

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE

MEMO

January 29, 2009

To: Dave Ruller, City Manager  
From: Gene Roberts, Service Director  
RE: Residential Trash Collection

On December 17, 2008 the City received and opened bids for Residential Trash Collection. Four Bid Packages were returned but only three Bids were received, with Republic Waste electing not to bid for providing services as outlined in the bid documents.

Attached is a six page analysis of the bids received indicating that R & R Sanitation is the low bidder to provide City wide residential trash collection in the amount of \$65,945 per month to be billed directly to City residents. As anticipated overall a savings will be experienced ranging from \$20,000 to \$51,000 per month, as reported on page six of the attached analysis. The cost savings reported are calculated by comparison of bid pricing versus current pricing for services as provided by the bidding trash haulers. Two unknowns, type of services and cost per service currently being used by Kent residents, could increase or decrease the reported cost savings. By example if the estimated number of 60 Gallon Generator Service subscribers were to decrease to 2,000 and the 90 Gallon Generator Service were to increase to 2,500 the reported cost for service would increase to \$69,045 per month (\$3,100 monthly). Alternatively, if the estimated number of 60 Gallon Generator Service subscribers were to decrease to 2,000 and the 30 Gallon Generator Service were to increase to 2,500 the reported cost for service would decrease to \$64,845 (\$1,100 monthly).

Until every Kent resident is using the new service there will not be a more accurate cost to provide subscriber services to report but regardless of how many residents select which type of service a cost savings will be experienced except for those residents using Minimum Generator Service (per bag). It has been reported that some Kent residents are currently receiving Minimum Generator Service at the rate of \$1.85 per bag and the cost for this service will be \$2.40; the number of residents affected by this \$0.55 increase is unknown.

In the event that Kent City Council elects to implement the Citywide Residential Trash Collection service it is recommended that the Contract with R&R Sanitation start effective May 1, 2009. The first of May start date will provide for the residents to transfer their service to the Citywide service effective July first with all trash haulers being unable to provide service past September 30, 2009 and all residents switching to Citywide service effective October 1, 2009.

It is respectfully requested that this issue be presented before Kent City Council on February 4, 2009 for Council's consideration.

Cc: file

## Residential Trash Collection

| ITEM | DESCRIPTION                  | QTY. | UNIT | R & R Sanitation |              | Waste Management |              | J & J Refuse |              | Republic     |      |
|------|------------------------------|------|------|------------------|--------------|------------------|--------------|--------------|--------------|--------------|------|
|      |                              |      |      | Bidder No. 1     |              | Bidder No. 2     |              | Bidder No. 3 |              | Bidder No. 4 |      |
|      |                              |      |      | UNIT PRICE       | COST         | UNIT PRICE       | COST         | UNIT PRICE   | COST         | UNIT PRICE   | COST |
| 1    | Minimum Generator Service    | 50   | Bag  | \$ 2.35          | \$ 117.50    | \$ 4.00          | \$ 200.00    | \$ 4.05      | \$ 202.50    | No Bid       | ---  |
| 2    | 30 Gallon Generator Service  | 1500 | Mo.  | \$ 9.00          | \$ 13,500.00 | \$ 11.60         | \$ 17,400.00 | \$ 11.90     | \$ 17,850.00 | No Bid       | ---  |
| 3    | 60 Gallon Generator Service  | 3000 | Mo.  | \$ 10.00         | \$ 30,000.00 | \$ 12.71         | \$ 38,130.00 | \$ 13.23     | \$ 39,690.00 | No Bid       | ---  |
| 4    | 90 Gallon Generator Service  | 1500 | Mo.  | \$ 13.00         | \$ 19,500.00 | \$ 13.81         | \$ 20,715.00 | \$ 13.23     | \$ 19,845.00 | No Bid       | ---  |
| 5    | Unlimited Service            | 50   | Mo.  | \$ 20.00         | \$ 1,000.00  | \$ 15.01         | \$ 750.50    | \$ 15.35     | \$ 767.50    | No Bid       | ---  |
|      | GENERATOR SERVICE FEES TOTAL | ---  | ---  | ---              | \$ 64,117.50 | ---              | \$ 77,195.50 | ---          | \$ 78,355.00 | No Bid       | ---  |

