



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

TO: Dave Ruller, City Manager
FROM: Dave Coffee, Director of Budget and Finance
DATE: November 5, 2010
SUBJECT: Advance of Property Taxes Resolution

A handwritten signature in black ink, appearing to read "D. Coffee", is positioned to the right of the "FROM:" line.

The City is permitted by Section 321.34 of the Ohio Revised Code to request the County advance to the City any property taxes that have been collected prior to the normal February settlement date. Passage of this resolution will enable the City to receive at least a portion of its property taxes approximately four to six weeks prior to the actual settlement date. I am respectfully requesting that a resolution to advance taxes from the proceeds of the 2010 tax year collection pursuant to Section 321.34 of the Ohio Revised Code be placed on the Nov. 17, 2010 City Council agenda for approval.

**City of Kent
Income Tax Division**

September 30, 2010

Income Tax Receipts Comparisons - RESTATED - (NET of Refunds)

Monthly Receipts

Total receipts for the month of September, 2010	\$762,176
Total receipts for the month of September, 2009	\$729,239
Total receipts for the month of September, 2008	\$827,748

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 September 30, 2010	\$7,706,188	
Total receipts January 1 through September 30, 2009	\$7,922,260	75.58%
Total receipts January 1 through September 30, 2008	\$7,959,856	74.30%


Year-to-date Receipts Through September 30, 2010 - 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>
2010	\$ 10,500,000	\$ 10,500,000	\$ 7,706,188	73.39%	26.61%

Comparisons of Total Annual Receipts for Previous Five Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change From Prior Year</u>
2005	\$ 10,188,261	6.33%
2006	\$ 10,151,202	-0.36%
2007	\$ 10,540,992	3.84%
2008	\$ 10,712,803	1.63%
2009	\$ 10,482,215	-2.15%

Submitted by



, Director of Budget and Finance

2010 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
for Month Ended September 30, 2010

Monthly Receipts				Comparisons	
Month	2008	2009	2010	Amount	Percent Change
January	\$ 1,012,461	\$ 731,968	\$ 952,296	\$ 220,328	30.10%
February	782,239	1,083,705	785,233	(298,472)	-27.54%
March	852,617	845,720	809,613	(36,107)	-4.27%
April	1,207,724	993,055	1,026,687	33,632	3.39%
May	749,292	988,003	877,364	(110,639)	-11.20%
June	848,840	867,634	798,635	(68,999)	-7.95%
July	921,824	824,083	828,960	4,877	0.59%
August	757,111	858,853	865,224	6,371	0.74%
September	827,748	729,239	762,176	32,937	4.52%
October	960,601	886,840			
November	887,150	820,876			
December	905,196	852,239			
Totals	\$ 10,712,803	\$ 10,482,215	\$ 7,706,188		

Year-to-Date Receipts				Comparisons	
Month	2008	2009	2010	Amount	Percent Change
January	\$ 1,012,461	\$ 731,968	\$ 952,296	\$ 220,328	30.10%
February	1,794,700	1,815,673	1,737,529	(78,144)	-4.30%
March	2,647,317	2,661,393	2,547,142	(114,251)	-4.29%
April	3,855,041	3,654,448	3,573,829	(80,619)	-2.21%
May	4,604,333	4,642,451	4,451,193	(191,258)	-4.12%
June	5,453,173	5,510,085	5,249,828	(260,257)	-4.72%
July	6,374,997	6,334,168	6,078,788	(255,380)	-4.03%
August	7,132,108	7,193,021	6,944,012	(249,009)	-3.46%
September	7,959,856	7,922,260	7,706,188	(216,072)	-2.73%
October	8,920,457	8,809,100			
November	9,807,607	9,629,976			
December	10,712,803	10,482,215			
Totals	\$ 10,712,803	\$ 10,482,215			

2010 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
for Month Ended September 30, 2010

