

**CITY OF KENT**  
**JOB DESCRIPTION**  
**CLERK OF COUNCIL**

*Unclassified*

*Non-Exempt*

**MAJOR FUNCTION:**

The Clerk of Council is, by Charter, an appointed City official who serves at the pleasure of Council. The Clerk of Council administers and operates the Council office, providing continuity as elected Council members change, remaining neutral and impartial, while rendering equal service to all. The position of Clerk of Council is an unclassified position in the City's General Compensation Plan.

**GENERAL STATEMENT OF DUTIES**

The Clerk of Council shall serve the Mayor and City Council, is responsible for notification of all public meetings, and the processing of materials for those public meetings. The Clerk is required to process all official documents approved by the Mayor and Council in public meetings and to maintain all official records and documents of the municipality. The Clerk's office performs secretarial and administrative tasks for Mayor and Council. The Clerk's office works cooperatively with the office of the City Manager.

**SUPERVISION REQUIRED**

Administrative/policy direction from City Council through Council's designee.

**REGULAR HOURS OF WORK**

8:00 a.m. to 5:00 p.m. Monday, Tuesday, Thursday, Friday with lunch hour from 1:00 p.m. to 2:00 p.m. Exceptions may occur, with respect to the time of the lunch hour, when prior notification is given to Council's designee. Hours are to be adjusted to allow for Council Committee meetings, held on the first Wednesday of the month, the second Wednesday of the month for Committee meetings if needed, and Regular Council meetings held on the third Wednesday of the month, so that no unauthorized overtime occurs. For meetings of a quorum of Kent City Council held on days other than Wednesdays, the Clerk of Council shall be granted overtime or compensatory time as permitted in the General Compensation Plan. Meetings may be called on nights other than those listed by a majority vote of Council.

No compensation will be granted for time worked prior to 8:00 a.m. or for other overtime unless prior authorization is given by Council's designee.

## **ILLUSTRATIVE EXAMPLES OF WORK**

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

1. Keeps official City Council records; maintains accurate and complete journal for all proceedings of City Council; has custody of all laws, ordinances and resolutions of Council; has custody of all official documents, reports, papers, communications, and files of Council.
2. Attends all City Council meetings; keeps attendance records; compiles, types, edits proceedings and minutes; prepares Council and Committee assignment agendas; keeps an index of enactments of City Council and minutes of all Council and Committee meetings; complies with all statutory and Council filings and notes required by county and state officials; notifies media of regular and special Council and Committee sessions; prepares newspaper notice of all ordinances and resolutions passed; gets affidavit or publications of ordinances and resolutions and public hearings for notation in permanent ledger book.
3. Acts as secretary of all Committees of City Council and to the Chair of established Committees.
4. Prepares agenda packages for Council as directed by the Mayor and Council's designee of the Clerk with input from the Mayor and City Manager; makes copies and distributes to the appropriate individuals. Distributes agenda of Council meeting to the public, including the news media; is responsible for notifications of all meetings in compliance with the Open Meetings Act (ORC 121.22).
5. Acts as liaison between City Council and citizens.
6. Provides information from records maintained in the Council office to all elected officials, all administrative departments, and the public, as requested.
7. Acts as a legislative aide, performing research and gathering information on various issues as requested by Council members and Mayor.
8. Communicates with the Ohio Ethics Commission regarding the status of elected officials and files necessary documents with various state and county officials as required by state and local laws.

9. Performs related duties as required; responsible for correspondence from Council and individual members of Council to public constituency.
10. Completes special projects as assigned. Researches and prepares executive reports as assigned.
11. Attends meetings that were requested by Council as a recording secretary, and provide minutes.
12. Prepares annual budget for Council and Mayor.
13. Makes travel arrangements for Council and Mayor as needed.
14. Performs other duties as required by City Charter, various state and local laws, and as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to perform clerical, secretarial, and administrative functions; ability to organize office operation; ability to keep accurate and complete records of various municipal government procedures.
2. Must possess thorough knowledge of municipal government, legislative and parliamentary processes and procedures.
3. Must be proficient in Roberts Rules of Order, and able to guide Council if needed.
4. Must have excellent verbal and written communication skills, including the ability to read aloud clearly and distinctly at public meetings.
5. Ability to organize and prioritize tasks; work independently, without direct supervision.
6. Ability to work a flexible schedule and attend mandatory evening meetings.
7. Must possess skill in typing, dictation, transcription, the operation of word processors, tape recording equipment, copy machines, fax machines, and personal computers.
8. Ability to learn new computer programs as needed.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent, supplemented by five (5) years' experience working as administrative support with thorough knowledge of office terminology and procedures. Legal and/or governmental background desired. Registered Parliamentarian preferred.

Must become a Certified Municipal Clerk within four years of starting date, with involvement in the Ohio Municipal Clerk's Association, and the International Institute of Municipal Clerks.

Additional information on the duties of the Clerk of Council may be found in Council's Standing Rules.

***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.***

***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.***

Standing Rules:

## **CLERK OF COUNCIL**

The Clerk of Council is the liaison between the Council, City Manager, administrative staff, and the public, and shall serve to facilitate communication between all parties. The Kent City Council shall periodically review and update, as necessary, the job description of the Clerk of Council. The Finance Committee shall oversee an annual formal review process.

With respect to taking and compiling Council minutes, it is further specifically stated herein that:

1. Full titles of draft ordinances listed for official record in minutes.
2. Manager's written or oral report typed into record of minutes at the time in the meeting that the Manager presents it.
3. Oral committee reports that are given during Council meeting to be typed into Council minutes at the point in the meeting they are given.
4. Written committee reports either typed into Council minutes at the point they are presented, or attached as an appendix to the minute book if they are long.
5. Notation made of comments on issues made by Council members, administration, or audience members. Comments can be summarized.
6. City Manager, Mayor, and Committee Chair will provide input on Agenda before it is finalized.
7. When an item is referred to a committee person, referrals should be underlined for emphasis and easy reference.
8. Listing of names in a roll call vote, for and against.
9. Signature lines after ordinances are passed.
10. The Clerk of Council is hereby assigned to be the appropriate designee for the Mayor and members of City Council for purposes of fulfilling the training and education requirements of Ohio's public records laws, ORC §149.43(E)(1) and ORC §109.43.



# CITY OF KENT, OHIO

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## DEPARTMENT OF LAW

**TO:** CITY COUNCIL, MAYOR FIALA, DAVE RULLER  
**FROM:** JAMES R. SILVER *JRS*  
**DATE:** JUNE 8, 2016  
**RE:** CODE UPDATES

For the last several years, we have given our codified ordinances to the Walter Drane Company for updates to keep our ordinances on line with State law. They make any changes needed due to changes in the State laws. Specifically, they look at the traffic code (300's) and general offense code (500's).

The code sections needing changed are listed in Ordinance Draft #16-58. It is basically a house keeping issue and staff recommends adopting the changes with the emergency clause.

ORDINANCE NO. 2016- \_\_\_\_\_

**AN ORDINANCE TO APPROVE CURRENT REPLACEMENT PAGES TO THE CITY OF KENT CODIFIED ORDINANCES AND DECLARING AN EMERGENCY.**

**WHEREAS**, certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution; and

**WHEREAS**, various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances; and

**NOW, THEREFORE, BE IT ORDAINED** 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.** That the ordinances of the City of Kent, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the 2016 Replacement Pages to the City of Kent Codified Ordinances are hereby approved and adopted.

