

ORDINANCE NO. 2025 - 014

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: February 19, 2025
Date

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

EFFECTIVE: February 19, 2025
Date

ATTEST: Kathleen Coleman
Kathleen Coleman
Interim Clerk of Council

I, KATHLEEN COLEMAN, INTERIM 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. 2025-014, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON February 19, 2025.

(SEAL)

Kathleen Coleman
KATHLEEN COLEMAN
INTERIM 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: February 12, 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 January 22, 2025 through February 11, 2025.

Thank you.

A handwritten signature in cursive script, reading 'Rhonda C. Hall', is written in black ink.

Purchase Order Report

G/L Date Range 01/22/25 - 02/11/25

Sort by Department - Purchase Order Number
Detail Listing

Purchase Order	2025-00000584	G/L Date	01/23/2025	Amount	42,430.22
Description	FIN- OPWC Loans	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/23/2025	Discounted	.00
Vendor	1433 - Ohio Treasurer/OPWC	Completed Date	01/23/2025	Expensed	42,430.22
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Item 1	Description	OWDA/OPWC Princ - East Summit Street Imprpv (301)	Status	Complete	Amount	12,500.00
	Quantity	1.0000	Vendor Part Number		Voided	.00
	U/M	Each	Contract Number		Discounted	.00
	Price per Unit	12,500.00	Discount	0%	Expensed	12,500.00
					Remaining	.00
					Encumbered	.00

Item 5	Description	OWDA/OPWC Princ - Erie & Depeyster St Recon.-301	Status	Complete	Amount	9,880.00
	Quantity	1.0000	Vendor Part Number		Voided	.00
	U/M	Each	Contract Number		Discounted	.00
	Price per Unit	9,880.00	Discount	0%	Expensed	9,880.00
					Remaining	.00
					Encumbered	.00

Item 8	Description	OWDA/OPWC Princ - S.Chestnut/Middlebury Rd Rehab-301	Status	Complete	Amount	6,153.56
	Quantity	1.0000	Vendor Part Number		Voided	.00

Purchase Order Report

G/L Date Range 01/22/25 - 02/11/25
 Sort by Department - Purchase Order Number
 Detail Listing

Purchase Order		2025-00000585	G/L Date	01/23/2025	Amount	15,957.96
Description	FIN - OPWC Loan Payments		Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department, Financial Admin.		Printed Date	01/23/2025	Discouted	.00
Vendor	1433 - Ohio Treasurer/OPWC		Completed Date	01/23/2025	Expensed	15,957.96
Type	Then/Now		Expiration Date		Remaining	.00
Status	Complete				Encumbered	.00
Item 1			Status	Complete	Amount	7,368.72
Description	OWDA/OPWC Princ - Cuyahoga, Stinaff, Majors Waterline		Vendor Part Number		Voided	.00
Quantity	1.0000		Contract Number		Discouted	.00
U/M	Each		Discount		Expensed	7,368.72
Price per Unit	7,368.72				Remaining	.00
					Encumbered	.00
Item 2			Status	Complete	Amount	5,434.41
Description	OWDA/OPWC Princ - Middlebury Road		Vendor Part Number		Voided	.00
Quantity	1.0000		Contract Number		Discouted	.00
U/M	Each		Discount		Expensed	5,434.41
Price per Unit	5,434.41				Remaining	.00
					Encumbered	.00

G/L Account Project
 301-07-570-800.7810 (Capital Improvements-Budget & Finance-General
 Government-Debt Reduction. Debt Reduction princ) 6,153.56

Purchase Order Report

G/L Date Range 01/22/25 - 02/11/25

Sort by Department - Purchase Order Number

Detail Listing

Remaining .00
Encumbered .00

Project Amount
5,434.41

Project

G/L Account

301-07-570-800.7810 (Capital Improvements-Budget & Finance-General
Government-Debt Reduction.Debt Reduction princ)

Purchase Order	2025-00000633	G/L Date	01/28/2025	Amount	11,687.35
Description	FIN - 4th Quarter hotel/motel taxes for Down KSU Hotel	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/28/2025	Discounted	.00
Vendor	3466 - Destination Kent Convention & Visitors Bureau, Inc	Completed Date	01/30/2025	Expensed	11,687.35
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Item 1	Description	Hotel/Motel Tax	Complete	Amount	11,687.35
	Quantity	1.0000	Voided		.00
	U/M	Each	Discounted		.00
	Price per Unit	11,687.35	Expensed	11,687.35	
			Remaining		.00
			Encumbered		.00

Project Amount
11,687.35

Project

G/L Account
001-08-570-703.7780 (General Government-Council-General
Government-Community Support.Bed Tax)

Purchase Order	2025-00000639	G/L Date	01/29/2025	Amount	3,274.21
Description	FIN- Sept 24 balance of invoice	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/29/2025	Discounted	.00
Vendor	1310 - Life Force Mgmt Inc	Completed Date	01/30/2025	Expensed	3,264.15
Type	Then/Now	Expiration Date		Remaining	.00

