

June 11, 2025

To: Mayor and Members of City Council 202501176

From: Sheryl M. M. Long, City Manager

Subject: **Emergency Ordinance – Buildings & Inspections (B&I): Then and Now Payment to Pieczonka Unlimited**

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$332.49 from Department of Buildings & Inspections General Fund non-personnel operating budget account no. 050x211x9000x7364 to Pieczonka Unlimited for the purchase of safety shoes for building inspectors, pursuant to the attached then and now certificate from the Director of Finance.

Approval of this Emergency Ordinance authorizes the payment of \$332.49 from Department of Buildings & Inspections General Fund non-personnel operating budget account no. 050x211x9000x7364 to Pieczonka Unlimited for the purchase of safety shoes for Building Inspectors, pursuant to the attached then and now certificate from the Director of Finance.

The City has a current Master Agreement (MA) with Pieczonka Unlimited for personal protective equipment. The original MA was executed on June 22, 2022, and has been amended subsequently to extend the contract to June 30, 2026. Safety shoes were purchased for Building Inspectors in store on January 9, 2024, and February 9, 2024, with outstanding invoices for \$175 and \$157.49 respectively. A Delivery Order (DO) was open at the time of these purchases, but the original invoices were erroneously delivered to the wrong staff member in the department, so accounting staff were unaware of the invoices and closed the Delivery Order.

To avoid a recurrence of this issue, all accounting staff have been provided access to a new centralized electronic mailbox, which will receive all vendor invoices electronically in lieu of hard copies, so that all accounting staff will have access to all invoices in the future.

Pursuant to Ohio Revised Code (ORC) Section 5705.41(D)(1), the Director of Finance issued the attached certificate, verifying that a sufficient sum was appropriated and in the City Treasury for the purpose of paying such charges under the contract both at the time the contract began and at the time the attached certificate was issued.

The reason for the emergency is the immediate need to pay Pieczonka Unlimited for the outstanding charges in a timely manner to remain in good standing with the vendor.

The Administration recommends passage of this Emergency Ordinance.

cc: Andrew Dudas, Budget Director
Steve Webb, Finance Director

Attachments