



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager
From: David A. Coffee, Director of Budget and Finance
Date: February 25, 2015
Re: FY2015 Appropriation Amendments, Transfers, and Advances

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

Fund 001 – General

Increase	\$ 33,992	Health Dept / Personnel & Benefits - Addt'l funding to support payroll expense for new position of Part Time Accreditation Coordinator per J. Neistadt 2/6/15 memo.
Increase	\$ 17,000	Civil Service / Other (O&M) - Addt'l funding to cover testing and advertising expenses related to filling vacant City positions per L. Jordan 2/23/15 memo.
Increase	\$ 20,000	Community Dev. - Public Parking / Other (O&M) – Addt'l funding to pay City share of 2014 Operating Deficit to PARTA per terms of Lease Agreement on Kent Central Gateway Parking Deck.

Fund 106 – Parks and Recreation

Increase	\$ 200,000	Parks&Rec / Capital – Appropriation of amount approved in 2015 Budget, withheld from Original 2015 Appropriations pending update of County Certificate of Estimated Resources - with reallocation of this portion of total budget for Kramer Restroom & Concession Building per J. Idone email dated 2/24/15.
Increase	\$ 60,000	Parks&Rec / Capital – Appropriation of amount approved in 2015 Budget, withheld from Original 2015 Appropriations pending update of County Certificate of Estimated Resources - with reallocation of this portion of total budget for Hike & Bike Trail Design per J. Idone email dated 2/24/15.
Increase	\$ 87,000	Parks&Rec / Capital – Appropriation of amount and allocation approved in 2015 Budget for Capital Equipment, withheld from Original 2015 Appropriations pending update of County Certificate of Estimated Resources.

continued

Fund 208 – Storm Water

Increase	\$ 10,000	Capital / SVC-Capital Facilities - Reappropriate 2014 funds for Fishcreek Watershed Study Project.
Increase	\$ 15,000	Capital / SVC-Capital Facilities - Reappropriate 2014 funds for Cuyahoga River Letter of Map Revision Project.
Increase	\$ 14,100	Capital / SVC-Capital Facilities - Reappropriate 2014 funds for Summit Street Traffic Signal Coordination Project.
Increase	\$ 97,919	Capital / SVC-Capital Facilities - Reappropriate 2009 funds for Miller/Steele/Harvey Storm and Water Improvements. (all of above Fund 208 reappropriations per J. Bowling 1/27/2015 memo)

Fund 302 – M P I T I E

Increase	\$ 628,600	Capital / SVC-Capital Facilities - Reappropriate 2013 and prior year funds – Downtown Redevelopment Projects (associated Streets & Utilities) per J. Bowling memo of 1/27/2015.
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DEPARTMENT OF PUBLIC HEALTH

325 SOUTH DEPEYSTER STREET, KENT, OHIO 44240 (330)678-8109 FAX (330)678-2082

To: David Coffee, Dave Ruller, Liz Zorc

From: Jeff Neistadt, Health Commissioner

Date: February 6, 2015

RE: Part Time Accreditation Coordinator

The health department requests funding of \$33,992 to support the position of Accreditation Coordinator. The health department also requests to have the position allocation ordinance updated to reflect the new position. Applying for and receiving public health accreditation is mandatory in Ohio due to HB 59 which passed last year by the state legislature. All public health departments must apply for accreditation by 2018. This past year the health department revenue rose from \$245,000 in 2013 to \$402,000 in 2014. This position will be more than fully paid for by the health department's Medicaid reimbursement revenue, increase in vital statistics revenue, as well as fees for service.

Sincerely,

A handwritten signature in black ink that reads "Jeff Neistadt".

Jeff Neistadt, MS, RS/REHS
Health Commissioner



CIVIL SERVICE COMMISSION

CITY OF KENT ■ 221 E. SUMMIT STREET ■ KENT, OHIO 44240 ■ 330-678-8101

MEMORANDUM

TO: David Ruller, City Manager
David Coffee, Dir. of Budget & Finance

FROM: Linda M. Jordan, Clerk of Council

DATE: February 23, 2015

SUBJECT: Additional appropriations for 2015

Currently, I am assisting the Civil Service Commission with their testing of a variety of positions. Unfortunately, with the vacancy in their office, we only have one current active eligible list.

Line 7370, Printing, Photocopying, and Advertising:

Starting balance -01/01/2015	\$2,000
Transfer from Line 7340	\$2,500

So far, we have encumbered the following:

Dix Communications	\$1133.20
Akron Beacon Journal	\$2168.00

With a fair number of tests anticipated, I expect the following additional expenditures within the next thirty days:

Dix Communications	\$1375.00
Akron Beacon Journal	\$2750.00

At the very least, this line will be short by approximately \$3,000.

Line 7340, Professional Services

Starting Balance - 01/01/2015	\$20,000.00
Transfer to Line 7370	- \$2,500.00

So far, we have encumbered the following:

Pat Ramsey & Assoc.	\$1,520.00
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We anticipate the following expenditures within the next thirty days:

Pat Ramsey & Assoc.	\$8,440.00
Ohio Assoc. of Police Chiefs	\$19,400.00

This line will be short by approximately \$12,000.

Please authorize an amendment of **\$15,000** when you present to Council's Finance Committee on March 4, 2015.

Let me know if you have any questions. Thank you, in advance, for your help with this situation.



David Coffee <coffeed@kent-ohio.org>

Re: 2015 Capital Budget

1 message

John Idone <idone@kent-ohio.org>
To: David Coffee <coffeed@kent-ohio.org>

Wed, Feb 25, 2015 at 8:55 AM

yes

thanks

On Tue, Feb 24, 2015 at 4:54 PM, David Coffee <coffeed@kent-ohio.org> wrote:
OK, so your total dollars in 7620-Buildings will remain the same but allocation is changed, no problem.

You have \$87,000 in 7630-Equipment, did you want that appropriated in March?

On Tue, Feb 24, 2015 at 4:40 PM, John Idone <idone@kent-ohio.org> wrote:
Dave:

Below is my original capital request:

LINE 62 - BUILDINGS \$260,000

The proposed Capital Improvement Budget includes the following projects:

Kramer Field Restrooms & Concession	\$60,000
Building Renovations	\$30,000
Park & Trail Paving & Sealing	\$35,000
Hike & Bike Trail Design	\$75,000
Playground Equipment	\$20,000
Fencing Improvements	\$20,000
Kramer Lighting Improvements	\$20,000

New total should be ...\$260K, but project descriptions should be

Kramer Restroom & Concession...\$200K

Hike & Bike Trail Design...\$60K

I will be requesting additional capital project ponce we resolve the park fees.

Thanks

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John J. Idone
Kent Parks & Recreation Director
Voice 330-673-8897
Fax 330-673-8898

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John J. Idone
Kent Parks & Recreation Director
Voice 330-673-8897
Fax 330-673-8898

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: David Coffee; Dave Ruller
 FROM: Jim Bowling *sb*
 DATE: January 27, 2015
 RE: 2014 Capital Improvement Program – Re-appropriation for 2015

The following projects appropriations need to be carried over to 2015. These projects are critical to the infrastructure of the City and still have a defined need to be completed. If there are any questions on the following list of funds, which were appropriated and not encumbered at the end of 2014, please let me know.

Fairchild Avenue Bridge Construction – The construction of the project was completed in 2013. The Ohio Department of Transportation is finalizing the expenses for the project. They expect the process to take at least a year to finalize the project. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2011 and prior	301 – Capital	\$152,850	

Fish Creek Watershed Study – The revised hydrologic and hydraulic analysis have been completed and submitted to the Ohio Department of Natural Resources (ODNR). In coordination with ODNR and their consultants the revised analysis will be included with their re-mapping of the floodplains in Portage County which are included in the National Flood Insurance Program. Some additional appropriations may be required to fully complete the re-mapping process. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

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

SR 43 Signalization – The project is currently in detail design. The project right-of-way acquisition and construction phases are upcoming. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	301 – Capital	\$107,584	

Cuyahoga River – Letter of Map Revision – As with the Fish Creek Watershed Study, the revised hydrologic and hydraulic analysis have been completed and submitted to the Ohio Department of Natural Resources (ODNR). In coordination with ODNR and their consultants the revised analysis will be included with their re-mapping of the floodplains in Portage County which are included in the National Flood Insurance Program. Some additional appropriations may be required to fully complete the re-mapping process. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

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



Summit Street Traffic Signal Coordination – This project is currently in the design and right-of-way acquisition phase. Construction should begin in Summer 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	301 – Capital	\$372,340	\$297,872 Fed. Funded \$37,234 KSU Reimbursed
Not applicable	208 - Storm	\$14,100	



Miller/Steele/Harvey Storm and Water Improvements – The project is currently in detail design. The construction phase is programmed for 2016. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2009	208 – Storm Water	\$97,919	
2014	201 - Water	\$26,500	
2014	301 - Capital	\$15,500	



Pine Street Construction – Phase 1 of this project was constructed in 2013. Phase 2 of the project design is currently being finalized. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2010 and 2012	301 – Capital	\$1,561	



Fund 302 – Downtown Redevelopment – This fund represents the money borrowed and expected to be reimbursed with TIF financing. The fund amount listed below represents the amount of money appropriated for street and utility work related to the downtown development. The downtown development began construction in 2010 and will continue in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
Not applicable	302 – Streets and Utilities associated with the Downtown Redevelopment	\$628,600	

Alley 5 Parking Lot – This project includes construction of the Alley 5 Parking Lot and Locke Lane in conjunction with the downtown redevelopment. The project started construction in 2012 and was completed in 2014. There are some minor punch list items remaining as well as creation of as-built drawings. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2010	301 – Capital	\$10,000	

Hudson Road Water Main – The request for qualifications for consultants was completed in 2014 and we are ready to enter into an agreement to begin the detailed design. The construction phase is scheduled to begin in 2016. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2008	201 – Water	\$119,935	

Water Model Update and Calibration – The request for qualifications for consultants was submitted in 2014 and we are currently evaluating the submittals. We anticipate that the consultant will be under contract in March 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	201 – Water	\$74,948	

Sanitary Sewer Model Calibration – The sanitary sewer model calibration has been submitted for review. We anticipate that the study will be completed in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	202 – Sewer	\$7,700	

Esplanade Project – Construction of the project was completed in 2013, however the project is still being closed out. Therefore, the following reduced portion of appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2011	301 - Capital	\$5,000	\$5,000 KSU Reimbursement

SW Sanitary Pump Station System Evaluation – Due to issues with other capital projects, this study was unable to be started in 2014. We are currently evaluating the proposal for the study that should begin in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2008	202 - Sewer	\$50,000	

Annual Street and Sidewalk Program – The annual street and sidewalk program in 2014 was delayed due to the severe winter in 2013-2014. We were required to contract out the pavement repairs for the seal coat program. The seal coat program needs completed in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2013	301 – Capital	\$120,000	

ODOT - SR 261 Resurfacing – This project is an ODOT project to resurface SR 261 in the area. Construction of the project was completed in 2014, however the project will be closed out in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2011	301 – Capital	\$11,110	

AMETEK Site Remediation & Building Demolition – Site Remediation is underway for this site, including asbestos removal and dual phase extraction. Site cleanup and eventual building demolition will continue in 2015. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2015.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2014	301 – Capital	\$664,183	\$441,354 ODOD Reimbursement



DEPARTMENT OF PUBLIC HEALTH

325 SOUTH DEPEYSTER STREET, KENT, OHIO 44240 (330)678-8109 FAX (330)678-2082

To: David Coffee, Dave Ruller, Liz Zorc

From: Jeff Neistadt, Health Commissioner

Date: February 6, 2015

RE: Part Time Accreditation Coordinator

The health department requests funding of \$33,992 to support the position of Accreditation Coordinator. The health department also requests to have the position allocation ordinance updated to reflect the new position. Applying for and receiving public health accreditation is mandatory in Ohio due to HB 59 which passed last year by the state legislature. All public health departments must apply for accreditation by 2018. This past year the health department revenue rose from \$245,000 in 2013 to \$402,000 in 2014. This position will be more than fully paid for by the health department's Medicaid reimbursement revenue, increase in vital statistics revenue, as well as fees for service.

