



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: September 29, 2011  
TO: Dave Ruller, City Manager  
FROM: Bridget Susel, Interim Community Development Director  
RE: Ward Apportionment Based on 2010 Census Data

A handwritten signature in black ink, appearing to read 'Bridget Susel', is written over the 'FROM:' line of the memo.

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The Community Development Department was notified this week that the ward apportionment revisions, including the legal descriptions, needed to be completed and to the Clerk of Council by the close of business on Thursday, September 29, 2011 in order to have any changes reviewed and approved by City Council on Wednesday, October 5, 2011. The need to expedite approval of the revisions is the result of recent changes at the state level. The Ohio Revised Code requires that any changes to a community's ward apportionment be approved by the local legislative authority a minimum of 150 days prior to the date the primary is scheduled to be held. State legislative officials recently enacted legislation that moved the primary from a date in May, to a date in March so approval of the ward apportionment revisions needs to occur next week in order to comply with the 150 day requirement.

At the September 7, 2011 Council Committee session, I presented a proposed ward apportionment model that had several changes, one of which included shifting Block Group 2012 (CT 6015.03) which represents the Mae Street to Morris Road area, from Ward 5 to Ward 4. The proposed model was approved at the Committee session so staff began the process of writing the legal descriptions for formal approval by City Council. During this process, however, it was noted that once the multiple layers of block group changes were applied to the ward maps, Block 2012 (Census Tract 6015.03) was not contiguous with the rest of the Ward 4 area. The City's Charter requires that the City's wards be "compact and contiguous territory."

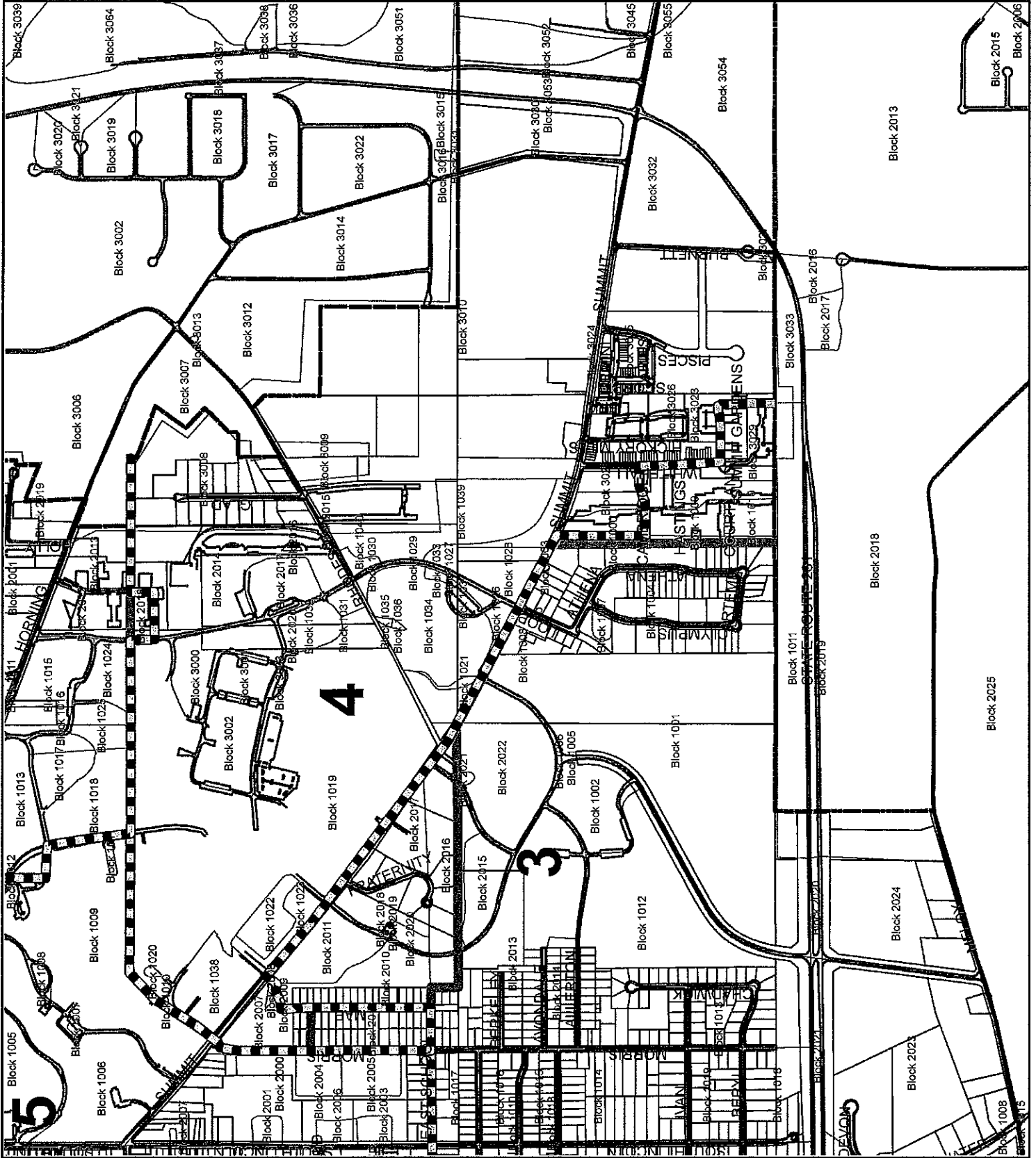
To make the Mae Street to Morris Road area contiguous with the remainder of Ward 4, it required staff to work up multiple scenarios to ensure the maximum and minimum number of persons per ward did not exceed the requirements stated in the Charter. Staff was able to find a proposed ward apportionment model that met all of the requirements of the Charter, while still including the Mae Street to Morris Road block in Ward 4.