**SECTION 2.** That the following sections and chapters are hereby added, amended or repealed as respectively indicated in order to comply with current State law:

Traffic Code

- 301.04 Definition of a Bicycle. (Amended)
- 301.19 Definition of Motorcycle. (Amended)
- 301.321 Definition of a Road Service Vehicle. (Added)
- 301.51 Vehicle Defined. (Amended)
- 313.13 Portable Signal Preemption Devices Prohibited. (Added)
- 331.01 Driving Upon Right Side of Roadway; Exceptions. (Amended)
- 331.07 Hazardous or No Passing Zones. (Amended)
- 331.14 Signals Before Changing Course, Turning or Stopping. (Amended)
- 331.38 Stopping for School Bus. (Amended)
- 331.40 Stopping at Grade Crossings. (Amended)
- 333.01 Driving or Physical Control While Under the Influence. (Amended)
- 333.03 Maximum Speed Limits. (Amended)
- 333.031 Approaching a Public Safety, Emergency or Road Service Vehicle. (Amended)
- 335.01 Driver's License or Commercial Driver's License Required. (Amended)
- 335.02 Permitting Operation Without a Valid License. (Amended)
- 335.031 Driving With Probationary License; Curfew. (Amended)
- 335.05 Wrongful Entrustment of a Motor Vehicle. (Amended)
- 335.07 Driving Under License Suspension or Restriction. (Amended)
- 335.072 Driving Under Financial Responsibility Law Suspension or Cancellation. (Amended)
- 335.10 Expired or Unlawful License Plates. (Amended)
- 337.02 Lighted Lights Required. (Amended)
- 337.03 Headlights on Motor Vehicles and Motorcycles. (Amended)
- 337.04 Tail Light; Illumination of Rear License Plate. (Amended)
- 337.05 Rear Red Reflectors. (Amended)
- 337.06 Safety Lighting on Commercial Vehicles. (Amended)
- 337.08 Red Light or Red Flag on Extended Load. (Amended)

### Traffic Code (Cont.)

- 337.10 Lights on Slow Moving Vehicles. (Amended)
- 337.11 Spotlight and Auxiliary Lights. (Amended)
- 337.12 Cowl, Fender and Back-Up Lights. (Amended)
- 337.13 Display of Lighted Lights. (Amended)
- 337.14 Use of Headlight Beams. (Amended)
- 337.15 Lights of Less Intensity on Slow-Moving Vehicles. (Amended)
- 337.16 Number of Lights. (Amended)
- 337.17 Focus and Aim of Headlights. (Amended)
- 337.18 Motor Vehicle and Motorcycle Brakes. (Amended)
- 337.19 Horn, Siren and Theft Alarm Signal. (Amended)
- 337.20 Muffler; Excessive Smoke, Gas or Noise. (Amended)
- 337.21 Rear-View Mirror; Clear View to All Sides. (Amended)
- 337.22 Windshield and Windshield Wiper. (Amended)
- 337.24 Motor Vehicle Stop Lights. (Amended)
- 337.26 Child Restraint System Usage. (Amended)
- 337.27 Drivers and Passengers Required to Wear Seat Belts. (Amended)
- 337.28 Use of Sunscreening, Nontransparent and Reflectorized Materials. (Amended)
- 337.29 Bumper Heights. (Amended)
- 339.03 Maximum Width, Height and Length. (Amended)
- 339.05 Wheel Protectors. (Amended)
- 339.11 Use of Studded Tires and Chains.
- 341.01 Commercial Drivers Definitions. (Amended)
- 341.02 Exemptions. (Amended)
- 341.03 Prerequisites to Operation of a Commercial Vehicle. (Amended)
- 341.05 Criminal Offenses. (Amended)
- 351.05 Parking Near Curb; Angle Parking. (Amended)
- 373.02 Riding Upon Seats; Handle Bars; Helmets and Glasses. (Amended)
- 373.06 Lights and Reflector on Bicycle; Brakes. (Amended)
- 373.07 Riding Bicycle on Right Side of Roadway; Obedience to Traffic Rules; Passing. (Amended)
- 375.01 All-Purpose Vehicle Definitions. (Amended)
- 375.05 Licensing Requirements of Operator. (Amended)

### General Offenses Code

- 501.01 Definitions. (Amended)
- 501.04 Rules of Construction. (Amended)
- 501.05 Criminal Law Jurisdiction. (Amended)
- 501.06 Limitation of Criminal Prosecution. (Amended)
- 501.99 Penalties for Misdemeanors. (Amended)
- 509.06 Inducing Panic. (Amended)
- 513.01 Definitions. (Amended)
- 513.03 Drug Abuse; Controlled Substance Possession or Use. (Amended)
- 513.04 Possessing Drug Abuse Instruments. (Amended)
- 513.08 Illegally Dispensing Drug Samples. (Amended)
- 513.12 Drug Paraphernalia. (Amended)
- 513.14 Offender May Be Required to Pay Costs For Controlled Substance Tests. (Added)



General Offenses Code (Cont.)

517.01	Gambling Definitions. (Amended)
517.08	Raffles. (Added)
517.09	Charitable Instant Bingo Organizations. (Added)
517.14	Instant Bingo Conduct By a Veteran's or Fraternal Organization. (Added)
517.15	Skill-Based Amusement Machines. (Added)
525.02	Falsification. (Amended)
525.03	Impersonation of Peace Officer. (Amended)
525.05	Failure to Report a Crime, Injury or Knowledge of Death. (Amended)
525.08	Obstructing Justice. (Amended)
525.10	Having an Unlawful Interest in a Public Contract. (Amended)
529.02	Sales to and Use by Underage Persons. (Amended)
529.05	Permit Required. (Amended)
529.07	Open Container Prohibited. (Amended)
533.01	Sexual Offenses Definitions. (Amended)
533.06	Voyeurism. (Amended)
537.02	Vehicular Homicide and Manslaughter. (Amended)
537.03	Assault. (Amended)
537.051	Menacing by Stalking. (Amended)
537.08	Unlawful Restraint. (Amended)
537.14	Domestic Violence. (Amended)
537.15	Temporary Protection Order. (Amended)
537.16	Illegal Distribution of Cigarettes. (Amended)
541.04	Criminal Mischief. (Amended)
541.05	Criminal Trespass. (Amended)
545.01	Theft and Fraud Definitions. (Amended)
545.05	Petty Theft. (Amended)
545.09	Passing Bad Checks. (Amended)
545.21	Identity Fraud. (Repealed)
549.01	Weapons and Explosives Definitions. (Amended)
549.02	Carrying Concealed Weapons. (Amended)
549.04	Improperly Handling Firearms in a Motor Vehicle. (Amended)
549.08	Underage Purchase of a Firearm. (Amended)
549.24	Defacing Identification Marks of a Firearm; Possessing a Defaced Firearm. (Added)

**SECTION 3.** The complete text of the Traffic and General Offenses Code sections listed above are set forth in full in the current replacement pages to the Codified Ordinances which are hereby attached to this ordinance as Exhibit A. Any summary publication of this ordinance shall include a complete listing of these sections. Notice of adoption of each new section by reference to its title shall constitute sufficient publication of new matter contained therein.

**SECTION 4.** 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 5.** That this ordinance 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, for which reason and other reasons manifest to this Council, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: 06/15/2016  
DATE

\_\_\_\_\_  
MAYOR AND PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
CLERK OF COUNCIL

I hereby certify that Ordinance No. 2016- \_\_\_\_\_ was duly enacted on this 15th day of June, 2016 by the Council of the City of Kent, Ohio.

\_\_\_\_\_  
Clerk of Council




# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT Building Services Division

