ORDINANCE NO. 2025 - 023

AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR, UPON THE ISSUANCE OF A CERTIFICATE OF AVAILABILITY OF FUNDS, TO PAY CERTAIN PURCHASE ORDERS MADE THAT EXCEED $3000.00; AND DECLARING AN EMERGENCY.

WHEREAS, the Finance Director is required by ORC 5705.41(D) to certify the availability of funds to pay for goods or services upon all contracts and purchase orders; and,

WHEREAS, if the Certification of the Finance Director is not attached to the contract or purchase order over Three Thousand Dollars and No Cents ($3,000.00) Council must pass an ordinance allowing for a warrant for payment to be issued upon the Finance Director's certification that at the time of making the contract or order and at the time of the certification there was sufficient funds necessary for the payment of such contract and orders; and,

WHEREAS, the Finance Director has indicated that such a certification described above can be executed.

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

SECTION 1. That the Finance Director is authorized to make such warrants as are necessary to pay the due and owing amounts detailed in Exhibit "A", attached hereto and made and integral part hereof.

SECTION 2. 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 formation action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. 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 reason manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediate after passage.

PASSED: 4/16/25
Date

EFFECTIVE: 4/16/25
Date

ATTEST: Kathleen Coleman
Kathleen Coleman
Clerk of Council

Jerry T. Fiala
Mayor and President 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.* 2025 - 023, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON April 16, 2025.

(SEAL)

KATHLEEN COLEMAN
CLERK OF COUNCIL

CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager

From: Rhonda C. Hall, CPA, Director of Budget and Finance

Date: April 8, 2025

Re: Then and Now Purchase Order Approval Request

In accordance with Section 5705.41 (D) of the Ohio Revised Code the City must receive approval from Council for all Then and Now purchase orders of more than $3,000 on a monthly basis. Attached is a list of Then and Now P.O.'s in excess of $3,000 that are dated March 11, 2025 through April 7, 2025.

Thank you.

Rhonda Hall

930 OVERHOLT RD., KENT, OH 44240
(330) 678-8102 – Director and General Accounting
(330) 678-8103 Income Tax (330) 678-8104 Utility Billing FAX (330) 676-7584

City of Kent

Exhibit A

Purchase Order Report

G/L Date Range 03/11/25 - 04/07/25
Sort by Department - Purchase Order Number
Detail Listing

Department **05.510 Public Services Department,Solid Waste Services**

Purchase Order	2025-00001068	G/L Date	03/18/2025	Amount	9,450.00
Description	2025 Tub Grinding	Deliver by Date		Voided	.00
Department	05.510 Public Services Department,Solid Waste Services	Printed Date	03/24/2025	Discounted	.00
Vendor	1127 - Brimfield Aggregate Inc	Completed Date		Expensed	9,450.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Open			Encumbered	.00

Item 1	*Description*	Misc Contractual - 2025 Tub Grinding	*Status*	Open	*Amount*	9,450.00
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	9,450.00	*Discount*	0%	*Expensed*	9,450.00
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
205-05-570-710.7390 (Solid Waste (Recycling)-Service Department-General Governement-Service Administration.Misc Contractual)		9,450.00

Purchase Order	2025-00001130	G/L Date	03/25/2025	Amount	3,555.78
Description	CM181 Sweeper Parts	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	04/01/2025	Discounted	.00
Vendor	3305 - Jack Doheny Co., Inc.	Completed Date		Expensed	2,908.27
Type	Then/Now	Expiration Date		Remaining	647.51
Status	Open			Encumbered	.00

Item 1	*Description*	Operating Materials	*Status*	Open	*Amount*	3,555.78
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00

	Price per Unit	3,555.78	*Discount*	0%	*Expensed*	2,908.27
					Remaining	647.51
					Encumbered	.00

G/L Account	*Project*	*Amount*
102-05-560-601.7420 (SCMR-Service Department-Central Maintenance-Transportation - Central Maint..Operating Materials)		3,555.78

Department **07.708 Budget & Finance Department,Financial Admin.**

Purchase Order	2025-00001022	G/L Date	03/11/2025	Amount	6,640.87
Description	FIN - DEC 2024 Ambulance Billing	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	03/11/2025	Discounted	.00
Vendor	1310 - Life Force Mgmnt Inc	Completed Date	03/13/2025	Expensed	6,640.87
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Item 1	*Description*	Misc Contractual	*Status*	Complete	*Amount*	6,640.87
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	6,640.87	*Discount*	0%	*Expensed*	6,640.87
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
001-07-570-708.7390 (General Government-Budget & Finance-General Governement-Financial Administration.Misc Contractual)		6,640.87

