

ORDINANCE NO. 2024- 083

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: August 21, 2024
Date

EFFECTIVE: August 21, 2024
Date

ATTEST: Amy Wilkens
Amy Wilkens, CMC
Clerk of Council

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

I, AMY WILKENS, 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. 2024-083, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON August 21, 2024.

(SEAL)

Amy Wilkens
AMY WILKENS, CMC
CLERK OF COUNCIL

Purchase Order Report

G/L Date Range 01/01/24 - 07/30/24

Sort by Department - Purchase Order Number
Summary Listing

| | | | | | |
|----------------|---|-----------------|------------|------------|-----------|
| Purchase Order | 2024-00000471 | G/L Date | 01/11/2024 | Amount | 31,396.00 |
| Description | Vital Statistics Technology Fees Oct-Dec 2023 | Deliver by Date | 01/11/2024 | Voided | .00 |
| Department | 02.202 Board of Health, Sanitation & Inspections | Printed Date | 01/17/2024 | Discounted | .00 |
| Vendor | 1758 - Treasurer, State of Ohio/Ohio Dept Health/Columbus | Completed Date | 01/25/2024 | Expensed | 31,396.00 |
| Type | Then/Now | Expiration Date | | Remaining | .00 |
| Status | Complete | | | Encumbered | .00 |
| Department | 03.530 Park & Recreation Board, Park Services | | | | |
| Purchase Order | 2024-00000894 | G/L Date | 02/27/2024 | Amount | 5,170.00 |
| Description | KPR Jerseys 2024 | Deliver by Date | | Voided | .00 |
| Department | 03.530 Park & Recreation Board, Park Services | Printed Date | 02/28/2024 | Discounted | .00 |
| Vendor | 3097 - Custom Shirts & Sportswear LLC | Completed Date | 02/29/2024 | Expensed | 5,170.00 |
| Type | Then/Now | Expiration Date | | Remaining | .00 |
| Status | Complete | | | Encumbered | .00 |
| Purchase Order | 2024-00000907 | G/L Date | 02/28/2024 | Amount | 7,400.00 |
| Description | KPR CCSS RSS Bathroom Reno 2024 | Deliver by Date | | Voided | .00 |
| Department | 03.530 Park & Recreation Board, Park Services | Printed Date | 02/29/2024 | Discounted | .00 |
| Vendor | 1290 - Kline & Kavali Mechanical | Completed Date | 02/29/2024 | Expensed | 7,400.00 |
| Type | Then/Now | Expiration Date | | Remaining | .00 |
| Status | Complete | | | Encumbered | .00 |
| Department | 04.402 Community Development Department, Zoning & Building Inspection | | | | |
| Purchase Order | 2024-00000113 | G/L Date | 01/02/2024 | Amount | 4,100.00 |
| Description | CD - Court Case #2023 CV 00092 - Reimbursement of Rental Fines | Deliver by Date | | Voided | .00 |
| Department | 04.402 Community Development Department, Zoning & Building Inspection | Printed Date | 01/02/2024 | Discounted | .00 |
| Vendor | 5231 - Guska, Matthew Jerome | Completed Date | 01/04/2024 | Expensed | 4,100.00 |
| Type | Then/Now | Expiration Date | | Remaining | .00 |
| Status | Complete | | | Encumbered | .00 |
| Department | 05.501 Public Services Department, Water Plant | | | | |
| Purchase Order | 2024-00001665 | G/L Date | 07/09/2024 | Amount | 6,431.37 |
| Description | WTP - Booster pump #1 rebuild | Deliver by Date | | Voided | .00 |
| Department | 05.501 Public Services Department, Water Plant | Printed Date | 07/09/2024 | Discounted | .00 |
| Vendor | 4866 - DXP Enterprises, Inc./North Shore Pump | Completed Date | 07/15/2024 | Expensed | 6,431.37 |

