




Kent Parks & Recreation Department

497 Middlebury Road Kent, Ohio 44240 (330) 673-8897 FAX: (330) 673-8898

TO: Dave Ruller, City Manager
FROM: John Idone 
DATE: November 27, 2018
RE: Resolution of Support for the Cuyahoga River Water Trail

As you know, I have been working with a coalition from communities and local agencies on the designation of the Cuyahoga River Water Trail. What is water trail?

- ❖ A stretch of river or other waterway that has been identified and mapped as a water trail
- ❖ Contains facilities that enable access, campsites, and informational resources
- ❖ Creates educational, recreational, scenic, and environmentally rewarding opportunities for paddlers traveling on the waterway
- ❖ Designation by Ohio Department of Natural Resources

The mission of the Cuyahoga River Water Trail partners is to improve and promote public access to and use of, the Cuyahoga River Water Trail as a valuable resource for low-impact recreation, economic development and tourism and to support and enhance river appreciation, conservation and stewardship.

The Cuyahoga River is a symbol of many people's efforts to clean up America's waterways. Famous for catching fire, the Cuyahoga is now sparking excitement. The proposed CRWT will take advantage of new opportunities. It is time to retire the image of the river as the symbol for polluted waterways and restore its place in the community as our most important resource.

Your support of the proposed resolution is needed to help achieve this designation by June of 2019 in time for the 50th anniversary of the last major river fire on the Cuyahoga.

RESOLUTION NO. 2018 –

A RESOLUTION OF THE CITY OF KENT SUPPORTING THE ESTABLISHMENT OF THE CUYAHOGA RIVER WATER TRAIL AS A DESIGNATED WATER TRAIL BY THE OHIO DEPARTMENT OF NATURAL RESOURCES; AND DECLARING AN EMERGENCY.

WHEREAS, the Cuyahoga River Water Trail Partners have proposed the establishment of the Cuyahoga River Water Trail as a means to encourage tourism, educational, historical, cultural, recreational, and eco-friendly activities on the Cuyahoga River; and

WHEREAS, aid Water Trail designation must meet the criteria and guidelines for approval by the Ohio Department of Natural Resources.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kent, Portage County, Ohio, at least three-fourths (3/4) of all members elected thereto concurring:

SECTION 1. The City of Kent, Ohio declares its support for the establishment of the Cuyahoga River Water Trail as a means to encourage tourism, educational, historical, cultural, recreational, and eco-friendly activities on the Cuyahoga River.

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

SECTION 3. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, and for the further reason for Council to declare its support in a timely manner, for which reason and other reasons manifest to this Council, this Resolution is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: _____
Date

Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: _____
Date

ATTEST: _____
Tara Grimm, MMC
Clerk of Council

I, TARA GRIMM, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF RESOLUTION No. _____, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON _____, 20_____.

(SEAL)

TARA GRIMM, MMC
CLERK OF COUNCIL



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: November 27, 2018
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Community Development Director *BS*
RE: Carbon Monoxide Detection Amendments: TITLE SEVEN (Housing Code)

New language was added to the Ohio Fire Code (OFC) in December 2017 that establishes new requirements for carbon monoxide (CO) detection in new and existing buildings.

The City's Building and Fire Departments will be applying these new requirements, listed under a new Section 915 "Carbon Monoxide Detection" added to the OFC, as part of their ongoing inspection responsibilities. The City also will need to amend Section 1365.03 "Equipment and Facility Requirements," of the KCO "TITLE SEVEN Environmental Health and Housing Maintenance Code," also known as the City's "Housing Code," to ensure all new and existing residential rental units are required to comply with the new CO detection regulations.

Attached is a draft of the proposed amendments and I am respectfully requesting time at the December 5, 2018 Committee session to discuss the new carbon monoxide detection requirements in greater detail and to request Council's authorization, with emergency, so the new regulations can be enforced as part of the City's rental licensing process.

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

Thank you.

Attachment

Cc: Hope Jones, Law Director
John Tosko, Fire Chief
Jeff Neistadt, Health Commissioner
Robert Nitzsche, Chief Building Official
Tara Grimm, Clerk of Council

1365.03 EQUIPMENT AND FACILITY REQUIREMENTS

(k) Carbon Monoxide Alarms Detection. All residential rental units are required to have carbon monoxide ~~alarms~~ detection if the ~~in~~ new and existing dwelling units ~~that have~~ are served by or the building within which the dwelling units are located contains ~~fuel-fired~~ burning appliances, fuel-burning fireplaces, fuel-burning forced air furnaces, or have attached private garages. ~~and only when any of the conditions described in this section apply.~~

(1) New Dwelling Units. ~~In new dwelling units, carbon monoxide detectors are required to be installed in the locations described in 1165.03(k)(3).~~ Carbon monoxide detection shall be installed in new dwelling units in accordance with the Ohio Fire Code (OFC), Subchapter 1301:7-7-09 Fire Protection Systems, Section 915 "Carbon monoxide detection," paragraphs (O)(1)(a)(915.1.1) to (O)(6)(915.6) and Section 901.4 "Installation."

(2) Existing Dwelling Units. ~~In existing dwelling units, where an application for approval is required for work involving any of the following areas or systems within that dwelling unit, Carbon monoxide alarms are~~ detection shall be installed in existing dwelling units in accordance with paragraph (C)(9)(1103.9) "Carbon Monoxide alarms" as listed in rule 1301:7-7-11 of the Ohio Administrative Code and are required to be installed in the locations described in ~~1~~365.03(k)(3).

- ~~A. The addition or creation of a new sleeping room;~~
- ~~B. An alteration of a sleeping room;~~
- ~~C. An alteration in the immediate vicinity outside of a sleeping room;~~
- ~~D. An addition of, or an alteration to, an attached garage;~~
- ~~E. An addition, alteration, repair or replacement of a fuel-fired appliance.~~

(3) Where Required. In ~~new dwelling units and in~~ existing dwelling units described in 1365.03(k)(2), ~~meeting any of the conditions described in Section 1165.03(k)(2), an approved carbon monoxide alarm detection shall be installed outside of each separate sleeping area in the immediate vicinity of the sleeping rooms in those dwelling units~~ in dwelling units outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, carbon monoxide detection shall be installed within the bedroom. Installation shall be in accordance with the Ohio Fire Code (OFC), Subchapter 1301:7-7-09 Fire Protection Systems, Section 915 "Carbon monoxide detection," paragraphs (O)(1)(a)(915.1.1) to (O)(6)(915.6) and Section 901.4 "Installation."

(4) Exceptions. Exceptions to carbon monoxide detection in existing dwelling units described in 1365.03(k)(2) are:

- A. Applicable to forced-air furnaces: Carbon monoxide detection shall not be required in dwelling units where carbon monoxide detection is provided in the first room or area served by each main duct leaving the furnace, and the carbon monoxide alarm signals are automatically transmitted to an approved location.
- B. Applicable to fuel-burning appliances outside of dwelling units and dwelling units with fuel-burning appliances or fuel-burning fireplaces:
 - 1. Carbon monoxide detection shall not be required in dwelling units, where there are no communicating openings between the fuel-burning appliance or fuel-burning fireplace and the dwelling unit, sleeping unit or classroom.
 - 2. Carbon monoxide detection shall not be required in dwelling units where carbon monoxide detection is provided in an approved location between the fuel-burning appliance or fuel-burning fireplace and the dwelling unit.

- C. Applicable to dwelling units with attached private garages:
1. Carbon monoxide detection shall not be required where there are no communicating openings between the private garage and the dwelling unit.
 2. Carbon monoxide detection shall not be required in dwelling units located more than one story above or below a private garage.
 3. Carbon monoxide detection shall not be required where the private garage connects to the building through an open-ended corridor.
 4. Where carbon monoxide detection is provided in an approved location between openings to a private garage and dwelling units, carbon monoxide detection shall not be required in the dwelling units.

(5) Exempt garages. For determining compliance with paragraph (O)(1)(e)(915.1.5) of this rule, an open parking garage complying with Section 406.5 of the building code as listed in rule 1301:7-7-80 of the Administrative Code or an enclosed parking garage complying with Section 406.6 of the building code as listed in rule 1301:7-7-80 of the Administrative Code shall not be considered a private garage.

(6) Detection equipment. Carbon monoxide detection required by 1365.03(k)(1) "New Dwelling Units" and 1365.03(k)(2) "Existing Dwelling Units" shall be provided by carbon monoxide alarms complying with the following:

- A. Power source. Carbon monoxide alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source, and when primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than that required for overcurrent protection.
1. Exception: Where installed in dwelling units without commercial power, battery-powered carbon monoxide alarms shall be an acceptable alternative.
- B. Listings. Carbon monoxide alarms shall be listed in accordance with UL 2034 as listed in rule 1301:7-7-80 of the Ohio Administrative Code.
- C. Combination alarms. Combination carbon monoxide/smoke alarms shall be an acceptable alternative to carbon monoxide alarms. Combination carbon monoxide/smoke alarms shall be listed in accordance with UL 2034 and UL 217 as listed in rule 1301:7-7-80 of the Ohio Administrative Code.
- D. Carbon monoxide detection systems. Carbon monoxide detection systems shall be an acceptable alternative to carbon monoxide alarms and shall comply with the following: paragraphs (O)(5)(a)(915.5.1) to (O)(5)(c)(915.5.3) of this rule.
1. General. Carbon monoxide detection systems shall comply with NFPA 720 as listed in rule 1301:7-7-80 of the Ohio Administrative Code. Carbon monoxide detectors shall be listed in accordance with UL 2075 as listed in rule 1301:7-7-80 of the Ohio Administrative Code.
 2. Locations. Carbon monoxide detectors shall be installed in the locations specified in 1365.03(k)(3). These locations supersede the locations specified in NFPA 720 as listed in rule 1301:7-7-80 of the Ohio Administrative Code.
 3. Combination detectors. Combination carbon monoxide/smoke detectors installed in carbon monoxide detection systems shall be an acceptable alternative to carbon monoxide detectors, provided they are listed in accordance with UL 2075 and UL 268 as listed in rule 1301:7-7-80 of the Ohio Administrative Code.

(7) Maintenance. Carbon monoxide alarms and carbon monoxide detection systems shall be maintained in accordance with NFPA 720 as listed in rule 1301:7-7-80 of the Ohio Administrative Code. Carbon monoxide alarms and carbon monoxide detectors that become inoperable or begin producing end-of-life signals shall be replaced.

Insert new section below into TITLE SEVEN to allow for appeals:

1371.021 APPEALS.

All appeals of any requirement provided under "TITLE SEVEN - Environmental Health and Housing Maintenance Code" of "PART THIRTEEN-BUILDING CODE" shall be to the City of Kent Board of Building Appeals as provided in KCO 1309.



LAW DEPARTMENT MEMORANDUM KENT, OHIO

To: Dave Ruller, City Manager
From: Hope L. Jones, Law Director
Date: November 28, 2018
Re: Public Defender Contract Renewal

Mr. Ruller,

It is that time of year for the renewal of the Public Defender contract for the calendar year 2019.

I request that legislation for the renewal of the contract be placed on the December 5, 2018 agenda for discussion by Council Committee. For your information, the City spent \$1680.00 in 2016 for indigent criminal defendants to receive the public defender's assistance; \$1840.00 in 2017, and as of September of this year, the City has spent \$1300.00. I expect the 2019 expenditures for this contract to be in the same range as these last few years.

Thank you, Dave,

Hope

CONTRACT FOR COUNTY PUBLIC DEFENDER SERVICE TO MUNICIPAL CORPORATION

AGREEMENT

This AGREEMENT, which is subject to and conditioned upon approval by the Ohio Public Defender Commission, is entered into between the Portage County Public Defender Commission, hereinafter called the Commission, and the City of Kent, Ohio, hereinafter called the City.

WHEREAS, the City recognizes its responsibilities under the laws of the State of Ohio and of the United States of America to provide legal counsel to indigent persons charged with potential loss of liberty offenses under its municipal ordinances; and

WHEREAS, the City, in furtherance of the execution of its legal responsibilities, desires to contract with the Commission for delivery of legal services and representation by the Portage County Public Defender to the City's indigent citizens and others so situated.

NOW, THEREFORE, the parties, in recognition of the foregoing, and in conformity with all applicable standards of indigency and other rules and standards established by the Ohio Public Defender Commission and the Office of the Ohio Public Defender, do hereby mutually agree to bind themselves as follows:

1. Scope of Work

The Commission shall, in a satisfactory and proper manner under the terms and conditions contained herein, provide legal counsel and representation to all indigent or otherwise eligible defendants charged with criminal violations of the City's municipal ordinances which carry a potential penalty of incarceration. The eligibility for this service shall be determined by the Portage County Municipal Court and/or the Commission.

2. Compensation

The City shall pay to the Commission the sum of One Hundred Fifty Dollars (\$150.00) per charge which shall constitute payment for services rendered, and which is acknowledged by the parties as a fee which does not and shall not exceed the fee schedule in effect and adopted by the Portage County Commission for appointed counsel pursuant to its Resolution No. 99-377, dated June 1, 1999. In the event a case is closed and subsequently reopened under the same case number, the Commission shall be entitled to payment as if an additional criminal charge has been filed. The Commission shall provide an itemized accounting of cases handled in each quarter of the year.

