

## MEMORANDUM

**To:** The Honorable Ron Lucas and Members of the Town Council  
**From:** Paul Loveless, Town Administrator  
**Date:** May 29, 2020  
**Subject:** Updates

### Administration:

#### *Upcoming Meetings:*

Council Meeting – June 2, 2020, at 6:30 PM at Town Hall.

Planning Commission – July 13, 2020 at 6:30 PM at Town Hall.

Civil Service Commission – June 4, 2020 at 2:00 PM at the Community Center.

Preservation and Review Board – June 24, 2020 at 6:30 PM at Town Hall.

#### *Council Future Agenda “Look-Ahead” Issues:*

Copies of the Agenda and staff reports are available at all Town facilities once published. The Agenda and Council meeting minutes are posted to the Town’s official website once approved.

#### *June 2, 2020 Council Meeting – Budget Visioning and Ideas:*

A study session has been scheduled to provide councilmembers an opportunity to discuss and provide input on ideas or projects they would like considered for inclusion in the 2021-2020 Biennium Budget.

#### *Business, Rental, and Utility Assistance Programs:*

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress. The CARES Act provides fast and direct economic assistance for American workers, families, and small businesses, and preserves jobs. The Town received funding through the State of Washington and the Mayor and Town

Council authorized funds to be used for the following programs:

1. Town of Steilacoom Business Assistance Program. [Business Assistance Application](#)
2. Town of Steilacoom Utility Assistance Program. [Utility Assistance Application](#)
3. Town of Steilacoom Rental Assistance Program. [Rental Assistance Application](#)

To apply, residents should download the appropriate application form from the Town’s official website, fill it out, and submit it to:

Town of Steilacoom  
Attn: Paul Loveless  
1030 Roe Street  
Steilacoom, Washington 98388

These programs are subject to funding limitations and submitting an application does not guarantee funds will be awarded.

#### *Utility Billing – Online Payment Option:*

Effective May 28<sup>th</sup>, the Town went live with an online option for paying utility bills. Customers may access the payment option on the Town’s official website at [townofsteilacoom.org](http://townofsteilacoom.org).

***Census 2020: You Count – Respond at 2020census.gov:***

If you have not already done so, please go to 2020census.gov to respond online (preferred option). You may also respond by phone at 844.330.2020. Phone lines are experiencing high volumes so if at all possible, please respond online.

***Litter:***

Town staff is spending an increasing amount of time picking up excessive litter that is being dumped along the streets and at the Community Center. Please put litter in its proper place and refrain from using the Community Center as a dumping ground.

**Community Services:**

***Summer Camp:***

The Town is currently registering for Summer Camp. Additional information available on the Town's official website or contact the Community Center at 253.581.1076.

***Registration Software:***

Staff met virtually with representatives of CivicRec for the initial project meeting and established the timeline and benchmarks for the project. Assuming all goes according to plan, the scheduled launch date for the Community Center registration software is August 18<sup>th</sup>.

**Public Safety:**

Public Safety has increased patrols of our closed beaches in response to reports of increased vandalism on those beaches and presence in Sunnyside Beach Park and/or Saltar's Point Park in violation of the closure orders.

Reports of identity theft via unauthorized unemployment/employment assistance benefits continue to increase. Please visit <https://tinyurl.com/ybsnfrac> to report becoming a victim and for assistance with identity theft protection.

Your Public Safety Officers remain healthy and able to meet our mission in our community during the pandemic.

***Social Distancing Violation Reporting:***

On March 30, 2020, Governor Inslee requested citizens not use the 911 system to report possible violations of the social distancing guidelines but instead contact the local law enforcement agency. Please visit [townofsteilacoom.org](http://townofsteilacoom.org) and select Social Distancing for more information on reporting violations. Business violations can be reported online at [coronavirus.wa.gov/business-workers](http://coronavirus.wa.gov/business-workers).

***Suspicious Activity:***

If you observe suspicious activity, please contact Public Safety - non-emergency number – (253) 798-4721 as soon as possible. To anonymously report suspicious activity please email the Department at [crimetips@ci.steilacoom.wa.us](mailto:crimetips@ci.steilacoom.wa.us)

**Public Works:**

***Streets and Storm:***

Crew Emphasis:

The crew continued maintaining rights-of-way throughout Town including spending an increasing amount of time picking up litter; mowed and maintained rights-of-way and storm systems; swept streets throughout Town; worked with various developers; and performed other maintenance activities.

***Electrical:***

Crew Emphasis:

The crew assisted the Water/Sewer crew; continued transformer maintenance; and performed other system maintenance.

***Water/Sewer:***

Crew Emphasis:

The crew commenced annual fire hydrant maintenance; installed a new water meter in the 2700 block of Tasanee Court; inspected a sewer capping in the 1700 block of Starling Street; performed routine maintenance on all three pumps at the Sunnyside pump station; and performed other routine maintenance.

***Parks, Buildings and Grounds:***

Crew Emphasis:

The crew performed buildings and grounds maintenance activities including mowing. After hanging the baskets last week, the crew is now watering them on a daily basis. Additionally, extra effort was expended on litter control and garbage can maintenance due to an increase in walkers throughout Town. The crew also reapplied or reattached signs, barricades, and caution tape on the park's equipment damaged by vandals and/or weather conditions. Saltar's Point Beach was heavily vandalized this week and the crew continues clean-up efforts.

Questions – Contact us at 253.581-1912 -- Town's Official Website - [townofsteilacoom.org](http://townofsteilacoom.org)