



ESTABLISHED 1805

# City of Kent, Ohio

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Office of the City Manager

To: Mayor and Members of Council  
From: Suzanne Robertson, Executive Assistant *SR*  
Date: July 2, 2013  
RE: New Event Road Closure

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The City Manager's Office has obtained an application for a special event that requires a street closure not previously approved by Council. The application is for the event, "Robinson Gala" sponsored by Robinson Memorial Hospital on October 12, 2013. This will be the eighth time this event has been held, but the first time in Kent. The event is an evening gala that celebrates Robinson Memorial Hospital and the impact the hospital has on the community.

Staff is respectfully requesting Council time to discuss the proposed road closures and seek Council's approval.

Thank you.

APPLICATION FOR SPECIAL EVENT  
PARADES, FESTIVALS, CARNIVALS, PUBLIC ASSEMBLIES, ETC.  
City of Kent, 215 E. Summit Street, Kent, OR 44240

NAME OF EVENT Robinson Memorial Gala 2013

ORGANIZATION SPONSORING EVENT Robinson Memorial Hospital

APPLICANT NAME Stacey Rusher for Deb Solan, ED Robinson Memorial Foundation PHONE 440-933-7621  
cell 440-242-1516

ADDRESS 6847 N Chestnut Street, Ravenna, OH 44266

NAMES AND PHONE NUMBERS OF ALL PERSONS WHO ARE IN CHARGE AND/OR WILL BE IN A RESPONSIBLE POSITION DURING THE EVENT:

Deb Solan office: 330-297-8801 cell: 330-714-2379  
Stacey Rusher office: 440-933-7621 cell 440-242-1516

DATE OF EVENT Saturday October 12, 2013 NO. OF PARTICIPANTS 500

REQUESTED PERMIT TIME:

Start Set up Friday Oct 11 9:00 a.m.  
Start Event Saturday Oct 12 5:00 p.m.  
End Event Saturday Oct 12 11:30 p.m.  
End Cleanup Sunday Oct 13 2:00 p.m.

IF PARADE: STARTING POINT N/A ENDING POINT \_\_\_\_\_

In addition to the application please submit the following information:

- Attach map to application showing proposed streets to be blocked off for event, and route of parade or race. (May be hand drawn.)
- Proof of Insurance is required before permit can be issued.
- Please attach list of possible vendors/booths to be part of event (food, retail, etc.).

Please submit application for permit at least 30 days in advance, but no sooner than one year in advance. For additional requirements please review Chapter 316 of The Codified Ordinance of the City of Kent. Please be advised that the use of marking paint on City pavement, curbs, sidewalks or other property is prohibited except if purchased at cost from Service Department (330-678-8105).

By signing this application, I am certifying that I have received a copy of the rules and regulations of Chapter 316 of the Codified Ordinances of the City of Kent, and I fully understand that should the permit be approved, it can be revoked if any of the provisions of this Chapter are violated.

Deborah Solan, Robinson Memorial Hospital Foundation Deborah Solan  
Name of Applicant Hospital Foundation Signature of Applicant

Office Use. Do not write below this line

Sent to: Safety, Service, Fire, Police, and Health Departments for review and approval  
Via email on 6/21/13

MEMORANDUM AGREEMENT \_\_\_\_\_ YES \_\_\_\_\_ NO  
APPLICATION APPROVED \_\_\_\_\_ APPLICATION DISAPPROVED \_\_\_\_\_

PROOF OF INSURANCE REQUIRED BY ORDINANCE 316.04 HAS BEEN REVIEWED AND APPROVED.

Jan R. Sol 6-24-13  
Law Director Date

IF APPLICATION IS APPROVED, PERMIT WILL BE ISSUED BY THE CITY MANAGER.



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
05/31/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. Cleveland OH Office 1660 West Second Street Skylight Office Tower Suite 650 Cleveland OH 44113 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Robinson Memorial Hospital Attn: Carl Ebner 6847 N. Chestnut Street Ravenna OH 44266-3929 USA	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Columbia Casualty Company	<b>NAIC #</b> 31127
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

Holder Identifier :

**COVERAGES**

CERTIFICATE NUMBER: 570050108840

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			HML1064377237	06/01/2013	06/01/2014	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000
							MED EXP (Any one person)	Excluded
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMP/OP AGG	\$3,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE	
							AGGREGATE	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	
							E.L. DISEASE-EA EMPLOYEE	
							E.L. DISEASE-POLICY LIMIT	

Certificate No : 570050108840

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Healthcare Professional Liability is subject to \$2,000,000/\$6,000,000 SIR. RE: Event: RMH Foundation Gala, Event Date: October 12, 2013. City of Kent is included as Additional Insured in accordance with the policy provisions of the General Liability Policy.

**CERTIFICATE HOLDER****CANCELLATION**

City of Kent  
215 E. Summit Street  
Kent OH 44240 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

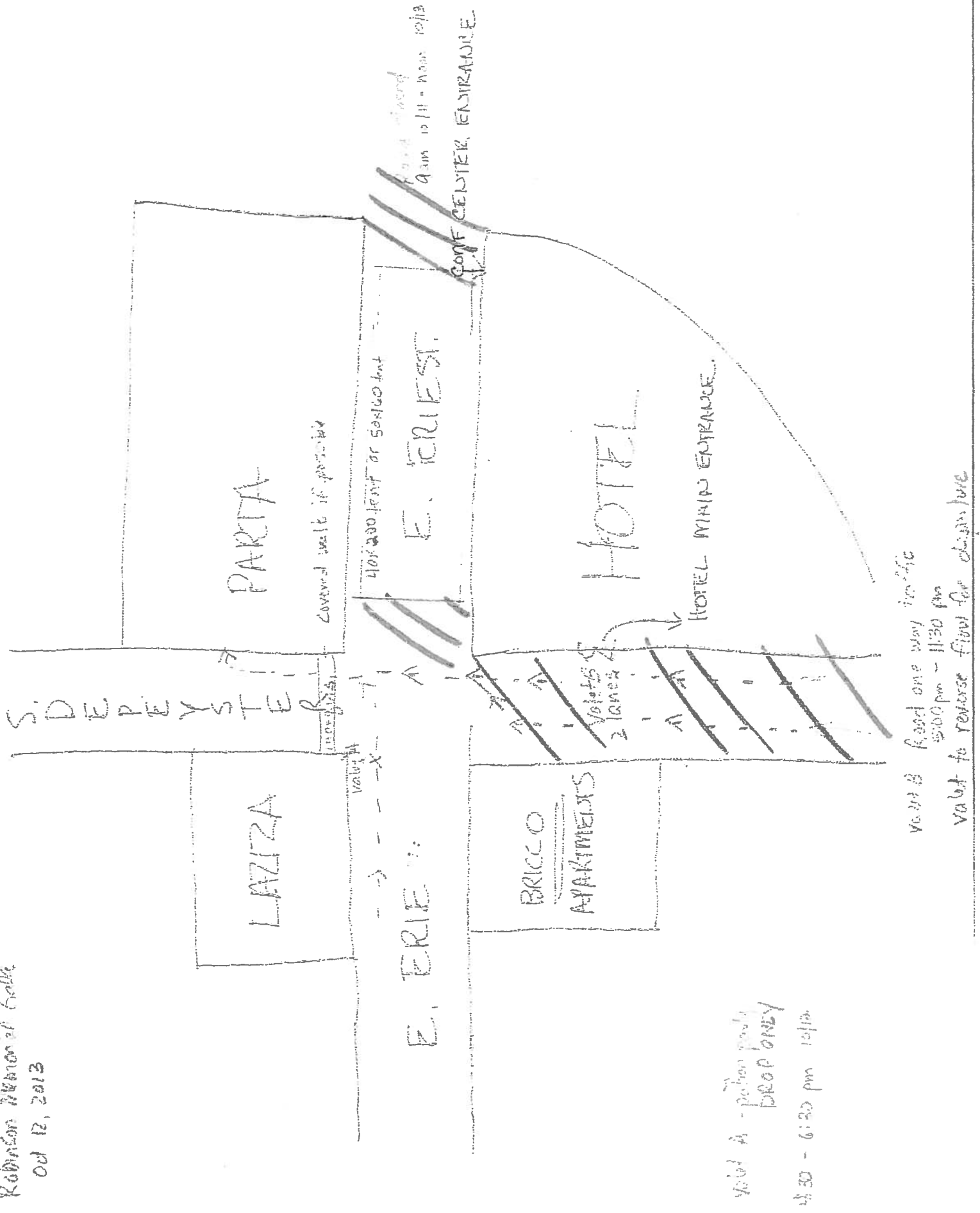
AUTHORIZED REPRESENTATIVE

*Aon Risk Services Northeast Inc.*



Robinson Revision of Galle

Oct 12, 2013



VALET A - pickup party  
DROP ONLY  
4:30 - 6:30 pm 10/10

VALET B Road one way traffic  
5:00 pm - 11:30 pm  
VALET to reverse flow for disambiguation

Road Closure/Special Event Petition

Robinson Memorial Hospital

Annual Gala

Friday October 11, 9:00 a.m. – Sunday October 13, 2:00 p.m.

