



CITY OF KENT, OHIO

DEPARTMENT OF SAFETY

To: Dave Ruller, City Manager
From: William Lillich
Subject: Additional Justice Action Grant funds available for police assistance
Date: June 11, 2009

Mr. Ruller,

We recently learned that the Police Department is eligible once again for the annual JAG grant funds for Federal fiscal year 2009, beginning in October. The full amount of the available funds is \$11,173, and the application deadline is Wednesday, July 8, 2009. This application period is much shorter than previous years, in part due to the economic stimulus approach of the Federal government on many of the grant programs.

Again this year, we will be required to enter into a disparate funds sharing agreement with Portage County. We have begun the process of contacting the county's grants coordinator in order to complete the process and make timely application for the funds. We will attempt to achieve resulting funds of around \$6,500 for the Police Department's use. These funds will be targeted for additional officer time dedicated to aspects of neighborhood policing.

As a part of the process we will need to provide for a public comment period (that can be accomplished simply by inclusion of notice on the Council committee agenda). The Council will then need to execute an ordinance and a resolution to enable the joint application process and the fund-sharing memo of understanding for the disparate funds.

I have discussed the timing with Clerk Linda Copley in order to determine the most efficient process to meet the short application period. She suggests a committee discussion and brief special City Council meeting on the normal committee night of Wednesday, July 1, 2009. The necessary documents can then be executed in time to comply with the grant deadline of July 8.

Respectfully,

William Lillich

William Lillich
2009043
FY2009

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE

MEMO

May 22, 2009

To: Dave Ruller, City Manager

From: Gene Roberts 

RE: Engineering Aide I

Please accept this memo requesting upgrading in the Service Department of the City's Engineering Aid I position. The draft job description is attached for reference but will need to be reviewed and approved by Kent Civil Service and AFSCME if approved by Kent City Council.

I recommend that this position be included in the same Pay Range as the City's Central Maintenance Chief Operators as the position has similar responsibility regarding implementation of policy versus development of policy. The pay range change for the upgrading of the Engineering Aid I position would be as follows:

	2009	2009	2009	2009	2009
Position	Step	Step	Step	Step	Step
	1	2	3	4	5
Engineering. Aide I - Current	\$16.03	\$16.82	\$17.66	\$18.54	\$19.47
Engineering Aide I - Proposed	\$20.42	\$21.45	\$22.56	\$23.63	\$24.80

The upgrade will move the Engineering Aide I from their current \$19.47 Step 5 hourly pay to \$20.42 Step 1 pay. I further recommend that the Engineering Aide I upgraded position be funded 25 percent each from Solid Waste, Storm Water, Sanitary and Water utility funds as the position will complete tasks focused in these four areas versus the current Engineering Aide I position which is funded one-third each from General Funds, Sanitary and Water utility funds.

The position will work out of the Service Director's office with daily policy implementation responsibility for the following current programs:

1. Energy Management for City Facilities Program: This is a pending new City program which will require a great deal of time and attention to implement but once fully implemented will require less effort to maintain and monitor.
2. City NPDES Permit Required CMOM program: The City's most recent Water Reclamation Facility Ohio EPA issued NPDES permit requires the City to implement a Capacity Management Operation and Maintenance program for the sanitary sewer collection system. The Engineering Aide I will provide administrative assistance for this program overseeing the multiple components of the program.

