

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller
Amy Wilkens

FROM: Jim Bowling *S/S*

DATE: September 26, 2022

RE: ODOT - Bridge Inspection Program Services

The Ohio Department of Transportation (ODOT) has offered to renew their bridge inspection services to local governments under 50,000 in population for 2023. The program includes the following services, where applicable, to meet the requirements of the National Bridge Inspection Program for all federally classified bridges (length greater than 20 ft):

- Inventory vehicular bridges
- Perform annual inspections
- Perform Load Ratings and recommend weight limit postings for bridges
- Scour Assessments and plans of actions
- Fracture Critical Inspections and Plans

While this program through ODOT will not perform all of the bridge inspection services that the City desires, it will provide the majority of the inspection services which will save the City resources. Therefore, the engineering division recommends approval of the consent legislation to have ODOT perform Bridge Inspection Services for the City. Sample consent legislation from ODOT is attached.

c: Hope Jones
Sandy Lance
Melanie Baker
file

LEGISLATION CONSENT

Ordinance #: _____

ODOT Project Title: Municipal Bridge Inspection Program

The following is an Ordinance enacted by the City Council of Kent, Portage, County, Ohio, hereinafter referred to as the Local Public Agency (LPA).

SECTION I - Project Description

WHEREAS the (LPA) has determined the need for the described project:

Bridge Inspection Program Services, including, but not limited to routine inspections, element level inspections, critical findings report, fracture critical member inspections, load rating calculations and reports, weight limits posting sign recommendations, scour assessments, scour plan of actions, development of fracture critical plans, and underwater dive inspection reports if needed.

NOW THEREFORE, be it ordained by the Council of the City of Kent, Portage County, Ohio.
(LPA)

SECTION II - Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION III - Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above-described project as follows:

The State shall assume and bear 100% of all the cost for Bridge Inspection Program Services requested by the City and agreed to by the State. Eligible Bridge Inspection Services are described in the Consultant's Scope of Services Task Order Contract (Exhibit A).

The LPA agrees to pay 100% of the cost of those features which are not included in Exhibit A. Those features may include but not limited to the purchasing and erecting the recommended weight limits postings signs, the implementation of critical findings reports such as partial or total bridge closures, the implementation of the scour plan of actions. When recommendations affect public safety, ODOT expects full implementation by the municipality As of October 2019, FHWA requires installing weight limits posting signs within 30 days from the official date of the approved recommendations. Timely implementation is essential to the success of this program.

SECTION IV - Utilities and Right-of-Way Statement

The LPA agrees that all right-of-way required for the described project will be made available in accordance with current State and Federal regulations.

SECTION V - Project Duration and Consent Applicability

The Project is based on the available funds provided by ODOT aimed at assisting the LPA in reaching compliance with State and Federal laws and policies for bridge inspection. The Project specifics (program duration, PID number, and consultant scope of services (Exhibit A) shall be provided to the designated LPA Contractual Agent via email sent by ODOT Office of Structural Engineering (OSE).

ODOT will seek additional funds to renew the project in future years. If such funds are allocated, ODOT will send an email with the Project specifics to the designated LPA Contractual Agent seeking approval for the new Project. ODOT will not proceed with any Project that does not have written authorization via email from the designated LPA Contractual Agent.

SECTION VI – Authorization of Project

James Bowling, City Engineer of the City of Kent, Portage County, Ohio is hereby empowered on behalf of the City of Kent, Portage County, Ohio to provide written authorization via email to the Director of Transportation to complete the above-described project and any renewals.

Passed: _____, 2022
(Date)

Attested: _____
(Clerk)

(Contractual Agent of LPA – title)

Attested: _____
(Title)

(President of Council)

This Ordinance is hereby declared to be an emergency measure to expedite the highway project and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and removal, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

**CERTIFICATE OF COPY
STATE OF OHIO**

City of Kent, Portage County, Ohio

I, Amy Wilkens, as Clerk of the City Council, City of Kent, Portage County, Ohio, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the legislative Authority of the said Council of the City of Kent, Portage County, Ohio on the _____ day of _____, 2022. That the publication of such Ordinance has been made and certified of record according to

Law; that no proceedings looking to a referendum upon such Ordinance have been taken; and that such Ordinance and certificate of publication thereof are of record in the Clerk’s Office, and recorded as Ordinance No. _____.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable, this _____ day of _____ 2 _____.

