

**City of Mission
Special City Council Meeting
Wednesday, April 1, 2020
6:30 p.m.**

This meeting will be held virtually via Zoom.
Information for the public on how to participate
will be available at missionks.org/calendar prior to the meeting.

AGENDA

1. Amendment to State of Emergency / Disaster Proclamation
2. Adjournment



6090 Woodson Road
Mission, KS 66202
(913) 676.8350
www.missionks.org

NOTICE OF SPECIAL GOVERNING BODY MEETING
OFFICE OF THE CITY CLERK
MISSION, KANSAS

TO: Ronald E. Appletoft, Mayor

You are hereby notified that there will be a special meeting of the Governing Body at 6:30 p.m., Wednesday, April 1, 2020 at Mission City Hall, 6090 Woodson for the purpose of considering the following item:

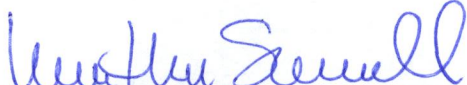
1. Amendment to State of Emergency / Disaster Proclamation

Witness my hand and the seal of said city this 25th day of March 2020.

State of Kansas)

Johnson County ss.)

City of Mission)



Martha M. Sumrall, City Clerk

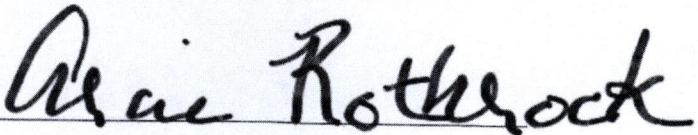
NOTICE FOR SPECIAL GOVERNING BODY MEETING

TO: Ronald E. Appletoft, Mayor

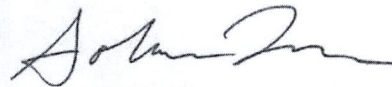
You are hereby requested, in accordance with K.S.A. 14-111, to call a special meeting of the Governing Body of Mission, Kansas, to be held at Mission City Hall, 6090 Woodson at 6:30 p.m., Wednesday, April 1, 2020 for the purpose of discussing the item listed below:

1. Amendment to State of Emergency / Disaster Proclamation

Dated this 25th day of March 2020



Councilmember



Councilmember

Councilmember

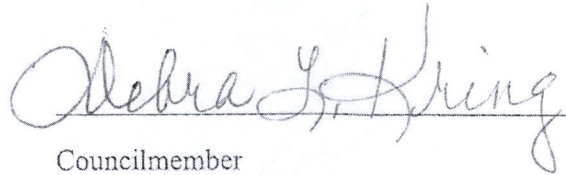
NOTICE FOR SPECIAL GOVERNING BODY MEETING

TO: Ronald E. Appletoft, Mayor

You are hereby requested, in accordance with K.S.A. 14-111, to call a special meeting of the Governing Body of Mission, Kansas, to be held at Mission City Hall, 6090 Woodson at 6:30 p.m., Wednesday, April 1, 2020 for the purpose of discussing the item listed below:

1. Amendment to State of Emergency / Disaster Proclamation

Dated this 25th day of March 2020

 3/25/20

Councilmember

Councilmember

Councilmember

City of Mission	Item Number:	1.
ACTION ITEM SUMMARY	Date:	April 1, 2020
Administration	From:	Laura Smith

Action items require a vote to recommend the item to the full City Council for further action.

RE: Amendments to the City of Mission State of Emergency/Disaster Proclamation related to COVID-19

RECOMMENDATION: Approve the amendments to City of Mission’s State of Emergency/Disaster Proclamation related to COVID-19 as issued on March 13, 2020 and previously amended on March 18, 2020.

DETAILS: In response to the ever-changing landscape of the COVID-19 situation, and specifically in response to “Stay at Home” orders issued by Johnson County, Kansas on March 23 and subsequently superseded by an Executive Order of the Governor of Kansas on March 28, the City of Mission should review and consider any necessary amendments to our State of Emergency/Disaster Proclamation.

Please see the attached memorandum outlining the recommendations for city facilities, operations, and compensation for all full and part time staff through the end of the current “Stay at Home” orders.

