

ORDINANCE NO. 2025 - 081

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.

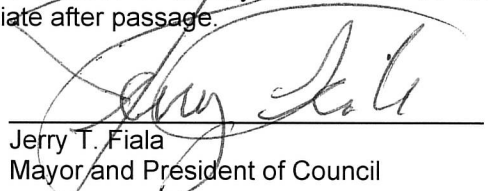
NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio:

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.

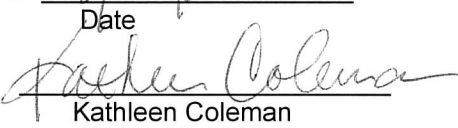
SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formation action, 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: 8/20/25
Date

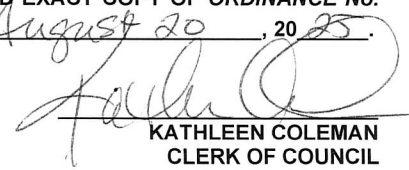

Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: 8/20/25
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. 2025-081**, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON August 20, 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: August 14, 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 July 10, 2025 through August 13, 2025.

Thank you.

Purchase Order Report

G/L Date Range 07/09/25 - 08/13/25

Sort by Department - Purchase Order Number
Detail Listing

Purchase Order	2025-00001849	G/L Date	07/22/2025	Amount	5,386.50
Description	CM Mini Excavator Rental	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	08/05/2025	Discounted	.00
Vendor	1308 - Leppo Inc./Leppo Equip.	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	5,386.50
Status	Open			Encumbered	5,386.50
Item 1					
	<i>Description</i>	<i>Status</i>	<i>Open</i>	<i>Amount</i>	<i>2,693.25</i>
	<i>Quantity</i>	<i>Vendor Part Number</i>		<i>Voided</i>	<i>.00</i>
	<i>U/M</i>	<i>Contract Number</i>		<i>Discounted</i>	<i>.00</i>
	<i>Price per Unit</i>	<i>Discount</i>	<i>0%</i>	<i>Expensed</i>	<i>.00</i>
				<i>Remaining</i>	<i>2,693.25</i>
				<i>Encumbered</i>	<i>2,693.25</i>
	<i>G/L Account</i>	<i>Project</i>		<i>Amount</i>	
	202-05-550-605.7330 (Sewer-Service Department-Basic Utility Services-Central Maintenance Distribution.Rents & Leases)			2,693.25	
Item 2					
	<i>Description</i>	<i>Status</i>	<i>Open</i>	<i>Amount</i>	<i>2,693.25</i>
	<i>Quantity</i>	<i>Vendor Part Number</i>		<i>Voided</i>	<i>.00</i>
	<i>U/M</i>	<i>Contract Number</i>		<i>Discounted</i>	<i>.00</i>
	<i>Price per Unit</i>	<i>Discount</i>	<i>0%</i>	<i>Expensed</i>	<i>.00</i>
				<i>Remaining</i>	<i>2,693.25</i>
				<i>Encumbered</i>	<i>2,693.25</i>
	<i>G/L Account</i>	<i>Project</i>		<i>Amount</i>	
	201-05-550-605.7330 (Water-Service Department-Basic Utility Services-Central Maintenance Distribution.Rents & Leases)			2,693.25	

Purchase Order Report

G/L Date Range 07/09/25 - 08/13/25

Sort by Department - Purchase Order Number
Detail Listing

Purchase Order	2025-00001780	G/L Date	07/14/2025	Amount	8,554.00
Description	FIN - GAAP	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	07/14/2025	Discounted	.00
Vendor	2662 - James G. Zupka, CPA Inc./Zupka & Assoc.	Completed Date	07/17/2025	Expensed	8,554.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Item 1	Description	Professional Services	Complete	Amount	8,554.00
	Quantity	1.0000		Voided	.00
	U/M	Each		Discounted	.00
	Price per Unit	8,554.00	0%	Expensed	8,554.00
				Remaining	.00
				Encumbered	.00

G/L Account
Project
001-11-570-717.7340 (General Government-Misc & Sundry-General
Government-Independent Auditor Professional Services)

Amount
8,554.00

Purchase Order	2025-00001949	G/L Date	08/07/2025	Amount	13,050.76
Description	FIN - On-Site Training, Neptune 360 Annual Mapping	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	08/07/2025	Discounted	.00
Vendor	1380 - Neptune Equipment/NECO Water	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	13,050.76
Status	Open			Encumbered	13,050.76

Item 1	Description	Misc Contractual	Open	Amount	13,050.76
	Quantity	1.0000		Voided	.00
	U/M	Each		Discounted	.00
	Price per Unit	13,050.76	0%	Expensed	.00

Purchase Order Report

G/L Date Range 07/09/25 - 08/13/25
Sort by Department - Purchase Order Number
Detail Listing

						Remaining	13,050.76
						Encumbered	13,050.76
						Amount	
						13,050.76	
						Project	
						G/L Account	
						204-07-550-708.7390 (Utility Billing-Budget & Finance-Basic Utility	
						Services-Financial Administration.Misc Contractual)	
Purchase Order	2025-00001980	G/L Date	08/13/2025	Amount	10,000.00		
Description	FIN - Earnest Money for Purchase at 319 S. Depeyster	Deliver by Date		Voided	.00		
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	08/13/2025	Discounted	.00		
Vendor	5548 - Church of Christ Trustees	Completed Date	08/14/2025	Expensed	10,000.00		
Type	Then/Now	Expiration Date		Remaining	.00		
Status	Complete			Encumbered	.00		
Item 1		Status	Complete	Amount	10,000.00		
Description	Buildings	Vendor Part Number		Voided	.00		
Quantity	1.0000	Contract Number		Discounted	.00		
U/M	Each	Discount	0%	Expensed	10,000.00		
Price per Unit	10,000.00	Remaining		Remaining	.00		
		Encumbered		Encumbered	.00		
						Amount	
						10,000.00	
						Project	
						2025KSD005 (Church of Christ)	
						G/L Account	
						301-05-570-710.7620 (Capital Improvements-Service Department-	
						General Government-Service Administration.Buildings)	