To: Dave Ruller  
City Manager

From: Bridget Susel  
Community Development Director 

Date: June 1, 2016

RE: Monthly Permit and Zoning Complaint Report – May 2016

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

# Permit Revenue Summary Report

Payment Date Range 04/27/16 - 05/31/16  
Summary Listing

City of Kent

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type <b>BZA-BOARD OF ZONING APPEALS</b>						
<b>BZA - BOARD OF BUILDING APPEALS</b>		3	1	150.00	(50.00)	100.00
	Permit Type <b>BZA-BOARD OF ZONING APPEALS</b> Totals	3	1	\$150.00	(\$50.00)	\$100.00
Permit Type <b>DEMOLITION-DEMOLITION</b>						
1% BBS - 1% BBS		1	0	.25	.00	.25
3% BBS - 3% BBS		2	0	12.00	.00	12.00
3% BBS OVERRIDE - 3% BBS OVERRIDE		1	0	.75	.00	.75
COM-DEMO/MOVE - Commercial Demolition/Moving		2	0	400.00	.00	400.00
EXCAVATION - EXCAVATION		1	0	20.00	.00	20.00
RES-DEMO ACCSRY - Residential Demolition/Moving Accessory		2	0	50.00	.00	50.00
Building	Permit Type <b>DEMOLITION-DEMOLITION</b> Totals	9	0	\$483.00	\$0.00	\$483.00
Permit Type <b>ELECTRICAL COMM-ELECTRICAL COMMERCIAL</b>						
3% BBS - 3% BBS		3	0	24.30	.00	24.30
COM-ELEC NEW - Commercial Electric New		1	0	150.00	.00	150.00
COM-ELEC REPAIR - Commercial Electric Repair/Remodel		2	0	660.00	.00	660.00
Permit Type <b>ELECTRICAL COMM-ELECTRICAL COMMERCIAL</b> Totals		6	0	\$834.30	\$0.00	\$834.30
Permit Type <b>ELECTRICAL RES-ELECTRICAL RESIDENTIAL</b>						
1% BBS - 1% BBS		2	0	1.00	.00	1.00
RES-ELEC REPAIR - Residential Electric Repair/Repair		2	0	100.00	.00	100.00
Permit Type <b>ELECTRICAL RES-ELECTRICAL RESIDENTIAL</b> Totals		4	0	\$101.00	\$0.00	\$101.00
Permit Type <b>ENGINEERING COM-ENGINEERING COMMERCIAL</b>						
BOND-CONST PERF - CONSTRUCTION GUARANTEE		1	0	2,000.00	.00	2,000.00
PERFORMANCE BOND		3	0	60.00	.00	60.00
EXCAVATION - EXCAVATION		1	0	400.00	.00	400.00
PLAN REV / INSP - ENGINEERING PLAN REVIEW / INSPECTION		1	0	25.00	.00	25.00
SEWER COMM - SEWER COMMERCIAL		1	0	210.00	.00	210.00
W-TAP (5/8-3/4)" - WATER TAP (5/8-3/4)"		1	0	170.00	.00	170.00
WATER CL2 - WATER CHLORINATION BASE FEE		1	0	330.00	.00	330.00
WATER CL2 > 1000 - WATER CHLORINATION GREATER THAN 1000 FT		1	0	2,790.00	.00	2,790.00
WATER MISC PARTS - WATER MISC PARTS	Permit Type <b>ENGINEERING COM-ENGINEERING COMMERCIAL</b> Totals	10	0	\$5,985.00	\$0.00	\$5,985.00
Permit Type <b>ENGINEERING RES-ENGINEERING RESIDENTIAL</b>						
BOND-EXCAVATION - EXCAVATION BOND		2	0	2,000.00	.00	2,000.00
EXCAVATION - EXCAVATION		7	0	140.00	.00	140.00
SEWER RES - SEWER RESIDENTIAL		3	0	75.00	.00	75.00
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-MET (5/8-3/4)" - WATER METER (5/8-3/4)"		1	0	315.00	.00	315.00

# Permit Revenue Summary Report

Payment Date Range 04/27/16 - 05/31/16

Summary Listing

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
<b>ENGINEERING RES-ENGINEERING RESIDENTIAL</b>						
Permit Type						
WATER FEE - WATER FEE		4	0	100.00	.00	100.00
WATER MISC PARTS - WATER MISC PARTS		1	0	20.00	.00	20.00
WATER UTILIZED - WATER UTILIZATION		1	0	550.00	.00	550.00
Permit Type <b>ENGINEERING RES-ENGINEERING RESIDENTIAL</b> Totals						
		22	0	\$4,635.00	\$0.00	\$4,635.00
<b>EXISTING COMM-EXISTING COMMERCIAL</b>						
Permit Type						
3% BBS - 3% BBS		2	0	3.00	.00	3.00
COM-BUILD REPAIR - Commercial Building Repair/Remodel		2	0	100.00	.00	100.00
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		3	0	281.25	.00	281.25
PLAN REVIEW 4+ - Plan Review for 4 or More Reviews		1	0	125.00	.00	125.00
Permit Type <b>EXISTING COMM-EXISTING COMMERCIAL</b> Totals						
		8	0	\$509.25	\$0.00	\$509.25
<b>EXISTING RES-EXISTING RESIDENTIAL</b>						
Permit Type						
1% BBS - 1% BBS		6	0	3.47	.00	3.47
RES-BUILD ADD 1 - Residential Building Addition- Single Family		3	0	196.75	.00	196.75
RES-BUILD REPAIR - Residential Building Remodel/Repair		3	0	150.00	.00	150.00
Permit Type <b>EXISTING RES-EXISTING RESIDENTIAL</b> Totals						
		12	0	\$350.22	\$0.00	\$350.22
<b>FIRE ALARM-FIRE ALARM</b>						
Permit Type						
3% BBS - 3% BBS		2	0	19.86	.00	19.86
COM-SUPR SYS RPR - Commercial Suppression Systems Repair/Remodel		2	0	661.78	.00	661.78
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		3	0	243.75	.00	243.75
Permit Type <b>FIRE ALARM-FIRE ALARM</b> Totals						
		7	0	\$925.39	\$0.00	\$925.39
<b>FIRE HOODS-FIRE HOODS</b>						
Permit Type						
3% BBS - 3% BBS		1	0	3.00	.00	3.00
COM-SUPR SYS EQP - Commercial Suppression Equipment		1	0	100.00	.00	100.00
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		1	0	75.00	.00	75.00
Permit Type <b>FIRE HOODS-FIRE HOODS</b> Totals						
		3	0	\$178.00	\$0.00	\$178.00
<b>HVAC COMM-HVAC COMMERCIAL</b>						
Permit Type						
3% BBS - 3% BBS		1	0	1.50	.00	1.50
COM-HVAC REPLACE - Commercial HVAC Replacement		1	0	50.00	.00	50.00
Permit Type <b>HVAC COMM-HVAC COMMERCIAL</b> Totals						
		2	0	\$51.50	\$0.00	\$51.50
<b>HVAC RES-HVAC RESIDENTIAL</b>						
Permit Type						
1% BBS - 1% BBS		9	0	4.25	.00	4.25
RES-HVAC NEW - Residential HVAC New		1	0	100.00	.00	100.00
RES-HVAC OWN RPL - Residential HVAC Owner Occupied Replacement		5	0	175.00	.00	175.00
RES-HVAC REPAIR - Residential HVAC Repair/Remodel		3	0	150.00	.00	150.00
Permit Type <b>HVAC RES-HVAC RESIDENTIAL</b> Totals						
		18	0	\$429.25	\$0.00	\$429.25
<b>NEW MULTIFM-NEW MULTIFAMILY</b>						
Permit Type						
PLAN REVIEW 4+ - Plan Review for 4 or More Reviews		2	0	1,000.00	.00	1,000.00
Permit Type <b>NEW MULTIFM-NEW MULTIFAMILY</b> Totals						
		2	0	\$1,000.00	\$0.00	\$1,000.00

# Permit Revenue Summary Report

Payment Date Range 04/27/16 - 05/31/16

Summary Listing

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type <b>NEW RES-NEW RESIDENTIAL</b>						
1% BBS - 1% BBS		1	0	2.99	.00	2.99
PARKS & REC - PARKS & REC		1	0	458.00	.00	458.00
RES- BUILD NEW 1 - Residential Building New Construction- Single Family		1	0	298.65	.00	298.65
Permit Type <b>NEW RES-NEW RESIDENTIAL</b> Totals						
		3	0	\$759.64	\$0.00	\$759.64
Permit Type <b>PC-PLANNING COMMISSION</b>						
PC - PLANNING COMMISSION		1	0	100.00	.00	100.00
Permit Type <b>PC-PLANNING COMMISSION</b> Totals						
		1	0	\$100.00	\$0.00	\$100.00
Permit Type <b>PLUMB COMM-PLUMBING COMMERCIAL</b>						
3% BBS - 3% BBS		1	0	1.50	.00	1.50
COM-PLUMB REPAIR - Commercial Plumbing Repair/Remodel		1	0	50.00	.00	50.00
Permit Type <b>PLUMB COMM-PLUMBING COMMERCIAL</b> Totals						
		2	0	\$51.50	\$0.00	\$51.50
Permit Type <b>PLUMB RES-PLUMBING RESIDENTIAL</b>						
1% BBS - 1% BBS		4	0	1.70	.00	1.70
RES-PLUMB OWN RP - Residential Plumbing Owner Occupied Replacement		2	0	70.00	.00	70.00
RES-PLUMB REPAIR - Residential Plumbing Repair/Remodel		2	0	100.00	.00	100.00
Permit Type <b>PLUMB RES-PLUMBING RESIDENTIAL</b> Totals						
		8	0	\$171.70	\$0.00	\$171.70
Permit Type <b>SIGN/AWNINGS-SIGN/AWNINGS</b>						
3% BBS - 3% BBS		1	0	1.50	.00	1.50
COM-SIGN/AWIN/CAN - Commercial Signs Awnings Canopies		1	0	50.00	.00	50.00
COM-ZONING PSIGN - Commercial Zoning Permanent Signs		1	0	50.00	.00	50.00
PLAN REVIEW <=3 - Plan Review for 3 or Less Reviews		1	0	75.00	.00	75.00
Permit Type <b>SIGN/AWNINGS-SIGN/AWNINGS</b> Totals						
		4	0	\$176.50	\$0.00	\$176.50
Permit Type <b>SUBDIVISION-SUBDIVISION</b>						
MIN SUB PLAT - MINOR SUBDIVISION PLAT		1	0	25.00	.00	25.00
Permit Type <b>SUBDIVISION-SUBDIVISION</b> Totals						
		1	0	\$25.00	\$0.00	\$25.00
Permit Type <b>ZONING-ZONING</b>						
RES-ZONING - Residential Zoning Fence Pool Etc		14	0	375.00	.00	375.00
RES-ZONING ADD - Residential Zoning Addition		3	0	75.00	.00	75.00
RES-ZONING NEW - Residential Zoning New		1	0	75.00	.00	75.00
Permit Type <b>ZONING-ZONING</b> Totals						
		18	0	\$525.00	\$0.00	\$525.00
Grand Totals						
		143	1	\$17,441.25	(\$50.00)	\$17,391.25