Sincerely,

Jeff Neistadt, MS, RS/REHS
Health Commissioner

**CITY OF KENT
JOB DESCRIPTION
ACCREDITATION COORDINATOR/SANITARIAN**

DEPARTMENT OF PUBLIC HEALTH
Classified

PART TIME
Non-Exempt

RESPONSIBILITIES

Under the general supervision of the Health Commissioner, promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Collect and analyze data to identify community health needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies and environments. Evaluate the health department's accreditation readiness and assist the department in meeting the Public Health Accreditation Board's Standards and Measures.

TYPICAL TASKS

Collaborate with local health specialists and civic groups to determine community health needs and the availability of services; and to develop goals for meeting needs. Develop and present health education and promotion programs such as training workshops, conferences, and school or community presentations. Evaluate the department's accreditation readiness and work with the Health Commissioner to meet the Public Health Accreditation Standards and Measures. Develop and maintain a database of documents that demonstrate conformity to accreditation standards and measures. Provide health and accreditation program information to the public by preparing and presenting press releases, conducting media campaigns, and/or maintaining program-related websites.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Possess knowledge and understanding of public health issues. Have knowledge and familiarity with the PHAB standards, measures, and domains. Possession of basic computer and technological skills such as Word, Excel, Adobe, and the internet. Excellent organization skill and attention to detail. Ability to develop, organize, motivate, and coordinate groups across the health jurisdiction and county. Ability to collect, organize, and evaluate data. Ability to communicate effectively to various audiences, both in writing and verbally. Ability to collaborate effectively with staff members, public officials, and other stakeholders.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Graduation with a baccalaureate degree from an accredited college or university with at least 45 quarter units or 30 semester units of science courses which includes an internship program, pursuant to ORC Section 4736.08. All course work and internship must meet the minimum standards of the State Board of Sanitarian Registration. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

WORKING CONDITIONS

The Health Accreditation Coordinator works in an environment generally found in an office setting.

SPECIAL REQUIREMENTS

Must obtain an Ohio Registered Sanitarian Certification within two years of employment; and keep certification for duration of employment.

The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, pregnancy, national origin, ancestry, age, disability, genetics, or military status in accordance with applicable federal, state and local laws.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

ESSENTIAL FUNCTIONS
HEALTH ACCREDITATION COORDINATOR/SANITARIAN

1. Develop and present health education and promotion programs including public health accreditation.
2. Conduct school and community presentations, health education trainings, workshops, and conferences.
3. Develop and coordinate health needs assessments as well as community health improvement plans.
4. Prepare and distribute health education materials including reports, bulletins, and visual aides such as films, videos, and posters.
5. Work with staff members to collect documentation on the PHAB Standards and Measures. If documentation does not exist, develop programs or processes to meet the PHAB standards and measures.
6. Act as a liaison between the health department and other community agencies that are contributing to the accreditation process.
7. Act as the primary point of contact for PHAB while preparing documentation throughout the process including the site visit.
8. Provide health department information to the public by preparing and presenting press releases, conducting media campaigns, and maintaining program related websites.
9. Develop and maintain cooperative working relationships with agencies and organizations interested in improving public health.
10. Assists in the coordination of public health-related activities in case of a disaster or emergency situation.
11. Develop, prepare, and coordinate grant applications and grant-related activities to obtain funding for health education programs and related work.
12. Develop and maintain a database of documents that demonstrate conformity to accreditation standards and measures.
13. Develop operational plans, processes, and policies necessary to achieve public health accreditation and health education objectives.
14. Produces legible handwritten communications, is proficient in computer operations, operates office equipment such as fax machines, copiers, or other light office equipment.
15. Graduation with a baccalaureate degree from an accredited college or university with at least 45 quarter units or 30 semester units of science courses, or a major in Environmental Health Science which includes an internship program, pursuant to ORC Section 4736.08.
16. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.
17. Must have or obtain an Ohio Registered Sanitarian Certification within two years of employment; and keep certification for duration of employment, pursuant to ORC Section 4736.08.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



Overview

Announcements

CDC Updates

Directory

Emerging Issues

Environmental Health

Funding Opportunities

Laws, Rules and Policy

Billing

Network of Care

Nursing

Partnerships

Primary Care Integration

Profile and Performance

Programs

Public Health Futures

Quality Improvement

Resources

Spotlight

TOPHC

hcr_29.ashx

Profile and Performance

In 2011, a process started to further align the state improvement standards with that of the national standards adopted by the [Public Health Accreditation Board](#). The Ohio Department of Health, working with the [Ohio Voluntary Accreditation Team](#), reviewed and proposed new minimum performance standards for not only local health departments but also for ODH. The revisions received ample consideration and approval among the public health community and the Public Health Council; the Joint Committee on Agency Rule Review and the Ohio Legislature adopting [HCR_29](#) as outlined in [Chapter 3701-36](#). Specifically, for state and local public health, these standards will provide an opportunity to:

- Develop capacity and performance excellence by sharing best practices;
- Guide the internal development of continuous quality improvement;
- Compare Ohio's progress relative to peer states and communities

The standards accommodate variations in local health departments' size and capacity, while assuring a common reporting mechanism across the state. A new reporting database for local and state public health has been developed with funding from the Centers for Disease Control and Prevention. The tool allows for local health departments to share continuous quality improvement projects, promising practices and strategic planning tools. This application is housed in Ohio's Health Department Profile and Performance Database through the ODH Application Gateway. Financial and state subsidy reports are submitted every year while performance standards reports are submitted on even numbered years as outlined in [ODH guidance](#). The tool also allows local health departments to assess their readiness for accreditation by reviewing the standards and making a determination if they meet the standard and sharing appropriate [documentation](#). Using these standards and reporting tool, many health departments are moving towards accreditation.

The aim of accreditation is to improve the quality of practice and performance within public health departments and to increase accountability of health departments to their stakeholder. As required by [law](#), local health districts are now required to become eligible for accreditation by 2018 (completed community health assessment, health improvement plan and agency strategic plan) and achieve accreditation by 2020.

Assessment, Infrastructure, Practice and Shared Services

- [Templates to Support Accreditation](#)
- [State Health Assessment](#)
- [State Health Improvement Plan](#)
- [Center for Sharing Public Health Services](#)
- [NACCHO Infrastructure Resources](#)
- [Model Practices](#)
- [Mobilizing for Action Through Planning and Partnerships](#)
- [2010 NACCHO LHD Profile](#)
- [Cross-Jurisdictional Relationships in Local Public Health](#)
- [State and Local Health Department Governance Classification System](#)
- [National Prevention Strategy](#)
- [Resource Center for Community Health Assessments and Health Improvement Plans](#)
- [Online Guide to State Health Rankings and Scorecards](#)

City of Kent - Temporary Administration Offices

Temporary Location Issues Matrix						
No.	Issue	Existing Facilities	Old Court House	Franklin Grade School	FC&S Gougler	Other
1.00	Cost					
1.03	Cost to Purchase					
1.06	Revenue from Future Sale					
1.09	Other Dollar Investment Recovery					
1.12	Cost to Lease (Use 48-months)					
1.15	Cost to Move City Office to Temp. Facility					
1.18	Cost to Move City Office from Temp. Facility					
1.21	Cost to Operate at Temporary Location					
1.24	Maintenance Cost at Temporary Location					
1.27	Cost to Renovate Temporary Facility					
1.30	Cost to Return Temporary Facility to Original Condition					
1.33	Risk of Cost Escalation					
2.00	Location					
2.03	Proximate Location to Downtown					
2.06	Proximate Location to State Route					
2.09	Convenience for Public Access					
2.12	Available Space for Council Chambers					
2.15	Walkability / Bikeability					
2.18	Special Security Issues					
2.21	Operational Certainty					
2.24	Available Space for Mayor & Clerk of Council					
2.27	Available Space for City Manager					
2.30	Available Space for Law Department					
2.33	Available Space for Human Resources					
2.36	Available Space for Economic Development					
2.39	Available Space for Civil Service					
2.42	Available Space for Budget & Finance					
2.45	Available Space for Utility Billing					
2.48	Available Space for Income Tax					

City of Kent - Temporary Administration Offices

Temporary Location Issues Matrix		Existing Facilities	Old Court House	Franklin Grade School	FC&S Gougler	Other
No.	Issue					
2.51	Available Space for Health Department					
2.54	Available Space for Health Records					
3.00	Parking					
3.03	Number of Employee Parking Spaces Available					
3.06	Closest parking location for Employees					
3.09	Furthest parking location for Employees					
3.12	Number of Public Parking Spaces Available					
3.15	Closest parking location for Public					
3.18	Furthest parking location for Public					
3.21	Large Meeting Parking					
4.00	Timing					
4.03	First Availability of Temporary Facility					
4.06	Length of Time Temporary Facility Available					
4.09	Flexibility in Time Duration					
4.12	Time to Relocate to Temporary Facility					
4.15	Time to Relocate from Temporary Facility					
4.18	Time to Renovate Temporary Facility					
4.21	Time to Return Temporary Facility to Original Condition					
5.00	Limitations					
5.03	Work Space for Employees					
5.06	Work Space for Meetings					
5.09	Storage Space at Temporary Facility					
5.12	Council Chamber Room Availability					
5.15	Delivery to Temporary Facility					
5.18	Potential to be Required to Relocate During Temp. Term					
5.21	Current Location Furnishings					
6.00	Special Consideration					
6.03	Electrical Wiring					
6.06	HVAC Systems					

