

FILED

MAR 27 2019

GALE A. NEULIEP  
CLERK OF COURT  
CITY OF MICHIGAN CITY

**EXECUTIVE ORDER: 03-2020**

**AN EXECUTIVE ORDER REQUIRING THE IMMEDIATE IMPLEMENTATION OF MEASURES TO PREPARE THE CITY OF MICHIGAN CITY FOR POTENTIAL FINANCIAL HARDSHIP TO THE 2020 CITY BUDGET RESULTING FROM THE CORONAVIRUS PANDEMIC**

**WHEREAS**, unfortunately, these are historic times, and our City is facing a challenge unlike none we have experienced in this modern era due to the coronavirus pandemic, which has plagued our Country and the State of Indiana; and

**WHEREAS**, as a result of this pandemic, the Blue Chip Casino in Michigan City, Indiana tentatively closed commencing on March 16, 2020, and, it is uncertain as to exactly when the Blue Chip Casino will reopen; and

**WHEREAS**, the City receives considerable funding each year from Blue Chip Casino, and the City relies on a percentage of the same for its annual operating budget; and

**WHEREAS**, in addition to the loss of funding from Blue Chip Casino, on March 19, 2020, Governor Holcomb issued Executive Order #20-05 declaring that property taxes are still due on May 11, 2020, however, directed that counties waive penalties on payments made after May 11, 2020, for a period of 60 days. Said waiver is not applicable to tax payments which have been escrowed by financial institutions on behalf of taxpayers; and

**WHEREAS**, it is anticipated that the sixty (60) day waiver of penalties for property taxes has the potential of affecting the City's cash flow for the 2020 budget; and

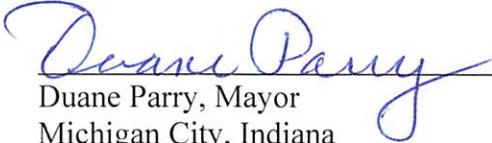
**WHEREAS**, because of the unknown foregoing circumstances that have the potential of affecting the City's 2020 budget, I find that an immediate need exists for the various City Departments to take necessary steps to reduce, at least temporarily, the City's operating costs; and

**WHEREAS**, to reduce and control City government expenditures and to prepare for the possible negative financial impact the City may endure as a result of the coronavirus pandemic, prudent fiscal management practices dictate that the best interests of the City will be served by the following: a.) implementation of a hiring freeze; b.) requiring Mayoral approval before any capital projects or capital expenditures move forward; and c.) require City Departments to strictly monitor, modify, and/or attempt to reduce or eliminate unnecessary overtime expenditures.

**NOW, THEREFORE, BE IT ORDAINED, I, Duane Parry, Mayor of Michigan City, Indiana, do hereby issue the following Executive Order:**

1. A temporary hiring freeze is hereby imposed on all permanent (full-time and part-time) employment positions as well as seasonal employment positions within the City. During this temporary hiring freeze, no vacancy shall be filled without the written authorization of the Mayor. This restriction does not apply to the Port Authority, Water Department, or the Sanitary District, other than for positions paid out of the Refuse Fund.
2. Any and all 2020 capital projects and capital expenditures, whether budgeted or not, shall not proceed forward without the written authorization of the Mayor and the City Controller. Capital projects and capital expenditures, which are under the supervision, authorization, and control of the Port Authority; Redevelopment Commission and funded by TIF funds; capital projects of the Water Department; and capital projects of the Sanitary District, other than those paid for out of the Refuse Fund or the Storm Water Fund, are exempt from this Order.
3. Each City Department Head shall immediately review, monitor, modify, and/or attempt to reduce or eliminate unnecessary overtime expenditures in their respective departments. In addition, each City Department Head shall immediately look for cost-savings measures in their respective department and advise and communicate the same to the Mayor.
4. All departments, offices, commissions, and officers of the City are directed to cooperate in the implementation of the provisions of this Order.
5. This Order is to be effective immediately and shall remain in effect until December 31, 2020 unless otherwise ordered by the Mayor. The City Clerk is requested to disseminate copies of this Order to the members of the City Council, all City Boards and Commissions, and all City Department Heads. All City Department Heads shall take the necessary steps to make all City employees in their departments aware of the provisions of this Order.

Dated this 27<sup>th</sup> day of March, 2020.

  
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Duane Parry, Mayor  
Michigan City, Indiana