I am respectfully requesting time at the October 5, 2011 Council Committee session to present and discuss the proposed ward apportionment revisions and also would like to request that a special Council meeting be scheduled immediately following the Committee session to allow for a formal vote on the revised ward apportionment.

Please let me know if you need any additional information in order to add this item to the agenda.

City of Kent  
Portage County, Ohio  
2001 Ward Map  
(with 2011 proposed changes  
for Charter requirement)

- City Boundary
- 2001 Ward Lines
- 2011 Ward Lines (Proposed)
- 2010 Census Block Groups





# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: August 5, 2011

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Grants & Neighborhood Programs Administrator *BSD*

CC: Gary Locke, Community Development Director

RE: Proposed New Neighborhood Grants Program

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In 2009, members of the Community Development Department did a presentation at a City Council Committee session outlining what staff identified as the Neighborhood Enhancement Program (NEP). The primary objective of the NEP is to establish a comprehensive approach to enhancing the quality of life in the City by developing programs and projects that will improve the City's various residential neighborhoods and foster greater engagement of residents at the neighborhood level.

The Neighborhood Enhancement Program encompasses a variety of components that work together to promote a positive sense of community, including code enforcement efforts, crime prevention and empowering residents to address issues and needs they identify in their neighborhoods. Staff members from the Police and Community Development Departments have already increased their efforts in recent years in the areas of code enforcement and crime awareness, which has helped to improve the quality of life in many of the City's residential areas. The Community Development staff is interested in further expanding the overall objective of the NEP by introducing an initiative that will promote greater residential engagement at the neighborhood level. Staff would like to request Council Committee time to discuss the concept of establishing a Neighborhood Grants Program that will be made available to residents for the implementation of projects that promote aesthetic enhancements and/or greater engagement of residents at the neighborhood level.

While the concept of a neighborhood grants program is new to the City of Kent, such programs have been implemented in many other communities and have proven to be successful at engaging and empowering residents by providing a mechanism for improving the community at the neighborhood level. The City is in the midst of a major transformation of its downtown region and the establishment of a neighborhood grants program will ensure that the positive aspects of the changes downtown can be expanded upon to include initiatives that will improve the City's various residential neighborhoods.

The Neighborhood Grants Program is currently at the conceptual stage and identifying funding options is still being evaluated, but one potential source could be to designate a portion of the funding allocated annually to the Social Service Grant Program.

The Community Development staff is respectfully requesting Council Committee time to discuss the concept of establishing the Neighborhood Grants Program, including estimated costs and possible funding options.

Thank you for your assistance with this matter. If you need any additional information to get this item on the Council Committee schedule, please let me know.

Thank you.



**THE INVESTMENT POLICY  
FOR THE  
POOLED FUNDS  
OF THE  
CITY OF KENT, OHIO**

**DRAFT**



## City of Kent Investment Policy

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### **1.0 Mission Statement**

It is the policy of the City of Kent to invest public funds in a manner which will ensure the preservation of capital and maximum security while providing the highest investment return, meeting the daily cash flow needs of the city, and conforming to all state and local statutes governing the investment of public funds.

