

EXECUTIVE CHAMBER

CITY OF WARWICK



RHODE ISLAND

SCOTT AVEDISIAN
MAYOR

EXECUTIVE ORDER 2018-02

Establishing budget code 18-400 for emergency 3-3 purchases related to the losses sustained at the City Hall Annex Building due to the flooding

WHEREAS: On January 8, 2018, the City Hall Annex Building, located at the City Hall Complex, 3275 Post Road, Warwick, Rhode Island, sustained significant damage caused by an accidental flooding from a burst heating pipe. The City's Planning Department has since undertaken the task of managing the relocation and maintenance of all Annex Building supplies, electronics, records and personnel to temporary offices located at 51 Draper Avenue, Warwick; and,

WHEREAS: As the assessment process continues, it is essential to the functionality of the Building Department, City Council Office, Community Development, MIS Department, Personnel Department, Planning Department, and the Tax Collector's and Assessor's Departments that replacement of any and all necessary supplies, (i.e.; including but not limited to computers, electronics, office equipment and staff) be replaced immediately so that the City may continue to provide uninterrupted services to the public; and,

WHEREAS: In an effort to provide full accountability and transparency, all items purchased under said 3-3 Emergency Purchases must be detailed in a spreadsheet, maintained by each Department Head, that both identifies and describes the purchase(s) as well as the loss the purchase replaces; and,

WHEREAS: Additionally, the Finance Director has established procedures for submission of requisitions for *any and all* replacement expenses incurred by the City of Warwick; The procedures are detailed in a memorandum from the Finance Department to all affected Departments; and,

WHEREAS: The expenditures for Annex flood-related expenses will be charged to the budget code 18-400 (contingency), and such Departmental expenses will be as detailed and maintained by each Department Head and by the Finance Department; and,

NOW THEREFORE BE IT RESOLVED that I, Scott Avedisian, Mayor of the City of Warwick establish budget code 18-400 for all purchases made under the Emergency 3-3, purchases related to the sudden and accidental losses sustained due to flooding at the City Hall Annex Building.

THIS EXECUTIVE ORDER SHALL TAKE EFFECT IMMEDIATELY UPON SIGNATURE.


Mayor

Date: 19 January 2018