CFAA CONSIDERATIONS/IMPACTS: The City seeks to establish policies and practices that ensure the delivery of essential services and programs while also taking steps to protect the health of our residents, businesses, visitors and employees in the midst of a public health crisis.

Related Statute/City Ordinance:	Mission Municipal Code Section 250.030 and 250.120
Line Item Code/Description:	NA
Available Budget:	NA



MEMORANDUM

Date: April 1, 2020
To: Mayor and City Council
From: Laura Smith, City Administrator
RE: Recommendations regarding COVID-19 Emergency/Disaster Proclamation

The health and safety of our community and our employees is our highest priority. As COVID-19 (novel Coronavirus) continues to spread throughout the country, specifically impacting our State/County over the last several weeks, Mission has closely monitored this rapidly evolving situation. We continue to rely on guidance from public health agencies and other city, county, and state partners to determine appropriate actions and responses.

On March 13, 2020, the Mayor issued a Disaster Proclamation specifically closing City of Mission facilities to the general public, effective immediately including the Sylvester Powell, Jr. Community Center, Public Works Facility, City Hall, Municipal Court, and Police Department. Facilities were to be staffed and normal operations were to continue as much as possible with City business conducted by phone or email. That proclamation was amended and closures were extended through April 5, 2020 by the City Council on March 18.

Since that time, there have been a number of things happening at the county, state and federal levels impacting the COVID-19 situation. Including a "Stay at Home" Order issued by Johnson County on March 23, which then superseded by an Executive Order issued by Governor Laura Kelly imposing a state-wide "Stay at Home" Order. I will briefly outline the amendments that are recommended to the City's existing Emergency/Disaster Proclamation.

"Stay at Home" Orders

The statewide "Stay at Home" Order is in effect until Sunday, April 19. When that order expires, the County's order will continue in effect until 12:01 a.m. on Friday, April 24. Staff is recommending that the City's proclamation be amended to specifically order closure of City facilities to the public through the end of the existing state/county "Stay at Home" orders.

Staffing/Compensation

Since 5 p.m. on Friday, March 13, 2020, City facilities have been closed to the public. Full-time staff continued to report on regular schedules unless required to be quarantined or isolated per CDC/KDHE guidelines. Part-time Community Center staff were provided the opportunity to come in on staggered schedules to complete deep-cleaning/disinfecting activities at the



MEMORANDUM

Community Center staff. Appropriate social distancing requirements and enhanced cleaning/disinfecting were established for all work areas.

Prior to the County's announcement of the "Stay at Home" order, Mission implemented a plan for City Hall, Municipal Court, Police Records staff, Public Works and Parks and Recreation staff to work on modified/staggered schedules through April 5 with the goal of reducing the total number of staff in any specific work area by at least 50% if not more. At the City Council meeting on March 18, 2020 the Council agreed to compensate employees (full and part-time) through the April 5, 2020 date.

Based on the County/State orders, we are now recommending that the Council amended the Emergency/Disaster Proclamation to approve the following as it relates to employee compensation/scheduling:

1. That all City employees, regardless of whether they are working on regular schedules, staggered schedules, or remotely will be compensated in accordance with the greater of, the actual hours worked or their regularly scheduled hours each week up to and including Saturday, April 25 which is the end of a regular bi-weekly pay period. Part-time employees who are not able to report to work at this time, will be compensated through this same time period based on an average of their regularly scheduled hours each week. No employee will be required to use their own accrued leave time (personal, sick or vacation) for any COVID-19 related situation.
2. That all City employees who have physically reported to work from March 23, 2020 through the conclusion of the "Stay at Home" order will be provided with eight (8) hours of additional vacation leave for every 40 hours worked.
3. That, in the event the current "Stay at Home" orders are extended beyond April 24, 2020, the City Administrator will review and evaluate the City's financial resources, along with the provisions of the Families First Coronavirus Response Act, and make a recommendation to the Governing Body regarding employee compensation and benefits.