City of Kent - Temporary Administration Offices

Temporary Location Issues Matrix						
No.	Issue	Existing Facilities	Old Court House	Franklin Grade School	FC&S Gougler	Other
6.07	WAN Available					
6.09	LAN Available					
6.11	Digital Phone (NEC)					
6.13	Digital Phone (VoIP)					
6.15	Restroom Facilities					
6.17	Signage					
6.19	Furnishings					
7.00	Relocation Opportunity					
7.03	Disposal of Expired Public Records					
7.06	Scan Records vs. Holding Paper Records					
8.00	Relocation Missed Opportunity					
8.03	Best and Highest Use of Property					
8.06	Catalysis for Other Development					



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT Building Services Division

To: Dave Ruller
City Manager

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

Date: February 17, 2015

RE: Monthly Permit and Zoning Complaint Report –January 2015

Attached is the monthly report 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 ARB-ARCHITECTURAL REVIEW BOARD ARB SIGN REVIEW - SIGN REVIEW FOR ARCHITECTURAL REV BOARD		1	0	50.00	.00	50.00
Permit Type ARB-ARCHITECTURAL REVIEW BOARD Totals						
Permit Type ELECTRICAL COMM-ELECTRICAL COMMERCIAL 3% BBS - 3% BBS		2	0	4.50	.00	4.50
CRES-ELECT RPAIR - Commercial Residential Electric Repair/Remodel		2	0	150.00	.00	150.00
Permit Type ELECTRICAL COMM-ELECTRICAL COMMERCIAL Totals						
Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL 1% BBS - 1% BBS		2	0	.85	.00	.85
RES-ELEC REPAIR - Residential Electric Remodel/Repair		1	0	50.00	.00	50.00
RES-ELEC OWN SRV - Residential Electric Owner Occupied Service		1	0	35.00	.00	35.00
Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL Totals						
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL EXCAVATION - EXCAVATION		1	0	20.00	.00	20.00
WATER FEE - WATER FEE		1	0	25.00	.00	25.00
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL Totals						
Permit Type EXISTING COMM-EXISTING COMMERCIAL 3% BBS - 3% BBS		4	0	18.57	.00	18.57
COM-BUILD REPAIR - Commercial Building Repair/Remodel		4	0	618.90	.00	618.90
FIRE-REVIEW INSP - FIRE DEPT REVIEW & INSPECTION		2	0	200.00	.00	200.00
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		3	0	693.75	.00	693.75
Permit Type EXISTING COMM-EXISTING COMMERCIAL Totals						
Permit Type FIRE ALARM-FIRE ALARM 3% BBS - 3% BBS		13	0	\$1,531.22	\$0.00	\$1,531.22
COM-SUPR SYS RPR - Commercial Suppression Systems Repair/Remodel		1	0	5.28	.00	5.28
FIRE-REVIEW INSP - FIRE DEPT REVIEW & INSPECTION		1	0	176.00	.00	176.00
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		2	0	100.00	.00	100.00
Permit Type FIRE ALARM-FIRE ALARM Totals						
Permit Type FIRE SUPPRESSION-FIRE SUPPRESSION 3% BBS - 3% BBS		5	0	\$468.78	\$0.00	\$468.78
COM-SUPR SYS RPR - Commercial Suppression Systems Repair/Remodel		1	0	4.42	.00	4.42
FIRE-REVIEW INSP - FIRE DEPT REVIEW & INSPECTION		1	0	147.38	.00	147.38
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		3	0	93.75	.00	93.75
Permit Type FIRE SUPPRESSION-FIRE SUPPRESSION Totals						
Permit Type HVAC RES-HVAC RESIDENTIAL 1% BBS - 1% BBS		6	0	2.25	.00	2.25
RES-HVAC OWN RPL - Residential HVAC Owner Occupied Replacement		5	0	175.00	.00	175.00

Permit Revenue Summary Report

Payment Date Range 12/31/14 - 01/29/15

Summary Listing

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type HVAC RES-HVAC RESIDENTIAL						
RES-HVAC REPAIR - Residential HVAC Repair/Remodel		1	0	50.00	.00	50.00
Permit Type HVAC RES-HVAC RESIDENTIAL Totals		12	0	\$227.25	\$0.00	\$227.25
Permit Type PC-PLANNING COMMISSION						
PC - PLANNING COMMISSION		1	0	100.00	.00	100.00
Permit Type PC-PLANNING COMMISSION Totals		1	0	\$100.00	\$0.00	\$100.00
Permit Type PLUMB COMM-PLUMBING COMMERCIAL						
3% BBS - 3% BBS		5	0	23.02	.00	23.02
COM-PLUMB REPAIR - Commercial Plumbing Repair/Remodel		4	0	717.20	.00	717.20
COM-PLUMB REPLAC - Commercial Plumbing Replacement		1	0	50.00	.00	50.00
Permit Type PLUMB COMM-PLUMBING COMMERCIAL Totals		10	0	\$790.22	\$0.00	\$790.22
Permit Type PLUMB RES-PLUMBING RESIDENTIAL						
1% BBS - 1% BBS		5	0	1.90	.00	1.90
RES-PLUMB OWN RP - Residential Plumbing Owner Occupied Replacement		4	0	140.00	.00	140.00
RES-PLUMB REPAIR - Residential Plumbing Repair/Remodel		1	0	50.00	.00	50.00
Permit Type PLUMB RES-PLUMBING RESIDENTIAL Totals		10	0	\$191.90	\$0.00	\$191.90
Permit Type ZONING-ZONING						
COM-ZONING PSIGN - Commercial Zoning Permanent Signs		1	0	50.00	.00	50.00
RES-ZONING ADD - Residential Zoning Addition		1	0	100.00	.00	100.00
Permit Type ZONING-ZONING Totals		2	0	\$150.00	\$0.00	\$150.00
Grand Totals		67	0	\$4,040.27	\$0.00	\$4,040.27

Permit Revenue Summary Report

Payment Date Range 12/31/14 - 01/29/15

Detail Listing

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type ARB-ARCHITECTURAL REVIEW BOARD						
ARB SIGN REVIEW - SIGN REVIEW FOR ARCHITECTURAL REV BOARD		1	0	50.00	.00	50.00
Date	Transaction Type	Permit Number	Issued To	Amount		
01/23/2015	Payment Monies Received	ARB15-003	WATER STREET HOLDINGS LLC	50.00		
				\$50.00		\$50.00
Permit Type ARB-ARCHITECTURAL REVIEW BOARD Totals						
		1	0	\$50.00	\$0.00	\$50.00
Permit Type ELECTRICAL COMM-ELECTRICAL COMMERCIAL						
3% BBS - 3% BBS		2	0	4.50	.00	4.50
Date	Transaction Type	Permit Number	Issued To	Amount		
01/06/2015	Payment Monies Received	2015-00000002	SIEFER ELECTRIC, INC	1.50		
01/14/2015	Payment Monies Received	2015-00000053	CANAL FULTON ENTERPRISES INC	3.00		
				\$4.50		
CRES-ELECT RPAIR - Commercial Residential Electric Repair/Remodel						
01/06/2015	Payment Monies Received	2015-00000002	SIEFER ELECTRIC, INC	50.00		
01/14/2015	Payment Monies Received	2015-00000053	CANAL FULTON ENTERPRISES INC	100.00		
				\$150.00		
Permit Type ELECTRICAL COMM-ELECTRICAL COMMERCIAL Totals						
		4	0	\$154.50	\$0.00	\$154.50
Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL						
1% BBS - 1% BBS		2	0	.85	.00	.85
Date	Transaction Type	Permit Number	Issued To	Amount		
01/07/2015	Payment Monies Received	2015-00000007	OTT ELECTRICAL SERVICES INC.	.35		
01/26/2015	Payment Monies Received	2015-00000069	PETTIT ELECTRIC & PLUMBING	.50		
				\$0.85		
RES-ELEC REPAIR - Residential Electric Remodel/Repair						
01/26/2015	Payment Monies Received	2015-00000069	PETTIT ELECTRIC & PLUMBING	50.00		
				\$50.00		
RES-ELEC OWN SRV - Residential Electric Owner Occupied Service						
01/07/2015	Payment Monies Received	2015-00000007	OTT ELECTRICAL SERVICES INC.	35.00		
				\$35.00		
Permit Type ELECTRICAL RES-ELECTRICAL RESIDENTIAL Totals						
		4	0	\$85.85	\$0.00	\$85.85

Payment Date Range 12/31/14 - 01/29/15

Detail Listing

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
ENGINEERING RES-ENGINEERING RESIDENTIAL						
Permit Type EXCAVATION - EXCAVATION						
Date 01/14/2015	Transaction Type Payment Monies Received	Permit Number 2015-000000013	Issued To HELMLING EXCAVATING	20.00	Amount 20.00	20.00
					Amount \$20.00	
WATER FEE - WATER FEE						
Date 01/14/2015	Transaction Type Payment Monies Received	Permit Number 2015-000000013	Issued To HELMLING EXCAVATING	25.00	Amount 25.00	25.00
					Amount \$25.00	
Permit Type ENGINEERING RES-ENGINEERING RESIDENTIAL Totals				\$45.00	\$0.00	\$45.00
EXISTING COMM-EXISTING COMMERCIAL						
3% BBS - 3% BBS						
Date 01/02/2015	Transaction Type Payment Monies Received	Permit Number 2014-00000702	Issued To METIS CONSTRUCTION SERVICES	18.57	Amount 11.24	18.57
Date 01/07/2015	Transaction Type Payment Monies Received	Permit Number 2014-00000471	Issued To DOWNS CONSTRUCTION		Amount 4.33	
Date 01/23/2015	Transaction Type Payment Monies Received	Permit Number 2015-000000064	Issued To ANDERSON CONTRACTING		Amount 1.50	
Date 01/28/2015	Transaction Type Payment Monies Received	Permit Number 2015-000000065	Issued To ROBIN HATCHER		Amount 1.50	
					Amount \$18.57	
Permit Type EXISTING COMM-EXISTING COMMERCIAL Totals				618.90	.00	618.90
COM-BUILD REPAIR - Commercial Building Repair/Remodel						
Date 01/02/2015	Transaction Type Payment Monies Received	Permit Number 2014-00000702	Issued To METIS CONSTRUCTION SERVICES	374.60	Amount 374.60	
Date 01/07/2015	Transaction Type Payment Monies Received	Permit Number 2014-00000471	Issued To DOWNS CONSTRUCTION	144.30	Amount 144.30	
Date 01/23/2015	Transaction Type Payment Monies Received	Permit Number 2015-000000064	Issued To ANDERSON CONTRACTING	50.00	Amount 50.00	
Date 01/28/2015	Transaction Type Payment Monies Received	Permit Number 2015-000000065	Issued To ROBIN HATCHER	50.00	Amount 50.00	
					Amount \$618.90	
Permit Type COM-BUILD REPAIR - Commercial Building Repair/Remodel Totals				200.00	.00	200.00
FIRE-REVIEW INSP - FIRE DEPT REVIEW & INSPECTION						
Date 01/02/2015	Transaction Type Payment Monies Received	Permit Number 2014-00000702	Issued To METIS CONSTRUCTION SERVICES	100.00	Amount 100.00	
Date 01/07/2015	Transaction Type Payment Monies Received	Permit Number 2014-00000471	Issued To DOWNS CONSTRUCTION	100.00	Amount 100.00	
					Amount \$200.00	
Permit Type FIRE-REVIEW INSP - FIRE DEPT REVIEW & INSPECTION Totals				693.75	.00	693.75
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews						
Date 01/02/2015	Transaction Type Payment Monies Received	Permit Number 2014-00000702	Issued To METIS CONSTRUCTION SERVICES	112.50	Amount 112.50	
Date 01/02/2015	Transaction Type Payment Monies Received	Permit Number 2014-00000702	Issued To METIS CONSTRUCTION SERVICES	262.50	Amount 262.50	
Date 01/07/2015	Transaction Type Payment Monies Received	Permit Number 2014-00000471	Issued To DOWNS CONSTRUCTION	318.75	Amount 318.75	
					Amount \$693.75	
Permit Type PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews Totals				\$1,531.22	\$0.00	\$1,531.22

