

ORDINANCE NO. 2025 - 016

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.

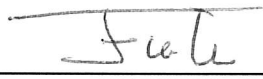
NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio:

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.

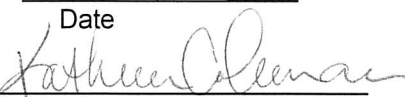
SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reason manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediate after passage.

PASSED: March 19, 2025
Date



Jerry T. Fiala
Mayor and President of Council

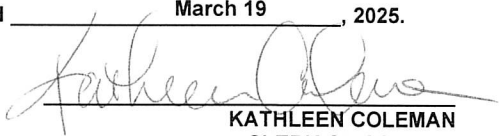
EFFECTIVE: March 19, 2025
Date

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. 2025-016**, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON March 19, 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: March 11, 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 through March 10, 2025.

Thank you.

Exhibit A

Purchase Order Report

G/L Date Range 02/12/25 - 03/10/25

Sort by Department - Purchase Order Number

Detail Listing

Department	05.503 Public Services Department,Water Reclamation Plant									
Purchase Order	2025-00000852									
Description	WRF: 2024 invoice									
Department	05.503 Public Services Department,Water Reclamation Plant									
Vendor	1549 - Republic Svcs, Inc./Republic Svcs of Ohio									
Type	Then/Now									
Status	Complete									
Item 1	Description	Misc Contractual	Status	Complete	Amount	3,040.52				
	Quantity	1.0000	Vendor Part Number		Voided	.00				
	U/M	Each	Contract Number		Discounted	.00				
	Price per Unit	3,040.52	Discount	0%	Expensed	3,040.52				
					Remaining	.00				
					Encumbered	.00				
	Project									
	Amount									
	3,040.52									
Purchase Order	2025-00000846									
Description	CM120 Parts									
Department	05.560 Public Services Department,Central Maintenance Division									
Vendor	3427 - Kimco USA, Inc.									
Type	Then/Now									
Status	Open									
Item 1	Description	Operating Materials	Status	Open	Amount	3,227.59				
	Quantity	1.0000	Vendor Part Number		Voided	.00				
	U/M	Each	Contract Number		Discounted	.00				
					Expensed	.00				
					Remaining	3,227.59				
					Encumbered	3,227.59				

Purchase Order Report
G/L Date Range 02/12/25 - 03/10/25
Sort by Department - Purchase Order Number
Detail Listing

Price per Unit		3,227.59	Discount		0%	Expensed	.00
						Remaining	3,227.59
						Encumbered	3,227.59
G/L Account		Project		Amount			
102-05-560-601.7420 (SCMR-Service Department-Central Maintenance-Transportation - Central Maint..Operating Materials)				3,227.59			
Purchase Order	2025-00000893	G/L Date	02/19/2025	Amount	10,045.00		
Description	FIN- Parking Fines for Jan 2025	Deliver by Date		Voided	.00		
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	02/19/2025	Discounted	.00		
Vendor	1495 - Portage County Municipal Court	Completed Date	02/20/2025	Expensed	10,045.00		
Type	Then/Now	Expiration Date		Remaining	.00		
Status	Complete			Encumbered	.00		
Item 1	Description	Trust and Agency	Status	Complete	Amount	10,045.00	
	Quantity	1.0000	Vendor Part Number		Voided	.00	
	U/M	Each	Contract Number		Discounted	.00	
	Price per Unit	10,045.00	Discount	0%	Expensed	10,045.00	
					Remaining	.00	
					Encumbered	.00	
G/L Account		Project		Amount			
804-07-580-908.7710 (T&A Escrow-Budget & Finance-Non Programs-Trust and Agency Other.Refunds)				10,045.00			
Purchase Order	2025-00000939	G/L Date	02/25/2025	Amount	110,026.36		
Description	FIN- US Specialty Ins 10/24-10/2025	Deliver by Date		Voided	.00		
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	02/26/2025	Discounted	.00		

Purchase Order Report

G/L Date Range 02/12/25 - 03/10/25
Sort by Department - Purchase Order Number
Detail Listing

