



Boards and Commissions December 2020 Candidates

Board of Zoning Appeals – Two (2) Vacancies

- ❖ Tim Sahr Reappointment
- ❖ Deborah Douglas New Applicant
- ❖ Nickolas Bellas New Applicant

Design and Preservation Committee - Two (2) Vacancies

- ❖ Garret Munroe New Applicant (Also applied for Planning Commission)

Parks and Recreation Board- Two (2) Vacancies

- ❖ Jeremy Jones New Applicant
- ❖ Iris Mirelez New Applicant
- ❖ Steve Mitchell New Applicant
- ❖ David Johnson New Applicant

Planning Commission - Two (2) Vacancies

- ❖ Amanda Edwards Reappointment
- ❖ Garret Munroe New Applicant (Also applied for Design & Preservation)
- ❖ Deborah Douglas New Applicant (Also applied for Board of Zoning)
- ❖ Nickolas Bellas New Applicant (Also applied for Board of Zoning)

Stormwater District Review and Appeals Board- Two (2) Vacancies

- ❖ No Applicants

Sustainability Commission - Two (2) Vacancies

- ❖ Chris Mazzioto New Applicant

BOARD OF ZONING APPEALS

11/12/2020

City of Kent, Ohio Mail - Online Form Submittal: Online Boards & Commissions Application

qualifications

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noreply@civicplus.com <noreply@civicplus.com>
To: councilclerk@kent-ohio.org

Tue, Nov 10, 2020 at 4:22 PM

Online Boards & Commissions Application

Note

First Name	Tim
Last Name	Sahr
Address	1366 Nicholas Dr
City	Kent
State	OH
Zip Code	44240
Home Phone Number	3308028022
Cell Phone Number	<i>Field not completed.</i>
Email Address	timsahr@gmail.com
# of years you have lived in Kent	13
Education	Yes... BS Civil Engineering, Akron 1996
Place of Employment	Honey Gold Co., Kent OH 44240
Political Party	Nope
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Board of Zoning Appeals
Please provide educational and professional background to assist Council in review of your application.	20 years licensed Civil Engineer
Why are you interested in this appointment?	Currently serve, looking for second term
Resume or other qualifications	<i>Field not completed.</i>



Council, Clerk of <councilclerk@kent-ohio.org>

Online Form Submittal: Online Boards & Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>
To: councilclerk@kent-ohio.org

Wed, Aug 12, 2020 at 3:03 PM

Online Boards & Commissions Application

Note

All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.

First Name	Deborah
Last Name	Douglas
Address	1104 Munroe Falls Kent Rd
City	Kent
State	OH
Zip Code	44240
Home Phone Number	3306223191
Cell Phone Number	3306223191
Email Address	ddougla7@kent.edu
# of years you have lived in Kent	8
Education	Master of Public Health in Biostatistics
Place of Employment	Summa Health
Political Party	Field not completed.
Are you a registered voter?	Yes I would like to be considered for the Board of Zoning appeals and Planning Commission if possible. Thank you.
Which boards, commissions and committees are you applying for:	Best regards, Debbie Douglas
Please provide educational and professional background to assist Council in review of your application.	My educational and professional background is in statistics and process/ quality improve my as well as academia. I am interested in learning more about how city business is conducted as well as bringing in my area of expertise to make improvements to what already exists. I've always felt welcomed here at Kent and since making it my home, I've been looking for ways to help the community and give back with my time and skills.

8/13/2020

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Why are you interested in this appointment?

As an Alumni of Kent State University, I have received many benefits of living in the city. I am now looking to give back my time as well as learn about the inner workings. Having been a Kent City resident for more than 8 years I can speak to the needs of the residents as well as help with any improvement that advances our city.

Resume or other qualifications

Field not completed.

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Council, Clerk of <councilclerk@kent-ohio.org>

Online Form Submittal: Online Boards & Commissions Application

2 messages

noreply@civicplus.com <noreply@civicplus.com>
To: councilclerk@kent-ohio.org

Sun, Nov 8, 2020 at 8:24 AM

Online Boards & Commissions Application

Note

First Name	Nickolas
Last Name	Bellas
Address	1136 Jessie Avenue
City	Kent
State	Ohio
Zip Code	44240
Home Phone Number	13307175026
Cell Phone Number	(330_ 717-5026
Email Address	nickbellas@aol.com
# of years you have lived in Kent	<1
Education	M.P.A., University of Akron
Place of Employment	City of Hudson, Code Inspector
Political Party	Independent
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Board of Zoning Appeals, Planning Commission
Please provide educational and professional background to assist Council in review of your application.	I have maintained a strong work ethic since I was 15. I have a mixture of public and private sector work experiences. I have often worked a full-time and part-time position simultaneously. I have volunteered for many community service agencies and enjoy it very much.
Why are you interested in this appointment?	I have always had a strong commitment to community service. I find the duties and responsibilities of these boards and commissions to be substantive and interesting. It is an honor to serve the public.

Résumé
Nickolas D. Bellas

P.O. Box 92
Howey-in-the-Hills, FL 34737

[330] 717-5026
nickbellas@aol.com

EDUCATION

The University of Akron: Master's Degree in Public Administration
Graduate Certificate in Urban Studies
National Honor Society (Pi Alpha Alpha)

Kent State University: Baccalaureate Degree in Criminal Justice
Associate Degree in Law Enforcement
President of the Criminal Justice Association, Student Senator,
Dean's List and the University Budget Review Committee.

PROFESSIONAL AFFILIATIONS / CERTIFICATIONS

Florida Association of Code Enforcement (Associate member)
Florida Association of Code Enforcement Level 1 Certification
Florida Pre-CAM License Training
Youngstown-Warren Regional Chamber – Graduate of Local Government Leadership Academy 2016
Ohio Township Association (associate member) / Graduate of Leadership Academy 2016
Crisis Intervention Team [C.I.T.]
Community Emergency Response Team (C.E.R.T)
Florida Canceled Weapon License # WX1958783
School Resource Officer
Crime Prevention through Environmental Design in Schools

WORK EXPERIENCE

Code Inspector October 2020 to Present
City of Hudson

A Kid's Place June 2020 to September 2020
House Parent

International Junior Golf Academy March 2019 to April, 2020
Resident Instructor / Maintenance Coordinator.

Someplace Safe Domestic Violence Shelter September 2018 to March 2019
Legal Advocate (Full-time)

Braceville Township June 2018 to March 2019
Zoning Inspector (Part-time)

Wean Foundation July 2016 to March 2019
Facilities Maintenance & Event Technician (Intermittent)

Warren Municipal Court June 2012 to March 2018
Court Ordered Community Service Program Manager (full-time)

Florida Children and Family Services April 2011 to September 2011
Child Protective Investigator Ft. Myers, FL

Landscape January 2010 to April 2011

<u>Mount Union University</u>	<u>January 2010 to May to 2010</u>
Adjunct Instructor (temporary / part-time)	Alliance, Ohio
<u>Bazetta Township Police Department</u>	<u>September 2008 to December 2009</u>
Police Officer	Bazetta Township, Ohio
<u>Bryant & Stratton College</u>	<u>January 2007 to December 2008</u>
Adjunct Instructor (part-time)	Cleveland, Ohio
<u>Hiram College</u>	<u>August 2007 to September 2009</u>
Director of Campus Safety	Hiram, Ohio
<u>Milton Township</u>	<u>September 2004 to July 2007</u>
Zoning Inspector (part-time)	Milton Township, Ohio
<u>Howland Township Police Department</u>	<u>March 1999 to October 2002</u>
Police Officer	Howland Township, Ohio
<u>Warren City School District</u>	<u>October 1997 to August 2006</u>
Attendance Officer-Safety Coordinator	Warren, Ohio
<u>Bazetta Township Police Department</u>	<u>May 1994 to March 1999</u>
Police Officer	Bazetta Township, Ohio
<u>Trumbull County Children Services Board</u>	<u>April 1983 to October 1997</u>
Child Welfare Caseworker IV	Warren, Ohio
<u>J.D. Realty</u>	<u>December 1980-June 1986</u>
Property manager	Warren, Ohio

COMMUNITY SERVICE

<u>Trumbull County Central Committee</u>	<u>May 2002 to June 2010</u>
Precinct Committeeman (Elected)	
<u>Trumbull County Citizens' Budget Review Committee</u>	<u>January 2005</u>
Committee Member (Appointed by county commissioner)	
<u>Warren Safe Streets & Neighborhoods</u>	<u>January 2003 to 2005</u>
Committee Member (Appointed by city council)	Warren, Ohio
<u>Warren Soccer League</u>	<u>1985 to 2001</u>
Coach and Treasurer	Warren, Ohio
<u>United States Coast Guard Reserve</u>	<u>October 1986 to September 1994</u>
Petty Officer (Port Security)	9 th District
<u>Court Appointed Special Advocate Program</u>	<u>March 1992 to March 1999</u>
Guardian-ad-Litem (Volunteer)	Mahoning County, Ohio

DESIGN & PRESERVATION

11/5/2020

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Council, Clerk of <councilclerk@kent-ohio.org>

Online Form Submittal: Online Boards & Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>
To: councilclerk@kent-ohio.org

Tue, Nov 3, 2020 at 10:50 AM

Online Boards & Commissions Application

Note

First Name	Garrett
Last Name	Munro
Address	418 woodard ave.
City	Kent
State	OH
Zip Code	44240
Home Phone Number	6142144790
Cell Phone Number	6142144790
Email Address	g.munro@gmail.com
# of years you have lived in Kent	2
Education	MA in Educational Technology BA in Communication
Place of Employment	Hiram College Sauna Rocket
Political Party	Democrat
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Design and Preservation Committee, Planning Commission
Please provide educational and professional background to assist Council in review of your application.	Ten years of service in public and internal schools and higher-ed 5 years of experience in entrepreneurship Please see my attached CV for full details.
	Thank you, Garrett
Why are you interested in	Civic service

11/5/2020

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this appointment?

Resume or other
qualifications

GarrettMunro-Resume-2019TE.pdf

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GARRETT MUNRO

INSTRUCTIONAL DESIGN | PRODUCTIVE FORCE, PROVEN RESULTS

MA Educational Technology – 11 years in Education
7 years in Training and Professional Development

MISSION

Turn the magic on for stakeholders by supporting inspired learning and development opportunities.

Always looking to level-up, deliver renewal, and find elegant solutions for real problems faced by learning organizations.

DIGITAL ASSETS

- [MA transcripts](#)
- [Portfolio](#)
- [Podcast episode](#)
- [List of courses taught or developed](#)
- [Professional references](#)

EXPERIENCE

INSTRUCTIONAL DESIGNER

HIRAM COLLEGE – OFFICE OF LEARNING TECHNOLOGIES
MAY 2017 – PRESENT

Developed and delivered ongoing PD on integrating technology into learning across content areas. Worked with instructors to “SAMR-up” their courses and improve project-based learning. Built and maintained relationships and led a variety of collaborative projects across campus. Contributed to existing instructional content and developed new resources, including online modules, courses, and screencasts. Led efforts on assessment committee to gauge results and impact. Helped to develop, plan, promote, and contribute to our *Tech and Trek Conference* (Yearly in June).

Managed relationships and outreach for our program, including Apple and other tech vendors. Worked to integrate design-thinking into our culture of learning by developing enabling procedures and relationships.

OWNER AND OPERATOR: SAUNA ROCKET®

ECOMMERCE BUSINESS ON AMAZON.COM - SEPT. 2017 – PRESENT

Designed a new product using Design Thinking and the Lean Business Model. Prototyped and tested various builds. Sourced and vetted suppliers in China, using Alibaba and other platforms. Launched the pilot run on AMZN and sold out of test batch in 16 days (100 units).