3. City Sanitary Sewer Flooding Reduction Program: This program has been discussed with Kent City Council in past years as a method of decreasing sanitary sewer flooding in resident's basements. The program will require staff to inspect residential properties for proper plumbing connection and follow up with corrective actions identified as being needed.
4. Recycling: This existing program has been operational for several years however with the implementation of the Trash Collection the recycling program will require renewed effort to coordinate trash and recycling collection on the same day.
5. Citywide Trash Collection Program: This new City program will require considerable attention during implementation especially during transfer of billing City residents from the City's Contractor to the City's utility bill.
6. City NPDES Permit required Storm Water Management Program: This existing program is currently staffed with a part time consultant working 12 to 24 hours average per week. The consultant effort will remain during implementation of the CMOM and Energy Management for City facilities but will be reduced thus generating some of the needed funding for this upgraded position.
7. Compliance monitoring City's Water Reclamation Facility Ohio EPA NPDES Permit requirements especially relative to the City's Industrial Pretreatment Program will be provided as part of the responsibilities of the Engineering Aide I.
8. Preparation, when appropriate, of Environmental Documents for City construction projects will be completed by the Engineering Aide I.
9. Administrative assistance for review and recommendations regarding the City's Ohio EPA issued permits including coordinating the common issues between the City's Sanitary, Storm and Water permitted operations. This effort will include keeping the City current with changes in environmental law.
10. Work with staff from the Central Maintenance, Engineering, Water Reclamation Facility and Water Treatment Plant Divisions, assisting with special projects and assembling required reports, estimates, mapping and agreement documents.
11. Work with all Service Department Divisions to integrate a Web based presence specific to each Division's operations.
12. Work with all Service Department Divisions to update mapping information specific to each Division's operations and train appropriate staff in the use of mapping to obtain greater efficiencies and delivery of services.
13. Preparation of Public Educational Materials relating to environmental issues.

I respectfully request consideration by Kent City Council regarding the upgrading of the City's Engineering Aid I position at Council's earliest convenience.

Cc: file

CITY OF KENT
JOB DESCRIPTION
ENGINEERING AIDE I

Classified

Non-Exempt

RESPONSIBILITY

Under the direction of the Director of Public Service, the Engineering Aide I implements comprehensive programs for the City of Kent's Department of Public Service relating to environmental programs within the City responsible for the daily program(s) oversight, feasibility analysis, report preparation, and other related tasks and job-related duties as assigned by the Service Director.

TYPICAL TASKS (Illustrative only)

General oversight and implementation of the City's Environmental Programs such as but not limited to, Energy Management for City Facilities Program, City's Water Reclamation Facility Ohio EPA NPDES Permit required CMOM program and report monitoring of the permit required Industrial Pretreatment Program, City Sanitary Sewer Flooding Reduction Program, Recycling Program, Citywide Trash Collection Program, City NPDES Permitted Storm Water Management Program, preparation of Environmental Documents for City construction projects, monitor compliance of City's Ohio EPA issued permits, assist Water Reclamation Facility and Water Treatment Plant staff with special projects, integrate Service Department presence on the Web, update mapping with other Divisions and Preparation of Public Educational Materials relating to environmental issues.

Performs technical work and specification preparation under the direction of the Service Director and maintains up-to-date records of the City's Environmental Programs. Performs drafting functions, including computer aided drafting as needed and exhibits for reports. Calculates project cost estimates, assembles complete contract bid documents, write compliance manuals for City's environmental programs, estimates program costs and prepares progress documentation.

Performs survey field work as required for the development of plans and maps including location of physical features and elevations.

Conducts complaint investigations, makes written reports and recommendations and provides assistance to the public presenting information orally and in writing.

Assists other City staff members in the performance of miscellaneous office functions, such as filing and maintaining records, answering citizen inquiries, and any other function related to the normal operating routine of the Service Department Administration as directed by the Service Director.

WORKING CONDITIONS

The working environment of the Engineering Aide I involves exposure to conditions generally found in an office setting, in addition to conditions generally found in and around private

property, public property and construction sites outdoors and indoors. The Engineering Aide I 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 Engineering Aide I 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. When working outdoors, the Engineering Aide I will use engineering surveying and testing equipment and must apply relevant safety standards when performing functions such as entering buildings, excavations and climbing ladders. The Engineering Aide I travels as required, works out of doors when necessary, and works evening or weekend hours in addition to a regular 40 hour work week when required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Engineering Aide I must be familiar with the tools, methods and materials used in the construction of buildings, streets, sewers, waterlines, storm water facilities and related public works and facilities. The Engineering Aide I must possess the ability to operate an engineer's transit and level; to project a line around a fixed object; to calculate areas by the traverse method; to reduce field notes to finished drawings; to fix the position of an object in the real world; to make computations involving algebra and trigonometry; to prepare written technical reports, written correspondence, maintain accurate records, and use computers for word processing, spreadsheets, data bases, networks, and computer aided drafting (CAD) and design software.