| ITEM | DESCRIPTION                                       | QTY. | UNIT | Bidder No. 1 |  | Bidder No. 2 |           | Bidder No. 3 |           | Bidder No. 4 |           |
|------|---|------|------|--------------|--|--------------|-----------|--------------|-----------|--------------|-----------|
|      |   |      |      | UNIT PRICE   | COST   | UNIT PRICE   | COST      | UNIT PRICE   | COST      | UNIT PRICE   | COST      |
|      |   |      |      | 1            | 930 Overholt Road<br>(1 pickup per week) 8 Yd. | 1            | EA        | \$ 60.00     | \$ 60.00  | \$ 139.74    | \$ 139.74 |
| 2    | 325 S. Deppeyter St.<br>(1 pickup per week) 6 Yd. | 1    | EA   | \$ 50.00     | \$ 50.00                                       | \$ 115.70    | \$ 115.70 | \$ 68.00     | \$ 68.00  | No Bid       | ---       |
| 3a   | 467 Middlebury Rd.<br>(1/wk. 11/1 to 2/28) 8 Yd.  | 1    | EA   | \$ 60.00     | \$ 60.00                                       | \$ 139.74    | \$ 139.74 | \$ 83.00     | \$ 83.00  | No Bid       | ---       |
| 3b   | 467 Middlebury Rd.<br>(2/wk 3/1 to 10/31) 8 Yd.   | 1    | EA   | \$ 110.00    | \$ 110.00                                      | \$ 262.33    | \$ 262.33 | \$ 156.00    | \$ 156.00 | No Bid       | ---       |
| 4    | 641 Middlebury Rd.<br>(1 pickup per week) 2 Yd.   | 1    | EA   | \$ 40.00     | \$ 40.00                                       | \$ 64.91     | \$ 64.91  | \$ 42.40     | \$ 42.40  | No Bid       | ---       |
| 5    | 319 S. Water St.<br>(1 pickup per week) 6 Yd.     | 1    | EA   | \$ 50.00     | \$ 50.00                                       | \$ 115.70    | \$ 115.70 | \$ 68.00     | \$ 68.00  | No Bid       | ---       |
| 6    | 5860 Hodgeman Lane<br>(1 pickup per week) 4 Yd.   | 1    | EA   | \$ 48.00     | \$ 48.00                                       | \$ 89.70     | \$ 89.70  | \$ 55.20     | \$ 55.20  | No Bid       | ---       |

### Residential Trash Collection

|   |  |     |     |          |           |          |             |          |           |        |     |
|---|--|-----|-----|----------|-----------|----------|-------------|----------|-----------|--------|-----|
| 7 | 590 Plum St.<br>(1 pickup per week) 4 Yd.      | 1   | EA  | \$ 48.00 | \$ 48.00  | \$ 89.70 | \$ 89.70    | \$ 55.20 | \$ 55.20  | No Bid | --- |
| 8 | 418 N. Mantua St.<br>(1 pickup per week) 2 Yd. | 1   | EA  | \$ 40.00 | \$ 40.00  | \$ 64.91 | \$ 64.91    | \$ 42.40 | \$ 42.40  | No Bid | --- |
|   | CITY FACILITIES SERVICE<br>FEES TOTAL          | --- | --- | ---      | \$ 506.00 | ---      | \$ 1,082.43 | ---      | \$ 653.20 | No Bid | --- |

