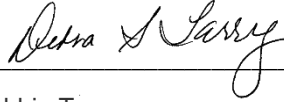




TEMPORARY EMERGENCY ORDER of the City Manager

COVID-19 Public Health Emergency Waiver/Suspension of Recreation Program Refund Request Deadlines			Category: COVID-19
			Number: 2
			Classification: Parks, Financial
Effective Date: 03/02/2020 – 03/22/2020	Waiver/ Suspends: SMC 3.01.300(J); Policy 1000-04, Section 5.3.6	Policy Originator: City Manager	Approved By: City Manager  <hr style="width: 100%;"/> Debbie Tarry

1. PURPOSE:

The purpose of this Temporary Emergency Order is to provide a temporary waiver of SMC 3.01.300(J) as applied by Policy 1000-04 Recreation Program Refund, specifically Section 5.3.6 Permit Cancellation and Sections 6.2 and 6.5 dealing with refund timeframes, in response to the COVID-19 pandemic.

2. ELIGIBILITY CRITERIA:

Individuals, Groups, Teams, and Associations who had Rental and Open Space Non-Exclusive User Permits for rentals occurring between March 2, 2020 and March 21, 2020.

3. ORDER:

On February 29, 2020, the Washington State Governor declared a State of Emergency in all counties. On March 4, 2020, the City Manager issued a Declaration of Local Public Health Emergency. During the first few weeks of March, Public Health – King County/Seattle and the Governor issued directions to limit gatherings so as to reduce the spread of COVID-19. Also, during this time, the City started to close park facilities, including athletic fields, officially closing parks to groups on March 21, 2020.

Given the COVID-19 pandemic and Public Health Officials recommendations to limit gatherings, even those for recreation purposes, many renters of park facilities were not comfortable in holding their event. Recognizing this concern, if a renter contacted the City to cancel their event or athletic league play in response to COVID-19, the City

Staff informed renters that they would be entitled to a full refund of their rental fee. Cancellations by renters started prior to the City officially making the following closures:

- The Shoreline Pool, the Spartan Recreation Center, the Richmond Highlands Recreation Center effective Wednesday, March 4, 2020
- Park picnic shelters, open fields, and outdoor sport facilities effective Saturday, March 21, 2020.

SMC 3.01.300(J) states that refunds for rentals of park facilities are processed according to Policy 1000-04 Recreation Program Refund. Section 5.3.6 Permit Cancellation provides that if a permit is cancelled by the renter less than seven (7) calendar days, no refund will be received but renters would receive a full refund of their security deposit.

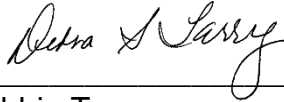
Requiring renters to provide the notice required by Section 5.3.6 in order to receive full refund, may have resulted in the event being held, contrary to Public Health Officials' recommendations. By allowing for cancellation without a monetary loss to the rental serves to assist in preventing the spread of COVID-19 in the City of Shoreline. Thus, strict compliance with SMC 3.01.300(J) and Section 5.3.6 were necessary to not only preserve and maintain public health but compliance would hinder or delay actions seeking to control the spread of COVID-19. In addition, during this time of public health emergency, the City's resources are focused on essential functions with limited staff. Adhering to the issuance timeframe in Section 6.2 and Section 6.5 would direct these resources away from essential functions.

THEREFORE, for the reasons set forth above and pursuant to the authority granted to the City Manager by the City Council under Resolution No. 456, this Temporary Emergency Order is issued providing the following:

1. SMC 3.01.300(J) is waived to the extent that provisions of Policy 1000-04 Recreation Program Refund are being waived.
2. The seven (7) calendar day notification portion of Section 5.3.6 is waived for the period of March 2, 2020 and March 21, 2020.
3. Rental Use Permits, Park and Open Space Non-Exclusive Use Permits, Athletic Field Rental Use Permits, and Tennis Court Rental Use Permits cancelled by the Renter between this time period, in advance of the event, will be refunded in full. Any Security Deposit received for this rental will be 100% refunded. 3.
4. Refunds shall be issued as provided in Section 6 Procedure and Method for Issuing Refunds of Policy 1000-04 Recreation Program Refund, with the exception of Section 6.2 and Section 6.5 which both state that the City will

issue and mail refunds within six (6) weeks. Although the City will attempt to provide refunds within this timeframe, the timeframe may be extended during the COVID-19 Public Health Emergency.

Dated this 27th day of March, 2020.

A handwritten signature in cursive script, appearing to read "Debbie Tarry".

Debbie Tarry
City Manager