Vendor	1317 - Insurance Specialists Group, Inc./Love Ins.	Completed Date	02/27/2025	Expensed	110,026.36
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Item 1					
Description	Insurance & Bonding - health-general	Status	Complete	Amount	2,662.23
Quantity	1.0000	Vendor Part Number		Voided	.00
U/M	Each	Contract Number		Discounted	.00
Price per Unit	2,662.23	Discount	0%	Expensed	2,662.23
				Remaining	.00
				Encumbered	.00
				Amount	
		Project			2,662.23
Item 2					
Description	Insurance & Bonding - CD	Status	Complete	Amount	1,838.45
Quantity	1.0000	Vendor Part Number		Voided	.00
U/M	Each	Contract Number		Discounted	.00
Price per Unit	1,838.45	Discount	0%	Expensed	1,838.45
				Remaining	.00
				Encumbered	.00
				Amount	
		Project			1,838.45
Item 3					
Description	Insurance & Bonding - Econ. Dev	Status	Complete	Amount	114.50
Quantity	1.0000	Vendor Part Number		Voided	.00
U/M	Each	Contract Number		Discounted	.00
Price per Unit	114.50	Discount	0%	Expensed	114.50
				Remaining	.00
				Encumbered	.00

Purchase Order Report

G/L Date Range 02/12/25 - 03/10/25
Sort by Department - Purchase Order Number
Detail Listing

G/L Account				Project	Amount
001-04-540-410.7360 (General Government-Community Development-Community Development-Economic Development.Insurance & Bonding)					114.50
Item 4	Description	Insurance & Bonding - bldg	Status	Complete	Amount
	Quantity	1.0000	Vendor Part Number		718.13
	U/M	Each	Contract Number		.00
	Price per Unit	718.13	Discount	0%	.00
					718.13
					Remaining
					.00
					Encumbered
					.00
G/L Account				Project	Amount
001-04-540-402.7360 (General Government-Community Development-Community Development-Housing and Building Inspection.Insurance & Bonding)					718.13
Item 5	Description	Insurance & Bonding - shade tree	Status	Complete	Amount
	Quantity	1.0000	Vendor Part Number		543.94
	U/M	Each	Contract Number		.00
	Price per Unit	543.94	Discount	0%	.00
					543.94
					Remaining
					.00
					Encumbered
					.00
G/L Account				Project	Amount
001-05-560-405.7360 (General Government-Service Department-Central Maintenance-Shade Tree.Insurance & Bonding)					543.94
Item 6	Description	Insurance & Bonding - service	Status	Complete	Amount
	Quantity	1.0000	Vendor Part Number		179.81
	U/M	Each	Contract Number		.00
	Price per Unit	179.81	Discount	0%	.00
					179.81
					Remaining
					.00

Purchase Order Report

G/L Date Range 02/12/25 - 03/10/25
Sort by Department - Purchase Order Number
Detail Listing

Purchase Order Report

G/L Date Range 02/12/25 - 03/10/25
Sort by Department - Purchase Order Number
Detail Listing

		Remaining	.00
		Encumbered	.00
		Amount	
		27,294.89	
G/L Account			
Project			
102-05-560-601.7360 (SCMR-Service Department-Central Maintenance-Transportation - Central Maint..Insurance & Bonding)			
Item 10	Description	Status	Complete
	Insurance & Bonding - vehicle mnt		
	Quantity 1.0000	Vendor Part Number	Amount 921.50
	U/M Each	Contract Number	Voided .00
	Price per Unit 921.50	Discount	Discounted .00
			Expensed 921.50
			Remaining .00
			Encumbered .00
G/L Account			
Project			
102-05-560-602.7360 (SCMR-Service Department-Central Maintenance-Vehicle Maintenance.Insurance & Bonding)			
Amount 921.50			
Item 11	Description	Status	Complete
	Insurance & Bonding - parks & rec		
	Quantity 1.0000	Vendor Part Number	Amount 8,260.42
	U/M Each	Contract Number	Voided .00
	Price per Unit 8,260.42	Discount	Discounted .00
			Expensed 8,260.42
			Remaining .00
			Encumbered .00
G/L Account			
Project			
106-03-530-301.7360 (Recreation-Parks & Rec-Parks & Recreation-Recreation Programs.Insurance & Bonding)			
Amount 8,260.42			
Item 12	Description	Status	Complete
	Insurance & Bonding - police support		
	Quantity 1.0000	Vendor Part Number	Amount 33,001.10
	U/M Each	Contract Number	Voided .00
			Discounted .00