Purchase Order Report

G/L Date Range 01/22/25 - 02/11/25

Sort by Department - Purchase Order Number
Detail Listing

Status	Complete	Encumbered	.00
Purchase Order	2025-00000641	Amount	8,170.12
Description	FIN - Oct 24 Invoice	Voided	.00
Department	07.708 Budget & Finance Department, Financial Admin.	Discounted	.00
Vendor	1310 - Life Force Mgmt Inc	Expensed	8,170.12
Type	Then/Now	Remaining	.00
Status	Complete	Encumbered	.00
Item 1	Misc Contractual - 001.07.570.708.7390	Complete	8,170.12
Description	Quantity	Vendor Part Number	Amount
	1.0000		Voided
	Each	Contract Number	Discounted
	8,170.12	Discount	Expensed
			Remaining
			Encumbered
			Amount
			8,170.12
<hr/>			
Purchase Order	2025-00000642	Amount	4,978.40
Description	FIN- Jan 2025 Invoice for water bills	Voided	.00
Department	07.708 Budget & Finance Department, Financial Admin.	Discounted	.00
Vendor	1650 - Smartbill, LTD	Expensed	4,978.40
Type	Then/Now	Remaining	.00
Status	Complete	Encumbered	.00
Item 2	Communications-Phone Service - 204.07.550.708.7320-utility billing	Complete	3,662.67
Description		Amount	

Purchase Order Report

G/L Date Range 01/22/25 - 02/11/25
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 Detail Listing

Quantity	1.0000	Vendor Part Number		Voided	.00
U/M	Each	Contract Number		Discounted	.00
Price per Unit	3,662.67	Discount	0%	Expensed	3,662.67
				Remaining	.00
				Encumbered	.00

G/L Account
 204-07-550-708.7320 (Utility Billing-Budget & Finance-Basic Utility Services-Financial Administration.Communications-Phone Service and Postage)

Project

Amount
 3,662.67

Purchase Order	2025-00000645	G/L Date	01/29/2025	Amount	12,313.11
Description	FIN - Balance of 2024 Electric Bills	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/29/2025	Discounted	.00
Vendor	1394 - Ohio Edison Company	Completed Date	01/30/2025	Expensed	12,313.11
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

G/L Account
 001-05-570-710.7310 (General Government-Service Department-General Government-Service Administration.Utilities)

Project

Amount
 869.79

Item 2	Utilities - SCMR	Status	Complete	Amount	11,338.57
Quantity	1.0000	Vendor Part Number		Voided	.00
U/M	Each	Contract Number		Discounted	.00
Price per Unit	11,338.57	Discount	0%	Expensed	11,338.57
				Remaining	.00
				Encumbered	.00

G/L Account
 102-05-560-601.7310 (SCMR-Service Department-Central Maintenance-Transportation - Central Maint..Utilities)

Project

Amount
 11,338.57

Purchase Order Report

G/L Date Range 01/22/25 - 02/11/25
 Sort by Department - Purchase Order Number
 Detail Listing

Purchase Order	2025-00000720	G/L Date	02/04/2025	Amount	4,496.49
Description	FIN - Gas bill from Dec 2024	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department, Financial Admin.	Printed Date	02/04/2025	Discounted	.00
Vendor	3794 - The East Ohio Gas Co.	Completed Date	02/06/2025	Expensed	4,496.49
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Item 1	Description	Utilities	Status	Complete	Amount	4,402.16
	Quantity	1.0000	Vendor Part Number		Voided	.00
	U/M	Each	Contract Number		Discounted	.00
	Price per Unit	4,402.16	Discount	0%	Expensed	4,402.16
					Remaining	.00
					Encumbered	.00

G/L Account
 001-05-570-710.7310 (General Government-Service Department-General
 Government-Service Administration, Utilities) Amount
 4,402.16

Purchase Order	2025-00000809	G/L Date	02/10/2025	Amount	10,371.98
Description	FIN - First Health Access Fees Dec 2024	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department, Financial Admin.	Printed Date	02/10/2025	Discounted	.00
Vendor	4111 - Apex Benefits Services LLC	Completed Date	02/13/2025	Expensed	10,371.98
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Item 1	Description	Insurance & Bonding	Status	Complete	Amount	10,371.98
	Quantity	1.0000	Vendor Part Number		Voided	.00
	U/M	Each	Contract Number		Discounted	.00
	Price per Unit	10,371.98	Discount	0%	Expensed	10,371.98
					Remaining	.00

Purchase Order Report

G/L Date Range 01/22/25 - 02/11/25

Sort by Department - Purchase Order Number
Detail Listing

Encumbered .00

<i>G/L Account</i>	<i>Project</i>	<i>Amount</i>
807-07-580-905.7360 (Ee Insurance-Budget & Finance-Non Programs-Insurance Deposits:Insurance & Bonding)		10,371.98