Signatures of all affected parties:

PARTA

Name: John Drew Title: General Manager

Address: 201 E. Erie Street Kent OH

Signature: [Signature] Date: \_\_\_\_\_

PARTA-Retail

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARTA - Retail

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kent State Hotel and Conference Center

Name: Mike Riccio Title: General Manager

Address: 215 S. Depeystrist Kent, Oh 44240

Signature: [Signature] Date: 6/20/12

Robinson Memorial Gala

Saturday October 12, 2013

Associated Vendors

Food and Drink

Kent State University Hotel and Conference Center – 330-346-0100

Laziza's Restaurant – 330-677-7000

Tent

(including tables, chairs, heaters, stage)

Everything Tented 216-429-0991

ABC Rental Center, Inc 216-408-9199

Audio/Visual & Lighting and Generator

Vertical Sound 216-939-9994

Vincent Lighting 216-475-7600

Valet

Now Valet Service 216-749-7755

Allan's Accasions 330-947-3134

Music

DANJO Band

Jerry Bruno Productions – Larry Kopniske DJ

Décor

TBD



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: June 26, 2013

TO: David Ruller, City Manager

FROM: Bridget Susel, Community Development Director *B.S.*

Subject: Semi-Annual EDA Revolving Loan Fund Certification

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The Economic Development Administration (EDA) requires the City of Kent's Revolving Loan Fund (RLF) Committee and Kent City Council to semi-annually certify that the City is administering its EDA-funded RLF business loan program in accordance with the region's economic development plan and the EDA's regulatory requirements.

The RLF Committee met on June 19, 2013 and unanimously approved certifying the City's EDA business loan program. I am respectfully requesting time at the July 10, 2013 Committee session to seek Council approval of a resolution affirming that the City's program is consistent with the economic development focus for the region and that it is being administered in compliance with all EDA programmatic standards.

If you need any additional information in order to add this item to the agenda, please let me know.

Cc: Dan Smith, Economic Development Director  
Linda Jordan, Clerk of Council



**Main Street Kent**

2013

Approved  
5/8/2013 As of 6/30/2013

<b>INCOME</b>	<b>2013 BUDGET</b>	<b>Accrual</b>	<b>% Raised</b>
<b>Eligible Towards City Income</b>			
Board Member Donations	\$1,375	\$250	18%
Private Donations - Foundations	\$13,600	\$13,600	100%
Friend of Main Street Kent	\$4,500	\$174	4%
Corporate Partners	\$1,500		0%
Facade Program Sponsorship	\$2,500		0%
<b>Grants</b>			
Advertising Campaign	\$15,000		0%
Holiday Lights	\$26,000	\$10,100	39%
Thur. Night Live Sponsors	\$2,000	\$500	25%
Art and Wine Sponsors	\$2,500	\$2,741	110%
Event Sponsors - Other	\$4,000		0%
Chocolate Walk	\$2,500	\$2,822	113%
Art & Wine Festival: Artists	\$5,000	\$2,605	52%
Art & Wine Festival: Ticket Sales	\$13,000	\$16,255	125%
Art & Wine Festival: Winery Pay	\$550	\$900	164%
Total International Festival	\$300		0%
Annual Dinner	\$3,000	\$2,899	97%
Running of the Squirrels	\$2,000		0%
Heritage Festival	\$1,000		0%
Other misc	\$0	\$420	100%
In Kind Donations	\$20,000	\$5,812	29%
<b>Total Eligible Towards City Income</b>	<b>\$120,325</b>	<b>\$59,078</b>	<b>49%</b>
Adopt A Spot Contract with City	\$10,000	\$8,000	80%
AdoptASpot Sponsorships	\$10,000	\$7,750	78%
Parking Passes & Misc. Income	\$150	\$86	57%
City of Kent - contract	\$51,860	\$25,930	50%
<b>Total Income</b>	<b>\$192,335</b>	<b>\$100,844</b>	<b>52%</b>

<b>EXPENSES</b>			<b>% spent</b>
Payroll - Wages + Taxes Director	\$41,300	\$18,990	46%
Payroll - Wages + Taxes Other	\$8,700		0%
Meetings & Conferences	\$1,000	\$13	1%
Meals & Entertainment	\$400	\$30	8%
Auto & Travel	\$150	\$489	326%
Computer / Phone / Cell Phone	\$1,900	\$506	27%
Prof. Svcs & Accounting Fees	\$1,800	\$195	11%
Copiers & Printing	\$1,300	\$1,628	125%
Office Supplies	\$300	\$149	50%
Postage	\$300	\$50	17%
Rent	\$7,200	\$5,400	75%
Dues & Subscriptions	\$4,376	\$4,200	96%
Insurance - nonemployee	\$3,563	\$3,563	100%
Marketing & Advertising	\$30,000	\$3,507	12%
Business Trainings	\$1,000		0%
<b><u>Adopt-A-Spot Expenses</u></b>			
AdoptASpot Flowers	\$13,000		0%
AdoptASpot Other (signs..)	\$2,000		0%
Facade Program/ Beautification	\$5,000		0%
Graffiti Cleaning Supplies	\$200	\$72	36%

Clean up Kent	\$227	\$226	100%
Thur. Night Live	\$1,000		0%
<b><i>Fundraising / Event Expenses</i></b>			
Sweet Finds & Window Contest	\$1,000		0%
Running of the Squirrels	\$600		0%
Annual Dinner Expenses	\$1,947	\$1,947	100%
Art Wine: Advertising	\$3,500	\$1,491	43%
Art Wine: Artists prize money	\$1,500	\$955	64%
Art Wine: Cost for Wine glasses	\$4,000		0%
Art Wine: Fencing/Rope	\$200	\$363	182%
Art Wine: Ice	\$150		0%
Art Wine: Liquor Permit	\$60	\$60	100%
Art Wine: Music	\$1,850	\$1,925	104%
Art Wine: Portapotties	\$200	\$200	100%
Art Wine: Security	\$300	\$288	96%
Art Wine: Raffle Prizes		\$76	
Art Wine: Sound			
Art Wine: Other			
Art Wine: wine costs	\$2,500	\$3,525	141%
International Festival	\$1,350		0%
Welcome Event for KSU Student	\$250		0%
Family Friendly Halloween	\$750		0%
Chocolate Walk	\$59	\$59	100%
Black Squirrel Triathlon	\$100		0%
Heritage Festival	\$700		0%
Holiday Lights	\$16,000		0%
Sidewalk Sales	\$500		0%
Other		\$119	
In Kind Expenses	\$20,000	\$5,812	29%
<b>Total Expense</b>	<b>\$182,232</b>	<b>\$55,839</b>	<b>31%</b>
Net Income	\$10,103	\$45,005	

\*Budget - deducts \$6554 from city contract for overage drawn in 2012



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 1, 2013  
TO: Dave Ruller, City Manager  
FROM: Dan Morganti, Grants & Neighborhood Programs Coordinator  
RE: 2013 Neighborhood Grant Program

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The Community Development Department has developed guidelines and an application process for the Neighborhood Grant Program (NGP). Funding for the NGP was approved by City Council in the 2012 budget as part of the Social Service program line item. The NGP is designed to help maintain and improve neighborhoods by providing financial support to assist resident-based neighborhood groups with projects that promote or create an overall positive sense of community. Staff proposes that the NGP provides two different small grant funding opportunities for neighborhood groups; a Neighborhood Engagement Grant that has an objective to promote community engagement by supporting resident-driven communication and organization of relations among neighbors and a Neighborhood Enhancement Grant with an objective to encourage neighborhood cooperation in undertaking physical enhancements to improve the aesthetic make-up of a neighborhood.