Purchase Order Report

G/L Date Range 02/12/25 - 03/10/25
Sort by Department - Purchase Order Number
Detail Listing

	Price per Unit	33,001.10		Discount	0%	Expensed Remaining Encumbered	33,001.10 .00 .00
G/L Account							
Project							
124-01-510-102.7360 (Income Tax Safety-Safety Department-Safety Services-Police Services.Insurance & Bonding)							
Item 13	Description	Insurance & Bonding - Fire Services	Status	Complete	Amount	11,392.95	
	Quantity	1.0000	Vendor Part Number		Voided	.00	
	U/M	Each	Contract Number		Discounted	.00	
	Price per Unit	11,392.95	Discount	0%	Expensed	11,392.95	
					Remaining	.00	
					Encumbered	.00	
G/L Account							
Project							
128-01-510-108.7360 (Fire & EMS-Safety Department-Safety Services-Fire Services.Insurance & Bonding)							
Item 14	Description	Insurance & Bonding - fire - community services	Status	Complete	Amount	670.26	
	Quantity	1.0000	Vendor Part Number		Voided	.00	
	U/M	Each	Contract Number		Discounted	.00	
	Price per Unit	670.26	Discount	0%	Expensed	670.26	
					Remaining	.00	
					Encumbered	.00	
G/L Account							
Project							
128-01-510-109.7360 (Fire & EMS-Safety Department-Safety Services-Fire - Community Services.Insurance & Bonding)							
Item 15	Description	Insurance & Bonding - Fire- confined space	Status	Complete	Amount	363.80	
	Quantity	1.0000	Vendor Part Number		Voided	.00	

Purchase Order Report

G/L Date Range 02/12/25 - 03/10/25
Sort by Department - Purchase Order Number
Detail Listing

U/M	Each		Contract Number	Discounted	.00
Price per Unit	363.80		Discount	Expensed	363.80
		0%		Remaining	.00
				Encumbered	.00
G/L Account					
Project					
128-01-510-112.7360 (Fire & EMS-Safety Department-Safety Services-Confined Space.Insurance & Bonding)					
Amount					
363.80					
Item 16	Description	Insurance & Bonding - water plant	Status	Complete	Amount
	Quantity	1.0000	Vendor Part Number	Voided	6,244.24
	U/M	Each	Contract Number	Discounted	.00
	Price per Unit	6,244.24	Discount	Expensed	.00
				Remaining	6,244.24
				Encumbered	.00
G/L Account					
Project					
201-05-550-501.7360 (Water-Service Department-Basic Utility Services-Water Plant.Insurance & Bonding)					
Amount					
6,244.24					
Item 17	Description	Insurance & Bonding - water dist	Status	Complete	Amount
	Quantity	1.0000	Vendor Part Number	Voided	1,151.50
	U/M	Each	Contract Number	Discounted	.00
	Price per Unit	1,151.50	Discount	Expensed	.00
				Remaining	1,151.50
				Encumbered	.00
G/L Account					
Project					
201-05-550-605.7360 (Water-Service Department-Basic Utility Services-Central Maintenance Distribution.Insurance & Bonding)					
Amount					
1,151.50					
Item 18	Description	Insurance & Bonding - water - IT	Status	Complete	Amount
	Quantity	1.0000	Vendor Part Number	Voided	137.48
					.00

	U/M	Each		Contract Number	Discounted	.00
	Price per Unit	137.48		Discount	Expensed	137.48
					Remaining	.00
					Encumbered	.00
	G/L Account					
	Project					
	201-07-570-728.7360 (Water-Budget & Finance-General Governemem-					
	Information Technology.Insurance & Bonding)					
					Amount	137.48
Item 19	Description	Insurance & Bonding - sewer dist		Status	Complete	3,337.50
	Quantity	1.0000		Vendor Part Number	Voided	.00
	U/M	Each		Contract Number	Discounted	.00
	Price per Unit	3,337.50		Discount	Expensed	3,337.50
					Remaining	.00
					Encumbered	.00
	G/L Account					
	Project					
	202-05-550-605.7360 (Sewer-Service Department-Basic Utility Services-					
	Central Maintenance Distribution.Insurance & Bonding)					
					Amount	3,337.50
Item 20	Description	Insurance & Bonding - WRF Plant		Status	Complete	6,638.63
	Quantity	1.0000		Vendor Part Number	Voided	.00
	U/M	Each		Contract Number	Discounted	.00
	Price per Unit	6,638.63		Discount	Expensed	6,638.63
					Remaining	.00
					Encumbered	.00
	G/L Account					
	Project					
	202-05-550-503.7360 (Sewer-Service Department-Basic Utility Services-					
	Water Reclamation Plant.Insurance & Bonding)					
					Amount	6,638.63
Item 21	Description	Insurance & Bonding - sewer IT Dept		Status	Complete	137.49