DIRECTOR OF CURRICULUM AND INSTRUCTION

KUNMING FOREIGN LANGUAGE SCHOOL – INTERNATIONAL PROGRAM
DEC 2013 – MAY 2017



G.MUNRO@GMAIL.COM



(614) 214-4790



[LINKEDIN.COM/IN/GARRETT-MUNRO](https://www.linkedin.com/in/garrett-munro)

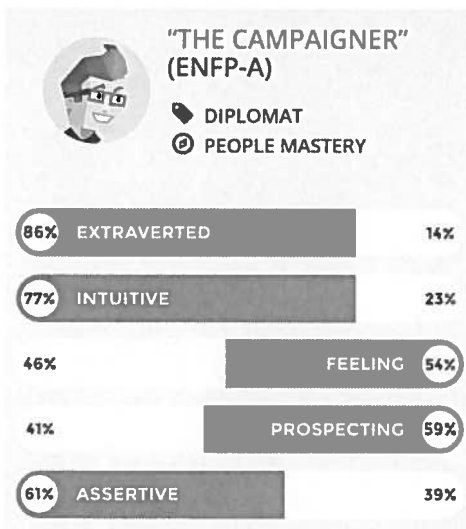
SKILLS

Teamwork – I start with sensing the environment (listening), building a coalition (compassion) and executing a plan (drive).

Design – Systems Thinking (ADDIE) and community of inquiry perspective (Presence).

Tech – LMS (Moodle, Blackboard), course design (Captivate, Articulate), web development (HTML, Dreamweaver, WordPress), digital media manipulation (Adobe suite, Camtasia).

MBTI PROFILE



Managed the academic department for a 3-year international college prep program. Lead and supported a team of 24 teachers. Moderated and supported standards and achievement across the curriculum. Lead initiative to digitize and blend curriculum, and launched moodle as an LMS. Designed and implemented an experiential learning project component into the general curriculum. Organized periodic professional development. Designed several new courses, partnered with both internal and external stakeholders. Worked with the board on external outreach and business development, including creating new partnerships in Beijing, Bangkok, and Reili.

DISTRICT COORDINATOR & INSTRUCTOR CENTER FOR TEACHING AND LEARNING IN CHINA SHENZHEN, CHINA - AUG 2010 - MAY 2012

Oversaw and supported 38 ESL teachers across my district. Planned coordinated and delivered training and interventions. Completed observations, evaluation and mentoring for struggling teachers. Also worked as an ESL instructor for OCT Middle School.

SUPPLEMENTAL INSTRUCTOR, TUTOR AND TA LAKE SUPERIOR STATE UNIVERSITY – LEARNING CENTER JANUARY 2008 – MAY 2010

Worked with the Learning Center and the Humanities department to deliver supplemental classes, small group and one-on-one tutoring. Helped organize, train and mentor new staff. Served on the general education committee. Taught summer school ELA and Humanities courses.

EDUCATION

MA - EDUCATIONAL TECHNOLOGY • JAN 2014 - DEC 2015
CENTRAL MICHIGAN UNIVERSITY
3.88 GPA
Emphasis in Instructional Design and Virtual Reality

BA - COMMUNICATIONS • 2007-2010;2013
LAKE SUPERIOR STATE UNIVERSITY
Graduated Cum Laude – Chair of Presidents Council, President of Taking Education Abroad (TEA), Racquetball Intermural contender, founding member of Communication Honors Society (Lambda Pie Eta)

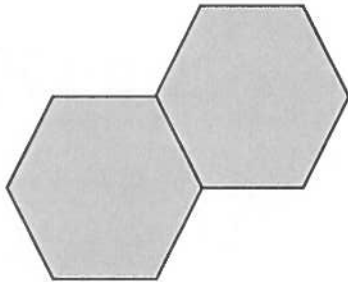
Additional Coursework: Video Games and Learning (Coursera, Wisconsin-Madison, Nov. 2013) o Attended the Games and Learning

GARRETT MUNRO

INSTRUCTIONAL DESIGN | PRODUCTIVE FORCE, PROVEN RESULTS

ONLINE AND INDEPENDENT COURSEWORK

Conf. in Madison in June 2014 o Conflict Management (The Great Courses Series) o Transformational Leadership (The Great Courses Series) o Teaching character and creating positive classrooms (Coursera, August 2014) o The Data Scientists Toolbox (Johns-Hopkins, Coursera, December 2014) o R Programming (Johns-Hopkins, Coursera, February 2015) o Design and Development of Educational Technology (MIT, Edx, Nov. 2014) o Emotional Intelligence and Leadership (Coursera, Case Western Reserve University) o Design Thinking for Leading and Learning (Spring 2018)



SPECIAL PROJECTS

Oomapp – American Transcendentalism Interactive

o Literary lexical and concordance learning application o Android app for studying classic American Lit using enhanced textual tools

Stage VR – immersive VR game for desktop PC and Android

o Game designed for teaching and learning ELA drama units o Shakespeare scripts prepackaged, designed a language for user inputted texts to sync with audio and character mapping o Two stages: Globe Theater and the Theater of Pompeii

Art Rooms VR – Simulation game for android or desktop PC, for user generated Art galleries and exhibits, including user generated audio walk-throughs o Designed for use in my AP Art History curriculum

Cyber School ELA Modules

o Designed a series of CCSS aligned ELA modules for a cyber high school

I appreciate your consideration



G.MUNRO@GMAIL.COM



(614) 214-4790



[LINKEDIN.COM/IN/GARRETT-MUNRO](https://www.linkedin.com/in/garrett-munro)

PARKS & RECREATION BOARD



Council, Clerk of <councilclerk@kent-ohio.org>

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1 message

noreply@civicplus.com <noreply@civicplus.com>
To: councilclerk@kent-ohio.org

Fri, Nov 20, 2020 at 8:50 AM

Online Boards & Commissions Application

Note

First Name	Jeremy
Last Name	Jones
Address	137 E. School St.
City	Kent
State	OH
Zip Code	44240
Home Phone Number	N/A
Cell Phone Number	3303284344
Email Address	jsjones4117@gmail.com
# of years you have lived in Kent	12
Education	B.S., Business Administration/Management and Information Systems - Kent State - 2007
Place of Employment	Huntington Bank - Senior Analyst Jones Home Services - Owner
Political Party	Democrat
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Park & Recreation Board

Please provide educational and professional background to assist Council in review of your application.

I have lived in Kent since 2012 but a member of this community since 2000. I have established good relationships with most of the community leaders I've come in contact with over the years. I am a democrat, Veteran of the US Army, a Kent State graduate (MI&S 2007) a Cancer survivor and a father to three awesome boys. Two of which are 6 and 4 and getting ready to go through the Kent Park and Rec onslaught of activities. My oldest is 22 and I spent many years coaching him through his

younger years growing up in Ravenna.

In the past few years, I have been actively involved in the Kent Parks. I run all the local 5K's, I assist with many of the youth activities and had planned on coaching youth baseball before it was shut down for Covid. I have good relationships with Nancy, Tim and Garyn and all at the park and rec staff and feel the relationships I've developed over the years would be beneficial.

I am an active athlete and I am always around sports. I am a runner, I mountain bike own several kayaks and routinely in or around a Kent city park. In addition to my Kent park relationships I am also heavily involved in athletics at Kent State. I assisted with the Kent State football team for 6+ years. I am currently the shot clock operator for the Kent State men and woman's games and have assisted them the past few years. I am also on the chains crew for the Kent state football home games.

Why are you interested in this appointment?

I believe I would be a good fit and hope you do as well.

Resume or other qualifications

Field not completed.

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11/20/2020

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To: councilclerk@kent-ohio.org

Wed, Nov 18, 2020 at 6:08 PM

Online Boards & Commissions Application

Note

First Name	Iris
Last Name	Mirelez
Address	1069 Hollister Dr.
City	Kent
State	OH
Zip Code	44240
Home Phone Number	<i>Field not completed.</i>
Cell Phone Number	(937)304-4464
Email Address	irismirelez@gmail.com
# of years you have lived in Kent	8months; worked in Kent for 4 yrs
Education	B.A. Communications (Mass Communications, Public Relations); M.Ed. (Master's of Education - Higher Education Administration), 200hr RYT (Registered Yoga Teacher, Yoga Alliance, Certified Level II (Okuden) Reiki Practitioner, previously a certified fitness instructor via AFAA (Athletics and Fitness Association of America)
Place of Employment	Currently self employed as yoga instructor and reiki practitioner, seeking full-time employment. Previously Director of One Stop for Student Services, Kent State University (9/2016 - 8/2020)
Political Party	Democratic
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Park & Recreation Board
Please provide educational and professional background	Please find my full resume attached. I believe that the skills utilized to perform many of the duties in my last professional

to assist Council in review of your application.

experience in higher education (at Kent State University) are transferrable, in some capacity, to a Parks & Recreation Board appointment. Here are just a few that I believe are adaptable:

- Assisted with the origination and execution of departmental goals, objectives and strategies
- Led, motivated, supervised, trained and evaluated 17 full-time staff, a call center of up to 50 staff members and 5 student employees
- Managed a departmental budget of over \$1 million
- Managed data daily from multiple service platforms (phone, in-person, email and document submissions, faxed documents). Quantitative and qualitative analysis of data lead to short-term and long-term improvements in the delivery of student service. Data analysis could be used to determine the effectiveness of current initiatives and programs.
- Created and implemented an initial and continued comprehensive training plan for staff, encouraging the involvement of and collaboration with related offices
- Several COVID related initiatives are highlighted on my resume that demonstrate my ability to be creative, flexible, deal with adversity and lead during change

Also, I would like to highlight the following certifications or experiences that add to my credibility and effectiveness as a Board candidate:

- Certified yoga instructor
- Certified reiki practitioner
- Former AFAA certified fitness instructor
- Board Member, Kent Social Services
- Leadership Portage County Program Participant
- Lean Leader Certification (evaluating a process for efficiency and making recommendations for change)

Why are you interested in this appointment?

I am VERY interested in this appointment. I am an avid recreation enthusiast (hiking, yoga, running, strength training) and a frequent park visitor. I am a motivated, creative and solution-oriented leader. I want to serve my community. I believe that my talents, experiences and passion for wellness make me a great fit for this appointment.

Resume or other qualifications

Iris Mirelez- Resume 10.21.2020.pdf

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Iris L. Mirelez

1069 Hollister Dr.
Kent OH, 44240
(937) 304-4464 • irismirelez@gmail.com

Objective: To utilize education and professional experiences to positively impact prospective and continuing Kent State University students, as well as campus and local communities.