3. Term of Service

The duration of this contract shall be for one (1) year commencing on January 1, 2019, and shall terminate on December 31, 2019, subject to the following:

- (a) The Commission shall not assign all or any part of this AGREEMENT without the prior written consent of the City, which consent shall not be reasonably withheld.
- (b) If the Commission should fail to fulfill in a reasonable, timely and proper manner, its obligations under this AGREEMENT, or if the Commission should substantially violate any of the covenants, agreements, or stipulations of this AGREEMENT, the City shall thereupon have the right to terminate this AGREEMENT by giving written notice to the Commission of such termination and specifying an effective date thereof at least sixty (60) days before the effective date of said termination. Termination by the City shall not constitute a waiver of any other right or remedy it may have at law or in equity for breach of the AGREEMENT by the Commission.

- (c) All amendments to this AGREEMENT agreed upon by the parties shall be in writing and made a part of this AGREEMENT.
- (d) There shall be no discrimination against any employee who is employed in the work covered by the AGREEMENT or against any application for such employment because of race, color, religion, sex or national origin. This provision shall apply but is not to be limited to employment, promotion, demotion, transfer, recruitment, recruitment advertising, lay-off, termination, raises of pay or other forms of compensation, and selection for training, including apprenticeship. The Commission shall insert a similar provision in any sub-contract for services covered by this AGREEMENT.
- (e) The Commission covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement. No members of the Congress of the United States of America, or delegates thereto, and no resident commissioner shall share in any part hereof or any benefits arising here from.

4. Duties:

“Indigency shall be determined in conformity with all applicable standards of indigency under rule 120-1-03 of the Ohio Administrative Code and other rules and standards established by the Ohio Public Defender Commission and the Office of the Ohio Public Defender.” “In addition to indigency determination, all rules, standards and guidelines issued by the office of the Ohio Public Defender and Ohio Public Defender Commission shall be followed.”

IN WITNESS WHEREOF, the parties have hereunto set their hands this _____ day of _____, 2018.

FOR THE CITY:

FOR THE COMMISSION:

Dave Ruller, City Manager

Chairman

Upon review by the Ohio Public Defender Commission pursuant to OAC 120-1-09, the within AGREEMENT for public defender services between the City of Kent, Ohio, and the Portage County Public Defender Commission is hereby approved.

FOR THE OHIO PUBLIC DEFENDER COMMISSION:

APPROVED AS TO FORM:

Hope L. Jones, Law Director
City of Kent

CERTIFICATE OF DIRECTOR OF BUDGET AND FINANCE

It is hereby certified that the amount of (\$2,000.00) required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purposes and is in the City Treasury or in the process of collection to the credit of THE GENERAL Fund free from any obligation or certificates now outstanding.


Date

David Coffee
Budget and Finance Director

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller
Tara Grimm

FROM: Jim Bowling 

DATE: November 21, 2018

RE: Gas Tank Emergency Services Agreement

The Service Department is requesting council time to review and approve a proposed Gas Tank Emergency Services agreement with Cuyahoga Landmark Incorporated. The agreement includes the installation of a temporary gas/diesel fueling station at the City's Vehicle Maintenance facility located off of Plum Street.

The need for the temporary fueling station is predicated on a recent inspection of our underground storage tanks located at the corner of Mogadore Road and Cherry Street. The inspection showed continued degradation of the existing underground storage tanks (USTs). The most significant concerns include water entering the tanks (approximately 1/10" per week) and a bacterial sludge build-up in the bottom of the tanks. The presence of the sludge and/or water in the fuel is a risk to city vehicles which use the fuel from the existing USTs.

The need to replace the existing facility has been included in previous year capital plans and is currently in process. Due to the increased regulatory requirements involved in owning and operating our own fueling station, the administration is currently evaluating many options for providing fuel to city vehicles. These options range from building a new station with new storage tanks to purchasing fuel from private vendors to collaborating with other entities in maintaining a joint facility. This evaluation also includes long term planning of our existing property located off of Plum Street to determine if the property is large enough for a permanent fueling facility along with other long term facilities at the site.

In order to continue providing necessary services to the citizens of Kent, the service department contacted several private companies to provide a temporary gas/diesel fueling station until a permanent solution is determined. The proposed gas/fueling station agreement is a turnkey lease solution, which includes the installation of an above ground fuel storage facility and dispensing systems for unleaded and diesel fuels for a minimum of one year. The company will maintain the facility, including performing all maintenance and meeting all regulatory requirements. The City will be required to purchase fuel from Cuyahoga Landmark Incorporated for the duration of the agreement. The purchase of the fuel will include a 25 cent per gallon surcharge from the base costs (Marathon Brecksville Branded Rack Cost) to provide the fueling station. Attached is a copy of the proposed agreement.

C: Melanie Baker
 David Coffee
 Brian Huff
 Hope Jones
 John Osborne
 Gil DuPlaga
 Brad McKay
 Harrison Wicks
 Rebecca Swauger



P.O. Box 361189
Strongsville, OH 44136

Tel: (800) 775-7299
Fax: (440) 238-3639

October 24, 2018

City of Kent
930 Overholt Dr
Kent, OH 44240
P: (330) 676-7301

Brad McKay,

Cuyahoga Landmark appreciates the opportunity to handle your fuel management requirements. We are dedicated to meeting your petroleum needs with prompt personalized service.

LOANED EQUIPMENT

Fuel: Premium Ultra Low Sulfur On-Road Diesel

- 1 – 2,000 Double Wall Flameshield Tank \$ 9,460.00
 - Includes: Delivery, Installation and Decal Kit
- 1 – 110 volt Electric Pump With Meter \$ 817.70
 - Includes: Filter assembly
- 1 – Automatic Nozzle With Hose \$ 130.60
- 1 – *Wireless Solar-Powered Tank Monitor* \$ 1,742.40
- Total = \$ 12,150.70**

Fuel: No-Lead 87 Octane Gasoline

- 1 – 2,000 Double Wall Flameshield Tank \$ 9,460.00
 - Includes: Delivery, Installation and Decal Kit
- 1 – 110 volt Electric Pump With Meter \$ 817.70
 - Includes: Filter assembly
- 1 – Automatic Nozzle With Hose \$ 130.60
- 1 – *Wireless Solar-Powered Tank Monitor* \$ 1,742.40
- Total = \$ 12,150.70**

Estimated Monthly Gallons

Cuyahoga Landmark agrees to loan the previous equipment valued at **\$ 24,301.40 plus tax** based on the following **estimated** monthly quantities:

- *2,000 gallons or more per month of Premium Ultra Low Sulfur On-Road Diesel*
- *2,000 gallons or more per month of No-Lead 87 Octane Gasoline*

Price Structure

Cuyahoga Landmark agrees to lock in a differential per gallon over your day of delivery Marathon Brecksville Branded Rack Cost (MBBRC). See below for the Differential. A Marathon Brecksville Branded Rack Cost sheet is available in person at any time of your request.

- *Premium Ultra Low Sulfur On-Road Diesel = MBBRC (+0.25) plus road tax*
- *No-Lead 87 Octane Gasoline = MBBRC (+0.25) plus road tax*

Terms & Conditions

- *Delivery of fuel will be on an automatic delivery.*
- *Proposal does not include barrier posts, concrete, or electric work ran to tank site.*
- *If permitting is required, Cuyahoga Landmark will help secure the permits and bill for the associated costs.*
- *Cuyahoga Landmark will keep and maintain all loaned equipment in good working condition.*
- *Customer agrees to keep above mentioned loaned equipment in first class condition and to report any damage to, or loss of, the loaned equipment to Cuyahoga Landmark immediately. Any necessary repairs for damage or loss caused by Customer, its agent, its sub- contractor or employee, shall be paid in full by Customer.*
- *Cuyahoga Landmark assumes no responsibility for use of the equipment. This includes, but not limited to, any spills or damage caused by use of equipment by your employees.*
- *Cuyahoga Landmark will be the sole provider of fuel to the loaned tanks.*
- *The loaned equipment is owned by Cuyahoga Landmark and will remain their equipment the entire time it is at Customer's location. Customer is not purchasing tanks, pumps or wireless gauges over time.*
- *Fuel prices are subjected to fluctuate up and down daily based on market conditions.*
- *Invoices are due and payable 30 days from the purchase Date. If any invoice is not paid when due or within 5 days thereafter, then Cuyahoga Landmark may suspend deliveries until all arrears are paid*
- *Does not include Architectural Drawings*
- *In order to maintain the agreed upon price levels the following must be met: Customer must keep their account within payment terms (NET 30) and if Diesel or Gasoline price goes over \$ 4.00 per gallon, terms change to (NET 15).*
- *Winter blend will be additional cost and calculated at the current percent depending on temperatures*
- *There is a 3-5% fee for all purchases made with credit cards.*
- *There is a \$0 per month per tank service fee to maintain all loaned equipment*
- *Deliveries may be subject to fuel & environmental surcharges.*
- *This loaned tank agreement and fuel supply will automatically renew after 1 year.*

Today's Date:

Company Name:

City of Kent

Purchaser:

(Print Name)

Purchaser:

(Signature)

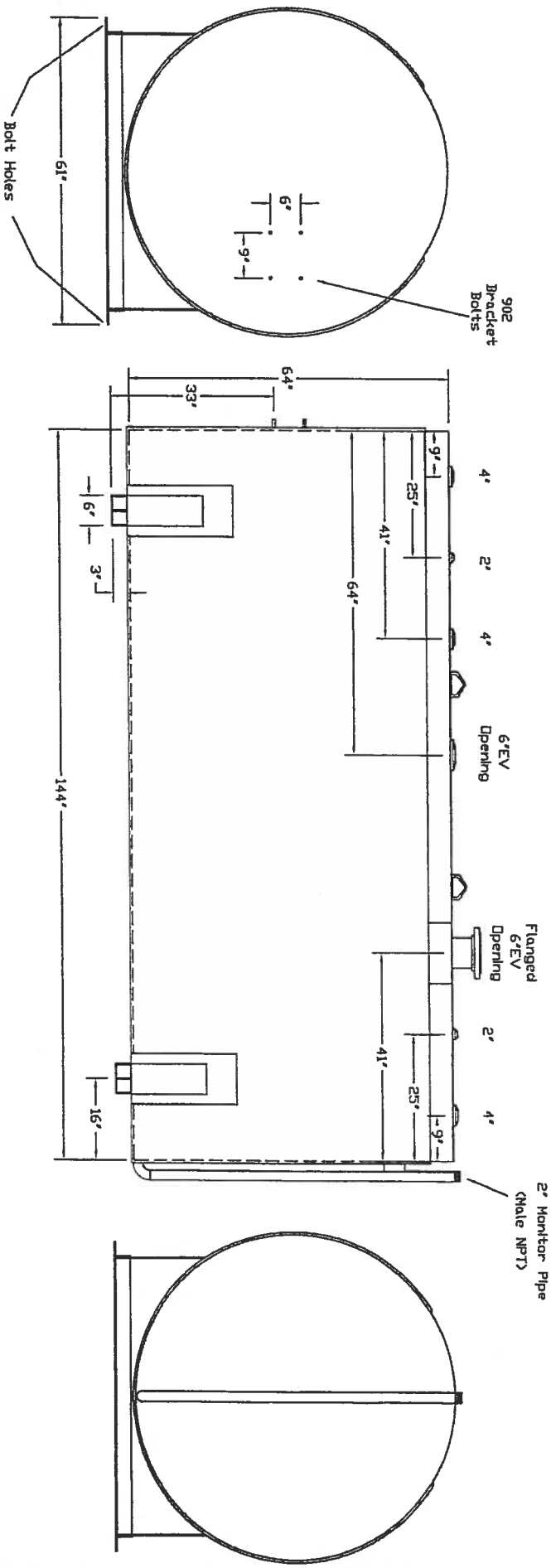
Cuyahoga Landmark Agent: Matt Smith

Cuyahoga Landmark
 21079 Westwood Drive
 Stongsville, OH 44149
 (440) 238-3900



Tank For Stationary Use Only

Capacity	2,000 Gallons	Heads Primary	7 Gauge	Paint Ext.	White Urethane
Design	AG Doublewall	Shell Primary	7 Gauge	Paint Int.	
Code	UL 142 Flameshield	Heads Secondary	7 Gauge	Weight Empty	3,700 lbs.
Test Pres.	5 PSI	Shell Secondary	10 Gauge	Rev #	Date:



Customer: _____ Drg. Date: _____ Drawing Approved By: _____

Quoted Lead Times Begin Upon Receipt of signed Approved Drawing, Which Must be Returned Before Production Can Begin.



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager
From: David A. Coffee, Director of Budget and Finance
Date: November 27, 2018
Re: FY2018 Appropriation Amendments, Transfers, and Advances

The following appropriation amendments for the December Council Committee Agenda are hereby requested:

Fund 001 – General

Increase \$ 69,100 Budget & Finance / Personnel – Appropriation of additional funding for expedited BWC payment to receive discount/avoid penalty per B. Huff 11/16/18 memo.

Fund 106 – Parks and Recreation

Increase \$ 10,993 Parks and Recreation / Capital – Addt'l funding for Hike & Bike Trail Design-Brady's Leap Segment, per J. Idone 11/21/2018 memo.
Increase \$ 25,200 Parks and Recreation / Personnel – Addt'l funding for expedited BWC payment to receive discount/avoid penalty per B. Huff 11/16/18 memo.
Decrease \$ 10,993 Parks and Recreation / Capital – Decrease current budget for Park & Trail Paving & Sealing Project per J.Idone 11/21/2018 memo.

Fund 124 – Income Tax Safety

Increase \$ 107,700 Police / Personnel - Appropriation additional funding for expedited BWC payment to receive discount/avoid penalty per B. Huff 11/16/18 memo.

