

October 26, 2020

To: Mayor and Members of City Council

From: Paula Boggs Muething, City Manager

Subject: **Emergency Ordinance authorizing the expenditure of funds for food, non-alcoholic beverages, and employee awards**

Transmitted herewith is an Emergency Ordinance captioned as follows:

AUTHORIZING the expenditure of funds for the provision of inexpensive food and non-alcoholic beverages to required attendees of City board and commission meetings, for the purpose of facilitating the efficient conduct of City business at such meetings; **AUTHORIZING** the expenditure of funds for inexpensive food and non-alcoholic beverages for attendees of outreach and engagement meetings and events, for the purpose of encouraging the greatest possible attendance at such meetings and events; **AUTHORIZING** the expenditure of funds for the provision of inexpensive awards, food, and non-alcoholic beverages for employee recognition events, for the purpose of supporting employee morale and facilitating employee advancement; **AUTHORIZING** the City Manager to establish rules and regulations specifying the circumstances in which the City may expend funds for such purposes, as well as controls to ensure the appropriate expenditure of such funds; and further **DECLARING** that such expenditures serve a public purpose.

This emergency ordinance declares the expenditure of funds for inexpensive food, non-alcoholic beverages, and employee awards in certain circumstances as a public purpose and authorizes the expenditure of funds in accordance with rules and regulations established by the City Manager. The purchase of inexpensive food and non-alcoholic beverages is sometimes necessary to efficiently facilitate City business at board and commission meetings and to encourage maximum community engagement at community outreach and engagement meetings and events. In order to promote employee productivity and innovation, the expenditure of funds for employee recognition awards to recognize employee achievements is also necessary at times. This emergency ordinance is recommended for approval. An emergency ordinance is necessary to provide funding for expenditures for upcoming events.

c: Christopher Bigham, Assistant City Manager
Karen Alder, Finance Director KA