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| Type | Then/Now | Expiration Date | Remaining | |
|----------------|---|-----------------|------------|-----------|
| Status | Complete | | Encumbered | .00 |
| Department | 05.560 Public Services Department, Central Maintenance Division | | | |
| Purchase Order | 2024-00000668 | G/L Date | Amount | 3,255.76 |
| Description | CM219 Parts | Deliver by Date | Voided | .00 |
| Department | 05.560 Public Services Department, Central Maintenance Division | Printed Date | Discounted | .00 |
| Vendor | 2112 - Rush Trk Ctrs of Ohio Inc/Rush Truck Ctr, Akron | Completed Date | Expensed | 3,255.76 |
| Type | Then/Now | Expiration Date | Remaining | .00 |
| Status | Complete | | Encumbered | .00 |
| Purchase Order | 2024-00000779 | G/L Date | Amount | 6,726.00 |
| Description | CM Annual Support & Maintenance | Deliver by Date | Voided | .00 |
| Department | 05.560 Public Services Department, Central Maintenance Division | Printed Date | Discounted | .00 |
| Vendor | 5035 - GIS Workshop LLC/gWorks | Completed Date | Expensed | 6,726.00 |
| Type | Then/Now | Expiration Date | Remaining | .00 |
| Status | Complete | | Encumbered | .00 |
| Purchase Order | 2024-00000964 | G/L Date | Amount | 3,343.95 |
| Description | CM Materials | Deliver by Date | Voided | .00 |
| Department | 05.560 Public Services Department, Central Maintenance Division | Printed Date | Discounted | .00 |
| Vendor | 2222 - Core & Main LP | Completed Date | Expensed | 2,386.95 |
| Type | Then/Now | Expiration Date | Remaining | .00 |
| Status | Complete | | Encumbered | .00 |
| Purchase Order | 2024-00000970 | G/L Date | Amount | 13,133.60 |
| Description | CM Water Meters & Meter Supplies | Deliver by Date | Voided | .00 |
| Department | 05.560 Public Services Department, Central Maintenance Division | Printed Date | Discounted | .00 |
| Vendor | 1380 - Neptune Equipment/NECO | Completed Date | Expensed | 13,133.60 |
| Type | Then/Now | Expiration Date | Remaining | .00 |
| Status | Complete | | Encumbered | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | G/L Date | Amount | 25,715.00 |
| Purchase Order | 2024-00000389 | Deliver by Date | Voided | .00 |
| Description | Nov & Dec 2023 Parking Fines | Printed Date | Discounted | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | Expiration Date | Expensed | .00 |
| Type | Then/Now | | Remaining | .00 |
| Status | Complete | | Encumbered | .00 |

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|----------------|---|-----------------|------------|------------|-----------|
| Vendor | 1495 - Portage County Municipal Court | Completed Date | 01/18/2024 | Expensed | 25,715.00 |
| Type | Then/Now | Expiration Date | | Remaining | .00 |
| Status | Complete | | | Encumbered | .00 |
| Purchase Order | 2024-00000391 | G/L Date | 01/09/2024 | Amount | 32,901.58 |
| Description | Support & Licensing 1/24-12/2024 | Deliver by Date | | Voided | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | Printed Date | 01/09/2024 | Discounted | .00 |
| Vendor | 3337 - Tyler Technologies, Inc. | Completed Date | 01/11/2024 | Expensed | 32,901.58 |
| Type | Then/Now | Expiration Date | | Remaining | .00 |
| Status | Complete | | | Encumbered | .00 |
| Purchase Order | 2024-00000456 | G/L Date | 01/11/2024 | Amount | 35,986.61 |
| Description | Income tax share | Deliver by Date | | Voided | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | Printed Date | 01/11/2024 | Discounted | .00 |
| Vendor | 1275 - Kent City Schools | Completed Date | 01/18/2024 | Expensed | 35,986.61 |
| Type | Then/Now | Expiration Date | | Remaining | .00 |
| Status | Complete | | | Encumbered | .00 |
| Purchase Order | 2024-00000599 | G/L Date | 01/23/2024 | Amount | 8,424.21 |
| Description | 2023 Bal. 4th quarter Hotel/Motel Bed Taxes | Deliver by Date | | Voided | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | Printed Date | 01/23/2024 | Discounted | .00 |
| Vendor | 3466 - Destination Kent Convention & Visitors Bureau, Inc | Completed Date | 02/01/2024 | Expensed | 8,424.21 |
| Type | Then/Now | Expiration Date | | Remaining | .00 |
| Status | Complete | | | Encumbered | .00 |
| Purchase Order | 2024-00000611 | G/L Date | 01/24/2024 | Amount | 16,681.32 |
| Description | 2023 electric bill for water plant | Deliver by Date | | Voided | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | Printed Date | 01/24/2024 | Discounted | .00 |
| Vendor | 1394 - Ohio Edison Company | Completed Date | 01/25/2024 | Expensed | 16,681.32 |
| Type | Then/Now | Expiration Date | | Remaining | .00 |
| Status | Complete | | | Encumbered | .00 |
| Purchase Order | 2024-00000665 | G/L Date | 01/30/2024 | Amount | 3,288.45 |
| Description | Balance of Heating Bills for 2023 | Deliver by Date | | Voided | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | Printed Date | 01/30/2024 | Discounted | .00 |
| Vendor | 3794 - East Ohio Gas Co./Dominion Energy Ohio, The | Completed Date | 02/01/2024 | Expensed | 3,288.45 |