Fund 128 – Fire & E.M.S.

Increase \$ 71,800 Fire / Personnel - Appropriation additional funding for expedited BWC payment to receive discount/avoid penalty per B. Huff 11/16/18 memo.
Increase \$ 18,300 Fire / O & M – Addt'l funding for safety gear washer, utilizing a \$15,000 BWC Grant for partial offset per Chief Tosko 11/2/18 memo.

Continued

Fund 201 – Water

Increase \$ 34,100 Water-Admin. Support/Finance / Personnel - Appropriation additional funding for expedited BWC payment to receive discount/avoid penalty per B. Huff 11/16/18 memo.

Fund 202 – Sewer

Increase \$ 43,100 Sewer-Admin. Support/Finance / Personnel - Appropriation additional funding for expedited BWC payment to receive discount/avoid penalty per B. Huff 11/16/18 memo.

Fund 208 – Storm Water

Increase \$ 8,100 Storm – Service/Central Maint. / Personnel - Appropriation additional funding for expedited BWC payment to receive discount/avoid penalty per B. Huff 11/16/18 memo.

The final appropriations amendment will reflect the remaining operating contingency funds as a separate item on the appropriations ordinance attachment. This will enable the transfer of contingency funds to either operating or personnel lines as needed.

I will continue to work with the Departments/Divisions during the next two weeks to resolve remaining or anticipated negative budget variances and would also request favorable consideration of any additional items that may be subsequently identified and included in the final appropriation amendment exhibit.



CITY OF KENT, OHIO

Human Resources Department

To: Mayor and Members of Council *SS*
From: Suzanne Stemnock, Human Resources Manager
Subject: Position Allocation Ordinance
Date: November 27, 2018

Attached is the City's Position Allocation list indicating the number of persons who may be employed by the City for the year 2019 with respect to each position, title, and work classification in the City. Each position is designated as full or part time in addition to the fund from which each position shall be paid.

Staff is requesting changes to the allocation ordinance that include the removal of three part-time Clerk Dispatcher positions and the addition of two full-time Clerk Dispatcher positions and one full-time Records Clerk position in the Police Department.

The three part-time Clerk Dispatcher positions will be converted to two full-time positions. This would result in eleven full-time Clerk Dispatcher positions and no part-time positions. Fraternal Order of Police, Dispatch Unit have agreed to these changes per a Memorandum of Agreement to their current contract. Currently employed part-time Clerk Dispatchers requesting a full-time position will be granted those positions in order of seniority and per all other current union contract language. Remaining openings would be filled in accordance with Civil Service rules and regulations.

In addition to the above mentioned full-time Clerk Dispatcher positions, one full-time Records Clerk position would also be created. This position would be a non-union position covered under the City's General Compensation Plan. This position would process police records and would not have any dispatching responsibilities. Fraternal Order of Police, Dispatch Unit have agreed to this change per a Memorandum of Agreement to their current contract. This would be a new Civil Service position and would be filled in accordance with Civil Service rules and regulations. Changes to the General Compensation Plan would include adding this position to all benefits and pay in accordance with positions classified as Office and Clerical, pay classification VII.

CITY OF KENT ALLOCATION OF POSITION LIST

December 2018

DEPARTMENT/Division	Max. No. Auth.	Title	Civil Service Status	Fund or Schedule	Foot-Note
COUNCIL					
Council	1	Clerk of Council	UC	General	
CITY MANAGER					
City Manager	1	City Manager	UCM	General	
	1	Executive Asst. to City Mgr	UC	General	
	1	Human Resources Manager	UCM	Schedule D	
	1	IT & Communications Manager	UCM	Schedule K	
CIVIL SERVICE					
Civil Service	1	Civil Service Coordinator	P C	General	
LAW					
Law	1	Director	UCM	General	
	1	Assistant Director	P UCM	General	
	1	Asst. Director/Prosecutor	P UCM	General	
	1	Secretary	UC	General	
BUDGET & FINANCE					
General Accounting	1	Director	UCM	Schedule C	
	1	Controller	UCM	Schedule C	
	1	Operations Analyst	UC	Schedule C	1
	1	Senior Account Clerk	C	Schedule C	1
	5	Account Clerk	C	Schedule C	1
Income Tax	1	Tax Auditor	C	Income Tax	
SERVICE					
Administration	1	Director	UCM	Schedule E	
	1	Administrative Assistant	UC	Schedule E	
	1	Construction Clerk	C	Schedule E	
	1	Engineering Aide I	C	Schedule H	
Engineering	1	Deputy Service Director/ Superintendent of Engineering	UCM	Schedule B	
	2	Senior Engineer	CM	Schedule B	5
	1	Senior Engineer	CM	Schedule B	
	2	Engineering Technician	CM	Schedule B	5
	1	Engineering Aide II	C	Schedule B	

CITY OF KENT ALLOCATION OF POSITION LIST

December 2018

DEPARTMENT/Division	Max. No. Auth.	Title	Civil Service Status	Fund or Schedule	Foot-Note
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SERVICE - Cont.

Central Maintenance	1	Utilities Manager	UCM	Schedule A	
	1	Facilities Manager	UCM	Schedule A	
	1	Maintenance Worker/Carpenter	C	Schedule A	1
	3	Chief Operator	C	Schedule A	1
	3	Repair Operator	C	Schedule A	1
	8	Service Worker	C	Schedule A	1
	1	Service Technician/Gardener	C	Schedule A	1
	4	Laborer	C	Schedule A	1
	1	Account Clerk	C	Schedule A	1
Vehicle Maintenance	1	Master Mechanic	C	Schedule I	8
	3	Mechanic	C	Schedule I	8
Utilities	1	Water Plant Manager	CM	Water	
	1	Water Plant Chief Operator	C	Water	
	1	Water Lab Technician	C	Water	
	1	Plant Mechanic	C	Water	
	5	Water Plant Operator	C	Water	
	1	Laborer	C	Water	
	1	Water Reclamation Plant Mgr.	CM	Sewer	
	1	Chemist	UC	Sewer	
	1	Laboratory Technician	C	Sewer	
	1	Environmental Technician	C	Sewer	
	1	Plant Mechanic	C	Sewer	
	7	Water Reclamation Plant Operator	C	Sewer	
	1	Water Rec. Plant Chief Operator	C	Sewer	
1	Equipment Technician	C	Schedule J		

PARKS & RECREATION

Parks & Recreation	1	Director	UCM	Parks & Recreation	
	1	Parks Supervisor	UCM	Parks & Recreation	
	1	Recreation Supervisor	UCM	Parks & Recreation	
	1	Account Clerk	C	Parks & Recreation	
	2	Park Maintenance Laborer	C	Parks & Recreation	
	1	Senior Parks Crew Leader	C	Parks & Recreation	
	15	Program Instructor	P C	Parks & Recreation	

CITY OF KENT ALLOCATION OF POSITION LIST

DEPARTMENT/Division	Max. No. Auth.	Title	Civil Service Status	December 2018	
				Fund or Schedule	Foot- Note
	2	Rec Center Coordinator	P C	Parks & Recreation	
	1	Senior Citizen Coordinator	P C	Parks & Recreation	
	4	Rec Center Leader	P C	Parks & Recreation	
	19	Park Maintenance Worker	S C	Parks & Recreation	
	4	Seasonal Laborer	S C	Parks & Recreation	
KABC	5	Sports Coordinator	P C	Parks & Recreation	
K-6 Child Care	1	Recreation Specialist	F UC	Parks & Recreation	
	3	Rec Center Coordinator	P C	Parks & Recreation	
	13	Rec Center Leader	P C	Parks & Recreation	
SAFETY					
Safety	1	Director	UCM	General	
Police	1	Chief	CM	See Footnote	6
	2	Captain	CM	See Footnote	5,6
	5	Lieutenant	CM	See Footnote	5,6
	4	Technical Sergeant	CM	See Footnote	5,6
	31	Police Officer	C		6
	1	Dispatch Coordinator	C	Income Tax Safety	
	1	Juvenile Counselor	C	Income Tax Safety	
	6	Detention Officer	P C	Income Tax Safety	
	11	Clerk/Dispatcher	C	Income Tax Safety	
	1	Records Clerk	C	Income Tax Safety	
	2	Compliance Officer	C	Income Tax Safety	
	1	Administrative Assistant	C	Income Tax Safety	
	1	Secretary	C	Income Tax Safety	
Fire	1	Chief	CM	See footnote	3,7
	1 ***	Assistant Chief	CM	See footnote	3,7
	3	Captain	CM	See footnote	3,5,7
	5	Lieutenant	CM	See footnote	3,5,7
	33	Firefighter	C	See footnote	3,7
	1	Fire Services Specialist	C	See footnote	3,7
	3 **	Firefighter Paid-on-Call	P C	See footnote	3,7

** 3 Positions authorized as part-time.

*** Position authorized but not funded

CITY OF KENT ALLOCATION OF POSITION LIST

<u>DEPARTMENT/Division</u>	Max. No. Auth.	Title	Civil Service Status	December 2018 Fund or Schedule	Foot- Note
HEALTH					
Health	1	Health Commissioner	UCM	General	2
	1	Chief Sanitarian	C	General	2
	1	Administrative Assistant	UC	General	2
	1	Secretary	UC	General	2
	2	Public Health Sanitarian	C	General	2
	1	Accreditation Coordinator	C	General	
<hr/>					
COMMUNITY DEVELOPMENT					
Community Development	1	Director	UCM	General	4
	1	Grants & Neighborhood Programs Coordinator	C	General	4
	1	Administrative Assistant	UC	General	4
	1	Development Planner	C	General	4
	1	Economic Development Director	UCM	General	4
	1	Development Engineer	CM	General	5
Building	1	Building Services Supervisor	CM	Schedule D	
	1	Construction Clerk	C	Schedule D	
	2	Code Enforcement Officer	C	General	
	8	Inspector	P C	General	

KEY TO ABBREVIATIONS, FOOTNOTES & SCHEDULES

- UCM = Unclassified Management
- UC = Unclassified
- CM = Classified Management
- C = Classified
- Schedule A = 0.4 SCMR, 0.25 Water, 0.25 Sewer, 0.10 Storm Water
- Schedule B = 0.25 General, 0.25 Water, 0.25 Sewer, 0.25 Storm Water
- Schedule C = 0.25 General, 0.25 Income Tax, 0.25 Water, 0.25 Sewer
- Schedule D = 0.50 General, 0.25 Water, 0.25 Sewer
- Schedule E = 0.20 General, 0.20 Water, 0.20 Sewer, 0.20 Solid Waste, 0.20 Storm Water
- Schedule F = 0.40 Water, 0.25 SCMR, 0.25 Sewer, 0.10 Storm Water
- Schedule G = 0.50 General, 0.50 Sewer
- Schedule H = 0.25 Solid Waste, 0.25 Storm Water, 0.25 Sewer, 0.25 Water
- Schedule I = 0.50 SCMR, 0.25 Water, 0.25 Sewer
- Schedule J = 0.50 Water, 0.50 Sewer
- Schedule K = 0.70 General, 0.15 Water, 0.15 Sewer
- Footnote 1 = Paid from the following funds where applicable and appropriate: General, SCMR, State Highway Sewer, Water, Income Tax, Capital Improvement, Storm Water
- Footnote 2 = Time spent on Food Service, Revolving Housing and Swimming Pool Inspection activities to be charged to those funds
- Footnote 3 = Time spent at the West Side Fire Station to be charged to West Side Fire Fund not to exceed total fund appropriation
- Footnote 4 = Time spent on specific grant activities may be charged to specific grant funds
- Footnote 5 = Management entitled to overtime compensation
- Footnote 6 = Charged to Income Tax Safety
- Footnote 7 = Charged to Fire and E.M.S.
- Footnote 8 = Paid from the following funds where applicable and appropriate: General, SCMR, State Highway Sewer, Water, Income Tax, Capital Improvement
- Footnote 9 = Upon written notification of an employee's intent to vacate his/her position and the Department submittal of the City employee status form, the Police Chief or Fire Chief, with the approval of the Safety Director, is authorized to commence the normal steps and procedures to fill the position.

ORDINANCE NO. 2018-

AN ORDINANCE ALLOCATING THE NUMBER OF PERSONS WHO MAY BE EMPLOYED BY THE CITY FOR THE YEAR 2019 WITH RESPECT TO EACH POSITION, TITLE AND WORK CLASSIFICATION RECOGNIZED BY THE CITY, DESIGNATING THE TREATMENT OF SUCH POSITIONS AS FULL OR PART-TIME POSITIONS AND DESIGNATING THE FUND OR FUNDS FROM WHICH EACH SUCH POSITION SHALL BE PAID.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kent, Portage County, Ohio, at least a majority (5) of all members elected thereto concurring:

SECTION 1. That the number of persons who may be employed by the City for the year 2019 with respect to each position, title/classification, the treatment of such positions as full or part-time, and the funds from which each such position shall be paid shall be established as set forth in Exhibit "A", attached hereto and incorporated herein.

SECTION 2. That all existing ordinances which are in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Ordinance shall take effect and be in force from and after the earliest date allowed by law.

PASSED: _____
Date
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: _____
Date

ATTEST: _____
Tara Grimm, MMC
Clerk of Council

I, TARA GRIMM, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF ORDINANCE No. _____, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON _____, 20____.


