



**TO:** Mayor Thomas R. Kneeland  
Director of Finance  
Members of City Council  
City Attorney

**FROM:** Craig Main, Director of Information Technology

**DATE:** May 9, 2018

**SUBJECT:** Report to Council, May 14, 2018

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#### **ACTION ITEMS FROM THE DIRECTOR OF INFORMATION TECHNOLOGY**

**ACTION ITEM # 1 – Supplemental:** Requesting a supplemental appropriation from payment of \$10,000 received from Modern Office Methods for buyout of previous copier lease agreement with US Bank to Information Technology contract services (101348-5249) from the unappropriated unencumbered balance of the General Fund. Requesting an Ordinance.

**ACTION ITEM # 2 – Then & Now:** Funds were not encumbered prior to the purchase of copiers from Modern Leasing in the amount of \$3,611.17 from account 101348-5249. The Director of Finance has certified that funds were available then at the time of purchase and now at the time of payment, appropriated, collected or in the process of collection and free from any previous encumbrance. It is hereby requested that Council approve payment of the above then and now purchase under ORC 5705.41(D)(1). Requesting a Motion Resolution.