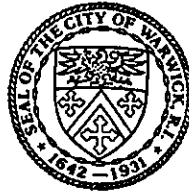


EXECUTIVE CHAMBER

CITY OF WARWICK



RHODE ISLAND

SCOTT AVEDISIAN
MAYOR

Memorandum

To: Bruce Keiser, Finance Director

From: Mayor Scott Avedisian 8

Date: January 18, 2018

Subj: **Section 3-3 Emergency purchases related to the sudden and accidental losses sustained due to flooding at the City Hall Annex Building**

The City of Warwick is requesting an emergency authorization for replacement of any and all necessary supplies, (i.e.; including but not limited to computers, electronics, office equipment, supplies and staff) due to the sudden and accidental flooding at City Hall Annex Building. Departments covered by this emergency request are:

- Building Department
- City Council Office
- Community Development
- MIS Department
- Personnel Department
- Planning Department
- Tax Collectors
- Tax Assessors

Immediate replacement of supplies is essential so the City is able to maintain uninterrupted services to the public. In an effort for continued accountability and transparency, all items purchased under said 3-3 Emergency Purchases must be detailed in a spreadsheet, maintained by each Department Head, which both identifies and describes the purchase(s) as well as the loss the purchase replaces.

Based on the urgency and necessity to continue to serve the public efficiently and effectively, I am approving the emergency purchases related to the sudden and accidental flooding sustained at the City Hall Annex Building under the provision of the City Charter Section 3-3, No.6.

Cc: Patricia Peshka, Purchasing Agent
Edgar Ladouceur, Finance Committee Chair