(SEAL)

TARA GRIMM, MMC
CLERK OF COUNCIL

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller
Tara Grimm

FROM: Jim Bowling 
David Coffee

DATE: November 21, 2018

RE: Southwest Sanitary Sewer Pump Station – OEPA Loan Request

The Service and Finance Departments are requesting council time and approval to enter into a loan agreement with the OhioEPA for the construction of the Southwest Sanitary Sewer Pump Station Project. The project will replace two existing pump stations, one on Middlebury Road and the other in Yacavona Park, with one larger station located at the existing site on Middlebury Road. The existing stations were built in 1960 and 1968 and require constant repair. Spare parts for the stations are, or soon will be, no longer available. A study was performed to determine the most economical method of replacement, including a life cycle cost analysis. The study showed that extending a gravity sewer from the existing Yacavona Pump Station along Middlebury Road to a new Middlebury Road Pump Station would provide the least expensive life cycle cost to the sewer fund.

This project is recommended to be funded through a loan from the OhioEPA's Division of Environmental and Financial Assistance (DEFA), because the \$2 million budget is significantly greater than the current fund capacity can absorb. In addition, the life expectancy of the pump station and sewers is 50-years, which will be longer than the proposed term (20 years) for the loan. DEFA provides financing for these types of projects for terms greater than 5 years, at below market rates (currently at 2.39%) and have a smaller administration fee (0.35%) than if the City were to go to a more traditional financing method. Based on the above, we are recommending approval from City to Council to authorize the administration to enter into a loan agreement with the OhioEPA to complete the Southwest Sanitary Sewer Pump Station Project.

c: Brian Huff
Melanie Baker
Cori Finney
Harrison Wicks
Cathy Wilson



FEDERAL GRANTS POLICY OF THE CITY OF KENT, OHIO

The following constitutes the Federal Grants Policy for the City of Kent as presented by the Director of Budget and Finance and City Controller, approved by the City Manager, and adopted by the Kent City Council, effective December 19, 2018.

Approved for Adoption by: _____ Date: _____

Dave Ruller, City Manager

City of Kent, Ohio

Federal Policies – Administration of Federal Grants

CONFLICT OF INTEREST

- A. The proper performance of city business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by City Council members along with City employees, officers and agents alike. Further, such characteristics are essential to City Council's commitment to earn and keep the public's confidence in the City government. For these reasons City Council adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all City employees, officers and agents, including members of the City Council. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers and agents.
1. No employee, officer or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the City government.
 2. Employees, officers and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any clients in the course of their employment or professional relationship with the City.

Included, by way of illustration rather than limitation are the following:
 - a. the provision of any services for a fee;
 - b. the use, sale, or improper divulging of any privileged information about a client gained in the course of the employee's, officer's or agent's employment or professional relationship with the City through his/her access to City records;
 - c. the referral of any client for services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
 - d. the requirement of clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any credits, promotions, approvals, or recommendations.
 3. Employees, officers and agents shall not make use of materials, equipment, or facilities of the City in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients.
- B. Exceptions to Part A of this policy shall be approved by the City Manager and Law Director **before** entering into any private relationship. State of Ohio Ethics laws should also be considered when determining if an exception should be approved.
- C. Employees, officers and agents cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties

described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Employees, officers and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Pursuant to Federal rules, however, the City has set standards for when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$75 or less.

- D. To the extent that the City has an affiliate or subsidiary organization that is not a State, local government or Indian tribe, the City may not conduct a procurement action involving the affiliate or subsidiary organization if the City is unable, or appears to be unable, to be impartial.
- E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the City. Upon discovery of any potential conflict of interest, the City will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The City will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Council policy.

GRANT FUNDS

It is the objective of the City Council to provide various services to all City residents. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the City that benefits the citizens of the community. Therefore, it is the intent of the Council to consider grant proposals and applications for their potential to enhance the services provided for each citizen.

The City Manager or designee shall review new Federal legislation and prepare proposals for programs determined to be of aid to the citizens of this City. The City Council shall approve all grants resulting from such proposals.

The Council regards available Federal funds of aid to local Cities and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

Grant Proposal Development

- A. All grant proposals must support at least one (1) City goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional funding sources must be identified, documented, and approved during the internal review process.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as City policies and administrative guidelines.
- B. The City Manager or designee is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The City Manager or designee is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations and objectives, and the terms and conditions of the grant award.
- D. The City, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the City will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The City Manager shall require that each draw of Federal monies be aligned with the City's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.
- F. Employee positions established through the use of grant funding may terminate if and when the related grant funding ceases.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as City policies and administrative guidelines.

The City shall provide for the following:

- A. Identification in City accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance ("CFDA") title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- D. Effective control over, and accountability for, all funds, property, and other assets. The City must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the City must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the City is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
 2. comply with Federal statutes, regulations and the terms and conditions of the Federal award;
 3. evaluate and monitor the City's compliance with statutes, regulations and the terms and conditions of the Federal award;
 4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
 5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.
- E. Comparison of expenditures with budget amounts for each Federal award.
- F. Recordkeeping and written procedures to the extent required by Federal, State, local and grantor rules and regulations pertaining to the grant award and accountability, including, but not limited to, the following areas:
1. cash management
 2. allowability
 3. conflict of interest
 4. procurement
 5. equipment management
 6. conducting technical evaluations of proposals and selecting recipients
 7. compensation and fringe benefits
 8. travel
- G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass through agency in accordance with applicable Federal policy.
- H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the City.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the City uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the City is otherwise directed by the Federal awarding agency or pass-through entity.

INTERNAL CONTROLS

The Budget & Finance Director shall establish and maintain effective internal controls over Federal awards that provide reasonable assurance that the City is managing all awards in compliance with applicable statutes, regulations and the terms and conditions of the awards. The City will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations
- B. reliability of reporting for internal and external use
- C. compliance with applicable laws and regulations

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the City's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The City shall:

- A. comply with Federal statutes, regulations, and the terms and conditions of the Federal awards;
- B. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the award;
- C. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- D. take reasonable measures to safeguard protected "personally identifiable information" (PII) and other information the awarding agency or pass-through entity designated as sensitive or the City considers

sensitive consistent with applicable Federal, State, local, and tribal laws and City policies regarding privacy and obligations of confidentiality

PII is defined at 2 CFR Section 200.79 as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

However, the definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

Suggested Resources:

"Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States;

"Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;

"Compliance Supplement" issued by the U.S. Office of Management and Budget.

CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Budget & Finance Director shall implement internal controls in the area of cash management.

The City's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or pass-through entity and disbursement by the City, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The City shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The City shall request grant fund payments in accordance with the provisions of the grant. Additionally, the City's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Budget & Finance Director is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. Subchapter VI 1693-1693r).

When the City uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The City shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available and in accordance with specific grant requirements, the City shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds,

contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

- D. The City shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments will be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The City receives less than \$120,000 in Federal awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.

COST PRINCIPLES - SPENDING FEDERAL FUNDS

The Budget & Finance Director is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

- 1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the City or the proper and efficient performance of the Federal award;
- 2. the restraints or requirements imposed by such factors being considered as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
- 3. market prices for comparable goods or services for the geographic area;
- 4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
- 5. whether the cost represents any significant deviation from the established practices or City Council policy which may increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure

must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the City can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

- B. Conform to any limitations or exclusions set forth as cost principles in 2 CFR Part 200 or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the City.
- D. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
 1. in the case of personnel services, the Budget & Finance Director shall implement a system for City personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

Selected Items of Cost

The City shall follow the rules for selected items of cost at 2 CFR Part 200, Subpart E (Cost Principles) when charging these specific expenditures to a Federal grant. When applicable, City staff shall check costs against

the selected items of cost requirements to ensure the cost is allowable. In addition, State, City and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and City personnel shall follow those rules as well.

Cost Compliance

The Budget & Finance Director shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).
- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the the pass-through entity (Federal funds subject to 2 CFR. Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following criteria illustrates when funds are determined to be obligated:

If the obligation is for:

- A. Acquisition of property - on the date which the City makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the City - when the services are performed.
- C. Services by a contractor who is not an employee of the City - on the date which the City makes a binding written commitment to obtain the services.
- D. Public utility services - when the City receives the services.
- E. Travel - when the travel is taken.
- F. Rental of property - when the City uses the property.
- G. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is, unless an agreement exists the pass-through entity to reimburse for pre-approval expenses.

Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the City shall closely monitor grant spending throughout the grant cycle.

TIME AND EFFORT REPORTING

As a recipient of Federal funds, the City shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify that compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation—fringe benefits. Costs of compensation are allowable to the

extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

- A. is reasonable for the services rendered, conforms to the City's established written policy, and is consistently applied to both Federal and non-Federal activities; and
- B. follows an appointment made in accordance with the City's written policies and meets the requirements of Federal statute, where applicable.

Time and Effort Reports

The reports:

- A. are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
- B. are incorporated into the official records of the City;
- C. reasonably reflect the total activity for which the employee is compensated by the City, not exceeding 100% of the compensated activities;
- D. encompass both Federally assisted and other activities compensated by the City on an integrated basis;
- E. comply with the City's established accounting policies and practices;
- F. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The City will also follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. The Department responsible for administering the grant is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data will be made available only to authorized auditors.

Reconciliations

Budget estimates are not used as support for charges to Federal awards. However, the City may use budget estimates for interim accounting purposes. The system used by the City to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the City and entered into the City's records in a timely manner.

The City's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or City matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, City Council policies, and administrative procedures.

The City shall maintain a procurement and contract administration system in accordance with federal requirements for the administration and management of Federal grants and Federally-funded programs. The City shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The City will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the City may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the City shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business
- B. unnecessary experience and excessive bonding requirements
- C. noncompetitive contracts to consultants that are on retainer contracts
- D. organizational conflicts of interest
- E. specification of only a "brand name" product instead of allowing for an "*or equal*" product to be offered and describing the performance or other relevant requirements of the procurement
- F. any arbitrary action in the procurement process

Further, the City does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the City is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the City uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The City allows vendors to apply for consideration to be placed on the list.

Solicitation Language

The City shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of

the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Budget and Finance Director will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The City shall utilize Sealed Bids as a method of procurement.

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$50,000 or more and when the Council determines to build, repair, enlarge, improve, or demolish a city building/facility the cost of which will exceed \$50,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

- A. a complete, adequate, and realistic specification or purchase description is available;
- B. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- C. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- A. Bids shall be solicited in accordance with the provisions of State law. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- B. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- C. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- D. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- E. The City reserves the right to reject any or all bids for sound documented reason.

Contract/Price Analysis

The City shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost

elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the City shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the City shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

For purchases under \$150,000, use the micro-purchase and small purchase methods only for procurements that meet the applicable criteria under 2 CFR sections 200.320(a) and (b). Under the micro-purchase method, the aggregate dollar amount does not exceed \$3,500 (\$2,000 in the case of acquisition for construction subject to the Wage Rate Requirements (Davis-Bacon Act)). Small purchase procedures are used for purchases that exceed the micro-purchase amount but do not exceed the simplified acquisition threshold. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable (2 CFR section 200.320(a)). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources (2 CFR section 200.320(b)). Note exceptions described in subsequent sections for the provisions under the 2017 and 2018 National Defense Authorization Act.

Time and Materials Contracts

The City uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the City is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the City sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the City shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The City will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the City and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the City shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The City shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the City shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

Bid Protest

The City maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Protest procedures shall comply with State Law. Bid protests shall be filed in writing with the City Manager within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the City Manager shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to City Council and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The City maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the City shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines including the City's formal Travel Policy.

For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the City's travel policy.

All costs incurred with Federal funds must meet the cost allowability standards.

To the extent that the City's Travel Policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/her designee), must apply to travel under Federal awards.

DISPOSITION OF SURPLUS PROPERTY

The City is authorized to dispose of obsolete property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal.

Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the City shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Except as provided in 2 CFR §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent (10%) of the proceeds, whichever is less, for its selling and handling expenses.

The City may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the City shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

PROPERTY INVENTORY

As steward of City property, the City Council recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The City shall maintain a continuous inventory of all equipment and supplies annually that were purchased with Federal funds.

For purposes of this policy "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$1,000 to replace and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$50.

It shall be the duty of the Budget and Finance Director to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Council.

Property records of consumable supplies shall be maintained on a continuous inventory basis.

The Department Heads throughout the City shall maintain a system of property records which shall show, as appropriate to the item recorded, the:

- A. description and identification;
- B. manufacturer;
- C. year of purchase;
- D. initial cost;
- E. location;
- F. condition and depreciation;
- G. evaluation in conformity with insurance requirements.

Equipment acquired under a Federal award will vest upon acquisition to the City, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the FAIN), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.