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type 3% BBS - 3% BBS	FIRE ALARM-FIRE ALARM					
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
01/02/2015	Payment Monies Received	2014-00000707	CCM ELECTRIC INC	5.28	5.28	5.28
					5.28	
					\$5.28	
COM-SUPR SYS RPR - Commercial Suppression Systems Repair/Remodel						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
01/02/2015	Payment Monies Received	2014-00000707	CCM ELECTRIC INC	176.00	176.00	176.00
					\$176.00	
FIRE-REVIEW INSP - FIRE DEPT REVIEW & INSPECTION						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
01/02/2015	Payment Monies Received	2014-00000707	CCM ELECTRIC INC	100.00	100.00	100.00
					\$100.00	
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
01/02/2015	Payment Monies Received	2014-00000707	CCM ELECTRIC INC	187.50	187.50	187.50
					131.25	
					56.25	
					\$187.50	
Permit Type FIRE ALARM-FIRE ALARM Totals						
		5	0	\$468.78	\$0.00	\$468.78
Permit Type 3% BBS - 3% BBS	FIRE SUPPRESSION-FIRE SUPPRESSION					
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
01/13/2015	Payment Monies Received	2015-00000009	S A COMUNALE	4.42	4.42	4.42
					\$4.42	
COM-SUPR SYS RPR - Commercial Suppression Systems Repair/Remodel						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
01/13/2015	Payment Monies Received	2015-00000009	S A COMUNALE	147.38	147.38	147.38
					\$147.38	
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
01/13/2015	Payment Monies Received	2015-00000009	S A COMUNALE	93.75	93.75	93.75
					93.75	
					\$93.75	
Permit Type FIRE SUPPRESSION-FIRE SUPPRESSION Totals						
		3	0	\$245.55	\$0.00	\$245.55

Permit Revenue Summary Report

Payment Date Range 12/31/14 - 01/29/15

Detail Listing

Fee Code	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
HVAC RES-HVAC RESIDENTIAL							
1% BBS - 1% BBS	Payment Monies Received	2015-00000006	6	0	2.25	.00	2.25
			<i>Issued To</i>			<i>Amount</i>	
				DeANGELIS HEATING & AIR CONDITIONING INC		.35	
				JACKSON COMFORT SYSTEMS, INC		.35	
				A TO ZOFF CO		.50	
				DeANGELIS HEATING & AIR CONDITIONING INC		.35	
				BLIND & SONS		.35	
				AMANDA GRIFFITHS		.35	
						\$2.25	
RES-HVAC OWN RPL - Residential HVAC Owner Occupied Replacement							
			5	0	175.00	.00	175.00
			<i>Issued To</i>			<i>Amount</i>	
				DeANGELIS HEATING & AIR CONDITIONING INC		35.00	
				JACKSON COMFORT SYSTEMS, INC		35.00	
				DeANGELIS HEATING & AIR CONDITIONING INC		35.00	
				BLIND & SONS		35.00	
				AMANDA GRIFFITHS		35.00	
						\$175.00	
RES-HVAC REPAIR - Residential HVAC Repair/Remodel							
			1	0	50.00	.00	50.00
			<i>Issued To</i>			<i>Amount</i>	
				A TO ZOFF CO		50.00	
						\$50.00	
HVAC RES-HVAC RESIDENTIAL Totals							
			12	0	\$227.25	\$0.00	\$227.25
PC-PLANNING COMMISSION							
			1	0	100.00	.00	100.00
			<i>Issued To</i>			<i>Amount</i>	
				JACKIE L EDWARDS/MARTIAL ARTS OHIO DAYCARE		100.00	
						\$100.00	
PC-PLANNING COMMISSION Totals							
			1	0	\$100.00	\$0.00	\$100.00
PLUMB COMM-PLUMBING COMMERCIAL							
			5	0	23.02	.00	23.02
			<i>Issued To</i>			<i>Amount</i>	
				ACE BROTHERS PLUMBING		1.50	
				KLINE & KAVALI		2.40	
				KLINE & KAVALI		2.40	

Fee Code	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
3% BBS - 3% BBS	PLUMB COMM-PLUMBING COMMERCIAL							
	Transaction Type						Amount	
01/14/2015	Payment Monies Received	2015-00000057	5	Issued To KLINE & KAVALI	0	23.02	1.72	23.02
01/16/2015	Payment Monies Received	2015-00000061		LINDSAY & SON PLUMBING			15.00	
							\$23.02	
COM-PLUMB REPAIR - Commercial Plumbing Repair/Remodel								
	Transaction Type						Amount	
01/14/2015	Payment Monies Received	2015-00000055	4	Issued To KLINE & KAVALI	0	717.20	80.00	717.20
01/14/2015	Payment Monies Received	2015-00000056		KLINE & KAVALI			80.00	
01/14/2015	Payment Monies Received	2015-00000057		KLINE & KAVALI			57.20	
01/16/2015	Payment Monies Received	2015-00000061		LINDSAY & SON PLUMBING			500.00	
							\$717.20	
COM-PLUMB REPLAC - Commercial Plumbing Replacement								
	Transaction Type						Amount	
01/07/2015	Payment Monies Received	2015-00000008	1	Issued To ACE BROTHERS PLUMBING	0	50.00	50.00	50.00
Permit Type PLUMB COMM-PLUMBING COMMERCIAL Totals								
			10		0	\$790.22	\$0.00	\$790.22
Permit Type PLUMB RES-PLUMBING RESIDENTIAL								
	Transaction Type						Amount	
01/06/2015	Payment Monies Received	2015-00000003	5	Issued To ABC PLUMBING & DRAIN	0	1.90	.35	1.90
01/06/2015	Payment Monies Received	2015-00000005		R & R PLUMBING			.35	
01/20/2015	Payment Monies Received	2015-00000004		PORTAGE PLUMBING & HEATING INC			.35	
01/23/2015	Payment Monies Received	2015-00000067		APPC PLUMBING SERVICES			.35	
01/26/2015	Payment Monies Received	2015-00000070		PETTIT ELECTRIC & PLUMBING			.50	
							\$1.90	
RES-PLUMB OWN RP - Residential Plumbing Owner Occupied Replacement								
	Transaction Type						Amount	
01/06/2015	Payment Monies Received	2015-00000003	4	Issued To ABC PLUMBING & DRAIN	0	140.00	35.00	140.00
01/06/2015	Payment Monies Received	2015-00000005		R & R PLUMBING			35.00	
01/20/2015	Payment Monies Received	2015-00000004		PORTAGE PLUMBING & HEATING INC			35.00	
01/23/2015	Payment Monies Received	2015-00000067		APPC PLUMBING SERVICES			35.00	
							\$140.00	
RES-PLUMB REPAIR - Residential Plumbing Repair/Remodel								
	Transaction Type						Amount	
01/26/2015	Payment Monies Received	2015-00000070	1	Issued To PETTIT ELECTRIC & PLUMBING	0	50.00	50.00	50.00

Fee Code	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type PLUMB RES-PLUMBING RESIDENTIAL Totals							
			10	0	\$191.90	\$0.00	\$191.90
Permit Type ZONING-ZONING							
COM-ZONING PSIGN - Commercial Zoning	Permanent Signs		1	0	50.00	.00	50.00
Date	Transaction Type	Permit Number	Issued To		Amount		
01/20/2015	Payment Monies Received	2015-00000062	ADAMS ELECTRIC SIGNS		50.00		
					\$50.00		
RES-ZONING ADD - Residential Zoning Addition			1	0	100.00	.00	100.00
Date	Transaction Type	Permit Number	Issued To		Amount		
01/28/2015	Payment Monies Received	2015-00000071	TRANSOHIO PROPERTIES INC		100.00		
					\$100.00		
Permit Type ZONING-ZONING Totals							
			2	0	\$150.00	\$0.00	\$150.00
Grand Totals							
			67	0	\$4,040.27	\$0.00	\$4,040.27