Education: **Master's of Education and Human Services** June 2004
Student Affairs in Higher Education
Wright State University, Dayton, Ohio

Bachelor of Liberal Arts
Major: Mass Communications Minor: Women's Studies June 2002
Wright State University, Dayton, Ohio

Professional Experience:

09/2016-08/2020

Director, One Stop for Student Services Kent State University

- Served as the inaugural Director of the One Stop and as part of the KSU One Stop implementation committee. The One Stop combined front facing student services related to financial aid, billing/payment and student records (educational transcripts)
- Directly reported to the Vice President of Enrolment Management
- Assisted with the origination and execution of departmental goals, objectives and strategies
- Led, motivated, supervised, trained and evaluated 17 full-time staff, a call center of up to 50 staff members and 5 student employees who advised students on financial aid, registration, student accounts
- Managed a departmental budget of over \$1 million
- Interpreted complex federal, state and institutional regulations, policies, and procedures related to financial aid, registration, and student accounts, advocating for change to positively impact the student experience
- Created and implemented an initial and continued comprehensive training plan for staff, encouraging the involvement of and collaboration with related offices (Bursar, Registrar, Financial Aid)
- Managed customer service (in-person, telephone, e-mail) operations utilizing such customer flow management technologies as QLess (in-person traffic), CISCO (telephone), and email (Qualtrics form)
- Originated a customer service survey (Qualtrics) available on website and via text after in person service
- Managed data daily from multiple service platforms (phone-CISCO, in-person- QLess, email and document submissions- Qualtrics, Xerox- faxed documents). Quantitative and qualitative analysis of data lead to short-term and long-term improvements in the delivery of student service
- Created a monthly comprehensive compilation of data, metrics including numbers served via each platform, survey results, outreach events, important dates, etc. This info was reported to the administration and stakeholders/ partnering offices
- Provided departmental overview presentations to campus and external partners
- COVID related: Unit served as the University's initial front-line phone responders at the onset of the pandemic. This provided students and families with a streamlined contact point during the crisis.
- COVID related: Coordinated the shift of all services (phone or virtual) from in-person and in-office to remote, with no delay or disruption of service
- COVID related: Coordinated the shift of all employees from in-office to remote work from home. This included obtaining necessary equipment, accesses, and technical support to ensure easy transition for employees and seamless provision of service.
- COVID related: Originated, coordinated, implemented, and hosted an entirely new online/remote training and platform via Microsoft Teams for over 50 summer call-center volunteers/staff from across the university. This included an extensive repository of training videos, training documents, quizzes, weekly meetings (which were recorded for later review). Topics: basic financial aid, billing, how to use the phone system, etc.
- COVID related: Originated and coordinated the creation of an online repository of 'How To' step-by-step videos (closed captioning available) for common student/parent enrollment related tasks (eg. "How to accept your financial aid" via the student interface of self-service Banner)

Iris L. Mirelez

1069 Hollister Dr.
Kent OH, 44240
(937) 304-4464 • irismirelez@gmail.com

- COVID related: Served on multiple 'Reopening Committees' to respond to the unprecedented operational changes caused by the pandemic

05/2012-09/2016

Associate Director of Student Enrollment Services, "Raider Connect" (One-Stop) Wright State University

- Served as part of the WSU One Stop implementation committee and inaugural leadership team
- Assisted with the origination and execution of department goals, objectives and strategies
- Led, motivated, supervised, trained and evaluated 12 full-time staff, 1 graduate assistant, and 2 student employees who advised students on financial aid, registration, and student accounts
- Interpreted complex federal, state and institutional regulations, to positively impact the student experience
- Created and implemented an initial and continued comprehensive training plan for staff, encouraging the involvement of and collaboration with partnering offices (Bursar, Registrar, Financial Aid)
- Managed customer service (in-person, telephone, e-mail) operations utilizing such customer flow management technologies as Q-Flow (in-person traffic), Quemaster (telephone), and 24-7 Self-Service Virtual Assistant (web)
- Originated and maintained marketing and communications initiatives via print, social media (Facebook, Twitter) and website to communicate key dates, deadlines and concepts in a student-friendly manner
- Created and coordinated retention outreach initiatives such as FAFSA completion workshops, course registration workshops, and financial aid requirement and outstanding balance follow-up calls
- Created and coordinated all Financial Aid outreach initiatives with local high schools and community organizations
- Served as liaison to the Office of Latino Affairs for enrollment management initiatives and advising
- Provided college admission presentations and advising as needed to assist the Office of Undergraduate Admissions

08/2014-12/2015

Faculty, College Success Strategies Course Instructor Wright State University

- Originated content for College Success Strategies course designed to assist in the retention efforts of academically at-risk students
- Presented valuable material related to study strategies and key enrollment management dates and concepts
- Acted as mentor and resource to academically at-risk students enrolled in the course

8/2009-05/2012

Assistant Director of Financial Aid for Outreach and Advising, Office of Financial Aid, Wright State University

- Selected to serve on creation and implementation team for the WSU One Stop (Raider Connect)
- Assisted with departmental strategic planning
- Supervised and trained 7 full-time financial aid staff/advisors
- Co-managed customer service operations for the Office of Financial Aid including scheduling of customer service duties for walk-in traffic, appointments, and phone advising
- Coordinate all financial aid outreach initiatives with the university and external communities including high school financial aid nights, orientation, freshman seminar courses
- Managed Mini University Subsidy including determining student eligibility, collaborating Mini University Inc., and requesting funds for subsidy
- Assisted with management of CCAMPIS (Child Care Access Means Parents in School) Grant including: determining eligibility, collecting and compiling data for reporting purposes, collaborating with Mini University

Iris L. Mirelez

1069 Hollister Dr.
Kent OH, 44240
(937) 304-4464 • irismirelez@gmail.com

9/2008- 9/2009

Assistant Director for Greek Life and Leadership, Office of Student Activities Wright State University

- Oversaw and advised 19 fraternities and sororities
- Served as primary adviser for the Greek Affairs Council, National Pan-Hellenic Council, Interfraternity Council, and National Panhellenic Council
- Supervised two graduate assistants and one student employee
- Assisted with creation, implementation, and facilitation of leadership programming/ academic courses
- Assessed student involvement in Greek life and leadership programs at Wright State University
- Generated and implement development/funding strategies for the areas of Greek life and leadership
- Organized and execute Greek and Student leader alumni events
- Enhanced Greek Life marketing through branding, revision of Greek-life website and publications

7/2004-9/2008

Office of Financial Aid, Assistant Director Wright State University

- Assisted with WSU Scholarship awarding, correspondence, and presentations
- Co-supervised Financial Aid customer service specialists
- Generated and administer training for Financial Aid customer service specialists and phone assistants
- Counseled potential, new, and continuing students and their families regarding federal and Wright State financial aid procedures via walk-in traffic, scheduled appointments, phone and email contact.
- Generated and delivered financial aid presentations for internal and external communities
- Originated and coordinated financial aid outreach activities such as FAFSA Help Nights
- Provided college admission advising as needed to assist the Office of Undergraduate Admissions
- Managed Mini University Subsidy including: determining student eligibility, collaborating with Mini University Inc., and requesting funds for subsidy
- Completed Federal Return of Title IV Funds Calculation for students that officially or unofficially withdrew from the University

Professional Organizations/Certifications:

- Lean Leader Certification, Kent State University 2020
- Member, Integrated Student Services Personnel (ISSP) 2016-2020
- Chair, Latinos Networking Caucus, KSU Employee Resource Group 2017-2020
- Member, Ohio Association of Student Financial Aid Administrators (OASFAA) 2004-2016
- OASFAA Outreach Committee: Coordinated HS Guidance Counselor Workshop at WSU 2015

Honors

Awards:

- The Querida Amiga Award, WSU Office of Latino Affairs 2015
- Completion of the WSU Cornerstones of Effective Leadership Series 2014
- Graduate of the Leadership Portage County (OH) Program 2017

External Community Involvement

- Member, Crooked River Alliance Time Bank 09/2020-Present
- Board Member, Kent Social Services 01/2020-Present
- Cuyahoga Falls Ohio, Adopt-A-Spot Program 05/2019-Present
- Certified 200 RYT (Registered Yoga Teacher) 05/2019-Present

Iris L. Mirelez

1429 Wilmington Ave., Apt. 212
Dayton OH, 45420
(937) 304-4464 • [iris1069 Hollister Dr.](mailto:iris1069@hollister.com)
DAYTON, OH 45420

Proficiencies:

- QLess (online queuing system)
- CISCO (phone system)
- BANNER (student information system)
- Microsoft Suite including Microsoft Teams (direct messaging, meetings, trainings, info repository)
- Loom (video production platform)

11/12/2020

City of Kent, Ohio Mail - Online Form Submittal: Online Boards & Commissions Application

Resume or other qualifications

nb Resume Kent.doc

Email not displaying correctly? View it in your browser.

noreply@civicplus.com <noreply@civicplus.com>
To: councilclerk@kent-ohio.org

Sun, Nov 8, 2020 at 8:06 PM

Online Boards & Commissions Application

Note

First Name	Steve
Last Name	Mitchell
Address	915 Highridge Lane
City	Kent
State	Ohio
Zip Code	44240
Home Phone Number	3306716519
Cell Phone Number	3306716519
Email Address	smitchel@kent.edu
# of years you have lived in Kent	28
Education	PhD in Teaching and Curriculum MA in Educational Studies BS in Physical Education and Sport Science
Place of Employment	Kent State University
Political Party	<i>Field not completed.</i>
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Park & Recreation Board
Please provide educational and professional background to assist Council in review of your application.	Background as a Physical Education teacher and teacher of Physical Education teachers. Coaching, including at RHS, youth sports organizing, and outdoor education experience over a 30+ year career. Abbreviated CV attached.
Why are you interested in this appointment?	Thank you for reviewing my application for the Kent Parks and Recreation Board. As a 28 year resident of Kent, I hope I can contribute to the further development of physical activity and

11/12/2020

City of Kent, Ohio Mail - Online Form Submittal: Online Boards & Commissions Application

recreational opportunities for all Kent residents, particularly those individuals and families with less access than others. I do bring 30+ years of experience related to teaching, coaching, and organizing , and I hope this experience can be of benefit to the board.

Resume or other
qualifications

CV - Kent Parks and Recreation Board - Mitchell.doc

[Quoted text hidden]

CURRICULUM VITAE

Steve Mitchell
Associate Dean for Administrative Affairs and Graduate Education,
College of Education, Health and Human Services
Kent State University, Kent, Ohio, USA

Address: Home: 915 Highridge Lane
Kent, OH 44240
Phone: (330) 671-6519

Office: 407 White Hall
Kent State University
Kent, OH 44242
Phone: (330) 672-0229
Email: smitchel@kent.edu

EDUCATION

- 1989-92. Syracuse University, New York
Ph.D Degree in Teaching and Curriculum with specialization in Physical Education Pedagogy and Sport Psychology

Dissertation: "Perceptions of learning environment and intrinsic motivation in Physical Education: Predictive relationships with achievement goals and perceived ability." T. J. L. Chandler, advisor.
- 1986-88. Loughborough University of Technology, England
M.A. Degree in Education Studies

Thesis: "An analysis of a Physical Education curriculum in two countries." L. Almond, advisor.
- 1981-82 Loughborough University of Technology, England
Post-graduate Certificate in Education
- 1978-81 Loughborough University of Technology, England
B.A. (Joint Honors) Degree in Physical Education, Sport Science and History

EXPERIENCE

Administrative Positions:

Fall 2016-present:

Associate Dean for Administrative Affairs and Graduate Education, College of Education, Health and Human Services. Duties including:

- Provide leadership and oversight of graduate programs in the College; coordinate long-range graduate planning.
- Provide leadership to University-wide collaboration and commitment to the improvement of all of the graduate programs within EHHS K-12 and postsecondary education.
- Serve as liaison to the Division of Graduate Studies and to Research and Sponsored Programs with particular responsibility for graduate students, curriculum development, and policy review.
- Provide administrative supervision and oversight for the operation of service offices that support graduate academic programs (i.e., Graduate Student Services, Research and Evaluation Bureau, Grants Administration, Professional Development and Outreach, Research, Scholarships Administration, and Graduate Curriculum, among others).
- Assist Dean in evaluation and planning relative to academic affairs, including resource allocation and the preparation and management of the graduate assistantship allocations.
- Monitor and ensure compliance with College and University policies.
- Assist Dean, as needed, with responses to inquiries, reports, and administrative matters related to graduate education and academic affairs, including grievances and complaints.
- Ensure a high quality of dissertations and theses are produced within the college by appointing qualified graduate faculty representatives to these committees.
- Provide leadership in the review of faculty for graduate faculty status.
- Serve on College and University committees; represent college at appropriate University bodies, committees, councils, etc; represent College to schools and agencies involved in projects or providing practice and internships for students.
- Sustain constructive relationships with faculty and students.

Fall 2012-2016:

Physical Education Professional Program Coordinator. Coordination of undergraduate and graduate programs in Physical Education Teacher Licensure and Physical Activity & Sport Performance. Responsibilities included program promotion, curriculum development, student recruitment, course scheduling, teaching assignments, graduate assistant assignments.