**KENT POLICE DEPARTMENT
OCTOBER 2018**

	OCTOBER 2017	OCTOBER 2018	TOTAL 2017	TOTAL 2018
CALLS FOR SERVICE	2046	2360	22171	21381
FIRE CALLS	438	446	3657	3908
ARRESTS, TOTAL	174	171	1661	1398
JUVENILE ARRESTS	23	15	124	84
O.V.I. ARRESTS	8	20	145	126
TRAFFIC CITATIONS	178	256	2499	2475
PARKING TICKETS	1016	692	10802	9795
ACCIDENT REPORTS				
Property Damage	78	83	619	577
Injury	43	48	347	330
Private Property	8	14	74	82
Hit-Skip	21	12	153	128
OVI Related	5	5	31	29
Pedestrians	0	1	12	9
Fatals	1	3	2	7
	0	0	0	0
U.C.R. STATISTICS				
Homicide	0	0	0	0
Rape	0	3	1	3
Robbery	2	1	8	8
Assault Total	21	18	163	138
Serious		1	2	21
Simple	20		16	117
Burglary	5	10	68	65
Larceny	37	45	302	272
Auto Theft	4	2	14	12
Arson	0	0	0	3
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	69	79	556	501
CRIME CLEARANCES				
Homicide	0	0	0	0
Rape	0	0	1	0
Robbery	0	0	3	4
Assault Total	14	15	135	111
Serious		1	1	17
Simple	13		14	95
Burglary	3	1	19	13
Larceny	3	3	50	35
Auto Theft	1	0	2	0
Arson	0	0	0	2
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	21	19	210	165

KENT HEALTH DEPARTMENT STATISTICAL REPORT 2018

3. A.

	Oct. 2018	YTD 2018	Oct. 2017	YTD 2017
HEALTH DEPT. \$ COLLECTED				
FamAbuse fund	\$ 1,215.01	\$ 12,298.57	\$ 1,012.50	\$ 11,593.54
Vital Stats Rev.	\$ 8,505.00	\$ 76,339.50	\$ 5,737.50	\$ 65,679.50
Child Abuse	\$ 2,429.99	\$ 24,596.93	\$ 2,025.00	\$ 23,180.96
State VS	\$ 7,290.00	\$ 73,791.00	\$ 6,075.00	\$ 69,543.00
B Perm Rev	\$ 20.50	\$ 288.50	\$ 29.50	\$ 285.00
B Perm State	\$ 102.50	\$ 1,442.50	\$ 147.50	\$ 1,425.00
Food Estab.	\$ 2,114.62	\$ 43,745.12	\$ 0.00	\$ 39,010.00
Food Service	\$ 350.00	\$ 101,146.46	\$ 1,880.00	\$ 80,453.50
SolWst Tickets	\$ 0.00	\$ 220.00	\$ 340.00	\$ 940.00
Housing	\$ 16,105.00	\$ 109,117.00	\$ 16,450.00	\$ 107,146.27
Swim Pools	\$ 0.00	\$ 9,015.00	\$ 0.00	\$ 8,565.00
SolWst(Trks)	\$ 0.00	\$ 1,700.00	\$ 0.00	\$ 1,575.00
Tattoo Parlors	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 885.00
*Misc	\$ 0.00	\$ 28.00	\$ 0.00	\$ 125.00
	\$ 0.00	\$ 19,928.00	\$ 0.00	\$ 41,004.22
MAC Claiming	\$ 0.00	\$ 21,255.94	\$ 0.00	\$ 15,704.83
Tobacco Grant	\$ 0.00	\$ 45,386.00	\$ 2,420.00	\$ 43,642.54
**ST Subsidy	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,176.00
TOTAL COLLECTED	\$ 38,132.62	\$ 541,298.52	\$ 36,117.00	\$ 536,934.36
TO STATE				
FamAbuse fund	\$ 1,178.56	\$ 11,935.45	\$ 982.11	\$ 11,242.74
Food Estabs	\$ 0.00	\$ 1,260.00	\$ 0.00	\$ 1,372.00
Bur.Permits	\$ 102.50	\$ 1,442.50	\$ 147.50	\$ 1,425.00
Child Abuse	\$ 2,357.10	\$ 23,870.73	\$ 1,964.25	\$ 20,745.58
State VS QTRLY	\$ 7,290.00	\$ 73,827.00	\$ 6,075.00	\$ 69,543.00
Food Service	\$ 0.00	\$ 4,142.00	\$ 0.00	\$ 4,170.00
Food Vendors*	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Swim Pools	\$ 0.00	\$ 1,365.00	\$ 0.00	\$ 1,185.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 10,928.16	\$ 117,842.68	\$ 9,168.86	\$ 109,683.32
TOTAL ASSETS	\$ 27,204.46	\$ 423,455.84	\$ 26,948.14	\$ 427,251.04
+Admin fee to Vital Stats	\$ 109.34	\$ 1,106.79	\$ 91.14	\$ 1,043.42
-3% FamAbuse	\$ 36.45	\$ 368.94	\$ 30.39	\$ 347.99
-3% ChildAbuse	\$ 72.89	\$ 737.85	\$ 60.75	\$ 695.43

STATISTICAL REPORT Cont.

Oct. 2018

YTD 2018

Oct. 2017

YTD 2017

PERMIT/lic.

Food Estabs	0	40	0	43
Food Service	0	121	0	118
FS Vending	0	12	0	23
Home Sewage	0	0	0	0
Housing	0	258	15	264
Solid Waste	0	32	0	35
Swim Pools	0	18	0	17
Septic Haul.	0	0	0	0
Tattoo Parlors	0	3	0	2
Other	0	0	0	0
TOTAL	0	484	15	502

MOSQ.CONT.

Larvacide Hrs.	0.0	0.0	0.0	0.0
Adulticide Hrs.	0.0	0.0	0.0	0.0
* Tot Man Hrs	7.3	272.0	30.5	338.8
* Total man hours include sites treated and adulticiding hours.				

COMPLAINTS

Received	4	97	10	101
Abated	8	88	14	93

LEGAL.COMPL.

Filed	0	0	0	0
Pre-trials	0	0	0	0
Trials	0	0	0	0

COMM.DISEASE (not available)

0	85	0	20
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IMMUNIZATIONS

69	156	44	152
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BIRTH Copies issued

356	3645	257	3196
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DEATH Copies issued

454	4554	418	4531
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CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT Building Services Division

To: Dave Ruller
City Manager

From: Bridget Susel
Community Development Director *BS*

Date: November 9, 2018

RE: Monthly Permit and Zoning Complaint Report – August 2018

Attached are the monthly reports per Council's request. If you have questions or require further information, please let us know.

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type BZA-BOARD OF ZONING APPEALS						
BZA - BOARD OF BUILDING APPEALS		2	1	100.00	(50.00)	50.00
Permit Type BZA-BOARD OF ZONING APPEALS Totals						
		2	1	\$100.00	(\$50.00)	\$50.00
Permit Type ELECTRICAL COMM-ELECTRICAL COMMERCIAL						
3% BBS - 3% BBS		7	0	33.19	.00	33.19
COM-ELEC NEW - Commercial Electric New		1	0	150.00	.00	150.00
COM-ELEC REPAIR - Commercial Electric Repair/Remodel		2	0	106.40	.00	106.40
COM-ELEC SERVICE - Commercial Electric Service Replacement		1	0	50.00	.00	50.00
CRS-ELECT RPAIR - Commercial Residential Electric Repair/Remodel		3	0	800.00	.00	800.00
Permit Type ELECTRICAL COMM-ELECTRICAL COMMERCIAL Totals						
		14	0	\$1,139.59	\$0.00	\$1,139.59
Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL						
1% BBS - 1% BBS		12	0	5.10	.00	5.10
RES-ELEC REPAIR - Residential Electric Remodel/Repair		5	0	250.00	.00	250.00
RES-ELEC ADD - Residential Electric Addition		1	0	50.00	.00	50.00
RES-ELEC OWN SRV - Residential Electric Owner Occupied Service		6	0	210.00	.00	210.00
Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL Totals						
		24	0	\$515.10	\$0.00	\$515.10
Permit Type ENGINEERING COM-ENGINEERING COMMERCIAL						
BOND-CONST PERF - CONSTRUCTION GUARANTEE		1	0	44.00	.00	44.00
PERFORMANCE BOND		2	0	40.00	.00	40.00
EXCAVATION - EXCAVATION		1	0	25.00	.00	25.00
WATER FEE - WATER FEE		4	0	\$109.00	\$0.00	\$109.00
Permit Type ENGINEERING COM-ENGINEERING COMMERCIAL Totals						
		4	0	\$109.00	\$0.00	\$109.00
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL						
BOND-EXCAVATION - EXCAVATION BOND		1	0	2,000.00	.00	2,000.00
EXCAVATION - EXCAVATION		2	0	40.00	.00	40.00
SEWER RES - SEWER RESIDENTIAL		2	0	50.00	.00	50.00
SEWER UTILIZE - SEWER UTILIZATION		1	0	1,310.00	.00	1,310.00
STORM CONNECTION - STORM SEWER CONNECTION		1	0	100.00	.00	100.00
STORM RES PERMIT - STORM SEWER RESIDENTIAL PERMIT		1	0	25.00	.00	25.00
W-METR (3/4"W/BF - WATER METER (5/8-3/4")		1	0	315.00	.00	315.00
WATER FEE - WATER FEE		1	0	25.00	.00	25.00
WATER UTILIZED - WATER UTILIZATION		1	0	550.00	.00	550.00
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL Totals						
		11	0	\$4,415.00	\$0.00	\$4,415.00
Permit Type EXISTING COMM-EXISTING COMMERCIAL						
3% BBS - 3% BBS		11	0	62.15	.00	62.15
COM-BUILD ADD - Commercial Building Addition		1	0	100.00	.00	100.00
COM-BUILD REPAIR - Commercial Building Repair/Remodel		9	0	1,771.70	.00	1,771.70
COM-DEMO/MOVE - Commercial Demolition/Moving		1	0	200.00	.00	200.00
FIRE-REVIEW INSP - FIRE DEPT REVIEW & INSPECTION		1	0	100.00	.00	100.00

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type EXISTING COMM-EXISTING COMMERCIAL						
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		22	0	3,768.75	.00	3,768.75
PLAN REVIEW 4+ - Plan Review for 4 or More Reviews		3	0	562.50	.00	562.50
Permit Type EXISTING COMM-EXISTING COMMERCIAL Totals						
		48	0	\$6,565.10	\$0.00	\$6,565.10
Permit Type EXISTING RES-EXISTING RESIDENTIAL						
1% BBS - 1% BBS		7	0	4.69	.00	4.69
RES-BUILD ADD 1 - Residential Building Addition- Single Family		5	0	318.41	.00	318.41
RES-BUILD REPAIR - Residential Building Remodel/Repair		2	0	150.00	.00	150.00
Permit Type EXISTING RES-EXISTING RESIDENTIAL Totals						
		14	0	\$473.10	\$0.00	\$473.10
Permit Type FIRE ALARM-FIRE ALARM						
3% BBS - 3% BBS		2	0	8.99	.00	8.99
COM-SUPR SYS NEW - Commercial Suppression Systems New		1	0	209.28	.00	209.28
COM-SUPR SYS RPR - Commercial Suppression Systems Repair/Remodel		1	0	90.29	.00	90.29
Permit Type FIRE ALARM-FIRE ALARM Totals						
		3	0	206.25	.00	206.25
Permit Type FIRE SUPPRESSION-FIRE SUPPRESSION						
3% BBS - 3% BBS		1	0	1.71	.00	1.71
COM-SUPR SYS RPR - Commercial Suppression Systems Repair/Remodel		1	0	57.02	.00	57.02
Permit Type FIRE SUPPRESSION-FIRE SUPPRESSION Totals						
		1	0	75.00	.00	75.00
Permit Type HVAC COMM-HVAC COMMERCIAL						
3% BBS - 3% BBS		4	0	9.00	.00	9.00
COM-HVAC REPAIR - Commercial HVAC Repair/Remodel		1	0	50.00	.00	50.00
COM-HVAC REPLACE - Commercial HVAC Replacement		3	0	250.00	.00	250.00
Permit Type HVAC COMM-HVAC COMMERCIAL Totals						
		8	0	\$309.00	\$0.00	\$309.00
Permit Type HVAC RES-HVAC RESIDENTIAL						
1% BBS - 1% BBS		16	0	6.85	.00	6.85
RES-HVAC NEW - Residential HVAC New		1	0	100.00	.00	100.00
RES-HVAC OWN RPL - Residential HVAC Owner Occupied Replacement		11	0	385.00	.00	385.00
RES-HVAC REPAIR - Residential HVAC Repair/Remodel		4	0	200.00	.00	200.00
Permit Type HVAC RES-HVAC RESIDENTIAL Totals						
		32	0	\$691.85	\$0.00	\$691.85
Permit Type NEW COMM-NEW COMMERCIAL						
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		1	0	150.00	.00	150.00
PLAN REVIEW 4+ - Plan Review for 4 or More Reviews		1	0	125.00	.00	125.00
Permit Type NEW COMM-NEW COMMERCIAL Totals						
		2	0	\$275.00	\$0.00	\$275.00
Permit Type NEW RES-NEW RESIDENTIAL						
1% BBS - 1% BBS		1	0	3.48	.00	3.48
RES-BUILD NEW 1 - Residential Building New Construction- Single Family		1	0	348.20	.00	348.20