The Engineering Aide I must possess excellent communication skills, which includes the ability to communicate orally and in writing; to establish effective working relationships with coworkers and management personnel, City officials, and the public; to understand and carry out written and oral instructions; to read and interpret information; and to exercise tact and discretion when dealing with the public.

The Engineering Aide I must possess the ability to analyze difficult situations, problems, and data; to exercise independent judgment when resolving conflicts with employees or the general public and inform the administration of pending issues.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Bachelor's degree in civil engineering, construction technology or architecture and one year experience working on similar tasks; or another combination of education and experience which indicates possession of the knowledge, skills, and abilities listed above.

SPECIAL REQUIREMENTS

The Engineering Aide I must possess a valid Ohio driver's license, have and maintain a good driving record, as required in the City's Motor Vehicle Safety and Usage Policy.

The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, marital status, amnesty, or military status in accordance with applicable federal, state and locals laws.

CITY OF KENT
ESSENTIAL FUNCTIONS
ENGINEERING AIDE I

1. Inspects municipal projects involving buildings, sanitary and storm collection infrastructure, waterlines, Water Reclamation Facility and Water Treatment Plant performing technical design review work and specification preparation. Able to work in various types of weather outdoors.
2. Ensures proper use of materials and construction techniques for City facility improvements and upgrades.
3. Performs technical design review and specification preparation under the direction of Service Director for municipal facilities improvements.
4. Conducts complaint investigations and provide assistance to the public presenting information orally and in writing. The Engineering Aide I must exercise independent judgment when resolving conflicts with contractors, employees and/or the general public when explaining the City's permit requirements, programs and policies. Establishes and maintains effective working relationships with coworkers, management personnel, City officials, City Contractors and the public.
5. Prepares written technical reports, written correspondence, maintains accurate records, and uses computers for word processing, spreadsheets, data bases, networks, computer aided drafting (CAD) and design software.
6. Assists other staff members to perform miscellaneous functions as directed.
7. Maintains valid state of Ohio driver's license and driving record which meets the requirements of the City's Motor Vehicle Safety and Usage Policy.
8. Applies safety standards when working in and around construction sites and when performing functions such as entering excavations and climbing ladders.
9. Includes physical requirements, such as lifting up to 25 lbs., walking, climbing aloft or crawling, work in confined spaces, have sufficient hearing to identify warning signals, buzzers, and/or other audible safety devices. Have sufficient vision to perform survey work, work with computers and technical drawings, able to work around chemicals normally found on construction sites or in the Water Plant or Water Reclamation Facility.

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.



CITY OF KENT, OHIO

DEPARTMENT OF LAW

TO: KENT CITY COUNCIL, MAYOR FENDER & DAVE RULLER
FROM: JAMES R. SILVER, LAW DIRECTOR *JRS*
DATE: JUNE 1, 2009
RE: DRUG HOUSE LEGISLATION

Chief Peach has brought up the issue of who pays to clean up properties used to make illegal drugs, such as meth, as it can be very costly to clean up one of these properties. Staff proposes the attached legislation to deal with the issue.

The proposed legislation also deals with the health and safety of the property for future occupants. The legislation has been reviewed by Chief Peach, Bill Lillich, John Ferlito and Gary Locke. We all agree that it should be adopted.



