

**Department of Finance
& Management**

Memo

To: City Auditor

From: Chris Long, Director, Department of Finance and Management 

Cc: Director Pishotti, Department of Public Safety
Trisha Wentzel, Deputy Director

Date: December 1, 2025

Re: Ord 3163-2025

Section II.b. of the Food & Beverage Policy authorizes the Finance & Management Director to approve certain expenditures after the fact, based upon special circumstances.

With respect to the above ordinance, Public Safety Week was planned and approved far in advance of the final implementation. A miscommunication as well as staff turnover lead to the breakdown in not having the final purchasing documents in order prior to the event. The event did meet the Food and Beverage Policy regarding proper public purpose and the established per diem guidelines.

The Department of Finance & Management approves this request and the timing of such request. The vendors provided satisfactory services and are due payment. Please do not hesitate to let me know if you have any questions or need additional information.

Thank you.