# Permit Revenue Summary Report

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Detail Listing

City of Kent

Fee Code	Fee Type	Transaction	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
<b>Permit Type BZA-BOARD OF ZONING APPEALS</b>							
<b>BZA - BOARD OF BUILDING APPEALS</b>							
Date	Transaction Type	Permit Number	Issued To	Amount	(50.00)	(50.00)	100.00
05/05/2016	Adjustment	BZ16-007	DeVILLE DEVELOPMENTS LLC		(50.00)		
05/13/2016	Payment Monies Received	BZ16-010	GEORGIA M FOSTER		50.00		
05/20/2016	Payment Monies Received	BZ16-011	K S U ALPHA PHI HOUSE CORP		50.00		
05/25/2016	Payment Monies Received	BZ16-012	KELLIE ROSSINI & PATRICK RYEL		50.00		
					\$100.00		
Permit Type <b>BZA-BOARD OF ZONING APPEALS</b> Totals					\$150.00	(\$50.00)	\$100.00
<b>Permit Type DEMOLITION-DEMOLITION</b>							
<b>1% BBS - 1% BBS</b>							
Date	Transaction Type	Permit Number	Issued To	Amount	.25	.00	.25
05/25/2016	Payment Monies Received	2016-00000248	HELMING EXCAVATING		.25		
					\$0.25		
Permit Type <b>DEMOLITION-DEMOLITION</b> Totals					.25	.00	.25
<b>3% BBS - 3% BBS</b>							
Date	Transaction Type	Permit Number	Issued To	Amount	12.00	.00	12.00
05/20/2016	Payment Monies Received	2016-00000241	B&B WRECKING		12.00		
05/20/2016	Payment Monies Received	2016-00000242	B&B WRECKING		6.00		
					6.00		
					\$12.00		
Permit Type <b>3% BBS - 3% BBS</b> Totals					12.00	.00	12.00
<b>3% BBS OVERRIDE - 3% BBS OVERRIDE</b>							
Date	Transaction Type	Permit Number	Issued To	Amount	.75	.00	.75
05/20/2016	Payment Monies Received	2016-00000243	B&B WRECKING		.75		
					\$0.75		
Permit Type <b>3% BBS OVERRIDE - 3% BBS OVERRIDE</b> Totals					.75	.00	.75
<b>COM-DEMO/MOVE - Commercial Demolition/Moving</b>							
Date	Transaction Type	Permit Number	Issued To	Amount	400.00	.00	400.00
05/20/2016	Payment Monies Received	2016-00000241	B&B WRECKING		400.00		
05/20/2016	Payment Monies Received	2016-00000242	B&B WRECKING		200.00		
					200.00		
					\$400.00		
Permit Type <b>COM-DEMO/MOVE - Commercial Demolition/Moving</b> Totals					400.00	.00	400.00
<b>EXCAVATION - EXCAVATION</b>							
Date	Transaction Type	Permit Number	Issued To	Amount	20.00	.00	20.00
05/20/2016	Payment Monies Received	2016-00000241	B&B WRECKING		20.00		
					20.00		
					\$20.00		
Permit Type <b>EXCAVATION - EXCAVATION</b> Totals					20.00	.00	20.00
<b>RES-DEMO ACCSRY - Residential Demolition/Moving Accessory</b>							
Building	Date	Transaction Type	Permit Number	Issued To	Amount	25.00	50.00
	05/20/2016	Payment Monies Received	2016-00000243	B&B WRECKING		25.00	
	05/25/2016	Payment Monies Received	2016-00000248	HELMING EXCAVATING		25.00	
						\$50.00	
Permit Type <b>RES-DEMO ACCSRY - Residential Demolition/Moving Accessory</b> Totals					50.00	.00	50.00
Permit Type <b>DEMOLITION-DEMOLITION</b> Totals					\$483.00	\$0.00	\$483.00



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Fee Code	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
3% BBS - 3% BBS	<b>ELECTRICAL COMM-ELECTRICAL COMMERCIAL</b>							
Date	Transaction Type	Permit Number	Issued To	3	0	24.30	.00	24.30
05/05/2016	Payment Monies Received	2016-00000206	ROTHERMEL ELECTRIC				Amount	
05/20/2016	Payment Monies Received	2016-00000237	DENISON ELECTRIC				4.50	
05/25/2016	Payment Monies Received	2016-00000252	THOMPSON ELECTRIC				7.80	
							12.00	
							\$24.30	
<hr/>								
	<b>COM-ELEC NEW - Commercial Electric New</b>							
Date	Transaction Type	Permit Number	Issued To	1	0	150.00	.00	150.00
05/05/2016	Payment Monies Received	2016-00000206	ROTHERMEL ELECTRIC				Amount	
							150.00	
							\$150.00	
<hr/>								
	<b>COM-ELEC REPAIR - Commercial Electric Repair/Remodel</b>							
Date	Transaction Type	Permit Number	Issued To	2	0	660.00	.00	660.00
05/20/2016	Payment Monies Received	2016-00000237	DENISON ELECTRIC				Amount	
05/25/2016	Payment Monies Received	2016-00000252	THOMPSON ELECTRIC				260.00	
							400.00	
							\$660.00	
<hr/>								
	<b>ELECTRICAL COMM-ELECTRICAL COMMERCIAL Totals</b>			6	0	\$834.30	\$0.00	\$834.30
<hr/>								
	<b>ELECTRICAL RES-ELECTRICAL RESIDENTIAL</b>							
1% BBS - 1% BBS								
Date	Transaction Type	Permit Number	Issued To	2	0	1.00	.00	1.00
05/02/2016	Payment Monies Received	2016-00000196	MICHAEL I RAVEN				Amount	
05/02/2016	Payment Monies Received	2016-00000199	LA SERVICES				.50	
							.50	
							\$1.00	
<hr/>								
	<b>RES-ELEC REPAIR - Residential Electric Repair/Repair</b>							
Date	Transaction Type	Permit Number	Issued To	2	0	100.00	.00	100.00
05/02/2016	Payment Monies Received	2016-00000196	MICHAEL I RAVEN				Amount	
05/02/2016	Payment Monies Received	2016-00000199	LA SERVICES				50.00	
							50.00	
							\$100.00	
<hr/>								
	<b>ELECTRICAL RES-ELECTRICAL RESIDENTIAL Totals</b>			4	0	\$101.00	\$0.00	\$101.00
<hr/>								
	<b>ENGINEERING COM-ENGINEERING COMMERCIAL</b>							
BOND-CONST PERF - CONSTRUCTION GUARANTEE PERFORMANCE BOND								
Date	Transaction Type	Permit Number	Issued To	1	0	2,000.00	.00	2,000.00
05/18/2016	Payment Monies Received	2016-00000049	B. PERFECT CONSTRUCTION				Amount	
							2,000.00	
							\$2,000.00	
<hr/>								
	<b>EXCAVATION - EXCAVATION</b>							
Date	Transaction Type	Permit Number	Issued To	3	0	60.00	.00	60.00
05/02/2016	Payment Monies Received	2016-00000046	ROBERTS GENERAL EXCAVATION				Amount	
05/02/2016	Payment Monies Received	2016-00000051	ARTHUR PROPERTY MANAGEMENT				20.00	
							20.00	

