



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.

A handwritten signature in blue ink, appearing to read "Geoffrey Thomas", is written over a horizontal line. The signature is stylized and cursive.

Geoffrey Thomas, Mayor