(Clerk)

(CITY SEAL)

City Council, City of Kent, Portage County, Ohio

(If the LPA is designated as a City then the "City Seal" is required. If no Seal, then a letter stating "No Seal" is required to accompany the executed legislation).

The foregoing is accepted as a basis for proceeding with the project herein described.
For the City of Kent, Portage County, Ohio.

Attested: _____ Date _____

(Contractual Agent)

For the State of Ohio

Attested: _____ Date _____

(Director, Ohio Department of Transportation)

**City of Kent
Income Tax Division**

**November 30, 2022
Income Tax Receipts Comparison - (Excluding 0.25% Police Facility Receipts)**

Monthly Cash Basis Receipts

Total receipts for the month of	November, 2022	\$ 1,461,247
Total receipts for the month of	November, 2021	\$ 1,311,931 *
Total receipts for the month of	November, 2020	\$ 1,126,648 *
Total receipts for the month of	November, 2019	\$ 1,166,684 *

Year-to-date Receipts and Percent of Total Annual Receipts Collected

	<u>Year-to-date Actual</u>	<u>Percent of Annual</u>
Total receipts January 1 through	November 30, 2022	\$ 15,350,406 94.37%
Total receipts January 1 through	November 30, 2021	\$ 13,677,888 * 99.27%
Total receipts January 1 through	November 30, 2020	\$ 13,427,357 * 90.45%
Total receipts January 1 through	November 30, 2019	\$ 13,734,784 * 95.38%

Year-to-date Receipts Through November 30, 2022 - Budget vs. Actual

<u>Year</u>	<u>Annual Budgeted Receipts</u>	<u>Revised Budgeted Receipts</u>	<u>Year-to-date Actual Receipts</u>	<u>Percent Collected</u>	<u>Percent Remaining</u>
2022	\$ 14,844,444	\$ 16,266,667	\$ 15,350,406	94.37%	5.63%

Comparisons of Total Annual Receipts for Previous Ten Years

<u>Year</u>	<u>Total Cash Basis Receipts*</u>	<u>Change From Prior Year</u>	
2012	\$ 11,559,304	7.22%	* - Changed from accrual basis of accounting to a cash basis of accounting for RITA Income Tax in December, 2020. All years have been restated to be on a cash basis for RITA receipts to make this report comparable from year to year.
2013	12,794,029	10.68%	
2014	12,733,226	-0.48%	
2015	14,579,500	14.50%	
2016	14,192,888	-2.65%	
2017	14,525,574	2.34%	
2018	14,297,948	-1.57%	
2019	14,855,372	3.90%	
2020	14,592,066	-1.77%	
2021	14,929,900	2.32%	

Submitted by



, Director of Budget and Finance

2022 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
(Excluding 0.25% Police Facility Receipts)
as of Month Ended November 30, 2022

Monthly Receipts				Comparisons	
Month	Restated 2020	2021	2022	Amount	Percent Change
January	\$ 449,516	\$ 423,565	\$ 447,488	\$ 23,923	5.65%
February	453,874	356,633	377,930	21,297	5.97%
March	443,892	389,676	414,055	24,378	6.26%
April	443,272	426,355	411,929	(14,426)	-3.38%
May	437,024	391,324	409,234	17,910	4.58%
June	422,147	380,512	398,782	18,270	4.80%
July	393,430	389,573	372,753	(16,820)	-4.32%
August	524,200	426,169	412,061	(14,108)	-3.31%
September	356,301	347,881	337,710	(10,170)	-2.92%
October	404,529	437,537	418,381	(19,156)	-4.38%
November	420,605	424,833	423,977	(856)	-0.20%
December	410,545	419,356	-		
Totals	\$ 5,159,334	\$ 4,813,413	\$ 4,424,299	\$ 30,242	
% of Total	31.43%	28.66%	25.62%		

