

**June 5, 2024**

**To:** Mayor and Members of City Council

202401523

**From:** Sheryl M. M. Long, City Manager

**Subject: Emergency Ordinance – Cincinnati Fire Department: Moral  
Obligation Payment to PowerDMS**

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Attached is an Emergency Ordinance captioned:

**AUTHORIZING** a payment of \$3,668.47 to PowerDMS from the Cincinnati Fire Department General Fund non-personnel operating budget account no. 050x272x4000x7452 as a moral obligation for outstanding charges related to a digital records management software subscription.

Approval of this Emergency Ordinance would authorize the payment of \$3,668.47 to PowerDMS from the Cincinnati Fire Department General Fund non-personnel operating budget account no. 050x272x4000x7452 as a moral obligation for outstanding charges related to a digital records management software subscription.

The Cincinnati Fire Department (CFD) originally purchased PowerDMS software to create and update internal procedures to be routed and approved within the PowerDMS system. However, the system did not function as intended within CFD's internal workflow. The subscription service has since been terminated. An invoice was received for the annual subscription service prior to the subscription termination. CFD did not anticipate needing to certify the funds for this purchase, but the invoice from PowerDMS exceeded the State of Ohio's \$3,000 threshold for purchases requiring a certification, thus necessitating a moral obligation payment.

Sufficient resources are available in the Cincinnati Fire Department General Fund non-personnel operating budget account no. 050x272x4000x7418 for this outstanding payment to PowerDMS. CFD has confirmed termination of the annual subscription to prevent a future moral obligation.

The reason for the emergency is the immediate need to pay the outstanding invoice to PowerDMS for a digital records management software subscription.

The Administration recommends passage of this Emergency Ordinance.

cc: Andrew M. Dudas, Budget Director  
Karen Alder, Finance Director

Attachment