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Fee Code	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	<b>ENGINEERING COM-ENGINEERING COMMERCIAL</b>						
	EXCAVATION - EXCAVATION						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount		
05/17/2016	Payment Monies Received	2016-00000049	B. PERFECT CONSTRUCTION	60.00	20.00		60.00
					\$60.00		
	<b>ENGINEERING PLAN REVIEW / INSPECTION</b>						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount		
05/17/2016	Payment Monies Received	2016-00000049	B. PERFECT CONSTRUCTION	400.00	400.00		400.00
					\$400.00		
	<b>SEWER COMM - SEWER COMMERCIAL</b>						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount		
05/02/2016	Payment Monies Received	2016-00000046	ROBERTS GENERAL EXCAVATION	25.00	25.00		25.00
					\$25.00		
	<b>W-TAP (5/8-3/4)" - WATER TAP (5/8-3/4)"</b>						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount		
05/17/2016	Payment Monies Received	2016-00000052	PRECISION ENGINEERING & CONTRACTING	210.00	210.00		210.00
					\$210.00		
	<b>WATER CL2 - WATER CHLORINATION BASE FEE</b>						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount		
05/17/2016	Payment Monies Received	2016-00000052	PRECISION ENGINEERING & CONTRACTING	170.00	170.00		170.00
					\$170.00		
	<b>WATER CL2 &gt; 1000 - WATER CHLORINATION GREATER THAN 1000 FT</b>						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount		
05/17/2016	Payment Monies Received	2016-00000052	PRECISION ENGINEERING & CONTRACTING	330.00	330.00		330.00
					\$330.00		
	<b>WATER MISC PARTS - WATER MISC PARTS</b>						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount		
05/12/2016	Payment Monies Received	2015-00000070	CONTINENTAL BUILDING SYSTEMS	2,790.00	2,790.00		2,790.00
					\$2,790.00		
	<b>ENGINEERING COM-ENGINEERING COMMERCIAL Totals</b>						
				10	0	\$5,985.00	\$5,985.00
	<b>ENGINEERING RES-ENGINEERING RESIDENTIAL</b>						
	BOND-EXCAVATION - EXCAVATION BOND						
Date	Transaction Type	Permit Number	Issued To	Amount	Amount		
05/02/2016	Payment Monies Received	2016-00000045	JOHN R & KRISTI E GUNYULA	2,000.00	1,000.00		2,000.00
05/20/2016	Payment Monies Received	2016-00000044	SCHUMACHER HOMES OF RAVANNA	2,000.00	1,000.00		2,000.00
					\$2,000.00		

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Fee Code	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	<b>ENGINEERING RES-ENGINEERING RESIDENTIAL</b>							
	EXCAVATION - EXCAVATION							
<i>Date</i>	<i>Transaction Type</i>	<i>Permit Number</i>	<i>Issued To</i>	<i>Amount</i>	<i>Amount</i>			
04/27/2016	Payment Monies Received	2016-00000043	ROBERTS GENERAL EXCAVATION	140.00	20.00	140.00	.00	140.00
05/02/2016	Payment Monies Received	2016-00000039	DUKES DRAIN		20.00			
05/02/2016	Payment Monies Received	2016-00000042	DUKES DRAIN		20.00			
05/02/2016	Payment Monies Received	2016-00000045	JOHN R & KRISTI E GUNYULA		20.00			
05/02/2016	Payment Monies Received	2016-00000047	ROBERTS GENERAL EXCAVATION		20.00			
05/02/2016	Payment Monies Received	2016-00000048	ROBERTS GENERAL EXCAVATION		20.00			
05/20/2016	Payment Monies Received	2016-00000044	SCHUMACHER HOMES OF RAVANNA		20.00			
					\$140.00			
	<b>SEWER RES - SEWER RESIDENTIAL</b>							
<i>Date</i>	<i>Transaction Type</i>	<i>Permit Number</i>	<i>Issued To</i>	<i>Amount</i>	<i>Amount</i>			
04/27/2016	Payment Monies Received	2016-00000043	ROBERTS GENERAL EXCAVATION	75.00	25.00	75.00	.00	75.00
05/02/2016	Payment Monies Received	2016-00000048	ROBERTS GENERAL EXCAVATION		25.00			
05/20/2016	Payment Monies Received	2016-00000044	SCHUMACHER HOMES OF RAVANNA		25.00			
					\$75.00			
	<b>SEWER UTILIZE - SEWER UTILIZATION</b>							
<i>Date</i>	<i>Transaction Type</i>	<i>Permit Number</i>	<i>Issued To</i>	<i>Amount</i>	<i>Amount</i>			
05/20/2016	Payment Monies Received	2016-00000044	SCHUMACHER HOMES OF RAVANNA	1,310.00	1,310.00	1,310.00	.00	1,310.00
					\$1,310.00			
	<b>STORM CONNECTION - STORM SEWER CONNECTION</b>							
<i>Date</i>	<i>Transaction Type</i>	<i>Permit Number</i>	<i>Issued To</i>	<i>Amount</i>	<i>Amount</i>			
05/20/2016	Payment Monies Received	2016-00000044	SCHUMACHER HOMES OF RAVANNA	100.00	100.00	100.00	.00	100.00
					\$100.00			
	<b>STORM RES PERMIT - STORM SEWER RESIDENTIAL PERMIT</b>							
<i>Date</i>	<i>Transaction Type</i>	<i>Permit Number</i>	<i>Issued To</i>	<i>Amount</i>	<i>Amount</i>			
05/20/2016	Payment Monies Received	2016-00000044	SCHUMACHER HOMES OF RAVANNA	25.00	25.00	25.00	.00	25.00
					\$25.00			
	<b>W-MET (5/8-3/4)" - WATER METER (5/8-3/4)"</b>							
<i>Date</i>	<i>Transaction Type</i>	<i>Permit Number</i>	<i>Issued To</i>	<i>Amount</i>	<i>Amount</i>			
05/20/2016	Payment Monies Received	2016-00000044	SCHUMACHER HOMES OF RAVANNA	315.00	315.00	315.00	.00	315.00
					\$315.00			
	<b>WATER FEE - WATER FEE</b>							
<i>Date</i>	<i>Transaction Type</i>	<i>Permit Number</i>	<i>Issued To</i>	<i>Amount</i>	<i>Amount</i>			
05/02/2016	Payment Monies Received	2016-00000039	DUKES DRAIN	100.00	100.00	100.00	.00	100.00
05/02/2016	Payment Monies Received	2016-00000042	DUKES DRAIN		25.00			
05/02/2016	Payment Monies Received	2016-00000047	ROBERTS GENERAL EXCAVATION		25.00			
05/20/2016	Payment Monies Received	2016-00000044	SCHUMACHER HOMES OF RAVANNA		25.00			
					\$100.00			

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Fee Code	Permit Type	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
<b>ENGINEERING RES-ENGINEERING RESIDENTIAL</b>							
	WATER MISC PARTS - WATER MISC PARTS		1	0	20.00	.00	20.00
	<i>Transaction Type</i>		<i>Issued To</i>			<i>Amount</i>	
	Payment Monies Received		DUKES DRAIN			20.00	
	05/02/2016		2016-00000042			\$20.00	
	WATER UTILIZED - WATER UTILIZATION		1	0	550.00	.00	550.00
	<i>Transaction Type</i>		<i>Issued To</i>			<i>Amount</i>	
	Payment Monies Received		SCHUMACHER HOMES OF RAVANNA			550.00	
	05/20/2016		2016-00000044			\$550.00	
	Permit Type <b>ENGINEERING RES-ENGINEERING RESIDENTIAL</b> Totals						
			22	0	\$4,635.00	\$0.00	\$4,635.00
	3% BBS - 3% BBS		2	0	3.00	.00	3.00
	<i>Transaction Type</i>		<i>Issued To</i>			<i>Amount</i>	
	Payment Monies Received		TRINA WINFIELD			1.50	
	05/13/2016		2016-00000219			1.50	
	05/17/2016		2016-00000179			\$3.00	
	Permit Type <b>EXISTING COMM-EXISTING COMMERCIAL</b> Totals						
			2	0	100.00	.00	100.00
	COM-BUILD REPAIR - Commercial Building Repair/Remodel		2	0	100.00	.00	100.00
	<i>Transaction Type</i>		<i>Issued To</i>			<i>Amount</i>	
	Payment Monies Received		TRINA WINFIELD			50.00	
	05/13/2016		2016-00000219			50.00	
	05/17/2016		2016-00000179			\$100.00	
	Permit Type <b>PLAN REVIEW &lt;= 3 - Plan Review for 3 or Less Reviews</b> Totals						
			3	0	281.25	.00	281.25
	PLAN REVIEW <= 3 - Plan Review for 3 or Less Reviews		3	0	281.25	.00	281.25
	<i>Transaction Type</i>		<i>Issued To</i>			<i>Amount</i>	
	Payment Monies Received		PIPELINE PLUMBING			75.00	
	05/12/2016		2016-00000141			75.00	
	05/13/2016		2016-00000108			75.00	
	05/17/2016		2016-00000179			131.25	
						\$281.25	
	Permit Type <b>PLAN REVIEW 4+ - Plan Review for 4 or More Reviews</b> Totals						
			1	0	125.00	.00	125.00
	PLAN REVIEW 4+ - Plan Review for 4 or More Reviews		1	0	125.00	.00	125.00
	<i>Transaction Type</i>		<i>Issued To</i>			<i>Amount</i>	
	Payment Monies Received		D R MILLER DESIGN BUILD			125.00	
	05/13/2016		2016-00000108			\$125.00	
	Permit Type <b>EXISTING COMM-EXISTING COMMERCIAL</b> Totals						
			8	0	\$509.25	\$0.00	\$509.25
	1% BBS - 1% BBS		6	0	3.47	.00	3.47
	<i>Transaction Type</i>		<i>Issued To</i>			<i>Amount</i>	
	Payment Monies Received		PHILLIP M GODFREY			.50	
	05/02/2016		2016-00000197			.50	
	05/09/2016		2016-00000204			.66	
	05/11/2016		2016-00000217			.50	