Case by Inspector Report

Date Type: Open Date

From Date: 01/01/2015 - To Date: 01/31/2015

Inspector:	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
Paul Bauer	2015-00000001	COMPLIED	couch in yard	01/02/2015	02/09/2015	38	Paul J. Bauer	214 SUMMIT ST KENT, OH 44240
	2015-00000002	COMPLIED	busted up furniture in tl	01/02/2015	01/09/2015	7	Paul J. Bauer	719 AKRON BLVD KENT, OH 44240
	2015-00000004	COMPLIED	sofa/debris in drive	01/05/2015	01/26/2015	21	Paul J. Bauer	1322 CHELTON RD KENT, OH 44240
	2015-00000009	COMPLIED	trash not in hard container	01/05/2015	01/12/2015	7	Paul J. Bauer	238 E COLLEGE ST KENT, OH 44240
	2015-00000024	COMPLIED	upholstered chair on porch	01/07/2015	01/20/2015	13	Paul J. Bauer	122 N PEARL ST KENT, OH 44240
	2015-00000026	COMPLIED	palette on tl	01/09/2015	01/12/2015	3	Paul J. Bauer	520 CRAIN AVE KENT, OH 44240
	2015-00000027	ENTER IN ERROR	tire on tl	01/09/2015	01/09/2015	0	Paul J. Bauer	408 N MANTUA ST KENT, OH 44240
	2015-00000028	COMPLIED	tire on tl	01/09/2015	01/12/2015	3	Paul J. Bauer	408 WELM ST KENT, OH 44240
	2015-00000031	COMPLIED	trash not in hard container	01/12/2015	01/12/2015	0	Paul J. Bauer	426 WELM ST KENT, OH 44240
	2015-00000032	COMPLIED	loose garbage on front porch	01/12/2015	01/15/2015	3	Paul J. Bauer	634 VINE ST KENT, OH 44240
	2015-00000033	NO VIOLATION	snow plowed into street	01/12/2015	01/13/2015	1	Suzanne R. Stemnock	998 NATHAN DR KENT, OH 44240
	2015-00000034	NO VIOLATION	snow on walk	01/13/2015	01/13/2015	0	Paul J. Bauer	1410 S WATER ST KENT, OH 44240
	2015-00000035	ENTER IN ERROR	snow on walk	01/13/2015	01/13/2015	0	Paul J. Bauer	1410 S WATER ST KENT, OH 44240
	2015-00000036	COMPLIED	snow on walk	01/13/2015	02/03/2015	21	Paul J. Bauer	1410 S WATER ST KENT, OH 44240
	2015-00000037	COMPLIED	snow piles on walk	01/13/2015	01/28/2015	15	Paul J. Bauer	405 E MAIN ST KENT, OH 44240

Case by Inspector Report

Date Type: Open Date

From Date: 01/01/2015 - To Date: 01/31/2015

Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
MANMADE SNOW ACCUMULATION	2015-000000038	COMPLIED	snow on walk	01/13/2015	01/21/2015	8	Paul J. Bauer	1627 E MAIN ST KENT, OH 44240
MANMADE SNOW ACCUMULATION	2015-000000039	COMPLIED	snow piles on walk	01/13/2015	01/13/2015	0	Paul J. Bauer	424 LAKE ST KENT, OH 44240
MANMADE SNOW ACCUMULATION	2015-000000040	COMPLIED	snow on walk	01/14/2015	01/23/2015	9	Paul J. Bauer	1219 E MAIN ST KENT, OH 44240
MANMADE SNOW ACCUMULATION	2015-000000041	COMPLIED	snow on walk	01/14/2015	01/23/2015	9	Paul J. Bauer	1227 E MAIN ST KENT, OH 44240
MANMADE SNOW ACCUMULATION	2015-000000042	COMPLIED	snow piles on walk	01/14/2015	02/09/2015	26	Paul J. Bauer	1359 E MAIN ST KENT, OH 44240
MANMADE SNOW ACCUMULATION	2015-000000043	ENTER IN ERROR	snow on walk	01/14/2015	01/14/2015	0	Paul J. Bauer	
MANMADE SNOW ACCUMULATION	2015-000000044	COMPLIED	snow on walk	01/14/2015	01/23/2015	9	Paul J. Bauer	1397 E MAIN ST KENT, OH 44240
PROPERTY MAINTENANCE	2015-000000045	COMPLIED	rusty pole	01/14/2015	01/20/2015	6	Paul J. Bauer	412 W MAIN ST KENT, OH 44240
PROPERTY MAINTENANCE	2015-000000046	COMPLIED	upholstered chair on porch	01/14/2015	01/14/2015	0	Paul J. Bauer	417 STINAFF ST KENT, OH 44240
PROPERTY MAINTENANCE	2015-000000048	NO VIOLATION	Unsheltered vehicle in drive (exp tags)	01/15/2015	01/26/2015	11	Paul J. Bauer	940 N MANTUA ST KENT, OH 44240
MANMADE SNOW ACCUMULATION	2015-000000050	COMPLIED	snow on walk	01/15/2015	01/23/2015	8	Paul J. Bauer	227 E MAIN ST KENT, OH 44240
UNSHeltered STORAGE-VEHICLE	2015-000000051	COMPLIED	Unsheltered vehicle in drive	01/20/2015	01/30/2015	10	Paul J. Bauer	1108 S WATER ST KENT, OH 44240
PROPERTY MAINTENANCE	2015-000000052	ENTER IN ERROR	demo garage	01/20/2015	01/26/2015	6	Paul J. Bauer	1108 S WATER ST KENT, OH 44240
UNSHeltered STORAGE-VEHICLE	2015-000000054	COMPLIED	Unsheltered vehicle in drive (exp tags)	01/21/2015	01/30/2015	9	Paul J. Bauer	216 HARRIS ST KENT, OH 44240
ZONING-BOARDING HOUSE	2015-000000055	NO VIOLATION	several cars in drice	01/21/2015	01/21/2015	0	Paul J. Bauer	537 S DEPEYSTER ST KENT, OH 44240

Case by Inspector Report

Date Type: Open Date

From Date: 01/01/2015 - To Date: 01/31/2015

Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
PROPERTY MAINTENANCE	2015-00000056	COMPLIED	gutters, fascial/soffit, premise ID	01/21/2015	02/10/2015	20	Paul J. Bauer	632 S DEPEYSTER ST, KENT, OH 44240
ZONING-BOARDING HOUSE	2015-00000059	NO VIOLATION	possible boarding house	01/23/2015	01/23/2015	0	Paul J. Bauer	641 S DEPEYSTER ST, KENT, OH 44240
UNSHeltered STORAGE-VEHICLE	2015-00000062	COMPLIED	black Cavalier exp pits 11/14	01/23/2015	02/05/2015	13	Paul J. Bauer	1340 FAIRCHILD AVE, KENT, OH 44240
MANMADE SNOW ACCUMULATION	2015-00000064	COMPLIED	snow piles in walk	01/27/2015	01/30/2015	3	Paul J. Bauer	414 E MAIN ST, KENT, OH 44240
MANMADE SNOW ACCUMULATION	2015-00000065	COMPLIED	8' snow pile dumped in street	01/27/2015	01/28/2015	1	Christopher A. Sample	176 E MAIN ST, KENT, OH 44240
ZONING-BOARDING HOUSE	2015-00000066	COMPLIED	illegal boarding house	01/28/2015	02/11/2015	14	Paul J. Bauer	118 E SUMMIT ST, KENT, OH 44240
ZONING-BOARDING HOUSE	2015-00000069	NO VIOLATION	illegal boarding house investigation	01/30/2015	01/30/2015	0	Paul J. Bauer	530 VINE ST, KENT, OH 44240
PROPERTY MAINTENANCE	2015-00000070	NO VIOLATION	vacant house	01/30/2015	01/30/2015	0	Calvin Walk at Mortgage Services	521 DEIDRICK RD, KENT, OH 44240
Paul Bauer Totals:		38 Case(s)						
Grand Totals :		38 Case(s)						

**City of Kent
Income Tax Division**

**January 31, 2015
Income Tax Receipts Comparison - (Excluding 0.25% Police Facility Receipts)**

Monthly Receipts

Total receipts for the month of January, 2015	\$1,133,206
Total receipts for the month of January, 2014	\$935,222
Total receipts for the month of January, 2013	\$897,977

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

	<u>Year-to-date Actual</u>	<u>Percent of Annual</u>
Total receipts January 1 through January 31, 2015	\$1,133,206	8.78%
Total receipts January 1 through January 31, 2014	\$935,222	7.14%
Total receipts January 1 through January 31, 2013	\$897,977	7.24%

Year-to-date Receipts Through January 31, 2015 - Budget vs. Actual

<u>Year</u>	<u>Annual Budgeted Receipts</u>	<u>Revised Budgeted Receipts</u>	<u>Year-to-date Actual Receipts</u>	<u>Percent Collected</u>	<u>Percent Remaining</u>
2015	\$ 12,900,000	\$ 12,900,000	\$ 1,133,206	8.78%	91.22%

Comparisons of Total Annual Receipts for Previous Eight Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change From Prior Year</u>
2007	\$ 10,540,992	3.84%
2008	\$ 10,712,803	1.63%
2009	\$ 10,482,215	-2.15%
2010	\$ 10,453,032	-0.28%
2011	\$ 10,711,766	2.48%
2012	\$ 12,063,299	12.62%
2013	\$ 12,397,812	2.77%
2014	\$ 13,099,836	5.66%

Submitted by



Director of Budget and Finance

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
(Excluding 0.25% Police Facility Receipts)
as of Month Ended January 31, 2015

Monthly Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 897,977	\$ 935,222	\$ 1,133,206	\$ 197,984	21.17%
February	919,060	992,427			
March	988,906	1,027,737			
April	1,330,732	1,393,884			
May	1,021,364	1,029,906			
June	1,059,172	1,170,257			
July	967,424	1,073,397			
August	989,007	997,630			
September	1,205,984	983,247			
October	1,038,755	1,138,675			
November	1,042,418	1,152,778			
December	937,014	1,204,676			
Totals	\$ 12,397,812	\$ 13,099,836	\$ 1,133,206		

Year-to-Date Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 897,977	\$ 935,222	\$ 1,133,206	\$ 197,984	21.17%
February	1,817,036	1,927,649			
March	2,805,942	2,955,386			
April	4,136,674	4,349,270			
May	5,158,038	5,379,176			
June	6,217,210	6,549,433			
July	7,184,634	7,622,830			
August	8,173,641	8,620,460			
September	9,379,625	9,603,707			
October	10,418,380	10,742,382			
November	11,460,798	11,895,160			
December	12,397,812	13,099,836			
Totals	\$ 12,397,812	\$ 13,099,836			

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
(Excluding 0.25% Police Facility Receipts)
as of Month Ended January 31, 2015

Monthly Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 383,688	\$ 397,519	\$ 414,915	\$ 17,396	4.38%
February	353,861	361,700			
March	384,674	404,469			
April	396,905	412,661			
May	379,202	396,992			
June	413,558	425,614			
July	359,357	374,686			
August	375,619	389,902			
September	321,941	332,001			
October	392,945	407,748			
November	399,939	456,507			
December	441,408	418,293			
Totals	\$ 4,603,095	\$ 4,778,094	\$ 414,915		

Year-to-Date Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 383,688	\$ 397,519	\$ 414,915	\$ 17,396	4.38%
February	737,549	759,219			
March	1,122,223	1,163,689			
April	1,519,127	1,576,350			
May	1,898,329	1,973,342			
June	2,311,886	2,398,956			
July	2,671,244	2,773,643			
August	3,046,863	3,163,545			
September	3,368,804	3,495,546			
October	3,761,748	3,903,294			
November	4,161,688	4,359,801			
December	4,603,095	4,778,094			
Totals	\$ 4,603,095	\$ 4,778,094			

