

**December 3, 2025**

**To:** Mayor and Members of City Council

202502039

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

**Subject: Emergency Ordinance – Police: Moral Obligation Payment to ProSource Inc.**

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Attached is an Emergency Ordinance captioned:

**AUTHORIZING** a payment of \$15,172.47 from Cincinnati Police Department General Fund non-personnel operating budget account no. 050x222x1000x7415 to ProSource, Inc. as a moral obligation for copier and printer lease services provided to the City between July and August 2025.

This Emergency Ordinance authorizes a payment of \$15,172.47 from Cincinnati Police Department General Fund non-personnel operating budget account no. 050x222x1000x7415 to ProSource, Inc. as a moral obligation for copier and printer lease services provided to the City between July and August 2025.

The Cincinnati Police Department (CPD) received new copiers and printers in May 2025 from ProSource, Inc. but was unable to encumber the funds for the July and August 2025 lease payments due to a delay in receiving signed lease agreements. Once the signed lease agreements were received, CPD was able to and did encumber the funds for the remainder of FY 2026. Sufficient existing funds are available to pay ProSource, Inc. for the services rendered.

The reason for the emergency is the immediate need to make payment to ProSource, Inc. for outstanding charges in a timely manner.

The Administration recommends passage of this Emergency Ordinance.

cc: Andrew Dudas, Budget Director  
Steve Webb, Finance Director

Attachment