Of the \$30,000 available for the program, we are proposing that \$10,000 be made available for the Neighborhood Engagement grants (individual grant max. of \$2,000) and \$20,000 for the Neighborhood Enhancement grants (individual grant max. of \$5,000). We are also asking to have the ability to adjust the maximum grant amounts, if needed, based upon the nature and scope of the projects that are received. Upon consent from City Council, staff will issue a request for proposal, award funding to eligible projects and coordinate and oversee implementation of the program.

Attached are draft versions of the proposed program guidelines and funding application for review. If you have any questions concerning the Neighborhood Grant Program or need additional information, please let me know.

Cc: Bridget Susel, Community Development Director



# City of Kent Neighborhood Grant Program



## Program Background

The City of Kent is committed to the success of its neighborhoods. To ensure, and to expand upon, success at the neighborhood level, the city has established a Neighborhood Grant Program (NGP). The NGP is designed to help maintain and improve neighborhoods by providing financial support to assist resident-based neighborhood groups with projects that promote or create an overall positive sense of community. The NGP provides two different funding opportunities for neighborhood groups, the Neighborhood Engagement Grant and the Neighborhood Enhancement Grant.

## Neighborhood Engagement Grant

**Objective: To promote community engagement by supporting resident-driven communication and organization of relations among neighbors.**

The "Neighborhood Engagement" grants are for the purpose of improving communication and the organizational capacity of neighborhood groups. These grants may provide funds to offset the cost of creating and distributing communication materials or costs associated with activities such as block events or neighborhood gatherings. Consideration will be given to proposals that involve creating connections or engagement among neighbors.

Possible "Neighborhood Engagement" Projects: Media communication, homeowner association or neighborhood group development, educational programs, arts-based programs, neighborhood events or initiatives, youth events, Little Free Library location

## Neighborhood Enhancement Grant

**Objective: To encourage neighborhood cooperation in undertaking physical enhancements to improve the aesthetic make-up of a neighborhood.**

The "Neighborhood Enhancement" grants are intended for improvement projects that can be undertaken relatively quickly, contribute to beautification of a neighborhood and serve a public purpose. Projects must involve neighbors working together on a shared-vision to improve the quality of life in their neighborhood. These projects must have long-term benefits and a sustainable maintenance/funding plan in place.

Possible "Neighborhood Enhancement" Projects: Garden installations, "placemaking" improvements, public art, pocket parks, "green" enhancements, coordinated minor home beautification, neighborhood connectivity (privately owned) improvements, signage (approved on a case-by-case basis)

## Scoring and Selection Criteria

Applications will be scored based upon the following four criteria:

- **Project Design:** Overall project concept, planning & organization, creativity and readiness. (0-10 points)
- **Resident Beneficiaries:** The number of residents that benefit from the project. Taking into account neighborhood size and the amount of funding requested. (0-5 points)
- **Resident Involvement:** The number of residents that will be involved with the project. Taking into account neighborhood size and the amount of funding requested. (0-5 points)
- **Financial Feasibility:** Cost estimates should be supported and reasonable. Long-term funding plans should be in place and other funding sources documented, if needed. (0-10 points)

## Program Requirements and Considerations

1. The project must be within City of Kent limits and be carried-out in accordance with all city laws, policies and codes.
2. The project must meet one of the two grant objectives.
3. Applicants must be, or represent, a neighborhood organization, Homeowners Association (HOA) or a clearly defined City of Kent neighborhood.
4. All funding recipients must enter into a contract with the City within 30 days of the grant award. The contract will clearly outline responsibilities of both parties including the scope of the project, the project timeframe, a long-term funding/maintenance plan (if applicable) and a budget. All grant funds must be expended within one-year of the grant award.
5. All funding is provided on a reimbursement basis and is to support verifiable expenses.
6. Upon project completion, the funding recipient must provide 1.) a grant completion report outlining successes (form provided by the city), 2.) a reimbursement request (form provided by the city) and 3.) all relevant third-party back-up documentation for costs to be reimbursed.

### Examples of Ineligible Projects:

- Political campaigns
- Improvements that directly benefit a household, individual or affiliated business
- Restaurant/catered meals or alcoholic beverages
- Administrative or overhead costs (Inc. salaries, office supplies, etc.)
- Maintenance or ongoing operating expenses
- Costs supplementing an existing HOA budget
- Anything within the public right-of-way (Inc. sidewalks, trash cans, lighting, etc)
- Entertainment
- Costs associated with an existing method of communication

## Application Process

Applications are due by **Friday, xx/xx/xx, at 4:00 pm, to the Community Development Department at 930 Overholt Road, Kent, OH 44240.** City staff will review all applications. The total amount of grant funding available will be \$30,000 (\$10,000 will be available for "Neighborhood Engagement" grants and \$20,000 will be available for "Neighborhood Enhancement" grants). The maximum Neighborhood Engagement grant is \$2,000 and the maximum Neighborhood Enhancement grant is \$5,000. The amount given to each application will vary with the size of the project and its impact on the community. The maximum individual grant thresholds are subject to change based upon the nature and scope of projects that are received. All comments or questions should be directed to Dan Morganti, Grants and Neighborhood Programs Coordinator at 330-678-8108 or [MorgantiD@kent-ohio.org](mailto:MorgantiD@kent-ohio.org).

\*By submitting an application the applicant acknowledges that the City reserves the right to deem any project ineligible. The basis for eligibility determination is outlined within this application packet and also includes the proposed project's real or apparent: level of impact, contribution to a public purpose or maintenance issues, costs or potential problems that the project presents or that may arise as a result of its implementation.



# City of Kent Neighborhood Grant Program Application



Project/Activity Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Grant Type:       **Engagement**                      or                       **Enhancement**

Grant Amount Requested: \_\_\_\_\_ (Engage. Max.: \$2,000; Enhance. Max.: \$5,000)

**INSTRUCTIONS:** Carefully read and refer to the City of Kent Neighborhood Grant Program Background, Scoring and Selection Criteria and Program Requirements for guidance. Applications must meet all the requirements outlined in the Program Background and Application Requirements. Applications will be scored based upon how well they meet the Scoring and Selection Criteria. Remember that these are competitive grants. Please use only the space provided to provide clear and concise descriptions.

**Project Design:** Describe the project, including its purpose, geographic area, timeframe and who will manage it. The response will be scored based upon the project concept, planning & organization, creativity and readiness. Use only the space below. **(0-10 points)**

Blank space for project design description.

Con't on page 2

[Empty response area]

**Resident Beneficiaries:** How many residents will benefit from this project? Who? (0-5 points)

[Empty response area]

**Resident Involvement:** How many residents will be involved with this project? Who and in what capacity? (0-5 points)

[Empty response area]



**Financial Feasibility:** Include details on how the project is going to be financed. (0-10 points)

**A) Project Costs** (List all costs required for the project including permits, fees, etc.)

- 1) \_\_\_\_\_ \$ \_\_\_\_\_
- 2) \_\_\_\_\_ \$ \_\_\_\_\_
- 3) \_\_\_\_\_ \$ \_\_\_\_\_
- 4) \_\_\_\_\_ \$ \_\_\_\_\_
- 5) \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL COSTS**..... \$ \_\_\_\_\_

**B) Project Income** (List all income to cover the project costs.)

- 1) Neighborhood Grant Request \$ \_\_\_\_\_
- 2) Cash from Neighborhood \$ \_\_\_\_\_
- 3) Cash from \*Other Sources: \_\_\_\_\_ \$ \_\_\_\_\_
- 4) \*\*In-Kind Contributions: \_\_\_\_\_ \$ \_\_\_\_\_
- 5) \*\*\*Volunteer Time (Valued at \$19.23 per hour) \$ \_\_\_\_\_

**TOTAL INCOME**..... \$ \_\_\_\_\_

**C) Explain:** Overall financial feasibility, \*Other Sources, \*\*In-Kind Contributions and \*\*\*Volunteer Time (Valued @ \$19.23/hour per accepted standards at: [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)). For enhancement projects, explain long-term funding/maintenance plan.

