surrounding communities to downtown Kent to shop, eat, and experience/enjoy downtown Kent.

- **Chocolate Walk** – Feb. 9: Two hundred tickets were sold at \$15 each. Twenty-four downtown businesses participated in the event. Ticket holders toured downtown Kent, receiving a chocolate treat at each location. Business owners reported seeing lots of new faces, increased sales, and an overall successful event. All proceeds benefited Main Street Kent. We will repeat this event on Feb. 15, 2014, with a goal of raising \$4,000.



- **Art & Wine Festival** - June 1: Wine tasting, art, food, and live music filled the downtown for the seventh year! Thousands of people attended this popular event, and area businesses reported a significantly more profitable day. All proceeds benefited Main Street Kent. Event sponsors included: AMETEK, Kent State University, Secret Cellar, Wild Earth Outfitters and Williams, Welsler, Kratcoski & Can, LLC. The 2014 event is scheduled for June 7th, and sponsorship has been secured through College Town Kent, Kent State University and Secret Cellar thus far, with others in the works.
- **Discover Downtown** – Aug. 19: In partnership with the Kent Area Chamber of Commerce, this annual welcome event is for incoming students - a great opportunity to help get them acquainted with the downtown. Main Street Kent coordinated a scavenger hunt (at ten businesses, spread out around the downtown district) for students to search for answers to specific questions at designated businesses. Completed answer sheets were entered into a drawing for gift cards to downtown businesses. Business owners hear customers say months later that they discovered their business during this event. Prize donations were made by: 4Cats Art Studio, Fresco Mexican Restaurant & Salsa Bar, Gracylane and RUSH by Dino Palmieri Salon.
- **International Festival** – Sept. 14: Our third year putting on this event, downtown Kent was turned into a multicultural experience including live entertainment, international flavors, and an interactive mural for the community to create. A passport excursion was offered to attendees who could go to nineteen different businesses for a different cultural experience – food samples, art exhibits, crafts, etc. Businesses reported heavy traffic all day and into the evening after the event, with some reporting high sales comparable to those reached during Heritage Fest in July. Event sponsors included: College Town Kent, Hometown Bank, Kent State University, NEOMED, and PARTA.

- **Family Friendly Halloween** – Oct. 25: Every year, Main Street Kent partners with an event planning class from Kent State University to plan and execute this event. Thirty-four downtown businesses participated this year, and families were able to trick-or-treat, do Halloween-themed crafts and play games at Earl's Nest and Hometown Bank Plaza. This was a great opportunity for people to preview where they will shop for the holidays, and to enjoy a community event.



- **Thursday Night Live Concerts** – These summer concerts were held at the Hometown Bank Plaza, and were sponsored by local eateries who handed out free samples of their food at the concerts (along with menus and other “freebies.”) This gave the community a chance to try different foods and enjoy live local music. Event-goers were seen eating treats from many nearby places as well – such as ice cream, popcorn, etc., supporting local businesses – exactly as planned! Concerts were sponsored by: Ray’s Place, Pita Pit, Dave’s Cosmic Subs, and Belleria Pizza & Italian Restaurant.

- **Sidewalk Sale** – July 20: Though the weather didn’t cooperate, businesses reported an increase in foot traffic and expressed interest in doing more of these group effort sales. We will plan accordingly in 2014.

- **Wish List Weekend** – In partnership with College Town Kent, Main Street Kent helped facilitate participation and promote this holiday shopping season kick-off, where people could essentially “register” – or pick out the gifts they’d like to receive – in advance at many downtown businesses.



- **Black Squirrel Friday** Nov. 29: This year, we held a new special event/shopping day as an alternative to shopping the malls and big box stores. In partnership with College Town Kent, we hosted two “warm up stations” where people could enjoy live music, free gift wrapping, cookies and coffee. Businesses had special offers, drawings, and other activities. A life-size gingerbread man, snowman, and black squirrel Santa roamed the streets, generating excitement and photo opportunities all around town. Thanks to the Kent Community TimeBank, we were able to have the characters around for the entire day!



- **Small Business Saturday / Sweet Finds Contest** Nov. 30: For the second year, we promoted shopping locally on Small Business Saturday with a promotion called the “Sweet Finds Contest.” Shoppers were able to go on a “hunt” in downtown Kent businesses to find a hidden “sweet treat” (picture of a gingerbread man, candy cane, etc.) and then enter a drawing for gift cards to downtown businesses. Many businesses reported their “best sales of the year” on this day.

Advertising

- **TV** – The commercial we developed with TV2 aired on Time Warner Cable during June and September, in communities surrounding Kent, and some in Kent. The commercial highlighted many favorite shops and eateries in Kent, and was designed to attract people to come explore the newly redeveloped downtown. The commercial can be viewed here: http://s1283.photobucket.com/user/mainstreetkent44240/media/MSK_generic_HD_zps966f70e6.mp4.html
- **Facebook & Twitter** – Daily updates about community events, new businesses, promotions, random acts of art, exciting happenings, new products, and other relevant information about downtown Kent. Our organic following has surpassed 3,100. Visit us! <https://www.facebook.com/MainStreetKent>
- **Website** – Mainstreetkent.org is updated regularly to reflect current business information and downtown activities/events. It also features different businesses on the homepage every week and showcases one “business of the week,” complete with a custom feature video. In 2012, there were 19,400 unique visitors to the site. In 2013, we had 35,205 unique visitors! www.mainstreetkent.org
- **Akron Life** – In partnership with twenty-four businesses and organizations, Main Street Kent coordinated a 20-page section in the November issue of Akron Life magazine. Twenty thousand copies of the magazine were printed and distributed, plus an additional 7,000 copies of the Kent content (like a “mini-magazine”) for our use. These are distributed through KSU, Kent State Hotel & Conference Center, local eateries and businesses, hotels in surrounding communities, and other high-traffic areas. Here is a link to the digital publication: <http://digital.ipcprintservices.com/publication/?i=180590&pre=1>
- **“Shop Kent” Campaign** –Main Street Kent coordinated a 20-page, pre-holiday, “Shop Kent” tabloid section (an “insert”) for the local newspapers. The focus was the reasons to shop locally, and featured advertisements from local businesses to promote shopping, dining and entertainment in downtown Kent. This was distributed to 70,000 households via the Record-Courier, Cuyahoga Falls News-Press, Stow Sentry, Hudson Hub-Times and Tallmadge Express. The result was a great piece showcasing the shopping, dining, and entertainment destination Kent has become. It can be viewed here:



<http://s1283.photobucket.com/user/mainstreetkent44240/slideshow/Shop%20Kent%20Holiday%20Tabloid%202013>

Design/Downtown Beautification

- **Adopt-A-Spot** – Recruited more volunteers to participate in this growing program. The number of hanging baskets increased to 79 this year, and some new flower beds were added as well, expanding to the new part of Erie Street. Heritage Ohio recognized Main Street Kent with an award for “Best Beautification Project” at the Annual Heritage Ohio Awards ceremony. Hanging basket sponsor: Smithers-Oasis



- **Downtown Clean-Up** – April 27 & Nov. 16: Designated clean-up days for downtown – over fifty people volunteered each day from various businesses and community groups. Hundreds of pounds of trash were collected and thousands of cigarette butts cleaned up from streets, tree grates, sidewalks, alleys, etc. Plans are in the works to schedule more clean-up days in 2014.



- **Graffiti Clean-Up** – Aug 9: KSU’s Department of Recreational Services partnered with Main Street Kent and the City of Kent’s Department of Public Service in dedicating their annual “Department Day of Service” to removing graffiti from downtown Kent – 38 locations in one day!



- **Alley Clean-Up** – Worked with building and business owners to commit to using trash containers rather than plastic bags, consolidate grease containers, regularly power wash alley, remove gum, etc. Also worked with city to get broken railing fixed. Much improved!
- **Mural Project** – Identified graffiti-laden area, and worked with building owner, artist, Architectural Review Board, City Service Department, and other stakeholders from conception through completion. Sponsors: Kent Historical Society and Main Street Kent



- **Holiday Lights** – In 2012 & 2013 combined, we facilitated a \$66,000 collaborative purchase of holiday lights for downtown Kent. The City of Kent and Davey Tree Expert Company worked together to install the lights again this year, making a beautiful, festive atmosphere for the holidays. Sponsors of \$250+ include: The Burbick Companies, Central Portage County Visitors and Convention Bureau, College Town Kent, Davey Tree Expert Company, Hometown Bank, Huntington Bank, Kent Area Chamber of Commerce, Kent Jaycees, Kent Rotary, Kent State University, PARTA, Portage Community Bank, and Brian & Marilyn Sessions.

Operations

- **Friends of Main Street Kent** – Individuals, businesses and organizations become “Friends of Main Street Kent” by making an annual donation to our organization. To date, we have grown our list of business/org supporters to the following...and an up-to-date list can always be viewed on our website: <http://www.mainstreetkent.org/#/our-supporters/4558049687>



Companies/Organizations

4Cats Art Studio	Kent Stage
Acorn Alley	Kent State University
AMETEK	KSU Hotel & Conference Center
Bar 145	Lohman Consultants, LLC
Bissler & Sons Funeral Home & Crematory	Marathon Financial Services
The Burbick Companies	McKay Bricker Framing & Gifts
Cajun Dave's	Metis Construction
Carman & Pugh Photography	Network Solutions
Campus Book & Supply	Off the Wagon
Carnaby Street Style	Ohio Music
Central Portage County VCB	PARTA
City of Kent	Pita Pit
City Bank Antiques	Popped!
College Town Kent	Portage Community Bank
Colonial Machine	Pufferbelly Restaurant
Davey Tree Expert Company	Quality IP, LLC
Diversa, Inc.	Ray's Place
Dragonfly	Record Publishing
Empire	Rockton Lodge #316
Escott & Company	Rotary Club of Kent
FJKluth Art Gallery	Schlabig
Flynn & Paoloni	Secret Cellar
Franklin School of Dance	Smithers-Oasis
Fresco	Standing Rock Jewelers
Fuller Architectural Design Group	Star of the West Milling Company
Hal Loughry Agency	Sue Nelson Designs
Hall-Green Agency	Taco Tonto's
Haymaker Farmers' Market	The Market Path
HOME International Markets	Tree City Coffee & Pastry
Hometown Bank	Troy Grille
Infinity Resource Group	UniversiTees
Kent Area Chamber of Commerce	Water Street Tavern
Kent Community TimeBank	Wild Earth Outfitters
Kent Cycle	Williams, Welsler, Kratcoski & Can, LLC
Kent Historical Society	WKSU
Kent Jaycees	Woodsy's Music

