GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2020-057
April 6, 2020

SUBJECT: Fiscal Year 2020 Expenditure Restrictions: Restrictions on Certain Non-Personal Services Expenditures, Restrictions on Certain Personnel Actions, and Freeze on Travel and Training

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by sections 422 and 449 of the District of Columbia Home Rule Act, 87 Stat. 790, Pub. L. 93-198; D.C. Official Code §§ 1-204.22 and 1-204.49 (2016 Repl.), and in accordance with the authority, requirements, and principles of sections 442(a)(1) and (c), 448(a)(1), and 603(d) and (e) of the District of Columbia Home Rule Act, 87 Stat. 790, Pub. L. 93-198; D.C. Official Code §§ 1-204.42(a)(1) and (c), 1-204.48(a)(1), and 1-206.03(d) and (e) (2016 Repl.), the District of Columbia Appropriations Act, 2020, approved December 20, 2019, Pub. L. 116-93, 133 Stat. 2455, the federal Anti-deficiency Act, 31 U.S.C. §§ 1341 *et seq.*, and the District Anti-Deficiency Act of 2002, effective April 4, 2003, D.C. Law 14-285, D.C. Official Code §§ 47-355.01 *et seq.*, it is hereby **ORDERED** that:

I. BACKGROUND

Due to the impacts of COVID-19, the District government faces a projected Fiscal Year 2020 revenue shortfall of at least $600 million. To address the revenue shortfall, the expenditure restrictions and restrictions on certain personnel actions, travel, and training set forth in this Order are hereby ordered.

II. NON-PERSONAL SERVICES EXPENDITURE FREEZE

The Office of the Chief Financial Officer shall freeze all expenditures of unencumbered and pre-encumbered local, special-purpose revenue, and dedicated tax revenue funds in the following comptroller source groups:

1. 20 - Supplies and Materials;

2. 40 - Other Services and Charges;

3. 41 - Contractual Services/Other;

4. 50 - Subsidies and Transfers, except for subsidies and transfers necessary to implement public benefit programs administered by the Child and Family Services Agency, Department of Aging and Community Living, Department of

Employment Services, Department of Energy and Environment, Department of Health, Department of Health Care Finance, Department of Human Services, Department of Youth Rehabilitation Services, Department on Disability Services, Office of Neighborhood Safety and Engagement, Office of the State Superintendent of Education, Office of Victims Services and Justice Grants, and the Non-Public Tuition paper agency; and

5. 70 - Equipment and Equipment Rental.

III. FREEZE ON HIRING AND CONTRACT STAFFING

1. There is hereby imposed on each agency a freeze on hiring, including hiring to fill vacant positions, except for the hiring of:

   a. Uniformed officers of the Metropolitan Police Department;

   b. Firefighters and emergency medical service providers of the Fire and Emergency Medical Services Department;

   c. Corrections officers of the Department of Corrections;

   d. District of Columbia Public Schools teachers and principals;

   e. Call takers and dispatchers of the Office of Unified Communications;

   f. Employees of the District of Columbia National Guard;

   g. Social workers and family support workers of the Child and Family Services Agency;

   h. Employees of St. Elizabeths Hospital;

   i. Service coordinators, service coordination supervisors, investigators, supervisory investigators, nurse practitioners, and Medicaid waiver specialists of the Department on Disability Services;

   j. Youth development representatives, supervisory youth development representatives, care coordinators, and medical and behavioral health employees of the Department of Youth Rehabilitation Services;

   k. Individuals with restoration rights mandated by law or regulation;

   l. An employee who received or receives a final written job offer on or before April 6, 2020, and who has a confirmed start date on or before April 27, 2020; and

m. Employees whose salaries are funded one hundred percent (100%) by federal or private funds.

2. There is hereby imposed on each agency a freeze on the use of a contract to augment agency staffing.

IV. FREEZE ON TRAINING AND TRAVEL

1. There is hereby imposed on each agency a freeze on training, seminars, and conferences, except for:

   a. Training, seminars, and conferences conducted by District government employees at District government facilities;

   b. Training, seminars, and conferences required by law to maintain certification necessary to carry out the employee's District government duties; and

   c. Training, seminars, and conferences funded one hundred percent (100%) by federal or private funds.