*For staff use only:*

**Application Scoring:** (Max. 30 points.)

1.) Program Design (0-10): \_\_\_\_\_

2.) Community Benefit (0-5): \_\_\_\_\_

3.) Community Involvement (0-5): \_\_\_\_\_

4.) Financial Feasibility (0-10): \_\_\_\_\_

**Total Score:** \_\_\_\_\_

**Comments:**

Blank area for handwritten or typed comments.

**City of Kent  
Income Tax Division**

**May 31, 2013**

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

**Monthly Receipts**

Total receipts for the month of May, 2013	\$1,021,364
Total receipts for the month of May, 2012	\$972,050
Total receipts for the month of May, 2011	\$1,006,438

**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 May 31, 2013	\$5,158,038	45.25%
Total receipts January 1 through May 31, 2012	\$4,963,844	41.15%
Total receipts January 1 through May 31, 2011	\$4,702,598	43.90%

**Year-to-date Receipts Through May 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	\$5,158,038	45.25%	54.75%

**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 David A. Coffey, Director of Budget and Finance

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

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>Amount</b>	<b>Percent Change</b>
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			
July	848,105	961,433			
August	873,559	942,880			
September	825,343	980,892			
October	939,121	1,076,141			
November	843,533	890,325			
December	834,781	1,332,645			
Totals	\$ 10,711,766	\$ 12,063,299	\$ 5,158,038		

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>Amount</b>	<b>Percent Change</b>
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			
July	6,395,429	6,840,415			
August	7,268,988	7,783,295			
September	8,094,331	8,764,187			
October	9,033,453	9,840,328			
November	9,876,985	10,730,653			
December	10,711,766	12,063,299			
Totals	\$ 10,711,766	\$ 12,063,299			

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

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>Amount</b>	<b>Percent Change</b>
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			
July	337,910	379,316			
August	370,933	359,550			
September	298,038	328,283			
October	352,815	376,474			
November	358,685	384,179			
December	360,837	423,935			
<b>Totals</b>	<b>\$ 4,246,372</b>	<b>\$ 4,436,666</b>	<b>\$ 1,898,329</b>		

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>Amount</b>	<b>Percent Change</b>
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			
July	2,505,065	2,564,245			
August	2,875,997	2,923,795			
September	3,174,035	3,252,078			
October	3,526,851	3,628,552			
November	3,885,535	4,012,731			
December	4,246,372	4,436,666			
<b>Totals</b>	<b>\$ 4,246,372</b>	<b>\$ 4,436,666</b>			

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

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## DEPARTMENT OF COMMUNITY DEVELOPMENT Building Services Division

To: Dave Ruller  
City Manager

From: Bridget Susel  
Community Development Director *B.Susel*

Date: June 11, 2013

RE: Monthly Permit and Zoning Complaint Report – May 2013

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Attached is the monthly report per Council's request.

If you have questions or require further information, please let us know.

**BUILDING PERMIT REPORT SUMMARY (KCO 147-04) - MAY 2013**

<u>Permit Type</u>	<u># Approved</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Building	22	76	87
Electric	15	71	87
HVAC	14	45	41
Plumbing	14	49	41
Engineering	6	20	25
Subdivisions	4	7	1
Zoning	18	40	53
<b>Total:</b>	<b>93</b>	<b>308</b>	<b>335</b>

<u>Permit Type</u>	<u>Account Code</u>	<u>Fees Collected</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Park Fee	10633513	0.00	540.00	1,440.00
Fire Dept Review/Inspect	00135201	900.00	900.00	n/a
Building Reviews	00135201	5,231.25	20,681.25	19,462.50
Building	00135201	2,452.40	15,073.45	24,107.60
Electric	00135202	7,753.00	18,034.09	8,029.50
HVAC	00135204	2,924.00	5,288.85	3,300.00
Plumbing	20235203	2,637.80	25,700.25	2,682.00
<b>Subtotal:</b>		<b>21,898.45</b>	<b>\$86,217.89</b>	<b>\$59,021.60</b>
State 1% Fee	80436362	13.43	54.54	63.82
State 3% Fee	80436362	432.77	1,759.37	951.31
Demolition Bond	80436313	0.00	100.00	1,900.00
Contractor Registrations	00135206 - 8	1,600.00	8,025.00	325.00
Zoning	00135301	716.71	3,294.97	1,625.00
Fence Permits	00135301	125.00	200.00	640.00
Signs	00135313	325.00	1,030.00	495.00
Civil Infraction Fines	00135106	0.00	300.00	260.00
Board Applications	00135302	100.00	850.00	1,350.00
Postage	10405400132	300.00	905.54	954.85
Miscellaneous	00135406	155.50	581.25	793.77
Sewer Permits	20235316	150.00	275.00	465.93
Sewer Utilization	20233604	1,310.00	22,794.00	18,072.00
Sewer Disconnect	20235406	0.00	0.00	2,620.00
Storm Sewer	20833604	200.00	400.00	2,600.00
Street Excavation	00135317	140.00	400.00	500.00
Water Meters	20133604	3,852.75	4,102.75	1,270.00
Water Permit	20133604	50.00	150.00	975.00
Water Utilization	20133604	550.00	9,570.00	8,947.00
Water Disconnect	20135406	0.00	3,000.00	1,100.00
Chlorination	20133604	450.00	450.00	600.00
Waterline Const/Frontage	20133604	0.00	0.00	0.00
Street Exc. Bond	80436341	1,000.00	27,800.00	2,000.00
Subdivision Bond	80436312	0.00	10,000.00	10,400.00
Fire Escrow Deposit	80436331	0.00	1,513.45	0.00
Site Plan Construction	00135317	2,566.00	3,346.00	11,434.12
Plan Review	00135317	2,566.00	3,346.00	3,547.15
Improvement Inspection	00135317	0.00	0.00	4,994.50
Grading Permits	00135317	0.00	134.00	4,781.50
Plat Review/Lot Split	00135317	180.00	240.00	30.00
<b>Subtotal:</b>		<b>16,783.16</b>	<b>\$104,621.87</b>	<b>\$83,695.95</b>
<b>Grand Total:</b>		<b>38,681.61</b>	<b>\$190,839.76</b>	<b>\$142,717.55</b>



# Permit Payments Listing by Jurisdiction

From: 4/30/13 To: 5/29/13

			Value	Fee	BBS	Total
<b>Existing Commercial</b>						
<b>Kent</b>						
EC-2013-02-5	BAR 145 PATIO	5/9/2013				
	CONSTRUCT ENCLOSED PATIO FOR BAR 145 100 E ERIE ST		\$ .00	\$906.28	\$ .00	\$911.07
EC-2013-03-1	KENT KARATE RENOVATIONS	5/23/2013				
	CONSTRUCT RENOVATIONS FOR KENT KARATE 122 W COLLEGE ST		\$50,000.00	\$1,134.15	\$ .00	\$1,143.24
EC-2013-04-4	LOADING RAMP	4/30/2013				
	CONSTRUCT ADA RAMP 107 LAKE ST		\$ .00	\$215.08	\$ .00	\$218.43
EC-2013-05-1	RESTROOM ADDITION ON 1ST FLOOR	5/16/2013				
	ADD 1ST FLOOR RESTROOM 265 W MAIN ST		\$5,000.00	\$54.50	\$ .00	\$56.14
EC-2013-05-2	INTERIOR RENOVATIONS, SUITES B	5/10/2013				
	OPEN WALL BETWEEN THE 2 SUITES 164 E MAIN ST		\$ .00	\$180.00	\$ .00	\$185.40
	<u>Total for Kent</u>		\$55,000.00	\$2,490.01		\$2,514.28
	<u>Total for Existing Commercial Permits</u>		\$55,000.00	\$2,490.01		\$2,514.28