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
(Excluding 0.25% Police Facility Receipts)

Comparisons of Total Annual Receipts for Previous Eight Years

Year	Total Receipts	Percent Change
2007	\$ 3,707,931	4.68%
2008	\$ 3,919,539	5.71%
2009	\$ 4,090,788	4.37%
2010	\$ 4,267,465	4.32%
2011	\$ 4,246,372	-0.49%
2012	\$ 4,436,666	4.48%
2013	\$ 4,603,095	3.75%
2014	\$ 4,778,094	3.80%

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
Police Facility Dedicated Income Tax Receipts - 1/9 of Total (0.25%)
as of Month Ended January 31, 2015

Monthly Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	N/A	\$ 116,890	\$ 141,635	\$ 24,745	21.17%
February	N/A	124,039			
March	N/A	128,453			
April	N/A	174,216			
May	N/A	128,723			
June	N/A	146,266			
July	N/A	134,159			
August	N/A	124,690			
September	N/A	122,892			
October	N/A	142,318			
November	N/A	144,081			
December	N/A	150,569			
Totals	\$ -	\$ 1,637,295	\$ 141,635		

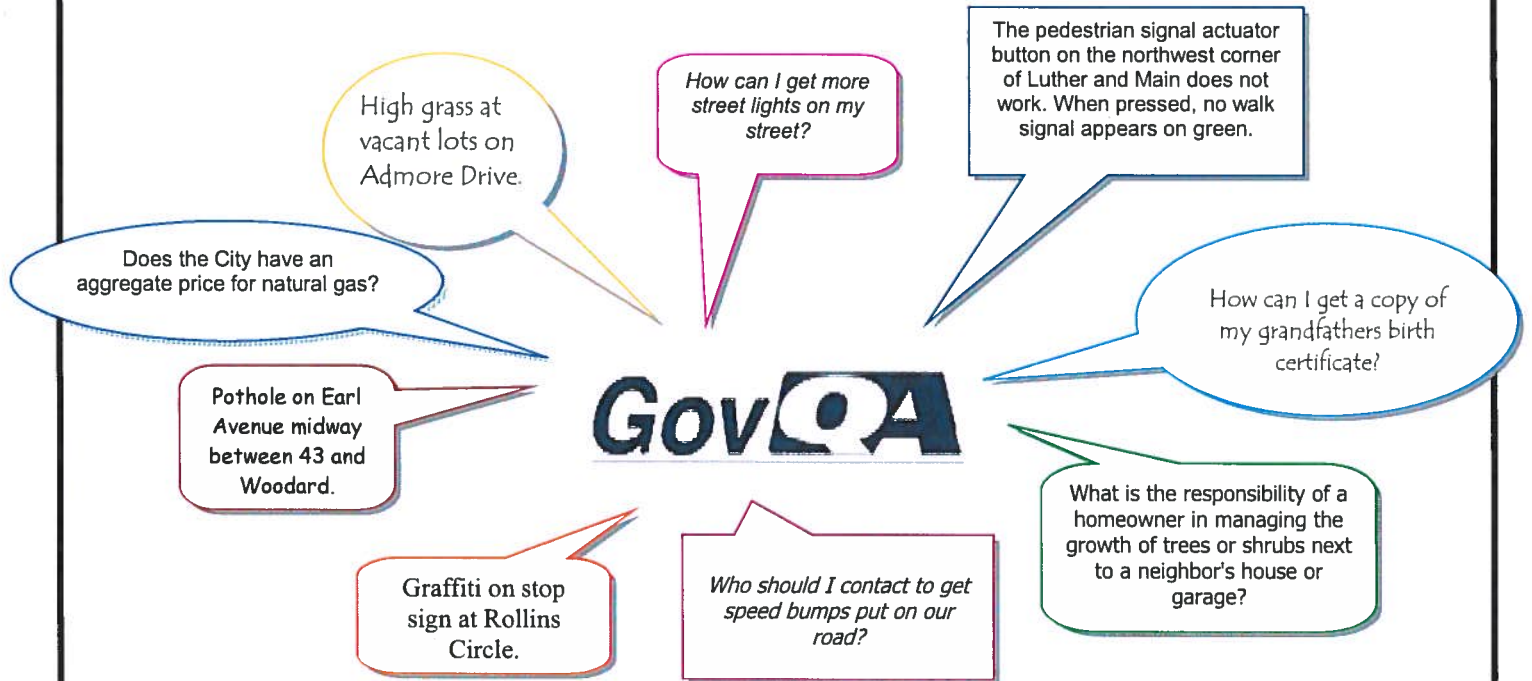
Year-to-Date Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	N/A	\$ 116,890	\$ 141,635	\$ 24,745	21.17%
February	N/A	\$ 240,929			
March	N/A	\$ 369,382			
April	N/A	\$ 543,598			
May	N/A	\$ 672,321			
June	N/A	\$ 818,586			
July	N/A	\$ 952,745			
August	N/A	\$ 1,077,435			
September	N/A	\$ 1,200,327			
October	N/A	\$ 1,342,645			
November	N/A	\$ 1,486,726			
December	N/A	\$ 1,637,295			
Totals	N/A	\$ 1,637,295			

2015 CITY OF KENT, OHIO
Comparison of Total Income Tax Receipts - Including Police Facility Receipts
as of Month Ended January 31, 2015

Monthly Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 897,977	\$ 1,052,112	\$ 1,274,841	\$ 222,729	21.17%
February	919,060	1,116,466			
March	988,906	1,156,190			
April	1,330,732	1,568,100			
May	1,021,364	1,158,629			
June	1,059,172	1,316,523			
July	967,424	1,207,556			
August	989,007	1,122,320			
September	1,205,984	1,106,139			
October	1,038,755	1,280,993			
November	1,042,418	1,296,859			
December	937,014	1,355,243			
Totals	\$ 12,397,812	\$ 14,737,131	\$ 1,274,841		

Year-to-Date Receipts				Comparisons	
Month	2013	2014	2015	Amount	Percent Change
January	\$ 897,977	\$ 1,052,112	\$ 1,274,841	\$ 222,729	21.17%
February	1,817,036	2,168,578			
March	2,805,942	3,324,768			
April	4,136,674	4,892,868			
May	5,158,038	6,051,497			
June	6,217,210	7,368,020			
July	7,184,634	8,575,576			
August	8,173,641	9,697,896			
September	9,379,625	10,804,035			
October	10,418,380	12,085,028			
November	11,460,798	13,381,888			
December	12,397,812	14,737,131			
Totals	\$ 12,397,812	\$ 14,737,131			

2008 to 2014 Citizen Action Center Summary

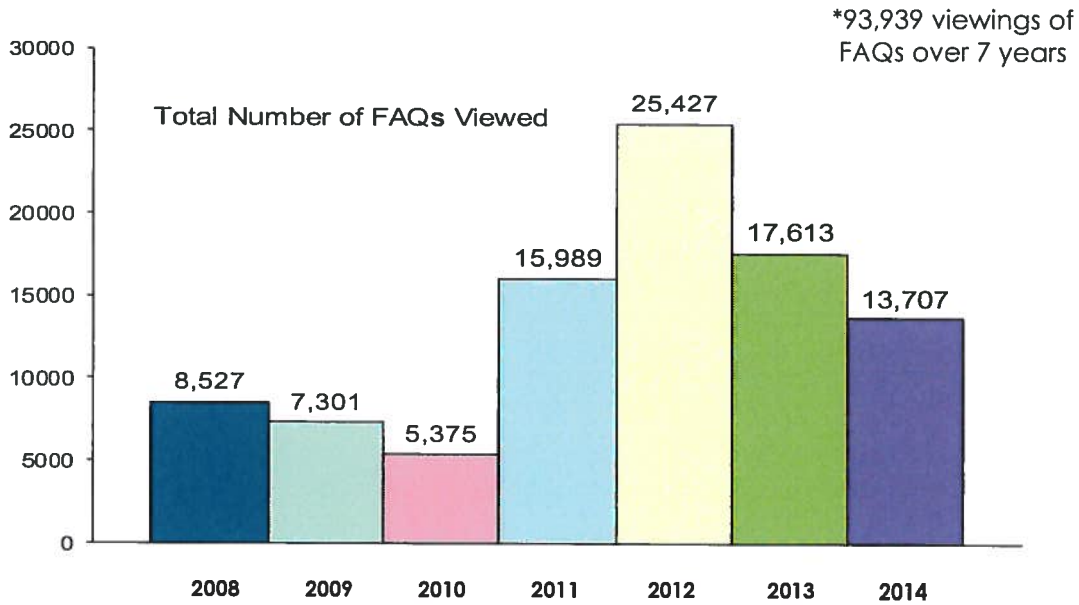


This report was prepared by staff to summarize the use of the online Citizen Action Center by Kent residents. The report includes a comparison of statistics across several years – 2008, 2009, 2010, 2011, 2012, 2013 and 2014. The Citizen Action Center went live online in March 2008 so the data for 2008 is a partial year while the data for the other six years is complete.

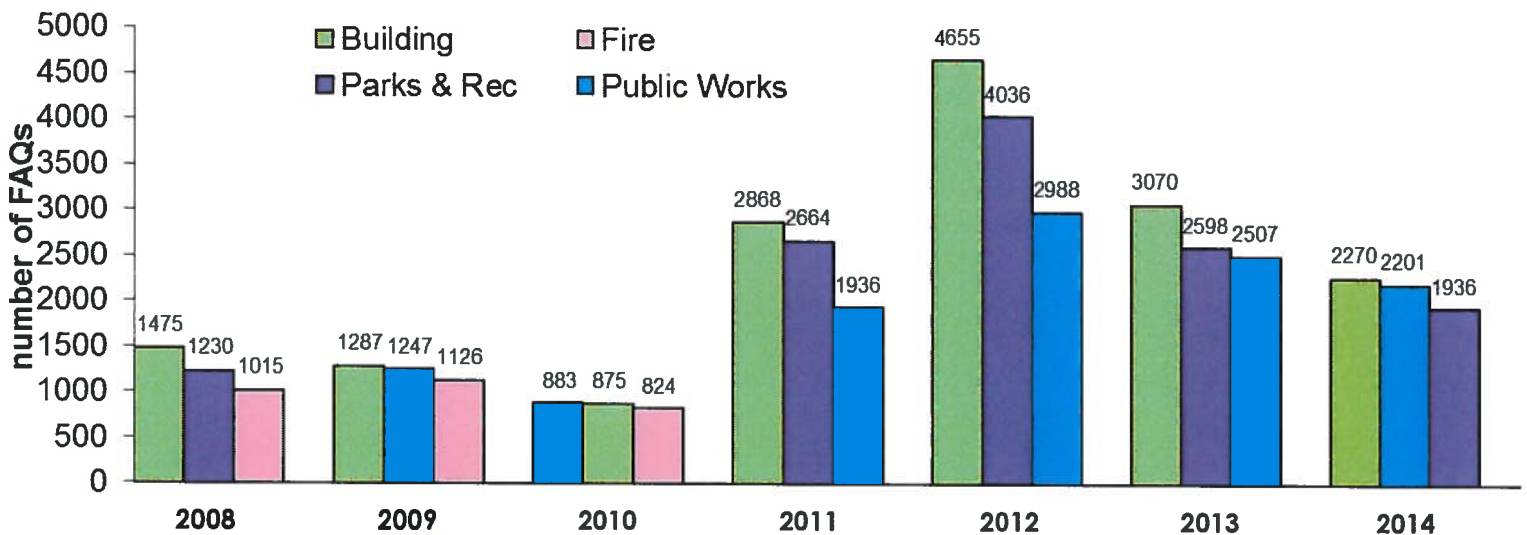
The Citizen Action Center allows citizens to have access to a knowledge database while also giving them the ability to communicate with City staff through the online service tools. With these tools citizens can ask staff questions, create service requests, and track the progress of their requests.