CHAPTER 523
CLANDESTINE DRUG LABS

523.01 General Provisions.

- (a) **Purpose and Intent.** The purpose of this Chapter is to reduce public exposure to health risks where trained law enforcement officers have determined that hazardous chemicals from a suspected clandestine drug lab site or associated dumpsite may exist. The City Council finds that such sites may contain suspected chemicals and residues that place people, particularly children or adults of child bearing age, at risk when exposed through inhabiting or visiting the site, now and in the future.
- (b) **Interpretation and Application.** The provisions of this Chapter shall be construed to protect the public health, safety and welfare.

Where the conditions imposed by any provision of this Chapter are either more or less restrictive than comparable provisions imposed by any other law, ordinance, statute, or regulation of any kind, the regulations which are more restrictive or which impose higher standards or requirements shall prevail.

Should any court of competent jurisdiction declare any section or subpart of this Chapter to be invalid, such decision shall not affect the validity of the Chapter as a whole or any part thereof, other than the provision declared invalid.

- (c) **Fees.** Fees for the administration of this Chapter may be established and amended periodically by the City administration.
- (d) For purposes of this Chapter (523), the following terms shall have the meanings as provided below:
1. Box Lab shall mean any illegal methamphetamine manufacturing laboratory that is portable, including but not limited to motor vehicles used as an illegal methamphetamine manufacturing laboratory;
 2. Child shall mean any person less than eighteen (18) years of age;
 3. Chemical dumpsite shall mean any place or area where chemicals or other waste materials used in a clandestine drug lab have been located;
 4. Clandestine drug lab shall mean the unlawful manufacture or attempt to manufacture controlled substances;
 5. Clandestine drug lab site shall mean any place or area where law enforcement has determined that conditions associated with the operation of a clandestine drug lab exist. A clandestine drug lab site may include dwellings, accessory buildings, accessory structures, a chemical dumpsite or any land, and vehicles;

6. Controlled substance shall mean a drug, substance or immediate precursor in Schedules I through V of the Ohio Revised Code Section 3719.41. The term does not include distilled spirits, wine, malt beverages, intoxicating liquors or tobacco;
7. Household hazardous wastes and/or hazardous wastes shall mean waste generated from a clandestine drug lab including, but not limited to, illegal methamphetamine manufacturing laboratories. Such wastes shall be treated, stored, transported or disposed of in a manner consistent with all federal, state and local regulations;
8. Illegal methamphetamine manufacturing laboratory has the same meaning as in Section 3745.13 of the Ohio Revised Code;
9. Illegal methamphetamine manufacturing laboratory site shall mean any place or area where law enforcement has determined that the conditions associated with the operation of an illegal methamphetamine manufacturing laboratory exist. Conditions associated with the operation of an illegal methamphetamine manufacturing laboratory include, but are not limited to, the existence of an illegal methamphetamine manufacturing laboratory, a box lab, or chemical dumpsite or the storage of chemicals used in the production of methamphetamine. An illegal methamphetamine manufacturing laboratory site may include dwellings, accessory buildings, accessory structures, motor vehicles, or any land;
10. Manufacture, in places other than a pharmacy or a licensed pharmaceutical manufacturing facility, means and includes the production, cultivation, quality control, and standardization, by mechanical, physical, chemical or pharmaceutical means, packing, repacking, tableting, encapsulating, labeling, relabeling, filling, or by other process, of controlled substances;
11. Methamphetamine has the same meaning as in Section 3745.13 of the Ohio Revised Code;
12. Owner shall mean any person, firm or corporation who owns, in whole or in part, the land, building or structures associated with a clandestine drug lab site or chemical dumpsite;
13. Public health nuisance includes all dwellings, accessory structures and buildings associated with a clandestine drug lab site that are potentially unsafe due to health hazards;
14. Transfers of residential property shall mean the transfer or conveyance of any interest in real property by sale, lease, gift or land contract; and
15. Real property shall include any buildings or structures located on property.

