



City of Tenino

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March 16, 2020

All City of Tenino Employees

Re: Emergency Fiscal Policy

The attached Emergency Fiscal Policy is to be implemented immediately. Briefly, its purpose is to:

- Provide the ground rules for any procurement action to be taken in support of our response to the COVID-19 emergency.
- Announce the suspension of certain actions or processes that impact the City's budget.
- Caution all concerned that by taking sweeping action to better posture the City to respond to the COVID-19 emergency, we have increased the level of scrutiny to which such actions will be exposed. We must ensure that any action taken to procure goods or services in the name of remediating the COVID-19 situation must, in fact, be aimed at such remediation.

The policy will be in effect until further notice.

Thank you,

Wayne Fournier
Mayor,
City of Tenino

Enclosure
as stated

City of Tenino

Emergency Fiscal Procedures

- 1. Definition of “emergency:** “Emergency” as defined in RCW 39.04.280(3) means any unforeseen circumstances beyond the control of the municipality that either present a real, immediate danger to the proper performance of essential functions, or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. This includes declared federal or state disasters, as well as local agency-declared disasters.

- 2. Policy.**
 - A.** Whenever an emergency is declared, such declaration or proclamation will outline the general financial considerations relative to the emergency. Whenever the declaration or proclamation suspends regular procurement procedures, suspends collection or enforcement actions, or suspends or modifies any personnel process that relates to employee pay, the following policy will be in effect from the effective date of the declaration or proclamation until the date the emergency has been declared to have ended.

 - B.** For the duration of the emergency, City Council approval is not required to be obtained prior to entering into a contract for goods or services required as a bona fide response to the emergency declared or proclaimed. City Council is to be notified at their next regular meeting of any such contract so entered.

 - C.** Only the Mayor shall have authority to enter into contracts that would normally require the use of formal bids, informal bids, or the Small Works Roster.

 - D.** The Mayor may delegate to the Department Heads the authority to enter into contracts that would not normally require either the bid process or the Small Works Roster process.

 - E.** There can be no waiver or suspension of the requirement to pay prevailing wages, the requirement for retainage, or the requirement for performance, and payment bonds.

 - F.** Properly licensed, bonded, and insured contractors will be used to the extent practicable, but the primary interest is to procure the needed goods or services to alleviate the immediate situation.

 - G.** The requirement to have a business license issued either by the City or the State of Washington, or to be current with respect to the payment of B&O taxes is suspended.

- H. Restrictions on the use of City Credit cards are modified for the duration of the emergency as follows:
 - (1) The Mayor shall have the authority to direct the use of a City credit card for any amount less than \$5000 per transaction.
 - (2) If directed by the Mayor, the Clerk/Treasurer shall suspend any monthly transaction caps. (The cards may be used to purchase any amount per month up to the authorized limit set by the Credit Card Issuer).
- I. Provided, however, that all procurement actions taken under authority of paragraphs A through G, inclusive, must have some rational connection to the reasons for the emergency at hand.
- J. The Mayor shall have the authority to authorize the hire of Temporary Employees without regard to normal budget processes.
- K. Normal personnel actions that have a budgetary effect are suspended for the duration of the emergency. (e.g., no annual Step Increases, no payout of accrued benefits, no award of any authorized stipend, suspension of ongoing hiring processes, etc.)
- L. The suspension of accrual of any interest, penalty, or fine related to any process or service provided by the City does not constitute a waiver of any right on the part of the City. The intent behind such suspension is to keep a bad situation from becoming worse during the period of emergency; it is not a means of debt forgiveness.
- M. The suspension of any utility disconnection is likewise intended solely a means of preventing a worsening of conditions during the emergency, not a waiver of any such right on the part of the City. Such actions shall be resumed after the emergency has ended.

3. Internal Controls.

- A. The City Council must, within two weeks of the award of any contract issued under emergency conditions, enter a written finding of an emergency into the public record.
- B. The Clerk/Treasurer shall publish a schedule outlining the appropriate Budget Accounting and Reporting System (BARS) codes to be used to allocate any cost associated with planning for, responding to, or cleaning up after the emergency.
- C. The Finance Committee, at the first meeting following the end of the emergency, shall prepare a statement setting forth all categories of expenditures related to the planning, response, or cleaning up after the emergency and shall issue a report certifying those expenses for filing with the next Annual Financial Report.