## Electric, Commercial

<b>Kent</b>						
ELC-2013-04-1	ELECT, BUILDING C SHELL &	5/9/2013				
	INSTALL ELECTRIC FOR BUILDING C SHELL AND 210 S DEPEYSTER		\$ .00	\$6,627.50	\$ .00	\$6,826.33
ELC-2013-05-1	ELECT, BOB EVANS REMODEL	5/1/2013				
	INSTALL ELECTRIC FOR BOB EVANS REMODEL 400 DEVON PL		\$ .00	\$246.80	\$ .00	\$254.20
ELC-2013-05-2	ELECT, DR. NEARY REMODEL	5/2/2013				
	INSTALL ELECTRIC FOR DR. NEARY'S REMODEL 1551 S WATER ST		\$ .00	\$185.00	\$ .00	\$190.55
ELC-2013-05-3	ELECT, DECK & BATHROOM	5/17/2013				
	INSTALL ELECTRIC FOR DECK AND BATHROOM 107 S DEPEYSTER ST		\$ .00	\$133.85	\$ .00	\$137.87
ELC-2013-05-4	ELECT, INTERIOR RENOVATIONS B &	5/16/2013				
	RELOCATE ELECTRICAL LINES FOR INTERIOR 164 E MAIN ST		\$ .00	\$50.00	\$ .00	\$51.50
ELC-2013-05-5	ELECT, 1ST FLOOR RESTROOM	5/20/2013				
	WIRE 1ST FLOOR RESTROOM REMODEL 265 W MAIN ST		\$ .00	\$52.25	\$ .00	\$53.82

## Permit Payments Listing by Jurisdiction

From: 4/30/13 To: 5/29/13

			Value	Fee	BBS	Total
<b>Electric, Commercial</b>						
<b>Kent</b>						
ELC-2013-05-6	ELECT, HOMETOWN BANK #205	5/21/2013				
INSTALL WIRING FOR HOMETOWN BANK #205 136 N WATER ST			\$ .00	\$87.60	\$ .00	\$90.23
ELC-2013-05-7	ELECT, REPLACE MAIN 400amp	5/24/2013				
REPLACE MAIN 400 A SWITCH 1605 S WATER ST			\$ .00	\$50.00	\$ .00	\$51.50
<u>Total for Kent</u>			\$ .00	\$7,433.00		\$7,656.00
<u>Total for Electric, Commercial Permits</u>			\$ .00	\$7,433.00		\$7,656.00

## Electric, Residential

<b>Kent</b>						
ELR-2013-04-11	ELECT, GENERATOR	4/30/2013				
INSTALL BACK-UP GENERATOR 325 OVERLOOK			\$ .00	\$50.00	\$ .00	\$50.50
ELR-2013-05-1	ELECT, SERVICE	5/9/2013				
WIRE 100 AMP PANEL 1068 ELNO AVE			\$ .00	\$35.00	\$ .00	\$35.35
ELR-2013-05-3	METER RESET	5/14/2013				
INSPECTOR TO INSPECT FOR METER RESET 645 MAE ST			\$ .00	\$50.00	\$ .00	\$50.50
ELR-2013-05-4	ELECT, SERVICE UPDATE	5/15/2013				
INSTALL SERVICE & GROUNDING UPDATE 698 MARILYN			\$ .00	\$35.00	\$ .00	\$35.35
ELR-2013-05-5	ELECT, METER RESET	5/16/2013				
INSPECTION FOR METER RESET 1275 CAROL ST			\$ .00	\$50.00	\$ .00	\$50.50
ELR-2013-05-6	ELECT, SERVICE REPLACEMENT	5/21/2013				
REPLACE SERVICE 931 W MAIN ST			\$ .00	\$50.00	\$ .00	\$50.50
ELR-2013-05-7	ELECT, PANEL REPLACEMENT &	5/23/2013				
REPLACE PANEL AND GROUND SERVICE 1400 VINE ST			\$ .00	\$50.00	\$ .00	\$50.50
<u>Total for Kent</u>			\$ .00	\$320.00		\$323.20
<u>Total for Electric, Residential Permits</u>			\$ .00	\$320.00		\$323.20

## Engineering, Commercial

**Kent**

## Permit Payments Listing by Jurisdiction

From: 4/30/13 To: 5/29/13

		Value	Fee	BBS	Total
ENGC-2013-04-1	MICHAEL SCHWARTZ CENTER - GAS	5/10/2013			
Installation of a new gas service		\$0.00	\$20.00	\$0.00	\$20.00
900 E SUMMIT ST					
ENGC-2013-05-1	EURO GYRO - PEDESTRIAN DETOUR	5/1/2013			
DETOUR PEDESTRIAN TRAFFIC FOR CONSTRUCTION		\$0.00	\$1,020.00	\$0.00	\$1,020.00
107 S DEPEYSTER ST					
ENGC-2013-05-3	WATER METER & STRAINER (4")	5/13/2013			
WATER METER & STRAINER		\$0.00	\$3,647.75	\$0.00	\$3,647.75
210 S DEPEYSTER					
	<u>Total for Kent</u>	\$0.00	\$4,687.75		\$4,687.75
	<u>Total for Engineering, Commercial Permits</u>	\$0.00	\$4,687.75		\$4,687.75

## Engineering, Residential

### Kent

ENGR-2013-05-1	DRIVEWAY AND SIDEWALK	5/3/2013			
REPLACE THE DRIVE APRON AND SIDEWALK		\$0.00	\$20.00	\$0.00	\$20.00
1587 MORRIS RD					
ENGR-2013-05-2	CONCRETE APRON AND SIDEWALK	5/13/2013			
REPLACE THE DRIVE APRON AND PORTION OF THE		\$0.00	\$20.00	\$0.00	\$20.00
562 VALLEY VIEW ST					
ENGR-2013-05-3	DRIVE APRON REPLACEMENT	5/20/2013			
REPLACE THE DRIVEWAY APRON		\$2,500.00	\$20.00	\$0.00	\$20.00
1022 MASON AVE					
	<u>Total for Kent</u>	\$2,500.00	\$60.00		\$60.00
	<u>Total for Engineering, Residential Permits</u>	\$2,500.00	\$60.00		\$60.00

## Existing Residential

### Kent

ER-2012-11-1	DECK 11' x 12'	5/17/2013			
CONSTRUCT 11' X 12' DECK AS PER PLAN		\$1,000.00	\$75.00	\$0.00	\$75.50
822 STONEWATER DR					
ER-2013-04-6	WATERPROOF BASEMENT WALL	5/1/2013			
WATERPROOF BASEMENT WALL & REPLACE FOOTER		\$0.00	\$50.00	\$0.00	\$50.50
132 E SCHOOL ST					
ER-2013-04-7	DECK	4/30/2013			
CONSTRUCT REAR YARD DECK		\$2,000.00	\$80.00	\$0.00	\$80.55
120 E WILLIAMS ST					
ER-2013-05-1	DECK	5/14/2013			
CONSTRUCT DECK AS PER PLAN		\$4,000.00	\$87.00	\$0.00	\$87.62
515 RELLIM DR					

# Permit Payments Listing by Jurisdiction

From: 4/30/13 To: 5/29/13

		Value	Fee	BBS	Total
<b>Existing Residential</b>					
<b>Kent</b>					
ER-2013-05-11	WATERPROOFING	5/28/2013			
WATER PROOF BASEMENT			\$50.00	\$0.00	\$50.50
1442 FRANKLIN AVE					
ER-2013-05-2	ADDITION - GARAGE & 2ND STORY	5/16/2013			
CONSTRUCT 2 STORY ADDITION FOR GARAGE			\$130.70	\$0.00	\$131.76
609 EDGEWOOD					
	<u>Total for Kent</u>	\$77,000.00	\$472.70		\$476.43
	<u>Total for Existing Residential Permits</u>	\$77,000.00	\$472.70		\$476.43

