

December 3, 2025

To: Mayor and Members of City Council

202502036

From: Sheryl M. M. Long, City Manager

Subject: Emergency Ordinance – Law: Moral Obligation Payment to Max Technical Training, Inc.

Attached is an Emergency Ordinance captioned:

AUTHORIZING a payment of \$4,312.50 to Max Technical Training, Inc. from Law Department General Fund non-personnel operating budget account no. 050x112x7000x7288 as a moral obligation for outstanding charges related to information technology and database services provided to the Office of Administrative Hearings in July 2025.

This Emergency Ordinance authorizes a payment of \$4,312.50 from Law Department General Fund non-personnel operating budget account no. 050x112x7000x7288 to Max Technical Training, Inc. as a moral obligation for outstanding charges related to information technology and database services provided to the Office of Administrative Hearings (OAH) in July 2025.

The City secured services from Max Technical Training, Inc. and authorized the vendor to troubleshoot and correct the Microsoft Access database used by the Office of Administrative Hearings which became non-operational and required emergency work. These services were provided during July 2025 prior to entering into a written contract with the vendor. Sufficient resources are available in Law Department General Fund non-personnel operating budget account no. 050x112x7000x7288 for the services.

The reason for the emergency is the immediate need to pay Max Technical Training, Inc. 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