

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.

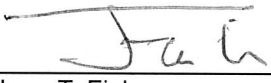
NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio:

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 an integral part hereof.

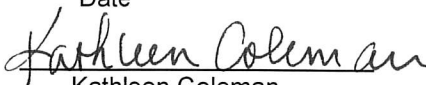
SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formation action, 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 immediately after passage.

PASSED: 4/16/25
Date

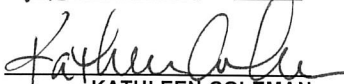

Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: 4/16/25
Date

ATTEST: 
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. 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.

Department	05.510 Public Services Department,Solid Waste Services					
Purchase Order	2025-00001068					
Description	2025 Tub Grinding					
Department	05.510 Public Services Department,Solid Waste Services					
Vendor	1127 - Brimfield Aggregate Inc					
Type	Then/Now					
Status	Open					
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					Amount
	205-05-570-710.7390 (Solid Waste (Recycling)-Service Department-General Government-Service Administration.Misc Contractual)					9,450.00
Purchase Order	2025-00001130					3,555.78
Description	CM181 Sweeper Parts					.00
Department	05.560 Public Services Department,Central Maintenance Division					.00
Vendor	3305 - Jack Doheny Co., Inc.					2,908.27
Type	Then/Now					647.51
Status	Open					.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

Purchase Order Report

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

Price per Unit		3,555.78	Discount		0%	Expensed	2,908.27
						Remaining	647.51
						Encumbered	.00
		G/L Account					
		102-05-560-601.7420 (SCMR-Service Department-Central		Project		Amount	
		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 Mgmt 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					
		001-07-570-708.7390 (General Government-Budget & Finance-		Project		Amount	
		General Government-Financial Administration.Misc Contractual)				6,640.87	
Purchase Order 2025-00001038							
Description	FIN- Parking Fines for Feb 2025		G/L Date	03/12/2025		Amount	9,595.00
Department	07.708 Budget & Finance Department,Financial Admin.		Deliver by Date			Voided	.00
Vendor	1495 - Portage County Municipal Court		Printed Date	03/12/2025		Discounted	.00
			Completed Date	03/13/2025		Expensed	9,595.00

Purchase Order Report

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

Type	Then/Now	Expiration Date		Remaining	
Status	Complete			Encumbered	
Item 1	Description	Trust and Agency	Status	Complete	Amount
	Quantity	1.0000	Vendor Part Number		Voided
	U/M	Each	Contract Number		Discounted
	Price per Unit	9,595.00	Discount	0%	Expensed
					Remaining
					Encumbered
					Amount
					9,595.00
Project					
G/L Account					
804-07-580-914.7710 (T&A Escrow-Budget & Finance-Non Programs-Fines Held For Court.Refunds)					
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
	Quantity	1.0000	Vendor Part Number		Voided
	U/M	Each	Contract Number		Discounted
	Price per Unit	210.00	Discount	0%	Expensed
					Remaining
					Encumbered
					Amount
					210.00
Project					
G/L Account					
001-06-570-707.7360 (General Government-Law Department-General Governement-Law.Insurance & Bonding)					

Purchase Order Report

G/L Date Range 03/11/25 - 04/07/25

Sort by Department - Purchase Order Number
Detail Listing

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
804-07-580-914.7710 (T&A Escrow-Budget & Finance-Non Programs-Fines Held For Court.Refunds)

Project

Amount

10,880.00

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

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
Item 2	001-04-540-401.7370 (General Government-Community Development-Community Development-Printing,Copying, Advertising)				2,033.00
	Description	Professional Services - CMO - Spring TCB Design Services	Status	Open	Amount
	Quantity	1.0000	Vendor Part Number		Voided
	U/M	Each	Contract Number		Discounted
	Price per Unit	5,260.00	Discount	0%	Expensed
					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			G/L Date	Amount
Purchase Order	2025-00001034			Deliver by Date	Voided
Description	IT - Additional Card Access at City Hall			Printed Date	Discounted
Department	09.728 City Manager,IT			Completed Date	Expensed
Vendor	4440 - Staley Technologies, Inc.			Expiration Date	Remaining
Type	Then/Now				Encumbered
Status	Complete				
Item 1	Description	Professional Services - IT - Card Access at City Hall	Status	Complete	Amount
	Quantity	1.0000	Vendor Part Number		Voided
	U/M	Each	Contract Number		Discounted
	Price per Unit	5,260.00	Discount	0%	Expensed
					Remaining
					5,260.00
					Encumbered
					.00
					.00
					5,260.00
					.00
					.00
	G/L Account			Project	Amount
	301-09-570-728.7340 (Capital Improvements-City Manager-General Government-Information Technology,Professional Services)			2025KSS001 (IT Systems for New City Hall)	5,260.00