



EMERGENCY ORDER
IN AND FOR THE CITY OF SEQUIM, WASHINGTON

No. 2020-28

Regarding the conduct of agency public meetings, including meetings of the Sequim City Council, advisory boards, and commissions, during the City’s phased reopening from the COVID-19 emergency shutdowns; Establishing penalties for violations.

Policy/Budget (Council) **City Clerk use only:** Presented to 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 coronavirus (COVID-19) outbreak that had been 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.

Beginning on March 23, 2020, with Governor Inslee’s issuance of Proclamation 20-25 “Stay Home Stay Healthy”, Washington State and local governments began to issue orders designed to stop the spread of the virus. The orders established shelter-in-place and social distancing guidelines, described essential activities, and closed businesses and schools. Over the ensuing weeks, new or revised emergency proclamations and orders have been issued by the State and local governments, including the City of Sequim, allowing phased reopening of some businesses and facilities, and establishing programs to ameliorate the impact of the pandemic on the public.

On June 26, 2020, the City Manager determined that in order to protect the public from the COVID-19 pandemic and comply with State mandates and guidelines for county-by-county “Safe Start” plans as set forth in Governor Inslee’s Proclamation 20.25 and its amendments, Sequim’s agency meetings when conducted in person will be conducted with certain guidelines in place.

Members of the City Council have expressed to staff their desire to hold City of Sequim meetings in person as soon as it is permitted, practicable, and safe.

When the City Manager authorizes a public meeting in the Council Chambers, the City will follow the guidelines below:

GUIDELINES FOR MINIMAL GATHERINGS

- **Public Attendance:** When mandates or guidelines prohibit in-person attendance by the public or make public attendance impractical, the public may “attend” meetings by listening to audio streamed online or by telephone and may participate by virtual means.



- **Councilor, Commissioner, or Board Member Attendance:** Depending on State mandates in effect, the City Manager may establish the number of commissioners or board members who may attend meetings in person while maintaining six feet of social distance while seated at the dais. Other elected or appointed officials will participate from a different location using video or teleconferencing.
- **Staff Attendance:** Depending on State mandates in effect, the City Manager may establish the number of staff who may attend meetings. Staff person(s) will maintain six feet of social distance from other attendees. Other staff may participate from a different location using technology.
- **Traffic Flow:** Elected officials, board or commission members, and staff persons will enter the Council Chambers through the Sequim Civic Center lobby and exit through the break room and doors located in the rear of the building in a manner that maintains six feet of social distance.
- **Protective Face Coverings:** All elected or appointed officials and employees attending in-person meetings must wear masks or other face coverings to assist in blocking the transmission of particles potentially containing novel coronavirus.
- **Hand Sanitization:** Hand sanitizer or hand wipes will be available at each seat for the use of elected officials or board or commission members, and available at the door of the Council Chambers for staff use.
- **Seating:** All cloth chairs are to be removed from the Council Chambers and replaced with hard surface chairs that can be disinfected.
- **Frequent Cleaning and Disinfection:** Before and after each meeting the dais, chairs, microphones, desks, and other surfaces will be disinfected.
- **Burkett Room Closed:** Since it is not possible to maintain social distance in the Burkett Room, the room is not available for use. Any in-person executive sessions must be held in a location where social distancing is possible.

GUIDELINES FOR MEETINGS WITH PUBLIC ATTENDANCE

- **Paperless Agendas:** Paper meeting agendas will not be distributed, and a paper meeting packet will not be made available at the door of the Council Chambers. An electronic display of the agenda will be made available. Use of paper for any purpose is strongly discouraged due to the potential for transmitting virus.
- **Public Attendance:** Gatherings will be limited to the size mandated or recommended by the Governor at the time of the meeting. The City Manager will establish the number of members of the public who may attend meetings in person based on State guidelines in effect. The public also may attend virtually by listening to audio streamed online or by telephone.
- **Public Seating:** Seats in the Council Chambers and lobby of the Civic Center will be spaced six feet apart and located within designated areas, marked by tape. Audio broadcast of the meeting can be heard in the lobby, and video broadcast also may be available.



- **Public Participation:** In order to provide social distancing during in-person meetings, one person at a time may speak at the podium in front of the dais. People speaking during open public comment periods or hearings will not be required to sign in, but at the designated time will be asked by the meeting presider to line up behind the podium in six feet increments, delineated by tape. A telephonic method for virtual participation also will be available for people who cannot attend in person. People participating remotely will speak when called upon by staff or the meeting presider at the appropriate time on the agenda.
- **Councilor, Commissioner, or Board Member Attendance:** Councilors, commissioners, or board members may attend meetings in person while maintaining six feet of social distance while seated at the dais. Officials may choose to participate from a different location using video or teleconferencing. The number of officials in attendance may be limited by the City Manager based on State mandates in effect.
- **Staff Attendance:** Depending on State orders in effect at the time, the City Manager may authorize an established number of staff persons to attend in person. Staff in attendance must maintain six feet of social distance from other attendees. Other staff may participate from a different location using technology.
- **Traffic Flow:** Elected officials, board or commission members, and staff will enter the Council Chambers through the Sequim Civic Center lobby and exit through the break room and doors located in the rear of the building. Members of the public will enter through the lobby and exit using the glass doors located near the Burkett Room. Traffic flow will be marked with tape.
- **Protective Face Masks:** All officials, employees, and members of the public attending in-person meetings must wear masks or other face coverings to assist in blocking the transmission of particles potentially containing novel coronavirus. The City will provide protective face masks to any member of the public who does not have a mask.
- **Hand Sanitization:** Hand sanitizer or hand wipes will be available at each seat for the use of elected officials or board or commission members, and available at the door of the Council Chambers for the use of staff or the public.
- **Seating:** All cloth chairs, except for those at the dais, are to be removed from the Council Chambers and replaced with hard surface chairs that will be disinfected by staff.
- **Frequent Cleaning and Disinfection:** Before and after each meeting, the dais, chairs, microphones, desks, and other surfaces will be disinfected.
- **Burkett Room Closed:** Since it is not possible to maintain social distance in the Burkett Room, the room is not available for use. Any in-person executive sessions must be held in a location where social distancing is possible.

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

Section 1. Adopting Guidelines. Pursuant to the State’s “Safe Start” plan, the meeting guidelines recited above are hereby adopted and take effect immediately. If at any time the State’s Safe Start plan changes, the City will adjust its meeting guidelines to reflect the public health mandates and recommendations in place at the time.



Section 2. Penalty for Violation. Persons who violate the City’s orders are subject to the penalties as set forth in SMC 2.60.140.

Section 3. 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, if applicable.

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 4. 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 all applicable COVID-19 emergency orders and proclamations have been lifted.

SIGNED this 19th day of August, 2020, at 9:46 hours.

CITY OF SEQUIM

~~Charles P. Bush, City Manager~~
Charisse Deschenes, Acting City Manager
Attest:

Sara McMillon, City Clerk

Approved as to form:

Kristina Nelson-Gross, City Attorney