



MONROE CITY COUNCIL

Agenda Bill No. 20-052

SUBJECT:	Confirmation of Emergency Executive Orders (COVID-19)
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
04/28/2020	Public Works	Brad Feilberg	Brad Feilberg	Consent Agenda #1

- Discussion:** 04/28/2020
- Attachments:**
1. Emergency Executive Order 2020-001
 2. Emergency Executive Order 2020-002
 3. Emergency Executive Order 2020-003
 4. Emergency Executive Order 2020-004
 5. Emergency Executive Order 2020-006
 6. Emergency Executive Order 2020-007

REQUESTED ACTION: Move to confirm the Mayor’s Executive Emergency Orders 2020-001, 2020-002, 2020-003, 2020-004, 2020-006, and 2020-007.

POLICY CONSIDERATIONS

On March 24, 2020, Governor Jay Inslee issued Proclamation 20-28, relating to the Open Public Meetings Act and Public Records Act; the proclamation restricted the ability of public agencies to take action to only those actions that are necessary and routine, or to respond to the COVID-19 outbreak and public health emergency. The proclamation was effective through April 23, 2020 and subsequently extended through May 4, 2020.

Monroe Municipal Code Section 2.60.080 Mayor – Duties and powers, provides for the Mayor to “make and issue rules and regulations” that are then “confirmed at the earliest practicable time by the city council.”

DESCRIPTION/BACKGROUND

Following the proclamation of emergency on March 2, 2020, Mayor Thomas has issued six emergency executive orders “to make or issue rules and regulations” related to the COVID-19 emergency as provided for in Monroe Municipal Code section 2-60-080(D)(1):

- Emergency Executive Order 2020-001 – Waiving credit card telephone payment fees
- Emergency Executive Order 2020-002 – Suspending the 20 MPH speed limit on Main Street
- Emergency Executive Order 2020-003 – Suspending delinquent account penalty
- Emergency Executive Order 2020-004 – Acceptance of legal notice service by appointment
- Emergency Executive Order 2020-006 – Exempting businesses closed by Governor’s order from mandatory garbage collection
- Emergency Executive Order 2020-007 – Limiting certain expenditures without approval of the City Administrator

The full text of the emergency executive orders are included as attachments. Emergency Executive Order 2020-005 related to electronic signature and was not issued.

Monroe Municipal Code section 2.60.080(D)(1) requires the City Council to confirm the Mayor’s emergency executive orders.

FISCAL IMPACTS

Fiscal impacts associated with these emergency orders will be analyzed and discussed as part of the comprehensive analysis associated with the COVID-19 pandemic. This analysis will be incorporated into the City's 2020 Budget Amendment.

TIME CONSTRAINTS

Monroe Municipal Code section 2.60.080(D)(1) requires the City Council to confirm the Mayor's emergency executive orders at the earliest practicable time.

ALTERNATIVES

Move to rescind any or all of the Mayor's emergency executive orders.



Emergency Executive Order No. 2020-001

Waiving Credit Card Telephone Payment fees

Purpose:

To temporarily waive the imposition of the \$7.00 fee to use a credit card to pay for utility charges by telephone.

Discussion:

- I. On February 29, 2020, Washington State Governor Jay Inslee proclaimed a State of Emergency due to the public health emergency posed by the spread of the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- II. On March 2, 2020, Mayor Thomas proclaimed a State of Emergency in the City of Monroe due to the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- III. Pursuant to chapter 38.52 Revised Code of Washington and chapter 2.60 Monroe Municipal Code, Mayor Thomas has broad authority to issue, amend, and rescind orders, rules, and regulation on matters reasonably related to the protection of life and property related to a proclaimed emergency.
- IV. Social distancing is believed to be an effective means of limiting the spread of COVID-19.
- V. Providing an additional way to pay city utility bills without coming to City Hall or incurring additional fees encourages social distancing.