523.02 Administration

- (a) **Law Enforcement Notice to Other Authorities.** Law enforcement authorities that identify conditions associated with a clandestine drug lab site or chemical dump site that place neighbors, visiting public, or present or future occupants of the dwelling at risk for exposure to harmful contaminants and other associated conditions shall promptly notify the appropriate municipal, child protection, and public health authorities of the property location, property owner if known, and conditions found.
- (b) **Declaration of Property as a Public Health Nuisance.** Any clandestine drug lab site or chemical dumpsite identified by law enforcement authorities is hereby declared to be a public health nuisance. Upon identification of such a nuisance, the law enforcement authorities shall notify the Kent City Health Commissioner.
- (c) **Notice of Public Health Nuisance to Concerned Parties.** Upon receipt of the notification by law enforcement authorities, the Kent City Health Commissioner shall promptly issue a Declaration of Public Health Nuisance for the affected property and post a copy of the Declaration at the probable entrance to the dwelling or property. The Kent City Health Commissioner shall also notify the owner of the property of the nuisance by mail and notify the following parties:
1. Occupants of the property;
 2. Neighbors at probable risk;
 3. The City of Kent Police Department;
 4. Other federal, state and local authorities, which are known to have public and environmental protection responsibilities that are applicable to the situation; and
 5. The City of Kent Fire Department.
- (d) **Property Owner's Responsibility to Act.** The Kent City Health Commissioner shall also issue an order to abate the public health nuisance, which shall order the owner of the property to do the following:
1. Cause the immediate vacation by all occupants of those portions of the property, including building or structure interiors, which may place the occupants or visitors at risk.
 2. Contract with appropriate environmental testing and cleaning firms to conduct an on-site assessment, complete clean-up and remediation testing and follow-up testing, and determine that the property risks are sufficiently reduced to allow safe human occupancy of the dwelling. The City shall promulgate criteria for the assessment and remediation process. The property owner shall provide a copy of contract to the Kent City Health Commissioner within fourteen (14) days from the date of the Declaration of Public Health Nuisance. The property owner shall notify the Kent City Health Commissioner of actions taken and reach an agreement with the City on the clean-up schedule. The City shall consider practical limitations and the availability of contractors in approving the schedule for clean-up.

3. Provide the Kent City Health Commissioner with written documentation of the clean-up process, including a signed, written statement from the environmental testing and cleaning firm that the property is safe for human occupancy and that the clean-up was conducted.

(e) **Property Owner's Responsibility for Costs.** The property owner shall be responsible for all costs of vacation or clean-up of the site, including any contractor's fees and public costs for services that were performed in association with a clandestine drug lab site or chemical dumpsite clean-up. Public costs may include, but are not limited to costs incurred by the City of Kent for:

1. Costs expended by the police department identifying the clandestine drug lab or chemical dumpsite, including the collection and testing of evidence, use of specialized equipment;
2. Posting of notices at the site;
3. Notification of affected parties;
4. Expenses related to the recovery of costs, including the assessment process;
5. Laboratory fees;
6. Clean-up services;
7. Administrative fees; and
8. Other associated costs.

(f) **City Responsibilities and Recovery of Public Costs.**

1. If, after service of notice of the Declaration of Public Health Nuisance, the property owner fails to arrange appropriate assessment and clean-up within forty five (45) days from the date of the Declaration of Public Health Nuisance, the Kent City Health Commissioner is authorized to proceed in a prompt manner to initiate the on-site assessment and clean-up.
2. If the City is unable to locate the property owner within fourteen (14) days of the Declaration of Public Health Nuisance, the City is authorized to proceed in a prompt manner to initiate the on-site assessment and clean-up.
3. The City may abate the nuisance by Removing the hazardous structure or building, or otherwise, according to Chapter 1373 of the Codified Ordinances or Section 715.26 of the Ohio Revised Code.
4. The City shall be entitled to recover all costs of detection and abatement of the public nuisance plus an additional twenty five percent (25%) of the costs for administration. The City may recover costs by civil action against the person or

persons who own the property or by assessing such costs as a special tax against the property in the manner as taxes and special assessments are certified and collected pursuant to the Ohio Revised Code. Any costs recovered pursuant to paragraph (e)(1) of this section shall be deposited in the City Fund that advanced the costs for the City and all other costs recovered shall be deposited in the City's General Fund.

