



CITY OF PACIFIC NEWS

Mayor's Message



Mayor Leanne Guier

Greetings!

I hope this newsletter finds you and your family safe and healthy. Interesting salutation these days. We are living in unprecedented times. COVID –19 caught most of by surprise. Planned vacations, family celebrations and gatherings have left us wondering what is the new normal. I, like many of you, was unable to be present at a major life event in my family. It's hard to come to terms with all the realities. But, we ARE a very strong community and resilient community. This too shall pass. With information coming from all directions and from many sources, it can be difficult to keep up. I have asked each department to share with you how they are managing day to day business of the city. We appreciate your understanding of closing City Hall, Gym, Senior Center, and Police Lobby. This was vital to protect staff and you. Currently we are in Phase 1.5, hoping to be in Phase 2 by the time this reaches you. City Hall is not able to open until Phase 3.

We look forward to the day are doors are opened wide and we are able to great you in person. Until then, **Stay Safe—Stay Healthy—We Got This!**

Please visit our website for the latest in COVID –19 updates and city updates. We are also sending information out via Facebook as well.

As always, I look forward to your comments and suggestions, lguier@ci.pacific.wa.us

-Leanne Guier, Mayor

REASONS FOR TELECOMMUTING

The Coronavirus Pandemic forced the City's finance department to change the way staff worked.

Due to the threat to public safety brought on by the outbreak of the Coronavirus, the City of Pacific decided to implement telecommuting to allow for social distancing at City Hall.

Telecommuting was not something that was put into common use by the City of Pacific staff on a regular basis until this recent viral outbreak. The newly hired Systems Analyst (in March 2020) has been quite busy procuring the necessary mobile computer equipment as well as setting the employees up on how to access the City's network remotely. In April and May the City had four department heads and up to five support staff using the telecommute option, either part or full time each week. The Zoom platform was also implemented to hold staff and Council meetings virtually.

While the driving force was one of public safety, studies show that the use of remote offices (working from home) saves \$11,000 in overhead costs per employee per year. Productivity has also proven to increase as 53% of telecommuters work more than 40 hours per week. I have also heard from telecommuting staff that they are more productive as they have less distractions and no time spent driving to work.

The department that was most effected by telecommuting was finance as they had 4 full time employees telecommuting in April and May. As of June 1st most of the staff returned to work at City Hall full time, to gear up for the coming phase (3) when City Hall will be open to the Public (hopefully sometime this summer). As of June 5th, there are still 3 finance staff employees telecommuting full or part time. When the Pandemic is over, telecommuting will still be a valuable option for those employees that cannot work at City Hall due health or childcare challenges.



Richard Gould
City Administrator

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City Government

Mayor
Leanne Guier

Mayor Pro Tem
Joshua Putnam

Council President
David Storaasli

Council Members
Katherine Garberding
Kerry Garberding
Vic Kave
Don Thomson
Stacy Oliveira

City Administrator
Richard Gould

Department Heads

City Clerk
Laurie Cassell

Community Development Manager
Jack Dodge

Chief of Police
Craig Schwartz

Court Administrator
Kelly Rydberg

Public Works Manager
Jim Morgan, PE

Community Services Manager
Corri Lewis



COMMUNITY SERVICES

May 2020: Snapshot

Youth meals—626
Pack the Pack—123
Senior Lunch—427
KC Programs—630
Grab and Go—93

Our dedicated staff have been very busy continuing to serve both our youth and seniors. We are a designated site to provide breakfast and lunch from the Auburn School District. On Friday's we are able to send kids home with meals for the weekend, thanks to your generous donations. We recently started a Family Grab and Go for families to pick up weekend meals on Fridays, again generous community donations make this happen. We look forward to the day we see everyone enjoying our other programs.



PACIFIC COURT

Since City hall closed on March 16, 2020, we have scanned 203 collection files. We are working with IT to set up remote hearings starting June 3 via Zoom with livestreaming to YouTube. People can appear via video or telephone. From March 16 to May 29, we have rescheduled 12 court day calendars and mailed out 675 notices for hearings to be rescheduled. We still have 2 more court day calendars to reschedule.

Court is preparing to open for in-person hearings when King County enters Phase 3 by following CDC guidelines

Social distancing –

We are changing the calendar structure by setting a few cases every 30 minutes, adding Plexiglas in the courtroom around participants, changing entry procedures by limiting the number of people inside the building at any given time and limiting access to certain public areas.

Extra cleaning –

Public tables used in the courtroom will be wiped between each case, microphone covers will be changed between each case, pens will be one time use and put in a box for sanitizing at least once a day, we will be limiting the numbers of forms where a signature is required.

We are very conscious of the protection and personal health and security of all attendees – we will require masks, gloves, etc; and entry procedures will include 'health check' questions and temperature screenings.



*Kelly Rydberg
Court Administrator*

Hello everyone. I hope you are all well and staying healthy during this very different spring. Here is an update about how COVID-19 has impacted your police department.

We are fully staffed and officers are out handling calls for service and doing proactive work.

Staff will try to maintain social distancing guidelines when we can and may try to handle some calls over the phone or outside.

We still face restrictions in booking suspects for many non-violent crimes at jails.

