

## Press Release



### FOR IMMEDIATE RELEASE:

For information contact: Andrew Hamilton  
City of Kelso City manager  
(360) 423.1371  
[andrewh@kelso.gov](mailto:andrewh@kelso.gov)

*Kelso, WA – March 16, 2020*

In response to the COVID-19 and public health concerns, and in concert with Governor Inslee's emergency proclamation, revisions are being made to the regular operations of City business.

### CITY HALL

Finance, Police, Community Development, and Administration lobbies will be closed as of March 17, 2020. The Kelso Library will also be closed beginning March 17, 2020. However:

### POLICE DEPARTMENT

- The outside phone to dispatch is still available.
- All non-emergency calls will be handled via telephone. A determination will be made at that point whether or not face-to-face contact will be required.
- Fingerprint services will be suspended until further notice
- Business phone line will be staffed M-F from 8.m. – 5 p.m. 360-423-1270

### FINANCE DEPARTMENT

- Staff is available by phone from 9 a.m. – 5 p.m. at 360-578-7915
- Utility payments can be made one of the following ways
  - Drop Box located on the south side of the building (closest to Work Source)
  - Online @ [www.kelso.gov](http://www.kelso.gov)
  - Via Phone @ 1.866.236.8105
  - Via USPS using the pre-addressed envelope sent with your bill
  - Drive Thru Window open **temporarily**
- Drive Thru Window service is also available for
  - Signing on to water service
  - Closing an account (requests for closure can also be emailed to [utilities@kelso.gov](mailto:utilities@kelso.gov))

### COMMUNITY DEVELOPMENT/ENGINEERING

- Staff is available via phone from 9 a.m. – 5 p.m. at 360-423-9922
- Over the Counter Permits can be requested using an online portal at <https://ci-kelso-wa.smartgovcommunity.com/ApplicationPublic/ApplicationHome>.
- **Completed** application for all other permit types requiring submittals and plan reviews will be accepted via arranged drop off by emailing [building@kelso.gov](mailto:building@kelso.gov)
- Links for permit applications and checklists can be found on our website at [www.kelso.gov](http://www.kelso.gov)

**LIBRARY**

- Library staff will be available via phone from 10 a.m. – 5 p.m. at 360-423-8110
- No library materials will be due during the closure. However, you may still return items to the outside book drop 24 hrs a day.
- No late fees will accrue during the closure
- All returned items will be disinfected before returning to circulation
- Limited curbside pickup services for reserves will be provided. Call for details
- Patrons are encouraged to utilize eBooks via the Washington Anytime Library

**PUBLIC WORKS/OPERATIONS**

- Continues to be fully staffed to address any related issues that may arise and are available by phone at 360-423-5730
- General public, including vendors or solicitors, will not be allowed at the Operations shop located at 2300 Parrott Way until further notice
- Requests/Concerns can be submitted using the City website at [www.kelso.gov](http://www.kelso.gov)

**SW WA REGIONAL AIRPORT**

- The airport remains open to airport tenants and aircraft operators.
- Those wishing to contact airport management should do so via telephone at 360-261-8268
- If an in-person meeting is required, an appointment must be scheduled via telephone or email [cpaolini@kelso.gov](mailto:cpaolini@kelso.gov) prior to arrival

**ADMINISTRATION**

- Administration staff are available via telephone M-F from 9 a.m. – 5 p.m. 360-423-1371

Thank you for your patience and cooperation as we do our part to keep employees and customers safe and healthy. Please feel free to see our Facebook page(s) for continuing updates and further details of these temporary changes.

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