

September 7, 2023

202301955

**To:** Mayor and Members of City Council

**From:** Sheryl M. M. Long, City Manager

**Subject:** **Emergency Ordinance – Authorizing Purchase of Paper Products for Employees**

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Attached is an Emergency Ordinance captioned:

**AUTHORIZING** the expenditure of funds for purchasing inexpensive paper products, such as paper plates and bowls, disposable cups, paper towels, tissues, napkins, and cutlery, and cleaning supplies such as dish soap, dish sponges, and sanitizer for use by City employees while at work at City facilities; **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.

The reason for the emergency is the immediate need to permit expenditure of funds for the purposes identified in this ordinance to promote employee health and morale, support operational efficiency, and maintain clean and sanitary City facilities.

The Administration recommends passage of this Emergency Ordinance.

cc: William “Billy” Weber, Assistant City Manager  
Virginia Tallent, Assistant City Manager