Main Street Kent Board of Directors - 2013

President – Larry Lohman, Lohman Consultants
Vice President – Nancy Whitehead, Dix Communications
Secretary – Carolyn Raley, Western Reserve Communications; Tom Hatch, Kent Historical Society
Treasurer – Brian Bialik, Hometown Bank

Ron Burbick The Burbick Companies
Mike Finley Hall-Green Agency
Doug Fuller Fuller Architectural Design Group
Iris Harvey Kent State University
Kevin Lewis Portage Community Bank
Pam Petrus DIVERSA, Inc.
Michelle Sahr Off the Wagon
Dan Smith City of Kent
Sue Whiting Kent Regional Business Alliance
David Wright Metis Construction

Main Street Kent Board of Directors - 2014

President – Nancy Whitehead, Dix Communications
Vice President – Larry Lohman, Lohman Consultants
Secretary – **Tom Hatch**, Kent Historical Society
Treasurer – Michelle Sahr, Off the Wagon

Mike Beder Water Street Tavern, Venice Café, Tree City Coffee
Ron Burbick The Burbick Companies
Joan Conaway Joan Conaway Interior Design
Mike Finley Hall-Green Agency
Regan Gettens Fairmount Properties
Iris Harvey Kent State University
Kevin Lewis Portage Community Bank
John McNeil PC Surgeons
Pam Petrus DIVERSA, Inc.
Dan Smith City of Kent
David Wright Metis Construction

Volunteers – We continually recruit volunteers to participate on committees, help with projects/programs, and work at our events. The count below includes committee and board meetings, activities, tasks, and events coordinated by Main Street Kent.

<u>Month</u>	<u>Volunteer Hours</u>
January	82
February	101
March	108
April	357
May	125
June	199
July	63
August	130
September	156
October	188
November	308
December	78
Total	1895

A Peek at 2014

With the ongoing goal of bringing people to downtown Kent from the community and surrounding areas, and continuing to work collaboratively with as many downtown organizations as possible, we're planning marketing efforts, events, and beautification initiatives to help make Kent an even more desirable place to be and visit.

- **Partnerships** – establishing new and strengthening current relationships with supporting organizations and businesses to further strengthen our financial stability.
- **Great American Main Street Award** – we have been encouraged by Heritage Ohio to apply for this award due to the strength of our Main Street Program, and are in the process of completing the application.
- **Progressive Event** – the first of its kind, Main Street Kent will hold a Beatles 50th Anniversary Progressive Evening on Saturday, Feb. 8th. The event includes a cocktail hour with live music, full dinner, concert, and dessert – spread out at four different venues in downtown Kent. Event sponsors include: Hall-Green Agency, Marathon Financial Services, and Portage Community Bank. Ideas are in the works for more events like this too.
- **Heritage Ohio Annual Conference** – in Kent, Ohio! This is the Silver Anniversary for the Heritage Ohio Annual Revitalization and Preservation Conference and it'll take place here, from September 22-24, 2014, at the Kent State Hotel & Conference Center, and all over our downtown. Over two hundred visitors will attend educational sessions, a keynote speaker, tours, a reception, networking and more.
- **Murals** – exploring additional opportunities to beautify alleys, and other areas typically targeted with graffiti, in the downtown area with art!
- **Façade Grants** – recognizing there are some properties in the downtown that could use some help, we plan to assist with some façade improvements.
- **Marketing** – repeating successful collaborative initiatives and initiating new ones via print and web with all businesses and organizations that make Kent a great place.



**We look forward to another productive year in 2014, and appreciate the support of the City of Kent!
Please let us know if you have questions or suggestions anytime.**

<i>Main Street Kent</i>		2013	
<i>REVISED ON 1/29/2014</i>	Approved 5/8/2013	12/31/13	
INCOME	2013 BUDGET	Accrual	% Raised
Eligible Towards City Income			
Board Member Donations	\$1,375	\$1,575	115%
Friend of Main Street Kent	\$4,500	\$5,024	112%
Corporate Sponsors	\$1,500	\$450	30%
--Beautification Sponsorship	\$2,500	\$300	12%
--Thur. Night Live Sponsors	\$2,000	\$1,100	55%
--Window Decorating contest sp.		\$850	
--Art and Wine Sponsors	\$2,500	\$4,241	170%
--Event Sponsors - Int'l Fest	\$4,000	\$1,250	31%
--Holiday Lights	\$26,000	\$25,600	98%
--Private Donations - Foundation	\$13,600	\$13,600	100%
Total Corporate Sponsors	\$52,100	\$47,391	91%
Grants			
Advertising Campaign	\$15,000	\$16,189	108%
Chocolate Walk	\$2,500	\$2,822	113%
Art & Wine Festival: Artists	\$5,000	\$2,980	60%
Art & Wine Festival: Ticket Sales	\$13,000	\$16,330	126%
Art & Wine Festival: Winery Pay	\$550	\$1,050	191%
International Festival	\$300	\$495	165%
Annual Dinner	\$3,000	\$2,599	87%
Running of the Squirrels	\$2,000		0%
Heritage Festival	\$1,000	\$1,201	120%
Other misc	\$0	\$322	100%
In Kind Donations	\$20,000	\$19,595	98%
<i>Total without KSU Concert</i>			
KSU Concert			
Total Eligible Towards City Incom	\$120,325	\$117,572	98%
Adopt A Spot Contract with City	\$10,000	\$10,000	
AdoptASpot Sponsorships	\$10,000	\$8,250	
Parking Passes & Misc. Income	\$150	\$773	
Celebrate Kent			
City of Kent - contract	\$51,860	\$39,132	
Total Income	\$192,335	\$175,726	
Actual City Kent eligible based on the 1/3 = (\$117,572 / 3)		\$58,786	
LESS: \$6554 from overdraw from 2012		-\$6,554	
Total eligible city match=		\$52,232	
*Budget - deducts \$6554 from city contract for overage drawn in 2			
In Kind Actual = \$36,921... contract only allows for claim of up to 20%			
In Kind adjusted to 20% = \$19,595			



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager
From: David A. Coffee, Director of Budget and Finance
Date: January 30, 2014
Re: FY2014 Appropriation Amendments, Transfers, and Advances

The following appropriation amendments are hereby requested:

Fund 001 – General

Increase \$ 18,387 Econ Dev / Other (O&M) - Addt'l funding to comply with CRA II agreement with Record Courier per B. Susel letter of 1/24/2014.
Increase \$ 9,250 Health Dept. / Other (O&M) – Reappropriate 2013 funds for Portage County Health Services/Nursing per J. Neistadt email of 1/30/2014.

Fund 202 – Sewer

Increase \$ 100,000 Capital / SVC-WR - Addt'l funding for emergency repair to College Tower Lift Station per G. Roberts 1/8/2014 email.
Increase \$ 15,000 Capital / SVC-WR - Reappropriate 2013 funds for emergency repair to College Tower Lift Station per G. Roberts 1/8/2014 email.
Increase \$ 15,000 Capital / SVC-WR - Reappropriate 2013 funds for SCADA Update – Thoma Technology per G. Roberts 1/8/2014 email.

Fund 208 – Storm Water

Increase \$ 10,000 Capital / SVC-Capital Facilities - Reappropriate 2009 funds for Fishcreek Watershed Study Project.
Increase \$ 15,000 Capital / SVC-Capital Facilities - Reappropriate 2009 funds for Cuyahoga River Letter of Map Revision Project.
Increase \$ 1,934,719 Capital / SVC-Capital Facilities - Reappropriate 2009 funds for Area Q Phase 5 Irma/Diedrich Project.
Increase \$ 177,700 Capital / SVC-Capital Facilities - Reappropriate 2009 funds for Harvey/Lake Street Outfall Project.
Increase \$ 84,919 Capital / SVC-Capital Facilities - Reappropriate 2009 funds for Miller/Steele/Harvey Storm and Water Improvements.

(all of above Fund 208 reappropriations per J. Bowling 1/24/2014 memo)

Fund 301 – Capital

Increase	\$ 629,361	Capital / SVC-Capital Facilities - Reappropriate 2009 funds - Summit St. Traffic Signal Coordination Project.
Increase	\$ 374,314	Capital / SVC-Capital Facilities - Reappropriate 2013 funds - SR 43 Signalization Project.
Increase	\$ 318,600	Capital / SVC-Capital Facilities - Reappropriate 2013 funds – Annual Street & Sidewalk Program
Increase	\$ 1,828	Capital / SVC-Capital Facilities - Reappropriate 2010 & 2012 funds – Pine Street Construction Project
Increase	\$ 201,568	Capital / SVC-Capital Facilities - Reappropriate 2010 funds – Alley 5 Parking Lot Project
Increase	\$ 182,150	Capital / SVC-Capital Facilities - Reappropriate 2011 and prior funds - Fairchild Ave. Bridge Constr. Project
Increase	\$ 300,000	Capital / SVC-Capital Facilities - Reappropriate 2011 funds – Esplanade Project
Decrease	\$ 13,890	Capital / SVC-Capital Facilities – Reduce 2014 funding for ODOT SR 261 Resurfacing Project.

(all of above Fund 301 reappropriations per J. Bowling 1/24/2014 memo)

Fund 302 – MPITIE

Increase	\$ 1,330,188	Capital / SVC-Capital Facilities - Reappropriate 2013 and prior year funds – Downtown Redevelopment Projects (associated Streets & Utilities) per J. Bowling memo of 1/24/2014.
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The following appropriation amendment requests are effectively reappropriation requests as well, however they are specifically related to the changeover in the City’s Financial System that occurred near the end of 2013. Purchase Orders were written in 2013 and prior years for the purposes stated based on previously approved appropriations and prior year funding, however these must now be re-entered as 2014 Purchase Orders and therefore require corresponding appropriation amendments as hereby requested:

Fund 001 – General

Increase	\$ 1,700	Community Support / Other (O&M) – Reappropriate 2012 funds for Celebrate Kent Purchase Order.
Increase	\$ 2,143	Engineering / Other (O&M) – Reappropriate 2011 funds for Fuller Park Bridge Inspection Purchase Order.
Increase	\$ 2,104	Engineering / Other (O&M) – Reappropriate 2013 funds for CSX RR Eng. Services Purchase Order.
Increase	\$ 2,035	Engineering / Other (O&M) – Reappropriate 2012 funds for Pro Services Model Mapping Purchase Order.
Increase	\$ 2,386	Urban Renewal / Other (O&M) – Reappropriate 2011 funds for Downtown Study Services Purchase Order.
Increase	\$ 20,924	Urban Renewal / Other (O&M) – Reappropriate 2012 funds for KSU Gateway Pro Services Purchase Order.

