



**EMERGENCY ORDER**  
**IN AND FOR THE CITY OF SEQUIM, WASHINGTON**

No. 2020-37

**Regarding amendment of contract with Washington Department of Commerce for additional funds received by the City of Sequim pursuant to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and the State of Washington’s Coronavirus Relief Funds (CRF).**

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 coronavirus (COVID-19) outbreak that had been identified as a pandemic by the World Health Organization on March 11, 2020. The Proclamation 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.

Subsequent to Governor Inslee’s issuance of “Stay Home Stay Healthy” and “Safe Start” Proclamations, Washington State and local governments like the City of Sequim have issued a series of orders and guidelines aimed at controlling the spread of the disease and establishing programs to ameliorate the pandemic’s impact on the public. These measures and programs have resulted in increased and unbudgeted costs for the City.

Early in the crisis, the federal government passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide economic stimulus and emergency financial relief to the American public, including local governments. The CARES Act provided money to the states, which then distributed grants to local governments. The Washington State Department of Commerce administers and oversees the CARES Act funding distributed to Washington’s local governments, including Sequim.

On May 26, 2020, after being awarded \$230,850 in CARES Act funding for emergency-related costs incurred between March and October, 2020, the City Council authorized contracting with the Washington Department of Commerce to receive the money. The funds received are earmarked for specific necessary expenditures related to the COVID-19 emergency in six cost categories: 1) medical expenses; 2) public health expenses; 3) payroll expenses for public employees dedicated to COVID-19; 4) expenses that facilitate compliance with COVID-19 measures; 5) economic supports; and 6) other COVID-19 expenses.

On September 10, 2020, the City was notified of an additional \$115,425.00 in CARES Act funding, and the Department of Commerce has prepared an amendment to the CRF contract between it



and the City of Sequim to provide for the additional grant amount. The purpose of the amendment is to “provide additional funding for costs incurred due to the public health emergency ... during the period of March 1, 2020 thru [sic] November 30, 2020.” Otherwise, the same contract terms earlier approved by the City Council remain in effect.

On September 11, 2020, City Manager Charlie Bush executed the contract amendment to accept the additional CARES Act funds.

The CARES Act funds in the total amount of \$346,275.00 could be the subject of a budget amendment later in the year.

Because this Emergency Order has policy and budget ramifications, it is being brought before Council for ratification.

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

**Section 1. Amendment of Contract with Washington Department of Commerce:** City Manager Charles Bush is authorized to execute Amendment A to the Contract with the Washington Department of Commerce and accept the additional \$115,425.00 grant money provided, on the terms and conditions of the original Contract and its attachments.

**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 the Contract with the Washington Department of Commerce is terminated or expires.

SIGNED this 22nd day of September, 2020.

CITY OF SEQUIM

Handwritten signature of Charles P. Bush in black ink.

Charles P. Bush, City Manager

Approved as to form:

Handwritten signature of Kristina Nelson-Gross in black ink.

Kristina Nelson-Gross, City Attorney

Attest:

Handwritten signature of Sara McMillon in black ink.

Sara McMillon, City Clerk