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|----------------|--|-----------------|------------|------------|
| Status | Complete | | Encumbered | .00 |
| Purchase Order | 2024-00000724 | 02/07/2024 | Amount | 8,589.24 |
| Description | Water Tank Painting/Middlebury Road Resurfacing | Deliver by Date | Voided | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | Printed Date | Discourted | .00 |
| Vendor | 1433 - Ohio Treasurer/OPWC | Completed Date | Expensed | 8,589.24 |
| Type | Then/Now | Expiration Date | Remaining | .00 |
| Status | Complete | | Encumbered | .00 |
| Purchase Order | 2024-00000754 | 02/08/2024 | Amount | 190,674.00 |
| Description | Policy #U24PKG80168 2/1/24-2/01/2025 | Deliver by Date | Voided | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | Printed Date | Discourted | .00 |
| Vendor | 5248 - Wichert Insurance Svcs, Inc./Wichert Ins. | Completed Date | Expensed | 190,674.00 |
| Type | Then/Now | Expiration Date | Remaining | .00 |
| Status | Complete | | Encumbered | .00 |
| Purchase Order | 2024-00000810 | 02/15/2024 | Amount | 8,934.32 |
| Description | Customer Support for March thru June 2024 | Deliver by Date | Voided | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | Printed Date | Discourted | .00 |
| Vendor | 4996 - CentralSquare Technologies, LLC/Superion, LLC | Completed Date | Expensed | 8,934.32 |
| Type | Then/Now | Expiration Date | Remaining | .00 |
| Status | Complete | | Encumbered | .00 |
| Purchase Order | 2024-00001049 | 03/19/2024 | Amount | 3,612.55 |
| Description | Dec 2023 balance of invoice | Deliver by Date | Voided | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | Printed Date | Discourted | .00 |
| Vendor | 1310 - Life Force Mgmt Inc | Completed Date | Expensed | 3,612.55 |
| Type | Then/Now | Expiration Date | Remaining | .00 |
| Status | Complete | | Encumbered | .00 |
| Purchase Order | 2024-00001136 | 04/03/2024 | Amount | 14,805.00 |
| Description | GAAP basis Financial statements for 2023 | Deliver by Date | Voided | .00 |
| Department | 07.708 Budget & Finance Department, Financial Admin. | Printed Date | Discourted | .00 |
| Vendor | 2662 - James G. Zupka, CPA Inc./Zupka & Assoc. | Completed Date | Expensed | 14,805.00 |
| Type | Then/Now | Expiration Date | Remaining | .00 |

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| Status | Complete | | G/L Date | Deliver by Date | Printed Date | Completed Date | Expiration Date | Amount | Encumbered |
|----------------|--|---|------------|-----------------|--------------|----------------|-----------------|------------|------------|
| Purchase Order | 2024-00001179 | Collected Fines for March 2024 | 04/08/2024 | | | | | 15,025.00 | .00 |
| Description | | | | | | | | Voided | |
| Department | 07.708 Budget & Finance Department, Financial Admin. | | 04/08/2024 | | | | | Discounted | |
| Vendor | 1495 - Portage County Municipal Court | | 04/08/2024 | | | | | Expensed | 15,025.00 |
| Type | Then/Now | | | | | | | Remaining | .00 |
| Status | Complete | | | | | | | Encumbered | .00 |
| Purchase Order | 2024-00001654 | Municipal Net Profit Tax April & May 2024 | 07/05/2024 | | | | | 8,166.02 | .00 |
| Description | | | | | | | | Voided | |
| Department | 07.708 Budget & Finance Department, Financial Admin. | | 07/05/2024 | | | | | Discounted | .00 |
| Vendor | 4039 - Kent Franklin JEDD | | 07/10/2024 | | | | | Expensed | 8,166.02 |
| Type | Then/Now | | | | | | | Remaining | .00 |
| Status | Complete | | | | | | | Encumbered | .00 |
| Department | 10 Civil Service | | | | | | | | |
| Purchase Order | 2024-00001553 | CS-Police Captain Asmt | 06/19/2024 | | | | | 3,650.00 | .00 |
| Description | | | | | | | | Voided | |
| Department | 10 Civil Service | | 06/20/2024 | | | | | Discounted | .00 |
| Vendor | 5252 - Ryan-Ramsey HR Solutions LLC | | 06/24/2024 | | | | | Expensed | 3,650.00 |
| Type | Then/Now | | | | | | | Remaining | .00 |
| Status | Complete | | | | | | | Encumbered | .00 |
| Purchase Order | 2024-00001554 | CS-Police Lieutenant Assessment | 06/19/2024 | | | | | 3,650.00 | .00 |
| Description | | | | | | | | Voided | |
| Department | 10 Civil Service | | 06/20/2024 | | | | | Discounted | .00 |
| Vendor | 5252 - Ryan-Ramsey HR Solutions LLC | | 06/24/2024 | | | | | Expensed | 3,650.00 |
| Type | Then/Now | | | | | | | Remaining | .00 |
| Status | Complete | | | | | | | Encumbered | .00 |