### **2.0 Objectives**

The objective of this Policy is to establish the responsibilities, authority, and permissible investment instruments that have been formally approved and adopted by the City of Kent for administration of its pooled funds investments. The primary objectives and procedures of the City's investment activities shall be in the following order of importance:

**2.1 Safety** - Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**2.2 Liquidity** - The City of Kent's Investment Portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

**2.3 Yield on Investment** - The City's Investment Portfolio shall be designed with the objective of attaining a measurable market yield throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

### **3.0 Prudence**

The standard of prudence to be applied by the Director of Budget and Finance, or alternate investment officer if one is designated, shall be the "prudent person" and/or "prudent investor" standard which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons, of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived." The prudent person standard shall be applied in the context of managing the overall pooled Investment Portfolio.

The Director of Budget and Finance, or alternate investment officer if one is designated, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### **4.0 Ethics and Conflict of Interest**

Officers and employees involved in the City's investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. City investment officials shall disclose any material financial or other interests in financial institutions that conduct business with the City of Kent, and they shall further disclose any large personal financial/investments positions that could be related to the City of Kent, particularly with regard to the time of purchases and sales.

#### **5.0 Delegation of Authority**

Operational responsibility and execution of policies and procedures for the investment program is vested with the Director of Budget and Finance. Procedures shall include but not be limited to safekeeping functions, repurchase agreements, wire transfer activity and agreements, and investment bid, placement, purchase/sale activity. The Director of Budget and Finance has explicit authority to delegate limited authority for performance of these procedures to staff to function in the capacity of an alternate investment officer for placement of investments on an as needed basis. No person may engage in an investment transaction except as provided under the terms of this policy.

#### **6.0 Maintain the Public's Trust**

All participants in the investment process shall seek to act responsibly as custodians of the public trust. The Director of Budget and Finance shall recognize that the investment portfolio is subject to public review and evaluation. In addition, the overall investment program shall be designed and managed with a degree of professionalism worthy of the public trust. The Director of Budget and Finance or alternate investment officer shall also avoid any transaction that might knowingly impair public confidence in the Kent City Council's ability to govern effectively.

#### **7.0 Authorized Investment Types**

**The City of Kent authorizes the Director of Budget and Finance to make investments of available monies from the funds of the City in the following instruments as defined and authorized by the Ohio Revised Code, Chapter 135:**

- 7.1 - United States Treasury bills, bonds, notes, or any other obligation or security issued or guaranteed by the United States, or those for which the faith of the United States is pledged for payment of principal and interest thereon.**
- 7.2 - Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the Federal Home Loan Bank (FHLB), Federal Farm Credit Bank (FFCB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Government National Mortgage Association (GNMA), and Student Loan Marketing Association (SLMA). All federal agency or instrumentality securities must be direct issuances of the federal agency or instrumentality.**
- 7.3 - Interim and Inactive deposits, including Certificates of Deposit in financial institutions approved as public depositories.**
- 7.4 - Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.**
- 7.5 - No-load money market mutual funds consisting exclusively of obligations described in A. and B. above, or repurchasing agreements secured by such obligations, provided such investments are made only with authorized lending institutions.**
- 7.6 - The Ohio SubDivision Fund (STAR Ohio).**
- 7.7 - Public Money Market Fund**

7.8 - Investments in Certificates of Deposit with FDIC insurance coverage on the full amount of deposit through the Certificate of Deposit Account Registry Service (CDARS), offered by Promontory Interfinancial Network. Eligibility for this investment is outlined in Ohio Revised Code Section 135.144, and would also apply to any other program that is deemed to meet the requirements of ORC Section 135.144.

## **8.0 Investment Portfolio Management and Other Limitations**

8.1 Under no Circumstances may the Director of Budget and Finance invest in a derivative as defined by the Ohio Revised Code, reverse repurchase agreements, or other funds prohibited by law. The Director of Budget and Finance shall also not make investments that he or she does not reasonably believe can be held until the maturity date or leverage any investment.

8.2 Investments made by the Director of Budget and Finance must mature within five (5) years from the date of settlement, unless they are matched to a specific obligation or debt of the city. The Director of Budget and Finance is also authorized to enter into repurchase agreements in accordance with ORC Section 135.14(E). Such agreements may be either overnight or within a time not to exceed thirty (30) days.

8.3 The City of Kent will seek to diversify its investments by type, duration, and issuer. Not more than an aggregate total of \$10,000,000 in interim or inactive funds of the City may be placed at any one time with any one eligible financial institution designated as a public depository.

8.4 Earnings on investments may become a part of the fund from which the investment was made, or the general fund if no specific fund was assigned, unless otherwise specified by the Ohio Revised Code or other applicable law.