Year-to-Date Receipts				Comparisons	
Month	Restated 2020	2021	2022	Amount	Percent Change
January	\$ 449,516	\$ 423,565	\$ 447,488	\$ 23,923	5.65%
February	903,390	780,198	825,418	45,220	5.80%
March	1,347,282	1,169,874	1,239,472	69,598	5.95%
April	1,790,555	1,596,229	1,651,401	55,173	3.46%
May	2,227,579	1,987,553	2,060,635	73,082	3.68%
June	2,649,726	2,368,064	2,459,417	91,352	3.86%
July	3,043,155	2,757,637	2,832,170	74,533	2.70%
August	3,567,355	3,183,806	3,244,231	60,425	1.90%
September	3,923,656	3,531,687	3,581,941	50,254	1.42%
October	4,328,185	3,969,224	4,000,322	31,098	0.78%
November	4,748,789	4,394,057	4,424,299	30,242	0.69%
December	5,159,334	4,813,413			
Totals	\$ 5,159,334	\$ 4,813,413			

2022 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
Police Facility Dedicated Income Tax Receipts - 1/9 of Total (0.25%)
as of Month Ended November 30, 2022

Month	Monthly Receipts			Comparisons	
	Restated 2020	2021	2022	Amount	Percent Change
January	\$ 159,901	\$ 131,347	\$ 173,548	\$ 42,201	32.13%
February	163,604	159,330	167,168	7,838	4.92%
March	150,398	121,232	141,719	20,487	16.90%
April	148,578	145,626	173,726	28,100	19.30%
May	165,268	187,589	202,018	14,429	7.69%
June	131,953	185,464	185,134	(329)	-0.18%
July	146,648	168,557	181,957	13,400	7.95%
August	172,502	137,415	142,361	4,946	3.60%
September	161,088	156,574	169,941	13,366	8.54%
October	137,648	152,612	198,574	45,962	30.12%
November	140,831	163,991	182,656	18,665	11.38%
December	145,589	156,501	-		
Totals	<u>\$ 1,824,008</u>	<u>\$ 1,866,237</u>	<u>\$ 1,918,801</u>	<u>\$ 209,065</u>	

Month	Year-to-Date Receipts			Comparisons	
	Restated 2020	2021	2022	Amount	Percent Change
January	\$ 159,901	\$ 131,347	\$ 173,548	\$ 42,201	32.13%
February	323,506	290,677	340,716	50,039	17.21%
March	473,903	411,908	482,435	70,526	17.12%
April	622,481	557,534	656,161	98,626	17.69%
May	787,749	745,123	858,178	113,055	15.17%
June	919,702	930,587	1,043,312	112,726	12.11%
July	1,066,351	1,099,143	1,225,269	126,126	11.47%
August	1,238,852	1,236,558	1,367,630	131,072	10.60%
September	1,399,941	1,393,132	1,537,571	144,438	10.37%
October	1,537,589	1,545,745	1,736,145	190,400	12.32%
November	1,678,420	1,709,736	1,918,801	209,065	12.23%
December	1,824,008	1,866,237			
Totals	<u>\$ 1,824,008</u>	<u>\$ 1,866,237</u>			

City of Kent
RITA Income Tax Analysis by Month compared to the Prior Year
By Category Collected