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Fee Code	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
1% BBS - 1% BBS	EXISTING RES-EXISTING RESIDENTIAL			6	0	3.47	.00	3.47
		Transaction Type	Permit Number	Issued To			Amount	
		Payment Monies Received	2016-00000218	STEVE BABLE CONSTRUCTION			.50	
		Payment Monies Received	2016-00000238	KYLE AND LAUREN VEON			.64	
		Payment Monies Received	2016-00000253	DECKMASTER			.67	
							\$3.47	
								196.75
							.00	
							Amount	
							66.00	
							64.00	
							66.75	
							\$196.75	
								150.00
							.00	
							Amount	
							50.00	
							50.00	
							50.00	
							\$150.00	
								350.22
							.00	
							Amount	
							9.93	
							9.93	
							\$19.86	
								19.86
							.00	
							Amount	
							330.89	
							330.89	
							\$661.78	
								661.78
							.00	
							Amount	
							18.75	
							112.50	
							112.50	
							\$243.75	
								243.75
							.00	
							Amount	
							18.75	
							112.50	
							112.50	
							\$243.75	
								925.39
							\$0.00	
								925.39

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City of Kent

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
<b>Permit Type FIRE HOODS-FIRE HOODS</b>						
3% BBS - 3% BBS	Transaction Type Payment Monies Received	1 Permit Number 2016-00000210	0 Issued To BE-SAFE FIRE & SECURITY	3.00	.00 Amount 3.00 \$3.00	3.00
05/09/2016						
<b>COM-SUPR SYS EQP - Commercial Suppression Equipment</b>						
3% BBS - 3% BBS	Transaction Type Payment Monies Received	1 Permit Number 2016-00000210	0 Issued To BE-SAFE FIRE & SECURITY	100.00	.00 Amount 100.00 \$100.00	100.00
05/09/2016						
<b>PLAN REVIEW &lt;=3 - Plan Review for 3 or Less Reviews</b>						
3% BBS - 3% BBS	Transaction Type Payment Monies Received	1 Permit Number 2016-00000210	0 Issued To BE-SAFE FIRE & SECURITY	75.00	.00 Amount 75.00 \$75.00	75.00
05/20/2016						
Permit Type <b>FIRE HOODS-FIRE HOODS</b> Totals				\$178.00	\$0.00	\$178.00
<b>Permit Type HVAC COMM-HVAC COMMERCIAL</b>						
3% BBS - 3% BBS	Transaction Type Payment Monies Received	1 Permit Number 2016-00000200	0 Issued To AIR COMFORT INC	1.50	.00 Amount 1.50 \$1.50	1.50
05/02/2016						
<b>COM-HVAC REPLACE - Commercial HVAC Replacement</b>						
3% BBS - 3% BBS	Transaction Type Payment Monies Received	1 Permit Number 2016-00000200	0 Issued To AIR COMFORT INC	50.00	.00 Amount 50.00 \$50.00	50.00
05/02/2016						
Permit Type <b>HVAC COMM-HVAC COMMERCIAL</b> Totals				\$51.50	\$0.00	\$51.50
<b>Permit Type HVAC RES-HVAC RESIDENTIAL</b>						
1% BBS - 1% BBS	Transaction Type Payment Monies Received	9 Permit Number 2016-00000201 2016-00000202 2016-00000208 2016-00000212 2016-00000213 2016-00000220 2016-00000245 2016-00000246 2016-00000247	0 Issued To CROWN HEATING & COOLING INC LAKES HEATING & AIR CONDITIONING MARTINOV HOME SOLUTIONS JENNINGS HEATING CO INC APOLLO HEATING & COOLING BLIND & SONS B & B AND SONS, INC. BLIND & SONS BRANDON HEATING & AIR CONDITIONING	4.25	.00 Amount 1.00 .50 .35 .50 .35 .35 .50 .35 \$4.25	4.25
05/05/2016						
05/05/2016						
05/05/2016						
05/09/2016						
05/09/2016						
05/12/2016						
05/20/2016						
05/20/2016						
05/20/2016						

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Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
<b>RES-HVAC RES-HVAC RESIDENTIAL</b>						
Permit Type	RES-HVAC NEW - Residential HVAC New	1	0	100.00	.00	100.00
Date	05/05/2016	Permit Number	Issued To	Amount	Amount	
	Payment Monies Received	2016-00000201	CROWN HEATING & COOLING INC	100.00	100.00	
					\$100.00	
<b>RES-HVAC OWN RPL - Residential HVAC Owner Occupied Replacement</b>						
Date	05/05/2016	Permit Number	Issued To	Amount	Amount	
	Payment Monies Received	2016-00000208	MARTINOV HOME SOLUTIONS	35.00	35.00	
	Payment Monies Received	2016-00000213	APOLLO HEATING & COOLING	35.00	35.00	
	Payment Monies Received	2016-00000220	BLIND & SONS	35.00	35.00	
	Payment Monies Received	2016-00000246	BLIND & SONS	35.00	35.00	
	Payment Monies Received	2016-00000247	BRANDON HEATING & AIR CONDITIONING	35.00	35.00	
					\$175.00	
				175.00	.00	175.00
<b>RES-HVAC REPAIR - Residential HVAC Repair/Remodel</b>						
Date	05/05/2016	Permit Number	Issued To	Amount	Amount	
	Payment Monies Received	2016-00000202	LAKES HEATING & AIR CONDITIONING	50.00	50.00	
	Payment Monies Received	2016-00000212	JENNINGS HEATING CO INC	50.00	50.00	
	Payment Monies Received	2016-00000245	B & B AND SONS, INC.	50.00	50.00	
					\$150.00	
				150.00	.00	150.00
<b>Permit Type HVAC RES-HVAC RESIDENTIAL Totals</b>						
		18	0	\$429.25	\$0.00	\$429.25
<b>Permit Type NEW MULTIFM-NEW MULTIFAMILY</b>						
Permit Type	PLAN REVIEW 4+ - Plan Review for 4 or More Reviews	2	0	1,000.00	.00	1,000.00
Date	05/12/2016	Permit Number	Issued To	Amount	Amount	
	Payment Monies Received	2015-00000229	CONTINENTAL BUILDING SYSTEMS	375.00	375.00	
	Payment Monies Received	2015-00000229	CONTINENTAL BUILDING SYSTEMS	625.00	625.00	
					\$1,000.00	
					\$0.00	
				\$1,000.00	\$0.00	\$1,000.00
<b>Permit Type NEW RES-NEW RESIDENTIAL</b>						
Permit Type	1% BBS - 1% BBS	1	0	2.99	.00	2.99
Date	05/20/2016	Permit Number	Issued To	Amount	Amount	
	Payment Monies Received	2016-00000190	SCHUMACHER HOMES OF RAVANNA	2.99	2.99	
					\$2.99	
					\$0.00	
				2.99	.00	2.99
<b>Permit Type NEW MULTIFM-NEW MULTIFAMILY Totals</b>						
		2	0	\$1,000.00	\$0.00	\$1,000.00
<b>PARKS &amp; REC - PARKS &amp; REC</b>						
Date	05/20/2016	Permit Number	Issued To	Amount	Amount	
	Payment Monies Received	2016-00000190	SCHUMACHER HOMES OF RAVANNA	458.00	458.00	
					\$458.00	
				458.00	.00	458.00