| ITEM | DESCRIPTION  | QTY. | UNIT | Bidder No. 1 |          |            | Bidder No. 2 |            |          | Bidder No. 3 |          |            | Bidder No. 4 |            |      |
|------|--|------|------|--------------|----------|------------|--------------|------------|----------|--------------|----------|------------|--------------|------------|------|
|      |  |      |      | UNIT PRICE   | COST     | UNIT PRICE | COST         | UNIT PRICE | COST     | UNIT PRICE   | COST     | UNIT PRICE | COST         | UNIT PRICE | COST |
| 1    | Air conditioner (window)*  | 1    | EA   | \$ 50.00     | \$ 50.00 | \$ 30.00   | \$ 30.00     | \$ 40.00   | \$ 40.00 | \$ 40.00     | \$ 40.00 | No Bid     | ---          |            |      |
| 2    | Automobile parts (per container,<br>subject to 50 lb. limit)                       | 1    | EA   | \$ 10.00     | \$ 10.00 | NC         | ---          | \$ 5.00    | \$ 5.00  | \$ 5.00      | \$ 5.00  | No Bid     | ---          |            |      |
| 3    | Bath tub   | 1    | EA   | \$ 10.00     | \$ 10.00 | \$ 30.00   | \$ 30.00     | \$ 5.00    | \$ 5.00  | \$ 5.00      | \$ 5.00  | No Bid     | ---          |            |      |
| 4    | Bulk approved construction<br>material (per container, subject to<br>50 lb. limit) | 1    | EA   | \$ 10.00     | \$ 10.00 | NC         | ---          | \$ 5.00    | \$ 5.00  | \$ 5.00      | \$ 5.00  | No Bid     | ---          |            |      |
| 5    | Chair (upholstered)  | 1    | EA   | \$ 5.00      | \$ 5.00  | NC         | ---          | \$ 5.00    | \$ 5.00  | \$ 5.00      | \$ 5.00  | No Bid     | ---          |            |      |
| 6    | Chair (wood)   | 1    | EA   | \$ -         | \$ -     | NC         | ---          | \$ 5.00    | \$ 5.00  | \$ 5.00      | \$ 5.00  | No Bid     | ---          |            |      |
| 7    | Dehumidifier*  | 1    | EA   | \$ 50.00     | \$ 50.00 | \$ 30.00   | \$ 30.00     | \$ 40.00   | \$ 40.00 | \$ 40.00     | \$ 40.00 | No Bid     | ---          |            |      |
| 8    | Dishwasher   | 1    | EA   | \$ 10.00     | \$ 10.00 | NC         | ---          | \$ 5.00    | \$ 5.00  | \$ 5.00      | \$ 5.00  | No Bid     | ---          |            |      |
| 9    | Dryer  | 1    | EA   | \$ 10.00     | \$ 10.00 | NC         | ---          | \$ 10.00   | \$ 10.00 | \$ 10.00     | \$ 10.00 | No Bid     | ---          |            |      |
| 10   | Freezer*   | 1    | EA   | \$ 75.00     | \$ 75.00 | \$ 30.00   | \$ 30.00     | \$ 50.00   | \$ 50.00 | \$ 50.00     | \$ 50.00 | No Bid     | ---          |            |      |
| 11   | Hot water tank   | 1    | EA   | \$ 10.00     | \$ 10.00 | \$ 30.00   | \$ 30.00     | \$ 10.00   | \$ 10.00 | \$ 10.00     | \$ 10.00 | No Bid     | ---          |            |      |