2. There is hereby imposed on each agency a freeze on travel, except for:

   a. Travel within the District or within fifty (50) miles of the District;

   b. Travel that is funded one hundred percent (100%) by federal or private funds (except for international travel, on which a freeze is imposed regardless of funding source); and

   c. Travel that is essential to accompany clients under the care of the Child and Family Services Agency, Department on Disability Services, Department of Youth Rehabilitation Services, or Office of the State Superintendent of Education.

V. FREEZE ON RAISES, PROMOTIONS, BONUSES, AND OTHER PERSONNEL-RELATED ADJUSTMENTS AND PAYMENTS

There is hereby imposed on each agency a freeze on:

1. Reclassifications (except for reclassifications that do not result in an increase in salary or pay);

2. Pay raises and other salary adjustments (except for step increases or cost of living adjustments required by law, regulation, court order, or a collective bargaining agreement);

3. Additional income allowances;

4. Bonuses;

5. Awards;

6. Payments and reimbursements of expenses incurred by prospective employees for pre-employment interviews; and

7. Payments and reimbursement of relocation expenses of new employees.

VI. WAIVERS

1. The City Administrator may waive any restriction set forth in this Order, if the City Administrator determines that:

   a. The waiver is necessary to respond to the coronavirus (COVID-19) public health emergency;

   b. The waiver is otherwise necessary for the public health, safety, or welfare;

   c. The waiver is necessary to carry out an essential function of the District government;

   d. The waiver will result in the generation of revenue for the District government; or

   e. The expenditure for which the waiver is requested is funded in whole or in significant part by federal or private funds.

2. To seek a waiver, an agency shall submit a waiver request to the Deputy Mayor to which the agency reports (or, in the case of an agency in the Government Operations cluster, to the Assistant City Administrator and, in the case of an agency that reports to the Executive Office of the Mayor, to the Mayor's Chief of Staff). The Deputy Mayor or Assistant City Administrator shall review each waiver request and submit to the City Administrator his or her recommendation whether to approve or disapprove the waiver request. With each recommendation, the Deputy Mayor or Assistant City Administrator shall provide a statement of the reasons for his or her recommendation.

3. The Mayor's Chief of Staff, in consultation with the City Administrator, may waive a provision of section III.1 or V. of this Order, with respect to an employee in the Excepted Service or Executive Service, or waive a provision of section II of this Order, with regards to non-personal services expenditures by the Executive Office of the Mayor, if it is determined that the waiver meets one of the criteria set forth in section VI.1.a–e of the Order.

4. Notwithstanding the foregoing paragraphs, no waiver request shall be submitted, and no waiver request shall be approved, for international travel.

VII. CONTROLS BY THE OFFICE OF THE CHIEF FINANCIAL OFFICER

The Office of the Chief Financial Officer shall, in consultation with the Office of the City Administrator, impose such obligation and expenditure controls as are appropriate to implement the limitations and restrictions imposed by this Order.

VIII. CONTROLS BY THE OFFICE OF CONTRACTING AND PROCUREMENT AND THE DEPARTMENT OF HUMAN RESOURCES

The Office of Contracting and Procurement and Department of Human Resources shall, in consultation with the Office of the City Administrator, impose such contracting, procurement, purchase card, and human resource controls as are appropriate to implement the limitations and restrictions imposed by this Order.

IX. PROHIBITIONS; PENALTIES FOR VIOLATION

1. No employee of the District government may make or authorize an expenditure, obligation, or personnel action that is inconsistent with this Order.

2. An officer or employee that violates this Order shall be subject to appropriate administrative discipline, including, when circumstances warrant, suspension from duty without pay or removal from office.

X. APPLICABILITY

1. This Order shall apply to all subordinate executive branch agencies of the District government.

2. This Order shall apply during Fiscal Year 2020.

XI. INDEPENDENT AGENCIES

Independent agencies are encouraged to comply with the provisions of this Order and to consult the Office of the City Administrator on the application of the provisions of this Order to their operations.

XII. EFFECTIVE DATE

This Order shall take effect at 12:01 a.m. on April 6, 2020.

MURIEL BOWSER
MAYOR

ATTEST: _____
KIMBERLY A. BASSETT
SECRETARY OF STATE OF THE DISTRICT OF COLUMBIA