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 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:

Dota

Date

() Dat

EFFECTIVE:

ATTEST:

Kathleen Coleman Interim Clerk of Council Jerry T. Fiala

Mayor and President of Council

(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

Description	Purchase Order	Department 05 Pu	Status	Туре	Vendor	Department	Description	Purchase Order	Status	Status	Туре	Vendor	Department	Description	Department 04.40 Purchase Order	Status	Туре	Vendor	Department	Description	Department 01.10 Purchase Order
STREET LIGHT DAMAGE UNDER 11/22/23 (SEE ATTACHED DOCUMENTATION)	2025-00000441	05 Public Services Department	Complete	Then/Now	1325 - Main Street Kent	04.402 Community Development Department, Zoning & Building Inspection	CD - MSK Downtown Programs 1st Quarter	2025-00000522	Open	Open	Then/Now	4387 - Ellsworth/Catastrophe Response Team LLC, Tim	04.402 Community Development Department, Zoning & Building Inspection	CDBG - 446 SUNRISE - EMERGENCY SEWER REPAIR - HOMETOWN	Department 04.402 Community Development Department, Zoning & Building Inspection Purchase Order 2024-00002590	Complete	Then/Now	4328 - Advanced Systems Technology, Inc.	01.102 Safety Department, Police Patrol/Investigation/Adm	PD-Added 2 card readers to Access control system	Department 01.102 Safety Department,Police Patrol/Investigation/Adm Purchase Order 2025-00000276
Deliver by Date	G/L Date			Expiration Date	Completed Date	Printed Date	Deliver by Date	G/L Date			Expiration Date	Completed Date	Printed Date	Deliver by Date	G/L Date		Expiration Date	Completed Date	Printed Date	Deliver by Date	G/L Date
01/13/2025	01/13/2025				01/16/2025	01/16/2025		01/14/2025					12/16/2024		12/16/2024			01/06/2025	01/06/2025		01/06/2025
Voided	Amount		Encumbered	Remaining	Expensed	Discounted	Voided	Amount	בויכמוווספופט	Enclimbered	Remaining	Expensed	Discounted	Voided	Amount	Encumbered	Remaining	Expensed	Discounted	Voided	Amount
.00	4,212.46		.00	.00	18,900.00	.00	.00	18,900.00	2,130.00	2 150 00	2,150.00	19,350.00	.00	.00	21,500.00	.00	.00	3,452.50	.00	.00	3,452.50

Purchase Order Report

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

nent 05 Public Services Department Printed Date 1394 - Ohio Edison Company Completed Date Ther/Now Expiration Date Open CM Water Meters & Meter Supplies CM Water Meters & Meter Supplies CM Water Meter Supplies Complete Date Deliver by Date Deliver by Date Ther/Now Complete Complete Date COMPlete Date COMPlete Date D7.708 Budget & Finance Department, Financial Admin. Complete Co	Expensed	ate	Completed Date	1495 - Portage County Municipal Court	Vendor
nent 05 Public Services Department Printed Date 1394 - Ohio Edison Company Completed Date Then/Now Completed Date Then/Now Open 2024-00002604 CM Water Meters & Meter Supplies CM Water Meters & Meter Supplies 1380 - Neptune Equipment/NECO Public Services Department, Central Maintenance Division Printed Date 1380 - Neptune Equipment/NECO Completed Date Then/Now Open 2025-00000344 FIN - Commercial Property, Inland Marine, Gen'l Liability O7.708 Budget & Finance Department, Financial Admin. 5248 - Wichert Insurance Svcs, Inc,/Wichert Ins. Completed Date Then/Now Complete E-Order 2025-00000345 FIN - U.S. Specialty Ins. 2nd Installment O7.708 Budget & Finance Department, Financial Admin. FIN - U.S. Specialty Ins. 2nd Installment O7.708 Budget & Finance Department, Financial Admin. FIN - U.S. Specialty Ins. 2nd Installment O7.708 Budget & Finance Department, Financial Admin. G/L Date Deliver by Date O7.708 Budget & Finance Department, Financial Admin. G/L Date Deliver by Date O7.708 Budget & Finance Department, Financial Admin. G/L Date Deliver by Date O7.708 Budget & Finance Department, Financial Admin. G/L Date Deliver by Date O7.708 Budget & Finance Department, Financial Admin. G/L Date Deliver by Date		hate 01/14/2025	Printed Da	07.708 Budget & Finance Department, Financial Admin.	Department
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			Printed Da	05 Public Services Department	Department

City of Kent

Purchase Order Report

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

Sort by Department - Purchase Order Number

Summary Listing

.00	Encumbered			Complete	Status
.00	Remaining		Expiration Date	Then/Now	Туре
11,000.00	Expensed	01/14/2025	Completed Date	1325 - Main Street Kent	Vendor
.00	Discounted	01/14/2025	Printed Date	09.729 City Manager, Community Engagement	Department
.00	Voided		Deliver by Date	CEC-2025 Snowday	Description
11,000.00	Amount	01/14/2025	G/L Date	Department 09.729 City Manager, Community Engagement Purchase Order 2025-00000515	Department 09. Purchase Order
.00	Encumbered			Complete	Status
.00	Remaining		Expiration Date	Then/Now	Туре
6,732.10	Expensed	01/16/2025	Completed Date	1394 - Ohio Edison Company	Vendor
.00	Discounted	01/14/2025	Printed Date	07.708 Budget & Finance Department, Financial Admin.	Department
.00	Voided		Deliver by Date	FIN - Electric Bill invoice from 2024	Description
6,732.10	Amount	01/14/2025	G/L Date	2025-00000508	Purchase Order
8,700.00 8,700.00	Remaining Encumbered		Expiration Date	Then/Now Open	Type Status