Our primary objective to protect and support all of our employees through these difficult and stressful times. The Leadership Team believes that allowing them some peace of mind without having to be concerned about using their own accrued leave time, or being furloughed is consistent with the organizational culture we work so hard to build.

I have evaluated this recommendation from a financial perspective, and based on the actual work being completed by our employees, we have between 85-90% of employees actively engaged in work on a daily basis. An average bi-weekly payroll is currently \$200,000, meaning we would be spending \$20,000-\$30,000 that might not be necessary if we furloughed. We believe this is a worthwhile investment in our staff.



MEMORANDUM

Obviously, extended "Stay at Home" orders or closures would mean we might need to re-evaluate this situation. We will continue to monitor and adjust if necessary, factoring in new requirements imposed by the Families First Coronavirus Response Act (FFCRA).

We have also recommended that those employees who have physically reported to the work site be provided with additional vacation hours at the rate of 8 hours per 40 hours worked as an additional incentive.

Other Budgetary Impacts

Staff is working on detailed review and analysis of how the COVID-19 situation might impact the current year's budget as well as our considerations for the 2021 Budget. I will be able to provide a high-level overview of this information during the April 1 meeting, and this will be a continued focus for each department. To date, direction has been provided to:

- Hold off on any/all capital project/equipment expenditures
- Review and evaluate all purchases for potential deferral or elimination
- Departments are developing scenarios for their operating budgets that anticipate both at 10% and a 20% reduction in expenditures

We have not specifically instituted a hiring freeze, but we are cautiously reviewing and evaluating any and all hiring decisions. Since our employees are evaluated and receive merit increases in late November each year, we do not have to make any decisions regarding employee compensation at this time.

Communication and Enforcement

The majority of our efforts continue to revolve around interpretation and enforcement of the "Stay at Home" orders. Challenges in determining what may or may not be considered an essential business and a potential lack of enforcement authority continue to make this a very difficult situation for everyone.

Staff will review plans to communicate with our businesses and our churches in the next 24-48 hours at the Special City Council meeting.

**CITY OF MISSION
STATE OF EMERGENCY / DISASTER PROCLAMATION**

WHEREAS, on this 13th day of March 2020 the Mayor of the City of Mission, Kansas, or the mayors authorized designee, finds that certain conditions have caused, or imminently threaten to cause, a widespread public health emergency in Mission, Kansas; and

WHEREAS, such conditions may endanger the public health, safety, and welfare of persons within the borders of the City of Mission, Kansas due to the worldwide outbreak of Covid-19.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor of the City of Mission, Kansas:

That the Mayor, under and by virtue of the authority vested in the Mayor by Mission Municipal Code Section 250.030 - Local Emergency Operation Plan Established and amendments thereto, does hereby declare that a state of emergency exists.

Furthermore, that the area within the borders of the City of Mission, Kansas covered by this declaration of a state of emergency shall include the entire City of Mission, Kansas.

That this declaration of a state of emergency shall be given prompt and general publicity and shall be filled promptly with the City Clerk of the City of Mission.

That this declaration of a state of emergency shall activate the response and recovery aspects of all local emergency plans which are applicable to Mission, Kansas and shall initiate the rendering of aid and assistance thereunder.

That this declaration specifically closes City of Mission facilities to the general public to include the Sylvester Powell, Jr. Community Center, Public Works Facility, City Hall, Municipal Court, and Police Department. These closures will be continually evaluated.

That any rights or powers lawfully exercised or any actions taken pursuant to the local emergency plans shall continue and have full force and effect as authorized by law, unless modified or terminated in the manner prescribed by law.

That this state of emergency shall not be continued for a period in excess of seven (7) days or renewed, except with the consent of the City Council, representatives of the City of Mission, Kansas.

PROCLAIMED BY THE MAYOR OF THE CITY OF MISSION, KANSAS THIS 13th, DAY OF March 2020.

