


June 11, 2025

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

**From:** Sheryl M. M. Long, City Manager  202501204

**Subject:** **Emergency Ordinance – Finance: Moral Obligation Payment to Eurofins Eaton Analytical, LLC**

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Attached is an Emergency Ordinance captioned:

**AUTHORIZING** the payment of \$7,920 from Employee Safety and Risk Management non-personnel operating budget account no. 212x135x1000x7289 as a moral obligation to Eurofins Eaton Analytical, LLC for outstanding charges related to industrial hygiene sample analysis services provided from April 23, 2025 to May 8, 2025.

Approval of this Emergency Ordinance authorizes the payment of \$7,920 from Employee Safety and Risk Management non-personnel operating budget account no. 212x135x1000x7289 as a moral obligation to Eurofins Eaton Analytical, LLC for outstanding charges related to industrial hygiene sample analysis services provided from April 23, 2025 to May 8, 2025.

The City inadvertently submitted industrial hygiene samples to Eurofins Eaton Analytical, LLC (Contractor) before receiving procurement approval on a change order to an existing Master Agreement (MA). The change order was denied because the type of analysis performed was outside of the scope of the MA. There are sufficient funds in Employee Safety and Risk Management non-personnel operating budget account no. 212x135x1000x7289 to pay Eurofins Eaton Analytical, LLC for the industrial hygiene sample analysis services.

The reason for the emergency is the immediate need to pay Contractor in a timely manner for the past due invoice.

The Administration recommends passage of this Emergency Ordinance.

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

Attachment