



EMERGENCY ORDER
IN AND FOR THE CITY OF SEQUIM, WASHINGTON
No. 2020-30A

Amending Emergency Order 2020-30 to adjust the amount of City Rainy Day Funds allocated to the Sequim-Dungeness Valley Chamber of Commerce to offset the cost of administering Small Business Rapid Relief grants.

Policy/Budget (Council) **City Clerk use only:** Presented to Council _____
Administrative (City Manager)

On March 16, 2020, at a special meeting of the City Council of the City of Sequim, the City Council issued a Proclamation of Civil Emergency due to the novel corona virus (COVID-19) outbreak that was identified as a pandemic by the World Health Organization on March 11, 2020.

The Proclamation of Civil Emergency was issued pursuant to Sequim Municipal Code 2.60, RCW 35A.38.010, and RCW 38.52.070(2) based on the public health threat posed by COVID-19, and is consistent with concurrent emergency declarations issued by the President of the United States and the Governor of the State of Washington.

On June 22, 2020, in Emergency Order (EO) 2020-30, the Sequim City Council authorized additional expenditures from the City's Rainy Day fund to support the Small Business Rapid Relief Program that was first established under Emergency Order 2020-19. The additional expenditure included \$60,000 to fund more grants to local businesses, and an amount up to 2% of the new grant amount (i.e., 2% of \$60,000, or \$1,200) to be paid to the Sequim-Dungeness Valley Chamber of Commerce (Chamber) to help them offset the costs of administering the program. The City contracts with the Chamber to perform this service, and the original contract had not provided for any compensation at all for this work.

On July 14, 2020, the City and the Chamber executed an addendum to the contract that memorialized the Council's desire to compensate the Chamber for their administrative services upon receipt of invoices for actual hours and materials.

On July 24, 2020, the Chamber presented the City Administrative Services Department with an invoice detailing actual hours and materials expended on grant administration. The City paid the full amount of the invoice (\$4,944) rather than limiting it to the \$1,200 that was set forth in the contract addendum and Emergency Order 2020-30.

The City has determined that it would be an unproductive use of resources to recover the \$3,744 overpayment from the Chamber, especially given that the \$4,944 amount the Chamber has now been paid is actually fair compensation for the services they've provided thus far. Therefore, we are issuing this amendment to Emergency Order 2020-30 to authorize payment to the Chamber of \$4,944. Any further



payment to the Chamber must be handled through an addendum to the contract and/or an Emergency Order, with authorization from the City Council.

All other provisions of EO 2020-19, EO 2020-30, and the contract between the City and the Chamber remain in full force and effect.

NOW, THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:

Section 1. Amending Emergency Order 2020-30. Emergency Order 2020-30 is amended to authorize the payment of \$4,944 already made to the Sequim-Dungeness Valley Chamber of Commerce to compensate them for administering the Small Business Rapid Relief Program. This amount is \$3,744 more than the amount set forth in EO 2020-30.

Section 2. Presentation, Ratification, Termination. Emergency Orders issued under the March 16, 2020 Proclamation of Civil Emergency will be filed with the Legal Department and presented by the City Clerk as soon as practicable to the City Council for ratification and confirmation, modification, or rejection, if applicable.

Rejected orders will be void after the Council vote rejecting them.

Until such time as Council acts, Emergency Orders will be considered in full force and effect.

Section 3. Duration. Unless modified, extended, or terminated by the Sequim City Council or Sequim City Manager as applicable, this Emergency Order is effective immediately and remains in effect until such date and time as the Governor's Proclamations and amendments are lifted.

SIGNED this 3rd day of August, 2020, at _____ hours.

CITY OF SEQUIM

A handwritten signature in cursive script that reads "Charles P. Bush".

Charles P. Bush, City Manager

Approved as to form:

A handwritten signature in cursive script that reads "Kristina Nelson-Gross".

Kristina Nelson-Gross, City Attorney

Attest:

A handwritten signature in cursive script that reads "Sara McMillon".

Sara McMillon, City Clerk