Fall 2010:

Acting Associate Dean for Undergraduate Studies, College of Education, Health & Human Services. Responsible for curriculum services and teacher education,

EHHS representative on Associate & Assistant Deans Committee and Education Policies Council.

Spring, 2004-2009:

Graduate Coordinator in the School of Exercise, Leisure & Sport. Coordination of all graduate programs including Masters concentrations in Athletic Training, Exercise Science, Physical Education, Sport Management, and PhD program in Exercise Physiology. Responsibility for supervision of curriculum development, course scheduling, Graduate Assistant budgeting, appointments and instructional assignments.

Fall, 1997-2000:

PEP/Sport Studies Coordinator in the School of Exercise, Leisure & Sport. Coordinator of undergraduate programs in Physical Education Teacher Certification, Exercise Science, Human Movement Studies, and Masters degree program in Sport Studies.

Faculty Position:

1992-2016:

Assistant/Associate/Full Professor of Sport Pedagogy, School of Teaching, Learning and Curriculum Studies, Kent State University.

Tenured and promoted to Associate Professor, August, 1998.

Full professor, April, 2004

Full Graduate Faculty status.

Undergraduate Courses taught:

PEP 15010 - Introduction to Physical Education
 PEP 15011 – Development & Analysis of Invasion Games
 PEP 15015 - Development & Analysis of Net Games
 PEP 15020 - Fundamental Movement, Gymnastics and Dance
 PEP 25068 - Measurement & Evaluation in Physical Education
 PEP 35059 - Social Forces in Contemporary Sport
 PEP 45015 - Psychology of Coaching
 PEP 45051 - Elementary School PE Methods
 PEP 45053 - Elementary School PE Content
 PEP 45058 - Secondary School PE Methods
 PEP 45059 - Secondary School PE Content
 PEP 49525 - Inquiry into Professional Practice in PE

Graduate Courses taught:

CI 80089 – Doctoral Residency Seminar I
 ELS 55015 - Psychology of Coaching
 ELS 65025 - Contemporary Issues in Sport Pedagogy
 ELS 65054 - Pedagogical Analysis in Physical Education
 ELS 65055 - Curriculum Development in Sport Pedagogy
 ELS 63050 - Research Processes in Physical Education

Previous Teaching Positions:

1991-92 Teaching Assistant, Dept. of Health and Physical Education, Syracuse University:

Responsibilities: Design and implementation of professional preparation courses for elementary and secondary physical education, and supervision of student teachers.

Undergraduate Courses taught:

PPE 523 - Physical Education in the Elementary School

PPE 524 - Physical Education in the Secondary School

1990-91 Teaching Assistant, Dept. of Health and Physical Education, Syracuse University:

Responsibilities: Instruction of physical activity courses in the Basic Instruction program and supervision of student teachers.

1989-90 Graduate Assistant, Division for the Study of Teaching, Syracuse University:

Responsibilities: Supervision of student teachers in physical education, health education and elementary education programs.

1982-88 Teacher of Physical Education and History at De Lisle Comprehensive School, Loughborough, England.

Selected Publications

Textbooks:

Mitchell, S.A. & Walton-Fisette, J.L. (In press). *The Essentials of Teaching Physical Education: Curriculum, Instruction and Assessment*. 2nd Edition. Champaign, IL: Human Kinetics. Note – first edition translated into Arabic.

Mitchell, S.A., Oslin, J.L. & Griffin, L.L. (2021). *Teaching sport concepts and skills: A tactical games approach*. 4th Edition. Champaign, IL: Human Kinetics. Note - previous editions translated into Korean and Japanese.

Mitchell, S. & Griffin, L. Eds. (In press). *Lifetime Contributions in Physical Education: Celebrating the lives and work of Len Almond (1938-2017) and Joy Butler (1957-2019)*. Gloucester, England: Scholarly.

Mitchell, S.A., Oslin, J.L. & Griffin, L.L. (2013). *Sport Foundations for Elementary Physical Education*. Champaign, IL: Human Kinetics.

Refereed Publications:

Lorson, K. & Mitchell, S. (2016). Advocacy, Assessment and Accountability: Using Policy to Impact Practice in Ohio. *Journal of Physical Education, Recreation & Dance*, 87(3), 44-49.

Lorson, K., Musick, M., & Mitchell, S. (2016). Ohio Physical Education Evaluation Report Card Data 2013–2014. *Future Focus*, 37(1), 12-15.

Lorson, K. & Mitchell, S. (2014). Ohio Physical Education Evaluation Report Card Data 2013. *Future Focus*, 35, 1, 23-24

Invited Publications/Book Chapters:

Mitchell, S. (In press). Games Classification Systems as a foundation for Curriculum. In S. Mitchell & L. Griffin Eds. *Lifetime Contributions in Physical Education: Celebrating the lives and work of Len Almond (1938-2017) and Joy Butler (1957-2019)*. Gloucester, England: Scholarly.

Mitchell, S. (In press). A Bigger Picture: Aligning Game Sense with Curriculum Standards. In R. Light (Ed.) *Game Sense for teaching and coaching: International perspectives*. London: Routledge.

Mitchell, S. (2016). Territorial Games: Soccer. In J. Butler (Ed.) *Game Play and Democracy in Action: Children Inventing Games*. Champaign, IL: Human Kinetics.

Mitchell, S. & De Souza, A. (2016). Coaching for Understanding. In J. Wallis & J. Lambert (Eds). *Becoming a Sport Coach*. Abingdon, Oxon, UK: Taylor and Francis.

Mitchell, S. (1999). *Y.M.C.A. Super Sports Youth Rookies Soccer Program*. Champaign, IL: Human Kinetics.

Mitchell, S. (1999). *Y.M.C.A. Super Sports Youth Winners Soccer Program*. Champaign, IL: Human Kinetics.

Selected Professional and Community Service

- 2016: External review for the Sport Science program at Qatar University, Doha, Qatar. April 17-19, 2016.
- 2016: Radio interview by Marketplace (National Public Radio) for the documentary *Schools fight back against the freshman 15*. February 3, 2016. <http://www.marketplace.org/2016/02/03/world/schools-fight-back-against-freshman-15>.

- 2015-18: Society of Health and Physical Educators (SHAPE America – formerly AAHPERD). Elected to a three-year term on the national Board of Directors.
- 2014-18: Ohio Association for Health, Physical Education, Recreation and Dance (OAHPERD). Advocacy Committee chair
- 2011-13: Ohio Association for Health, Physical Education, Recreation and Dance (OAHPERD). President and Advocacy Committee chair
- 2010-11: Member of Ohio Department of Education PE assessment writing team.
- 2009-10: Member of Ohio Department of Education PE standards, benchmarks, and performance indicator writing team.
- 2009-10: Ohio Association for Health, Physical Education, Recreation and Dance (OAHPERD). Advocacy Committee chair and All Ohio Board Member.
- OAHPERD Executive Committee and Board of Directors member.
 - OAHPERD legislative representative to the Ohio Healthy Choices for Healthy Children coalition, pursuing and advocating for Ohio Senate Bill 210/House Bill 373 mandating changes to K-12 school nutrition, physical education, and physical activity provision and assessment. Provision of testimony to the Senate and House Health Committees (December 2009), representation in “Interested Party” meetings (March 2010), informational meetings with Ohio Department of Education Chief of Staff and Legislative Liaison (March 2010).
 - Ohio representative to the NASPE Delegate Assembly and the General Assembly of the American Alliance for Health, Physical Education, Recreation and Dance, Indianapolis, IA, March 19-20, 2010.
 - OAHPERD representative to the Midwest AHPERD Board of Directors.
- 2003-11: Head Girls soccer coach, Theodore Roosevelt High School, Kent, Ohio,



Council, Clerk of <councilclerk@kent-ohio.org>

Online Form Submittal: Online Boards & Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>
To: councilclerk@kent-ohio.org

Mon, Nov 23, 2020 at 12:06 PM

Online Boards & Commissions Application

Note

First Name	David
Last Name	Johnson
Address	542 Longmere Drive
City	Kent
State	OH
Zip Code	44240
Home Phone Number	3309074843
Cell Phone Number	<i>Field not completed.</i>
Email Address	Djohns9@kent.edu
# of years you have lived in Kent	4
Education	Bachelors
Place of Employment	YRC Freight
Political Party	<i>Field not completed.</i>
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Park & Recreation Board
Please provide educational and professional background to assist Council in review of your application.	Degree in Sports Administration from KSU. Volunteered with Kent parks and rec. Interned for KSU football, Roosevelt HS Athletics and JCU hockey. Former military with attention to detail and passion for the position.
Why are you interested in this appointment?	I love the city of Kent and with having two young children who use KPR very regularly, I look forward to being able to have a positive impact on this community.
Resume or other qualifications	<i>Field not completed.</i>

11/23/2020

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PLANNING COMMISSION

11/12/2020

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Council, Clerk of <councilclerk@kent-ohio.org>

Online Form Submittal: Online Boards & Commissions Application

2 messages

noreply@civicplus.com <noreply@civicplus.com>
To: councilclerk@kent-ohio.org

Tue, Nov 10, 2020 at 3:44 PM

Online Boards & Commissions Application

Note

First Name	Amanda
Last Name	Edwards
Address	998 Wrens Hollow Circle
City	Kent
State	OH
Zip Code	44240
Home Phone Number	440-724-6585
Cell Phone Number	440-724-6585
Email Address	ahadgisedwards@gmail.com
# of years you have lived in Kent	13
Education	Bachelor of Arts
Place of Employment	Self Employed
Political Party	<i>Field not completed.</i>
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Planning Commission
Please provide educational and professional background to assist Council in review of your application.	Planning Commission member and chair experience. Professional experience with residential and commercial real estate. Experience with business start ups and business operations. Ability to be fair and listen to two opposing viewpoints.
Why are you interested in this appointment?	I am dedicated to Kent's success. I feel that it is important to have continuity with members during the zoning code re-write process.
Resume or other	<i>Field not completed.</i>

11/5/2020

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Council, Clerk of <councilclerk@kent-ohio.org>

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1 message

noreply@civicplus.com <noreply@civicplus.com>
To: councilclerk@kent-ohio.org

Tue, Nov 3, 2020 at 10:50 AM

Online Boards & Commissions Application

Note

First Name	Garrett
Last Name	Munro
Address	418 woodard ave.
City	Kent
State	OH
Zip Code	44240
Home Phone Number	6142144790
Cell Phone Number	6142144790
Email Address	g.munro@gmail.com
# of years you have lived in Kent	2
Education	MA in Educational Technology BA in Communication
Place of Employment	Hiram College Sauna Rocket
Political Party	Democrat
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Design and Preservation Committee, Planning Commission
Please provide educational and professional background to assist Council in review of your application.	Ten years of service in public and internal schools and higher-ed 5 years of experience in entrepreneurship Please see my attached CV for full details.
	Thank you, Garrett
Why are you interested in	Civic service

11/5/2020

City of Kent, Ohio Mail - Online Form Submittal: Online Boards & Commissions Application

this appointment?

Resume or other
qualifications

GarrettMunro-Resume-2019TE.pdf

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**RESUME ALREADY INCLUDED IN PACKET- SEE
DESIGN AND PRESERVATION SECTION**



Council, Clerk of <councilclerk@kent-ohio.org>

Online Form Submittal: Online Boards & Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>
To: councilclerk@kent-ohio.org

Wed, Aug 12, 2020 at 3:03 PM

Online Boards & Commissions Application

Note

All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.

