

ORDINANCE NO. 2025 - 003

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.

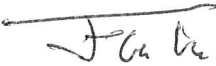
**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Kent, Portage County, Ohio:

**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: January 22, 2025  
Date

  
\_\_\_\_\_  
Jerry T. Fiala  
Mayor and President of Council

EFFECTIVE: January 22, 2025  
Date

ATTEST:   
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. 2025-003, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON January 22, 2025.

(SEAL)


  
KATHLEEN COLEMAN  
INTERIM CLERK OF COUNCIL

Exhibit A

**Purchase Order Report**

G/L Date Range 12/16/24 - 01/21/25  
 Sort by Department - Purchase Order Number  
 Summary Listing

Department	<b>01.102 Safety Department, Police Patrol/Investigation/Adm</b>		G/L Date	01/06/2025	Amount	3,452.50
Purchase Order	2025-00000276		Deliver by Date		Voided	.00
Description	PD-Added 2 card readers to Access control system		Printed Date	01/06/2025	Discounted	.00
Department	01.102 Safety Department, Police Patrol/Investigation/Adm		Completed Date	01/06/2025	Expensed	3,452.50
Vendor	4328 - Advanced Systems Technology, Inc.		Expiration Date		Remaining	.00
Type	Then/Now				Encumbered	.00
Status	Complete					
Department	<b>04.402 Community Development Department, Zoning &amp; Building Inspection</b>		G/L Date	12/16/2024	Amount	21,500.00
Purchase Order	2024-00002590		Deliver by Date		Voided	.00
Description	CDBG - 446 SUNRISE - EMERGENCY SEWER REPAIR - HOMETOWN		Printed Date	12/16/2024	Discounted	.00
Department	04.402 Community Development Department, Zoning & Building Inspection		Completed Date		Expensed	19,350.00
Vendor	4387 - Ellsworth/Catastrophe Response Team LLC, Tim		Expiration Date		Remaining	2,150.00
Type	Then/Now				Encumbered	2,150.00
Status	Open					
Purchase Order	2025-00000522		G/L Date	01/14/2025	Amount	18,900.00
Description	CD - MSK Downtown Programs 1st Quarter		Deliver by Date		Voided	.00
Department	04.402 Community Development Department, Zoning & Building Inspection		Printed Date	01/16/2025	Discounted	.00
Vendor	1325 - Main Street Kent		Completed Date	01/16/2025	Expensed	18,900.00
Type	Then/Now		Expiration Date		Remaining	.00
Status	Complete				Encumbered	.00
Department	<b>05 Public Services Department</b>		G/L Date	01/13/2025	Amount	4,212.46
Purchase Order	2025-00000441		Deliver by Date	01/13/2025	Voided	.00
Description	STREET LIGHT DAMAGE UNDER 11/22/23 (SEE ATTACHED DOCUMENTATION)					

# Purchase Order Report

G/L Date Range 12/16/24 - 01/21/25

Sort by Department - Purchase Order Number

Summary Listing

Department	05 Public Services Department	Printed Date	01/16/2025	Discounted	.00
Vendor	1394 - Ohio Edison Company	Completed Date		Expensed	4,212.46
Type	Then/Now	Expiration Date	12/31/2025	Remaining	.00
Status	Open			Encumbered	.00
Purchase Order	2024-00002604	G/L Date	12/19/2024	Amount	60,000.00
Description	CM Water Meters & Meter Supplies	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	12/19/2024	Discounted	.00
Vendor	1380 - Neptune Equipment/NECO	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	60,000.00
Status	Open			Encumbered	60,000.00
Purchase Order	2025-00000344	G/L Date	01/08/2025	Amount	39,398.56
Description	FIN - Commercial Property, Inland Marine, Gen'l Liability	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admn.	Printed Date	01/08/2025	Discounted	.00
Vendor	5248 - Wichert Insurance Svcs, Inc./Wichert Ins.	Completed Date	01/09/2025	Expensed	39,398.56
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2025-00000345	G/L Date	01/08/2025	Amount	55,348.18
Description	FIN - U.S. Specialty Ins. 2nd Installment	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admn.	Printed Date	01/08/2025	Discounted	.00
Vendor	1317 - Insurance Specialists Group, Inc./Love Ins.	Completed Date	01/09/2025	Expensed	55,348.18
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2025-00000505	G/L Date	01/14/2025	Amount	8,700.00
Description	FIN - Parking Fines for Dec 2024	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admn.	Printed Date	01/14/2025	Discounted	.00
Vendor	1495 - Portage County Municipal Court	Completed Date		Expensed	.00

# Purchase Order Report

G/L Date Range 12/16/24 - 01/21/25

Sort by Department - Purchase Order Number

Summary Listing

Type	Then/Now	Expiration Date	Remaining
Status	Open		8,700.00
Purchase Order	2025-00000508	G/L Date	Amount
Description	FIN - Electric Bill invoice from 2024	Deliver by Date	Voided
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	Discounted
Vendor	1394 - Ohio Edison Company	Completed Date	Expensed
Type	Then/Now	Expiration Date	Remaining
Status	Complete		Encumbered
Department	<b>09.729 City Manager,Community Engagement</b>	G/L Date	Amount
Purchase Order	2025-00000515	Deliver by Date	Voided
Description	CEC-2025 Snowday	Printed Date	Discounted
Department	09.729 City Manager,Community Engagement	Completed Date	Expensed
Vendor	1325 - Main Street Kent	Expiration Date	Remaining
Type	Then/Now		Encumbered
Status	Complete		