

May 28, 2026

To: Mayor and Members of City Council

From: Sheryl M. M. Long, City Manager

202601675

Subject: Emergency Ordinance – Budget: Then and Now Payment to Cincinnati Copiers Inc. dba ProSource

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$95.47 from Office of Budget and Evaluation General Fund non-personnel operating budget account no. 050x102x0000x7415 to Cincinnati Copiers Incorporated dba ProSource for printer and copier services provided from April 1, 2026, to April 30, 2026, pursuant to the attached then and now certificate from the Director of Finance.

This Emergency Ordinance authorizes the payment of \$95.47 from Office of Budget and Evaluation General Fund non-personnel operating budget account no. 050x102x0000x7415 to Cincinnati Copiers Incorporated dba ProSource (“Contractor”) for printer and copier services provided from April 1, 2026, to April 30, 2026, pursuant to the attached then and now certificate from the Director of Finance.

On February 1, 2025, the City entered into a contract with Cincinnati Copiers Incorporated, dba ProSource to provide leased printers, copiers, and related services to City departments. ProSource has invoiced the Office of Budget and Evaluation \$95.47 beyond the funds originally encumbered for services received from April 1, 2026, to April 30, 2026.

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

Attachment