First Name	Deborah
Last Name	Douglas
Address	1104 Munroe Falls Kent Rd
City	Kent
State	OH
Zip Code	44240
Home Phone Number	3306223191
Cell Phone Number	3306223191
Email Address	ddougl7@kent.edu
# of years you have lived in Kent	8
Education	Master of Public Health in Biostatistics
Place of Employment	Summa Health
Political Party	<i>Field not completed.</i>
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Board of Zoning, Planning Commission
Please provide educational and professional background to assist Council in review of your application.	My educational and professional background is in statistics and process/ quality improve my as well as academia. I am interested in learning more about how city business is conducted as well as bringing in my area of expertise to make improvements to what already exists. I've always felt welcomed here at Kent and since making it my home, I've been looking for ways to help the community and give back with my time and skills.

8/13/2020

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Why are you interested in this appointment?	As an Alumni of Kent State University, I have received many benefits of living in the city. I am now looking to give back my time as well as learn about the inner workings. Having been a Kent City resident for more than 8 years I can speak to the needs of the residents as well as help with any improvement that advances our city.
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Resume or other qualifications	<i>Field not completed.</i>
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RESUME ALREADY INCLUDED IN PACKET- SEE BOARD OF ZONING APPEALS SECTION

11/12/2020

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Council, Clerk of <councilclerk@kent-ohio.org>

Online Form Submittal: Online Boards & Commissions Application

2 messages

noreply@civicplus.com <noreply@civicplus.com>
To: councilclerk@kent-ohio.org

Sun, Nov 8, 2020 at 8:24 AM

Online Boards & Commissions Application

RESUME ALREADY INCLUDED IN
PACKET- SEE BOARD OF ZONING
SECTION

Note

First Name	Nickolas
Last Name	Bellas
Address	1136 Jessie Avenue
City	Kent
State	Ohio
Zip Code	44240
Home Phone Number	13307175026
Cell Phone Number	(330_ 717-5026
Email Address	nickbellas@aol.com
# of years you have lived in Kent	<1
Education	M.P.A., University of Akron
Place of Employment	City of Hudson, Code Inspector
Political Party	Independent
Are you a registered voter?	Yes
Which boards, commissions and committees are you applying for:	Board of Zoning Appeals, Planning Commission
Please provide educational and professional background to assist Council in review of your application.	I have maintained a strong work ethic since I was 15. I have a mixture of public and private sector work experiences. I have often worked a full-time and part-time position simultaneously. I have volunteered for many community service agencies and enjoy it very much.
Why are you interested in this appointment?	I have always had a strong commitment to community service. I find the duties and responsibilities of these boards and commissions to be substantive and interesting. It is an honor to serve the public.

SUSTAINABILITY COMMISSION



CITY OF KENT, OHIO

CITY COUNCIL

Deadline – July 21 2020 at NOON.

We rely heavily upon citizen participation through Boards, Commissions and Committees to effectively assist City Council and the Administration staff in planning a better community.

Below is an application form that would give us a little background information. Please fill this out if you think you could devote sufficient time to serve on one of our Boards. You may use additional pages, if necessary. If you have a resume, you may attach it to the application. Please return to: Clerk of Council at councilclerk@kent-ohio.org or mail to the address at the bottom of this application. **All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.**

NAME: Christopher Mazziotto PHONE: N/A (HOME)

ADDRESS: 3801 Cascades Blvd., Apt. 208, Kent, OH 44240 860-205-7073 (CELL)

EMAIL: christopher.mazziotto@gmail.com

EDUCATION: B.A. in Economics from Central Connecticut State University

OCCUPATION: Director of Entrepreneurial Services

PLACE OF EMPLOYMENT: Bounce Innovation Hub in Akron, OH

POLITICAL PARTY: Democratic

(OPTIONAL EXCEPT WHEN APPLYING FOR CIVIL SERVICE COMMISSION AND INCOME TAX BOARD OF REVIEW WHERE INFORMATION IS REQUIRED BY LAW)

EXPERIENCE RELATED TO THIS APPOINTMENT: See Attachment

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? See Attachment

ANYTHING YOU CARE TO ADD, SUCH AS EXPERIENCE ASSOCIATED WITH THE CITY:

See Attachment

I WOULD LIKE TO BE CONSIDERED FOR:

1st CHOICE: City of Kent Sustainability Commission

2nd CHOICE: _____

SIGNATURE: 

DATE: July 21, 2020

**** The City of Kent reserves the right to perform background checks.**

301 S. Depeyster Street, Suite 236, Kent, OH 44240 (330) 678-8007 Fax (330) 678-8688

Christopher J. Mazziotto

christopher.mazziotto@gmail.com | 860-205-7073 | Kent, OH

City of Kent Sustainability Commission

July 21, 2020

Commission Member Appointment | Kent, OH

Experience related to this appointment:

The experience I can bring to this appointment is in business strategy, innovation, and data analysis. My experience in business strategy comes from working in the mergers and acquisitions group within a large corporation. As an analyst, then senior analyst, I conducted market and industry research along with company profiling and financial analysis, which could be very useful with sustainability initiatives. I also gained a lot of innovation experience working as a program manager, and then director of operations, for a startup accelerator program focused on growing social enterprise businesses. Social enterprise businesses are those that use business as a way to solve environmental or social problems. From my years working with startup companies, I have learned to anticipate their needs, and in my current role in Akron, I use my connections with the local universities, corporations, nonprofits, service providers, mentors, and investors to procure the resources required to grow their businesses. Throughout my career I have always been an analyst. Data analysis is a personal passion of mine and I have been committed to taking a data-driven approach in my professional endeavors. I have been involved in building databases and visualizing information so that my colleagues and executive team can make better business decisions, and I would do the same in this appointment.

Why are you interested in this appointment:

I am very interested in this appointment because environmental sustainability is a deep interest and care of mine. I'd like to be part of the solution and be directly involved in progressing this industry. I also believe I can bring new ideas and perspectives to the sustainability commission, and help build upon the great work already being done in Kent, OH. I believe that the next wave of substantial environmental progress will be won with the tools of innovation and data analytics, and these are tools in which I have significant experience. I would be excited to use my experience in innovation to help the commission create jobs in Kent related to sustainability, including the creation of a service or product distribution company that incentivizes restaurants to use reusable or biodegradable takeout containers. I am also interested in this position so that I can learn how change is discussed, planned, and ultimately executed within a governing body and for a relatively small population. I would thrive in a position where I could learn from my colleagues while also offering my own unique value to the group.

Anything you care to add, such as experience associated with the city:

Through my current position at Bounce Innovation Hub, I have experience with economic development. Bounce Innovation Hub tracks the amount of revenue being generated, the number of jobs being created, and the amount of investment being received by our client companies. These key performance indicators are managed by our team as we develop entrepreneurial programming and offer services, and closely reviewed by the City of Akron. I've learned that a strong economy is really important, and necessary, if change in other areas of a city is to occur. In this appointment, I would be committed to understanding and supporting both the ideas and the economics of environmental sustainability.

Thank you for your consideration


Christopher J. Mazziotto

Christopher J. Mazziotto

christopher.mazziotto@gmail.com | 860-205-7073 | Kent, OH

Data analyst with ability to collect, interpret, and visualize information in order to derive insights that can assist management in making strategic business decisions to optimize and grow operations.

Professional Experience

Bounce Innovation Hub | Akron, OH **2018 - Present**

Nonprofit startup incubator and accelerator dedicated to educating entrepreneurs and growing companies; Responsibilities are split between managing the data infrastructure for the organization and managing services

Director of Entrepreneurial Services | May 2018

- Data Warehousing - Built a comprehensive database for the entire organization that serves as the primary resource for fundraising discussions and strategic decision making
- Data Visualization - Built an interactive metrics dashboard with Google Data Studio and Power BI for use by all employees, which includes simple and clear language and visuals
- Data Wrangling - Organized and verified historical client and operational data for accuracy and relevance
- Data Collection - Created an organizational intake process and program survey strategy to collect critical information about clients and to uncover service opportunities
- Designed and facilitated entrepreneurial programming for startups with associated revenues of \$33.1M in 2019 and investment of \$17.4M between 2018-2019

reSET Social Enterprise Trust | Hartford, CT **2015 - 2017**

Nonprofit startup accelerator focused on companies that create social and environmental solutions through business

Director of Operations | Feb 2017 - Aug 2017

- Built first organizational metrics database, defined key performance indicators, and clearly reported results
- Led the implementation of Salesforce, including data migration; Took initiative to quickly learn system independently

Program Manager | May 2015 - Feb 2017

- Managed metrics and reporting process; Consulted entrepreneurs on business model design, financial modeling, assessing market opportunity, identifying and testing key product assumptions, and developing a startup team

United Technologies Corporation | Farmington, CT **2009 - 2014**

Fortune 50, multinational conglomerate that manufactured aerospace systems, jet engines, elevators, and HVAC units; Recently merged with Raytheon and spun out Otis and Carrier to form Raytheon Technologies

Senior Analyst, Mergers & Acquisitions | Jan 2011 - Jun 2014

- Researched market and industry trends, profiled competitor companies, derived conclusions, and made recommendations to management
- Developed discounted cash-flow (DCF) models and calculated transaction/market multiples for M&A transactions with enterprise values between \$10M and \$250M
- Prepared and presented monthly financial packages and led analysis discussions with executive management

Associate, Financial Leadership Program | Jan 2009 - Jan 2011

- Selected, along with twenty other professionals out of hundreds, to participate in the elite UTC financial management training program with four, six-month rotations; Program demanded a strong competency in financial analysis

Education & Skills

Central Connecticut State University | B.A. Economics & Accounting Minor **2008**

- 10-years of analytical experience with excellent critical thinking and problem solving abilities
- Advanced Microsoft Excel with growing proficiency in SQL, Python, Power BI, and statistics through self-education
- Advanced knowledge of business innovation and strategy with data-driven storytelling and market research abilities

Christopher J. Mazziotto

christopher.mazziotto@gmail.com | 860-205-7073 | Kent, OH

Summary of Financial Experience

United Technologies Corporation

All financial experience is with United Technologies Corporation; Fortune 50, multinational conglomerate that manufactured aerospace systems, jet engines, elevators, and HVAC units; Recently merged with Raytheon and spun out Otis and Carrier to form Raytheon Technologies

Senior Analyst, Mergers & Acquisitions | UTC Carrier - Farmington, CT

2011 - 2014

- Developed discounted cash-flow (DCF) valuation models, calculated transaction and market multiples, and independently researched and calculated the components of the weighted average cost of capital (WACC) for M&A transactions with enterprise values between \$10M and \$250M
- Managed complex financial information and presented it succinctly to internal and external executive leaders during numerous M&A transactions
- Researched valuation assumptions and profiled competitor companies, audited and restructured financial statements, and compiled management presentations in preparation for the divestiture, joint-venture, or acquisition of various M&A targets
- Scheduled weekly meetings over six-month periods, as a project coordinator, with internal functional area leaders (Finance, Tax, Legal, Risk Management, HR, Engineering) to populate electronic data rooms and prepare for due diligence; Participated in legal negotiations (NDA, LOI, SPA/APA) domestically and internationally
- Designed, created, and implemented an M&A transaction database system using a combination of MS Excel and Access that collected, consolidated, and reported transaction data in a dynamic way to assist executive management in crucial strategy decisions

Associate, Financial Leadership Program | UTC Corporate

2009 - 2011

Selected, along with twenty other professionals out of hundreds, to participate in the elite UTC financial management training program with four, six-month rotations; Program demanded a strong competency in financial analysis

Financial Operations & Accounting | UTC Research Center - East Hartford, CT | Aug 2010 - Feb 2011

- Supported the UTC Corporate Office with capital investment analyses, including recording assets and depreciation, tracking under-construction balances, and maintaining monthly, quarterly, and annual reporting
- Planned, evaluated, and analyzed the budget and actual results for the G&A department expenses and provided monthly headcount reports to UTRC leadership and UTC Corporate FP&A
- Received UTC Process Improvement Associate Certification; Led a process improvement peer group to discover and document best practices; Participated in three value-stream mapping events and two Kaizen improvement events