(g) **Authority of Kent City Health Commissioner to Modify or Remove Declaration of Public Health Nuisance.**

1. The Kent City Health Commissioner is authorized to modify the Declaration conditions or remove the Declaration of Public Health Nuisance.
2. Such modifications or removal of the Declaration shall only occur after documentation from a qualified environmental or cleaning firm stating that the health and safety risks, including those to neighbors and potential dwelling occupants, are sufficiently abated or corrected to allow safe occupancy of the dwelling.
3. Nothing herein shall prevent the Kent City Health Commissioner from pursuing any remedy available pursuant to Chapter 1373 of the Codified Ordinances, including the demolition of a building or structure.

523.03 Disclosure to Buyers and Occupants.

No person shall offer for sale or offer for lease real property or vehicles which has/have been the subject of a Declaration of a Public Health Nuisance pursuant to this Chapter or has been the site of a known clandestine drug lab without disclosing such Declaration or knowledge to the buyer or tenant. Said disclosure shall be made on a form provided by the Kent City Health Commissioner.

523.04 Miscellaneous Provisions.

The Kent City Health Commissioner, with the advice of the Department of Police and Law, shall have the authority to promulgate any rules and regulations to enforce this Chapter.

523.05 Appeals.

Any person adversely affected by any order of the Building Official pursuant to this Chapter may request a hearing on the matter by submitting a written request to the Board of Building Appeals within twenty (20) days of receipt thereof. The Board shall issue an order either affirming, reversing, or modifying the order of the Kent City Health Commissioner.

523.99 Violations and Penalties.

Any person violating any provision of this Chapter is guilty of a misdemeanor of the first degree.




CITY OF KENT, OHIO

DEPARTMENT OF ECONOMIC DEVELOPMENT



Date: June 12, 2009

To: David Ruller, City Manager

From:  Dan Smith, Economic Development Director

Subject: 2009 *Celebrate Kent!* Program

The 2009 *Celebrate Kent!* Program has been advertised and applications received in support of this year's initiatives and activities. In the past, Mike Weddle was administering the program and advertising/decision making took place in the April/May time frame. I took over administration of the program at the beginning of May and advertised for May applications and a June selection time. I am respectfully requesting Council time at the next appropriate meeting to approve this year's slate of projects.

For your review, I have attached the program guidelines and requirements as well as the proposed projects matrix. The budgeted amount for the 2009 awards is \$15,000. We received seven proposals prior to the May 29 deadline totaling \$24,002 in requests or 160% of the available funds. The recommendations were extremely difficult since each of the proposals fit the spirit of the program in celebrating the quality of life of residents and supporting local businesses. Given the following objectives: attract Kent residents, and those from other communities, to downtown activities and events; promote the City's attributes to those outside of the city; and create additional commercial opportunities for downtown business concerns, staff is recommending approval of levels of funding on the attached spreadsheet for each project totaling our budgeted amount of \$15,000.

Each submitted project had tremendous merits and will serve the community well. All applications are available for further review and we extend our sincere appreciation to everyone that submitted an application in support of making Kent a unique and exciting place to work, go to school, and to live.

In the past, we have at times invited applicants to present their proposals directly to City Council. This seems to be good practice and allows for additional exploration and commendation of the good work each sponsor undertakes. I would be happy to invite each of the applicants to attend when the meeting is scheduled.

If there are additional questions or requests regarding this year's *Celebrate Kent!* Program, please feel free to direct them to me.