The lobby will be closed until King County enters phase 3 of the state's recovery plan.

We are planning to renew limited fingerprinting for new CPL applications using an appointment system.

Over the last month, Staff at the Police Department helped Pacific Partnerships and the Community Services Department to collect and distribute food to residents at Rainier Vista Apartments.

If you need to reach us directly for a routine matter, our phone number is (253) 929-1130. The numbers to our dispatch center are shown below:

Non-emergency: (253) 852-2121

Emergency: 911

Thanks, and stay safe,

**Craig Schwartz
Chief of Police**



Status of key Public Works services during Covid-19

The Covid-19 virus requires us to rethink how we do some of our public works activities. At the same time many of the things we do stay the same. The Public Works Crew continue to make sure the City has a clean source of water so citizens can clean their hands, clothes, and selves. We continue to tend to utility concerns. However, we have to do these things being mindful of physical distancing.



During the months of April and May, the City elected to divide the crew in to two teams to reduce the risk to staff health and provide some assurance we would have staff available for public works emergencies, if someone should contract the virus. All staff have remained healthy. The City Public Works department is back up to full force. Now comes the challenge of catching up on some neglected maintenance, especially in the parks.

Most of the work the crew performs requires minimal direct interaction with citizens. If you see crew members and need to contact or converse with them about a concern, please maintain a distance of at least six feet and wear a mask. We need to keep our crew healthy to continue to serve you.

Public Works management and the City Engineer have continued to work at City Hall or remotely: reviewing public and private development project plans; coordinating design and construction projects; inspecting construction activities; etc. We have pursued a grant for construction funds for West Valley Highway between the northerly City limits and the County line. Staff have continued to work on our storm drainage permit activities.

Soon City Hall will be reopening. You will notice some differences. We have constructed shields at the service counters to protect our staff. There are dispensers of sanitizer at each door and counter. Facilities maintenance staff will be cleaning surfaces more often. We are taking numerous precautions to protect the health of staff and public, we request you do the same. Below are some things to do for the health of all:

If you are sick (fever, coughing, sneezing, etc.), don't come to City facilities, please stay home and take care of yourself.

Wash your hands regularly with soap and water, or use sanitizer.

Wear a mask and maintain a distance of at least six (6) feet from others.

Explore options that don't require a trip to the City facilities:

*Pay your bills on line *Pay your bills at the drop box *Apply for permits via email

Call ahead for City business and arrange an option that may reduce time for in person activities.

We are in this together. Stay healthy. **Jim Morgan, Public Works Manager** jmorgan@ci.pacific.wa.us .

COMMUNITY DEVELOPMENT DEPT. - COVID-19 AND DEVELOPMENT REVIEW

With the COVID-19 pandemic and the closing of City Hall, the City has had to chart a new course for the review of new project proposals. Applications for new projects will need to conform to the following protocols until the City is directed otherwise by the Governor's Office.



Applications may be submitted electronically.

Land use development applications are available on the City website at: https://www.pacificwa.gov/services/planning_zoning/development_applications_current_projects

Building Permit applications are available at: https://www.pacificwa.gov/services/city_clerk_personnel/forms_licenses

Required paper copies of all applications may be submitted only by appointment only. Applicants are required to use face masks at the time of submittal of paper copies. Applicants will only be able to access City Hall at the Milwaukee Blvd. entrance to City Hall.

Payments of fees shall be only be personal check or cashier's checks.

Community Development staff is available by phone and by email. Please check the City Staff directory on the City's Website.

Jack Dodge
Community Development Manager jdodge@ci.pacific.wa.us



Pacific Newsletter

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100 3rd Avenue SE
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Parks Open for Limited Use



OKAY TO DO:



Picnic w/immediate household



Walk, jog & run



Enjoy nature



Walk dog on leash

NOT OKAY YET:



Use playgrounds



Hold parties & gatherings



Hang out with friends



Use courts

Governor Inslee has partially opened parks and recreation spaces, so we have followed with our local parks to match. The playgrounds and courts remained closed for use, and you still must follow social distancing, but the open space is available for walks and picnics with your household.



A BIG BANG COSTS BIG BUCKS! REMEMBER:

Aerial fireworks and explosives are prohibited within the city limits. Violation is punishable by a fine up to \$1,000 or jail time up to 90 days.



To accommodate the governor's stay home directive in response to the COVID-19 pandemic the city of Pacific needed to modify work that is traditionally performed at City Hall such as office processes and meetings to operate remotely.

First, IT activated systems that allowed personnel to securely connect to the City's computer network and perform their regular work duties as if they were in the office.

Council meetings were moved to Zoom video conferencing allowing all council members and the public to attend the meetings from their homes. Zoom has been an inexpensive and very solid platform for these proceedings. It allows participants to connect using their computers, tablets, smart phones, or even a traditional phone number providing options for everyone to attend and even contribute.

We have also utilized the same conferencing technology to implement remote court sessions. The proceedings are performed in a Zoom conference session which is then broadcast live through YouTube streaming. The live broadcast permits in order to abide by the right of the public to observe the administration of civil and criminal justice in Washington state.

Lorden Ingraham
IT Systems Analyst