Fund 116 – Income Tax

Increase \$ 2,276,808 Reserve / Reappropriate 2013 funds for City’s Emergency Managed Reserve Purchase Order.

Fund 126 – Community Development Block Grant (CDBG)

Increase \$ 2,257 CDBG / Other (O&M) - Reappropriate 2011 funds for Owner Housing Rehab Purchase Order.

Increase \$ 14,402 CDBG / Other (O&M) - Reappropriate 2012 funds for Furnace Inspection Purchase Order.

Increase \$ 17,227 CDBG / Other (O&M) - Reappropriate 2011 funds for Owner Housing Rehab Purchase Order.

Increase \$ 4,800 CDBG / Capital - Reappropriate 2011 funds for Prof Engineering Svcs Purchase Order.

Fund 128 – Fire & EMS

Increase \$ 76,206 Capital / Reappropriate 2013 funds for Fire Replacement Vehicle Reserve Purchase Order.

Fund 201 – Water

Increase \$ 1,068 Capital / SVC-Capital Facilities - Reappropriate 2012 funds for labor to Update Electric Purchase Order.

Increase \$ 32,797 Capital / SVC-Capital Facilities - Reappropriate 2005 funds for Aquifer Extent Study Purchase Order.

Increase \$ 12,878 Capital / SVC-Capital Facilities - Reappropriate 2012 funds for Construction Middlebury Waterline Project Purchase Order.

Increase \$ 20,331 Capital / SVC-Capital Facilities - Reappropriate 2012 funds for 12” Waterline across SR 59 Project Purchase Order.

Fund 202 – Sewer

Increase \$ 35,592 Capital / Service - Reappropriate 2012 funds to Replace Handrail Purchase Order.

Increase \$ 9,436 Capital / SVC-Capital Facilities - Reappropriate 2012 funds for Construction Erie & Depeyster Streets Project Purchase Order.

Fund 208 – Storm Water Utility

Increase \$ 12,133 Capital / SVC-Capital Facilities - Reappropriate 2008 funds for NE Central Storm Sewer Project Purchase Order.

Increase \$ 17,383 Capital / SVC-Capital Facilities - Reappropriate 2008 funds for Fishcreek Watershed Project Purchase Order.

Increase \$ 19,723 Capital / SVC-Capital Facilities - Reappropriate 2009 funds for Cuyahoga River Map Project Purchase Order.

Fund 301 – Capital

Increase	\$ 3,425	Capital / SVC-Capital Facilities - Reappropriate 2009 funds – Pavement Corings VRS Streets Purchase Order.
Increase	\$ 13,810	Capital / SVC-Capital Facilities - Reappropriate 2010 funds – Eng. Svcs. Bike Trail Extension Project Purchase Order.
Increase	\$ 22,079	Capital / SVC-Capital Facilities - Reappropriate 2011 funds – Eng. Svcs. Alley 5 Project Purchase Order.
Increase	\$ 5,000	Capital / SVC-Capital Facilities - Reappropriate 2011 funds – Pavement Core Svcs. Purchase Order.
Increase	\$ 3,104	Capital / SVC-Capital Facilities - Reappropriate 2012 funds – Construction Inspection Services Purchase Order.
Increase	\$ 1,883	Capital / SVC-Capital Facilities - Reappropriate 2012 funds –Prof. Engineering Svcs. Purchase Order.
Increase	\$ 1,824	Capital / SVC-Capital Facilities - Reappropriate 2012 funds – Engineering Svcs. to Relocate Utilities Purchase Order.
Increase	\$ 72,405	Capital / SVC-Capital Facilities - Reappropriate 2011 funds – Prof. Eng. Svcs. to Design Summit Street Purchase Order.
Increase	\$ 575,592	Capital / SVC-Capital Facilities - Reappropriate 2012 funds – KSU Esplanade Project Purchase Order.
Increase	\$ 2,844	Capital / SVC-Capital Facilities - Reappropriate 2005 funds – S. Water Street Sidewalk Program Purchase Order.
Increase	\$ 10,893	Capital / SVC-Capital Facilities - Reappropriate 2006 funds – Annual Sidewalk Program Purchase Order.
Increase	\$ 137,110	Capital / SVC-Capital Facilities - Reappropriate 2012 funds – Construction of Erie & Depeyster Streets Project Purchase Order.
Increase	\$ 258,792	Capital / SVC-Capital Facilities - Reappropriate 2012 funds – Construction of Alley 5 Parking Lot Project Purchase Order.
Increase	\$ 16,753	Capital / SVC-Capital Facilities - Reappropriate 2010 funds – KSU Esplanade Project Purchase Order.
Increase	\$ 7,000	Capital / SVC-Capital Facilities - Reappropriate 2012 funds – WiFi Systems Expansion Project Purchase Order.

Fund 302 – M P I T I E

Increase	\$ 401	Capital / SVC-Capital Facilities - Reappropriate 2012 funds – Construction Inspection Services Purchase Order.
Increase	\$ 30,388	Capital / SVC-Capital Facilities - Reappropriate 2012 funds – Install Meters for Downtown Parking Project Purchase Order.
Increase	\$ 40,425	Capital / SVC-Capital Facilities - Reappropriate 2012 funds – Construction of Erie & Depeyster Streets Project Purchase Order.

Increase	\$ 100,000	Capital / SVC-Capital Facilities - Reappropriate 2012 funds – Erie & Depeyster Streets Reconstruction Project Purchase Order.
Increase	\$ 130,000	Capital / SVC-Capital Facilities - Reappropriate 2009 funds – Erie & Depeyster Streets Reconstruction Project Purchase Order.

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: David Coffee; Dave Ruller

FROM: Jim Bowling

DATE: January 24, 2014

RE: 2013 Capital Improvement Program – Re-appropriation for 2014

The following projects appropriations need to be carried over to 2014. These projects are critical to the infrastructure of the City and still have a defined need to be completed. If there are any questions on the following list of funds, which were unencumbered in 2013 please let me know.

Fairchild Avenue Bridge Construction –The construction of the project was completed in 2013. The Ohio Department of Transportation is finalizing the expenses for the project. They expect the process to take at least a year to finalize the project. In addition, there are tasks required to occur post construction that are being programmed at this time. Therefore, the monies will need to be re-appropriated in 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2011 and prior	301 – Capital	\$182,150	

Fish Creek Watershed Study – The revised hydrologic and hydraulic analysis have been completed and submitted to the Ohio Department of Natural Resources (ODNR). In coordination with ODNR and their consultants the revised analysis will be included with their re-mapping of the floodplains in Portage County which are included in the National Flood Insurance Program. Some additional appropriations may be required to fully complete the re-mapping process. Therefore, a portion of the unencumbered appropriations will need to be re-appropriated in 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	208 – Storm Water	\$10,000	

Cuyahoga River – Letter of Map Revision – As with the Fish Creek Watershed Study, the revised hydrologic and hydraulic analysis have been completed and submitted to the Ohio Department of Natural Resources (ODNR). In coordination with ODNR and their consultants the revised analysis will be included with their re-mapping of the floodplains in Portage County which are included in the National Flood Insurance Program. Some additional appropriations

may be required to fully complete the re-mapping process. Therefore, a portion of the unencumbered appropriations will need to be re-appropriated in 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	208 – Storm Water	\$15,000	

Area Q Phase 5 Irma/Diedrich – The design and right of way acquisition for this project were completed in 2013 and construction is anticipated to commence in spring of 2014.. Therefore, the following unencumbered appropriations will need to be re-appropriated in 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	208 – Storm Water	\$1,934,719	\$545,000 OPWC Grant \$100,000 OPWC Loan \$46,500 Stow

Summit Street Traffic Signal Coordination – This project is currently in the design phase. The Right-of-way acquisition phase should begin in Spring 2014, with construction anticipated to begin in Summer 2015. Therefore, the following monies will need to be re-appropriated in the 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	301 – Capital	\$629,361	\$566,425 Fed. Funded \$62,936 KSU Reimbursed

SR 43 Signalization – The project design was started in 2013 with a preliminary study to refine the limits of work by studying the left turn lanes required, signal warrants and options to interconnect the signals. The study is under review and detailed design will commence after the study is finalized. Therefore, the following monies will need to be re-appropriated in 2013.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	301 – Capital	\$374,314	

Harvey/Lake Street Outfall – This project is on hold due to higher priority projects requiring completion. Therefore, the monies appropriated were not used in 2013 and will need to be re-appropriated in 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	208 – Storm Water	\$177,700	

Miller/Steele/Harvey Storm and Water Improvements – The scope of this project was refined in 2013 to include additional needs (water and pavement) in the area. We are currently in the process of selecting a design firm for the project. Therefore, the unencumbered appropriations will need to be re-appropriated in 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	208 – Storm Water	\$84,919	

Pine Street Construction – This project was constructed in 2013. However, the project will not be finalized until spring 2014. Therefore, the following monies will need to be re-appropriated in 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2010 and 2012	301 – Capital	\$1,828	

Fund 302 – Downtown Redevelopment – This fund represents the money borrowed and expected to be reimbursed with TIF financing. The fund amount listed below represents the amount of money appropriated for street and utility work related to the downtown development. The downtown development began construction in 2010 and will continue in 2014. Therefore, the unappropriated monies will need to be re-appropriated in 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
Not applicable	302 – Streets and Utilities associated with the Downtown Redevelopment	\$1,330,188	

Alley 5 Parking Lot – This project includes construction of the Alley 5 Parking Lot and Locke Lane in conjunction with the downtown redevelopment. The project started construction in 2012 and will be completed in 2014 upon completion of the surrounding development. Therefore, the monies will need to be re-appropriated in 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2010	301 – Capital	\$201,568	

Esplanade Project – Construction of the project was completed in 2013, however the project will be closed out in 2014. Therefore, a portion of the unencumbered appropriated monies will need to be re-appropriated in 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2011	301 - Capital	\$300,000	\$300,000 KSU Reimbursement

Annual Street and Sidewalk Program – The annual street and sidewalk program in 2013 was unique in that it contained five separately funded streets that included State oversight as well as standard seal coat program that was added when money became available. Due to the additional requirements from the grants the resurfacing of Franklin Avenue was delayed till 2014. The bidding documents for Franklin have already been submitted to ODOT and we are awaiting their permission to bid the project. Therefore, the unencumbered appropriated funds will need to be re-appropriated in 2014.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	301 – Capital	\$318,600	\$211,600 Fed. Funded

The total 2013 appropriations and associated reimbursements needing to be re-appropriated, by fund, based on the above are:

Fund	2013 Re-appropriations	Reimbursable Amount
201 – Water	\$0	\$0
202 – Sewer	\$0	\$0
208 – Storm	\$2,222,338	\$691,500
301 - Capital	\$2,007,821	\$1,140,961
302 - TIFF	\$1,330,188	

In addition to the above re-appropriations, we also are requesting an appropriation reduction for the following 2014 project.