Monthly Receipts				Comparisons	
Month	2008	2009	2010	Amount	Percent Change
January	\$ 328,155	\$ 344,562	\$ 422,779	\$ 78,217	22.70%
February	304,739	346,921	328,502	(18,419)	-5.31%
March	359,268	344,275	349,936	5,661	1.64%
April	324,465	346,865	350,591	3,726	1.07%
May	321,356	340,901	348,819	7,918	2.32%
June	321,029	335,596	345,261	9,665	2.88%
July	304,548	320,155	334,650	14,495	4.53%
August	320,946	366,601	381,241	14,640	3.99%
September	306,590	287,150	291,775	4,625	1.61%
October	341,832	348,108			
November	342,612	353,917			
December	343,999	355,737			
Totals	\$ 3,919,539	\$ 4,090,788	\$ 3,153,554		

Year-to-Date Receipts				Comparisons	
Month	2008	2009	2010	Amount	Percent Change
January	\$ 328,155	\$ 344,562	\$ 422,779	\$ 78,217	22.70%
February	632,894	691,483	751,281	59,798	8.65%
March	992,162	1,035,758	1,101,217	65,459	6.32%
April	1,316,627	1,382,623	1,451,808	69,185	5.00%
May	1,637,983	1,723,524	1,800,627	77,103	4.47%
June	1,959,012	2,059,120	2,145,888	86,768	4.21%
July	2,263,560	2,379,275	2,480,538	101,263	4.26%
August	2,584,506	2,745,876	2,861,779	115,903	4.22%
September	2,891,096	3,033,026	3,153,554	120,528	3.97%
October	3,232,928	3,381,134			
November	3,575,540	3,735,051			
December	3,919,539	4,090,788			
Totals	\$ 3,919,539	\$ 4,090,788			

2010 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
for Month Ended September 30, 2010

Comparisons of Total Annual Receipts for Previous Five Years


<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change</u>
2005	\$ 3,452,767	2.42%
2006	\$ 3,542,080	2.59%
2007	\$ 3,707,931	4.68%
2008	\$ 3,919,539	5.71%
2009	\$ 4,090,788	4.37%



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT Building Services Division

To: Dave Ruller
City Manager

From: Gary Locke
Community Development Director 

Date: October 29, 2010

RE: Monthly Permit and Zoning Complaint Report – October 2010

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

**BUILDING PERMIT REPORT - OCTOBER 2010
SUMMARY (KCO 147-04)**

<u>Permit Type</u>	<u># Approved</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Building	9	127	168
Electric	7	86	103
HVAC	7	76	89
Plumbing	0	58	83
Engineering	5	48	67
Subdivisions	2	10	8
Zoning	7	83	123
Total:	37	488	641

<u>Permit Type</u>	<u>Account Code</u>	<u>Fees Collected</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Park Fee	10633513	0.00	1054	506.00
Building Reviews	00135201	0.00	8100	10,312.50
Building	00135201	204.45	6929.99	17,325.60
Electric	00135202	277.75	3623.25	4,695.52
HVAC	00135204	355.00	3913	4,427.00
Plumbing	20235203	0.00	2820.61	6,585.00
Subtotal:		\$837.20	\$26,440.85	\$43,851.62

