

December 3, 2025

To: Mayor and Members of City Council

202502052

From: Sheryl M. M. Long, City Manager

Subject: Emergency Ordinance – Parks: RecTrac, LLC Moral Obligation Payment

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$5,859 to RecTrac, LLC from Cincinnati Parks Department Park Krohn Conservatory Fund 332 non-personnel operating budget account no. 332x202x3100x7418 as a moral obligation for outstanding charges related to the annual support, maintenance, and use of software for the period from July 1, 2025 to June 30, 2026.

Approval of this Emergency Ordinance authorizes the payment of \$5,859 to RecTrac, LLC from Cincinnati Parks Department Krohn Conservatory Fund 332 non-personnel operating budget account no. 332x202x3100x7418 as a moral obligation for outstanding charges related to the annual support, maintenance, and use of software for the period from July 1, 2025 to June 30, 2026.

On January 23, 2019, the City entered into Agreement No. 190 95x0025 with Vermont Systems, Inc. for software licenses, maintenance, and support, and the Agreement was subsequently assigned to RecTrac, LLC (“Contractor”). Although the original Agreement described services to be provided to the Cincinnati Recreation Commission (CRC), the Cincinnati Parks Department has since utilized similar services under the Agreement. In 2023, CRC and Parks entered into a memorandum of understanding (MOU) formalizing this shared use.

Due to an administrative oversight, Parks did not complete the necessary processes to authorize the provision of services for FY 2026 prior to RecTrac, LLC providing services starting on July 1, 2025.

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

The Administration recommends passage of this Emergency Ordinance.

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

Attachment