8.5 The Director of Budget and Finance of the City of Kent is required to report all investment activity to the City's Treasury Investment Board or City Council as requested. This report can include all relevant available investment detail. The Director of Budget and Finance must also disclose all current balances of cash held in public depositories, and all interest rates related to these accounts as requested.

8.6 The Director of Budget and Finance, in accordance with law, may withdraw funds from approved public depositories or sell negotiable instruments prior to maturity.

## **9.0 Investment Policy Adoption**

The City of Kent's Investment Policy shall be adopted by the Kent City Council. The policy shall be reviewed periodically by the Director of Budget and Finance and any modifications made thereto must be approved by the Kent City Council. **This policy shall replace the current language in Section 133.05 and 133.06 of the Codified Ordinances of the City of Kent.**

We, the undersigned, have read this *Investment Policy Acknowledgement*, agree to abide by its provisions, and will maintain a signed copy of this document and the *City of Kent Investment Policy* in our files.

INSTITUTION / COMPANY

ADDRESS

NAME / TITLE

SIGNATURE

DATE



CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller  
Linda Copley

FROM: Jim Bowling

DATE: September 20, 2011

RE: AMATS Federal Funding Applications

AMATS is seeking applications for applicable transportation projects for FY 2016 and 2017 (except for Resurfacing Projects). AMATS is allocating **\$53 million** for this round of applications. This is a **70% increase** to the \$31 million that was allocated for the last request for applications. The engineering division is requesting council time to obtain council approval to submit the following projects to AMATS for Federal Funding:

- **Crain Avenue Pavement Resurfacing** – The existing Pavement Condition Index (PCI) for Crain Avenue from Lake Street to N. Willow Street is **41** This section of Crain Avenue is included in the current Capital Plan as part of the 2013 Annual Street and Sidewalk program. We will apply for \$82,400 from the AMATS Resurfacing Program.
- **North Depeyster Pavement Resurfacing** – The existing Pavement Condition Index (PCI) for North Depeyster Street from E. Main Street to Crain Avenue is **53** This section of N. Depeyster Street is included in the current Capital Plan as part of the 2013 Annual Street and Sidewalk program. We will apply for \$124,000 from the AMATS Resurfacing Program.
- **Franklin Avenue Pavement Resurfacing** – The existing Pavement Condition Index (PCI) for Franklin Avenue from Cherry Street to Summit Street is **50** This section of Franklin Avenue is included in the current Capital Plan as part of the 2013 Annual Street and Sidewalk program. We will apply for \$184,000 from the AMATS Resurfacing Program.
- **Fairchild Avenue Pavement Resurfacing** – The existing Pavement Condition Index (PCI) for Fairchild Avenue from Majors Lane to Hudson Road is **53** This section of Fairchild Avenue is included in the current Capital Plan as part of the 2013 Annual Street and Sidewalk program. We will apply for \$129,600 from the AMATS Resurfacing Program.

- **The Portage Bike and Hike Trail – SR 59 Segment** – This project includes the connection of the Portage Bike and Hike Trail from the KSU Gateway Section (SR 59 and Esplanade intersection) to the Tannery Section (Tannery Park) along the SR 59 corridor. This project will include the construction of a 10 foot wide concrete all-purpose trail/sidewalk along the south side of SR 59 using the signalized intersections to cross Depeyster and Water Streets. The trail would continue along the SR 59 corridor down to Franklin Street and then follow a signed bike route to the Tannery Park. We will apply for \$700,000 from the AMATS Transportation Enhancement Program (TEP) with the local share to be funded by the Parks and Recreation Department.
- **S. Water Street (SR 43) Traffic Improvements** – This project includes the replacement of three signalized intersections on S. Water Street (Beryl Dr., Cherry St. and School St.). Improvements to the SR 261 and S. Water Street intersection to solve congestion problems. The need for left turns lanes will be investigated at the above intersections during the preliminary engineering phase. These improvements also could include the addition of a second westbound left turn lane from SR261 to southbound on S. Water Street and modifications to the existing signal at the intersection to accommodate the additional turn lane. The new signals and existing signals at SR 261 and SR 43 will be connected to the City's existing central traffic computer control system. We will apply for \$2,360,000 in AMATS Surface Transportation Program (STP) and Congestion Mitigation/Air Quality (CM/AQ) programs.

C: Gene Roberts  
Rhonda Boyd  
Pat Homan  
Jon Giaquinto  
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