ODOT - SR 261 Resurfacing – This project is an ODOT project to resurface SR 261 in the area. Our contribution was requested a year earlier than budgeted. Therefore, the money that was appropriated in 2013 (\$13,890), is not required in 2014. Therefore, we are requesting that the 2014 appropriations be reduced by the following amount.

Original CIP Year	Fund	Appropriation Reduction Request	Comment
2014	301 – Capital	\$13,890	

C: Brian Huff
Gene Roberts
Jon Giaquinto
Suzanne Robertson
Rhonda Boyd
Pat Homan
Cori Finney
File



KENT FIRE DEPARTMENT MONTHLY INCIDENT REPORT November 2013

FIRE INCIDENT RESPONSE INFORMATION

Summary of Fire Incident Alarms

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

CURRENT PERIOD			YEAR TO DATE		
2013	2012	2011	2013	2012	2011
43	43	50	526	589	498
10	24	30	84	191	225
10	14	7	112	159	124
0	2	0	4	4	1
7	1	5	50	41	44
70	84	92	776	984	892

Summary of Mutual Aid Received by Location

City of Kent
Kent State University
Franklin Township
Sugar Bush Knolls
Total Mutual Aid

0	1	0	9	16	5
0	0	0	2	2	1
0	1	0	3	5	1
0	0	0	0	0	0
0	2	0	14	23	7

EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION

Summary of Emergency Medical Service Responses

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

CURRENT PERIOD			YEAR TO DATE		
2013	2012	2011	2013	2012	2011
180	147	184	2121	2034	2191
37	35	35	335	406	350
33	28	36	393	409	338
2	2	0	14	10	6
1	2	2	39	29	22
253	214	257	2902	2888	2907

Summary of Mutual Aid Received by Location

City of Kent
Kent State University
Franklin Township
Sugar Bush Knolls
Total Mutual Aid

2	1	1	45	31	26
0	0	0	7	8	5
0	0	0	6	8	2
0	0	0	0	0	0
2	1	1	58	47	33

TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS

323	298	349	3678	3872	3799
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KENT FIRE DEPARTMENT MONTHLY INCIDENT REPORT December 2013

FIRE INCIDENT RESPONSE INFORMATION

Summary of Fire Incident Alarms

	CURRENT PERIOD			YEAR TO DATE		
	2013	2012	2011	2013	2012	2011
City of Kent	35	40	26	561	629	524
Kent State University	3	19	15	87	210	240
Franklin Township	6	14	13	118	173	137
Sugar Bush Knolls	2	0	0	6	4	1
Mutual Aid Given	3	5	4	53	46	48
Total Fire Incident Alarms	49	78	58	825	1062	950

Summary of Mutual Aid Received by Location

City of Kent	1	0	0	10	16	5
Kent State University	0	0	0	2	2	1
Franklin Township	1	0	1	4	5	2
Sugar Bush Knolls	0	0	0	0	0	0
Total Mutual Aid	2	0	1	16	23	8

EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION

Summary of Emergency Medical Service Responses

	CURRENT PERIOD			YEAR TO DATE		
	2013	2012	2011	2013	2012	2011
City of Kent	175	181	207	2296	2215	2398
Kent State University	11	32	28	346	438	378
Franklin Township	19	36	28	412	445	366
Sugar Bush Knolls	0	2	0	14	12	6
Mutual Aid Given	2	2	2	41	31	24
Total Emergency Medical Service Responses	207	253	265	3109	3141	3172

Summary of Mutual Aid Received by Location

City of Kent	4	1	1	49	32	27
Kent State University	0	0	0	7	8	5
Franklin Township	0	2	0	6	10	2
Sugar Bush Knolls	0	0	0	0	0	0
Total Mutual Aid	4	3	1	62	50	34

TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS

2013	256	331	323	3934	4203	4122
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**City of Kent
Income Tax Division**

December 31, 2013

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

Monthly Receipts

Total receipts for the month of December, 2013	\$937,014
Total receipts for the month of December, 2012	\$1,332,645
Total receipts for the month of December, 2011	\$834,781

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

	<u>Year-to-date Actual</u>	<u>Percent of Annual</u>
Total receipts January 1 through December 31, 2013	\$12,397,812	108.75%
Total receipts January 1 through December 31, 2012	\$12,063,299	100.00%
Total receipts January 1 through December 31, 2011	\$10,711,766	100.00%

Year-to-date Receipts Through December 31, 2013 - Budget vs. Actual

<u>Year</u>	<u>Annual Budgeted Receipts</u>	<u>Revised Budgeted Receipts</u>	<u>Year-to-date Actual Receipts</u>	<u>Percent Collected</u>	<u>Percent Remaining</u>
2013	\$ 11,400,000	\$ 11,400,000	\$12,397,812	108.75%	-8.75%

Comparisons of Total Annual Receipts for Previous Seven Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change From Prior Year</u>
2006	\$ 10,151,202	-0.36%
2007	\$ 10,540,992	3.84%
2008	\$ 10,712,803	1.63%
2009	\$ 10,482,215	-2.15%
2010	\$ 10,453,032	-0.28%
2011	\$ 10,711,766	2.48%
2012	\$ 12,063,299	12.62%

Submitted by



Director of Budget and Finance

2013 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
as of Month Ended December 31, 2013

Month	Monthly Receipts			Comparisons	
	2011	2012	2013	Amount	Percent Change
January	\$ 1,026,357	\$ 1,085,253	\$ 897,977	\$ (187,277)	-17.26%
February	788,986	806,227	919,060	112,832	14.00%
March	823,680	860,826	988,906	128,080	14.88%
April	1,057,137	1,239,488	1,330,732	91,244	7.36%
May	1,006,438	972,050	1,021,364	49,314	5.07%
June	844,726	915,138	1,059,172	144,034	15.74%
July	848,105	961,433	967,424	5,991	0.62%
August	873,559	942,880	989,007	46,127	4.89%
September	825,343	980,892	1,205,984	225,092	22.95%
October	939,121	1,076,141	1,038,755	(37,386)	-3.47%
November	843,533	890,325	1,042,418	152,093	17.08%
December	834,781	1,332,645	937,014	(395,631)	-29.69%
Totals	\$ 10,711,766	\$ 12,063,299	\$ 12,397,812	334,514	2.77%

Month	Year-to-Date Receipts			Comparisons	
	2011	2012	2013	Amount	Percent Change
January	\$ 1,026,357	\$ 1,085,253	\$ 897,977	\$ (187,277)	-17.26%
February	1,815,343	1,891,480	1,817,036	(74,444)	-3.94%
March	2,639,023	2,752,306	2,805,942	53,636	1.95%
April	3,696,160	3,991,794	4,136,674	144,880	3.63%
May	4,702,598	4,963,844	5,158,038	194,194	3.91%
June	5,547,324	5,878,982	6,217,210	338,228	5.75%
July	6,395,429	6,840,415	7,184,634	344,219	5.03%
August	7,268,988	7,783,295	8,173,641	390,346	5.02%
September	8,094,331	8,764,187	9,379,625	615,438	7.02%
October	9,033,453	9,840,328	10,418,380	578,052	5.87%
November	9,876,985	10,730,653	11,460,798	730,145	6.80%
December	10,711,766	12,063,299	12,397,812	334,514	2.77%
Totals	\$ 10,711,766	\$ 12,063,299	\$ 12,397,812	334,514	2.77%

2013 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
as of Month Ended December 31, 2013

Month	Monthly Receipts			Comparisons	
	2011	2012	2013	Amount	Percent Change
January	\$ 406,862	\$ 403,606	\$ 383,688	\$ (19,919)	-4.94%
February	336,710	335,895	353,861	17,966	5.35%
March	362,390	360,114	384,674	24,560	6.82%
April	357,231	362,957	396,905	33,947	9.35%
May	354,925	360,026	379,202	19,176	5.33%
June	349,038	362,330	413,558	51,227	14.14%
July	337,910	379,316	359,357	(19,959)	-5.26%
August	370,933	359,550	375,619	16,068	4.47%
September	298,038	328,283	321,941	(6,342)	-1.93%
October	352,815	376,474	392,945	16,471	4.37%
November	358,685	384,179	399,939	15,760	4.10%
December	360,837	423,935	441,408	17,473	4.12%
Totals	\$ 4,246,372	\$ 4,436,666	\$ 4,603,095	\$ 166,430	3.75%

Month	Year-to-Date Receipts			Comparisons	
	2011	2012	2013	Amount	Percent Change
January	\$ 406,862	\$ 403,606	\$ 383,688	\$ (19,919)	-4.94%
February	743,572	739,501	737,549	(1,952)	-0.26%
March	1,105,962	1,099,615	1,122,223	22,607	2.06%
April	1,463,193	1,462,573	1,519,127	56,554	3.87%
May	1,818,117	1,822,598	1,898,329	75,731	4.16%
June	2,167,155	2,184,929	2,311,886	126,958	5.81%
July	2,505,065	2,564,245	2,671,244	106,999	4.17%
August	2,875,997	2,923,795	3,046,863	123,068	4.21%
September	3,174,035	3,252,078	3,368,804	116,726	3.59%
October	3,526,851	3,628,552	3,761,748	133,197	3.67%
November	3,885,535	4,012,731	4,161,688	148,957	3.71%
December	4,246,372	4,436,666	4,603,095	166,430	3.75%
Totals	\$ 4,246,372	\$ 4,436,666	\$ 4,603,095		

