



Emergency Executive Order No. 2020-007

Expenditure Limits

Purpose:

To limit certain expenditures without approval of the City Administrator.

Discussion:

- I. On February 29, 2020, Washington Governor Jay Inslee proclaimed a State of Emergency due to the public health emergency posed by the spread of the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- II. On March 2, 2020, Mayor Thomas proclaimed a State of Emergency in the City of Monroe due to the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- III. Pursuant to chapter 38.52 Revised Code of Washington and chapter 2.60 Monroe Municipal Code, Mayor Thomas has broad authority to issue, amend, and rescind orders, rules, and regulation on matters reasonably related to the protection of life and property related to a proclaimed emergency.
- IV. On March 18, 2020, Washington Governor Jay Inslee issue Proclamation 20-20 waived and suspended Department of Revenue interest, fees, penalties, and due dates.
- V. On March 23, 2020, Washington Governor Jay Inslee issue Proclamation 20-25 prohibiting all non-essential businesses in Washington from conducting business.
- VI. Due to the stay at home order, business closures, social distancing requirements, reduced building activity, delayed tax payments, and reduced spending in general:
 - a. The City of Monroe's general fund revenues are currently forecasted to be reduced by 6 – 10% in 2020.
 - b. It is uncertain as to the impact to other fund's revenues including REET, sewer, water, and stormwater.
- VII. It is uncertain how long the current stay at home order and related measures will last and, once lifted, it is uncertain as to the rate of general economic recovery or the resultant fiscal impacts to the City of Monroe.
- VIII. The Mayor finds it is necessary to limit expenditures immediately to ensure that there are more options for the Mayor and the Council to address changes in revenue as they will be realized in the upcoming weeks and months.

Action:

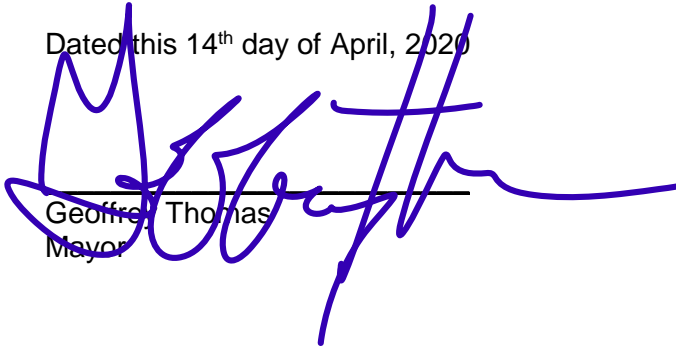
- I. Effective immediately, expenditures shall not be made on the following items without the written approval of the City Administrator:
 - Travel, training, conferences, accommodations, and similar activities.
 - Certifications, subscriptions, association and membership dues, and similar items.
 - Tuition reimbursement.
 - Capital equipment expenditures exceeding \$5,000, including but not necessarily limited to replacement of equipment and furniture.
 - Contracts that have not been executed.

- II. Effective immediately, vacant positions (including seasonal, part-time, full-time, and temporary) shall not be advertised and shall not be filled without written approval of the City Administrator.

Effective:

This Emergency Executive Order shall remain in effect until cancelled, suspended, or upon the issuance of a proclamation ending the emergency, whichever shall occur first.

Dated this 14th day of April, 2020



Geoffrey Thomas
Mayor