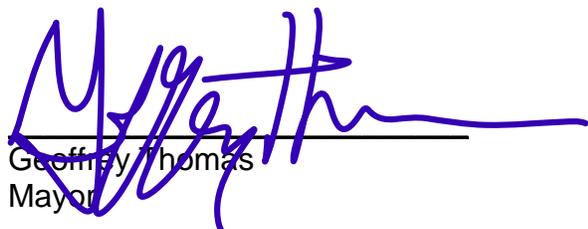
Action:

Payment of City of Monroe utility fees may be made using a credit card over the telephone without incurring the \$7.00 Credit Card Telephone Payment fee appearing in Schedule G of the Fees Resolution.

Effective:

- I. This Emergency Executive Order shall remain in effect until cancelled, suspended, or upon the issuance of a proclamation ending the emergency, whichever shall occur first.

Dated this 3rd day of March, 2020



 Geoffrey Thomas
 Mayor



Emergency Executive Order No. 2020-002

Suspending 20 MPH Speed Limit of Main Street

Purpose:

To suspend the 20 MPH speed limit on West Main Street contained in Monroe Municipal Code Section 10.08.090

Discussion:

- I. On February 29, 2020, Washington State Governor Jay Inslee proclaimed a State of Emergency due to the public health emergency posed by the spread of the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- II. On March 2, 2020, Mayor Thomas proclaimed a State of Emergency in the City of Monroe due to the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- III. Pursuant to chapter 38.52 Revised Code of Washington and chapter 2.60 Monroe Municipal Code, Mayor Thomas has broad authority to issue, amend, and rescind orders, rules, and regulation on matters reasonably related to the protection of life and property related to a proclaimed emergency.
- IV. Monroe Municipal Code Section 10.08.090 establishes a speed limit of twenty miles per hour on West Main Street during the Monroe school district No. 103 school year.
- V. On March 12, 2020 Governor Inslee issued Proclamation 20-08 closed schools in Snohomish County until April 24, 2020.
- VI. This closure, in effect, suspends the Monroe School District school year and such suspension should also apply to the speed limit based on the school year.

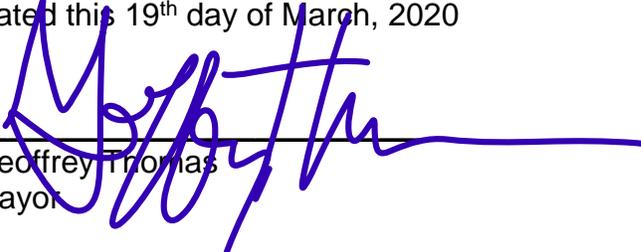
Action:

- I. The speed limit on West Main Street shall revert to twenty-five miles per hour.
- II. Signage in on Main Street and in School Zones shall revert to non-school year signage.

Effective:

This Emergency Executive Order shall remain in effect until cancelled, suspended, or upon the issuance of a proclamation ending the emergency, whichever shall occur first.

Dated this 19th day of March, 2020



 Geoffrey Thomas
 Mayor

City of Monroe
 806 West Main Street, Monroe, WA 98272
 Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov



Emergency Executive Order No. 2020-003

Suspending Delinquent Account Penalty

Purpose:

To suspend Delinquent Account Penalty charges contained in Schedule D of the Fees Resolution.

Discussion:

- I. On February 29, 2020, Washington State Governor Jay Inslee proclaimed a State of Emergency due to the public health emergency posed by the spread of the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- II. On March 2, 2020, Mayor Thomas proclaimed a State of Emergency in the City of Monroe due to the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- III. Pursuant to chapter 38.52 Revised Code of Washington and chapter 2.60 Monroe Municipal Code, Mayor Thomas has broad authority to issue, amend, and rescind orders, rules, and regulation on matters reasonably related to the protection of life and property related to a proclaimed emergency.
- IV. The current COVID-19 emergency has resulted in financial hardship for many residents of Monroe.
- V. Continued access to utility services is especially important during a public health emergency.

