



TEMPORARY EMERGENCY ORDER of the City Manager

<h2 style="margin: 0;">COVID-19</h2> <h3 style="margin: 0;">Public Health Emergency Suspension of Public Records Disclosure Requirements</h3>			Category: COVID-19
			Number: 4.2 EXTENSION
			Classification: Administration Public Records
Effective Date: 05/04/2020 – 5/31/2020	Waiver/ Suspends: SMC 2.35.050(B) Policy 100-05: Sections 4.2, 5.5(1), 5.6, 6.4, and 6.5	Policy Originator: City Manager	Approved By: City Manager <hr style="width: 80%; margin: 0 auto;"/> Debbie Tarry

1. PURPOSE:

The purpose of this Temporary Emergency Order is to provide a temporary suspension of certain provisions of SMC Chapter 2.35 and Policy 100-05 Disclosure of Public Records in response to the Washington State Governor’s Proclamation 20-28, as extended by the leadership of the Washington State Senate and House of Representatives, regarding the Public Records Act to address the COVID-19 public health emergency.

2. IMPACTED INDIVIDUALS:

City of Shoreline Public Records Officer
 Public Records Requestors

3. ORDER:

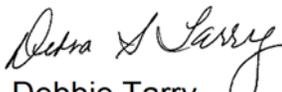
On March 24, 2020, the Washington State Governor issued a Proclamation waiving and suspending certain provisions of Washington’s Public Records Act, chapter 42.56 RCW (Proclamation 20-28). Specifically, Proclamation 20-28 suspended the requirement for in- person inspection of public records and the mandatory five (5) business day response period. Consistent with Proclamation 20-28, on March 31, 2020, the City Manager issued Temporary Emergency Order No. 4 suspending certain sections of the Shoreline Municipal Code (SMC) and the City’s Public Records Policy, Policy No. 100-05, to reflect the Governor’s action. On April 22, 2020, as provided in RCW 43.06.220(4), the leadership of the Washington State Senate and House of

Representatives (Legislature Leadership) extended the waivers and suspensions set forth in Proclamation 20-28 until the termination of the COVID-19 State of Emergency or May 4, 2020, whichever occurs first. The City Manager issued Temporary Emergency Order 4.1 reflecting this on April 23, 2020 and, the Governor memorialized the extension in Proclamation 20-28.1. On May 4, 2020, the Legislature Leadership extended the statutory waivers and suspensions cited in Proclamation 20-28.1 until May 31, 2020 EXCEPT for RCW 42.46.520(1)¹ which is extended to May 11, 2020. RCW 42.56.520(1) is the provision of the Public Records Act that requires a response to a request within five (5) business days of receipt.

THEREFORE, for the reasons set forth in Proclamation 20-28, as amended and extended by the Legislature Leadership, 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 2.35.050(B) is suspended in regard to the five (5) business day response time until 11:59 pm Local Time, May 11, 2020.
2. Section 5.6, Section 6.4, and Section 6.5 of Policy 100-05 are suspended in regards to the five (5) business day response time until 11:59 pm Local Time, May 11, 2020.
3. Section 4.2 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 until 11:59 pm Local Time, May 31, 2020.
4. 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.
5. This Temporary Emergency Order shall be in effect from May 4, 2020 until 11:59 pm Local Time on May 31, 2020 or the termination of the Governor's COVID-19 State of Emergency, whichever comes first.

Dated this 5th day of May, 2020.


Debbie Tarry
City Manager

¹ The May 4 Legislature Leadership extension letter erroneously cites to RCW 42.56.520(i); the correct citation is RCW 42.56.520(1).