State 1% Fee	80436362	5.84	93.5	158.15
State 3% Fee	80436362	7.58	238.18	511.46
Demolition Bond	80436313	550.00	650.00	n/a
Electrical Registration	00135206	100.00	850	1,395.83
Plumbing Registration	00135207	0.00	1050	1,395.83
HVAC Registration	00135208	0.00	825	1,395.83
Zoning	00135301	125.00	2731.05	3,010.00
Fence Permits	00135301	100.00	670	700.00
Signs	00135313	20.00	695	1,105.00
Civil Infraction Fines	00135106	0.00	120	n/a
Board Applications	00135302	150.00	2225	1,900.00
Postage	10405400132	0.00	2076.92	1,472.96
Miscellaneous	00135406	160.00	1771.81	1,023.85
Sewer Permits	20235316	25.00	325	525.00
Sewer Utilization	20233604	0.00	2653	11,890.00
Sewer Disconnect	20235406	5,000.00	5025	n/a
Storm Sewer	20833604	0.00	6164	900.00
Street Excavation	00135317	80.00	825	1,360.00
Water Meters	20133604	410.00	4244	6,629.00
Water Permit	20133604	0.00	537.5	475.00
Water Utilization	20133604	0.00	1775	7,040.00
Water Disconnect	20135406	3,000.00	3025	n/a
Chlorination	20133604	750.00	3672.5	750.00
Waterline Const/Frontage	20133604	0.00	2161.61	645.30
Street Exc. Bond	80436341	1,000.00	12000	53,020.00
Subdivision Bond	80436312	0.00	9737.35	n/a
Fire Escrow Deposit	80436331	0.00	10000	n/a
Site Plan Construction	00135317	28.75	5962.34	449.27
Plan Review	00135317	28.75	5962.34	2,424.77
Improvement Inspection	00135317	0.00	1332	0.00
Grading Permits	00135317	0.00	1332	0.00
Plat Review/Lot Split	00135317	50.00	240	230.00
Subtotal:		\$11,590.92	\$90,970.10	\$100,407.26
Grand Total:		\$12,428.12	\$117,410.95	\$144,258.88

Permit Payments Listing by Jurisdiction

From: 10/1/10 To: 10/31/10

			Value	Fee	BBS	Total
Electric, Residential						
Kent						
ELR-2010-10-1	ELECT, METER RESET	10/1/2010				
INSPECTION FOR METER RESET FOR APT A 769 AKRON BLVD			\$0.00	\$25.00	\$0.00	\$25.25
ELR-2010-10-2	ELECT, 2 SERVICE CHANGES	10/1/2010				
CHANGES 2 SERVICES 447 FAIRCHILD AVE			\$0.00	\$50.00	\$0.00	\$50.50
ELR-2010-10-3	ELECT, FIRE REPAIRS TO SERVICE	10/4/2010				
MAKE REPAIRS TO SERVICE AFTER FIRE TO HAVE 506 W GRANT ST			\$0.00	\$25.00	\$0.00	\$25.25
ELR-2010-10-4	METER RESET	10/14/2010				
INSPECTION FOR METER RESET 260 SPAULDING DR			\$0.00	\$25.00	\$0.00	\$25.25
ELR-2010-10-5	ELECT, PATIO ROOM	10/14/2010				
INSTALL ELECTRIC FOR PATIO ROOM 583 W GRANT ST			\$0.00	\$25.25	\$0.00	\$25.50
ELR-2010-10-6	ELECT, SWIMMING POOL	10/20/2010				
INSTALL ELECTRIC FOR SWIMMING POOL 650 BEECHMONT			\$0.00	\$25.00	\$0.00	\$25.25
ELR-2010-10-7	ELECT, NDS REHAB	10/28/2010				
INSTALL ELECTRICAL ALTERATIONS PER NDS REHAB 308 E GRANT			\$0.00	\$50.00	\$0.00	\$50.50
<u>Total for Kent</u>			\$0.00	\$225.25		\$227.50
<u>Total for Electric, Residential Permits</u>			\$0.00	\$225.25		\$227.50

Engineering, Commercial

Kent

ENGC-2010-09-4	PARKING LOT EXPANSION	10/5/2010				
PARKING LOT INSTALLATION IN THE REAR YARD 214 SHERMAN ST			\$0.00	\$1,102.50	\$0.00	\$1,102.50
ENGC-2010-10-1	KSU - STEWART HALL WATERLINE	10/22/2010				
6" FIRE LINE CONNECTION KSU STEWART HALL			\$0.00	\$750.00	\$0.00	\$750.00
ENGC-2010-10-2	WATER METER FOR SULTAN FOODS	10/21/2010				
COMMERCIAL WATER METER 425 FRANKLIN AVE			\$0.00	\$205.00	\$0.00	\$205.00
ENGC-2010-10-3	WATER METER FOR SANDY'S PET	10/20/2010				
COMMERCIAL WATER METER 425 FRANKLIN AVE			\$0.00	\$205.00	\$0.00	\$205.00

