

**Development Services Department**  
Public Works/Engineering/Planning/Code Enforcement/Building & Safety

Public Works Division:

<u>Description</u>	<u>Additional Resources Needed</u>
<u>PHASE 1</u>	
Service to the public at the counter to continue using precautions to protect the public and reduce the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> <li>- Disinfecting/cleaning supplies</li> <li>- Hand sanitizer</li> <li>- Signage/Notices for public</li> </ul>
Public works staff emergency response process will continue.	None
Reporting of an issue in the public right-of-way can continue to be done by phone, by email or through the City's web based app (GIS system).	None
Storm patrols by staff to continue in preparation and during upcoming rain events to continue to monitor drainage 'hot spots' and address issues that may arise.	None
<u>PHASE 2</u>	
Transition of encroachment permit, truck hauling permit and over-sized vehicle permit application and permit issuance to online, by phone or in person (by appointment only).	<ul style="list-style-type: none"> <li>- Staff training</li> <li>- Dedicated office space</li> </ul>
Consideration of an online or over the phone fee payment option for payment of services to the public provided by the Public Works Division.	<ul style="list-style-type: none"> <li>- Software/module purchase and implementation</li> <li>- Staff training</li> </ul>
Consider advisory/warning signage for public parks and recreational facilities.	<ul style="list-style-type: none"> <li>- Purchase of signs</li> <li>- Sign maintenance process</li> </ul>
Cleaning of playground play equipment every 3-4 hours at public parks.	<ul style="list-style-type: none"> <li>- Disinfecting/cleaning supplies</li> <li>- Aid from Community Services staff to assist.</li> </ul>
Public Works inspections can continue to be requested by phone or email and will be conducted by Public Works Department staff.	<ul style="list-style-type: none"> <li>- Staff training</li> <li>- Email address created specifically for Public Works inspections</li> </ul>
Temporary traffic control and street/lane closures to accommodate emergency services at public facilities (i.e. drive thru food pick up at Nutrition Center)	<ul style="list-style-type: none"> <li>- Traffic control equipment (signage, devices, etc.)</li> <li>- Staff training and maintenance of temporary traffic control</li> </ul>

Engineering Division:

<u>Description</u>	<u>Additional Resources Needed</u>
<u>PHASE 1</u>	
Service to the public at the counter to continue using precautions to protect the public and reduce the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> <li>- Disinfecting/cleaning supplies</li> <li>- Hand sanitizer</li> <li>- Signage/Notices for public</li> </ul>
Construction of Capital Improvement Program projects to continue and City staff/consultant staff to continue to provide oversight, inspection and testing.	None
Continue NPDES inspection of active private construction sites	None
<u>PHASE 2</u>	
Consider a 'Drop box' for the public to drop off engineering documents (plans, studies, reports, etc.) for the City's review.	<ul style="list-style-type: none"> <li>- Purchase and installation of a delivery "drop box" at City Hall</li> <li>- Staff training</li> </ul>
Consideration of an online or over the phone fee payment option for payment of services to the public provided by the Engineering Division.	<ul style="list-style-type: none"> <li>- Software/module purchase and implementation</li> <li>- Staff training</li> </ul>

Planning Division:

<u>Description</u>	<u>Additional Resources Needed</u>
<u>PHASE 1</u>	
Service to the public at the counter to continue using precautions to protect the public and reduce the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> <li>- Disinfecting/cleaning supplies</li> <li>- Hand sanitizer</li> <li>- Signage/Notices for public</li> </ul>
<u>PHASE 2</u>	
Consider a ‘Drop box’ for the public to drop off applications, plans and other documents for the City’s review.	<ul style="list-style-type: none"> <li>- Purchase and installation of a delivery “drop box” at City Hall</li> <li>- Staff training</li> </ul>
Consideration of an online or over the phone fee payment option for payment of services to the public provided by the Planning Division.	<ul style="list-style-type: none"> <li>- Software/module purchase and implementation</li> <li>- Staff training</li> </ul>
Planning Commission Meetings	<ul style="list-style-type: none"> <li>- Provide ability for public to view/attend meetings</li> <li>- Provide remote access to meeting for applicants, commissioners.</li> </ul>
Online viewing of land development project plans for interested parties who receive project notices.	<ul style="list-style-type: none"> <li>- Software/module purchase and implementation</li> </ul>
<u>PHASE 3</u>	
Prohibit inspections of improvements of occupied buildings as a result of Planning permit activity.	None

Code Enforcement Division:

<u>Description</u>	<u>Additional Resources Needed</u>
<u>PHASE 1</u>	
Service to the public at the counter to continue using precautions to protect the public and reduce the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> <li>- Disinfecting/cleaning supplies</li> <li>- Hand sanitizer</li> <li>- Signage/Notices for public</li> </ul>
<u>PHASE 2</u>	
Consideration of an online or over the phone fee payment option for payment of fees/fines/services by the public	<ul style="list-style-type: none"> <li>- Software/module purchase and implementation</li> <li>- Staff training</li> </ul>
<u>PHASE 3</u>	
Prohibit inspections of occupied buildings by code enforcement officers for active cases.	None

Building & Safety Division:

<u>Description</u>	<u>Additional Resources Needed</u>
<u>PHASE 1</u>	
Service to the public at the counter to continue using precautions to protect the public and reduce the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> <li>- Disinfecting/cleaning supplies</li> <li>- Hand sanitizer</li> <li>- Signage/Notices for public</li> </ul>
<u>PHASE 2</u>	
Consideration of an online or over the phone fee payment option for payment of fees to the Building & Safety Division.	<ul style="list-style-type: none"> <li>- Software/module purchase and implementation</li> <li>- Staff training</li> </ul>
<u>PHASE 3</u>	
Prohibit inspections of occupied buildings by Building & Safety inspectors.	None