

November 14, 2024

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

202402366

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

**Subject: Emergency Ordinance – Parks: Moral Obligation Payment to CDW Government LLC**

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Attached is an Emergency Ordinance captioned:

**AUTHORIZING** the payment of \$2,288.01 from Parks Department General Fund non-personnel operating budget account no. 050x202x1000x7316 to CDW Government LLC as a moral obligation for outstanding charges related to the purchase of telephones and headsets for use in City parks.

The Parks Department ordered and obtained some of the equipment required for use by the Division of Natural Resources without encumbering funds to the Master Agreement (MA) with CDW Government LLC (“CDW”) for that equipment. Parks later purchased the remainder of the required equipment with properly encumbered funds. CDW submitted invoices totaling \$2,288.01 for the initial equipment order, for which funds had not been encumbered prior to the order.

This Emergency Ordinance further authorizes the Finance Director to make a payment of \$2,288.01 from Parks Department General Fund non-personnel operating budget account no. 050x202x1000x7316 as a moral obligation for outstanding charges related to the purchase of telephones and headsets for use by the Division of Natural Resources in City parks.

The reason for the emergency is the immediate need to pay CDW for the outstanding charges in a timely manner.

The Administration recommends passage of this Emergency Ordinance.

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

Attachment