# Permit Revenue Summary Report

Payment Date Range 04/27/16 - 05/31/16

Detail Listing

Fee Code	Fee Type	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
Permit Type <b>NEW RES-NEW RESIDENTIAL</b> RES- BUILD NEW 1 - Residential Building New Construction- Single Family		1	0	298.65	.00	298.65
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
05/20/2016	Payment Monies Received	2016-00000190	SCHUMACHER HOMES OF RAVANNA	298.65	298.65	
				\$298.65		
Permit Type <b>NEW RES-NEW RESIDENTIAL</b> Totals						
		3	0	\$759.64	\$0.00	\$759.64
Permit Type <b>PC-PLANNING COMMISSION</b> PC - PLANNING COMMISSION		1	0	100.00	.00	100.00
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
05/05/2016	Payment Monies Received	PC16-012	JAY F PLYMALE	100.00	100.00	
				\$100.00		
Permit Type <b>PC-PLANNING COMMISSION</b> Totals						
		1	0	\$100.00	\$0.00	\$100.00
Permit Type <b>PLUMB COMM-PLUMBING COMMERCIAL</b> 3% BBS - 3% BBS		1	0	1.50	.00	1.50
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
05/19/2016	Payment Monies Received	2016-00000236	ANTHONY DRAGO PLUMBING	1.50	1.50	
				\$1.50		
Permit Type <b>PLUMB COMM-PLUMBING COMMERCIAL</b> Totals						
		1	0	50.00	.00	50.00
COM-PLUMB REPAIR - Commercial Plumbing Repair/Remodel		2	0	\$51.50	\$0.00	\$51.50
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
05/19/2016	Payment Monies Received	2016-00000236	ANTHONY DRAGO PLUMBING	50.00	50.00	
				\$50.00		
Permit Type <b>PLUMB COMM-PLUMBING COMMERCIAL</b> Totals						
		2	0	\$51.50	\$0.00	\$51.50
Permit Type <b>PLUMB RES-PLUMBING RESIDENTIAL</b> 1% BBS - 1% BBS		4	0	1.70	.00	1.70
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
05/02/2016	Payment Monies Received	2016-00000198	STEVE'S PLUMBING	.50	.50	
05/05/2016	Payment Monies Received	2016-00000203	H2O PLUMBING	.50	.50	
05/09/2016	Payment Monies Received	2016-00000211	APPC PLUMBING SERVICES	.35	.35	
05/25/2016	Payment Monies Received	2016-00000251	APPC PLUMBING SERVICES	.35	.35	
				\$1.70		
Permit Type <b>PLUMB RES-PLUMBING RESIDENTIAL</b> Totals						
		4	0	1.70	.00	1.70
RES-PLUMB OWN RP - Residential Plumbing Owner Occupied Replacement		2	0	70.00	.00	70.00
Date	Transaction Type	Permit Number	Issued To	Amount	Amount	
05/09/2016	Payment Monies Received	2016-00000211	APPC PLUMBING SERVICES	35.00	35.00	
05/25/2016	Payment Monies Received	2016-00000251	APPC PLUMBING SERVICES	35.00	35.00	
				\$70.00		
Permit Type <b>RES-PLUMB OWN RP - Residential Plumbing Owner Occupied</b> Totals						
		2	0	70.00	.00	70.00



# Permit Revenue Summary Report

Payment Date Range 04/27/16 - 05/31/16

Detail Listing

Fee Code	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
	<b>PLUMB RES-PLUMBING RESIDENTIAL</b>							
	RES-PLUMB REPAIR - Residential Plumbing Repair/Remodel			2	0	100.00	.00	100.00
		Transaction Type	Permit Number	Issued To			Amount	
		05/02/2016	2016-00000198	STEVE'S PLUMBING			50.00	
		05/05/2016	2016-00000203	H2O PLUMBING			50.00	
							\$100.00	
	<b>Permit Type PLUMB RES-PLUMBING RESIDENTIAL Totals</b>							
				8	0	\$171.70	\$0.00	\$171.70
	<b>3% BBS - 3% BBS</b>							
	COM-SIGN/AWN/CAN - Commercial Signs Awnings Canopies			1	0	1.50	.00	1.50
		Transaction Type	Permit Number	Issued To			Amount	
		05/13/2016	2016-00000221	ARCHER SIGN CORPORATION			1.50	
							\$1.50	
	<b>Permit Type SIGN/AWNINGS-SIGN/AWNINGS</b>							
	COM-SIGN/AWN/CAN - Commercial Signs Awnings Canopies			1	0	50.00	.00	50.00
		Transaction Type	Permit Number	Issued To			Amount	
		05/13/2016	2016-00000221	ARCHER SIGN CORPORATION			50.00	
							\$50.00	
	<b>Permit Type SIGN/AWNINGS-SIGN/AWNINGS Totals</b>							
				1	0	50.00	.00	50.00
	<b>COM-ZONING PSIGN - Commercial Zoning Permanent Signs</b>							
	PLAN REVIEW <= 3 - Plan Review for 3 or Less Reviews			1	0	75.00	.00	75.00
		Transaction Type	Permit Number	Issued To			Amount	
		05/13/2016	2016-00000221	ARCHER SIGN CORPORATION			75.00	
							\$75.00	
	<b>Permit Type SIGN/AWNINGS-SIGN/AWNINGS Totals</b>							
				4	0	\$176.50	\$0.00	\$176.50
	<b>SUBDIVISION-SUBDIVISION</b>							
	MIN SUB PLAT - MINOR SUBDIVISION PLAT			1	0	25.00	.00	25.00
		Transaction Type	Permit Number	Issued To			Amount	
		05/05/2016	2016-00000050	PIERSON SURVEYING			25.00	
							\$25.00	
	<b>Permit Type SUBDIVISION-SUBDIVISION Totals</b>							
				1	0	\$25.00	\$0.00	\$25.00
	<b>ZONING-ZONING</b>							
	RES-ZONING - Residential Zoning Fence Pool Etc			14	0	375.00	.00	375.00
		Transaction Type	Permit Number	Issued To			Amount	
		04/27/2016	2016-00000192	CECIL J & LINDSAY A ANDERSON			25.00	
		04/27/2016	2016-00000193	ROBERT C & RHONDA J WIGGINS			25.00	
		05/02/2016	2016-00000194	LINDA B WALKER			25.00	
		05/02/2016	2016-00000195	DANIEL & SARAH BRAINARD			25.00	
		05/05/2016	2016-00000207	DEREK A & SARA WHITTED			25.00	
	<b>Permit Type ZONING-ZONING Totals</b>							
				14	0	375.00	.00	375.00

# Permit Revenue Summary Report

Payment Date Range 04/27/16 - 05/31/16

Detail Listing

Fee Code	Permit Type	Transaction Type	Permit Number	Billing Transactions	Adjustment Transactions	Amount Billed	Adjustments	Net Billed
RES-ZONING	ZONING-ZONING - Residential Zoning Fence Pool Etc			14	0	375.00	.00	375.00
		Payment Monies Received	2016-00000209	Issued To			Amount	
		Payment Monies Received	2016-00000215	ED M & DEEPA PONNUSW SHEEHAN			25.00	
				DOMBROWSKI WILLIAM R & SARAH R			25.00	
				FREED				
		Payment Monies Received	2016-00000232	BEST FENCE			25.00	
		Payment Monies Received	2016-00000233	MELISSA A SPRINGER			25.00	
		Payment Monies Received	2016-00000234	ANDRE & AMANDA PRICE			25.00	
		Payment Monies Received	2016-00000235	DEBORAH A SMEILLES			50.00	
		Payment Monies Received	2016-00000240	R & T FENCE CO.			25.00	
		Payment Monies Received	2016-00000244	TYLER DIXON			25.00	
		Payment Monies Received	2016-00000255	EUGENE O JR & TERESA CALLEN			25.00	
							\$375.00	
RES-ZONING ADD	Residential Zoning Addition			3	0	75.00	.00	75.00
		Payment Monies Received	2016-00000205	Issued To			Amount	
		Payment Monies Received	2016-00000239	G B HOME SERVICES & RENOVATIONS			25.00	
		Payment Monies Received	2016-00000254	KYLE AND LAUREN VEON			25.00	
				DECKMASTER			25.00	
							\$75.00	
RES-ZONING NEW	Residential Zoning New			1	0	75.00	.00	75.00
		Payment Monies Received	2016-00000191	Issued To			Amount	
				SCHUMACHER HOMES OF RAVANNA			75.00	
							\$75.00	
Permit Type ZONING-ZONING Totals						\$525.00	\$0.00	\$525.00
Grand Totals						\$17,441.25	(\$50.00)	\$17,391.25