MAYOR OF THE CITY OF MISSION, KANSAS

Ronald E. Appletoft, Mayor

ATTEST:

Martha Sumrall, City Clerk

WHEREAS, the worldwide outbreak of COVID-19 and the resulting epidemic in Kansas and Johnson County continue to threaten the life and health of our citizens and visitors as well as the economy, and remains a public disaster affecting life, health, property and the public peace; and

WHEREAS, the response to the COVID-19 pandemic continues to evolve and the Governing Body of the City of Mission, Kansas desires to extend, expand and clarify the emergency declaration signed by the Mayor on March 13, 2020.

NOW THEREFORE, BE IT PROCLAIMED by the City Council of the City of Mission, Kansas in accordance with Section 250.120 of Mission Municipal Code that the emergency proclamation is amended as follows:

That City of Mission facilities, including the Sylvester Powell, Jr. Community Center, Public Works Facility, City Hall, Municipal Court, and Police Department are closed to the general public through Sunday, April 5, 2020. Closures will be continually evaluated, and may be rescinded or amended based on the recommendations of the United States Centers for Disease Control and Prevention (CDC), the Kansas Department of Health and Environment (KDHE) and the Johnson County Public Health Department.

That all governmental functions within the control of the City of Mission including City Council meetings, Board and Commission meetings which would constitute a large public gathering, defined as ten (10) or more people will be suspended or conducted remotely through Sunday, April 5, 2020 at which time they will be re-evaluated and may be rescinded or amended.

That all judicial functions within the control of the City of Mission which includes Mission Municipal Court will be postponed until Tuesday, May 12, 2020 at which time they will be re-evaluated and may be rescinded or amended.

That the City of Mission will support and abide by the March 16, 2020 Emergency Orders of the Johnson County Health Office that includes the following:

1. The prohibition of all large public gatherings of people. Large public gatherings are those with more than ten (10) people in attendance or anticipated to attend, both indoor and outdoor, except for governmental and judicial functions, healthcare facilities, private business operations, religious and faith-based activities, weddings and funerals. A "gathering" does not include normal operations at spaces where persons may be in transit or coming and going individually or in groups of less than ten (10) persons. For all gatherings of people, the health officer strongly encourages everyone to follow the guidance provided by the Centers for Disease Control and Prevention (CDC), federal, state and local public health officials and private medical providers.
2. All restaurants, dining facilities, bars, taverns, clubs and movie theatres in Johnson County, Kansas are hereby ordered closed to the public effective at 12:01 a.m. on March 17, 2020 until 12:01 a.m. on April 1, 2020, except that any such establishment may continue to provide carryout, drive-through and delivery

food and beverage services. In all areas, establishments must follow the guidance provided by the Centers for Disease Control and Prevention (CDC), federal, state and local public health officials for social distancing and infection control measures.

3. All public and private schools are hereby ordered to be closed effective immediately until April 5, 2020, subject to the guidance and direction of the United States Centers for Disease Control and Prevention (CDC), the Kansas Department of Health and Environments (KDHE) and the Johnson County Local Health Officer.

That any rights or powers lawfully exercised or any actions taken pursuant to the local emergency plans shall continue and have full force and effect as authorized by law, unless modified or terminated in the manner prescribed by law.

PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF MISSION, KANSAS THIS 18th DAY OF MARCH 2020.

SIGNED BY THE MAYOR OF THE CITY OF MISSION, KANSAS THIS 18th DAY OF MARCH 2020.

Ronald E. Appletoft, Mayor

ATTEST:

Martha Sumrall, City Clerk

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WHEREAS, the situation surrounding the outbreak of COVID-19 continues to threaten the life and health of our citizens and visitors as well as the economy, and remains a public disaster affecting life, health, property and the public peace; and

WHEREAS, the response to the COVID-19 pandemic continues to evolve and the Governing Body of the City of Mission, Kansas desires to extend, expand and clarify the emergency declaration signed by the Mayor on March 13, 2020, and amended by the Governing Body on March 18, 2020; and

WHEREAS, the Governing Body desires to preserve and protect the City of Mission employees as they continue to provide service to our residents and businesses while also remaining responsible stewards of public resources;