2013 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
as of Month Ended December 31, 2013

Comparisons of Total Annual Receipts for Previous Seven Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change</u>
2006	\$ 3,542,080	2.59%
2007	\$ 3,707,931	4.68%
2008	\$ 3,919,539	5.71%
2009	\$ 4,090,788	4.37%
2010	\$ 4,267,465	4.32%
2011	\$ 4,246,372	-0.49%
2012	\$ 4,436,666	4.48%



CITY OF KENT, OHIO

Department of Safety

To: Dave Ruller, Jim Bowling, Gene Roberts, Jon Giaquinto, Chief Dave Manthey, Chief Michelle Lee, Bridget Susel
From: Suzanne Stemnock
Date: December 18, 2013
Subject: Traffic Engineering & Safety Meeting on December 17, 2013

1. The first item discussed by the Committee was the impact the Summit Street improvement project will have on Kent State University's parking. The parking areas located at the Recreation Center, Schwartz Center, and Johnson Hall will all be affected for up to three years by the project. The University was interested in temporary parking on the street to make up for some of the lost spaces. The Committee agreed to further look into temporary parking locations once more specific information is received concerning the University's needs. They also agreed that the best method to control the temporary spots would be through the use of parking permits.
2. The second item discussed was the Summit Street median crossing locations and the proposed material of the crossings for emergency vehicle use. The Committee agreed that three crossings would be sufficient and that the proposed locations were good for access to north side of Summit Street. It was also agreed that the grass would be better than the rubberized mulch in the median crossings. There will be markers to identify where the grass crossings are located for use by emergency vehicles only. These medians will be maintained by Kent State University.
3. The Committee agreed to a no parking restriction on the east side of the newly reconstructed Pine Street between Cherry and Harris Streets. Concerns from residents about the reduced parking have been addressed and corrected through several public meetings. There will be a grace period of 30 days for parking tickets once changes to the ordinance are approved. The amended ordinance will be taken to Council in January.
4. A group of residents requested a traffic signal at the intersection of Fairchild Avenue and Silver Meadows Boulevard . That intersection had been studied around 2010, it was only close to warranting a signal during peak times. The residents were told to send their request in writing. The procedure would then be for the City to follow up with a study, traffic crash history report, and finally the priority of that intersection would be compared to other intersections in the City that also need signals. Another resident requested a stop sign on Vine Street at either Oak or Williams Streets because of speeding vehicles. The Committee agreed that stop signs are not used as a method to control speed and that a speed trailer could be placed on Vine Street in the spring to check speed averages and encourage drivers to slow down.

5. The fifth item covered by the Committee was to review parking ordinance amendments for E. Erie Street from S. Water Street to Haymaker Parkway and S. Depeyster Street from Haymaker Parkway to E. Main Street. They discussed the difference between a ten minute drop off/pick up spot and a ten minute parking spot. The Committee agreed that the parking ordinance amendments looked good with the addition of Pine Street.
6. Lastly, the Committee discussed the interest from new restaurants like Bricco for valet parking services. Bricco is interested in having the service available to their patrons on Thursday, Friday, and Saturday nights. They would like to use two parking spots in the front of their building on Erie Street as a drop off zone for the service. It was agreed that a permitting procedure will need to be established to control valet businesses coming into the City. Standards will need to be established for liability purposes and the City will need proof of a contract between the valet and the Kent business. The Committee agreed that the City could issue a temporary permit to Bricco for valet services. The City will stipulate that the spots can only be used if they are open after the approved valet service times and that the City will not tow other vehicles parked in those spots for valet use. Additionally, they will be asked to use the City lots as the location to park the vehicles that use the valet service.



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

TO: Dave Ruller, City Manager
FROM: Dan Morganti, Grants & Neighborhood Programs Coordinator
DATE: January 13, 2014
SUBJECT: 2014 CDBG Grant Application (Annual Action Plan)

The Community Development Department is beginning the process of preparing the City's annual application to HUD for Community Development Block Grant (CDBG) funding. In order to identify projects to be funded in the 2014 CDBG program year, the City will be sending out a request for proposals (RFP) this week, via e-mail, to agencies and social service groups that have received CDBG funding in prior program years. The City will also be placing an ad in the *Record Courier* announcing the availability of the CDBG application. Projects identified for funding consideration will be presented to City Council for approval and will be included in the City's 2014 Annual Action Plan submitted to HUD in June.

HUD has not released the PY2014 allocation amounts. We anticipate the City will receive an amount close its PY2013 allocation of \$275,277.00.

I have attached a schedule of dates for the CDBG 2014 Action Plan process.

The dates requiring Council scheduling include the following:

- **February 19, 2014** – First public hearing for 2014 Action Plan. Hearing already scheduled for 7:25 p.m. through the Clerk of Council's office.
- **March 5, 2014** – Council Committee time will need to be scheduled to present the proposed 2014 CDBG projects to the Community Development Committee. I will forward a memo to you by February 26, 2014 listing all of the proposed projects and recommended grant award amounts.
- **May 21, 2014** – Second public hearing for 2014 Action Plan. Hearing already scheduled for 7:25 p.m. through the Clerk of Council's office.

Please let me know if you have any questions or if you need any additional information.

Cc: Bridget Susel, Community Development Director
Suzanne Stemnock, Executive Assistant, City Manager
Linda Jordan, Clerk of Council

2014 CDBG ACTION PLAN SCHEDULE

January 14, 2014 - Ad submitted to the *Record Courier* to appear in the Friday, January 17, 2014 edition announcing the availability of the 2014 CDBG application (RFP).

January 17, 2014 - Staff e-mails CDBG applications to agencies, service groups, neighborhood planning groups and City Departments seeking projects to be funded through the City's 2014 CDBG program.

January 31, 2014 - Ad submitted to the *Record Courier* to appear in the Wednesday, February 5, 2014 edition announcing the first public hearing to be held on Wednesday, February 19, 2014, 7:25 p.m.

February 19, 2014 - First public hearing for the 2014 Action Plan.

February 21, 2014 - Deadline for submitting 2014 application to the Community Development Department.

February 26, 2014 - Staff forwards CDBG funding recommendations to City Manager's Office for transmittal to City Council.

March 5, 2014 - City Council Community Development Committee discusses staff recommendations and adopts motion approving CDBG projects to be funded in PY2014.

April 17, 2014 - Ad submitted to the *Record Courier* to appear in the Tuesday, April 22, 2014 edition announcing the start of the 30-day public comment period.

April 22, 2014 - 30-day public comment period begins. Draft of the 2014 Action Plan is available for public review.

May 2, 2014 - Ad submitted to the *Record Courier* to appear in the Wednesday, May 7, 2014 edition announcing the second public hearing on Wednesday, May 21, 2014, 7:25 p.m.

May 21, 2014 - City Council holds second public hearing for the 2014 Action Plan and 30-day public comment period ends. City Council approves Ordinance authorizing submission of Plan to HUD.

June 9, 2014 - Staff submits 2014 Annual Action Plan to HUD Columbus Field Office.