Operations Finance | Pratt & Whitney - Singapore | Feb 2010 - Aug 2010

- Prepared and presented the monthly financial package, including financial highlights and EBIT analysis, for the Managing Director and General Managers; Assisted in the analysis and preparation of the Board of Directors financial packages

Christopher J. Mazziotto

christopher.mazziotto@gmail.com | 860-205-7073 | Kent, OH

- Managed labor audits and analysis, including monitoring and reporting direct revenue hours, overtime, and direct charging indirect (DCI) hours; Conducted inventory cycle counts, including tracking and reconciling inventory, and performing physical inventory audits
- Updated accounts receivable reports, reconciled cash-flow statements, and calculated monthly royalty payments to Pratt & Whitney; Eliminated redundancies in the AR reporting process, which reduced my AR responsibilities, but made the process stronger and saved time
- Saved more than \$3K for the Financial Leadership Program over six-months and thousands more after August 2010 by creating and implementing cost-saving initiatives for international FLP associates

Central Financial Planning & Analysis | Hamilton Sundstrand - Rockford, IL | Aug 2009 - Feb 2010

- Significantly improved the military commercial reporting process by writing an MS Excel program to automatically aggregate data from various spreadsheets into predetermined management reports
- Maintained capital and operating budgets for the Quality and Engineering departments; Met with senior management to discuss ongoing forecast strategies
- Reconciled and reported the G&A accounts and consignment inventory accounts; Co-led a small group to manage the transition of all account reconciliation processes to the ARMS (reconciliation software) system, where greater accuracy and efficiency was achieved
- Completed Sarbanes-Oxley compliance testing on financial reporting and revenue; Contributed to the development of a new record retention process as a result of the SOX testing

Corporate Financial Operations | UTC Corporate - Hartford, CT | Jan 2009 - Aug 2009

- Assisted in monthly, quarterly, and year-end closing processes, including financial and tax reporting
- Conducted a quarterly balance sheet variance analysis and strengthened the process by creating a new automated financial template so more time could be spent on data analysis instead of data collection
- Maintained and reconciled accounts associated with short and long-term debt, pensions, interest swap activity, treasury, and commercial paper
- Overhauled and significantly enhanced the maintenance and reconciliation of the stock appreciation rights (SARs) process by engineering an MS Excel program to decrease this six-hour process to less than an hour while also increasing accuracy
- Improved the FLP budget reporting process by clearly defining cost categories and redesigning the process for billing expenses back to the business units, which resulted in better financial reporting

Financial & Data Management Systems

- SAP – Financial Management
- HFM – Hyperion Financial Management | JDE – JD Edwards Financial Management
- ARMS – Account Reconciliation Management System | SOXA – Sarbanes-Oxley Compliance
- Essbase – Multidimensional Database Management
- Capital IQ – Financial & Company Research | ThomsonONE / Reuters – Financial & Company Research
- Firmex – Data Room Management
- Microsoft Suite – Excel (Advanced), PowerPoint (Advanced), Word (~50 WPM)
- Basic SQL and Python programming | Power BI and Google Data Studio

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller
Amy Wilkens

FROM: Jim Bowling *JWB*

DATE: November 17, 2020

RE: West Main Street Side Path Agreement

The Service Department is requesting council consideration and approval of the attached side path/sidewalk agreement. The agreement is with Klaben Property Management, LLC and would allow us to work with Klaben to construct a side path/sidewalk on West Main Street in front of their property at 1085 West Main Street. There is not a functioning sidewalk at this location currently due to the lack of sufficient right-of-way, see the photos below.





Klaben has a project that will be redoing the parking lot and entrances in this area and the agreement specifies that Klaben would modify their project to include an 8 foot sidewalk that is 5 feet off the roadway and provide a highway easement to the City that would include the area that the new sidewalk is located. The City would pay Klaben for the additional work and right-of-way as included in the agreement. The costs to the City would be \$52,160.

The construction of this side path/sidewalk would improve the walkability in the area and provide an important connection between the bike facility on Stonewater Drive and the bike lanes on East Main Street. The project would also set the standard for the remainder of the West Main Street area in terms of pedestrian and bike connectivity.

We appreciate council's consideration of this request.

C: Melanie Baker
Pat Homan
Hope Jones
Patti Long
Sandy Lance

CITY COUNCIL AGENDA TIME REQUEST FORM

THIS FORM MUST ACCOMPANY ANY REQUEST TO THE CITY MANAGER AND/OR CLERK OF COUNCIL seeking either agenda time with one of the Committees of City Council or unauthorized action of the City Council at a regular (or special) Council meeting. ANY REQUESTS EMAILED TO THE CITY MANAGER MUST ALSO BE COPIED TO THE EXECUTIVE ASSISTANT. **DEADLINE FOR AGENDA REQUESTS IS 4 P.M. ON THURSDAY.**

Agenda title: West Main Street Side Path/Sidewalk Agreement

Description (also attach a cover memorandum): the service department is requesting council approval to enter into an agreement with Klaben to improve West Main Street by adding a side path/sidewalk in front of their property at 1085 West Main Street.

Name and title of Staff Person making request: Jim Bowling (Deputy Service Director/Superintendent of Engineering)

Has this request been verbally discussed with the City Manager? Yes No

Has this request been scheduled through the Clerk of Council? Yes No

If yes, give date(s) for meeting(s): December 2, 2020 (committee); December 16, 2020 (Council)

If no, please explain: _____

If contract or other similar exhibits are attached, have they been reviewed by the Law Director? Yes No N/A

Does this action require an emergency declaration (needs to become effective immediately)?

Yes No

If yes, give explanation of emergency: We need to sign the agreement so that Klaben can include the side path/sidewalk in their plans for construction in the spring of 2021

Does this action require public hearing(s)? Yes No
If yes, attach details and dates requested.

Staff person assigned to give presentation to City Council:

Name: Jim Bowling

Title: Deputy Service Director/Superintendent of Engineering


Signature of Person Making Request

11/17/20
Date


Department Head Acknowledgment

11/17/2020
Date

Reviewed by Clerk of Council

Date

Approved by City Manager

Date

WEST MAIN STREET
SIDE PATH/SIDEWALK AGREEMENT

KLABEN PROPERTY MANAGEMENT L.L.C.
AND
THE CITY OF KENT

This Side Path/Sidewalk Agreement, dated _____ 2020, is an agreement made and entered into between the CITY OF KENT, OHIO, a municipal corporation duly organized and existing under and by the virtue of the constitution and laws of the State of Ohio and a duly adopted Charter (herein after referred to as the "City") and KLABEN PROPERTY MANAGEMENT L.L.C. an Ohio limited liability company (herein after referred to as "Klaben")

WITNESSETH:

WHEREAS, Klaben is performing improvements to its property and in the adjacent right-of-way at 1085 West Main Street (herein after referred to as the "Project"); and

WHEREAS, the City has identified the Project area as a key connection in the City's overall bikeway network, shown in Exhibit A; and

WHEREAS, the existing right-of-way in the Project area is not adequate to install a reasonable pedestrian facility; and

WHEREAS, the City and Klaben desire to improve the safety and usability for pedestrians, bicyclists and other non-motorists in the right-of-way along West Main Street at the Project location; and

WHEREAS, the City and Klaben have determined that the most cost effective method to improve the safety and usability for pedestrians, bicyclists and other non-motorists would be to construct a side path/sidewalk with the proposed improvements being performed by Klaben;

NOW THEREFORE, in consideration of the mutual agreements contained herein, the parties hereby agree as follows:

Klaben will have the following responsibilities in association with the construction of side path:

- As set forth in Attachment B, incorporate into Klaben's existing project the construction of an eight (8) foot wide concrete side path/sidewalk that has a minimum buffer from the existing curb of approximately five (5) feet.
- Manage the design and construction of the project, including holding all contracts with outside entities required to complete the Project.
- In conjunction with the design of the path, prepare a legal description and drawing depicting a Highway Easement to contain only the land necessary for the proposed side path/sidewalk. The legal description and drawing shall be suitable for filing with Portage County and provided to the City.
- Execute the highway easement in the name of the City of Kent to contain the side path/sidewalk as described in the bullet above.
- Submit plans to the City for review and to obtain all applicable permits for the Project.
- Invoice the City (\$25,000) once all permits have been obtained and the easement for the side path/sidewalk has been recorded with Portage County.
- Invoice the City (\$25,000) upon completion of the project including acceptance by the City.

City Responsibilities:

- Review all plans and submittals as required by current ordinances in a timely manner.
- Prepare a highway easement that is mutually agreeable to both parties and provide to Klaben to execute. Upon execution of the easement, the City will file the easement with Portage County.
- Pay Klaben \$25,000 for the design and right-of-way for the project within 30 days of receipt of the invoice after all permits have been obtained and the easement for the side path/sidewalk has been recorded with Portage County
- Pay Klaben \$25,000 for the construction of the improvements within 30 days of receipt of the invoice upon completion of the project including acceptance by the City.
- Reimburse Klaben for the costs of the preparation of the legal description for the area, in an amount not to exceed \$2,160. The City will pay the reimbursement within 30 days of receipt of the approved legal description, drawing and documentation supporting the requested amount.

Klaben and City Responsibilities:

- The side path/sidewalk shall be maintained per the Codified Ordinances of the City of Kent in effect at the date of execution of this agreement.

Schedule:

The City and Klaben will diligently pursue the completion of the Project. Construction shall be completed by October 31, 2021 unless otherwise modified by both parties.

Severability:

In the event any one or more of the provisions contained in the Agreement shall be determined to be invalid and the remaining provisions can be given effect, then in such event the remaining provisions shall remain in full force and effect.

Non-Assignment:

The rights, duties and responsibilities of parties under this agreement shall not be assignable by either party without written consent of the other party, except that Klaben may assign the agreement to its related and affiliated entities and any successor thereto.

Termination

Except for the repair/maintenance and payment terms set forth above, the terms of this agreement expire on December 31, 2021 unless mutually extended in writing by both parties. Nothing in this agreement shall require Klaben to install a sidepath/sidewalk if Klaben does not move forward with the proposed property improvements at 1085 West Main Street.

Non-Waiver of Breach:

The waiver of a breach of any one or more of the terms, provisions and conditions set forth and included in this Agreement shall not constitute, nor be construed to represent or constitute, the waiver in whole or in part of any subsequent breach of any term, provision or condition contained in this Agreement.

Integrated Agreement:

This Agreement, including attachments, represents the entire, complete and exclusive understanding and agreement of the parties hereto and reduces to writing all oral negotiations and agreements of the parties and shall not be changed, varied or otherwise amended except in writing, signed by each of the parties hereto.

Notices:

Unless and until otherwise advised in writing in accordance herewith, all notices required to be given under this Agreement shall be in writing sent by certified mail, postage prepaid, as follows:

To City: City of Kent
 301 South Depeyster Street
 Kent, Ohio 44240
 Attn: City Manager

To Klaben: Klaben Property Management
 1250 W. Main Street
 Kent, Ohio 44240

Article Headings:

The article headings contained herein are inserted only as a matter of convenience and for reference and in no way shall be construed to define, limit or describe the scope or intent of this Agreement, nor in any way to affect the interpretation of any provision of this agreement.

Governing Law:

This Agreement is being executed in the state of Ohio and the laws of Ohio shall govern its validity, effect and performance.

In witness whereof, the Parties hereto have offered their hands and seals:

KLABEN PROPERTY MANAGEMENT L.L.C.

Approved and Accepted by:

Richard Klaben

Witness: _____

Witness: _____

Date: _____

CITY OF KENT

Approved and Accepted by:

Dave Ruller
City of Kent, City Manager

Witness: _____

Witness: _____

Date: _____

Approved as to Form:

Hope Jones
City of Kent, Law Director

Date: _____

Certificate of Director of Budget and Finance

It is hereby certified that the amount FIFTY TWO THOUSAND ONE HUNDRED AND SIXTY Dollars (\$52,160) required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the City Treasury or in the process of collection to the credit of the Capital Fund free from any obligation or certificates now outstanding.

