



CITY OF KENT, OHIO

DEPARTMENT OF BUDGET AND FINANCE

TO: Dave Ruller, City Manager

FROM: Barbara Rissland, Director of Budget and Finance *BAR*

DATE: August 29, 2008

SUBJECT: Note Rollover

The City currently has \$5.355 million in notes outstanding that come due October 16, 2008. The current budget reflects the strategy of maintaining this debt as notes, while making annual payments on the outstanding principal. The following is a breakdown on the notes.

<u>Purpose</u>	<u>Due</u> <u>10/16/2008</u>	<u>Scheduled</u> <u>Payments</u>	<u>Notes</u> <u>Issued</u>
Fire Station	\$3,130,000	215,000	\$2,915,000
Administrative Offices	315,000	25,000	290,000
Sewer Bond Redemption	935,000	515,000	420,000
Sewer Trunk Lines	975,000	60,000	915,000
	<u>\$5,355,000</u>	<u>815,000</u>	<u>\$4,540,000</u>

I have discussed the note rollover with Pam Hanover, the City's Bond Counsel, and she suggests pricing the issue on October 1st or October 2nd and closing on October 15th. This would require Council action on September 17, 2008, with corresponding Committee time on September 3rd if Council wishes to discuss the issue.

Analysis of Overall Savings Related to Refunding Sewer Bonds with Notes

	2002	2003	2004	2005	2006	2007	2008	2009	2010	
Original Debt Service										
Principal	315,000	335,000	350,000	375,000	400,000	425,000	450,000	485,000	510,000	3,645,000
Interest	233,405	213,718	193,450	171,925	147,550	121,550	93,925	64,675	33,150	1,273,348
Total	548,405	548,718	543,450	546,925	547,550	546,550	543,925	549,675	543,150	<u>4,918,348</u>
Notes										
Principal	250,000	485,000	500,000	500,000	485,000	490,000	515,000	420,000	0	3,645,000
Call Premium Paid	66,600	0	0	0	0	0	0	0	0	66,600
Interest	233,405	64,505	42,195	66,091	76,400	60,563	37,400	10,500	0	591,059
Debt Issuance Costs	6,796	2,138	792	595	518	336	300		0	11,475
Premium Received	-6,756	-1,659	-15,448	-13,026	-6,227	-2,244	0		0	-45,360
Total	550,045	549,984	527,539	553,660	555,691	548,655	552,700	430,500	0	<u>4,268,774</u>

TOTAL SAVINGS

649,574

Note: The items highlighted in yellow are estimates.



CITY OF KENT, OHIO

HUMAN RESOURCES DEPARTMENT

To: Dave Ruller, City Manager
From: Liz Zorc, Human Resources Manager
Subject: Plans Administrator Position
Date: August 29, 2008

When the vacancy was created in the Community Development department Plans Administrator position after Mike Weddle took a job in Stow, we had the opportunity to evaluate the position and look at its future function within the department. Community Development Director Gary Locke has carefully reviewed the position, and has recommended that the position go in a little different direction, more fitting to the use of grant funds in neighborhood programs, as well as the regular CDBG, Revolving Loan Program, prevailing wage requirements, and other funds management.

Mr. Locke recommends the job title change to *Grants & Neighborhood Programs Administrator*, and has updated the job description to that effect. Also, upon your direction, we researched reducing the pay classification by one level from Class III to Class IV, and find that that is reasonable with the parameters of the changed job description.

Mr. Locke and I respectfully request City Council's approval to re-name and re-classify this position.

Thanks,

A handwritten signature in blue ink, appearing to read "Liz", is written below the "Thanks," text.

C: Gary Locke, Community Development Director
Anna Lucas, Civil Service Coordinator

Att: Grants & Neighborhood Programs Administrator Job Description

CITY OF KENT
JOB DESCRIPTION
GRANTS & NEIGHBORHOOD PROGRAMS ADMINISTRATOR

Classified

Non-Exempt

RESPONSIBILITY

Under the general supervision of the Community Development Director, is responsible for the administration and oversight of various Federal and State grant programs administered through the Community Development Department; provides support to the Director by performing some of the basic support activities for the economic development programs, such as servicing and reporting functions for the Revolving Loan Program as well as other local loan programs administered through the Community Development Department. Performs other job-related duties as required.

This position is also responsible for implementing prevailing wage requirements relevant to these Federal and State programs, as well as any local projects requiring prevailing wage implementation. The position will also administer the City's Social Service funding.

The Grants and Neighborhood Programs Coordinator will also assist with the development and implementation of various neighborhood programs as may be desired by the City.