2022 with change from 2021 - Cash Basis

Calendar Month	Withholding	Change	% Change	Individual	Change	% Change	Net Profit	Change	% Change	Total	Change	% Change
Jan	\$ 1,281,803.30	\$ 234,412.09	22.38%	\$ 125,788.27	\$ 70,735.46	128.49%	\$ 121,042.96	\$ 69,325.54	134.05%	\$ 1,528,634.53	\$ 374,473.09	32.45%
Feb	1,232,196.91	53,193.54	4.51%	127,943.20	(21,623.62)	-14.46%	75,732.76	15,848.09	26.46%	1,435,872.87	47,418.01	3.42%
March	1,168,725.05	118,538.09	11.29%	58,292.66	5,862.01	11.18%	13,867.23	59,978.91	-130.07%	1,240,884.94	184,379.01	17.45%
April	1,186,612.25	150,242.78	14.50%	135,213.21	(5,811.31)	-4.12%	199,780.97	108,685.64	119.31%	1,521,606.43	253,117.11	19.95%
May	1,175,856.17	(110,616.57)	-8.60%	346,859.07	147,851.32	74.29%	263,112.24	88,304.11	50.51%	1,785,827.48	125,538.86	7.56%
June	1,243,815.17	106,274.00	9.34%	121,485.87	(154,564.94)	-55.99%	170,972.54	3,732.57	2.23%	1,536,273.58	(44,558.37)	-2.82%
July	1,282,659.12	203,324.58	18.84%	192,129.23	(75,176.44)	-28.12%	134,565.89	(8,658.66)	-6.05%	1,609,354.24	119,489.48	8.02%
August	1,090,694.93	13,255.50	1.23%	96,590.24	(924.05)	-0.95%	48,972.22	29,573.20	152.45%	1,236,257.39	41,904.65	3.51%
Sept	1,262,597.16	23,472.09	1.89%	117,683.45	6,357.71	5.71%	94,888.12	80,655.79	566.71%	1,475,168.73	110,485.59	8.10%
Oct	1,188,041.99	214,644.62	22.05%	184,667.69	5,837.66	3.26%	386,878.23	205,268.50	113.03%	1,759,587.91	425,750.78	31.92%
Nov	1,278,890.12	62,205.52	5.11%	155,710.81	10,058.55	6.91%	168,682.35	90,106.03	114.67%	1,603,283.28	162,370.10	11.27%
Dec			0.00%			0.00%			0.00%	-		0.00%
	<u>\$ 13,391,892.17</u>	<u>\$ 1,068,946.24</u>	<u>7.91%</u>	<u>\$ 1,662,363.70</u>	<u>\$ (11,397.65)</u>	<u>-0.65%</u>	<u>\$ 1,678,495.51</u>	<u>\$ 742,819.72</u>	<u>76.47%</u>	<u>\$ 16,732,751.38</u>	<u>\$ 1,800,368.31</u>	<u>11.08%</u>
							Check			<u>\$ 16,732,751.38</u>	<u>\$ 1,800,368.31</u>	

City of Kent
RITA Income Tax Analysis by Month compared to the Prior Year
By Category Collected

2021 with change from 2020 - Cash Basis

Calendar Month	Withholding	Change	% Change	Individual	Change	% Change	Net Profit	Change	% Change	Total	Change	% Change
Jan	\$ 1,047,391.21	\$ (163,677.07)	-13.52%	\$ 55,052.81	\$ (10,630.05)	-16.18%	\$ 51,717.42	\$ (83,002.91)	-61.61%	\$ 1,154,161.44	\$ (257,310.03)	-18.23%
Feb	1,179,003.37	(68,297.44)	-5.48%	149,566.82	26,655.25	21.69%	59,884.67	30,358.15	102.82%	1,388,454.86	(11,284.04)	-0.81%
March	1,050,186.96	(152,131.53)	-12.65%	52,430.65	(38,954.46)	-42.63%	(46,111.68)	(77,939.82)	-244.88%	1,056,505.93	(269,025.81)	-20.30%
April	1,036,369.47	(26,012.30)	-2.45%	141,024.52	6,829.65	5.09%	91,095.33	(23,284.13)	-20.36%	1,268,489.32	(42,466.78)	-3.24%
May	1,286,472.74	87,103.22	7.26%	199,007.75	34,980.38	21.33%	174,808.13	93,313.34	114.50%	1,660,288.62	215,396.94	14.91%
June	1,137,541.17	82,531.11	7.82%	276,050.81	191,360.68	225.95%	167,239.97	155,056.99	1272.73%	1,580,831.95	428,948.78	37.24%
July	1,079,334.54	13,683.45	1.28%	267,305.67	160,124.88	149.40%	143,224.55	22,981.59	19.11%	1,489,864.76	196,789.92	15.22%
August	1,077,439.43	36,336.26	3.49%	97,514.29	(187,450.21)	-65.78%	19,399.02	(175,358.09)	-90.04%	1,194,352.74	(326,472.04)	-21.47%
Sept	1,239,125.07	33,386.31	2.77%	111,325.74	20,006.61	21.91%	14,232.33	(31,834.22)	-69.10%	1,364,683.14	21,558.70	1.61%
Oct	973,397.37	29,040.98	3.08%	178,830.03	21,394.90	13.59%	181,609.73	85,016.77	88.02%	1,333,837.13	135,452.65	11.30%
Nov	1,216,684.60	179,985.85	17.36%	145,652.26	44,301.95	43.71%	78,576.32	(12,209.93)	-13.45%	1,440,913.18	212,077.87	17.26%
Dec	1,189,566.91	(1,992.03)	-0.17%	87,857.83	53,747.78	157.57%	35,649.80	(1,874.93)	-5.00%	1,313,074.54	49,880.82	3.95%
	<u>\$ 13,512,512.84</u>	<u>\$ 49,956.81</u>	<u>0.37%</u>	<u>\$ 1,761,619.18</u>	<u>\$ 322,367.36</u>	<u>22.40%</u>	<u>\$ 971,325.59</u>	<u>\$ (18,777.19)</u>	<u>-1.90%</u>	<u>\$ 16,245,457.61</u>	<u>\$ 353,546.98</u>	<u>2.22%</u>
							Check			<u>\$ 16,245,457.61</u>	<u>\$ 353,546.98</u>	