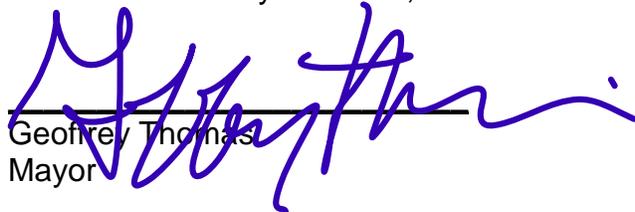
Action:

The Delinquent Account Penalty contained in Schedule D of the Fees Resolution shall not be charged on past due City of Monroe utility bills during this emergency.

Effective:

This Emergency Executive Order shall remain in effect until cancelled, suspended, or upon the issuance of a proclamation ending the emergency, whichever shall occur first.

Dated this 27th day of March, 2020



 Geoffrey Thomas
 Mayor



Emergency Executive Order No. 2020-004

Acceptance of Service by Appointment

Purpose:

To temporarily limit the acceptance of service to be provided by appointment only.

Discussion:

- I. On February 29, 2020, Washington State Governor Jay Inslee proclaimed a State of Emergency due to the public health emergency posed by the spread of the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- II. On March 2, 2020, Mayor Thomas proclaimed a State of Emergency in the City of Monroe due to the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- III. Pursuant to chapter 38.52 Revised Code of Washington and chapter 2.60 Monroe Municipal Code, Mayor Thomas has broad authority to issue, amend, and rescind orders, rules, and regulation on matters reasonably related to the protection of life and property related to a proclaimed emergency.
- IV. All City offices and the police department have been closed to the public beginning Monday, March 23, 2020; and all non-essential employees are working from home effective Thursday, March 26, 2020, until midnight on April 8, 2020, per the Governor's proclamation.
- V. Pursuant to RCW 4.28.020, summons may be served to the mayor, or, during normal office hours, to the mayor's designated agent or the city clerk thereof.
- VI. Providing an additional way to accept service while offices are closed to the public and non-essential staff is working from home is in the best interest of the City.

Action:

Acceptance of Service may be made through contacting the following City personnel to schedule an appointment for this purpose:

- Mayor Geoffrey Thomas (gthomas@monroewa.gov; 360-926-67180).
- City Administrator Deborah Knight (dknight@monroewa.gov; 360-913-0875).
- City Clerk Elizabeth Adkisson (eadkisson@monroewa.gov; 425-772-4351); through April 10, 2020.
- Acting City Clerk Becky Hasart (bhasart@monroewa.gov; 360-863-4518); beginning April 11, 2020.

Effective:

This Emergency Executive Order shall remain in effect until cancelled, suspended, or upon the issuance of a proclamation ending the emergency, whichever shall occur first.

Dated this 31st day of March, 2020.

Geoffrey Thomas, Mayor

City of Monroe
806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov



Emergency Executive Order No. 2020-006

Exemption from Mandatory Solid Waste Disposal Service for Closed Businesses

Purpose:

To provide an exemption from mandatory solid waste disposal service for non-essential businesses prohibited from conducting business by Governor Inslee's Proclamation 20-25.

Discussion:

- I. On February 29, 2020, Washington State Governor Jay Inslee proclaimed a State of Emergency due to the public health emergency posed by the spread of the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- II. On March 2, 2020, Mayor Thomas proclaimed a State of Emergency in the City of Monroe due to the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- III. Pursuant to chapter 38.52 Revised Code of Washington and chapter 2.60 Monroe Municipal Code, Mayor Thomas has broad authority to issue, amend, and rescind orders, rules, and regulation on matters reasonably related to the protection of life and property related to a proclaimed emergency.
- IV. On March 23, 2020 Washington State Governor Jay Inslee issue Proclamation 20-25 prohibiting all non-essential businesses in Washington State from conducting business.
- V. Businesses closed due to the Governor's Proclamation and not generating sold waste have no direct or indirect benefit from the city's solid waste collection contract.
- VI. Granting temporary exemption from mandatory solid waste disposal service as required in Monroe Municipal Section 6.08.010 will lessen the financial burden on closed businesses.