Permit Payments Listing by Jurisdiction

From: 10/1/10 To: 10/31/10

	Value	Fee	BBS	Total
<u>Total for Kent</u>	\$0.00	\$2,262.50		\$2,262.50
<u>Total for Engineering, Commercial Permits</u>	\$0.00	\$2,262.50		\$2,262.50

Engineering, Residential

Kent

ENGR-2010-10-1	SANTARY LATERAL REPLACEMENT	10/1/2010				
SANITARY SEWER LATERAL REPLACEMENT			\$600.00	\$45.00	\$0.00	\$45.00
415 EARL AVE						
	<u>Total for Kent</u>		\$600.00	\$45.00		\$45.00
	<u>Total for Engineering, Residential Permits</u>		\$600.00	\$45.00		\$45.00

Existing Residential

Kent

ER-2010-10-1	DEMOLISH MAIN STRUCTURE	10/5/2010				
DEMOLISH MAIN STRUCTURE			\$0.00	\$650.00	\$0.00	\$650.60
122 S WILLOW ST						
116 S WILLOW ST						
ER-2010-10-2	NDS REHAB	10/14/2010				
TO CONSTRUCT REPAIRS AS PER THE NDS SPECS			\$31,875.00	\$25.00	\$0.00	\$25.25
308 E GRANT						
ER-2010-10-3	FEE IN LIEU	10/15/2010				
DISCONNECT FEE IN LIEU			\$0.00	\$8,000.00	\$0.00	\$8,000.00
122 S WILLOW ST						
116 S WILLOW ST						
ER-2010-10-4	FRONT PORCH	10/19/2010				
CONSTRUCT FRONT PORCH			\$0.00	\$51.25	\$0.00	\$51.51
1526 MORRIS RD						
ER-2010-10-5	CONSTRUCT CANOPY	10/19/2010				
FRONT WOOD PORCH CANOPY			\$0.00	\$51.20	\$0.00	\$51.46
227 E OAK ST						
ER-2010-10-6	GARAGE RECONSTRUCTION	10/27/2010				
RECONSTRUCT GARAGE AND ENLARGE USING			\$14,000.00	\$65.00	\$0.00	\$65.40
216 LINDEN ST						
ER-2010-10-7	FRONT PORCH ENCLOSURE	10/26/2010				
CONSTRUCT ENCLOSURE FOR FRONT PORCH			\$1,200.00	\$27.00	\$0.00	\$27.27
729 AVONDALE DR						
	<u>Total for Kent</u>		\$47,075.00	\$8,869.45		\$8,871.49
	<u>Total for Existing Residential Permits</u>		\$47,075.00	\$8,869.45		\$8,871.49

Heating, Commercial

Kent

Permit Payments Listing by Jurisdiction

From: 10/1/10 To: 10/31/10

		Value	Fee	BBS	Total
HVACC-2010-10-1	HVAC, THE EXCHANGE	10/14/2010			
INSTALL BLOWER FOR THE EXCHANGE		\$0.00	\$10.00	\$0.00	\$10.30
407 E MAIN ST					
HVACC-2010-10-2	HVAC, RADIANT HEATER &	10/20/2010			
INSTALL RADIANT HEATER & VENTILATION SYSTEM		\$0.00	\$140.00	\$0.00	\$144.20
1085 W MAIN ST					
HVACC-2010-10-3	HVAC, REPLACEMENT	10/20/2010			
REPLACE HEATING & A.C. COMBO UNIT		\$0.00	\$50.00	\$0.00	\$51.50
1312 N MANTUA ST					
	<u>Total for Kent</u>	\$0.00	\$200.00		\$206.00
	<u>Total for Heating, Commercial Permits</u>	\$0.00	\$200.00		\$206.00