Purchase Order Report

G/L Date Range 02/12/25 - 03/10/25
Sort by Department - Purchase Order Number
Detail Listing

	Quantity	1.0000		Vendor Part Number		Voided	.00
	U/M	Each		Contract Number		Discounted	.00
	Price per Unit	137.49		Discount	0%	Expensed	137.49
						Remaining	.00
						Encumbered	.00
	Project						
	G/L Account						
	202-07-570-728.7360 (Sewer-Budget & Finance-General Governement-Information Technology.Insurance & Bonding)						
	Amount						
	137.49						
Item 22	Description	Insurance & Bonding - solid waste- admin	Status	Complete		Amount	229.06
	Quantity	1.0000	Vendor Part Number		Voided		.00
	U/M	Each	Contract Number		Discounted		.00
	Price per Unit	229.06	Discount	0%	Expensed		229.06
					Remaining		.00
					Encumbered		.00
	Project						
	G/L Account						
	205-07-550-724.7360 (Solid Waste (Recycling)-Budget & Finance-Basic Utility Services-Financial Administrative Support.Insurance & Bonding)						
	Amount						
	229.06						
Item 23	Description	Insurance & Bonding - Law Dept	Status	Complete		Amount	229.00
	Quantity	1.0000	Vendor Part Number		Voided		.00
	U/M	Each	Contract Number		Discounted		.00
	Price per Unit	229.00	Discount	0%	Expensed		229.00
					Remaining		.00
					Encumbered		.00
	Project						
	G/L Account						
	001-06-570-707.7360 (General Government-Law Department-General Governement-Law.Insurance & Bonding)						
	Amount						
	229.00						

Purchase Order Report

G/L Date Range 02/12/25 - 03/10/25
Sort by Department - Purchase Order Number
Detail Listing

Item 24	Description	Insurance & Bonding - Finance Dept	Status	Complete	Amount	490.24
	Quantity	1.0000	Vendor Part Number		Voided	.00
	U/M	Each	Contract Number		Discounted	.00
	Price per Unit	490.24	Discount	0%	Expensed	490.24
					Remaining	.00
					Encumbered	.00
G/L Account						Amount
001-07-570-708.7360 (General Government-Budget & Finance-General						490.24
Governement-Financial Administration.Insurance & Bonding)						
Item 25	Description	Insurance & Bonding - council	Status	Complete	Amount	229.00
	Quantity	1.0000	Vendor Part Number		Voided	.00
	U/M	Each	Contract Number		Discounted	.00
	Price per Unit	229.00	Discount	0%	Expensed	229.00
					Remaining	.00
					Encumbered	.00
G/L Account						Amount
001-08-570-701.7360 (General Government-Council-General						229.00
Governement-City Council.Insurance & Bonding)						
Item 26	Description	Insurance & Bonding - city mgr office	Status	Complete	Amount	147.16
	Quantity	1.0000	Vendor Part Number		Voided	.00
	U/M	Each	Contract Number		Discounted	.00
	Price per Unit	147.16	Discount	0%	Expensed	147.16
					Remaining	.00
					Encumbered	.00
G/L Account						Amount
001-09-570-704.7360 (General Government-City Manager-General						147.16
Governement-City Manager.Insurance & Bonding)						

Item 27	Description	Insurance & Bonding - HR Director	Status	Complete	Amount	114.44
	Quantity	1.0000	Vendor Part Number		Voided	.00
	U/M	Each	Contract Number		Discounted	.00
	Price per Unit	114.44	Discount	0%	Expensed	114.44
					Remaining	.00
					Encumbered	.00
	G/L Account		Project		Amount	
	001-09-570-705.7360 (General Government-City Manager-General				114.44	
	Government-Human Resources Insurance & Bonding)					