



EMERGENCY ORDER
IN AND FOR THE CITY OF SEQUIM, WASHINGTON

No. 2020-01

Regarding closing City Hall to the public; limiting non-essential Police Department Services; providing for additional protections and safeguards for public meetings; closing all City playgrounds; limiting the Audubon Art Exhibit to digital access only; providing Utility Relief through offering payment plans for individuals and small businesses with fewer than 50 employees and discontinuing shut-offs and delinquency charges.

Policy (Council) **City Clerk use only:** Presented to City Council _____

Administrative (City Manager)

On March 16, 2020, at a special meeting of the City Council of the City of Sequim, the City Council issued a Proclamation of Civil Emergency due to the novel corona virus (COVID-19) outbreak that was identified as a pandemic by the World Health Organization on March 11, 2020.

The Proclamation of Civil Emergency was issued pursuant to Sequim Municipal Code 2.60, RCW 35A.38.010, and RCW 38.52.070(2) based on the public health threat posed by COVID-19 and is consistent with concurrent emergency declarations issued by the President of the United States and the Governor of the State of Washington.

NOW, THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:

Section 1. Closing City Hall and other facilities to the public. To protect the public and City staff, the Sequim Civic Center will close to the public beginning on Tuesday, March 17 at 7:30 a.m. due to the threat of COVID-19. Guy Cole Event Center is also closed to new rentals. Existing rentals will be cancelled and refunded.

Section 2. Limiting Police Department duties. The Police Department will continue to provide essential services, such as emergency response. Non-essential services, such as fingerprinting and concealed weapons permits, will not be provided.

Section 3. Additional safety protocols for meetings of the City of Sequim City Council; Planning Commission; Parks, Arbor and Recreation Board; and City Arts Advisory Commission. All non-essential meetings are cancelled. Non-essential meetings include those of the Planning Commission, the Parks, Arbor and Recreation Board, and the City Arts Advisory Commission. If any of these bodies need to meet, they will follow the procedures as identified below for the City Council.

For City Council meetings, the Council will determine protocols on a case-by-case basis, with the next meeting, March 23, 2020, conducted remotely. Beginning on Monday, March 23 the City will be streamlining content of the meetings to essential City business. City Council members will attend the meeting online. Staff will reconfigure meeting areas to comply with social distancing requirements.



The public is strongly discouraged from attending meetings in person to help prevent spread of the virus. There will be no in-person general public comment. Members of the public who wish to comment may send them to the City Clerk, whose information is available on the City’s website.

Section 4. Playground closures. Effective March 18, 2020 all City playgrounds will be closed. Other areas remain open at this time.

Section 5. Audubon art exhibit. The City’s Audubon exhibit will be digital. An online opening will occur on Friday, April 3rd, 2020. Links to the exhibit will be posted on the City and Audubon’s respective websites.

Section 6. Utility Relief Program. The City will not be disconnecting utility customers during the COVID-19 emergency. City staff will make utility payment arrangements with customers in hardship situations to work out a payment plan or possibly discount billing on water and sewer utilities. The City also recognizes that this plan may require adjustments depending on COVID-19 economic circumstances. The City is also discontinuing delinquency charges during this time.

Section 7. Presentation, Ratification, Termination. Emergency Orders issued under the March 16, 2020 Proclamation of Civil Emergency will be filed with the Legal Department and presented by the City Clerk as soon as practicable to the City Council for ratification and confirmation, modification, or rejection.

Rejected orders will be void after the Council vote rejecting them.

Until such time as Council acts, Emergency Orders will be considered in full force and effect.

Section 8. Duration. Unless modified, extended, or terminated by the Sequim City Council or Sequim City Manager as applicable, this Emergency Order is effective immediately and remains in effect until **March 31, 2020 at 11:59 p.m.** hours.

SIGNED this 23rd day of March, 2020, at _____ hours, NUNC PRO TUNC.

CITY OF SEQUIM

Charles P. Buge
, City Manager

Approved as to form:

Kristina Nelson-Gross
Kristina Nelson-Gross, City Attorney

Attest:

Sara McMillon
Sara McMillon, City Clerk