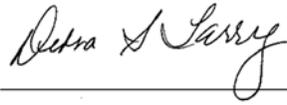




TEMPORARY EMERGENCY ORDER of the City Manager

COVID-19 Extension of Public Health Emergency Suspension of Public Records Disclosure Requirements			Category: COVID-19
			Number: 4.3 EXTENSION
			Classification: Administration Public Records
Effective Date: 6/01/2020 – until effective date of Phase 3 of Washington’s Safe Start Plan	Waiver/ Suspends: SMC 2.35.060(A) Policy 100-05: Sections 4.2, 5.5(1), 7.1, 8.1, and 8.5	Policy Originator: City Manager	Approved By: City Manager  <hr style="width: 100%;"/> Debbie Tarry

1. PURPOSE:

The purpose of this extension of Temporary Emergency Order No. 4, as amended, is to provide a temporary suspension of certain provisions of SMC Chapter 2.35 Public Records, and Policy 100-05 Disclosure of Public Records to address continuing health concerns related to the COVID-19 public health emergency.

2. IMPACTED INDIVIDUALS:

City of Shoreline Public Records Officer
Public Records Requestors

3. ORDER:

On March 24, 2020, the Governor issued Proclamation 20-28, suspending provisions of the Public Records Act, chapter 42.56, RCW. On March 31, 2020, Temporary Emergency Order No. 4 was issued suspending certain provisions of SMC Chapter 2.35 and Policy 100-05 due to the COVID-19 public health emergency. As authorized by leadership of the Washington State Senate and House of Representatives Legislature Leadership, Proclamation 20-28 and, therefore, this Temporary Emergency Order have since been extended on several occasions.

On May 1, 2020, the Governor announced Washington’s “Safe Start Plan,” a four-phase approach to re-opening Washington’s economy, with each phase continuing for a minimum of three (3) weeks in order to allow one complete disease incubation

period plus an additional week for data analysis. According to the Safe State Plan, customer-facing government services is not permitted until Phase Three.

On May 29, 2020, the Legislature Leadership once again extended certain suspensions provided for in Proclamation 20-28, as amended, until June 17, 2020. Specifically, the in-person inspection of records. However, currently King County and, therefore the City of Shoreline, remains in Phase One. While other Washington counties have already moved on to Phase Two, it is unclear when King County will be able to move into Phase Two . Therefore, the June 17 suspension period for in-person inspections provided by the Legislature Leadership will not be sufficient to protect the health and safety of both requestors and city staff. Therefore, until such time as Shoreline is under Phase Three, in-person inspection of public records cannot be permitted.

However, in order to ensure compliance with Washington's Public Records Act and the fullest assistance to requestors of City records, the City is temporarily waiving fees for de minimis copying of records and delivering those copies electronically via the City's file sharing site in lieu of in-person inspection.

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 Extension of Temporary Emergency Order No. 4, as amended, is superseded providing only for the following:

1. Starting at 12:01 am, June 18, 2020, SMC 2.35.060(A) is suspended in regard to a requestor paying the fee set forth in SMC 3.01.220 for copying or scanning of public record during the duration of this Temporary Emergency Order except for the copying of records to the City's file sharing site.
2. Section 4.2, Section 5.5(1), and Section 7.1 of Policy 100-05 are suspended in regards to providing for in-person submittal of a request and in-person inspection of public records during the duration of this Temporary Emergency Order.
3. Starting at 12:01 am, June 18, 2020, Section 8.1 Cost for Copies of Policy 100-05 is suspended and the following shall be in effect during the duration of this Temporary Emergency Order:

During the effectiveness of Temporary Emergency Order, as amended and superseded, the City will perform the following de minimis copying free of charge with the exception of the charge for copying records to the City's file-sharing site. For the purpose of this Order, de minimis copying means:

- The photocopying or scanning of up to fifty (50) black and white pages up to 11 by 17 inches; and
- The photocopying or scanning of up to five (5) pages of black and white pages larger than 11 by 17 inches.

If photocopying or scanning exceeds the above number of pages or requests color hard-copies, the requestor must pay for all pages copied or scanned at the rates set forth in SMC 3.10.220. No sales tax shall be charged.

4. Section 8.5 Payment of Fees of Policy 100-05 is suspended only as to payment at the Clerk's Office "by cash."
5. Nothing in this Temporary Emergency Order relieves the City's Public Records Officer from responding to public records requests as promptly as possible and providing the fullest assistance to requestors given the reduced workforce and so long as such actions do not unreasonably disrupt the essential functions of the City necessary to respond to COVID-19.
6. This Temporary Emergency Order shall be in effect from June 1, 2020 until the effective date King County is authorized to move on to Phase Three of Washington's Safe Start Plan.

Dated this ___5th_ day of June, 2020.


Debbie Tarry
City Manager