**Residential Trash Collection**

|    |   |   |    |          |          |          |          |          |          |          |        |     |
|----|---|---|----|----------|----------|----------|----------|----------|----------|----------|--------|-----|
| 12 | Incinerator   | 1 | EA | \$ 10.00 | \$ 10.00 | \$ 30.00 | \$ 30.00 | \$ 5.00  | \$ 5.00  | \$ 5.00  | No Bid | --- |
| 13 | Loose material (per container, subject to 50 lb. limit) | 1 | EA | \$ 5.00  | \$ 5.00  | NC       | NC       | \$ 5.00  | \$ 5.00  | \$ 5.00  | No Bid | --- |
| 14 | Mattress  | 1 | EA | \$ 5.00  | \$ 5.00  | NC       | NC       | \$ 10.00 | \$ 10.00 | \$ 10.00 | No Bid | --- |
| 15 | Refrigerator*   | 1 | EA | \$ 75.00 | \$ 75.00 | \$ 30.00 | \$ 30.00 | \$ 50.00 | \$ 50.00 | \$ 50.00 | No Bid | --- |
| 16 | Shower/tub unit   | 1 | EA | \$ 10.00 | \$ 10.00 | \$ 30.00 | \$ 30.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 | No Bid | --- |
| 17 | Sink  | 1 | EA | \$ 5.00  | \$ 5.00  | \$ -     | \$ -     | \$ 5.00  | \$ 5.00  | \$ 5.00  | No Bid | --- |
| 18 | Sofa  | 1 | EA | \$ 10.00 | \$ 10.00 | \$ 30.00 | \$ 30.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 | No Bid | --- |
| 19 | Springs   | 1 | EA | \$ 5.00  | \$ 5.00  | NC       | NC       | \$ 10.00 | \$ 10.00 | \$ 10.00 | No Bid | --- |
| 20 | Stationary tubs   | 1 | EA | \$ 20.00 | \$ 20.00 | NC       | NC       | \$ 10.00 | \$ 10.00 | \$ 10.00 | No Bid | --- |
| 21 | Stove/oven  | 1 | EA | \$ 10.00 | \$ 10.00 | \$ 30.00 | \$ 30.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 | No Bid | --- |
| 22 | Swing set (disassembled)                                | 1 | EA | \$ 10.00 | \$ 10.00 | NC       | NC       | \$ 5.00  | \$ 5.00  | \$ 5.00  | No Bid | --- |
| 23 | Table   | 1 | EA | \$ 5.00  | \$ 5.00  | NC       | NC       | \$ 5.00  | \$ 5.00  | \$ 5.00  | No Bid | --- |
| 24 | Television  | 1 | EA | \$ 10.00 | \$ 10.00 | \$ 30.00 | \$ 30.00 | \$ 5.00  | \$ 5.00  | \$ 5.00  | No Bid | --- |
| 25 | Tires on rims (automobile, limit to 4 per collection)   | 1 | EA | \$ 10.00 | \$ 10.00 | \$ 30.00 | \$ 30.00 | \$ 8.00  | \$ 8.00  | \$ 8.00  | No Bid | --- |
| 26 | Tires, rimless (automobile, limit to 4 per collection)  | 1 | EA | \$ 10.00 | \$ 10.00 | \$ 30.00 | \$ 30.00 | \$ 5.00  | \$ 5.00  | \$ 5.00  | No Bid | --- |
| 27 | Toilet and tank   | 1 | EA | \$ 5.00  | \$ 5.00  | NC       | NC       | \$ 5.00  | \$ 5.00  | \$ 5.00  | No Bid | --- |
| 28 | Washer  | 1 | EA | \$ 10.00 | \$ 10.00 | \$ 30.00 | \$ 30.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 | No Bid | --- |

**Residential Trash Collection**

|    |   |     |     |    |        |    |        |     |     |    |        |        |     |
|----|---|-----|-----|----|--------|----|--------|-----|-----|----|--------|--------|-----|
| 29 | First Year Program Administration Setup Fee | 1   | EA  | \$ | 3.00   | \$ | 3.00   | NC  | --- | \$ | -      | No Bid | --- |
|    | TOTAL SPECIAL SERVICE FEES                  | --- | --- | \$ | 458.00 | \$ | 420.00 | --- | --- | \$ | 348.00 | No Bid | --- |

| ITEM | DESCRIPTION                 | QTY. | UNIT | Bidder No. 1 |      |            | Bidder No. 2 |            |      | Bidder No. 3 |          |            | Bidder No. 4 |            |          |        |     |
|------|-----------------------------|------|------|--------------|------|------------|--------------|------------|------|--------------|----------|------------|--------------|------------|----------|--------|-----|
|      |                             |      |      | UNIT PRICE   | COST | UNIT PRICE | COST         | UNIT PRICE | COST | UNIT PRICE   | COST     | UNIT PRICE | COST         | UNIT PRICE | COST     |        |     |
| 1    | Minimum Generator Service   | 50   | Bag  | \$           | 0.05 | \$         | 2.50         | \$         | 0.05 | \$           | 2.50     | \$         | 0.05         | \$         | 2.50     | No Bid | --- |
| 2    | 30 Gallon Generator Service | 1500 | Mo.  | \$           | 0.20 | \$         | 300.00       | \$         | 0.20 | \$           | 300.00   | \$         | 0.20         | \$         | 300.00   | No Bid | --- |
| 3    | 60 Gallon Generator Service | 3000 | Mo.  | \$           | 0.30 | \$         | 900.00       | \$         | 0.30 | \$           | 900.00   | \$         | 0.30         | \$         | 900.00   | No Bid | --- |
| 4    | 90 Gallon Generator Service | 1500 | Mo.  | \$           | 0.40 | \$         | 600.00       | \$         | 0.40 | \$           | 600.00   | \$         | 0.40         | \$         | 600.00   | No Bid | --- |
| 5    | Unlimited Service           | 50   | Mo.  | \$           | 0.50 | \$         | 25.00        | \$         | 0.50 | \$           | 25.00    | \$         | 0.50         | \$         | 25.00    | No Bid | --- |
|      | CITY SURCHARGE FEES TOTAL   | ---  | ---  | ---          | ---  | \$         | 1,827.50     | ---        | ---  | \$           | 1,827.50 | ---        | ---          | \$         | 1,827.50 | No Bid | --- |

