

December 8, 2021

To: Mayor and Members of City Council
From: Paula Boggs Muething, City Manager *PMW* 202103239
Subject: **Emergency Ordinance – DCED: Moral Obligation for Purchase Card Transaction**

Attached is an Emergency Ordinance captioned:

AUTHORIZING a payment of \$4,590 from the Department of Community & Economic Development Home Investment Trust Fund project account no. 411x162x0000x7698x4111901x4539, “HOME Administration ’19,” as a moral obligation to US Bank for payment of expenses incurred on a purchase card.

This Emergency Ordinance authorizes the payment of \$4,590 as a moral obligation for the Department of Community and Economic Development (DCED) for a purchase card (p-card) transaction from October 2021.

The National Community Development Association (NCDA) is offering online training and certification for the HOME Investment Partnerships program from November 8 through December 10, 2021. DCED used a purchase card to purchase this training for twelve of its staff members.

An Emergency Ordinance for a moral obligation is necessary due to City policies regarding the processing of expenditures without a prior encumbrance. Current policy stipulates that any purchase over \$3,000 must first be certified. Due to time constraints, DCED enrolled in this training despite the total cost exceeding \$3,000. Staff has been reminded of the policy and has committed to encumbering funds in the future for similar purchases exceeding \$3,000 before they are made.

The reason for the emergency is the immediate need to make payment on the purchase card in a timely manner.

The Administration recommends passage of this Emergency Ordinance.

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

Attachment