Rhonda Hall,
Director of Budget and Finance

Date

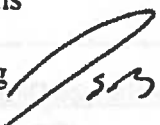
Attachment A
City of Kent
Existing and Proposed Bicycle Facilities

Attachment B
Preliminary Side Path/Sidewalk Plan

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller
Amy Wilkens

FROM: Jim Bowling 

DATE: November 23, 2020

RE: KSU Sponsored Outdoor Ice Rink -- Erie Street Closure

Kent State University (KSU) is looking to sponsor an Outdoor Ice Rink for the winter of 2020/2021. The Outdoor Ice Rink, similar to parks, would provide students, visitors and residents a winter outdoor space to exercise and socialize responsibly. KSU would like the Outdoor Ice Rink to be located in/adjacent to downtown to benefit both the university students and residents. Therefore, we are requesting council approval to close Erie Street from Depeyster to Haymaker for the winter. There are many details still yet to be evaluated but an outdoor ice rink would:

- give students and community members an alternative to sitting in dorms or homes
- with proper management, provide a safe outdoor alternate for the community
- generate more activity downtown during the winter months
- give a boost to the PARTA deck

The closing of this section of Erie Street will not significantly impact traffic and services will be maintained to the Hotel and PARTA Multimodal Facility. The exact timeframe and additional details are not set at this time. We are requesting Council approval to allow for the outdoor ice rink to be opened as soon as safely possible.

C: Melanie Baker



LAW DEPARTMENT MEMORANDUM KENT, OHIO

To: Dave Ruller, City Manager
From: Hope L. Jones, Law Director
Date: November 23, 2020
Re: Public Defender Contract Renewal

Mr. Ruller,

It is that time of year for the renewal of the Public Defender contract for the calendar year 2020.

I request that legislation for the renewal of the contract be placed on the December 2, 2020 agenda for discussion by Council Committee. For your information, the City has paid \$0.00 through October 2020 for indigent criminal defendants to receive the public defender's assistance. I expect that amount not to exceed \$900 this year. There is no reason to believe that this expenditure will rise next year.

Thank you, Dave,

Hope



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager
From: Rhonda C. Hall, CPA, Director of Budget and Finance
Date: November 20, 2020
Re: FY2021 Recommended Budget

Dave,

Attached is the Recommended Budget for 2021. I would like to request approval of this budget by Council in order to be in compliance with Ohio Revised Code Section 5705.38, *Annual Appropriation Measure*, whereas on or about the first day of each fiscal year an appropriation measure is to be passed.

Thank you.

A handwritten signature in blue ink that reads "Rhonda C. Hall".

930 OVERHOLT RD., KENT, OH 44240
(330) 678-8102 – Director and General Accounting
(330) 678-8103 Income Tax (330) 678-8104 Utility Billing FAX (330) 676-7584



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager

From: Rhonda C. Hall, CPA, Director of Budget and Finance

Date: November 20, 2020

Re: FY2020 Appropriation Amendments, Transfers, and Advances

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

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

Therefore, I am requesting Council approve amended appropriations for the December Council meeting.

Rhonda Hall



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager
From: Rhonda C. Hall, CPA, Director of Budget and Finance
Date: November 18, 2020
Re: Then and Now Purchase Order Approval Request

Mr. Ruller,

In accordance with Section 5705.41 (D) of the Ohio Revised Code the City must receive approval from Council for all Then and Now purchase orders in excess of \$3,000. This is the first year we have implemented the Then and Now purchase orders and thus the first time we are requesting such approval. Attached is the list of all Then and Now purchase orders that exceeded the threshold.

Thank you.

Purchase Order Report

G/L Date Range 01/01/20 - 11/18/20
 Sort by Department - Purchase Order Number
 Summary Listing

Purchase Order	2020-00002007	G/L Date	09/28/2020	Amount	7,200.00
Description	Service Agreement Dispatch Consoles 4/19 thru 3/20	Deliver by Date		Voided	.00
Department	01.102 Safety Department,Police Patrol/Investigation/Adm	Printed Date	10/01/2020	Discounted	.00
Vendor	2050 - Motorola Solutions, Inc.	Completed Date	10/02/2020	Expensed	7,200.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	G/L Date	03/18/2020	Amount	4,000.00
Purchase Order	2020-00001082	Deliver by Date		Voided	.00
Description	FD boiler maint and filters	Printed Date	03/19/2020	Discounted	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Completed Date		Expensed	974.05
Vendor	1119 - Boiler Specialists Inc	Expiration Date		Remaining	3,025.95
Type	Then/Now			Encumbered	3,025.95
Status	Open				
Purchase Order	2020-00001335	G/L Date	05/12/2020	Amount	6,069.84
Description	FD 2020 support for PC Hazmat Team - City of Kent	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	05/18/2020	Discounted	.00
Vendor	1487 - Portage County Hazmat Team	Completed Date	05/22/2020	Expensed	6,069.84
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00001764	G/L Date	08/10/2020	Amount	4,963.39
Description	FD parts and repairs to 2016 Ford ambulance - filter	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	08/13/2020	Discounted	.00
Vendor	1289 - Klaben Ford Lincoln, Inc	Completed Date	08/21/2020	Expensed	4,963.39
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00002092	G/L Date	10/16/2020	Amount	6,657.54
Description	2020 HVAC system for KPR Fitness Center	Deliver by Date		Voided	.00
Department	03.301 Park & Recreation Board,Recreation Services	Printed Date	10/19/2020	Discounted	.00
Vendor	1849 - Wright Heating and Air Conditioning Inc.	Completed Date	10/30/2020	Expensed	6,657.54
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Purchase Order Report

G/L Date Range 01/01/20 - 11/18/20

Sort by Department - Purchase Order Number
Summary Listing

Purchase Order	2020-00001339	G/L Date	05/12/2020	Amount	5,000.00
Description	ED - 2019-20 KSU Business College - CEBI Program	Deliver by Date		Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	05/18/2020	Discounted	.00
Vendor	1100 - Beder, Michael J.	Completed Date	05/22/2020	Expensed	5,000.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Department	05.560 Public Services Department,Central Maintenance Division				
Purchase Order	2020-00001124	G/L Date	03/23/2020	Amount	6,721.15
Description	CM Street Sweeper Rental	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	03/24/2020	Discounted	.00
Vendor	3305 - Jack Doheny Co., Inc.	Completed Date	07/10/2020	Expensed	6,721.15
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00001178	G/L Date	04/03/2020	Amount	4,650.00
Description	CM Purchase of Protective RainSuits for COVID19	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	04/06/2020	Discounted	.00
Vendor	1722 - Fastenal Company	Completed Date	04/17/2020	Expensed	4,650.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00001405	G/L Date	05/29/2020	Amount	4,500.00
Description	CM Concrete for Street & Sidewalk Repair	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	06/04/2020	Discounted	.00
Vendor	2808 - Osborne Inc	Completed Date		Expensed	2,588.75
Type	Then/Now	Expiration Date		Remaining	1,911.25
Status	Open			Encumbered	1,911.25
Purchase Order	2020-00001508	G/L Date	06/19/2020	Amount	6,000.00
Description	CM Paint	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	06/22/2020	Discounted	.00
Vendor	1633 - Sherwin Williams Co.-Ravenna	Completed Date		Expensed	5,591.59
Type	Then/Now	Expiration Date		Remaining	408.41
Status	Open			Encumbered	408.41

Purchase Order Report

G/L Date Range 01/01/20 - 11/18/20

Sort by Department - Purchase Order Number
Summary Listing

Purchase Order	2020-00002188	G/L Date	11/03/2020	Amount	10,392.00
Description	CM Water Metering Equipment	Deliver by Date		Voided	.00
Department	05-560 Public Services Department, Central Maintenance Division	Printed Date	11/05/2020	Discounted	.00
Vendor	1380 - Neptune Equipment/NECO	Completed Date	11/13/2020	Expensed	10,392.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2020-00001427	G/L Date	06/03/2020	Amount	3,452.14
Description	Codified Ordinance Update Replacement Pages	Deliver by Date		Voided	.00
Department	08 Council	Printed Date	06/05/2020	Discounted	.00
Vendor	4353 - American Legal Publ. Corp/Walter Drane Co.	Completed Date	06/12/2020	Expensed	3,452.14
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00



CITY OF KENT, OHIO

DEPARTMENT OF PUBLIC SERVICE

MEMO

TO: Dave Ruller, City Manager
Council

FROM: Melanie A. Baker, Service Director

DATE: 11/20/2020

SUBJECT: NOPEC Electronic Device Charging Station.

The City of Kent staff received notification in February of this year of a program offered by NextEra, NOPEC's energy supplier, to provide a cell phone charging station for use in public areas to NOPEC member communities.

City staff made application and was awarded one electronic charging station. This station is a high top table which unsecured to the floor but can be tethered if desired. This allows for easy movability should the City wish to move it in the future. This station has wired and wireless charging options for visitors to charge their phones and devices.



Originally, we thought this device could be stationed in the visitor center downtown. However

Upon further investigation and discussion, we deemed the new City Hall lobby was the best location. However, since the new City Hall is not up at this time, NOPEC has agreed to allow us to accept the grant and charging station and place it in our Police Department lobby temporarily. Once the new City Hall is complete we can move it over and make it accessible to the public in the main lobby area.

There is no charge for this station. The City only needs to provide installation of the unit and monitoring, maintenance and repairs if required.

Staff is asking for Council's approval to accept the grant and charging station to be placed in the Police Department lobby temporarily, until it can be moved to the City Hall when it is complete.

NOPEC, INC. ELECTRONIC DEVICE CHARGING STATION

GRANT AGREEMENT

This Grant Agreement (the "Agreement") is made and entered into by and between NOPEC, Inc. ("NOPEC"), and The City of Kent, Portage County, Ohio ("Grantee"; NOPEC and Grantee, the "Parties") regarding a one-time grant by NOPEC to Grantee of one or more electronic device charging station(s) in accordance with NOPEC Grant criteria, guidelines and requirements ("NOPEC Policy").

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants hereinafter set forth, the Parties hereby agree as follows:

1. **Grant of Electronic Device Charging Station.** NOPEC hereby grants all equipment, components, and parts necessary for a high top style electronic device charging station(s) ("Charging Station") to Grantee in accordance with NOPEC Policy. The Charging Station will contain the NOPEC logo and NOPEC marketing. By executing this Grant Agreement, Grantee authorizes the use and display of NOPEC's logo and marketing on the Charging Station for as long as the Charging Station is used.

2. **Installation of Charging Station.** Grantee shall be solely responsible for the installation of the Charging Station, at Grantee's sole cost and expense. Further, Grantee shall be responsible for any and all operation of, and maintenance required for, the Charging Station and for payment of all electricity used by the Charging Station.

3. **Inability to Perform.** In the event that Grantee does not or cannot install or use the Charging Station, Grantee shall immediately notify NOPEC in writing and return the Charging Station to NOPEC.

4. **Termination.**

(a) This Agreement shall automatically terminate if Grantee is not a NOPEC member in good standing. A NOPEC member in good standing means a Northeast Ohio Public Energy Council member whose residents are receiving service from Northeast Ohio Public Energy Council's natural gas or electric aggregation program and which has not provided written notice to withdraw from such Northeast Ohio Public Energy Council's natural gas or electric aggregation program.

(b) Notwithstanding any other provision in this Agreement, if Grantee either withdraws from membership in the Northeast Ohio Public Energy Council or from its electric or natural gas aggregation program(s), Grantee shall no longer be eligible for any NOPEC Grants. The provisions of this paragraph are in addition to the termination provisions of this Agreement and to any payments required under the Northeast Ohio Public Energy Council Bylaws and the Northeast Ohio Public Energy Council of Governments Agreement with its member communities in connection with any such withdrawal.