2008 to 2013 Citizen Action Center Summary

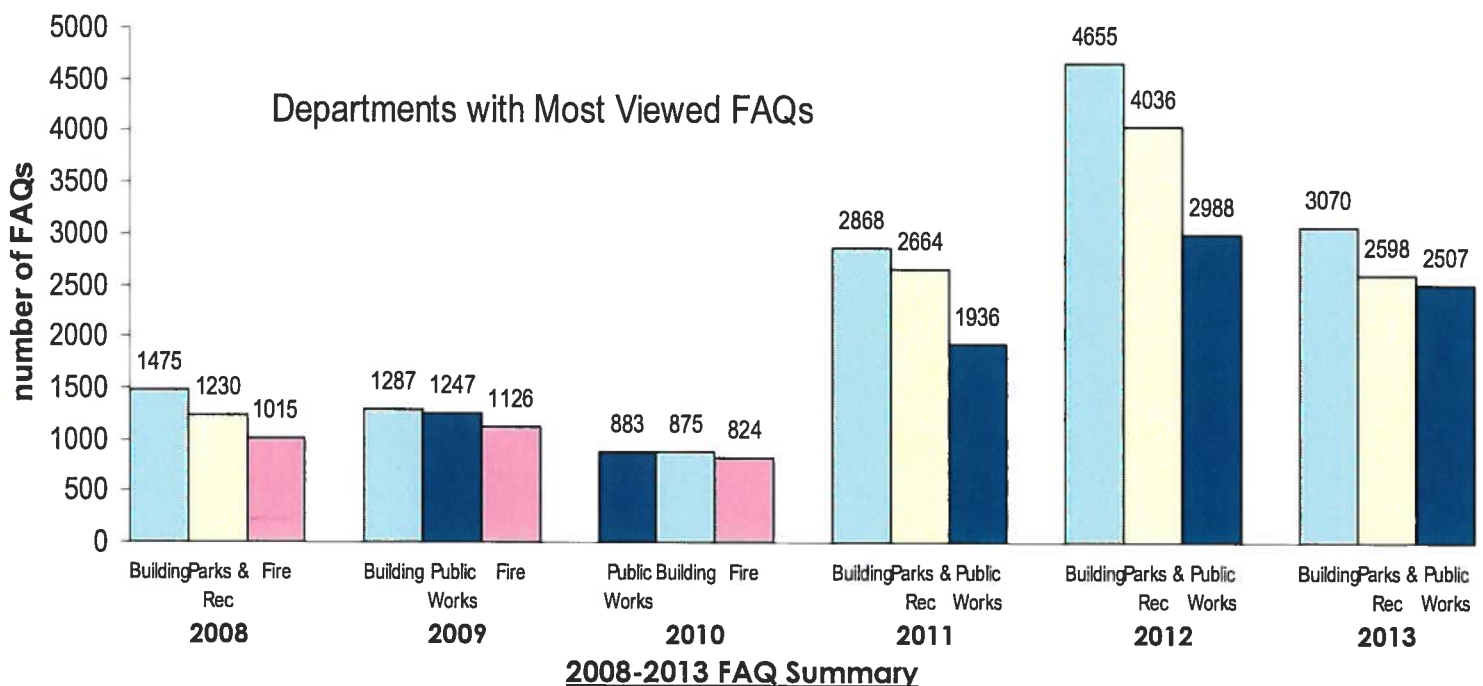
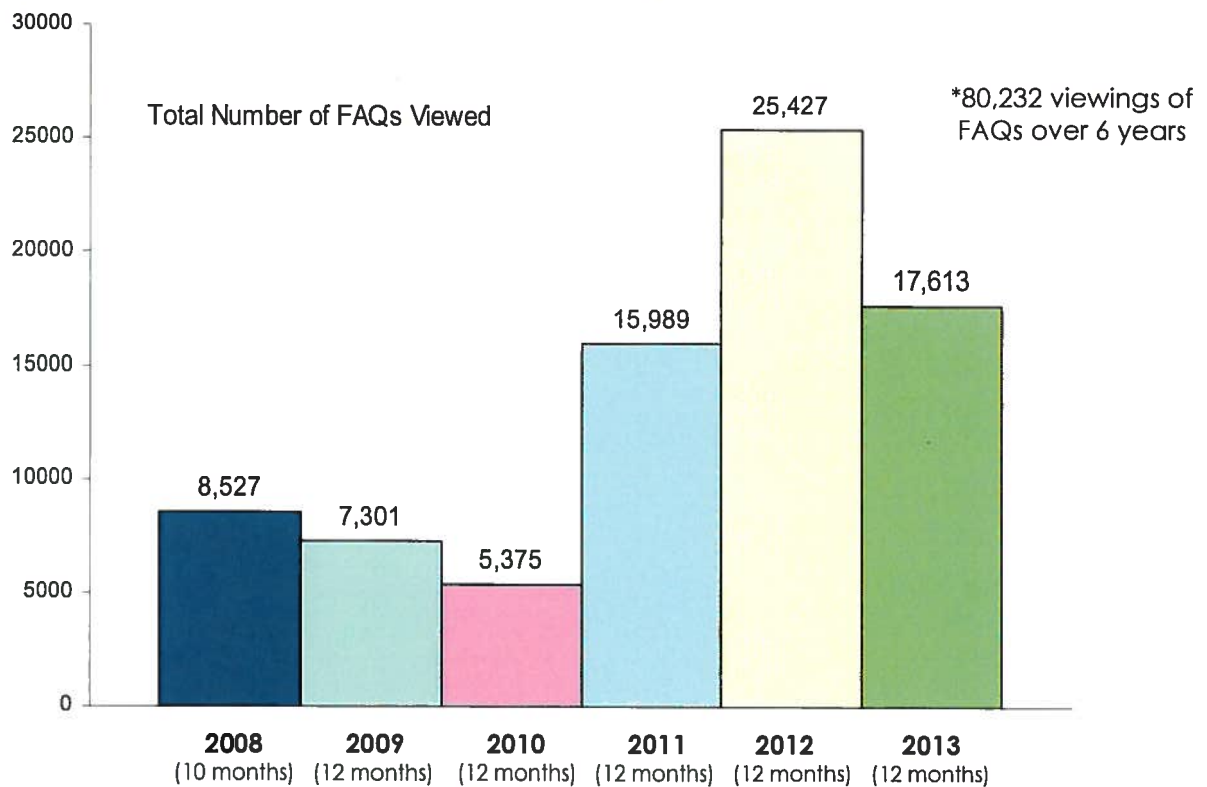


This report was prepared by staff to summarize the use of the online Citizen Action Center by Kent residents. The report includes a comparison of statistics across several years – 2008, 2009, 2010, 2011, 2012 and 2013. The Citizen Action Center went live online in March 2008 so the data for 2008 is a partial year while the data for the other five years is complete.

The Citizen Action Center allows citizens to have access to a knowledge database while also giving them the ability to communicate with City staff through the online service tools. With these tools citizens can ask staff questions, create service requests, and track the progress of their requests.

Using this data we hope to be able to continue to provide better, more convenient and effective service to citizens while saving resources.

Online Frequently Asked Questions Use: 2008-2013



2008-2013 FAQ Summary

Citizens are able to search questions using phrases or keywords

This allows the City's most popular information to be available online for 24/7 access

There are 41 total FAQs in the system

The top FAQ for the first three years was "Can I have a fire in my backyard?"

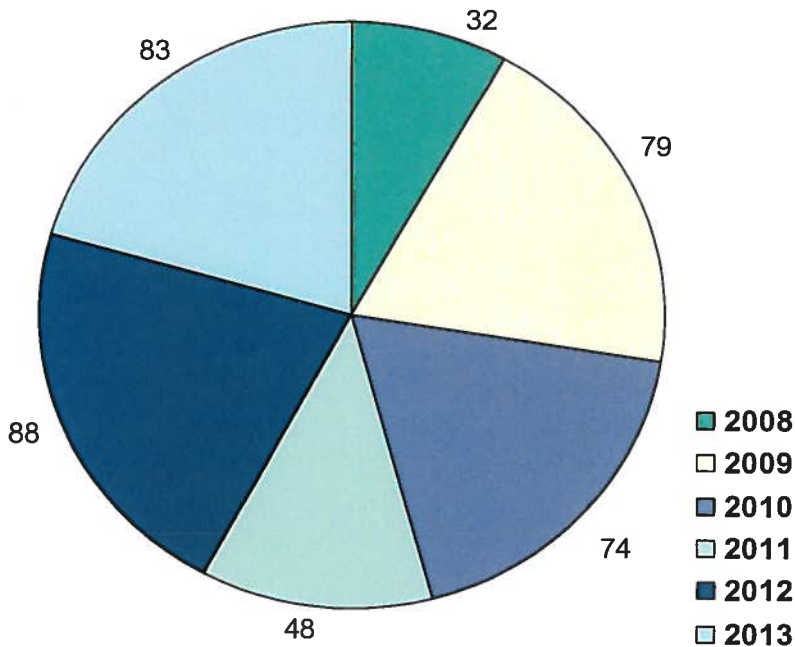
The top FAQ in 2011, 2012 & 2013 was "Does the City provide public garbage pick-up?"

The total number of FAQ views is 80,232

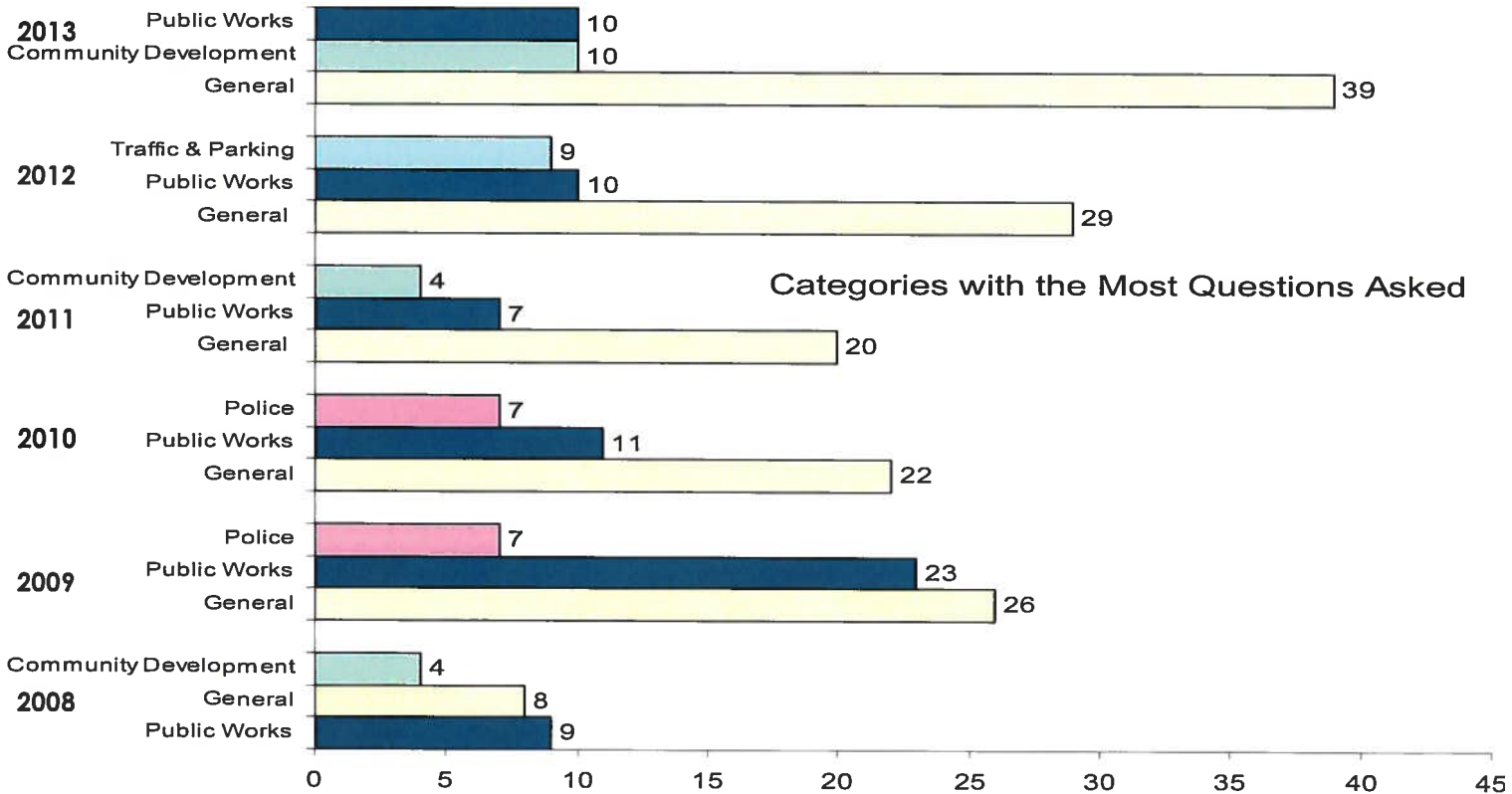
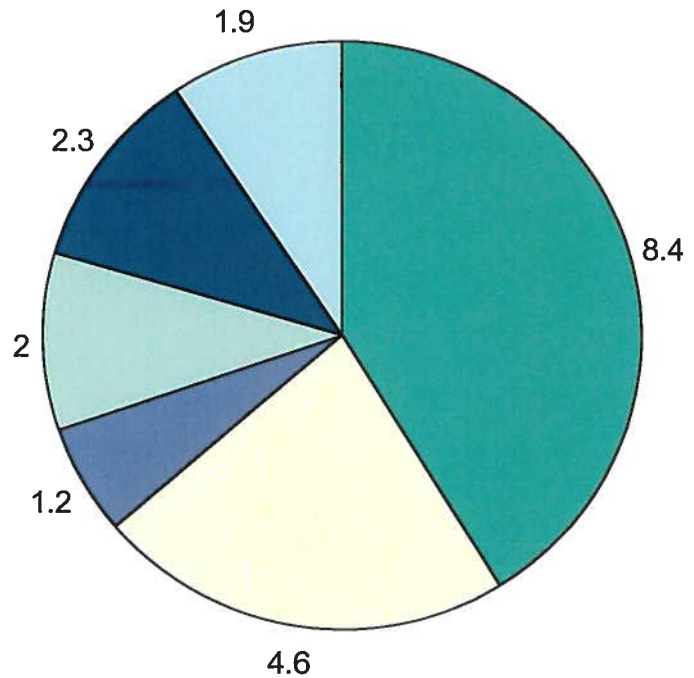
The top searched phrases in 2013 were "employment", "zoning", and "recycling"