Heating, Residential

Kent

HVACR-2010-10-1	HVAC, A.C. REPLACEMENT	10/20/2010			
REPLACE A.C.		\$0.00	\$30.00	\$0.00	\$30.30
630 ROOSEVELT AVE					
HVACR-2010-10-2	HVAC, HEATING UNIT	10/20/2010			
INSTALL HEATING UNIT		\$0.00	\$40.00	\$0.00	\$40.40
147 N PROSPECT ST					
HVACR-2010-10-3	HVAC, FURNACE REPLACEMENT	10/26/2010			
REPLACE FURNACE		\$0.00	\$30.00	\$0.00	\$30.30
923 STOW ST					
HVACR-2010-10-4	HVAC, FURNACE REPLACEMENT &	10/27/2010			
REPLACE FURNACE & ADD A.C.		\$0.00	\$55.00	\$0.00	\$55.55
1204 LEONARD BLVD					
	<u>Total for Kent</u>	\$0.00	\$155.00		\$156.55
	<u>Total for Heating, Residential Permits</u>	\$0.00	\$155.00		\$156.55

Planning Commission

Kent

PL-2010-10-1	FAMILY DOLLAR	10/20/2010			
		\$0.00	\$100.00	\$0.00	\$100.00
1316 S WATER ST					
	<u>Total for Kent</u>	\$0.00	\$100.00		\$100.00
	<u>Total for Planning Commission Permits</u>	\$0.00	\$100.00		\$100.00

SUBDIVISION

Kent

SD-2010-10-2	LOT SPLIT/CONSOLIDATION	10/19/2010			
LOT SPLIT CONSOLIDATION & EASEMENT		\$0.00	\$25.00	\$0.00	\$25.00

Permit Payments Listing by Jurisdiction

From: 10/1/10 To: 10/31/10

		Value	Fee	BBS	Total
273 ALLEN DR					
SD-2010-10-3	LOT CONSOLIDATION	10/7/2010			
LOT CONSOLIDATION		\$.00	\$25.00	\$.00	\$25.00
1314 S WATER ST					
	<u>Total for Kent</u>	\$.00	\$50.00		\$50.00
	<u>Total for SUBDIVISON Permits</u>	\$.00	\$50.00		\$50.00

Zoning

Kent

Z-2010-10-1	FENCE	10/15/2010			
INSTALL FENCE AS PER PLAN		\$.00	\$25.00	\$.00	\$25.00
1109 BIRCHWOOD CIR					
Z-2010-10-2	FENCE	10/19/2010			
INSTALL 4' FENCE IN REAR YARD		\$.00	\$25.00	\$.00	\$25.00
1137 NORWOOD ST					
Z-2010-10-3	STORAGE SHED	10/20/2010			
INSTALL 5' X 7' STORAGE SHED PER PLAN		\$.00	\$25.00	\$.00	\$25.00
151 E MAIN ST					
Z-2010-10-4	TEMPORARY SIGN PERMIT	10/20/2010			
INSTALL TEMPORARY SIGN FROM 10/20/10 UNTIL		\$.00	\$10.00	\$.00	\$10.00
1207 W MAIN ST					
Z-2010-10-5	SHED	10/22/2010			
INSTALL 8' X 10' SHED IN REAR YARD PER PLAN		\$.00	\$25.00	\$.00	\$25.00
228 WOODARD AVE					
Z-2010-10-8	FENCE	10/27/2010			
INSTALL FENCE IN REAR YARD PER PLAN		\$.00	\$25.00	\$.00	\$25.00
130 E OAK ST					
Z-2010-10-9	TEMPORARY SIGN PERMIT	10/29/2010			
TEMPORARY SIGN FROM 10/29/10 UNTIL 11/28/10.		\$.00	\$10.00	\$.00	\$10.00
405 E MAIN ST					
	<u>Total for Kent</u>	\$.00	\$145.00		\$145.00
	<u>Total for Zoning Permits</u>	\$.00	\$145.00		\$145.00
	Total for all permit types:	\$47,675.00	\$12,052.20		\$12,064.04

