

December 18, 2024

To: Mayor and Members of City Council

202402574

From: Sheryl M. M. Long, City Manager

**Subject: Emergency Ordinance – Department of Economic Inclusion:
Moral Obligation Payment to Xavier University**

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$10,816.14 from Department of Economic Inclusion Special Events Fund non-personnel operating budget account no. 314x281x0000x7299 as a moral obligation to Xavier University for outstanding charges related to the 2024 Business Enterprise Expo.

Approval of this Emergency Ordinance will authorize the payment \$10,816.14 from Department of Economic Inclusion Special Events Fund non-personnel operating budget account no. 314x281x0000x7299 as a moral obligation to Xavier University for outstanding charges related to the 2024 Business Enterprise Expo.

The Department of Economic Inclusion (DEI) hosted the 2024 Business Enterprise Expo at Xavier University on October 11, 2024. Services provided by Xavier included room rentals, audiovisual services, and catering services. Resources were not properly encumbered prior to the date the venue was reserved, and since the cost of the event exceeded the State of Ohio's \$3,000 threshold for purchases requiring a certification of funds, a moral obligation is necessary.

Previous Ordinance No. 0136-2024, passed by the City Council on May 1, 2024, authorized DEI to solicit and accept donations to offset expenses related to the 2024 Business Enterprise Expo. Donations received by the department were sufficient to cover event costs and are available in Special Events Fund 314. Staff have been trained in proper accounting rules and regulations to ensure a similar situation does not occur with future events.

The reason for the emergency is the immediate need to pay Xavier University for outstanding charges related to the 2024 Business Enterprise Expo in a timely manner.

The Administration recommends passage of this Emergency Ordinance.

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

Attachment