5. **Liability.** Grantee shall maintain, or cause any vendors or subcontractors to maintain, all required liability and property insurance to cover actionable legal claims for liability or loss which are the result of injury to or death of any person, damage to property caused by the negligent acts or omissions, or negligent conduct of the Grantee. To the extent

permitted by law, in connection with activities conducted in connection with this Agreement, Grantee agrees to defend NOPEC and pay any judgments and costs arising out of such negligent acts or omissions, and nothing in this Agreement shall impute or transfer any liability of any nature whatsoever from Grantee to NOPEC, Inc. or the Northeast Ohio Public Energy Council.

6. Miscellaneous.

(a) **Governing Law.** The laws of the State of Ohio shall govern this Agreement. All actions regarding this Agreement shall be venued in a court of competent subject matter jurisdiction in Cuyahoga County, Ohio.

(b) **Entire Agreement.** This Agreement and any documents referred to herein constitute the complete understanding of the Parties and merge and supersede any and all other discussions, agreements and understandings, either oral or written, between the Parties with respect to the subject matter hereof.

(c) **Severability.** Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provisions of this Agreement.

(d) **Notices.** All notices, consents, demands, requests and other communications which may, or are required to be, given hereunder shall be in writing and delivered to the addresses set forth hereunder or to such other address as the other party hereto may designate from time to time:

In case of NOPEC, to:

Charles W. Keiper, II
President
NOPEC, Inc.
31360 Solon Road
Suite 33
Solon, OH 44139

In case of Grantee, to:

Title: City Manager
Name: Dave Ruler
City of Kent
930 Overholt Street
Kent, Ohio 44240

(e) Amendments or Modifications. Either party may at any time during the term of this Agreement request amendments or modifications. Requests for amendment or modification of this Agreement shall be in writing and shall specify the requested changes and justification therefor. The Parties shall review the request for modification in terms of the Project and NOPEC Policy. Should the Parties consent to modification of the Agreement, then an amendment shall be drawn, approved, and executed in the same manner as the original Agreement.

(f) Headings. Section headings contained in this Agreement are inserted for convenience only and shall not be deemed to be a part of this Agreement.

(g) Assignment. Neither this Agreement nor any rights, duties or obligations described herein, shall be assigned or subcontracted by Grantee without the prior express written consent of NOPEC.

(h) Authority. The undersigned represents and warrants to the other that each has all the necessary legal power and authority to enter into this Agreement. Grantee further represents and warrants to NOPEC that it has received all necessary approvals from Grantee's legislative authority for Grantee to accept the Charging Station Grant and enter into this Agreement.

(i) Determinations by NOPEC Final. All determinations as to an award of any Charging Station, will be made by NOPEC and its Committee, which shall be final, conclusive and binding upon Grantee.

(j) Designation of Grantee Representative. Grantee hereby designates its [Fiscal Officer or other position] to take all actions with respect to the Charging Station Grant and this Agreement as may be required and NOPEC shall be entitled to rely on the authority of such designated representative of Grantee in connection with this Agreement.

(k) Marketing Consent. Grantee hereby authorizes NOPEC, Inc. and NOPEC to use information about Grantee's grant(s) and project(s) in any marketing they may conduct, and agrees to cooperate with NOPEC in connection with such marketing.

[Signature Page to Follow.]

IN WITNESS WHEREOF, the Parties hereto have executed this Grant Agreement on the last date set forth below.

GRANTEE:

NOPEC, INC.:

_____, Ohio

Individual Authorized by Grantee's
Legislation

By: _____

By: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

[Signature page to NOPEC Energized Community Grant Agreement.]



CITY OF KENT, OHIO

Human Resources Department

To: Mayor and Members of Council
From: Suzanne Stenmnock, Human Resources Manager
Subject: Position Allocation Ordinance & General Compensation Plan
Date: November 19, 2020

Attached is the City's Position Allocation List indicating the number of persons who may be employed by the City for the year 2021 with respect to each position, title, and work classification in the City. Each position is designated as full or part time.

Aside from minor clarifications, the only change to the Position Allocation is the removal of funding source for each position. This year it was determined the funding is better suited for explanation within the City Budget. Staff is requesting review and approval of the Position Allocation.

The General Compensation Plan will only require two changes this year. First, the dates of the agreement including dated sections such as compensation will be extended one year through 2021. Second, staff would like to permanently include the "Temporary Administrative Specialist" position to the General Compensation Plan. This position would be used to help train new employees during a transitional period. It proved very beneficial during the retirement of the former Budget and Finance Director. The need for the position would be determined on a case-by-case basis with final approval given by the City Manager. Please see the proposed changes and language to be added to the Plan below.

Add the position of Temporary Administrative Specialist to Article 1, Section 1, employees fully covered by the Plan.

Article 20 Section 3.4

The position of Temporary Administrative Specialist is an as needed position to be covered under this plan within the City Manager's Office in order to assist with training new employees during a transitional period. The need for this position would be proposed by the department and would require approval of the City Manager. The position may be filled on a full or part time basis not to exceed eight weeks. No benefits shall be forfeited by the employee filling the temporary position as described within this Plan for the previously filled position. The hourly rate of the employee would be determined by the salary of the employee prior to filling the temporary position.

CITY OF KENT ALLOCATION OF POSITION LIST

December 2020

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
COUNCIL				
Council	1	Clerk of Council	Full-time	Unclassified
CITY MANAGER				
City Manager	1	City Manager	Full-time	Unclassified Management
	1	Assistant to the City Manager	Full-time	Unclassified
	1	Human Resources Manager	Full-time	Unclassified Management
	1	IT & Communications Manager	Full-time	Unclassified Management
CIVIL SERVICE				
Civil Service	1	Civil Service Coordinator	Part-time	Classified
LAW				
Law	1	Director	Full-time	Unclassified Management
	1	Assistant Director	Part-time	Unclassified Management
	1	Asst. Director/Prosecutor	Part-time	Unclassified Management
	1	Secretary	Full-time	Unclassified
BUDGET & FINANCE				
General Accounting	1	Director	Full-time	Unclassified Management
	1	Controller	Full-time	Unclassified Management
	1	Collections Coordinator	Full-time	Unclassified
	1	Payroll Administrator	Full-time	Classified
	5	Account Clerk	Full-time	Classified
Income Tax	1	Tax Auditor	Full-time	Classified
SERVICE				
Administration	1	Director	Full-time	Unclassified Management
	1	Administrative Assistant	Full-time	Unclassified
	1	Construction Clerk	Full-time	Classified
	1	Engineering Aide I	Full-time	Classified
Engineering	1	Deputy Service Director/ Superintendent of Engineering	Full-time	Unclassified Management
	3	Senior Engineer	Full-time	Classified Management
	2	Engineering Technician	Full-time	Classified Management
	1	Engineering Aide II	Full-time	Classified

CITY OF KENT ALLOCATION OF POSITION LIST

December 2020

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
SERVICE - Cont.				
Central Maintenance	1	Utilities Manager	Full-time	Unclassified Management
	1	Facilities Manager	Full-time	Unclassified Management
	1	Maintenance Worker/Carpenter	Full-time	Classified
	3	Chief Operator	Full-time	Classified
	4	Repair Operator	Full-time	Classified
	7	Service Worker	Full-time	Classified
	1	Service Technician/Gardener	Full-time	Classified
	4	Laborer	Full-time	Classified
	1	Account Clerk	Full-time	Classified
	1	Equipment Technician	Full-time	Classified
Vehicle Maintenance	1	Master Mechanic	Full-time	Classified
	3	Mechanic	Full-time	Classified
Utilities	1	Water Plant Manager	Full-time	Classified Management
	1	Water Plant Chief Operator	Full-time	Classified
	1	Water Lab Technician	Full-time	Classified
	1	Plant Mechanic	Full-time	Classified
	5	Water Plant Operator	Full-time	Classified
	1	Laborer	Full-time	Classified
	1	Water Reclamation Plant Mgr.	Full-time	Classified Management
	1	Chemist	Full-time	Unclassified
	1	Laboratory Technician	Full-time	Classified
	1	Environmental Technician	Full-time	Classified
	1	Plant Mechanic	Full-time	Classified
	7	Water Reclamation Plant Operator	Full-time	Classified
	1	Water Rec. Plant Chief Operator	Full-time	Classified
PARKS & RECREATION				
Parks & Recreation	1	Director	Full-time	Unclassified Management
	1	Parks Supervisor	Full-time	Unclassified Management
	1	Recreation Supervisor	Full-time	Unclassified Management
	1	Account Clerk	Full-time	Classified
	2	Park Maintenance Laborer	Full-time	Classified
	1	Senior Parks Crew Leader	Full-time	Classified
	15	Program Instructor	Part-time	Classified

CITY OF KENT ALLOCATION OF POSITION LIST

December 2020

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
	2	Rec Center Coordinator	Part-time	Classified
	1	Senior Citizen Coordinator	Part-time	Classified
	4	Rec Center Leader	Part-time	Classified
	19	Park Maintenance Worker	Seasonal	Classified
	4	Seasonal Laborer	Seasonal	Classified
KABC	5	Sports Coordinator	Part-time	Classified
K-6 Child Care	1	Recreation Specialist	Full-time	Unclassified
	3	Rec Center Coordinator	Part-time	Classified
	13	Rec Center Leader	Part-time	Classified
SAFETY				
Safety	1	Director	Full-time	Unclassified Management
Police	1	Chief	Full-time	Classified Management
	2	Captain	Full-time	Classified Management
	5	Lieutenant	Full-time	Classified Management
	4	Technical Sergeant	Full-time	Classified Management
	31	Police Officer	Full-time	Classified
	1	Dispatch Coordinator	Full-time	Classified
	1	Juvenile Counselor	Full-time	Classified
	6	Detention Officer	Part-time	Classified
	11	Clerk/Dispatcher	Full-time	Classified
	1	Records Clerk	Full-time	Classified
	2	Compliance Officer	Full-time	Classified
	1	Administrative Assistant	Full-time	Classified
	1	Secretary	Full-time	Classified
Fire	1	Chief	Full-time	Classified Management
	1 ***	Assistant Chief	Full-time	Classified Management
	3	Captain	Full-time	Classified Management
	5	Lieutenant	Full-time	Classified Management
	27	Firefighter	Full-time	Classified
	1	Fire Services Specialist	Full-time	Classified
	3 **	Firefighter Paid-on-Call	Part-time	Classified

** 3 Positions authorized as part-time.

*** Position authorized but not funded

CITY OF KENT ALLOCATION OF POSITION LIST

December 2020

<u>DEPARTMENT/Division</u>	Max. No. Auth.	Title	Time Status	Civil Service Status
HEALTH				
Health	1	Health Commissioner	Full-time	Unclassified Management
	1	Chief Sanitarian	Full-time	Classified
	1	Administrative Assistant	Full-time	Unclassified
	1	Secretary	Full-time	Unclassified
	2	Public Health Sanitarian	Full-time	Classified
	1	Accreditation Coordinator	Full-time	Classified

COMMUNITY DEVELOPMENT

Community Development	1	Director	Full-time	Unclassified Management
		Grants & Neighborhood Programs		
	1	Coordinator	Full-time	Classified
	1	Administrative Assistant	Full-time	Unclassified
	1	Development Planner	Full-time	Classified
	1	Economic Development Director	Full-time	Unclassified Management
	1	Development Engineer	Full-time	Classified Management
Building	1	Building Services Supervisor	Full-time	Classified Management
	1	Construction Clerk	Full-time	Classified
	2	Code Enforcement Officer	Full-time	Classified
	8	Inspector	Part-time	Classified