

October 15, 2025

To: Mayor and Members of City Council

From: Sheryl M. M. Long, City Manager

202501878

Subject: Emergency Ordinance – OES: Moral Obligation Payment to Harris Distributing Co.

Attached is an Emergency Ordinance captioned:

AUTHORIZING a payment of \$3,186 to Harris Distributing Co. from Office of Environment and Sustainability General Fund non-personnel operating budget account no. 050x104x5000x7419 as a moral obligation for outstanding charges related to the storage of recycling containers, solar panels, and bicycle racks from May to September 2025.

Approval of this Emergency Ordinance authorizes a payment of \$3,186 to Harris Distributing Co. from Office of Environment and Sustainability General Fund non-personnel operating budget account no. 050x104x5000x7419 as a moral obligation for outstanding charges related to the storage of recycling containers, solar panels, and bicycle racks from May to September 2025.

Harris Distributing Co. provided storage services to the City from May to September 2025, and monthly invoices to the City were misrouted. Outstanding invoices from Harris Distributing Co. from May to September 2025 totaled \$3,186, and a moral obligation ordinance is required to authorize payment to the vendor.

OES encumbered resources for storage services anticipated from October 2025 to June 2026 by PDQ 104 68x008 to avoid this issue in the future.

Sufficient resources are available in OES General Fund non-personnel operating budget account no. 050x104x5000x7419 to pay Harris Distributing Co. for the services.

The reason for the emergency is the immediate need to pay Harris Distributing Co. in a timely manner for the outstanding charges for services provided to the City.

The Administration recommends passage of this Emergency Ordinance.

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

Attachment