

Kitsap County Resolution No. 047-2020

**RESOLUTION DECLARING A CIVIL EMERGENCY AND SUSPENDING
PROCEDURES AND FORMALITIES
IN RESPONSE TO THE CORONAVIRUS (COVID-19) PANDEMIC**

WHEREAS, on February 29, 2020, the Governor of the State of Washington declared a State of Emergency in all counties of the state of Washington due to the outbreak of Novel Coronavirus (aka COVID-19), for the extreme risk of person-to-person transmission throughout the United States and Washington State, the significant impacts it has on individual life and health and on the economy of Washington State, and proclaimed that the COVID-19 is a public disaster that affects life, health, property or the public peace; and

WHEREAS, on March 11, 2020, the World Health Organization declared the rapidly spreading COVID-19 a pandemic; and

WHEREAS, on March 13, 2020, the President of the United States issued a Proclamation declaring a national emergency concerning the COVID-19 outbreak; and

WHEREAS, on March 8, 2020, the Kitsap County Department of Emergency Management issued a Proclamation of Emergency in response to the COVID-19 outbreak; and

WHEREAS, on March 9, 2020, the Kitsap County Board of Commissioners ratified the Kitsap County Department of Emergency Management's Proclamation of Emergency in response to the COVID-19 outbreak; and

WHEREAS, on March 13, 2020, the Governor of the State of Washington issued a proclamation to prohibiting public school districts, charter schools, and private schools in all counties of the state of Washington from conducting in-person educational, recreational, and other K-12 school programs in their school facilities; and

WHEREAS, on March 16, the Governor of the State of Washington issued a further emergency proclamation closing recreational facilities as well as issuing limits on the size of gatherings; and

WHEREAS, COVID-19 cases have occurred in Kitsap County, the disease and its potential progression in Kitsap County affects life, health, property, public peace, and it is necessary to implement stringent social distancing and other measures to limit opportunities for disease transmission and its progression; and

WHEREAS, the Board of County Commissioners has determined that pursuant to its authority, including but not limited to its authority under the Washington State Constitution, Article XI, §11, RCW 36.16.100, chapter 36.32 RCW, chapter 36.40 RCW, chapter 38.52 RCW, and chapter 2.04 Kitsap County Code, it is necessary to temporarily suspend nonessential services to the public, suspend competitive procurement and contract review procedures, and

delegate authority to County department directors and elected offices to determine those services that are essential and necessary public services.

NOW THEREFORE, THE KITSAP COUNTY BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

SECTION 1. County Offices May Modify Public Facing Area for the Transaction of Business

1.1 As authorized by law, effective immediately County officers may modify the public, in person areas used in the transaction of business until further notice. Modifications can include modifying hours or closing and moving to a on-line presence only. Kitsap County elected officials and department directors will determine those services that are essential services and continue to provide essential services to the public.

1.2 Nothing in this section shall be construed to affect employee workdays or hours of work.

SECTION 2. Suspension of Policies and Procedures Regarding Refunds of Fees.

2.1 Kitsap County elected officials and departments are granted authority to issue refunds or credits for moneys paid to Kitsap County for events or uses scheduled in County facilities or structures when such events or uses are canceled due to the County's response to COVID-19.

SECTION 3. Delegation to Human Resource Director for Modification of County Employment Policies and Procedures.

3.1 The Human Resources Director is authorized to suspend collective bargaining over working conditions, and modify policies and procedures contained in the Kitsap County Personnel Manual pertaining to working conditions as reasonably necessary to respond to the impacts of COVID-19 in the workplace.

3.2 The Board of County Commissioners recognizes and acknowledges that separately elected officials may suspend collective bargaining over working conditions and modify policies and procedures pertaining to working conditions as reasonably necessary to respond to the impacts of COVID-19 in the workplace.

SECTION 4. Suspension of Purchasing and Contract Review Procedures.

4.1 As reasonably necessary to respond to the impacts of Coronavirus, county officers and department directors are authorized to suspend competitive procurement and contract review procedures as provided in chapters 3.56 and 4.116 Kitsap County Code.

4.2 All contracts entered into under this section shall be in writing, executed by the applicable county officer or department director, and copies of such contracts shall be provided to the County Auditor.

SECTION 5. Recordkeeping.

5.1 Elected officials and department directors shall keep and maintain records and provide to the County Auditor information necessary to document expenditures directly related to the response to the COVID-19, including but not limited personnel hours, paid leave granted, mileage, food, procurement of services, supplies, equipment, electronic communications equipment and software, rentals, and other expenditures necessary to respond to the COVID-19.

SECTION 6. Effective Date.

6.1 This resolution shall take effect immediately upon execution and remain in effect until the Board of County Commissioners takes action declaring the end of the emergency at which time this resolution shall be effectively repealed.

SECTION 7. Severability.

7.1 If any provision of this resolution, or its application to any person, entity or circumstance is for any reason held invalid, the remainder of the resolution, or the application of the provision to other persons, entities or circumstances is not affected.

DATED this 18th day of March, 2020.

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**



CHARLOTTE GARRIDO, Chair



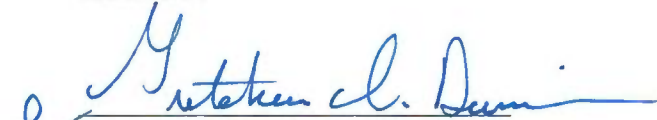
ROBERT GELDER, Commissioner



EDWARD E. WOLFE, Commissioner



ATTEST:


Dana Daniels, Clerk of the Board