KENT POLICE DEPARTMENT

Nov-22

	NOVEMBER 2021	NOVEMBER 2022	TOTAL 2021	TOTAL 2022
CALLS FOR SERVICE	1660	1576	19839	20032
KENT FIRE CALLS	444	468	4534	5108
BRIMFIELD FIRE CALLS	UNK	149	UNK	424
ARRESTS, TOTAL	131	109	1703	1540
JUVENILE ARRESTS	13	15	101	118
O.V.I. ARRESTS	21	18	140	164
TRAFFIC CITATIONS	179	143	1926	1714
PARKING TICKETS	755	604	9824	9712
				0
ACCIDENT REPORTS	67	64	505	543
Property Damage	41	34	268	268
Injury	7	9	76	71
Private Property	11	11	88	129
Hit-Skip	4	9	45	52
OVI Related	3	1	22	14
Pedestrians	1	0	5	9
Fatals	0	0	1	0
 U.C.R. STATISTICS				
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	2	0	8	3
Assault Total	13	11	196	160
Serious		0	1	8
Simple		13	10	146
Burglary	5	8	58	45
Larceny	21	21	275	234
Auto Theft	2	1	8	20
Arson	0	0	0	1
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	43	41	545	463
 CRIME CLEARANCES				
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	1	1	7	2
Assault Total	10	10	154	134
Serious		0	2	21
Simple		10	8	148
Burglary	1	8	23	26
Larceny	6	9	65	55
Auto Theft	0	0	4	6
Arson	0	0	0	0
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	18	28	227	223



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: December 13, 2022

TO: Dave Ruller, City Manager

FROM: Community Development Department

RE: Housing Rehabilitation Program

Earlier this year, the Community Development Department submitted a grant application to the Ohio Department of Development requesting \$250,000 in Community Housing Impact and Preservation (CHIP) funding to continue the City's owner-occupied housing rehabilitation assistance program. The City did receive the requested grant and the funding will be available, beginning in January 2023.

The program offers assistance with major rehabilitation activities, including correction and upgrades needed to meet all building, health, and safety code regulations. Eligibility requires the property to be owner-occupied, located within the City of Kent limits, and the owner(s)' annual household income needs to be at or below the low-to-moderate-income level, as specified annually by the U.S. Department of Housing and Urban Development (HUD). CHIP assistance is provided as a 0% interest, fully deferred and forgivable lien against the property. The lien is forgiven over five years, at 20% per year.

The program is administered by Neighborhood Development Services, Inc. (NDS) for the Community Development Department. NDS processes the applications, determines client eligibility, inspects the home, develops project specifications, bids out the job, oversees the contractors, and handles the legal documents.

It would be appreciated if you could include this informational memo in the December 21, 2022 City Manager's Communication so members of Council can share this information with their constituents. Brochures for the program will also be distributed at the meeting. For additional information, please contact:

Kathy Petsko
Grants and Neighborhood Programs Coordinator
330-678-8108 or
kathleen.petsko@KentOhio.gov