



**EMERGENCY ORDER**  
**IN AND FOR THE CITY OF SEQUIM, WASHINGTON**

No. 2020-32

**Regarding authorizing and supporting the use of electronic documents and signatures in the conduct of City business.**

Policy/Budget  (Council)      **City Clerk use only:** Presented to Council 7/13/2020  
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 corona virus (COVID-19) outbreak that was 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.

Responding to the pandemic has involved dramatic changes in how the City of Sequim conducts its operations and business, with most interactions now occurring remotely in order to reduce the spread of the virus. Use of electronic documents and signatures protects the public as well as City employees and officials by minimizing in-person contact.

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

**Section 1.** The City Manager or designee is authorized to use electronic records and electronic signatures for City business to the fullest extent allowed by law, with no prohibition on technological platform used so long as the record can be printed and stored by any recipient.

**Section 2.** The City Council authorizes the use of electronic signatures on any document that requires a written, hand-affixed signature, except as otherwise required by law.

**Section 3.** The City Manager may approve and promulgate any necessary administrative policies, processes, or criteria to implement the use of electronic signatures and records consistent with Council Resolution(s) and state law.

**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, retroactive to March 16, 2020 (issuance of the City's Proclamation of Civil Emergency) and remains in effect until such time as all applicable emergency orders and proclamations are lifted or a permanent policy is adopted.



SIGNED this 15th day of July, 2020.

CITY OF SEQUIM

*Charles P. Bush*

Charles P. Bush, City Manager

Approved as to form:

*Kristina Nelson-Gross*

Kristina Nelson-Gross, City Attorney

Attest:

*Sara McMillon*

Sara McMillon, City Clerk