Citizen Online Service Questions Use: 2008-2013

Total Questions Asked



Average Time to Answer Questions (days)



2008-2013 Service Question Summary

Citizens are able to submit unique questions online

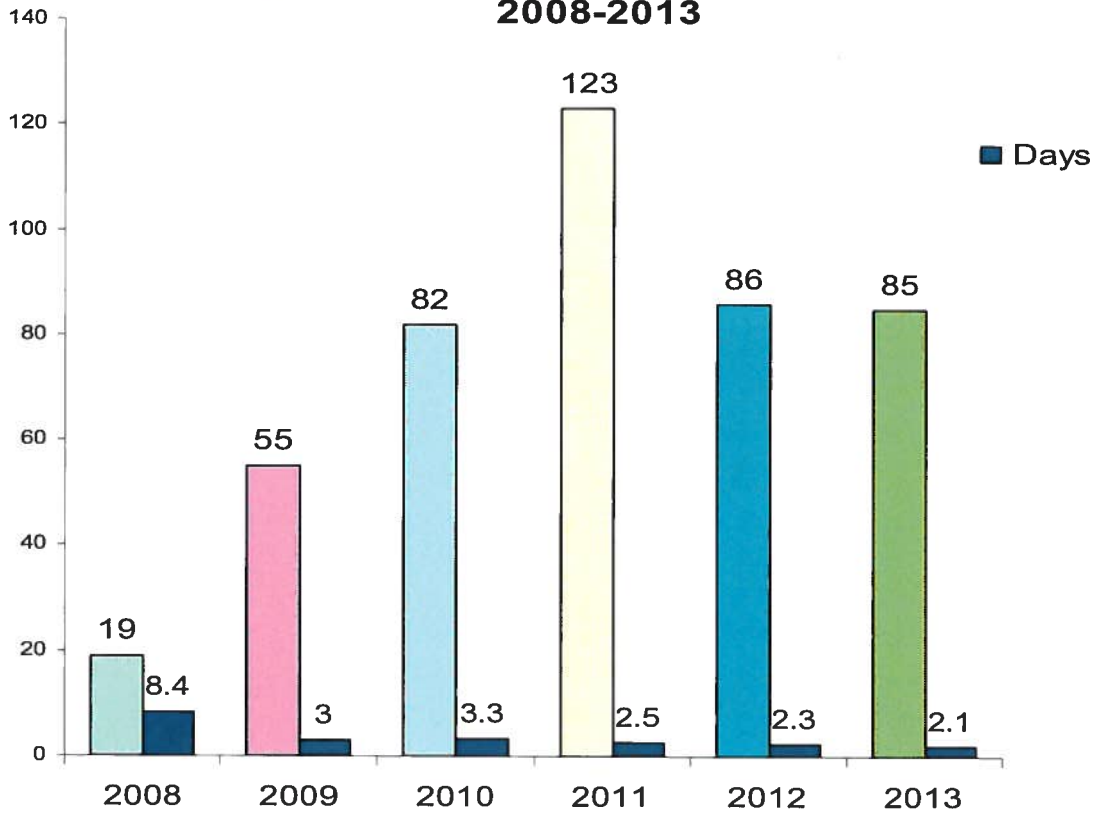
Questions are answered directly by the appropriate staff

There have been a total of 404 questions asked over 6 years

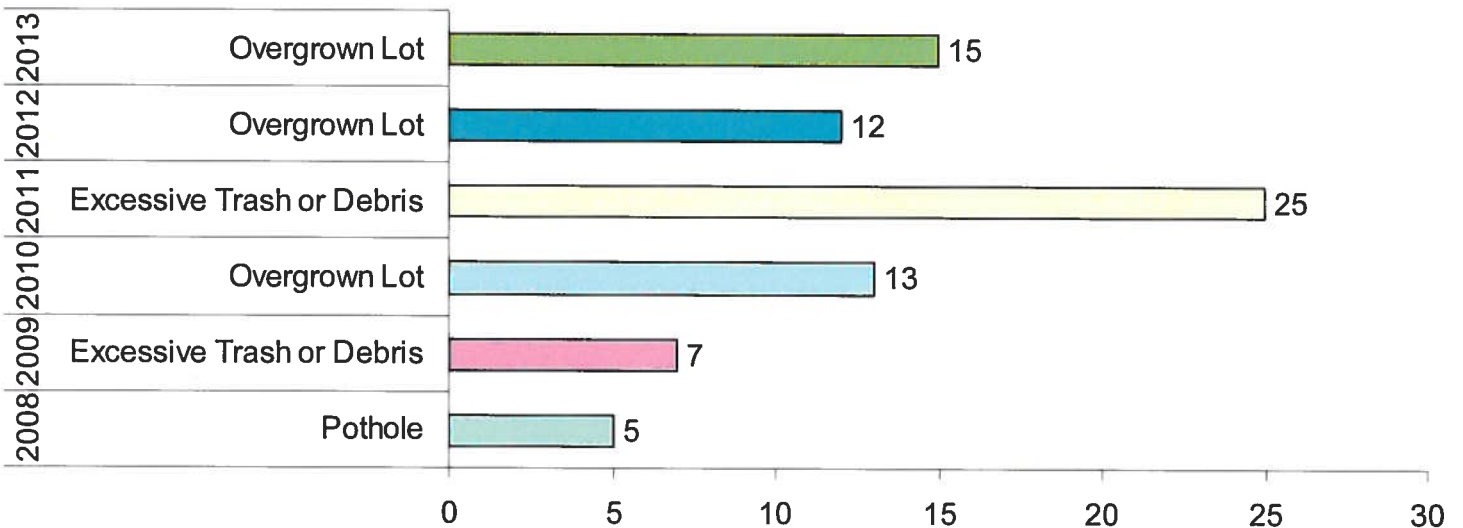
General types of questions have been the most popular with 132 total over the last 6 years

Citizen Online Service Requests 2008-2013

City Service Requests and Days to Respond 2008-2013



Most Common Requests by Type



2008-2013 Service Request Summary

Citizens are able to input service requests that are forwarded directly to the appropriate department for action

Staff responds with the action to be taken and when the request is complete

There were a total of 434 service requests over the last 6 years

Public Works had the most requests with 139 total

The total time it took to complete a request in 2013 was the lowest it has ever been

**KENT CITY PLANNING COMMISSION
BUSINESS MEETING
FEBRUARY 4, 2014**

**COUNCIL CHAMBERS
KENT CITY HALL
325 S. DEPEYSTER STREET
7:00 P.M.**

A G E N D A

I. CALL TO ORDER

II. ROLL CALL

III. READING OF PREAMBLE

IV. ADMINISTRATION OF OATH OF OFFICE

V. ELECTION OF OFFICERS

VI. ADMINISTRATION OF OATH

VII. CORRESPONDENCE

VIII. OLD BUSINESS

- A. PC13-018 LEO DOYLE/PORTAGE LEASING
1278 W. Main Street
Conditional Zoning Certificate & Site Plan Review**

The applicant is seeking a Conditional Zoning Certificate and Site Plan Review and Approval in order to utilize the rear yard of the property for parking. The subject property is zoned IC-R: Intensive Commercial-Residential District.

- 1) Public Hearing**
- 2) Planning Commission Discussion/Action**

IX. NEW BUSINESS

- A. PC14-003 COLLEGE TOWN KENT, LLC
210 S. Depeyster Street
Park Fee Review**

The applicant is requesting review and approval of the park fee in lieu of land dedication for Building C (aka The Landmark) is located at 210 S. Depeyster Street. The subject property is zoned C-D: Commercial-Downtown District.

- 1) Public Comment
- 2) Planning Commission Discussion/Action

X. MEETING MINUTES: December 17, 2013

XI. OTHER BUSINESS

XII. ADJOURNMENT



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: January 27, 2014
TO: Kent City Planning Commission
FROM: Jennifer Barone, PE, Development Engineer
RE: Staff Report for the February 4, 2014 Planning Commission Meeting

The following items appear on the agenda for the February 4, 2014 Planning Commission meeting:

OLD BUSINESS

CASE NO: PC13-018

APPLICANT: Leo Doyle/Portage Leasing

SITE LOCATION: 1278 West Main Street

STATUS OF APPLICANT: Mr. Doyle is the owner.

REQUESTED ACTION: Conditional Zoning Certificate and Site Plan Review and Approval for a parking lot.

ZONING: IC-R: Intensive Commercial - Residential

TRAFFIC: The parcel is accessed from West Main Street and Garrett Street.

SURROUNDING LAND USES: The property is surrounded by commercial uses on the north, east & west and residential on the south side.

APPLICABLE CODE SECTIONS: Chapter 1143 and 1171 of the Kent Codified Ordinances.

ANALYSIS: **UPDATE**

A new site plan for the rear parking area was submitted. However, the new site plan is still insufficient to determine if it meets zoning criteria.

FROM THE PREVIOUS STAFF REPORT

The information was insufficient for staff to review, and the application for Planning Commission review and approval was deemed incomplete. However, this project was advertised to be discussed at this evenings meeting. Staff is requesting a motion to table this item until a complete application package has been received.