Action:

1. Effective immediately non-essential businesses prohibited from conducting business by Governor Inslee's Proclamation 20-25 are exempt from mandatory solid waste disposal service as required in Monroe Municipal Section 6.08.010.
2. Non-essential businesses prohibited from conducting business by Governor Inslee's Proclamation 20-25 should contact Republic Service directly to arrange for suspension of service.

Effective:

- I. This Emergency Executive Order shall remain in effect until cancelled, suspended, or upon the issuance of a proclamation ending the emergency, whichever shall occur first.

Dated this 30th day of March, 2020

Geoffrey Thomas
Mayor

City of Monroe
806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov



Emergency Executive Order No. 2020-007

Expenditure Limits

Purpose:

To limit certain expenditures without approval of the City Administrator.

Discussion:

- I. On February 29, 2020, Washington Governor Jay Inslee proclaimed a State of Emergency due to the public health emergency posed by the spread of the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- II. On March 2, 2020, Mayor Thomas proclaimed a State of Emergency in the City of Monroe due to the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- III. Pursuant to chapter 38.52 Revised Code of Washington and chapter 2.60 Monroe Municipal Code, Mayor Thomas has broad authority to issue, amend, and rescind orders, rules, and regulation on matters reasonably related to the protection of life and property related to a proclaimed emergency.
- IV. On March 18, 2020, Washington Governor Jay Inslee issue Proclamation 20-20 waived and suspended Department of Revenue interest, fees, penalties, and due dates.
- V. On March 23, 2020, Washington Governor Jay Inslee issue Proclamation 20-25 prohibiting all non-essential businesses in Washington from conducting business.
- VI. Due to the stay at home order, business closures, social distancing requirements, reduced building activity, delayed tax payments, and reduced spending in general:
 - a. The City of Monroe's general fund revenues are currently forecasted to be reduced by 6 – 10% in 2020.
 - b. It is uncertain as to the impact to other fund's revenues including REET, sewer, water, and stormwater.
- VII. It is uncertain how long the current stay at home order and related measures will last and, once lifted, it is uncertain as to the rate of general economic recovery or the resultant fiscal impacts to the City of Monroe.
- VIII. The Mayor finds it is necessary to limit expenditures immediately to ensure that there are more options for the Mayor and the Council to address changes in revenue as they will be realized in the upcoming weeks and months.

Action:

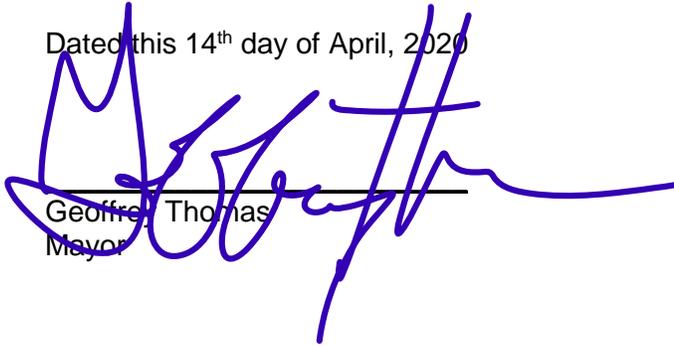
- I. Effective immediately, expenditures shall not be made on the following items without the written approval of the City Administrator:
 - Travel, training, conferences, accommodations, and similar activities.
 - Certifications, subscriptions, association and membership dues, and similar items.
 - Tuition reimbursement.
 - Capital equipment expenditures exceeding \$5,000, including but not necessarily limited to replacement of equipment and furniture.
 - Contracts that have not been executed.

- II. Effective immediately, vacant positions (including seasonal, part-time, full-time, and temporary) shall not be advertised and shall not be filled without written approval of the City Administrator.

Effective:

This Emergency Executive Order shall remain in effect until cancelled, suspended, or upon the issuance of a proclamation ending the emergency, whichever shall occur first.

Dated this 14th day of April, 2020



Geoffrey Thomas
Mayor