ORDINANCE NO. 2026 - 99

AN ORDINANCE AMENDING ORDINANCE NO. 2025-128 OF THE POSITION ALLOCATION, AND THE GENERAL COMPENSATION PLAN, AND DECLARING AN EMERGENCY.

WHEREAS, the City has changes to the Position Allocation as follows:

a) Remove one Captain for the addition of one Secretary of Police (ORC Section124.51) under the Police Department;
b) Change the Secretary position to Administrative Assistant to the Detective Bureau in the Police Department;

WHEREAS, second, the City has changes to the General Compensation Plan as follows:

a) Place the new Secretary of Police in pay classification II.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio:

SECTION 1. That Council does hereby approve an amendment to the 2025 Position Allocation Ordinance 2025-128, passed December 17, 2025, and amended on March 18, 2026 by Ordinance 2026-28 to update the Position Allocation, and the General Compensation Plan, as set forth in Exhibit A, attached hereto and incorporated herein.

SECTION 2. That all existing ordinances which are in conflict with the provisions of this ordinance are hereby REPEALED.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: October 21, 2026
Date

Jack Amrhein
Mayor and President of Council

EFFECTIVE: October 21, 2026
Date

ATTEST: Kathleen Coleman
Kathleen Coleman
Clerk of Council

I, KATHLEEN COLEMAN, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *ORDINANCE No.* 2026-99, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON October 21, 2026.

(SEAL)

KATHLEEN COLEMAN
CLERK OF COUNCIL

EXHIBIT A

CITY OF KENT ALLOCATION OF POSITION LIST

October 2026

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/Safety Director	Full-time	Unclassified Management
	1	Assistant to the City Manager	Full-time	Unclassified
	1	Community Engagement Coord.	Full-time	Unclassified
HUMAN RESOURCES				
Human Resources	1	Human Resources Director	Full-time	Unclassified Management
IT & COMMUNICATIONS				
IT & Communications	1	IT & Communications Director	Full-time	Unclassified Management
	1	Senior IT Technician	Full-time	Unclassified
	1	IT Technician	Full-time	Unclassified
LAW				
Law	1	Director	Full-time	Unclassified Management
	1	Assistant Director	Part-time	Unclassified
	1	Asst. Director/Prosecutor	Part-time	Unclassified
	1	Legal Assistant to Law & HR	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	Unclassified
	3	Account Clerk	Full-time	Classified
	1	Utility Billing 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	GIS Technician	Full-time	Classified
Engineering	1	Deputy Service Director/ Superintendent of Engineering	Full-time	Unclassified Management
	3	Senior Engineer	Full-time	Classified

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
	2	Engineering Technician	Full-time	Classified
	2	Engineering Aide	Full-time	Classified
	1	Construction Clerk	Full-time	Classified
Central Maintenance	1	Utilities Manager	Full-time	Unclassified Management
	1	Facilities Manager	Full-time	Unclassified Management
	3	Chief Operator	Full-time	Classified
	5	Repair Operator	Full-time	Classified
	7	Service Worker	Full-time	Classified
	1	Service Technician/Gardener	Full-time	Classified
	6	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 Treatment Plant Manager	Full-time	Classified Management
	1	Water Treatment Plant Chief Operator	Full-time	Classified
	1	Water Treatment Plant Lab Technician	Full-time	Classified
	1	Water Treatment Plant Mechanic	Full-time	Classified
	6	Water Treatment Plant Operator	Full-time	Classified
	1	Water Reclamation Plant Mgr.	Full-time	Classified Management
	1	Chemist	Full-time	Unclassified
	1	Water Reclamation Lab Technician	Full-time	Classified
	1	Environmental Technician	Full-time	Classified
	1	Water Reclamation 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	Marketing & Special Events Coordinator	Full-time	Unclassified
	1	Sports Activities Coordinator	Full-time	Unclassified
	1	Program & Behavior Support Coordinator	Full-time	Classified

DEPARTMENT/Division	Max. No. Auth.		Title	Time Status	Civil Service Status
	1		Account Clerk	Full-time	Classified
	3		Park Maintenance Laborer	Full-time	Classified
	1		Senior Parks Crew Leader	Full-time	Classified
	*		Program Instructor	Part-time	Classified
	*		Rec Center Coordinator	Part-time	Classified
	*		Senior Citizen Coordinator	Part-time	Classified
	*		Rec Center Leader	Part-time	Classified
	*		Park Maintenance Worker	Part-time	Classified
	4		Seasonal Laborer	Seasonal	Classified
KYBS	*		Sports Coordinator	Part-time	Classified
K-6 Child Care	1		Recreation Specialist	Full-time	Unclassified Management
	*		Rec Center Coordinator	Part-time	Classified
	*		Rec Center Leader	Part-time	Classified

* All part-time Parks & Recreation, KABC, and K-6 Child Care positions not to exceed the approved allocated budget in salaries for 2026.

SAFETY

Police	1		Chief	Full-time	Classified Management
	2		Captain	Full-time	Classified Management
	1		Secretary of Police	Full-time	Classified Management
	5		Lieutenant	Full-time	Classified
	4		Technical Sergeant	Full-time	Classified
	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
	1		Records Clerk	Part-time	Classified
	2		Compliance Officer	Full-time	Classified
	1		Administrative Assistant to Police Chief	Full-time	Classified
	1		Administrative Assistant to DB	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

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
	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

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	Classified
	2	Public Health Sanitarian	Full-time	Classified
	1	Accreditation Coordinator	Full-time	Classified
COMMUNITY DEVELOPMENT				
Community Development	1	Director	Full-time	Unclassified Management
	1	Assistant Community Development Director	Full-time	Unclassified Management
	1	Administrative Assistant	Full-time	Unclassified
	1	Zoning and Grants Coordinator	Full-time	Classified
	1	Economic Development Director	Full-time	Unclassified Management
	1	Development Coordinator	Full-time	Classified
	1	Sustainability Coordinator	Full-time	Unclassified
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