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type NEW RES-NEW RESIDENTIAL Totals						
		2	0	\$351.68	\$0.00	\$351.68
Permit Type PLUMB COMM-PLUMBING COMMERCIAL						
3% BBS - 3% BBS						
		4	0	15.00	.00	15.00
COM-PLUMB NEW - Commercial Plumbing New						
		1	0	150.00	.00	150.00
COM-PLUMB REPAIR - Commercial Plumbing Repair/Remodel						
		1	0	50.00	.00	50.00
COM-PLUMB REPLAC - Commercial Plumbing Replacement						
		1	0	50.00	.00	50.00
CRES-PLUMB RPAIR - Commercial Residential Plumbing Repair/Remodel						
		2	0	250.00	.00	250.00
Permit Type PLUMB COMM-PLUMBING COMMERCIAL Totals						
		9	0	\$515.00	\$0.00	\$515.00
Permit Type PLUMB RES-PLUMBING RESIDENTIAL						
1% BBS - 1% BBS						
		10	0	5.60	.00	5.60
RES-PLUMB OWN RP - Residential Plumbing Owner Occupied Replacement						
		6	0	210.00	.00	210.00
RES-PLUMB REPAIR - Residential Plumbing Repair/Remodel						
		4	0	350.00	.00	350.00
Permit Type PLUMB RES-PLUMBING RESIDENTIAL Totals						
		20	0	\$565.60	\$0.00	\$565.60
Permit Type SIGN/AWNINGS-SIGN/AWNINGS						
COM-SIGN/AWN/CAN - Commercial Signs Awnings Canopies						
		1	0	50.00	.00	50.00
COM-ZONING PSIGN - Commercial Zoning Permanent Signs						
		2	0	150.00	.00	150.00
Permit Type SIGN/AWNINGS-SIGN/AWNINGS Totals						
		3	0	\$200.00	\$0.00	\$200.00
Permit Type ZONING-ZONING						
RES-ZONING - Residential Zoning Fence Pool Etc						
		4	0	100.00	.00	100.00
RES-ZONING ADD - Residential Zoning Addition						
		4	0	100.00	.00	100.00
RES-ZONING NEW - Residential Zoning New						
		1	0	75.00	.00	75.00
Permit Type ZONING-ZONING Totals						
		9	0	\$275.00	\$0.00	\$275.00
Grand Totals						
		212	1	\$17,148.56	(\$50.00)	\$17,098.56

Fee Code	Permit Type	Transaction Type	Transaction Date	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	BZA - BOARD OF ZONING APPEALS								
	BZA - BOARD OF BUILDING APPEALS								
	07/31/2018	Adjustment			2	1	100.00	(50.00)	50.00
	08/24/2018	Payment Monies Received		BZ18-010		Issued To James and Michelle Schweikert		(50.00)	
	08/24/2018	Payment Monies Received		BZ18-012		GEORGE & MARY ISTOCKI		50.00	
				BZ18-013		THOMAS E WEBER		50.00	
								\$50.00	
	Permit Type BZA-BOARD OF ZONING APPEALS Totals								
					2	1	\$100.00	(\$50.00)	\$50.00
	ELECTRICAL COMM-ELECTRICAL COMMERCIAL								
	3% BBS - 3% BBS								
	07/31/2018	Payment Monies Received			7	0	33.19	.00	33.19
	07/31/2018	Payment Monies Received		2018-00000564		Issued To FERRARA ELECTRIC CORP		4.50	
	08/13/2018	Payment Monies Received		2018-00000571		J C ELECTRIC		1.50	
	08/23/2018	Payment Monies Received		2018-00000585		ABBOTT ELECTRIC, INC.		1.50	
	08/29/2018	Payment Monies Received		2018-00000631		PETTIT ELECTRIC & PLUMBING		1.69	
	08/29/2018	Payment Monies Received		2018-00000654		THE BBC ELECTRIC COMPANY		9.00	
	08/29/2018	Payment Monies Received		2018-00000655		THE BBC ELECTRIC COMPANY		9.00	
	08/30/2018	Payment Monies Received		2018-00000660		SIEFER ELECTRIC, INC		6.00	
								\$33.19	
	COM-ELEC NEW - Commercial Electric New								
	07/31/2018	Payment Monies Received			1	0	150.00	.00	150.00
				2018-00000564		Issued To FERRARA ELECTRIC CORP		150.00	
								\$150.00	
	COM-ELEC REPAIR - Commercial Electric Repair/Remodel								
	08/13/2018	Payment Monies Received			2	0	106.40	.00	106.40
	08/23/2018	Payment Monies Received		2018-00000585		Issued To ABBOTT ELECTRIC, INC.		50.00	
				2018-00000631		PETTIT ELECTRIC & PLUMBING		56.40	
								\$106.40	
	COM-ELEC SERVICE - Commercial Electric Service Replacement								
	07/31/2018	Payment Monies Received			1	0	50.00	.00	50.00
				2018-00000571		Issued To J C ELECTRIC		50.00	
								\$50.00	
	CRES-ELECT REPAIR - Commercial Residential Electric Repair/Remodel								
	08/29/2018	Payment Monies Received			3	0	800.00	.00	800.00
	08/29/2018	Payment Monies Received		2018-00000654		Issued To THE BBC ELECTRIC COMPANY		300.00	
	08/30/2018	Payment Monies Received		2018-00000655		THE BBC ELECTRIC COMPANY		300.00	
				2018-00000660		SIEFER ELECTRIC, INC		200.00	
								\$800.00	

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Fee Code	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type ELECTRICAL COMM-ELECTRICAL COMMERCIAL Totals							
1% BBS - 1% BBS			14	0	\$1,139.59	\$0.00	\$1,139.59
Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL							
Date	Transaction Type	Permit Number	Issued To		Amount	Amount	
07/31/2018	Payment Monies Received	2018-00000567	SIEFER ELECTRIC, INC		5.10	.35	5.10
08/02/2018	Payment Monies Received	2018-00000578	ADKINS QUINTEN RAY & JIMMIE KATHLEEN(TRUSTEES)			.35	
08/03/2018	Payment Monies Received	2018-00000584	SIEFER ELECTRIC, INC			.50	
08/06/2018	Payment Monies Received	2018-00000589	J.S.S. ELECTRIC, INC.			.50	
08/09/2018	Payment Monies Received	2018-00000601	OTT ELECTRICAL SERVICES INC.			.35	
08/13/2018	Payment Monies Received	2018-00000607	BLUE COLLAR ELECTRICIANS			.35	
08/22/2018	Payment Monies Received	2018-00000629	RICK'S ELECTRIC, INC.			.50	
08/22/2018	Payment Monies Received	2018-00000630	J.W. DIDADO ELETRIC LLC			.50	
08/24/2018	Payment Monies Received	2018-00000636	SIEFER ELECTRIC, INC			.50	
08/24/2018	Payment Monies Received	2018-00000637	SIEFER ELECTRIC, INC			.50	
08/24/2018	Payment Monies Received	2018-00000638	SIEFER ELECTRIC, INC			.35	
08/27/2018	Payment Monies Received	2018-00000643	BLUE COLLAR ELECTRICIANS			.35	
						\$5.10	
RES-ELEC REPAIR - Residential Electric Remodel/Repair							
Date	Transaction Type	Permit Number	Issued To		Amount	Amount	
08/03/2018	Payment Monies Received	2018-00000584	SIEFER ELECTRIC, INC		250.00	50.00	250.00
08/22/2018	Payment Monies Received	2018-00000629	RICK'S ELECTRIC, INC.			50.00	
08/22/2018	Payment Monies Received	2018-00000630	J.W. DIDADO ELETRIC LLC			50.00	
08/24/2018	Payment Monies Received	2018-00000636	SIEFER ELECTRIC, INC			50.00	
08/24/2018	Payment Monies Received	2018-00000637	SIEFER ELECTRIC, INC			50.00	
						\$250.00	
RES-ELEC ADD - Residential Electric Addition							
Date	Transaction Type	Permit Number	Issued To		Amount	Amount	
08/06/2018	Payment Monies Received	2018-00000589	J.S.S. ELECTRIC, INC.		50.00	50.00	50.00
						\$50.00	
RES-ELEC OWN SRV - Residential Electric Owner Occupied							
Date	Transaction Type	Permit Number	Issued To		Amount	Amount	
07/31/2018	Payment Monies Received	2018-00000567	SIEFER ELECTRIC, INC		210.00	35.00	210.00
08/02/2018	Payment Monies Received	2018-00000578	ADKINS QUINTEN RAY & JIMMIE KATHLEEN(TRUSTEES)			35.00	
08/09/2018	Payment Monies Received	2018-00000601	OTT ELECTRICAL SERVICES INC.			35.00	
08/13/2018	Payment Monies Received	2018-00000607	BLUE COLLAR ELECTRICIANS			35.00	
08/24/2018	Payment Monies Received	2018-00000638	SIEFER ELECTRIC, INC			35.00	
08/27/2018	Payment Monies Received	2018-00000643	BLUE COLLAR ELECTRICIANS			35.00	
						\$210.00	

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	ELECTRICAL RES-ELECTRICAL RESIDENTIAL						
	Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL Totals						
			24	0	\$515.10	\$0.00	\$515.10
	ENGINEERING COM-ENGINEERING COMMERCIAL						
	Permit Type ENGINEERING COM-ENGINEERING COMMERCIAL						
	BOND-CONST PERF - CONSTRUCTION GUARANTEE PERFORMANCE BOND						
	Transaction Type						
	Payment Monies Received						
08/07/2018	Permit Number	2018-00000077	Issued To	KENT CITY SCHOOL BOARD OF EDUCATION	44.00	Amount	\$44.00
	EXCAVATION - EXCAVATION						
	Transaction Type						
	Payment Monies Received						
07/31/2018	Permit Number	2018-00000096	Issued To	HOPPER CONSTRUCTION	20.00	Amount	20.00
08/07/2018	Permit Number	2018-00000099	Issued To	KLINE & KAVALI	20.00	Amount	\$40.00
							40.00
	WATER FEE - WATER FEE						
	Transaction Type						
	Payment Monies Received						
08/07/2018	Permit Number	2018-00000099	Issued To	KLINE & KAVALI	25.00	Amount	25.00
	ENGINEERING COM-ENGINEERING COMMERCIAL						
	Permit Type ENGINEERING COM-ENGINEERING COMMERCIAL Totals						
			4	0	\$109.00	\$0.00	\$109.00
	ENGINEERING RES-ENGINEERING RESIDENTIAL						
	Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL						
	BOND-EXCAVATION - EXCAVATION BOND						
	Transaction Type						
	Payment Monies Received						
08/27/2018	Permit Number	2018-00000097	Issued To	PLEASANT LAKES OF OHIO LLC	2,000.00	Amount	2,000.00
							\$2,000.00
	EXCAVATION - EXCAVATION						
	Transaction Type						
	Payment Monies Received						
08/27/2018	Permit Number	2018-00000097	Issued To	PLEASANT LAKES OF OHIO LLC	40.00	Amount	40.00
08/29/2018	Permit Number	2018-00000101	Issued To	DOMINION EAST OHIO GAS	20.00	Amount	20.00
							\$40.00
	SEWER RES - SEWER RESIDENTIAL						
	Transaction Type						
	Payment Monies Received						
07/31/2018	Permit Number	2018-00000079	Issued To	ROB'S LANDSCAPING & EXCAVATING	25.00	Amount	25.00
08/27/2018	Permit Number	2018-00000097	Issued To	PLEASANT LAKES OF OHIO LLC	25.00	Amount	\$50.00
							50.00
	SEWER UTILIZE - SEWER UTILIZATION						
	Transaction Type						
	Payment Monies Received						
08/27/2018	Permit Number	2018-00000097	Issued To	PLEASANT LAKES OF OHIO LLC	1,310.00	Amount	1,310.00
							\$1,310.00

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Fee Code	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
08/27/2018	STORM CONNECTION - STORM SEWER CONNECTION	STORM CONNECTION - STORM SEWER CONNECTION	1 Permit Number 2018-00000097	0 Issued To PLEASANT LAKES OF OHIO LLC	100.00	.00 Amount 100.00 \$100.00	100.00
08/27/2018	STORM RES PERMIT - STORM SEWER RESIDENTIAL PERMIT	STORM RESIDENTIAL PERMIT	1 Permit Number 2018-00000097	0 Issued To PLEASANT LAKES OF OHIO LLC	25.00	.00 Amount 25.00 \$25.00	25.00
08/27/2018	W-METR (3/4"W/BF - WATER METER (5/8-3/4")	WATER METER (5/8-3/4")	1 Permit Number 2018-00000097	0 Issued To PLEASANT LAKES OF OHIO LLC	315.00	.00 Amount 315.00 \$315.00	315.00
08/27/2018	WATER FEE - WATER FEE	WATER FEE	1 Permit Number 2018-00000097	0 Issued To PLEASANT LAKES OF OHIO LLC	25.00	.00 Amount 25.00 \$25.00	25.00
08/27/2018	WATER UTILIZED - WATER UTILIZATION	WATER UTILIZATION	1 Permit Number 2018-00000097	0 Issued To PLEASANT LAKES OF OHIO LLC	550.00	.00 Amount 550.00 \$550.00	550.00
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL Totals							\$4,415.00
07/31/2018	EXISTING COMM-EXISTING COMMERCIAL	EXISTING COMM-EXISTING COMMERCIAL	11 Permit Number 2018-00000291	0 Issued To DeVAULT CONSTRUCTION COMPANY INC.	\$4,415.00	\$0.00	\$4,415.00
08/06/2018	3% BBS - 3% BBS	3% BBS - 3% BBS	11 Permit Number 2018-00000516	0 Issued To ROBERTS CONSERVATORY OF DANCE	62.15	.00	62.15
08/07/2018			2018-00000419	LORAIN PROPERTIES CO LLC		3.00	
08/07/2018			2018-00000599	TCS HOME REMODELING		15.60	
08/07/2018			2018-00000600	TCS HOME REMODELING		1.72	
08/09/2018			2018-00000537	ADVANCED CONCEPTS INC.		1.50	
08/14/2018			2018-00000402	D & D TRAILER HAULING, INC.		1.50	
08/16/2018			2018-00000197	RL HILL MANAGEMENT INC.		6.00	
08/21/2018			2017-00000707	INSTALLS R US		9.27	
08/23/2018			2018-00000550	DJM CONSTRUCTION		19.06	
08/29/2018			2018-00000488	ED KINTZ		1.50	
							\$62.15