| DESCRIPTION                    | Bidder No. 1 |            |      | Bidder No. 2 |            |      | Bidder No. 3 |            |      | Bidder No. 4 |            |      |           |        |     |
|--------------------------------|--------------|------------|------|--------------|------------|------|--------------|------------|------|--------------|------------|------|-----------|--------|-----|
|                                | COST         | UNIT PRICE | QTY. | COST         | UNIT PRICE | QTY. | COST         | UNIT PRICE | QTY. | COST         | UNIT PRICE | QTY. |           |        |     |
| GENERATOR SERVICE FEES TOTAL   | \$           | 64,117.50  | ---  | ---          | ---        | ---  | \$           | 77,195.50  | ---  | ---          | ---        | \$   | 78,355.00 | No Bid | --- |
| CITY FACILITIES SERVICES TOTAL | \$           | 506.00     | ---  | ---          | ---        | ---  | \$           | 1,082.43   | ---  | ---          | ---        | \$   | 653.20    | No Bid | --- |
| TOTAL SPECIAL SERVICE FEES     | \$           | 458.00     | ---  | ---          | ---        | ---  | \$           | 420.00     | ---  | ---          | ---        | \$   | 348.00    | No Bid | --- |
| CITY SURCHARGE FEES TOTAL      | \$           | 1,827.50   | ---  | ---          | ---        | ---  | \$           | 1,827.50   | ---  | ---          | ---        | \$   | 1,827.50  | No Bid | --- |
| BID TOTAL                      | \$           | 66,909.00  | ---  | ---          | ---        | ---  | \$           | 80,525.43  | ---  | ---          | ---        | \$   | 81,183.70 | No Bid | --- |

## Residential Trash Collection

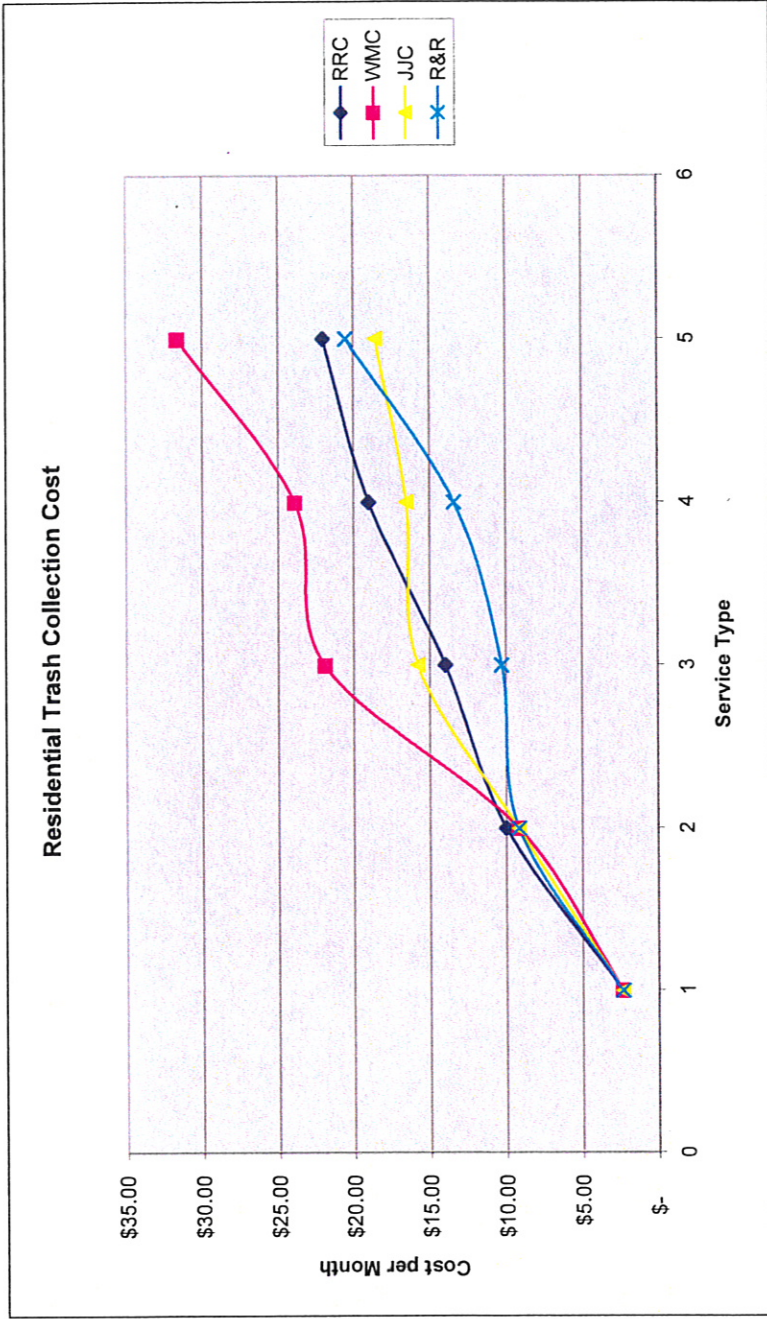
| ITEM | DESCRIPTION                 | QTY. | UNIT |
|------|-----------------------------|------|------|
| 1    | Minimum Generator Service   | 50   | Bag  |
| 2    | 30 Gallon Generator Service | 1500 | Mo.  |
| 3    | 60 Gallon Generator Service | 3000 | Mo.  |
| 4    | 90 Gallon Generator Service | 1500 | Mo.  |
| 5    | Unlimited Service           | 50   | Mo.  |