# Case by Inspector Report

Date Type: Open Date

From Date: 05/01/2016 - To Date: 05/31/2016

Case Type	Inspector:	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period in Days	Reported By	Location
ZONING-ROOMING HOUSE	Paul Bauer 2016-00000344	Active	3 cars in drive most mornings	05/02/2016		30	Paul J. Bauer	333 COLLEGE CT KENT, OH 44240	
PROPERTY MAINTENANCE	2016-00000350	Active	post street #s and paint	05/03/2016		29	Paul J. Bauer	1261 W MAIN ST KENT, OH 44240	
VEGETATION	2016-00000355	Active	tall grass	05/03/2016		29	caller	993 KEVIN DR KENT, OH 44240	
PROPERTY MAINTENANCE	2016-00000360	Active	gutters, paint garage, window, repair siding	05/04/2016		28	Paul J. Bauer	1023 FRANKLIN AVE KENT, OH 44240	
UNSHELTERED STORAGE-VEHICLE	2016-00000364	Active	junk cars	05/05/2016		27	Paul J. Bauer	845 LOCK ST KENT, OH 44240	
UNSHELTERED STORAGE-DEBRIS	2016-00000371	Active	pile of tires	05/05/2016		27	Eric W Gorczynski	2161 MOGADORE RD KENT, OH 44240	
UNSHELTERED STORAGE-VEHICLE	2016-00000383	Active	tall grass plus untagged Mitsubishi and RV	05/06/2016		26	Paul J. Bauer	1119 VERONA KENT, OH 44240	
VEGETATION	2016-00000399	Active	tall grass	05/10/2016		22	Paul J. Bauer	141 CRAIN AVE KENT, OH 44240	
VEGETATION	2016-00000402	Active	tall grass	05/11/2016		21	Paul J. Bauer	0 ST RT 43 KENT, OH 44240	
VEGETATION	2016-00000406	Active	also box spring, broken front window	05/12/2016		20	caller	550 FAIRCHILD AVE KENT, OH 44240	
ZONING-ROOMING HOUSE	2016-00000421	Active	illegal rooming house	05/13/2016		19	Paul J. Bauer	126 WILSON AVE KENT, OH 44240	
UNSHELTERED STORAGE-VEHICLE	2016-00000447	Active	junk pickup, tall grass, debris	05/17/2016		15	Paul J. Bauer	319 W ELM ST KENT, OH 44240	
ZONING	2016-00000458	Active	signage and tall grass	05/18/2016		14	Paul J. Bauer	830 N MANTUA ST KENT, OH 44240	
VEGETATION	2016-00000464	Active	tall grass, trash not in hard container	05/19/2016		13	Paul J. Bauer	303 N LINCOLN ST KENT, OH 44240	
UNSHELTERED STORAGE-VEHICLE	2016-00000466	Active	F-150 pit exp 2011	05/19/2016		13	Paul J. Bauer	540 S WATER ST KENT, OH 44240	
ZONING	2016-00000468	Active	drive way bump out (fresh gravel)	05/19/2016		13	Marla A. Dunn	915 MIDDLEBURY RD KENT, OH 44240	
PROPERTY MAINTENANCE	2016-00000472	Active	windows, door, electric, smoke alarms, infestation	05/20/2016		12	Kurt Broadwater	1313 W MAIN ST KENT, OH 44240	
UNSHELTERED STORAGE-DEBRIS	2016-00000473	Active	tall grass and construction debris	05/20/2016		12	Jennifer Wallace	1560 VINE ST KENT, OH 44240	

# Case by Inspector Report

Date Type: Open Date

From Date: 05/01/2016 - To Date: 05/31/2016


Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
UNSHeltered STORAGE-VEHICLE	2016-00000476	Active	vehicle to be sold, also trash and tall grass	05/20/2016		12	Paul J. Bauer	430 STINAFF KENT, OH 44240
VEGETATION	2016-00000485	Active	shrubs blocking sightline on Longcoy	05/23/2016		9	WebQA	948 HUDSON RD KENT, OH 44240
VEGETATION	2016-00000488	Active	tall grass	05/23/2016		9	Paul J. Bauer	Kent - 170132000038001
VEGETATION	2016-00000490	Active	tall grass	05/23/2016		9	Paul J. Bauer	115 W ELM ST KENT, OH 44240
VEGETATION	2016-00000495	Active	tall grass	05/20/2016		12	Paul J. Bauer	1039 DAVEY AVE KENT, OH 44240
VEGETATION	2016-00000497	Active	tall grass	05/24/2016		8	Paul J. Bauer	500 VFW PKWY KENT, OH 44240
VEGETATION	2016-00000499	Active	tall grass	05/25/2016		7	Paul J. Bauer	1195 FAIRCHILD AVE KENT, OH 44240
VEGETATION	2016-00000500	Active	tall grass	05/25/2016		7	Paul J. Bauer	1131 FAIRCHILD AVE KENT, OH 44240
PROPERTY MAINTENANCE	2016-00000502	Active	20 or more cats	05/25/2016		7	Terry Peacock	654 WOODSIDE DR KENT, OH 44240
PROPERTY MAINTENANCE	2016-00000504	Active	eaves bare wood, must be painted	05/26/2016		6	Paul J. Bauer	270 COLUMBUS ST KENT, OH 44240
VEGETATION	2016-00000505	Active	tall grass/weeds	05/27/2016		5	Paul J. Bauer	133 W HALL ST KENT, OH 44240
ZONING	2016-00000506	Active	unapproved driveway bump out	05/31/2016		1	Paul J. Bauer	962 MIDDLEBURY RD KENT, OH 44240
VEGETATION	2016-00000508	Active	tall grass	05/31/2016		1	Paul J. Bauer	Kent - 170322000062000
BUILDING CODE	2016-00000510	Active	porch rebuild w/o permit	05/31/2016		1	Paul J. Bauer	534 W MAIN ST KENT, OH 44240
<b>Paul Bauer Totals:</b>		32 Case(s)						
<b>Grand Totals :</b>		32 Case(s)						



# CITY OF KENT, OHIO

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## DEPARTMENT OF LAW

**TO:** DAVE RULLER, CITY MANAGER  
**FROM:** JAMES R. SILVER, LAW DIRECTOR   
**DATE:** JUNE 6, 2016  
**RE:** MONTHLY REPORTS – MAY, 2016

Attached please find my monthly report for May, 2016. If you have any questions or require further information, please let me know.

# **LAW DEPARTMENT**

## **Monthly Report**

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5/1/16 to 5/31/16

- 1) Prepare or reviewed contracts for the following:
  - a) FLS Lawn care for downtown
  - b) Land sale to Berardinelli
  - c) GPD Contract amendment for hike & bike trail
  - d) Easton hearing for Pine St. reconstruction
  - e) Brandstester Carrol, Inc. for Parks & Rec
  - f) HzW Work Agreement
  - g) East Ohio Gas relocation of lines on Tonkin
  - h) HR Gray engineering services
  - i) MOU with Tallmadge & Summit Parks for bike trail
  - j) MOU with KSU & Main St. for artwork project
  - k) Hometown Bank Loan agreement amendment
  
- 2) Festival insurance form applications: None
  
- 3) Did research in the following areas:
  - a) Standard construction contract language
  - b) Releases for volunteer workers
  
- 4) Prosecution: Thirty-six (36) hearings (trials, pre-trials or suppression hearings).

# ***LAW DEPARTMENT***

## ***Monthly Report***

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***5/1/16 to 5/31/16***

- 5) Began potential amendments to recycling code
- 6) Attended Pretrial for Summit Gardens v. Kent
- 7) Attended Pretrial for Molai v. Kent
- 8) Four (4) new claim against the City.