

September 17, 2025

To: Mayor and Members of City Council

202501722

From: Sheryl M. M. Long, City Manager

**Subject: Emergency Ordinance – Clerk of Council: Then and Now
Payment to ProSource**

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$438.16 from Clerk of Council General Fund non-personnel operating budget account no. 050x041x0000x7415 to Cincinnati Copiers Incorporated dba ProSource for printer and copier services provided from June 1, 2025, through June 30, 2025, pursuant to the attached then and now certificate from the Director of Finance.

Approval of this Emergency Ordinance will authorize the payment of \$438.16 to Cincinnati Copiers Incorporated dba ProSource for outstanding charges related to printer and copier services provided from June 1, 2025, through June 30, 2025, to be paid from Clerk of Council General Fund non-personnel operating budget account no. 050x041x0000x7415 pursuant to the attached then and now certificate from the Director of Finance.

The City of Cincinnati entered into a contract with Cincinnati Copiers Incorporated dba ProSource (“Contractor”) on February 1, 2025, to provide leased printers, copiers, and related services to City departments. The Clerk of Council’s Office received printer and copier services from June 1, 2025, through June 30, 2025, but insufficient funds were encumbered for the services provided in that period.

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 Cincinnati Copiers Incorporated dba ProSource 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