


June 11, 2025

To: Mayor and Members of City Council

From: Sheryl M. M. Long, City Manager  2025011771

Subject: **Emergency Ordinance – Buildings & Inspections (B&I): Then and Now Payment to EMES Lawn Care, LLC**

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$766.24 from Department of Buildings & Inspections Stormwater Management Fund non-personnel operating budget account no. 107x212x7000x7278 to EMES Lawn Care, LLC for waste dumping services performed in October 2021, pursuant to the attached then and now certificate from the Director of Finance.

Approval of this Emergency Ordinance authorizes the payment of \$766.24 from Department of Buildings & Inspections Stormwater Management Fund non-personnel operating budget account no. 107x212x7000x7278 to EMES Lawn Care, LLC for waste dumping services performed in October 2021, pursuant to the attached then and now certificate from the Director of Finance.

On May 17, 2019, the City entered into a Master Agreement (MA) with EMES Lawn Care, LLC for landscaping services for the Private Lot Abatement Program (PLAP) managed by the Department of Buildings & Inspections. Pursuant to the master agreement, B&I purchased waste dumping services totaling \$766.24 during the period of October 1, 2021 to October 7, 2021. A Delivery Order (DO) was open at the time of these purchases, but it was erroneously closed prior to payment of the invoices.

To avoid a recurrence of this issue, all accounting staff have been provided access to a new centralized electronic mailbox, which will receive all vendor invoices electronically in lieu of hard copies, so that all accounting staff will have access to all invoices in the future.

Pursuant to Ohio Revised Code (ORC) Section 5705.41(D)(1), the Director of Finance issued the attached certificate, verifying that a sufficient sum was appropriated and in the City Treasury for the purpose of paying such charges under the contract both at the time the contract began and at the time the attached certificate was issued.

The reason for the emergency is the immediate need to pay EMES Lawn Care, 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

Attachments