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

Online Frequently Asked Questions Use: 2008-2014



Departments with Most Viewed FAQs



2008-2014 FAQ Summary

Citizens are able to search questions using phrases or keywords

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

There are 41 total FAQs in the system

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

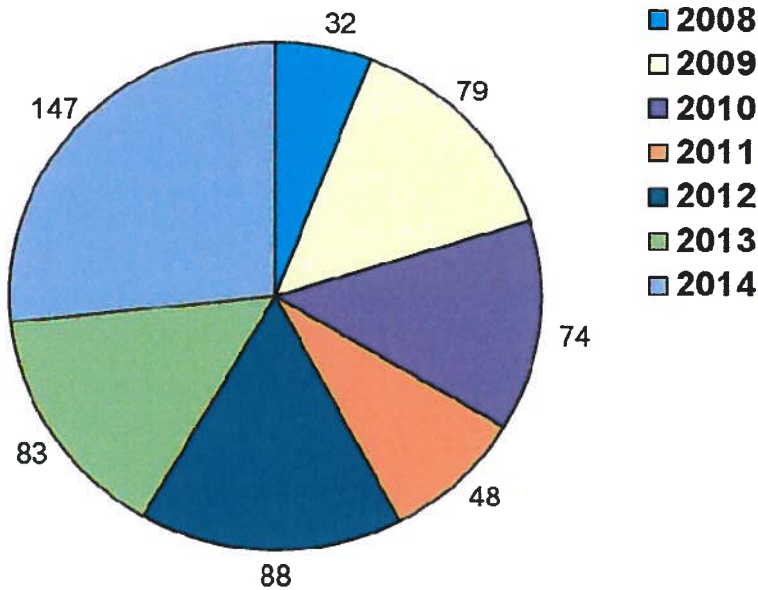
The top FAQ the last three years has been "Does the City provide public garbage pick-up?"

The total number of FAQ views is 93,939

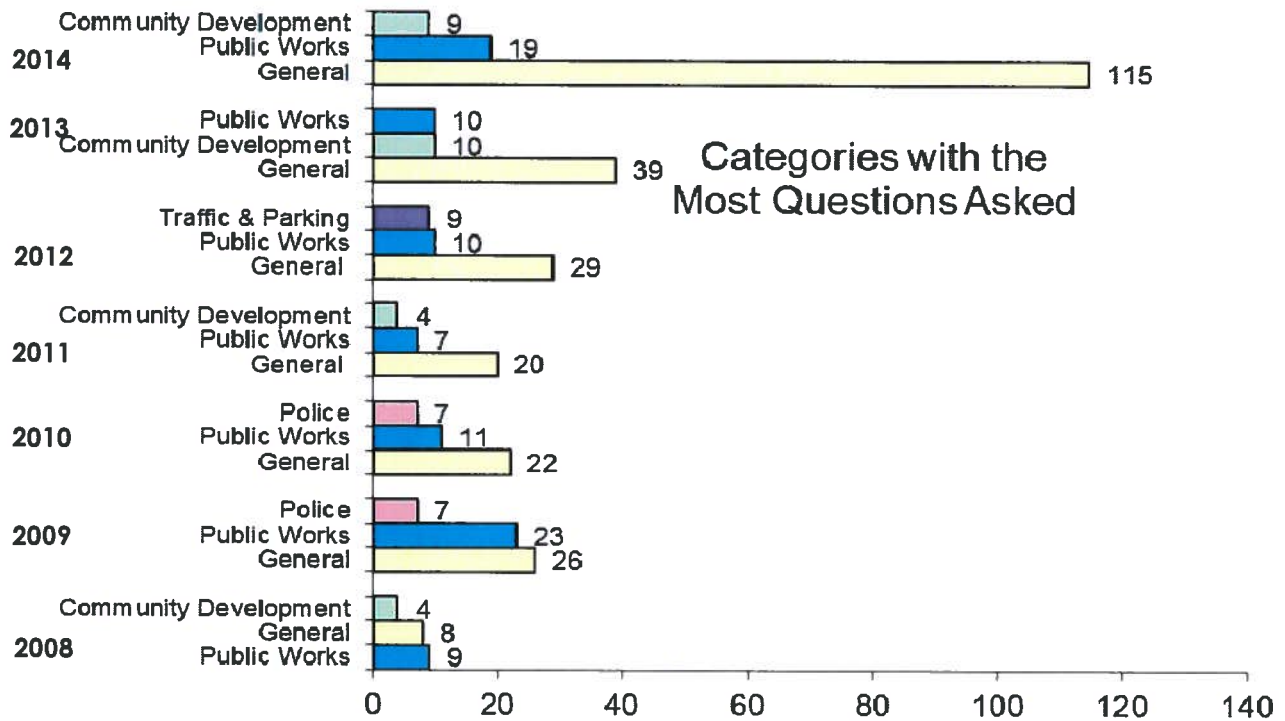
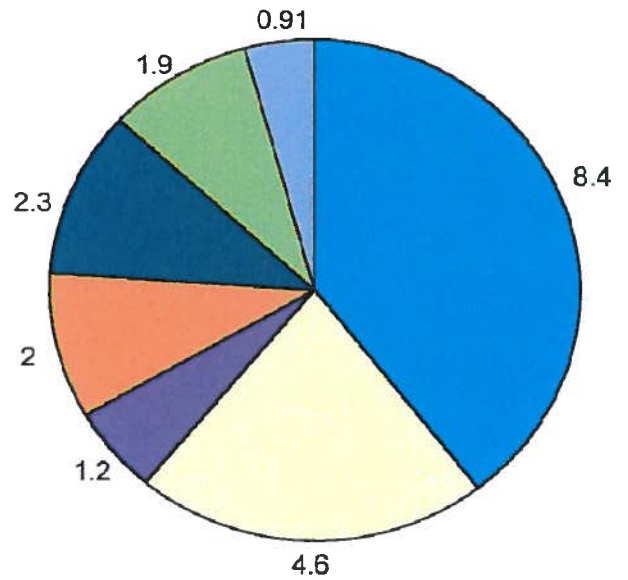
The top searched phrases in 2014 were "employment", "trick-or-treat", and "birth/death certificates"

Citizen Online Service Questions Use: 2008-2014

Total Questions Asked



Average Time to Answer Questions (days)



2008-2014 Service Question Summary

Citizens are able to submit unique questions online

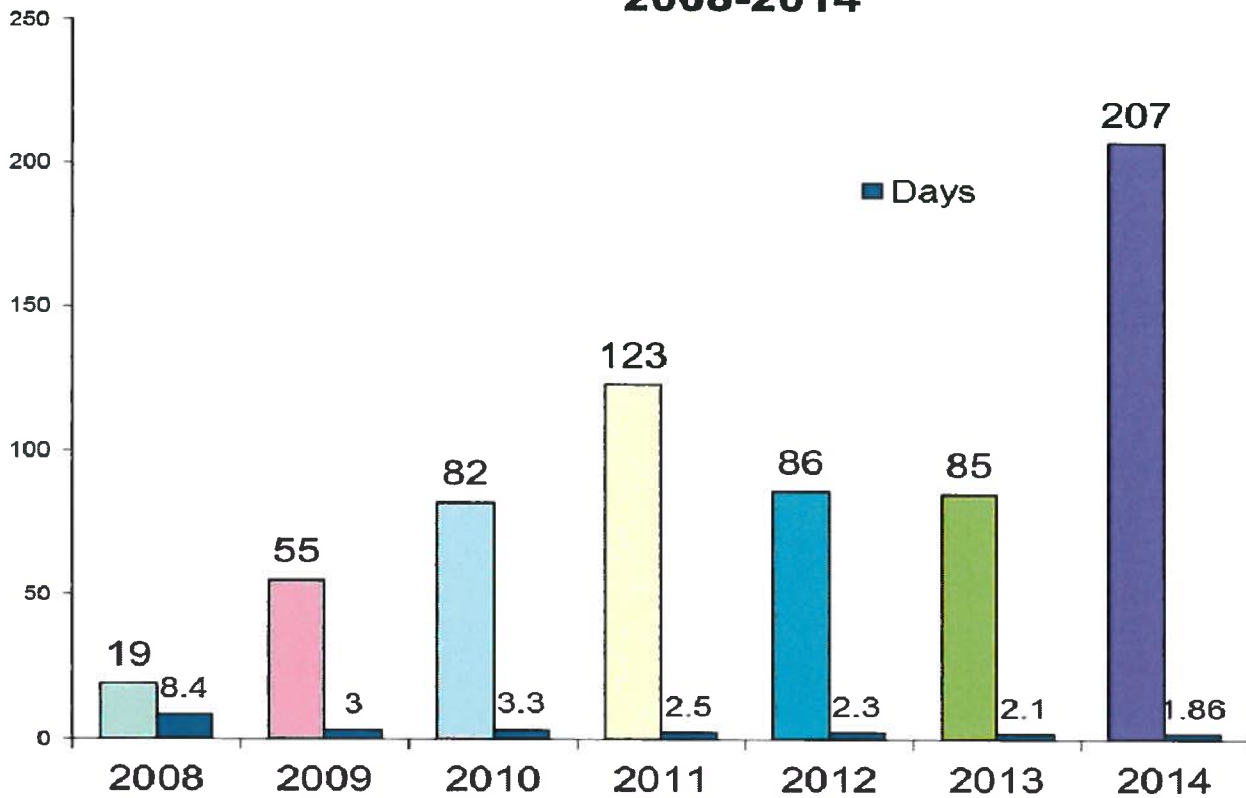
Questions are answered directly by the appropriate staff

