

March 4, 2026

To: Mayor and Members of City Council

202600967

From: Sheryl M. M. Long, City Manager

Subject: Emergency Ordinance – Finance: Moral Obligation Payment to CCH Incorporated

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$13,335 to CCH Incorporated from General Fund Audit and Examiners Fees Non-Departmental non-personnel operating budget account no. 050x941x0000x7418 as a moral obligation for outstanding charges related to software licenses and maintenance services from January 1, 2026 through December 31, 2026.

Approval of this Emergency Ordinance authorizes the payment of \$13,355 from General Fund Audit and Examiners Fees Non-Departmental non-personnel operating budget account no. 050x941x0000x7418 as a moral obligation to CCH Incorporated for outstanding charges related to software licenses and maintenance services from January 1, 2026 through December 31, 2026. Sufficient funds exist in the account to make the payment.

CCH Incorporated provides software licenses and maintenance services that are critical to the Finance Department's preparation of the Annual Comprehensive Financial Report (ACFR). Due to procurement and contract development delays, an agreement with CCH Incorporated was not executed prior to the start of the service period on January 1, 2026.

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

The Administration recommends passage of this Emergency Ordinance.

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

Attachment