RRC = R&R Sanitation Current Price

WMC = Waste Management Current Price

JJC = J&J Refuse Current Price

R&R = R&R Sanitation Bid Price



Bid Cost for Services to be Provided by R & R Sanitation as Low Bidder: \$ 65,945.00

|   | Current       | Savings      |
|---|---------------|--------------|
| Current Subscriber Cost for Service Provided by R & R Sanitation: | \$ 86,720.00  | \$ 20,775.00 |
| Current Subscriber Cost for Service Provided by Waste Management: | \$ 117,052.50 | \$ 51,107.50 |
| Current Subscriber Cost for Service Provided by J & J Refuse:     | \$ 86,845.00  | \$ 20,900.00 |

Note: Reported in Service Provider does provide a Minimum Generator Service (per bag) for a reported cost of \$1.85 per bag.

# Memo

**To:** Dave Ruller  
**From:** Bridget Susel *BS*  
**CC:** Gary Locke  
**Date:** 1/26/2009  
**Re:** Council Item-NSP grant



The NSP grant application is scheduled to be submitted by February 27, 2009. A few items will need to be discussed with Council at the Committee session on 2-4-09 so Committee members can recommend Council approval on 2-18-09. Specifically, CD staff is seeking approval of:

1.) Target area: The NSP requires funds be used in "areas of greatest need" to acquire vacant, abandoned and/or foreclosed properties. The grant application requires a target area to be defined and Gary and I are recommending the area be on the south side of town, in the area known as the South-end, with the following boundaries:

Summit St. (North), Water St. (east), Cherry St. (south) Mogadore Rd. (west)

2.) Authorization for CM to sign an MOU: The MOU identifies the three communities to be included in the NSP application and lists the amounts of the grant award to be allocated in each community if the grant application is approved.

The final amounts have not been approved by the NSP Advisory Planning Committee, but informal discussions have the grant breakout defined as follows: 28% (\$350,000) to Kent; 28% (\$350,000) to Ravenna, and 44% (\$553,137) to Portage County.

3.) Authorization for the acceptance of NSP funds and CM signing of subrecipient agreement: Grant funds are expected to be awarded in April. Portage County is the lead agency and will sign a grant agreement with the Ohio Dept. of Development (ODOD). Portage County will then enter into a subrecipient agreement with Kent. Gary and I are recommending that Council approve granting the CM the authority to accept the grant award amount allocated to Kent and enter into a subrecipient agreement with Portage County.

The State is only allowing 10 days for the submission of grant agreements/subrecipient agreements once funds have been awarded so granting the authority to accept NSP funds and sign the agreement now, will allow Kent to meet this tight time line in April.