2009 Celebrate Kent! Applications

Project Title	Sponsoring Organization	Amount Requested		Recommended '09		Amount Received '08		Total Project Funding	
								Match/Leverage	
Discover Downtown KSU Welcome Weekend	Kent Area Chamber of Commerce		\$500		\$500		0		\$1,000
Heritage Festival Booth Relocation	Kent United Service Organization		\$1,000		\$0		0		\$30,000
42nd Kent State Folk Festival	WKSU		\$8,000		\$7,500		\$6,000		\$79,000
2009 Music at the Market Concert Series	Haymaker Farmers' Market		\$1,086.50		\$900.00		0		\$2,173
Kent Community Dinner	All Together Now		\$5,415.00		\$1,100.00		\$500		\$5,415
Who's Your Mama (Earth Day)	Standing Rock Cultural Arts		\$3,000		\$2,000		\$1,000		\$22,300
D.I.C.E. Events (7 events) Sidewalk Cinemas, Ice Carving, Ice Cream S.	Standing Rock Cultural Arts		\$5,000		\$3,000		\$2,500		\$15,000
Totals			\$24,002		\$15,000		\$10,000.00		

Notes:

Freshman Orientation Downtown Business Promotion

KUSO funded by Council \$5,500

14-16K Participants

Adding music to current successes

Community Dinners Well attended

One Day Festival- Solid Attendance

Seven Events throughout the year

REQUEST FOR PROPOSALS

The City of Kent is accepting applications for qualified projects for the FY-2009 round of our *Celebrate Kent!* Grant Program. Attached is a brief program description, application and Statement of Success form. Those interested in applying for funding should submit a completed application by May 29, 2009 to the address listed on the application form.

All applications received will initially be reviewed by the Economic/Community Development Department for eligibility and completeness. Qualifying applications will then be forwarded to the Kent City Council for funding consideration. Applicants may be invited to present their proposal to City Council at their regularly scheduled Committee meeting in early June.

Questions related to the *Celebrate Kent!* Grant Program should be directed to Dan Smith at 330-676-7582 or via email at smithd@kent-ohio.org.

Celebrate Kent!

PROGRAM GUIDELINES

GOAL:

To provide opportunities to celebrate the quality of life enjoyed by the residents of the City of Kent, and share with those outside of the community the attributes that make Kent a unique and exciting place to work, go to school, and to live.

OBJECTIVES:

1. Attract Kent residents, and those from other communities, to downtown activities and events.
2. Promote the City's attributes to those outside of the city.
3. Create additional commercial opportunities for downtown business concerns.

PROGRAM REQUIREMENTS:

1. The project should be oriented toward attracting people to downtown Kent.
2. Applicants must be, or represent, a Kent company or agency.
3. Funding is intended to support **verifiable program expenses** (hard costs such as materials, advertisements, flyers, printing, etc.). Funding for administrative purposes (salaries, general office supplies, agency overhead, payment for services provided by applicant employees or representatives, etc.) will not be considered.
4. At the completion of the event(s) the applicant must submit a report to the City of Kent summarizing and documenting the results of the event(s), and whether the stated program goals and objectives were met.
5. Grant funds will be disbursed on a reimbursement basis for eligible expenses as identified in the Program Description and Program Budget, and backed by third-party invoices and receipts for those expenses. No disbursements will be authorized until the receipt of the report mentioned in the previous section has been received by the City of Kent.
6. Each dollar of grant funding must be matched with one-dollar from another source, or two-dollars of in-kind contribution. A combination of both cash and in-kind contributions is permissible; however, separate and distinct accounting procedures must be maintained for each of the two sources. Evidence of all matching contributions, be they in-kind or cash, must be verifiable, and accepted by the City of Kent prior to reimbursement.

In the space provided below, please respond to each of the following application components. Attachments are welcomed; however, they **may not** be substituted for one or more of the application requirements.

PROPOSALS SHOULD BE RETURNED TO:

THE CITY OF KENT
ECONOMIC DEVELOPMENT DEPARTMENT
215 EAST SUMMIT STREET
KENT, OHIO 44240
ATTN.: Dan Smith, Economic Development Director

PHONE: 330-676-7582
FAX : 330-678-8033
EMAIL: SMITHD@KENT-OHIO.ORG