

December 3, 2025

To: Mayor and Members of City Council

From: Sheryl M. M. Long, City Manager

202502084

Subject: Emergency Ordinance – Enterprise Services (Parking): Then and Now Payment to USquare, LLC.

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$65,501.69 from Enterprise Services Parking System Facilities Fund non-personnel operating budget account no. 102x248x2300x7289 to USquare, LLC for outstanding charges related to parking management services at the USquare @ The Loop parking garages for the period of July 1, 2025, to August 31, 2025, pursuant to the attached then and now certificate from the Director of Finance.

This Emergency Ordinance authorizes a payment of \$65,501.69 from Enterprise Services Parking System Facilities Fund non-personnel operating budget account no. 102x248x2300x7289 to USquare, LLC for outstanding charges related to parking management services at the USquare @ The Loop parking garages for the period of July 1, 2025, to August 31, 2025, pursuant to the attached then and now certificate from the Director of Finance.

On October 6, 2011, the City entered into a contract with USquare, LLC to provide parking management services. Pursuant to the terms of the contract, USquare, LLC provided parking management services from July 1, 2025, through August 31, 2025, totaling \$65,501.69; however, the certification of funds for FY 2026 was not entered into the Cincinnati Financial System (CFS) until September 26, 2025. The Division of Parking Facilities has provided education on certification processes and has implemented procedures to ensure timely certifications in the future to prevent this problem from recurring.

Pursuant to Ohio Revised Code (ORC) Section 5705.41(D)(1), the Director of Finance has issued a certificate, attached to this ordinance, 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 USquare, 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