
CITY OF ROCHESTER INTEROFFICE MEMORANDUM

TO: DEPARTMENT HEADS
FROM: SHODA BEEHLER, CLERK-TREASURER
SUBJECT: SUSPENSION OF NON-ESSENTIAL SPENDING, UNTIL FURTHER NOTICE
DATE: MARCH 20, 2020

To All City Departments;

As the fiscal officer of the City of Rochester, it is my responsibility to ensure that the City maintains a healthy fiscal operation. As the coronavirus pandemic continues to evolve and we monitor the Federal and State directives, I would be remiss to ignore the impact to our operations and ability to maintain operations through this pandemic. With that said, **effective immediately**, I am suspending any and all non-essential spending with these guidelines:

- A. Any projects/contracts that have been entered into and signed prior to 3.20.2020 must be reviewed by myself and Mayor Denton for determination of continuing or suspending.
- B. Any projects that have been discussed or voted on, but not started, will be suspended until further notice.
 - a. This excludes operational impacted projects following discussion with myself and Mayor Denton
 - b. Repair and Maintenance items critical for operation must be discussed with myself and Mayor Denton.
- C. Capital purchases are suspended until further notice
 - a. A purchase that has already been committed, such as, vendor has been notified to proceed will be processed.
 - b. No new purchases will be made unless it is critical to operations
- D. All other purchases will be limited to essential operational needs only. Please speak with myself and Mayor Denton if you are unsure of the purchase you wish to make.

Thank you for your cooperation in this matter and please communicate this directive to any employees authorized to purchase on city accounts at local stores and all employees **MUST** get prior authorization from their department head before making a purchase.

Thank You,
Shoda D. Beehler, IAMC