

## RESOLUTION NO. R20-18

### CITY OF LAUREL'S EMERGENCY FINANCIAL CONTINUITY OPERATIONS PLAN

WHEREAS, in response to the ongoing COVID-19 pandemic, the Mayor declared a State of Emergency for the City of Laurel in order to implement mitigation measures and activate all City of Laurel Emergency Operation Plans; and

WHEREAS, the President of the United States and Montana's Governor continue to issue additional guidelines and restrictions on public meetings, groups and gatherings designed to slow the rate of infection throughout the United States; and

WHEREAS, the continuing restrictions may make it impossible for the City of Laurel to continue to provide essential public services since conducting day to day business is becoming more difficult, if not impossible, in light of the severity and length of the restrictions; and

WHEREAS, in order to protect the health, safety, and welfare of the citizens and employees of the City of Laurel, the City Council and Mayor have designed and approved an alternative procedure to enable the City to continue operations and to continue to conduct day to day business.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the following Financial Procedure may be utilized to continue City Operations until the Mayor terminates the Emergency Declaration issued on March 16, 2020:

Authorizing/verification of City Claims and Payroll. All claims and payroll reports must be authorized by a signature from the following:

- Mayor and Clerk/Treasurer.
- If the Mayor is not available, the Council President and Clerk/Treasurer.
- If the Council President is not available, the Council Vice-President and Clerk/Treasurer.
- If the Council Vice-President is not available, any Council Member and Clerk/Treasurer.
- If there are no Council Members available, the City Attorney and Clerk/Treasurer.
- If the Clerk/Treasurer is not available, the Deputy Clerk may sign.

Approving Purchase Requisitions. Purchase requisitions (\$5,000.00 to \$79,999.99) that MUST be approved when the Budget and Finance Committee is unable to meet due to COVID-19, must be unanimously agreed upon and authorized by a signature from the following:

- Mayor and Council President.
- If the Council President is not available, the Mayor and the Council Vice-President.
- If the Council Vice-President is not available, the Mayor and any Council Member.
- If there are no Council Members available, the Mayor and the City Attorney.

If unavailable, the Mayor may authorize the Council President to sign all documents in his absence.

If unavailable, the City Clerk/Treasurer may authorize the Deputy Clerk to sign all documents in her absence.

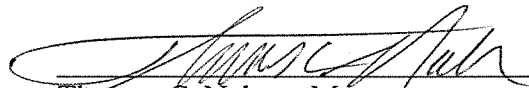
BE IT FURTHER RESOLVED, that all actions taken under the Emergency Financial Operations Plan will be reviewed by the Mayor, and retroactively approved by the City Council after the Emergency Declaration is terminated by the Mayor.

Introduced at a regular meeting of the City Council on March 24 2020, by Council Member Eaton.


PASSED and APPROVED by the City Council of the City of Laurel, Montana, this 24<sup>th</sup> day of March 2020.

APPROVED by the Mayor this 24<sup>th</sup> day of March 2020.


CITY OF LAUREL

  
Thomas C. Nelson, Mayor

ATTEST:

  
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Bethany Langve, City Clerk/Treasurer

Approved as to form:

  
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Sam S. Painter, Civil City Attorney