NOW THEREFORE, BE IT PROCLAIMED by the City Council of the City of Mission, Kansas in accordance with Section 250.120 of Mission Municipal Code that the emergency proclamation issued on March 13, 2020 and amended on March 18, 2020 is further amended as follows:

That City of Mission facilities, including the Sylvester Powell, Jr. Community Center, Center, Public Works Facility, City Hall, Municipal Court, and Police Department are closed to the general public through Friday, April 24, 2020 to align with the "Stay at Home" orders issued by the State of Kansas and Johnson County Government. Any recommendations for closures beyond April 24, 2020 will be based on recommendations of the United States Centers for Disease Control and Prevention (CDC), the Kansas Department of Health and Environment (KDHE) and the Johnson County Public Health Department.

That all governmental functions within the control of the City of Mission including City Council meetings, Board and Commission meetings, and all other internal and external meetings which would constitute a large public gathering, defined as ten (10) or more people will be suspended or conducted remotely through Friday, April 24, 2020 at which time this provision will be re-evaluated and may be rescinded or amended.

That all City employees, regardless of whether they are working on regular schedules, staggered schedules, or remotely will be compensated in accordance with the greater of, the actual hours worked or their regularly scheduled hours each week up to and including Saturday, April 25 which is the end of a regular bi-weekly pay period. Part-time employees who are not able to report to work at this time, will be compensated through this same time period based on an average of their regularly scheduled hours each week. No employee will be required to use their own accrued leave time (personal, sick or vacation) for any COVID-19 related situation.

That all City employees who have physically reported to work from March 23, 2020 through the conclusion of the "Stay at Home" order will be provided with eight (8) hours of additional vacation leave for every 40 hours worked.

That, in the event the current "Stay at Home" orders are extended beyond April 24, 2020, the City Administrator will review and evaluate the City's financial resources, along with the provisions of the Families First Coronavirus Response Act, and make a recommendation to the Governing Body regarding employee compensation and benefits.

That the City will continue to abide by, support and enforce the "Stay at Home" order issued by Governor Kelly of the State of Kansas (Executive Order 20-16) which expires on April 19, 2020.

That at such time as the Governor's "Stay at Home" order expires, the City will continue to abide by, support and enforce the "Stay at Home" order issued by the Public Health Officer of Johnson County, Kansas, which expire on April 24, 2020.

That any rights or powers lawfully exercised or any actions taken pursuant to the local emergency plans shall continue and have full force and effect as authorized by law, unless modified or terminated in the manner prescribed by law.

PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF MISSION, KANSAS THIS 1ST DAY OF APRIL 2020.

SIGNED BY THE MAYOR OF THE CITY OF MISSION, KANSAS THIS 1ST DAY OF APRIL 2020.

Ronald E. Appletoft, Mayor

ATTEST:

Martha Sumrall, City Clerk

**CITY OF MISSION
STATE OF EMERGENCY / DISASTER PROCLAMATION**

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WHEREAS, such conditions may endanger the public health, safety, and welfare of persons within the borders of the City of Mission, Kansas due to the worldwide outbreak of Covid-19.

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WHEREAS, the worldwide outbreak of COVID-19 and the resulting epidemic in Kansas and Johnson County continue to threaten the life and health of our citizens and visitors as well as the economy, and remains a public disaster affecting life, health, property and the public peace; and

WHEREAS, the response to the COVID-19 pandemic continues to evolve and the Governing Body of the City of Mission, Kansas desires to extend, expand and clarify the emergency declaration signed by the Mayor on March 13, 2020.

NOW THEREFORE, BE IT PROCLAIMED by the City Council of the City of Mission, Kansas in accordance with Section 250.120 of Mission Municipal Code that the emergency proclamation is amended as follows:

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That all governmental functions within the control of the City of Mission including City Council meetings, Board and Commission meetings which would constitute a large public gathering, defined as ten (10) or more people will be suspended or conducted remotely through Sunday, April 5, 2020 at which time they will be re-evaluated and may be rescinded or amended.

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WHEREAS, the Governing Body desires to preserve and protect the City of Mission employees as they continue to provide service to our residents and businesses while also remaining responsible stewards of public resources;

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