## Fire Suppression/Alarm

<b>Kent</b>					
FSA-2012-12-1	HOTEL/CONF CENTER FIRE ALARM	5/2/2013			
INSTALL FIRE ALARMS FOR THE KSU HOTEL			\$1,048.75	\$0.00	\$1,049.65
215 S DEPEYSTER ST					
FSA-2013-02-4	BAR 145 TYPE I HOOD	5/13/2013			
INSTALL TYPE I HOOD FOR BAR 145			\$175.00	\$0.00	\$178.00
100 E ERIE ST					
FSA-2013-03-4	HEAT DETECTORS	5/3/2013			
REPLACE EXISTING SMOKE DETECTORS WITH HEAT			\$312.50	\$0.00	\$315.50
1510 ST. CLAIR ST					
FSA-2013-04-1	HOOD SUPPRESSION FOR	5/24/2013			
INSTALL HOOD SUPPRESSION FOR			\$275.00	\$0.00	\$278.00
215 S DEPEYSTER ST					
FSA-2013-05-4	FIRE ALARM - DR. BELLI	5/17/2013			
MAKE CHANGES/ADDITIONS TO EXISTING FIRE			\$341.25	\$0.00	\$344.55
1551 S WATER ST					
FSA-2013-05-5	SPRINKLERS - DR. BELLI	5/8/2013			
MAKE CHANGES/ADDITIONS TO SPRINKLER SYSTEM			\$216.50	\$0.00	\$219.62
1551 S WATER ST					
FSA-2013-05-8	FIRE SUPPRESSION FOR BAR 145	5/20/2013			
INSTALL FIRE SUPPRESSION FOR BAR 145 PATIO,			\$304.90	\$0.00	\$308.80
100 E ERIE ST					
FSA-2013-05-9	FIRE ALARM & VOICE EVAC FOR	5/17/2013			
INSTALL FIRE ALARM & VOICE EVAC SYSTEM FOR			\$399.50	\$0.00	\$406.24
295 S WATER ST					
	<u>Total for Kent</u>	\$37,500.00	\$3,073.40		\$3,100.36
	<u>Total for Fire Suppression/Alarm Permits</u>	\$37,500.00	\$3,073.40		\$3,100.36

## Heating, Commercial

# Permit Payments Listing by Jurisdiction

From: 4/30/13 To: 5/29/13

		Value	Fee	BBS	Total
<b>Kent</b>					
HVACC-2013-04-2	HVAC, COOLING UNIT REPLACEMENT 5/1/2013				
REPLACE COOLING UNIT IN SPLIT SYSTEM		\$ .00	\$50.00	\$ .00	\$51.50
401 DEVON PL					
HVACC-2013-05-1	HVAC, COURTHOUSE 5/1/2013				
INSTALL HVAC FOR NEW COURTHOUSE		\$ .00	\$1,774.10	\$ .00	\$1,827.32
303 E MAIN ST					
HVACC-2013-05-2	HVAC, WAREHOUSE 5/2/2013				
INSTALL HVAC SYSTEMS FOR WAREHOUSE		\$ .00	\$460.00	\$ .00	\$473.80
948 CHERRY ST					
HVACC-2013-05-3	HVAC, REFRIGERATION FOR 5/2/2013				
INSTALL REFRIGERATION FOR WALK-IN		\$ .00	\$150.00	\$ .00	\$154.50
215 S DEPEYSTER ST					
HVACC-2013-05-4	HVAC, BAR 145 PATIO 5/7/2013				
INSTALL HVAC FOR BAR 145 PATIO		\$ .00	\$129.90	\$ .00	\$133.80
100 E ERIE ST					
	<u>Total for Kent</u>	\$ .00	\$2,564.00		\$2,640.92
	<u>Total for Heating, Commercial Permits</u>	\$ .00	\$2,564.00		\$2,640.92

## Heating, Residential

<b>Kent</b>					
HVACR-2013-05-1	HVAC, FURNACE REPLACEMENT 5/6/2013				
REPLACE FURNACE		\$ .00	\$50.00	\$ .00	\$50.50
321 DODGE ST					
HVACR-2013-05-2	HVAC, A.C. REPLACEMENT 5/9/2013				
REPLACE AIR CONDITIONING		\$ .00	\$35.00	\$ .00	\$35.35
1068 ELNO AVE					
HVACR-2013-05-3	HVAC, NEW A.C. 5/14/2013				
INSTALL AIR CONDITIONING		\$ .00	\$50.00	\$ .00	\$50.50
440 BERYL DR					
HVACR-2013-05-4	HVAC, FURNACE REPLACEMENT 5/14/2013				
REPLACE FURNACE		\$ .00	\$35.00	\$ .00	\$35.35
131 OVERLOOK DR					
HVACR-2013-05-5	HVAC, FURNACE REPLACEMENT 5/14/2013				
REPLACE FURNACE		\$ .00	\$35.00	\$ .00	\$35.35
229 WHITTIER AVE					
HVACR-2013-05-6	HVAC, A.C. REPLACEMENT 5/14/2013				
REPLACE AIR CONDITIONING		\$ .00	\$35.00	\$ .00	\$35.35
962 MIDDLEBURY RD					
HVACR-2013-05-7	HVAC, FURNACE REPLACEMENT 5/14/2013				
REPLACE FURNACE & ADD AIR CONDITIONING		\$ .00	\$35.00	\$ .00	\$35.35

# Permit Payments Listing by Jurisdiction

From: 4/30/13 To: 5/29/13

			Value	Fee	BBS	Total
<b>Heating, Residential</b>						
<b>Kent</b>						
484 LONGMERE DR						
HVACR-2013-05-8	HVAC, A.C. REPLACEMENT	5/22/2013				
	REPLACE AIR CONDITIONING		\$ .00	\$50.00	\$ .00	\$50.50
619 SILVER MEADOWS BLVD						
HVACR-2013-05-9	HVAC, FURNACE & A.C.	5/29/2013				
	REPLACE FURNACE & A.C.		\$ .00	\$35.00	\$ .00	\$35.35
1256 DENISE DR						
	<u>Total for Kent</u>		\$ .00	\$360.00		\$363.60
	<u>Total for Heating, Residential Permits</u>		\$ .00	\$360.00		\$363.60

## New Commercial

<b>Kent</b>						
NC-2013-03-1 DUNKIN DONUTS 5/2/2013						
	CONSTRUCT DUNKIN DONUTS		\$700,000.00	\$15,066.75	\$ .00	\$15,077.93
525 E MAIN ST						
NC-2013-03-2 SITE WORK - BLDG C 5/7/2013						
	SITE WORK		\$168,950.00	\$3,497.00	\$ .00	\$3,497.00
210 S DEPEYSTER						
NC-2013-05-1 BLDG C - WATER LINE CONNECTIONS 5/7/2013						
	MAKE THE CONNECTIONS TO THE WATER SERVICE		\$ .00	\$495.00	\$ .00	\$495.00
210 S DEPEYSTER						
	<u>Total for Kent</u>		\$868,950.00	\$19,058.75		\$19,069.93
	<u>Total for New Commercial Permits</u>		\$868,950.00	\$19,058.75		\$19,069.93

## Plumbing, Commercial

<b>Kent</b>						
PC-2013-05-1 PLUMB, COURTHOUSE 5/1/2013						
	PLUMB COURTHOUSE		\$ .00	\$1,774.10	\$ .00	\$1,827.32
303 E MAIN ST						
PC-2013-05-2 PLUMB, DR. NEARY BASEMENT 5/3/2013						
	PLUMB BASEMENT BATHROOM AND SINKS.		\$ .00	\$66.25	\$ .00	\$68.24
1551 S WATER ST						
PC-2013-05-3 PLUMB, INTERIOR RENOVATIONS 5/16/2013						
	RELOCATE PLUMBING FOR INTERIOR RENOVATIONS		\$ .00	\$50.00	\$ .00	\$51.50
164 E MAIN ST						
PC-2013-05-4 PLUMB, DUNKIN DONUTS 5/23/2013						
	INSTALL PLUMBING FOR MAPLEBROOK APTS.		\$ .00	\$261.25	\$ .00	\$269.09
525 E MAIN ST						

