



## Work Session

The City received the Ohio Economic Development Association's 2012 Best Project of the year award for our downtown revitalization project and the staff would like a few minutes to share the award with Council.

## Streets, Sidewalks and Utilities Committee

### 1. License to Occupy ROW For Holiday Decorations



Gene Roberts has requested Committee time to seek Council's authorization to allow temporary poles to be installed in the public right of way by Main Street Kent for the installation of holiday decorations in downtown Kent. (attachment)

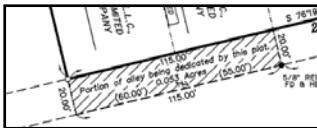
#### *Administration Recommendation*

Gene has been working with the representatives from Main Street Kent to identify acceptable locations to install poles for holiday decorations and I am requesting Council's support for Gene's request to grant a license to occupy.

#### *Council Actions*

**Authorize the issuance of a license to occupy for holiday decorations as presented.**

### 2. Alley 11 Dedication to the City



Jen Barone has requested Committee time for Council's authorization to accept the dedication of Alley 11 adjacent to the CVS at 500 S. Water Street. With the expansion and reconstruction of the CVS building, it was noted that the City owned Alley 11 (between the two houses at 120 and 126 West Summit Street) but the revised plat for the property failed to note the City Alley so now the property owners are dedicating the Alley property back to the City. (attachment)

#### *Administration Recommendation*

I recommend Council's support for the acceptance of the Alley 11 dedication.

#### *Council Actions*

**Authorize and accept the dedication of Alley 11.**

## Finance Committee

### 3. ODNR Tree Canopy Grant Application



Bridget Susel and Gerald Shanley have been working on completing an ODNR grant application for up to \$25,000 that has been made available for planting trees in the City and they have requested Committee time to obtain Council's authorization to submit the grant. (attachment)

#### *Administration Recommendation*

There is no local match required by the ODNR grant and I encourage Council's support to pursue the grant funds.

#### *Council Actions*

**Authorize the staff to submit the ODNR grant application for \$25,000 for tree plantings in the City.**

## Finance Committee

### 4. EPA Grant/Loan Application for Water Reclamation Plant



Gene has requested Committee time to present a proposal to submit for EPA funding, in either the form of a grant or a loan, to support the City's planned capital purchase of a new digester lid at the water reclamation plant. (attachment)

#### *Administration Recommendation*

Council has approved funding in the capital plan to replace the digester lid and Gene's efforts to secure grant funding would reduce the City's costs so I recommend Council's support to apply for funding.

#### *Council Action*

**Authorize staff to pursue grant/loan funding for the digester lid replacement.**

### 5. Authorize Sale of Surplus City Property



Gene Roberts had identified a couple of additional surplus items that he is recommending be sold using the on-line auction service. Gene has requested Committee time to seek Council's authorization to sell those items. (attachment)

#### *Administration Recommendation*

I recommend Council's authorization to sell the surplus City items using the on-line auction service.

#### *Council Action*

**Authorize staff to proceed with the on-line auction of surplus City items.**

### 6. 2012 Budget Appropriations Amendment



Dave Coffee has been working with the department heads to reconcile the approved 2012 budget line items and he has prepared the necessary appropriations amendments to reflect the changes needed to balance those line items. (attachments)

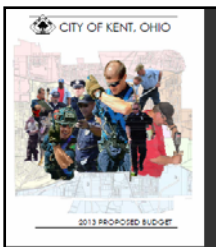
#### *Administration Recommendation*

I recommend Council's authorization of the appropriations amendments.

#### *Council Actions*

**Approve the appropriations amendments as presented.**

### 7. Proposed 2013 City Operating Budget



Dave Coffee and I will present City Council with the proposed 2013 Operating Budget for Council's consideration. You should have received your budget package on Thursday, October 25<sup>th</sup> so there is no budget attachment to this Communication.

#### *Administrative Recommendation*

I would recommend Council's approval of the budget so that we can ensure continuity of City operations in January when our 2012 budget expires.

#### *Council Action*

**Review, modify and approve the proposed budget for 2013.**

## Information Items

### 1. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of September 2012. Overall the City income tax collections are up 8.26% (\$669,856) from September 2011. Kent State University's collections thru the end of July are up 2.46% (\$78,042). (attachment)

### 2. Main Street Third Quarter Financial Report

The Community Development Department has forwarded the 3<sup>rd</sup> Quarter financial statement submitted by Main Street Kent for the third quarter of 2012. Main Street's funding from sources outside of the City funding was \$29,589 for the quarter and \$94,223 for the year. (attachment)

### 3. November Architectural Review Board Meeting

Bridget Susel has enclosed copies of the Architectural Review Board (ARB) agenda for the November 6<sup>th</sup> ARB meeting. There are 3 items up for consideration to receive a Certificate of Appropriateness: 1) Baked in the Village, 123 N. Water Street, new building signage; 2) Huntington Bank, 101 E. Main Street, new exterior doors and windows; and 3) KeyBank, 408 S. Water Street, replacement faces for existing pole signs and ATM machines. (attachment)