Monthly Report 10/1/10 to 10/31/10

Date	Street	Complaint Type	Owner or Company	Ward	Comments/Outcome
10/13/2010	549 Lincoln, South	Illegal Use	SP Lincoln II LLC	5	Ferlito asked us to check on this address for too many residents. Bob and I talked with a resident who stated there were 3 unrelated persons living there. Also said that a friend parked their car and walked to campus for class, but did not live there. Letter & Civil Infraction Warning Letter sent 10/20/10.
10/13/2010	557 Lincoln, South	Illegal Use	Siegel	5	Ferlito asked us to check on this address for too many residents. Bob and I talked with a resident who said there were 4 unrelated persons that lived there. Letter & Civil Infraction Warning Letter sent 10/20/10.
10/13/2010	539 Miller	Illegal Use	Coble	6	Caller complaining about too many residents in the house. Talked with one resident, stated there were 3 unrelated persons living there. Letter and Civil Infraction warning letter sent 10/20/10.
10/13/2010	628 Summit	Illegal Use	Siegel	5	Ferlito asked us to check on this address for too many residents. Bob and I knocked, but no one came to the door.
10/14/2010	130 Elm, West	Property Maintenance	Stonecrest Income & Op	3	House open, broken windows, animal infestation, unlicensed vehicle, all utilities are shutoff, (see warning ltr dated 10-15-10)
10/19/2010	602 Harris	Building Code Violation		6	1) The complaint states, that there are jacks holding up the ceilings 2) Advice was given to find someone that can invite me in, left message on Robin Turner's phone 10-19-10

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
10/19/2010	118 University	Zoning Code Violation	Vince DeGeorge	6	1) Complaint states that there are more people than allowed. 2) Met w/Robert Johnston - tenant and he said one other person lives there with him - Robert Zoelle 3) No Voilation found
10/20/2010	651 Mae	Zoning Code Violation	Delciappo	0	Caller stated too many people living in house. Bob Nitzsche and I paid a site visit 10-13-10 and talked with a resident who stated there were 6 people living in home, two of which are related. Letter & Civil Infraction Warning Letter sent 10/20/10.
10/20/2010	811 Main, East	Overgrown Vegetation	Taco Bell	0	Rich emailed a complaint about the landscaping being in the way when turning from Linden Avenue. Site visit made 10/20/10 and found the landscaping to be causing line of sight issues. Certified letters sent to Taco Bell, property owners (Gordon & Mary Alice Seaholts), and to Taco Bell Property Tax Dept. (address found on Portage Co. website) on 10/20/10.
10/20/2010	118 University	Zoning Code Violation	DeGeorge	6	David wanted to know the update of his complaints, I told him that there were only two people living at the address and that was a legal number. There was nothing illegal found. Issue complete.
10/21/2010	407 Main, East	Property Maintenance	JP Rentals	0	egress path along east fence littered with broken cement blocks, bottles and misc. debris.
10/25/2010	216 University	Property Maintenance	John Friend, Fidelity Gr	0	Lt. Lynn found what he believes are numerous electrical and building code violations. He has requested further city inspections. Kim Brown called president of fraternity to arrange access (Kevin Brady, 1831 Ashton Lane #57, Kent 585-760-4434). Left message on voicemail.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
10/27/2010	270 Columbus	Vehicle Issues	Plough	0	Caller called to ask what could be done about her son/other house residents that were getting parking tickets. House is a non-conforming rooming house licensed for up to 10, but there are five students currently. Caller also complained about conditions of interior of house. Referred caller to Health, Law, and Tenant/Landlord Hotline.
10/28/2010	500 Carthage	Illegal Use	Boyden	1	Received voice mail message today about a possible illegal boarding house at 500 Carthage. Complainant says there are seven cars parked at this two family house. Will investigate the allegation.
10/28/2010	117 Linden	Illegal Use	Dressig	6	This property was cited for illegal usage as a boarding house. Knocked at the front and side doors of the house, no one would answer the door. Front door was ajar and four vehicles were parked in the driveway and sidewalk. Business cards were left at the front and side doors of the residence. The owner has not complied with prior warning and infraction fine previously imposed. A second warning letter sent with additional fines possible for non-compliance.
10/29/2010	0 Crain	Zoning Code Violation		6	Removed sign which was posted illegally in the public right of way.
10/29/2010	615 Crain	Property Maintenance	Meduri	6	Received complaint on overall condition of this property. Upon inspection, there are some broken window panes on the garage windows and there is no visible premissis identification numbers visible from the street. Civil Infraction warning letter sent to the owner of the property. Will monitor for compliance.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
10/29/2010	0 Fairchild	Zoning Code Violation		2	Removed four signs which were posted illegally in the public right of way.