4.) Authorization to encumber and expend NSP funds.

I know the above is a long list of items, but the tight time line on the application submission and project implementation process for this program necessitates all of the above. Please let me know if you have any questions.

Thanks. Bridget

# KENT POLICE DEPARTMENT

319 SOUTH WATER STREET    KENT, OHIO 44240  
330-673-7732

**JAMES A. PEACH**  
Chief of Police

TO:            William C. Lillich  
                 Safety Director

FROM: Chief James A. Peach

SUBJECT:    Disposal of Junk Forfeited Vehicles

DATE:        November 25, 2008

As a result of various changes to state statutes for traffic and criminal offenses, the police department has been receiving more court ordered titles to forfeited vehicles than ever before. In many cases the vehicles are inoperable, heavily damaged or have very little resale value.

The City of Kent disposes of these forfeited vehicles through the city auction process. The city no longer has an auction annually to dispose of unwanted city property, and this has caused a backlog of junk forfeited vehicles to be stored at Central Maintenance until they can be properly sold. I anticipate having six (6) such vehicles by mid December 2008.

Unfortunately in many cases the city or Law Enforcement Trust fund has lost revenue by disposing of junk forfeited vehicles through the city auction process. In one recent auction, a forfeited vehicle sold for \$5 to the highest (and only) bidder. Other vehicles have sold for between \$25 to \$50. Instead of auctioning those vehicles, the city would have been better served by scrapping out the vehicles at area junk yards for \$400 or more apiece.

I have spoken to John Osborne of Central Maintenance about this issue, and he strongly advocates having the forfeited "junk" vehicles scrapped instead of being auctioned to improve the city's financial gain when disposing of these vehicles.

Kent City Charter Article I, Section 3 *Powers of City* provides for the disposal of city property by either public or private sale as determined by City Council. I am proposing that a city ordinance should be drafted and approved by City Council which allows for the scrapping of "junk" forfeited vehicles which are inoperable, heavily damaged or which have very little resale value. I further request this ordinance to be simplified, but yet contain basic check and balances to withstand public scrutiny when disposing of vehicles of little or no value. This can be accomplished by incorporating a simplified bidding process and contain a specific administrative review and approval process.

I would like to further discuss this issue with you at your convenience.

ec: Jim Silver  
Gene Roberts  
John Osborne



**From:** Bill LILLICH  
**To:** Lance, Sandy; SILVER, Jim  
**CC:** LILLICH, Bill; PEACH, Jim; Roberts, Gene  
**Date:** 1/14/2009 3:04 PM  
**Subject:** Sale of scrap forfeiture vehicles  
**Attachments:** 2008079 Policy for disposal of seized vehicles.doc

Jim,

Attached is the revision to the policy that we have discussed previously. I have not expanded the policy to include other city-owned items, as that will become substantially more complex in terms of processes, approvals and authorization of agents. Since we are in need of clearing the junk vehicles from the area of the city's garage, I think we should proceed with this policay, leaving the remainder to be worked out with Gene Roberts as time permits.

Bill

Policy proposal for City Council authorizing the disposal of seized and impounded, city owned vehicles of less than \$1,500 in value, that have been acquired through legal seizure and/or forfeiture processes.

Identifying appropriate vehicles for quick disposal.

1. This policy only applies to vehicles seized under statutory authority, and ordered forfeited by a court of record, or,
2. Vehicles seized through proper legal process, which are in the custody of the city, and are voluntarily forfeited or are unclaimed by the owner.
3. A salvage title for the vehicle has been issued to the City of Kent through proper legal process.
4. The vehicle is inoperable, heavily damaged, or has an estimated value of less than \$1,500.

Process for disposal

1. A member of the City's Vehicle Maintenance Division solicits purchase proposals from a minimum of three licensed scrap vehicle dealers.
2. The Director of the Department of Budget and Finance, or a designate, is authorized to review the eligibility of the vehicle for this sale process, and review the comparative proposals.
3. The Director of the Department of Budget and Finance, or a designate signs off on the owner's transfer of title section of the scrap title, giving ownership of the vehicle to the purchaser after documenting the process.
4. The proceeds of the sale are deposited in the appropriate law enforcement trust revenue account.