

ORDINANCE NO. 2025 - 037

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: 5/21/25
Date

J. T. Fiala
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: 5/21/25
Date

ATTEST: Kathleen Coleman
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. 2025-037, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON May 21, 2025.

(SEAL)

Kathleen Coleman
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: May 13, 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 April 8, 2025 through May 12, 2025.

Thank you.

Purchase Order Report

Exhibit A

G/L Date Range 04/08/25 - 05/12/25

Sort by Department - Purchase Order Number

Summary Listing

Department **01.102 Safety Department,Police Patrol/Investigation/Adm**

Purchase Order	2025-00001332	G/L Date	04/30/2025	Amount	8,157.50
Description	PD-Wellness Support Platform/App	Deliver by Date		Voided	.00
Department	01.102 Safety Department,Police Patrol/Investigation/Adm	Printed Date	05/05/2025	Discounted	.00
Vendor	5222 - Mindbase LLC	Completed Date	05/06/2025	Expensed	8,157.50
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Department **03.530 Park & Recreation Board,Park Services**

Purchase Order	2025-00001248	G/L Date	04/16/2025	Amount	10,217.50
Description	KPR Spring Soccer Travel Uniforms 2025	Deliver by Date		Voided	.00
Department	03.530 Park & Recreation Board,Park Services	Printed Date	04/17/2025	Discounted	.00
Vendor	3097 - Custom Shirts & Sportswear LLC	Completed Date		Expensed	10,217.50
Type	Then/Now	Expiration Date		Remaining	.00
Status	Open			Encumbered	.00

Purchase Order	2025-00001380	G/L Date	05/06/2025	Amount	10,217.50
Description	KPR moxx 101 goalie soccer jersey 2025	Deliver by Date		Voided	.00
Department	03.530 Park & Recreation Board,Park Services	Printed Date	05/06/2025	Discounted	.00
Vendor	3097 - Custom Shirts & Sportswear LLC	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	10,217.50
Status	Open			Encumbered	10,217.50

Department **05.503 Public Services Department,Water Reclamation Plant**

Purchase Order	2025-00001251	G/L Date	04/17/2025	Amount	4,735.00
Description	WRF: Dissolved oxygen sensors	Deliver by Date		Voided	.00
Department	05.503 Public Services Department,Water Reclamation Plant	Printed Date	04/21/2025	Discounted	.00
Vendor	2363 - Insite Instrumentation Group Inc.	Completed Date	04/22/2025	Expensed	4,735.00

Purchase Order Report

G/L Date Range 04/08/25 - 05/12/25

Sort by Department - Purchase Order Number

Summary Listing

Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2025-00001265	G/L Date	04/21/2025	Amount	3,976.80
Description	WRF: tires for lime truck.	Deliver by Date		Voided	.00
Department	05.503 Public Services Department,Water Reclamation Plant	Printed Date	04/21/2025	Discounted	.00
Vendor	5385 - Ziegler Tire & Supply Co.	Completed Date	04/22/2025	Expensed	3,976.80
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2025-00001343	G/L Date	05/01/2025	Amount	26,064.00
Description	WRF: Wemco pump for #3&4 digesters.	Deliver by Date		Voided	.00
Department	05.503 Public Services Department,Water Reclamation Plant	Printed Date	05/12/2025	Discounted	.00
Vendor	5342 - DXP Enterprises, Inc./Sullivan Environ.	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	26,064.00
Status	Open			Encumbered	26,064.00
Purchase Order	2025-00001392	G/L Date	05/08/2025	Amount	3,703.16
Description	CM218	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	05/12/2025	Discounted	.00
Vendor	1038 - Akron Wheel & Frame Inc	Completed Date		Expensed	3,703.16
Type	Then/Now	Expiration Date		Remaining	.00
Status	Open			Encumbered	.00
Department	07.708 Budget & Finance Department,Financial Admin.				
Purchase Order	2025-00001218	G/L Date	04/10/2025	Amount	6,560.00
Description	FIN- BWC Renewal	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	04/10/2025	Discounted	.00
Vendor	4675 - Sedgwick Claims Mgmnt Svcs,Inc.	Completed Date	04/17/2025	Expensed	6,560.00

Purchase Order Report

G/L Date Range 04/08/25 - 05/12/25
Sort by Department - Purchase Order Number
Summary Listing

Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2025-00001404	G/L Date	05/12/2025	Amount	3,798.00
Description	FIN- 10/8/24-10/8/25 Add New City Hall Bldg	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	05/12/2025	Discounted	.00
Vendor	5248 - Wichert Insurance Svcs, Inc./Wichert Ins.	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	3,798.00
Status	Open			Encumbered	3,798.00
Department	09.729 City Manager,Community Engagement				
Purchase Order	2025-00001388	G/L Date	05/07/2025	Amount	10,000.00
Description	CEC- ITGA CONFERENCE FEE	Deliver by Date		Voided	.00
Department	09.729 City Manager,Community Engagement	Printed Date	05/08/2025	Discounted	.00
Vendor	2156 - ITGA	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	10,000.00
Status	Open			Encumbered	10,000.00