TYPICAL TASKS: (Illustrative only)

Maintains, updates, coordinates, and monitors all planning, administrative, operational and related documents required by Federal or State agencies related to the funding programs of those agencies, as utilized by the City. Oversees the implementation of Federal and State grant programs, such as the City's Community Development Block Grant program, Community Housing Improvement Program and other State or Federal programs administered by the Community Development Department and the preparation of reports related to the administration of these programs.

Provides staff support and assistance to persons applying for funds through the City's various loan programs, advises City boards and agencies as to the adequacy of the application; oversees the implementation and administration of these loan programs.

Works with residents, neighborhood groups as well as appointed and elected City officials to identify and develop effective neighborhood programs in the area of housing preservation, homeownership programs and related fields.

Prepares reports; attends, facilitates and/or makes public presentations at any meetings so directed by the administration, including but not limited to City Council, Council Committee, Planning Commission or Board of Zoning Appeals; attends training seminars and/or educational meetings; keeps abreast of changes in State and Federal legislation.

WORKING CONDITIONS

The working environment of the Grants and Neighborhood Programs Administrator involves exposure to conditions generally found in an office setting. The individual works with office equipment, such as computer hardware and software applications, telephones, tape recorders, fax machines, copy machines, and appliances. Within the office setting, the individual will move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment. The individual also travels as required, works out of doors on occasion, and works evening or weekend hours in addition to a regular 40 hour work week when required.

SPECIAL REQUIREMENTS

The Grants and Neighborhood Program Administrator must possess a valid State of Ohio driver's license and have a good driving record at the time of hire and be able to maintain such good driving record at all times as described in the City's Motor Vehicle Safety and Usage Policy.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of requirements pertaining to grant programs being administered through the Community Development Department; a basic understanding of loan application review procedures used in conjunction with the City's loan programs; ability to present written and oral reports; ability to make graphic presentations; ability to read maps, tax maps, and development plans; ability to organize and research planning data; knowledge and a basic understanding of such computer software programs such as Microsoft Word, Access, Excel or any other software relevant to the implementation of the grant programs as required by those program requirements.

NECESSARY EDUCATION, TRAINING, AND EXPERIENCE:

Master's degree in Urban Studies, Planning, or a related field preferred, a Bachelor's degree in Urban Studies, Planning or a related field required. A minimum of two years' experience in Federal and/or State of Ohio grant program management is required.

CITY OF KENT
ESSENTIAL JOB FUNCTIONS
GRANTS AND NEIGHBORHOOD PROGRAMS ADMINISTRATOR

1. Exercises considerable independent judgment in the performance of primary responsibilities and when resolving work problems and interpreting City policies and procedures.
2. Administers State and Federal programs, including but not limited to the Community Development Block Grant program, Community Housing Improvement Program and any other programs utilized by the City and administered through the Community Development Department. May be asked to assist with the administration of grant programs being utilized by other City Departments.
3. Uses computer word processing, spreadsheet, data management software applications in the production of documents and planning and tracking process.
4. Plans, attends, and/or facilitates meetings and makes public presentations as directed by administration and/or required to implement grant or neighborhood programs.
5. Maintains records and files related to grant program oversight, monitors grant program activities, including the contracts and subrecipient agreements related to those grant programs and activities therein funded. Maintains a working knowledge of grant program requirements

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

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

The City of Kent does not unlawfully discriminate on the basis of race, color, national origin, sex, religion, military status, age or disability in employment.

NOTICE OF PURCHASE OF NATURAL GAS –AUGUST 27, 2008

Good news for NOPEC Member Communities!

At the end of July, we reported to you that NOPEC had been able to lock-in very favorable rates for August and September and that we had purchased 25% of the gas we needed through May 2009, in the Dominion East Ohio area and through the end of December in the Columbia Gas area.

The prices have continued to fall and we are pleased to announce that we have completed our purchase of gas in the Columbia area through December and we have a fixed rate in the DEO area through November. We have also purchased 50% of the gas needed in the DEO area through May at a favorable rate. The prices we are now offering are as follows:

Columbia Gas area

September - \$11.85mcf

October - \$11.75mcf

November and December - \$11.93mcf

NOPEC is in the process of seeking bids for the COH area under a new 2-year contract to begin on January 1, 2009.

Dominion East Ohio Area

September - \$11.24mcf

October and November - \$10.98mcf

December – May – We have purchased 50% of the gas needed for these months at a blended rate that we believe will protect all NOPEC customers from escalating prices. Although the market has increased with the threat of Hurricane Gustav, we are watching the market very closely so that we can purchase the remainder of the gas that we need throughout the winter.

Again, you need to remind your residents that our job at NOPEC is to protect them from high gas prices. We believe we have done that for this winter. Should they find a lower price, they can leave NOPEC at no charge at any time. You should also caution them, however, that should they make a mistake and wish to come back to NOPEC, the process can take several months. If your residents should have any questions, please refer them to our call center at 1.888.848.7914.