PROJECT DESCRIPTION:

The applicant is requesting to utilize the rear yard of the property for parking. This parcel has a history of illegally parked vehicles and other scrap type items in the rear yard. The site plan approved by the Planning Commission depicted parking in the front only. This parcel has been through the legal system twice (1998 & 2003). Obtaining approval for a rear parking area by Kent's Planning Commission will supersede the court cases. From the history, Staff is concerned that unlicensed or inoperable vehicles (junk) will be stored here as well as miscellaneous parts and accessories. The area is also unkempt. Staff suggests adding conditions of approval to restrict the use to licensed and operable vehicles only.

Parking lots are conditionally permitted uses subject to KCO 1171.01(1), (2), (5), (9), (11), and (40) listed below.

- (1) All structures and activity areas shall be located at least 100 feet from all property lines.
- (2) Loudspeakers which cause a hazard or annoyance shall not be permitted.
- (5) No lighting shall constitute a nuisance or in any way impair safe movement of traffic on any street or highway; no lighting shall shine directly on adjacent properties.
- (9) Such uses shall not require uneconomical extensions of utility services at the expense of the community.
- (11) Such uses shall be properly landscaped to be harmonious with surrounding residential uses.
- (40) A performance bond or other financial guarantee acceptable to the Planning Commission shall be placed with the City to insure that the landscaping be installed, and that the hard surfacing of the access drives and parking and service areas be installed, and that adequate storm water drainage be installed, all in accordance with the Commission's approved plans.

TRAFFIC/PARKING:

Insufficient information to determine.

UTILITIES:

Utilities are existing.

STORMWATER:

Insufficient information to determine.

SIGNAGE:

No signage is proposed.

LIGHTING/LANDSCAPING/DUMPSTER:

Insufficient information to determine.

ARCHITECTURAL REVIEW BOARD:

The project did not require review by the Architectural Review Board.

VARIANCES:

The Applicant may request variances from the Board of Zoning Appeals (BZA) for a gravel parking area and to decrease the landscape buffer along Garrett Street.

RECOMMENDATION:

Staff is recommending disapproval of this request. Should the Commission find the plans acceptable, Staff recommends the following conditions:

1. The parking area is to be hard surfaced or a variance granted from the Board of Zoning Appeals (BZA).
2. The 20' landscape strip shall be provided or a variance granted from the Board of Zoning Appeals (BZA).
3. The sidewalk along Garrett street is to be replaced along the frontage where the sidewalk is missing or broken.
4. The parking lot cannot be used for public parking.
5. No unlicensed vehicles may use this lot.
6. No non-operable vehicles may use this lot.
7. No partial vehicles or spare parts may be stored in this lot including, but not limited to, items listed under the definition of Junk Yard in the zoning code Section 1103.
8. The lot must be kept in an orderly and neat condition.
9. Additional landscaping shall be planted to screen the lot.
10. Plans shall be submitted for technical plan review and approval.
11. Storm water management calculations are to be provided and any necessary storm water facilities installed.

Planning Commission may approve, approve with conditions, or disapprove the application. Should Planning Commission wish to approve this project, the following language may be used:

I move that in Case PC13-018, the Planning Commission disapprove the request for a Conditional Zoning Certificate and Site Plan to utilize the rear yard for parking at 1278 West Main Street.

List of Enclosures for This Project:

1. Cover letter received 11/07/13.
2. Plans received 01/17/14.
3. Aerial Topo and Zoning Map.

CASE NO:

PC14-003

APPLICANT:

College Town Kent, LLC.

SITE LOCATION:

210 South Depeyster Street

STATUS OF APPLICANT:

The applicant is leasing the property from the City of Kent who is the owner.

REQUESTED ACTION:

Park Fee approval

ZONING:

C-D: Commercial - Downtown District

TRAFFIC:

The apartments are accessed from South Depeyster Street.

SURROUNDING LAND USES:

The property is surrounded by commercial uses on all sides.

APPLICABLE CODE SECTIONS: Chapter 1191 of the Kent Codified Ordinance

ANALYSIS:

College Town Kent LLC has 32 apartment in Building C also know as the Landmark at 210 South Depeyster Street. All residential development is subject to either dedicating park land, paying a fee in lieu, or some combination of land and fee. In accordance with Chapter 1191 of the Kent Codified Ordinances, the Planning Commission with the consent of the Parks and Recreation Board determines which option is utilized. The Parks & Recreation Department requires a minimum of 3 acres for a park. Therefore, the fee in lieu option has been agreed upon by the Parks & Recreation Director and the developer, as well as, the total fee amount of \$13,185.50 plus \$1,814.50 in landscape materials contribution. The Parks and Recreation Board still has to approve this agreement which needs to be a condition of approval.

RECOMMENDATION:

Staff is recommending approval.

The Planning Commission may approve, approve with conditions, or disapprove the application. Should Planning Commission wish to make a motion for this project the following language may be used:

I move that in Case PC14-003, the Planning Commission approve the total park fee in lieu of land dedication in the amount of \$13,185.50 plus \$1,814.50 in landscape materials contribution for Building C (aka the Landmark) located at 210 South Depeyster Street subject to approval of the the Parks & Recreation Board.

CC: Bridget Susel, Community Development Director
Jim Bowling, City Engineer
Eric Fink, Assistant Law Director
John Idone, Parks & Recreation Director
Heather Phile, Development Planner
Applicant
PC Case File

**CITY OF KENT
ARCHITECTURAL REVIEW BOARD
FEBRUARY 4, 2014**

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

A G E N D A

I. CALL TO ORDER

II. ROLL CALL

III. ADMINISTRATION OF OATH

IV. PROJECT REVIEW

- A. ARB14-002 KM PROPERTIES
 QUAY BOULEVARD / 1480 FAIRCHILD AVENUE**

**The applicants are requesting review of a new multi-tenant building
at the end of Quay Boulevard.**

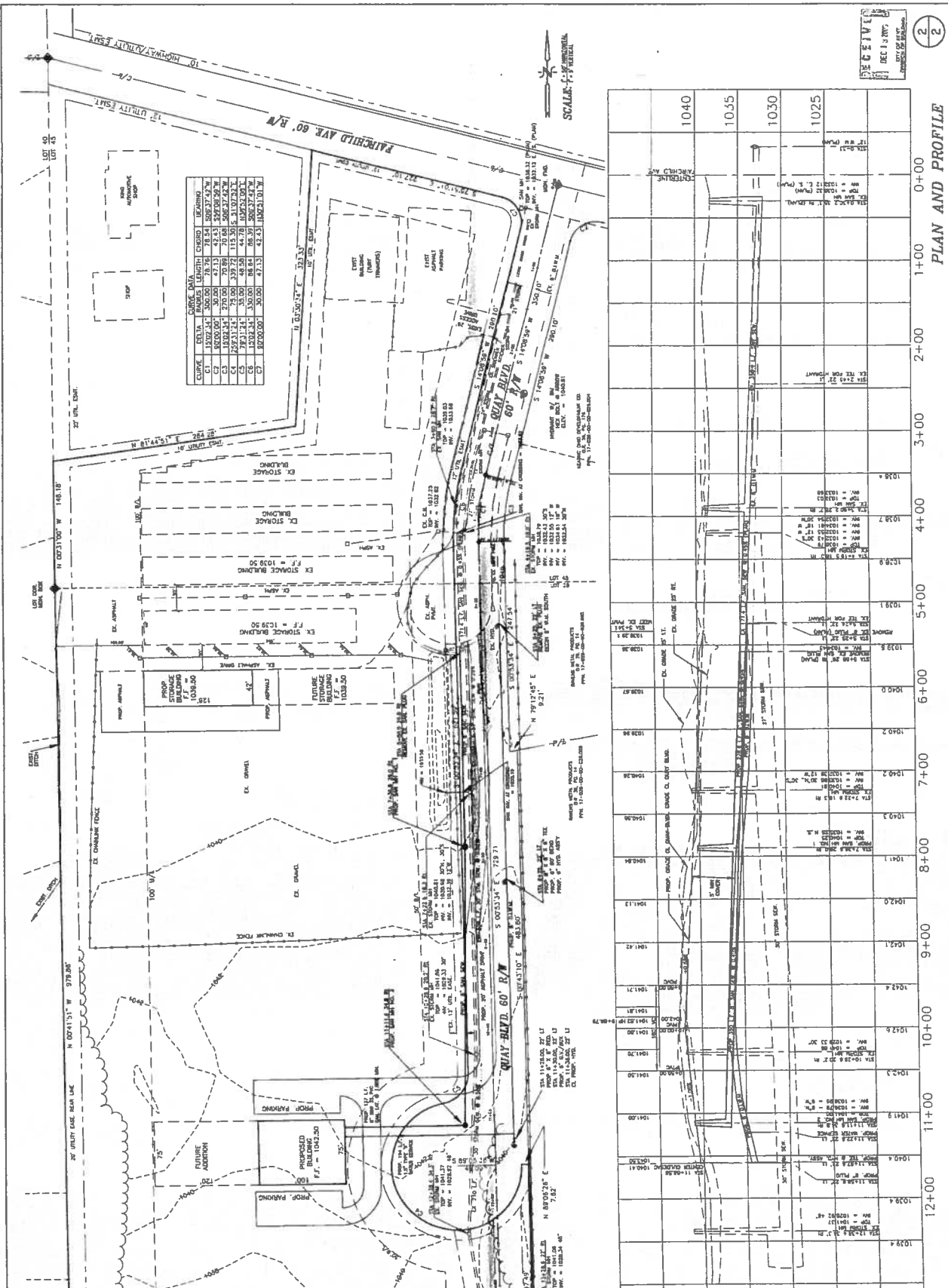
V. OTHER BUSINESS

- A. Window Sign Discussion**

VI. ADJOURNMENT

PROJECT NAME:
 REX BUILT AT ARROW ON HOBAN, 2+46.5
 EAST SIDE QUAY DAMAGED STA. 10+02.81
 ELEV.

SUMMIT COUNTY
 PORTAGE COUNTY



PLAN AND PROFILE

SCALE: 1" = 40'

DATE: 12/15/11

PROJECT NO. 11-000-00-00-00-00

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EXIST. ELEV. & PROFILE GRADE

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