# Permit Payments Listing by Jurisdiction

From: 4/30/13 To: 5/29/13

			Value	Fee	BBS	Total
<b>Plumbing, Commercial</b>						
<b>Kent</b>						
PC-2013-05-5	PLUMB, RESTROOM ADDITION 1ST	5/24/2013				
	PLUMB 1ST FLOOR RESTROOM ADDITION		\$0.00	\$52.25	\$0.00	\$53.82
	265 W MAIN ST					
PC-2013-05-6	PLUMB, KITCHEN REMODEL	5/29/2013				
	PLUMB KITCHEN REMODEL		\$0.00	\$50.00	\$0.00	\$51.50
	1700 S WATER ST					
PC-2013-05-7	PLUMB, SECRET CELLAR	5/29/2013				
	PLUMB CHANGES FOR SECRET CELLAR		\$0.00	\$0.00	\$0.00	\$0.00
	176 E MAIN ST					
PC-2013-05-8	PLUMB, FITNESS CENTER	5/29/2013				
	PLUMB FOR FITNESS CENTER		\$0.00	\$0.00	\$0.00	\$0.00
	1205 W MAIN ST					
	<u>Total for Kent</u>		\$0.00	\$2,253.85		\$2,321.47
	<u>Total for Plumbing, Commercial Permits</u>		\$0.00	\$2,253.85		\$2,321.47

## Plumbing, Residential

<b>Kent</b>						
PR-2013-05-1	PLUMB, WATER HEATER	5/13/2013				
	REPLACE WATER HEATER		\$0.00	\$35.00	\$0.00	\$35.35
	472 SPAULDING DR					
PR-2013-05-2	PLUMB, WATER HEATER	5/17/2013				
	REPLACE WATER HEATER		\$0.00	\$35.00	\$0.00	\$35.35
	444 DANSEL ST					
PR-2013-05-3	PLUMB, NEW RESIDENCE	5/17/2013				
	PLUMB NEW RESIDENCE		\$0.00	\$100.00	\$0.00	\$101.00
	1596 ELIZABETH CIR					
PR-2013-05-4	PLUMB, WATER HEATER	5/17/2013				
	REPLACE WATER HEATER		\$0.00	\$35.00	\$0.00	\$35.35
	1052 MIDDLEBURY RD					
PR-2013-05-5	PLUMB, WATER HEATER	5/23/2013				
	REPLACE WATER HEATER		\$0.00	\$35.00	\$0.00	\$35.35
	1256 DENISE DR					
PR-2013-06-2	PLUMB, IRRIGATION METER	5/15/2013				
	PLUMB FOR IRRIGATION METER		\$0.00	\$255.00	\$0.00	\$255.50
	1374 ELIZABETH CT					
	<u>Total for Kent</u>		\$0.00	\$495.00		\$497.90
	<u>Total for Plumbing, Residential Permits</u>		\$0.00	\$495.00		\$497.90

## Review Fees

# Permit Payments Listing by Jurisdiction

From: 4/30/13 To: 5/29/13

			Value	Fee	BBS	Total
<b>Kent</b>						
REV-2013-04-2	BUILDING C SHELL REVIEW #3	5/13/2013				
			\$ .00	\$ 1,912.50	\$ .00	\$ 1,912.50
210 S DEPEYSTER						
	<u>Total for Kent</u>		\$ .00	\$ 1,912.50		\$ 1,912.50
	<u>Total for Review Fees Permits</u>		\$ .00	\$ 1,912.50		\$ 1,912.50

## SUBDIVISON

<b>Kent</b>						
SD-2013-05-1	LOT CONSOLIDATION	5/7/2013				
CONSOLIDATION OF LOTS						
			\$ .00	\$ 25.00	\$ .00	\$ 25.00
1273 W MAIN ST						
SD-2013-05-2	LOT CONSOLIDATION	5/15/2013				
CONSOLIDATION OF THE LOTS						
			\$ .00	\$ 25.00	\$ .00	\$ 25.00
525 E MAIN ST						
SD-2013-05-3	UNIVERSITY OAKS LOT	5/8/2013				
CONSOLIDATE THE LOTS						
			\$ .00	\$ 35.00	\$ .00	\$ 35.00
500 GOLDEN OAKS DR						
SD-2013-05-4	LAKES AT FRANKLIN MILLS S/D PH V	5/21/2013				
SUBDIVISION OF 8 ACRE PARCEL INTO 9 LOTS AND A						
			\$ .00	\$ 95.00	\$ .00	\$ 95.00
ROY MARSH DR						
STONEWATER DR						
	<u>Total for Kent</u>		\$ .00	\$ 180.00		\$ 180.00
	<u>Total for SUBDIVISON Permits</u>		\$ .00	\$ 180.00		\$ 180.00

## Zoning

<b>Kent</b>						
Z-2013-04-10	FENCE	4/30/2013				
CONSTRUCT SPLIT RAIL FENCE IN FRONT YARD						
			\$ .00	\$ 25.00	\$ .00	\$ 25.00
202 E COLLEGE ST						
Z-2013-04-9	TROY GRILLE SIGN	5/2/2013				
Erect sign with light above as per plan						
			\$ .00	\$ 50.00	\$ .00	\$ 50.00
118 E MAIN ST						
Z-2013-05-1	BUILDING SIGN	5/1/2013				
INSTALL NEW 48 SQUARE FOOT BUILDING SIGN						
			\$ .00	\$ 50.00	\$ .00	\$ 50.00
1610 S WATER ST						
Z-2013-05-10	FENCE	5/17/2013				
INSTALL FENCE PER PLAN						
			\$ .00	\$ 25.00	\$ .00	\$ 25.00
451 BURNS CT						
Z-2013-05-11	FENCE	5/17/2013				
INSTALL FENCE PER PLAN						
			\$ .00	\$ 25.00	\$ .00	\$ 25.00



# Permit Payments Listing by Jurisdiction

From: 4/30/13 To: 5/29/13

			Value	Fee	BBS	Total
<b>Zoning</b>						
<b>Kent</b>						
416 GARRETT ST						
Z-2013-05-12	FENCE	5/17/2013				
INSTALL FENCE PER PLAN			\$ .00	\$25.00	\$ .00	\$25.00
336 MILLER AVE						
Z-2013-05-13	TEMPORARY SIGN PERMIT	5/20/2013				
INSTALL TEMPORARY SIGN FROM 5/20/13 UNTIL			\$ .00	\$25.00	\$ .00	\$25.00
413 E MAIN ST						
Z-2013-05-15	FENCE	5/21/2013				
INSTALL 6' FENCE IN REAR YARD PER PLAN			\$ .00	\$25.00	\$ .00	\$25.00
228 GOUGLER AVE						
Z-2013-05-17	SHED	5/23/2013				
INSTALL 10' BY 12' SHED IN REAR YARD PER PLAN			\$ .00	\$25.00	\$ .00	\$25.00
325 OVERLOOK						
Z-2013-05-18	FENCE	5/24/2013				
INSTALL 4' FENCE PER PLAN			\$ .00	\$25.00	\$ .00	\$25.00
499 MARIGOLD LN						
Z-2013-05-19	BUILDING SIGN	5/29/2013				
INSTALL 8' X 4' SIGN ON BUILDING			\$ .00	\$50.00	\$ .00	\$50.00
107 LAKE ST						
Z-2013-05-2	SIGN REPLACEMENT	5/21/2013				
INSTALL PERMANENT GROUND SIGN REPLACEMENT			\$ .00	\$50.00	\$ .00	\$50.00
1800 RHODES RD						
Z-2013-05-3	FENCE	5/8/2013				
INSTALL FENCE AS PER PLAN			\$ .00	\$25.00	\$ .00	\$25.00
515 RELLIM DR						
Z-2013-05-4	TEMP SIGN 5/8/13 TO 6/22/13	5/8/2013				
INSTALL TEMPORARY SIGN FROM 5/8/13 TO 6/22/13			\$ .00	\$25.00	\$ .00	\$25.00
154 CHERRY ST						
Z-2013-05-5	SHED	5/9/2013				
CONSTRUCT SHED ADDITION ONTO GARAGE PER			\$ .00	\$25.00	\$ .00	\$25.00
625 EDGEWOOD DR						
Z-2013-05-6	TEMPORARY SIGN PERMIT	5/13/2013				
INSTALL TEMPORARY SIGN FROM 5/13/13 UNTIL			\$ .00	\$25.00	\$ .00	\$25.00
1458 S WATER ST						
Z-2013-05-7	REFACE POLE AND CANOPY SIGNS	5/15/2013				
REFACE EXISTING POLE AND CANOPY SIGNS			\$ .00	\$100.00	\$ .00	\$100.00
1152 W MAIN ST						

