

# City of Ravenna



Kevin T. Poland  
*Mayor & Safety Director*

(330) 296-3864  
(330) 296-3865  
Fax: (330) 297-2164

February 3, 2006

Mr. Jeff Stone  
Property Maintenance Officer  
5454 Newton Falls Road  
Ravenna, Ohio 44266

RE: Termination of Employment

Dear Mr. Stone:

Please be advised that as Mayor/Safety Director, I have requested that an internal investigation be conducted into alleged misconduct which you have committed under your employment with the City of Ravenna.

On January 30, 2006 I received a copy of the internal investigation conducted by the Ravenna Police Department. Upon review of the internal investigation by the Ravenna Police Department, there are serious work related issues on your performance as Property Maintenance Officer, i.e., rental inspection records, occupancy permits, performance of inspections for other entities on City time, etc. However, the following reasons are just cause for disciplinary action to be taken without the necessity of a determination as to the above-referenced allegations:

1. Entering into contracts while employed with the City of Ravenna, and in charge of inspecting rental units owned by NDS between Jeff Stone, dba J & B Design and NDS for removal of trees on NDS owned property.
2. Entering into contracts while employed at the City of Ravenna, between Jeff Stone as titled property owner of property actually belong to NDS and Trumbull Hardware for the sale of trees (timber) for a total of \$115,800.00

Mr. Jeff Stone  
RE: Termination of Employment  
February 3, 2006  
Page 2

It is my opinion as Mayor/Safety Director, that the above outlined grounds are of such a serious nature that prior progressive discipline is not required. Therefore, you will be terminated as an employee of the City of Ravenna effective at 12:00 noon on February 3, 2006

Sincerely,



Kevin T. Poland, Mayor

KTP:kd

cc: Frank Cimino, Law Director  
Kim Cecora, Finance Director  
George Paige, CBO  
Walt Meloy, AFSCME, Local 3812  
City Council