CIVIL SERVICE COMMISSION

CITY OF KENT
221 EAST SUMMIT STREET
KENT, OHIO 44240

TELEPHONE: (330) 678-8101
OR (330) 676-7556
FAX: (330) 676-7580

THE KENT CIVIL SERVICE COMMISSION WILL HOLD ITS REGULAR MEETING AT 3:00 P.M. ON MONDAY, NOVEMBER 8, 2010 IN THE COMMISSION OFFICE

Agenda

- (1) Civil Service Commission
October 11, 2010 Commission Meeting Minutes
2011 Civil Service Commission Budget

- (2) Health Department
Ms. Sheryl Banks, Laboratory Technician,
Retirement effective December 31, 2010
Laboratory Technician Written Examination – posted on October 25, 2010
Written Examination – to be administered on November 18, 2010

- (3) Safety Administration
Kent Police Department
Mr. Michael Finklestein, Detention Officer,
Resignation effective October 24, 2010
Lt. James R. Stein, Chief of the Detective Bureau,
Retirement effective January 24, 2011

- (4) Executive Session

Posted: November 4, 2010 – 9:15 a.m.



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CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES OCTOBER 11, 2010 3:00 P.M.

Present: Ronald Heineking, Chairperson
Robert Bossar, Co-Chairperson
Anna Lucas, Civil Service Coordinator

James Syars, Director, Business Services,
Kent City School District

John Bradshaw, Deputy Health Commissioner
John Ferlito, Health Commissioner
William Lillich, Safety Director
Liz Zorc, Human Resource Manager

Commissioner Heineking, as the Commission Chairperson, called the meeting to order. The August 17, 2010 Civil Service Commission Meeting Minutes were approved as prepared.

Chairperson Heineking read into the record the following changes in School personnel, as presented by Mr. Soyars, Business Services Director with the Kent City School District.

Ms. Amy Keller was appointed to the Secretary II position
at the Assistant Superintendent/Personnel Office
on September 29, 2010

Ms. Helen Burdette, Attendance Secretary at Roosevelt submitted
her retirement that will be effective on December 1, 2010.

Ms. Linda Lees, Custodian, resigned effective September 13, 2010.

Ms. Penney Craig, Account Clerk I, resigned on October 4m 2010.

Mr. Kenneth Howes moved to Roosevelt High School as
Lead Custodian on June 7, 2010.

Ms. Traci Monroe was appointed to Stanton and to Central
as Custodian effective October 4, 2010.

Mr. William Milton, Head Custodian at Davey, died on August 24, 2010.