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 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: March 19, 2025
Date

EFFECTIVE: March 19, 2025
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.* 2025-016, 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.

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

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	G/L Date	02/12/2025	Amount	3,040.52
Description	WRF: 2024 invoice	Deliver by Date		Voided	.00
Department	05.503 Public Services Department,Water Reclamation Plant	Printed Date	02/17/2025	Discounted	.00
Vendor	1549 - Republic Svcs, Inc./Republic Svcs of Ohio	Completed Date	02/17/2025	Expensed	3,040.52
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

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

G/L Account	*Project*	*Amount*
202-05-550-503.7390 (Sewer-Service Department-Basic Utility Services-Water Reclamation Plant.Misc Contractual)		3,040.52

Purchase Order	2025-00000846	G/L Date	02/12/2025	Amount	3,227.59
Description	CM120 Parts	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	02/17/2025	Discounted	.00
Vendor	3427 - Kimco USA, Inc.	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	3,227.59
Status	Open			Encumbered	3,227.59

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

	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

G/L Account	*Project*	*Amount*
110-02-520-201.7360 (Health Department-Health Department-Public Health & Welfare-Health Admin.Insurance & Bonding)		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

G/L Account	*Project*	*Amount*
001-04-540-401.7360 (General Government-Community Development-Community Development-Community Development.Insurance &		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

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*	718.13
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	718.13	*Discount*	0%	*Expensed*	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*	543.94
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	543.94	*Discount*	0%	*Expensed*	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*	179.81
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	179.81	*Discount*	0%	*Expensed*	179.81
					Remaining	.00

					Encumbered	.00

G/L Account	*Project*	*Amount*
001-05-570-710.7360 (General Government-Service Department-General Governement-Service Administration.Insurance & Bonding)		179.81

Item 7	*Description*	Insurance & Bonding - engrg dept	*Status*	Complete	*Amount*	2,455.20
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	2,455.20	*Discount*	0%	*Expensed*	2,455.20
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
001-05-570-711.7360 (General Government-Service Department-General Governement-Engineering.Insurance & Bonding)		2,455.20

Item 8	*Description*	Insurance & Bonding - IT General	*Status*	Complete	*Amount*	523.44
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	523.44	*Discount*	0%	*Expensed*	523.44
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
001-09-570-728.7360 (General Government-City Manager-General Governement-Information Technology.Insurance & Bonding)		523.44

Item 9	*Description*	Insurance & Bonding - central mnt SCMR	*Status*	Complete	*Amount*	27,294.89
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	27,294.89	*Discount*	0%	*Expensed*	27,294.89

						Remaining	.00
						Encumbered	.00

G/L Account	Project	Amount
102-05-560-601.7360 (SCMR-Service Department-Central Maintenance-Transportation - Central Maint..Insurance & Bonding)		27,294.89

Item 10	*Description*	Insurance & Bonding - vehicle mnt	*Status*	Complete	*Amount*	921.50
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	921.50	*Discount*	0%	*Expensed*	921.50
					Remaining	.00
					Encumbered	.00

G/L Account	Project	Amount
102-05-560-602.7360 (SCMR-Service Department-Central Maintenance-Vehicle Maintenance.Insurance & Bonding)		921.50

Item 11	*Description*	Insurance & Bonding - parks & rec	*Status*	Complete	*Amount*	8,260.42
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	8,260.42	*Discount*	0%	*Expensed*	8,260.42
					Remaining	.00
					Encumbered	.00

G/L Account	Project	Amount
106-03-530-301.7360 (Recreation-Parks & Rec-Parks & Recreation-Recreation Programs.Insurance & Bonding)		8,260.42

Item 12	*Description*	Insurance & Bonding - police support	*Status*	Complete	*Amount*	33,001.10
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00

	Price per Unit	33,001.10	*Discount*	0%	*Expensed*	33,001.10
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
124-01-510-102.7360 (Income Tax Safety-Safety Department-Safety Services-Police Services.Insurance & Bonding)		33,001.10

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*	*Amount*
128-01-510-108.7360 (Fire & EMS-Safety Department-Safety Services-Fire Services.Insurance & Bonding)		11,392.95

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*	*Amount*
128-01-510-109.7360 (Fire & EMS-Safety Department-Safety Services-Fire - Community Services.Insurance & Bonding)		670.26

Item 15	*Description*	Insurance & Bonding - Fire- confined space	*Status*	Complete	*Amount*	363.80
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00

	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	363.80	*Discount*	0%	*Expensed*	363.80
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
128-01-510-112.7360 (Fire & EMS-Safety Department-Safety Services-Confined Space.Insurance & Bonding)		363.80

Item 16	*Description*	Insurance & Bonding - water plant	*Status*	Complete	*Amount*	6,244.24
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	6,244.24	*Discount*	0%	*Expensed*	6,244.24
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
201-05-550-501.7360 (Water-Service Department-Basic Utility Services-Water Plant.Insurance & Bonding)		6,244.24

Item 17	*Description*	Insurance & Bonding - water dist	*Status*	Complete	*Amount*	1,151.50
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00
	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	1,151.50	*Discount*	0%	*Expensed*	1,151.50
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
201-05-550-605.7360 (Water-Service Department-Basic Utility Services-Central Maintenance Distribution.Insurance & Bonding)		1,151.50

Item 18	*Description*	Insurance & Bonding - water - IT	*Status*	Complete	*Amount*	137.48
	Quantity	1.0000	*Vendor Part Number*		*Voided*	.00

	U/M	Each	*Contract Number*		*Discounted*	.00
	Price per Unit	137.48	*Discount*	0%	*Expensed*	137.48
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
201-07-570-728.7360 (Water-Budget & Finance-General Governement-Information Technology.Insurance & Bonding)		137.48

Item 19	*Description*	Insurance & Bonding - sewer dist	*Status*	Complete	*Amount*	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*	0%	*Expensed*	3,337.50
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
202-05-550-605.7360 (Sewer-Service Department-Basic Utility Services-Central Maintenance Distribution.Insurance & Bonding)		3,337.50

Item 20	*Description*	Insurance & Bonding - WRF Plant	*Status*	Complete	*Amount*	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*	0%	*Expensed*	6,638.63
					Remaining	.00
					Encumbered	.00

G/L Account	*Project*	*Amount*
202-05-550-503.7360 (Sewer-Service Department-Basic Utility Services-Water Reclamation Plant.Insurance & Bonding)		6,638.63

Item 21	*Description*	Insurance & Bonding - sewer IT Dept	*Status*	Complete	*Amount*	137.49

	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

G/L Account	*Project*	*Amount*
202-07-570-728.7360 (Sewer-Budget & Finance-General Governement-Information Technology.Insurance & Bonding)		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

G/L Account	*Project*	*Amount*
205-07-550-724.7360 (Solid Waste (Recycling)-Budget & Finance-Basic Utility Services-Financial Administrative Support.Insurance & Bonding)		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

G/L Account	*Project*	*Amount*
001-06-570-707.7360 (General Government-Law Department-General Governement-Law.Insurance & Bonding)		229.00

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	*Project*	*Amount*
001-07-570-708.7360 (General Government-Budget & Finance-General Governement-Financial Administration.Insurance & Bonding)		490.24

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	*Project*	*Amount*
001-08-570-701.7360 (General Government-Council-General Governement-City Council.Insurance & Bonding)		229.00

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	*Project*	*Amount*
001-09-570-704.7360 (General Government-City Manager-General Governement-City Manager.Insurance & Bonding)		147.16

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 Governement-Human Resources.Insurance & Bonding)		114.44