



October 2, 2024

To: Mayor and Members of City Council
From: Sheryl M. M. Long, City Manager
Subject: **Emergency Ordinance – Parks Department: Then and Now Payment to Dell Marketing L.P.**

202402113

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$4,800 from the Department of Parks General Fund non-personnel operating budget account no. 050x203x2000x7316 to Dell Marketing L.P. pursuant to the attached certificate from the Director of Finance, for outstanding charges related to the purchase of computer hardware used by the Parks Department.

This Emergency Ordinance authorizes the payment of \$4,800 from the Parks Department General Fund non-personnel operating budget account no. 050x203x2000x7361 to Dell Marketing L.P. pursuant to the attached then and now certificate from the Director of Finance, for outstanding charges related to the purchase of computer hardware used by the Parks Department.

The City of Cincinnati has a master agreement (MA 107 MHEC-04152022) with Dell Marketing L.P. (“Dell”) to purchase various computer hardware, and the City had multiple purchase orders under this master agreement to purchase computer hardware from Dell. As a result of a misunderstanding regarding the appropriate purchase order and encumbrance to use for the purchase of computer hardware, the Parks Department attempted to pay a purchase order of \$4,800 for the purchase of computer hardware from the incorrect encumbrance, so the payment was not completed.

Pursuant to Ohio Revised Code (ORC) Section 5705.41(D)(1), the Director of Finance has issued a then and now certificate, attached to this Emergency Ordinance, verifying that the City Treasury held a sufficient sum that was appropriated and available for the purpose of paying for goods and services rendered under the City’s contract with Dell Marketing L.P. both at the time the quote was issued and at the time the attached certificate was issued.

The Director of Finance is authorized to make a payment of \$4,800 from the Department of Parks General Fund non-personnel operating budget account no. 050x203x2000x7316, to Dell Marketing L.P. pursuant to the attached certificate from the Director of Finance, for outstanding charges related to the purchase of computer hardware used by the Parks Department.

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

The Administration recommends passage of this Emergency Ordinance.

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

Attachment