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Fee Code	Permit Type	Transaction Type	Date	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
COM-BUILD ADD - Commercial Building Addition	EXISTING COMM-EXISTING COMMERCIAL	Payment Monies Received	07/31/2018	2018-00000291	1	0	100.00	.00	100.00
					Issued To			Amount	
					DeVAULT CONSTRUCTION COMPANY INC.			100.00	
								\$100.00	
COM-BUILD REPAIR - Commercial Building Repair/Remodel					9	0	1,771.70	.00	1,771.70
					Issued To			Amount	
					ROBERTS CONSERVATORY OF DANCE			520.00	
					LORAIN PROPERTIES CO LLC			57.20	
					TCS HOME REMODELING			50.00	
					TCS HOME REMODELING			50.00	
					ADVANCED CONCEPTS INC.			50.00	
					RL HILL MANAGEMENT INC.			309.10	
					INSTALLS R US			635.30	
					DJM CONSTRUCTION			50.00	
					ED KINTZ			50.10	
								\$1,771.70	
COM-DEMO/MOVE - Commercial Demolition/Moving					1	0	200.00	.00	200.00
					Issued To			Amount	
					D & D TRAILER HAULING, INC.			200.00	
								\$200.00	
FIRE-REVIEW INSP - FIRE DEPT REVIEW & INSPECTION					1	0	100.00	.00	100.00
					Issued To			Amount	
					INSTALLS R US			100.00	
								\$100.00	
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews					22	0	3,768.75	.00	3,768.75
					Issued To			Amount	
					DeVAULT CONSTRUCTION COMPANY INC.			300.00	
					DeVAULT CONSTRUCTION COMPANY INC.			75.00	
					DeVAULT CONSTRUCTION COMPANY INC.			150.00	
					ROBERTS CONSERVATORY OF DANCE			150.00	
					ROBERTS CONSERVATORY OF DANCE			112.50	
					LORAIN PROPERTIES CO LLC			37.50	
					D & D TRAILER HAULING, INC.			225.00	
					D & D TRAILER HAULING, INC.			187.50	
					RL HILL MANAGEMENT INC.			37.50	
					RL HILL MANAGEMENT INC.			900.00	
					D & D TRAILER HAULING, INC.			112.50	
					INSTALLS R US			412.50	
					INSTALLS R US			225.00	

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Fee Code	Permit Type	Transaction Type	Date	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
EXISTING COMMERCIAL									
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews									
		Transaction Type	Date	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
		Payment Monies Received	08/21/2018	2017-00000707	22	0	3,768.75	.00	3,768.75
		Payment Monies Received	08/23/2018	2018-00000550				150.00	
		Payment Monies Received	08/23/2018	2018-00000550				112.50	
		Payment Monies Received	08/23/2018	2018-00000550				93.75	
		Payment Monies Received	08/24/2018	2018-00000500				93.75	
		Payment Monies Received	08/27/2018	2018-00000516				112.50	
		Payment Monies Received	08/29/2018	2018-00000488				56.25	
		Payment Monies Received	08/29/2018	2018-00000488				37.50	
		Payment Monies Received	08/29/2018	2018-00000488				56.25	
		Payment Monies Received	08/29/2018	2018-00000488				131.25	
								\$3,768.75	
EXISTING COMMERCIAL									
PLAN REVIEW 4+ - Plan Review for 4 or More Reviews									
		Transaction Type	Date	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
		Payment Monies Received	08/14/2018	2018-00000115	3	0	562.50	.00	562.50
		Payment Monies Received	08/21/2018	2017-00000707				250.00	
		Payment Monies Received	08/27/2018	2017-00000611				187.50	
		Payment Monies Received	08/27/2018	2017-00000611				125.00	
								\$562.50	
EXISTING RESIDENTIAL									
1% BBS - 1% BBS									
		Transaction Type	Date	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
		Payment Monies Received	08/03/2018	2018-00000560	48	0	\$6,565.10	\$0.00	\$6,565.10
		Payment Monies Received	08/03/2018	2018-00000560				1.00	
		Payment Monies Received	08/03/2018	2018-00000563				.56	
		Payment Monies Received	08/06/2018	2018-00000592				.52	
		Payment Monies Received	08/14/2018	2018-00000539				.54	
		Payment Monies Received	08/15/2018	2018-00000612				.57	
		Payment Monies Received	08/27/2018	2018-00000644				1.00	
		Payment Monies Received	08/29/2018	2018-00000555				.50	
								\$4.69	
RESIDENTIAL Building Addition - Single Family									
		Transaction Type	Date	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
		Payment Monies Received	08/03/2018	2018-00000560	5	0	318.41	.00	318.41
		Payment Monies Received	08/03/2018	2018-00000560				100.00	
		Payment Monies Received	08/03/2018	2018-00000563				55.65	
		Payment Monies Received	08/06/2018	2018-00000592				52.00	
		Payment Monies Received	08/14/2018	2018-00000539				53.56	
		Payment Monies Received	08/15/2018	2018-00000612				57.20	
								\$318.41	

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Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
RES-BUILD REPAIR - Residential Building Remodel/Repair						
Permit Type	EXISTING RES-EXISTING RESIDENTIAL					
Date	08/27/2018	Permit Number 2018-0000644	Issued To ALWAYS CAUTIOUS EXCAVATING	150.00	Amount 100.00	150.00
Date	08/29/2018	Permit Number 2018-0000555	PIIONEER BASEMENT SOLUTIONS		50.00	
					\$150.00	
Permit Type EXISTING RES-EXISTING RESIDENTIAL Totals						
		14	0	\$473.10	\$0.00	\$473.10
COM-SUPR SYS NEW - Commercial Suppression Systems New						
Permit Type	FIRE ALARM-FIRE ALARM					
Date	08/22/2018	Permit Number 2018-0000552	Issued To ASHTON SOUND & COMMUNICATION	8.99	Amount 2.71	8.99
Date	08/22/2018	Permit Number 2018-0000625	ASHTON SOUND & COMMUNICATION		6.28	
					\$8.99	
Permit Type EXISTING RES-EXISTING RESIDENTIAL Totals						
		2	0	8.99	.00	8.99
COM-SUPR SYS RPR - Commercial Suppression Systems						
Permit Type	REMODEL					
Date	08/22/2018	Permit Number 2018-0000552	Issued To ASHTON SOUND & COMMUNICATION	209.28	Amount 209.28	209.28
Date	08/22/2018	Permit Number 2018-0000625	ASHTON SOUND & COMMUNICATION		\$209.28	
Permit Type FIRE ALARM-FIRE ALARM Totals						
		1	0	90.29	.00	90.29
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews						
Permit Type	FIRE ALARM-FIRE ALARM					
Date	08/22/2018	Permit Number 2018-0000552	Issued To ASHTON SOUND & COMMUNICATION	206.25	Amount 93.75	206.25
Date	08/22/2018	Permit Number 2018-0000625	ASHTON SOUND & COMMUNICATION		93.75	
Date	08/29/2018	Permit Number 2018-0000625	ASHTON SOUND & COMMUNICATION		18.75	
					\$206.25	
Permit Type FIRE ALARM-FIRE ALARM Totals						
		3	0	206.25	.00	206.25
COM-SUPR SYS RPR - Commercial Suppression Systems						
Permit Type	FIRE SUPPRESSION-FIRE SUPPRESSION					
Date	07/31/2018	Permit Number 2018-0000547	Issued To S A COMUNALE CO INC	1.71	Amount 1.71	1.71
Date	07/31/2018	Permit Number 2018-0000547	S A COMUNALE CO INC		\$1.71	
Permit Type FIRE SUPPRESSION-FIRE SUPPRESSION Totals						
		1	0	1.71	.00	1.71
COM-SUPR SYS RPR - Commercial Suppression Systems						
Permit Type	REMODEL					
Date	07/31/2018	Permit Number 2018-0000547	Issued To S A COMUNALE CO INC	57.02	Amount 57.02	57.02
Date	07/31/2018	Permit Number 2018-0000547	S A COMUNALE CO INC		\$57.02	
Permit Type FIRE SUPPRESSION-FIRE SUPPRESSION Totals						
		1	0	57.02	.00	57.02

Permit Revenue Report

Payment Date Range 07/31/18 - 08/30/18

Detail Listing

Fee Code	Permit Type	Transaction Type	Date	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	FIRE SUPPRESSION-FIRE SUPPRESSION								
	PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews								
07/31/2018	Payment Monies Received			2018-00000547	1 Issued To S A COMUNALE CO INC	0	75.00	.00	75.00
								Amount	
								75.00	
								\$75.00	
									\$133.73
	FIRE SUPPRESSION-FIRE SUPPRESSION								
	3% BBS - 3% BBS								
08/09/2018	Payment Monies Received			2018-00000603	4 Issued To EAST OHIO FURNACE CO INC	0	9.00	.00	9.00
08/17/2018	Payment Monies Received			2018-00000627				Amount	
08/27/2018	Payment Monies Received			2018-00000642				1.50	
08/29/2018	Payment Monies Received			2018-00000659				3.00	
								1.50	
								3.00	
								\$9.00	
	Commercial HVAC Repair/Remodel								
08/27/2018	Payment Monies Received			2018-00000642	1 Issued To CONSOLIDATED HEATING & AC INC	0	50.00	.00	50.00
								Amount	
								50.00	
								\$50.00	
	Commercial HVAC Replacement								
08/09/2018	Payment Monies Received			2018-00000603	3 Issued To EAST OHIO FURNACE CO INC	0	250.00	.00	250.00
08/17/2018	Payment Monies Received			2018-00000627				Amount	
08/29/2018	Payment Monies Received			2018-00000659				50.00	
								100.00	
								100.00	
								\$250.00	
									\$309.00
	HVAC COMM-HVAC COMMERCIAL								
	1% BBS - 1% BBS								
07/31/2018	Payment Monies Received			2018-00000565	16 Issued To APOLLO HEATING & COOLING	0	6.85	.00	6.85
07/31/2018	Payment Monies Received			2018-00000566				Amount	
07/31/2018	Payment Monies Received			2018-00000568				.35	
07/31/2018	Payment Monies Received			2018-00000569				.35	
07/31/2018	Payment Monies Received			2018-00000572				.50	
08/03/2018	Payment Monies Received			2018-00000583				.35	
08/03/2018	Payment Monies Received			2018-00000588				.50	
08/06/2018	Payment Monies Received			2018-00000591				.35	
08/06/2018	Payment Monies Received			2018-00000595				1.00	
08/14/2018	Payment Monies Received			2018-00000610				.35	
08/14/2018	Payment Monies Received			2018-00000611				.35	
08/15/2018	Payment Monies Received			2018-00000616				.50	
								.35	
								6.85	
									\$309.00

Permit Revenue Report

Payment Date Range 07/31/18 - 08/30/18

Detail Listing

Fee Code	Permit Type	Transaction Type	Date	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
1% BBS - 1% BBS	HVAC RES-HVAC RESIDENTIAL								
		Payment Monies Received	08/16/2018	2018-00000621	16	0	6.85	.00	6.85
		Payment Monies Received	08/16/2018	2018-00000623				.35	
		Payment Monies Received	08/24/2018	2018-00000639				.50	
		Payment Monies Received	08/29/2018	2018-00000658				.35	
								\$6.85	
	RES-HVAC NEW - Residential HVAC New				1	0	100.00	.00	100.00
		Payment Monies Received	08/06/2018	2018-00000591				100.00	
								\$100.00	
	RES-HVAC OWN RPL - Residential HVAC Owner Occupied Replacement				11	0	385.00	.00	385.00
		Payment Monies Received	07/31/2018	2018-00000565				35.00	
		Payment Monies Received	07/31/2018	2018-00000566				35.00	
		Payment Monies Received	07/31/2018	2018-00000568				35.00	
		Payment Monies Received	07/31/2018	2018-00000572				35.00	
		Payment Monies Received	08/03/2018	2018-00000588				35.00	
		Payment Monies Received	08/06/2018	2018-00000595				35.00	
		Payment Monies Received	08/14/2018	2018-00000610				35.00	
		Payment Monies Received	08/15/2018	2018-00000616				35.00	
		Payment Monies Received	08/16/2018	2018-00000621				35.00	
		Payment Monies Received	08/24/2018	2018-00000639				35.00	
		Payment Monies Received	08/29/2018	2018-00000658				35.00	
								\$385.00	
	RES-HVAC REPAIR - Residential HVAC Repair/Remodel				4	0	200.00	.00	200.00
		Payment Monies Received	07/31/2018	2018-00000569				50.00	
		Payment Monies Received	08/03/2018	2018-00000583				50.00	
		Payment Monies Received	08/14/2018	2018-00000611				50.00	
		Payment Monies Received	08/16/2018	2018-00000623				50.00	
								\$200.00	
	Permit Type HVAC RES-HVAC RESIDENTIAL Totals				32	0	\$691.85	\$0.00	\$691.85
	Permit Type NEW COMM-NEW COMMERCIAL				1	0	150.00	.00	150.00
	PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews							150.00	
		Payment Monies Received	08/27/2018	2018-00000126				150.00	
								\$150.00	