There have been a total of 551 questions asked over 7 years

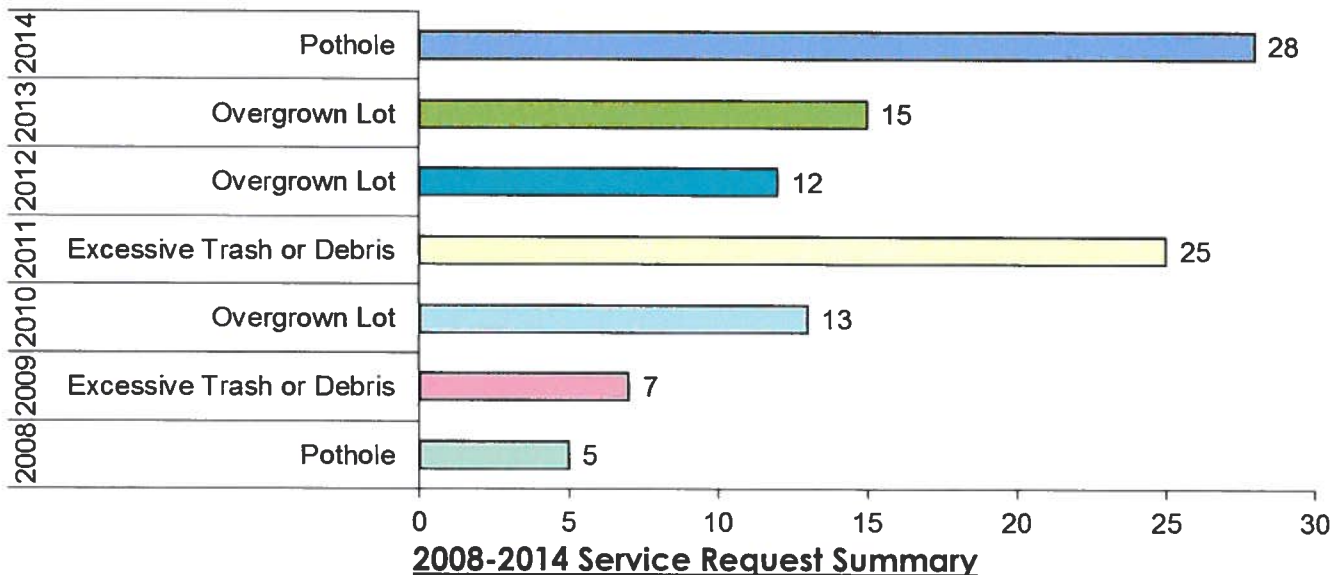
General types of questions have been the most popular with 247 total over the last 7 years

Citizen Online Service Requests 2008-2014

City Service Requests and Days to Respond 2008-2014



Most Common Requests by Type



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

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

There were a total of 641 service requests over the last 7 years

Public Works had the most requests with 71 total

The total time it took to complete a request in 2014 was the lowest it has ever been

**CITY OF KENT
ARCHITECTURAL REVIEW BOARD
MARCH 3, 2015**

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

A G E N D A

I. CALL TO ORDER

II. ROLL CALL

III. ADMINISTRATION OF OATH

IV. PROJECT REVIEW

**A. ARB15-003 MR. ZUB'S SIGNAGE
138 SOUTH WATER STREET**

The applicant is requesting review of signage for Mr. Zub's.

- 1) Discussion
- 2) Recommendation/Action – Certificate of Appropriateness

**B. ARB15-004 BLUE
118 EAST MAIN STREET**

The applicant is requesting review of signage.

- 1) Discussion
- 2) Recommendation/Action – Certificate of Appropriateness

V. MEETING MINUTES SUMMARY

August 5, 2014

VI. OTHER BUSINESS

VII. ADJOURNMENT



Archer Sign CORPORATION

2/15/15

Attn: Kent review board

I would like to apologize for the installation of the awnings that were installed at 118 E. Main Street in Kent. We had a salesman retire and was told that permits were secure and awning were manufactured and installed. They are the same size that was originally at this location. The awnings are a simple blue translucent vinyl on a white fire resistant fabric. Please once again except my apology for this misunderstanding

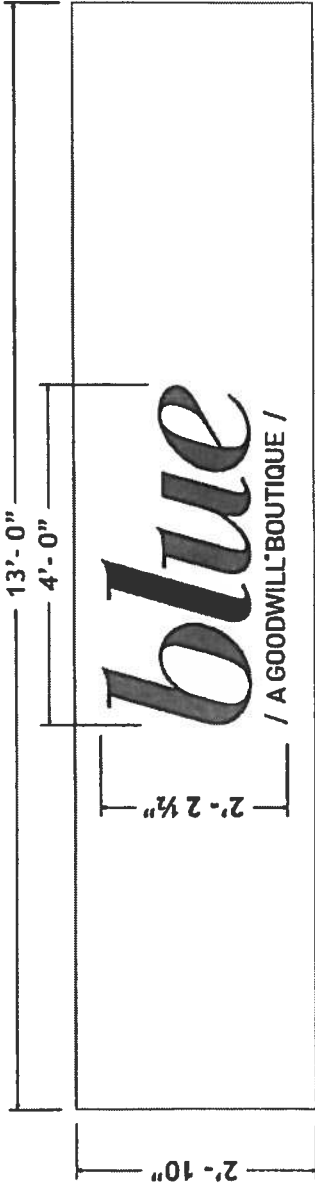
Sincerely,

Paul Petro
Archer sign corp

 CITY OF KENT

FEB 19 2015

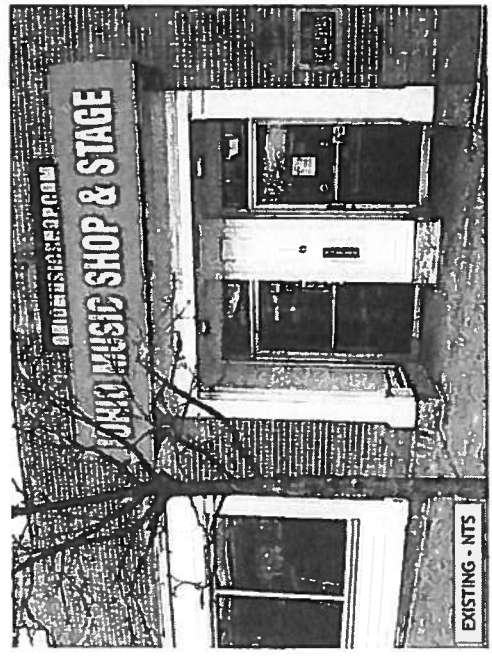
DIVISION OF BUILDING



NEW AWNING FABRIC/GRAPHICS

SCALE: 1/2" = 1'

- Remove existing fabric from existing awning frame
- Assume staple frames
- Cut, sew, and install new white vinyl awning fabric
- New translucent vinyl graphics
- 24" projection

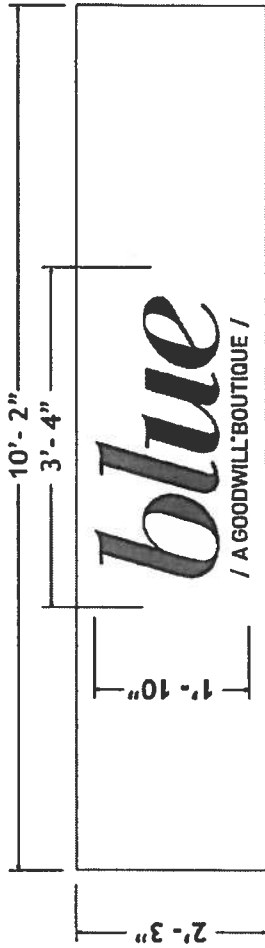


COLORS	
<input type="checkbox"/> PAINTS 2BRC	
<input type="checkbox"/> WHITE	
CLIENT REVIEW STATUS	
<input type="checkbox"/> APPROVED AS NOTED	
<input type="checkbox"/> REVISE & RESUBMIT	
DATE:	DATE:

THIS IS NOT A SHOP DRAWING

NOTE: A FIELD SURVEY IS REQUIRED BEFORE FABRICATION.

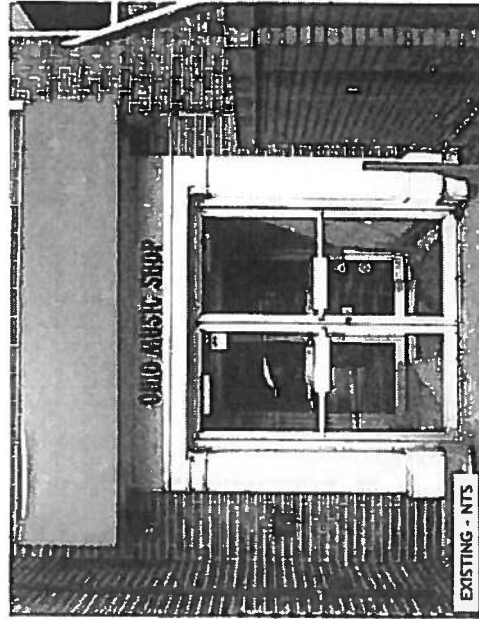
		DATE: 12/22/14 DRAWN BY: [Signature] PROJECT: [Signature]	LOCAL OFFICE: KENT PROJECT MANAGER: [Signature]	FIELD REPRESENTATIVE: GARY SLADE FIELD REPRESENTATIVE: JACQUES WELLS FIELD REPRESENTATIVE: SOUTHPOINT SIGNAGE, INC.	PROJECT NO.: AA SCALE: 1/2" = 1'	APPROVED BY: [Signature]
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NEW AWNING FABRIC/GRAPHICS

SCALE: 1/2" = 1'

- Remove existing awning fabric from existing awning frame
- *Assumes staple frames
- Cut, sew, and install new white vinyl awning fabric
- New translucent vinyl graphics
- 24" projection



COLORS

PAVING 288C
WHITE

CLIENT REVIEW STATUS

APPROVED APPROVED AS NOTED
REVISE & RESUBMIT

DATE: _____

THIS IS NOT A SHOP DRAWING

NOTE: A FIELD SURVEY IS REQUIRED BEFORE FABRICATION.

Archer Sign CORPORATION <small>1817 Highway 456 and 6457th St. - 4041794 - www.archersign.com</small>		DATE: 12/22/14	REVISION: KENT	DESIGNER: GARY SLADE <small>10000 BROADWAY SUITE 1000 DALLAS TX 75240-1000 G.SLAD@ARCHERSIGN.COM</small>	PROJECT: AA	SCALE: 1/2" = 1'
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