# Permit Payments Listing by Jurisdiction

From: 4/30/13 To: 5/29/13

		Value	Fee	BBS	Total
<b>Zoning</b>					
<b>Kent</b>					
Z-2013-05-9	FENCE	5/22/2013			
INSTALL 3' FENCE AROUND PARKING AREA			\$25.00	\$0.00	\$25.00
225 FRANKLIN AVE					
	<u>Total for Kent</u>	\$0.00	\$625.00		\$625.00
	<u>Total for Zoning Permits</u>	\$0.00	\$625.00		\$625.00
	Total for all permit types:	\$1,040,950.00	\$45,985.96		\$46,429.34

# Monthly Report

5/1/13 to 5/31/13

<i>Date</i>	<i>Complaint Type</i>	<i>Street</i>	<i>Owner or Company</i>	<i>Ward</i>
5/2/2013	Overgrown Vegetation	971 Fieldstone	Fahner	2
5/2/2013	Overgrown Vegetation	609 Franklin	Kent Co-Operative Housing,	3
5/2/2013	Overgrown Vegetation	336 Silver Meadows	Sullivan, Sr.	2
5/6/2013	Overgrown Vegetation	1136 Middlebury	Sladek	2
5/6/2013	Overgrown Vegetation	615 Crain	Meduri	6
5/6/2013	Overgrown Vegetation	549 DePeyster, South	Hillebrecht	5
5/6/2013	Overgrown Vegetation	539 DePeyster, Souh	Rader III	5
5/8/2013	Overgrown Vegetation	629 Edgewood	Engler	6
5/8/2013	Overgrown Vegetation	1259 Carol	Alli	2
5/8/2013	Overgrown Vegetation	1263 Carol	Eckard	2
5/10/2013	Overgrown Vegetation	973 Bruce	White Oak Hills Developme	1
5/10/2013	Overgrown Vegetation	320 Pleasant	Pitts	1
5/10/2013	Overgrown Vegetation	1631 St. Clair	Rivers	3
5/10/2013	Overgrown Vegetation	310 Pleasant	Nicholson	1
5/13/2013	Overgrown Vegetation	228 Elmwood	Crook	6
5/13/2013	Overgrown Vegetation	1005 Main, East	DuBois Book Store, Inc.	6
5/13/2013	Overgrown Vegetation	1070 Norwood	Kordinak	2
5/14/2013	Overgrown Vegetation	450 Francis, South	Kinnett	2
5/14/2013	Overgrown Vegetation	332 Lincoln, South	Portage County Port Authorit	5
5/15/2013	Overgrown Vegetation	0 Grove	Berkeley Builders Inc	2
5/15/2013	Overgrown Vegetation	369 Francis, North	Klaben Property Manageme	2
5/15/2013	Overgrown Vegetation	373 Francis, North	Klaben Property Manageme	2
5/15/2013	Overgrown Vegetation	223 Harris	Sales	3
5/16/2013	Overgrown Vegetation	1039 Davey	Kierstead	6
5/16/2013	Overgrown Vegetation	555 Water, South	Luxenburg	5
5/16/2013	Overgrown Vegetation	135 University	Gross	6
5/16/2013	Overgrown Vegetation	134 University	Lockhart	6
5/16/2013	Overgrown Vegetation	466 Silver Meadows	Senz	2
5/16/2013	Overgrown Vegetation	1172 Leonard	Newell	2

<i>Date</i>	<i>Complaint Type</i>	<i>Street</i>	<i>Owner or Company</i>	<i>Ward</i>
5/16/2013	Overgrown Vegetation	210 Harris	Setlock	3
5/16/2013	Overgrown Vegetation	0 Dodge/Pine	Community Action Council	3
5/16/2013	Overgrown Vegetation	403 Harris	Crighton, Jr.	3
5/17/2013	Overgrown Vegetation	136 Lake	Kelley	6
5/17/2013	Overgrown Vegetation	227 Lake	Cotton	6
5/17/2013	Overgrown Vegetation	234 Lake	Richards	6
5/17/2013	Overgrown Vegetation	202 College, East	Kent Cooperative Housing, I	5
5/17/2013	Overgrown Vegetation	218 College, East	Transohio Properties	5
5/17/2013	Overgrown Vegetation	350 Harris	Family & Community Servic	3
5/20/2013	Overgrown Vegetation	130 Elm, West	Ramirez	3
5/20/2013	Overgrown Vegetation	324 Whetstone	Sarka	1
5/20/2013	Overgrown Vegetation	221 Overlook	Hawkins	6
5/20/2013	Overgrown Vegetation	1054 Meredith	Meloy	2
5/21/2013	Overgrown Vegetation	1316 Water, South	Family Dollar of Ohio LLC	3
5/21/2013	Overgrown Vegetation	1094 Jessie	Gershon	2
5/21/2013	Overgrown Vegetation	500 Water, South	CVS	5
5/21/2013	Overgrown Vegetation	1063 Jessie	Stiles	2
5/22/2013	Overgrown Vegetation	442 Bowman	DuBois	3
5/22/2013	Overgrown Vegetation	0 Water, South	Kimco Realty Inc.	3
5/22/2013	Overgrown Vegetation	0 Water, South	Kimco Realty, Inc.	3
5/22/2013	Overgrown Vegetation	5332 SR 43	Bishara Company Inc.	3
5/28/2013	Overgrown Vegetation	459 Needham	Stonecrest Income & Opport	1
5/29/2013	Overgrown Vegetation	1617 Morris	Bhak	3
5/29/2013	Overgrown Vegetation	535 Bowman	Rennecker	3
5/29/2013	Overgrown Vegetation	492 Laurel	Gilpin	2
5/29/2013	Overgrown Vegetation	118 University	DeGeorge	6
5/10/2013	Nuisance Material	300 Water, North	Kuhar	5
5/13/2013	Nuisance Material	216 Main, East		5
5/1/2013	Property Maintenance	126 University	REAS LLC	6
5/1/2013	Property Maintenance	130 University	Starzyk	6
5/1/2013	Property Maintenance	131 University	Murray	6

<i>Date</i>	<i>Complaint Type</i>	<i>Street</i>	<i>Owner or Company</i>	<i>Ward</i>
5/1/2013	Property Maintenance	134 University	Lockhart	6
5/1/2013	Property Maintenance	207 University	Miller	6
5/1/2013	Property Maintenance	212 University	Carter	6
5/1/2013	Property Maintenance	125 University	Striver	6
5/3/2013	Property Maintenance	1263 Carol	Erkhard	2
5/9/2013	Property Maintenance	625 Edgewood	PKB Properties LLC	6
5/10/2013	Property Maintenance	230 Oak, West	Brown	3
5/14/2013	Property Maintenance	257 Water, North	Rhoads	5
5/20/2013	Property Maintenance	118 Lake	Flanigan	6
5/20/2013	Property Maintenance	226 Lake	Kyle	6
5/20/2013	Property Maintenance	213 Lake	Arthur	6
5/20/2013	Property Maintenance	132 Lake	TV Investments LLC (Steve	6
5/20/2013	Property Maintenance	136 Lake	Kelley	6
5/20/2013	Property Maintenance	222 Lake	Craker	6
5/30/2013	Property Maintenance	415 Robert	Lewis	1
5/31/2013	Property Maintenance	130 Elm, West	Ramirez	5
5/31/2013	Property Maintenance	492 Laurel	Gilpin	2
5/31/2013	Property Maintenance	459 Needham	Stonecrest Income & Opport	1
5/21/2013	Illegal Use	419 School, East		5
5/1/2013	Zoning Code Violation	302 University	Adams	6
5/3/2013	Other (see comments)	332 Elm, West		3
5/3/2013	Other (see comments)	539 Cuyahoga		1
5/6/2013	Other (see comments)	603 Water, South		3
5/9/2013	Other (see comments)	613 Edgewood		6
5/14/2013	Other (see comments)	191 Currie-Hall		3