Permit Revenue Report

Payment Date Range 07/31/18 - 08/30/18

Detail Listing

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
NEW COMM-NEW COMMERCIAL						
Permit Type NEW COMM-NEW COMMERCIAL						
PLAN REVIEW 4+ - Plan Review for 4 or More Reviews						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
08/27/2018	Payment Monies Received	2018-00000126	PLASO CONSTRUCTION	125.00	125.00	125.00
					125.00	
					\$125.00	
Permit Type NEW COMM-NEW COMMERCIAL Totals						
		2	0	\$275.00	\$0.00	\$275.00
NEW RES-NEW RESIDENTIAL						
Permit Type NEW RES-NEW RESIDENTIAL						
1% BBS - 1% BBS						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
08/27/2018	Payment Monies Received	2018-00000389	PLEASANT LAKES OF OHIO LLC	3.48	3.48	3.48
					3.48	
					\$3.48	
RES- BUILD NEW 1 - Residential Building New Construction- Single Family						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
08/27/2018	Payment Monies Received	2018-00000389	PLEASANT LAKES OF OHIO LLC	348.20	348.20	348.20
					348.20	
					\$348.20	
Permit Type NEW RES-NEW RESIDENTIAL Totals						
		2	0	\$351.68	\$0.00	\$351.68
PLUMB COMM-PLUMBING COMMERCIAL						
Permit Type PLUMB COMM-PLUMBING COMMERCIAL						
3% BBS - 3% BBS						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
08/07/2018	Payment Monies Received	2018-00000598	KLINE & KAVALI	1.50	1.50	1.50
08/09/2018	Payment Monies Received	2018-00000604	ENGLISH PLUMBING LLC	6.00	6.00	
08/17/2018	Payment Monies Received	2018-00000628	KLINE & KAVALI	1.50	1.50	
08/29/2018	Payment Monies Received	2018-00000653	NORTHLAKE PLUMBING LLC	6.00	6.00	
					\$15.00	
COM-PLUMB NEW - Commercial Plumbing New						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
08/09/2018	Payment Monies Received	2018-00000604	ENGLISH PLUMBING LLC	150.00	150.00	150.00
					150.00	
					\$150.00	
COM-PLUMB REPAIR - Commercial Plumbing Repair/Remodel						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
08/17/2018	Payment Monies Received	2018-00000628	KLINE & KAVALI	50.00	50.00	50.00
					50.00	
					\$50.00	
COM-PLUMB REPLAC - Commercial Plumbing Replacement						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
08/09/2018	Payment Monies Received	2018-00000604	ENGLISH PLUMBING LLC	50.00	50.00	50.00
					50.00	
					\$50.00	

Fee Code	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	PLUMB COMM-PLUMBING COMMERCIAL		2	0	250.00	.00	250.00
	CRES-PLUMB RPAIR - Commercial Residential Plumbing Repair/Remodel						
	<i>Transaction Type</i>					<i>Amount</i>	
08/07/2018	Payment Monies Received					50.00	
08/29/2018	Payment Monies Received					200.00	
						\$250.00	
	<i>Permit Number</i>						
	2018-00000598						
	2018-00000653						
	<i>Issued To</i>						
	KLINE & KAVALI						
	NORTHLAKE PLUMBING LLC						
	Permit Type PLUMB COMM-PLUMBING COMMERCIAL Totals		9	0	\$515.00	\$0.00	\$515.00
	PLUMB RES-PLUMBING RESIDENTIAL		10	0	5.60	.00	5.60
	1% BBS - 1% BBS						
	<i>Transaction Type</i>					<i>Amount</i>	
08/02/2018	Payment Monies Received					2.00	
08/06/2018	Payment Monies Received					.50	
08/07/2018	Payment Monies Received					.35	
08/13/2018	Payment Monies Received					.50	
08/13/2018	Payment Monies Received					.50	
08/14/2018	Payment Monies Received					.35	
08/17/2018	Payment Monies Received					.35	
08/23/2018	Payment Monies Received					.35	
08/27/2018	Payment Monies Received					.35	
08/27/2018	Payment Monies Received					.35	
						\$5.60	
	<i>Permit Number</i>						
	2018-00000581						
	2018-00000594						
	2018-00000597						
	2018-00000608						
	2018-00000609						
	2018-00000615						
	2018-00000626						
	2018-00000632						
	2018-00000651						
	2018-00000652						
	<i>Issued To</i>						
	ABC PLUMBING & DRAIN						
	JON S & JANET L BARBER						
	KLINE & KAVALI						
	WIESE PLUMBING & HEATING						
	STEVE'S PLUMBING						
	KLINE & KAVALI						
	APPC PLUMBING SERVICES						
	APPC PLUMBING SERVICES						
	KLINE & KAVALI						
	KLINE & KAVALI						
	Permit Type PLUMB RES-PLUMBING RESIDENTIAL Totals		10	0	5.60	.00	5.60
	RES-PLUMB OWN RP - Residential Plumbing Owner Occupied Replacement		6	0	210.00	.00	210.00
	RES-PLUMB OWN RP - Residential Plumbing Owner Occupied						
	<i>Transaction Type</i>					<i>Amount</i>	
08/07/2018	Payment Monies Received					35.00	
08/14/2018	Payment Monies Received					35.00	
08/17/2018	Payment Monies Received					35.00	
08/23/2018	Payment Monies Received					35.00	
08/27/2018	Payment Monies Received					35.00	
08/27/2018	Payment Monies Received					35.00	
						\$210.00	
	<i>Permit Number</i>						
	2018-00000597						
	2018-0000615						
	2018-00000626						
	2018-00000632						
	2018-00000651						
	2018-00000652						
	<i>Issued To</i>						
	KLINE & KAVALI						
	KLINE & KAVALI						
	APPC PLUMBING SERVICES						
	APPC PLUMBING SERVICES						
	KLINE & KAVALI						
	KLINE & KAVALI						
	Permit Type RES-PLUMB OWN RP - Residential Plumbing Owner Occupied Replacement Totals		6	0	210.00	.00	210.00
	RES-PLUMB REPAIR - Residential Plumbing Repair/Remodel		4	0	350.00	.00	350.00
	RES-PLUMB REPAIR - Residential Plumbing Repair/Remodel						
	<i>Transaction Type</i>					<i>Amount</i>	
08/02/2018	Payment Monies Received					200.00	
08/06/2018	Payment Monies Received					50.00	
08/13/2018	Payment Monies Received					50.00	
08/13/2018	Payment Monies Received					50.00	
						\$350.00	
	<i>Permit Number</i>						
	2018-00000581						
	2018-00000594						
	2018-00000608						
	2018-00000609						
	<i>Issued To</i>						
	ABC PLUMBING & DRAIN						
	JON S & JANET L BARBER						
	WIESE PLUMBING & HEATING						
	STEVE'S PLUMBING						
	Permit Type RES-PLUMB REPAIR - Residential Plumbing Repair/Remodel Totals		4	0	350.00	.00	350.00
	Permit Type PLUMB RES-PLUMBING RESIDENTIAL Totals		20	0	\$565.60	\$0.00	\$565.60

Payment Date Range 07/31/18 - 08/30/18

Detail Listing

Fee Code	Permit Type	Transaction Type	Date	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	SIGN/AWNINGS-SIGN/AWNINGS								
	COM-SIGN/AWN/CAN - Commercial Signs Awnings Canopies	Payment Monies Received	08/07/2018	2018-00000596	1 Issued To AABLE RENTS CO	0	50.00	.00	50.00
								Amount 50.00	
								\$50.00	
	COM-ZONING PSIGN - Commercial Zoning Permanent Signs								
		Payment Monies Received	08/13/2018	2018-00000606	2 Issued To EASY SIGN	0	150.00	.00	150.00
		Payment Monies Received	08/16/2018	2018-00000622	JULIE MELUCH			Amount 100.00	
								50.00	
								\$150.00	
	Permit Type SIGN/AWNINGS-SIGN/AWNINGS Totals								
					3	0	\$200.00	\$0.00	\$200.00
	RES-ZONING - Residential Zoning Fence Pool Etc								
		Payment Monies Received	08/06/2018	2018-00000590	4 Issued To R & T FENCE CO.	0	100.00	.00	100.00
		Payment Monies Received	08/09/2018	2018-00000602	JIMMY & CAROLYN SUE CRISS			Amount 25.00	
		Payment Monies Received	08/15/2018	2018-00000617	BRENT BARBE			25.00	
		Payment Monies Received	08/15/2018	2018-00000618	R & T FENCE CO.			25.00	
								\$100.00	
	RES-ZONING ADD - Residential Zoning Addition								
		Payment Monies Received	08/03/2018	2018-00000561	4 Issued To ANTHONY SLABAUGH REMODELING & DESIGN	0	100.00	.00	100.00
		Payment Monies Received	08/03/2018	2018-00000575	KEYWORK INVESTMENT GROUP LLC			Amount 25.00	
		Payment Monies Received	08/06/2018	2018-00000593	ROBERT PROVENZANO			25.00	
		Payment Monies Received	08/15/2018	2018-00000613	KLINE HOME EXTERIORS			25.00	
								\$100.00	
	RES-ZONING NEW - Residential Zoning New								
		Payment Monies Received	08/27/2018	2018-00000390	1 Issued To PLEASANT LAKES OF OHIO LLC	0	75.00	.00	75.00
								Amount 75.00	
								\$75.00	
	Permit Type ZONING-ZONING Totals								
					9	0	\$275.00	\$0.00	\$275.00
	Grand Totals								
					212	1	\$17,148.56	(\$50.00)	\$17,098.56

Case by Inspector Report

Date Type: Open Date

From Date: 07/31/2018 - To Date: 08/30/2018

Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
Inspector: Paul Bauer								
PROPERTY MAINTENANCE	2018-00001036	Active	front porch crumbling, no premise ID	07/31/2018		101	Paul J. Bauer	245 STANDING ROCK KENT, OH 44240
PROPERTY MAINTENANCE	2018-00001094	Active	repair back stairs, gutters/downspouts, gaps in block	08/07/2018		94	Paul J. Bauer	218 SUMMIT ST KENT, OH 44240
PROPERTY MAINTENANCE	2018-00001095	Active	gaps in foundation block, rotted wood front porch	08/07/2018		94	Paul J. Bauer	222 SUMMIT ST KENT, OH 44240
Paul Bauer Totals: 3 Case(s)								
Inspector: Eric Helmstedter								
PROPERTY MAINTENANCE	2018-00001091	Active	Siding peeling away from garage	08/06/2018		95	Paul J. Bauer	954 MIDDLEBURY RD KENT, OH 44240
PROPERTY MAINTENANCE	2018-00001122	Active	Broken fence	08/09/2018		92	Eric C. Helmstedter	759 AKRON BLVD KENT, OH 44240
PROPERTY MAINTENANCE	2018-00001128	Active	Paint house	08/10/2018		91	Paul J. Bauer	328 SUMMIT ST KENT, OH 44240
BUILDING CODE	2018-00001143	Active	New back deck w/o permit	08/13/2018		88	Paul J. Bauer	602 W MAIN ST KENT, OH 44240
PROPERTY MAINTENANCE	2018-00001174	Active	Fence in disrepair	08/21/2018		80	Kentway property manager	4 VINE CT KENT, OH 44240
PROPERTY MAINTENANCE	2018-00001191	Active	Garage in disrepair, foundation issues	08/22/2018		79	Paul J. Bauer	421 DODGE ST KENT, OH 44240
ZONING-ROOMING HOUSE	2018-00001228	Active	4 tenants	08/29/2018		72	Eric C. Helmstedter	920 FRANKLIN AVE KENT, OH 44240
Eric Helmstedter Totals: 7 Case(s)								
Grand Totals : 10 Case(s)								

MEMORANDUM
DEPARTMENT OF COMMUNITY DEVELOPMENT
City of Kent

Date: November 19, 2018

To: Dave Ruller, City Manager

From: Jennifer Barone, Development Engineer *JKB*

Re: 4263 Newcomer Road

Copy: Bridget Susel, Director of Community Development

A new single family residence is being constructed at 4263 Newcomer Road. A variance from the KCO 1339.05(a)(9) is being requested to eliminate the requirement for sidewalk. This code section requires sidewalk to be constructed across the parcel frontage.

The request for this variance is based on the rural nature of Newcomer Road and the lack of sidewalk to which to connect. For these reasons, approval of the variance request is recommended by the Community Development Department.

KCO 1339.09 authorizes the City Manager to decide whether or not to grant appeals and variances. The Community Development Department is recommending this variance and requesting that you grant the variance by signing below. (Please note that you need to notify Council of all variances granted.) Please consider this request on the applicants' behalf.

Variance Granted yes no



David Ruller
City Manager

11/19/18
date

This variance is granted on the condition that the homeowner agrees in writing to install a sidewalk across the frontage of his/her property if or when the city ever constructs a public sidewalk on Newcomer Road.



Jennifer Barone <barone@kent-ohio.org>

Variance Request

1 message

Nicole Chaffin <nchaffin@schumacherhomes.com>
To: Jennifer Barone <barone@kent-ohio.org>

Mon, Nov 19, 2018 at 8:28 AM

Good morning Jennifer.

Please consider this email our formal request for a variance for the required sidewalk at 4263 Newcomer Rd, Kent, OH 44240. Newcomer Road is a rural road with no foot traffic. There are no sidewalks currently. Thank you for considering the request. Let me know if there is anything else you need for this request or if you have any questions.

Thank you,

Nicole Chaffin | Customer Coordinator

t:330-474-3484 | f:330-474-3485

nchaffin@schumacherhomes.com | schumacherhomes.com

 <http://it.schumacherhomes.com/images/schumacherhomestag.jpg>