Purchase Order	2025-00001038	G/L Date	03/12/2025	Amount	9,595.00
Description	FIN- Parking Fines for Feb 2025	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	03/12/2025	Discounted	.00
Vendor	1495 - Portage County Municipal Court	Completed Date	03/13/2025	Expensed	9,595.00

Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Item 1	*Description*	Trust and Agency	*Status*	Complete	*Amount*	9,595.00
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	9,595.00	*Discount*	0%	*Expensed*	9,595.00
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
804-07-580-914.7710 (T&A Escrow-Budget & Finance-Non Programs-Fines Held For Court.Refunds)		9,595.00

Purchase Order	2025-00001101	G/L Date	03/24/2025	Amount	4,215.00
Description	FIN - Property Ins. for the New City Hall	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	03/24/2025	Discounted	.00
Vendor	5248 - Wichert Insurance Svcs, Inc./Wichert Ins.	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	4,215.00
Status	Open			Encumbered	4,215.00

Item 1	*Description*	Insurance & Bonding - law dept	*Status*	Open	*Amount*	210.00
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	210.00	*Discount*	0%	*Expensed*	.00
					Remaining	210.00
					Encumbered	210.00

G/L Account	*Project*	*Amount*
001-06-570-707.7360 (General Government-Law Department-General Governement-Law.Insurance & Bonding)		210.00

Purchase Order	2025-00001181	G/L Date	04/03/2025	Amount	10,880.00
Description	FIN- Parking Fines March 2025	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	04/03/2025	Discounted	.00
Vendor	1495 - Portage County Municipal Court	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	10,880.00
Status	Open			Encumbered	10,880.00

Item 1						
	Description	Trust and Agency	*Status*	Open	*Amount*	10,880.00
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	10,880.00	*Discount*	0%	*Expensed*	.00
					Remaining	10,880.00
					Encumbered	10,880.00

G/L Account	*Project*	*Amount*
804-07-580-914.7710 (T&A Escrow-Budget & Finance-Non Programs-Fines Held For Court.Refunds)		10,880.00

Department **09 City Manager**

Purchase Order	2025-00001066	G/L Date	03/18/2025	Amount	7,293.00
Description	CMO - Spring TCB Printing and Design Services	Deliver by Date		Voided	.00
Department	09 City Manager	Printed Date	03/27/2025	Discounted	.00
Vendor	4835 - Galley Printing Co., Inc.	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	7,293.00
Status	Open			Encumbered	7,293.00

Item 1						
	Description	Printing,Copying, Advertising - CMO - Spring TCB Printing	*Status*	Open	*Amount*	2,033.00
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	2,033.00	*Discount*	0%	*Expensed*	.00
					Remaining	2,033.00
					Encumbered	2,033.00

G/L Account	Project	Amount
001-04-540-401.7370 (General Government-Community Development-Community Development-Community Development.Printing,Copying, Advertising)		2,033.00

Item 2	*Description*	Professional Services - CMO - Spring TCB Design Services	*Status*	Open	*Amount*	5,260.00
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	5,260.00	*Discount*	0%	*Expensed*	.00
					Remaining	5,260.00
					Encumbered	5,260.00

G/L Account	Project	Amount
001-04-540-401.7340 (General Government-Community Development-Community Development-Community Development.Professional Services)		5,260.00

Department **09.728 City Manager,IT**

Purchase Order	2025-00001034	G/L Date	03/11/2025	Amount	5,260.00
Description	IT - Additional Card Access at City Hall	Deliver by Date		Voided	.00
Department	09.728 City Manager,IT	Printed Date	03/20/2025	Discounted	.00
Vendor	4440 - Staley Technologies, Inc.	Completed Date	03/24/2025	Expensed	5,260.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Item 1	*Description*	Professional Services - IT - Card Access at City Hall	*Status*	Complete	*Amount*	5,260.00
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	5,260.00	*Discount*	0%	*Expensed*	5,260.00
					Remaining	.00
					Encumbered	.00

G/L Account	Project	Amount
301-09-570-728.7340 (Capital Improvements-City Manager-General Governement-Information Technology.Professional Services)	2025KSS001 (IT Systems for New City Hall)	5,260.00