

November 13, 2025

To: Mayor and Members of City Council

202501969

From: Sheryl M. M. Long, City Manager

Subject: Emergency Ordinance – CMO: Then & Now Payment to Key Blue Prints, Inc.

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$1,201.84 from Printing Services/Stores Fund non-personnel operating budget account no. 201x101x9100x7239 to Key Blue Prints, Inc. for printing and production services provided to the City between July 1, 2025 and August 31, 2025, pursuant to the attached then and now certificate from the Director of Finance.

This Emergency Ordinance authorizes the payment of \$1,201.84 from Printing Services/Stores Fund non-personnel operating budget account no. 201x101x9100x7239 to Key Blue Prints, Inc. for printing and production services provided to the City between July 1, 2025 and August 31, 2025, pursuant to the attached then and now certificate from the Director of Finance.

On May 1, 2023, the City entered into a contract with Key Blue Prints, Inc. (“Contractor”) for printing and production services. The agreement includes two optional renewals for twelve-month periods. Pursuant to the terms of the contract, the City received printing and production services from July 1, 2025 to August 31, 2025 before funds were encumbered for FY 2026.

Council desires to provide payment to Contractor for the City’s outstanding obligation of \$1,201.84 for printing and production services that were provided from July 1, 2025 to August 31, 2025.

The reason for the emergency is the immediate need to pay Key Blue Prints, Inc. 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