

**City of Mission  
Special City Council Meeting  
Wednesday, May 13, 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](https://missionks.org/calendar) prior to the meeting.

**AGENDA**

1. Amendment to State of Emergency / Disaster Proclamation
2. Resolution Outlining COVID-19 Reopening Plan for Mission
3. Adjournment



6090 Woodson Road  
Mission, KS 66202  
(913) 676.8350  
[www.missionks.org](http://www.missionks.org)

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**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, May 13, 2020 via the virtual platform Zoom for the purpose of discussing the items listed below:

1. Consideration of State of Emergency / Disaster Proclamation
2. Resolution Outlining COVID-19 Reopening Plan for Mission

Witness my hand and the seal of said city this 7th day of May 2020.

State of Kansas            )  
Johnson County ss.    )  
City of Mission            )

DocuSigned by:  
*Audrey M. McClanahan*  
5D3F02C23A52410...  
\_\_\_\_\_  
Audrey M. McClanahan, City Clerk



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## 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 via the virtual platform Zoom on Wednesday, May 13, 2020 at 6:30 pm for the purpose of discussing the items listed below:

1. Consideration of State of Emergency / Disaster Proclamation
2. Resolution Outlining COVID-19 Reopening Plan for Mission

Dated this 7th day of May 2020

DocuSigned by:  
*Sallie Flora*  
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Councilmember

DocuSigned by:  
*Alvin LeMay*  
AA5D6CF8CFA94BE...

Councilmember

DocuSigned by:  
*Sallie Flora*  
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Councilmember

DocuSigned by:  
*Ken Dav...*  
8384EAB2F9...

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	May 13, 2020
<b>Administration</b>	From:	Laura Smith

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

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

**RECOMMENDATION:** Extend the City of Mission’s State of Emergency/Disaster Proclamation related to COVID-19 through July 15, 2020.

**DETAILS:** Although the current stay-at-home orders issued by the State and Johnson County have now expired, the City of Mission desires to extend the current emergency declaration through July 15, 2020 in order to gauge the success of various reopening and recovery plans. The Proclamation was originally issued on March 13, 2020 and previously amended on March 18, 2020, April 1, 2020 and April 15, 2020.

The recommendations for reopening City facilities, programs and services are outlined in a separate memorandum and matrix and will be considered via a Resolution, separate from the Emergency Proclamation. This will allow the City to maintain the umbrella protection of the emergency declaration while also maintaining a greater degree of flexibility in reacting and responding to changes in public health information and gating criteria to manage the appropriate reopening schedules for City facilities or programs.

**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

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

WHEREAS, on March 13, 2020 the Mayor of the City of Mission, Kansas found that certain conditions related to the COVID-19 pandemic had caused or imminently threatened to cause, a widespread public health emergency in Mission, Kansas; and

WHEREAS, said proclamation was later approved, amended and extended by the City Council of the City of Mission, Kansas on March 18, 2020, April 1, 2020 and April 15, 2020; and

WHEREAS the current emergency proclamation for the City of Mission will expire on May 15, 2020; and

WHEREAS, recognizing that efforts to mitigate the spread of COVID-19 take the thoughtful and dedicated leadership and coordination of governments at all levels to protect the life and health of our citizens and visitors as well as the economy; and

WHEREAS, the Governing Body of the City of Mission, Kansas desires to continue a state of emergency as the state, county and city move into a reopening and recovery period;

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, April 1, 2020, and April 15, 2020 is further amended as follows:

That the state of emergency resulting from the COVID-19 pandemic is hereby extended through and including July 15, 2020. The City Council may revoke the extension sooner if conditions warrant by formal action at a public meeting.

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 13th DAY OF MAY 2020.

SIGNED BY THE MAYOR OF THE CITY OF MISSION, KANSAS THIS 13th DAY  
OF MAY 2020.

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Ronald E. Appletoft, Mayor

ATTEST:

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Audrey McClanahan, City Clerk

**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.

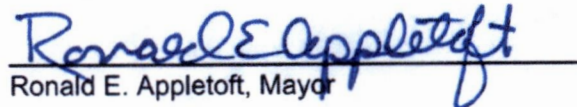
That this declaration specifically closes City of Mission facilities to the general public to include the Sylvester Powell, Jr. Community Center, Public Works Facility, City Hall, Municipal Court, and Police Department. These closures will be continually evaluated.

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.

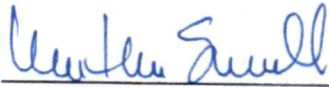
That this state of emergency shall not be continued for a period in excess of seven (7) days or renewed, except with the consent of the City Council, representatives of the City of Mission, Kansas.

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 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



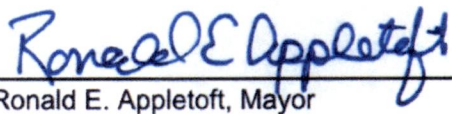
provided by the Centers for Disease Control and Prevention (CDC), federal, state and local public health officials and private medical providers.

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

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.

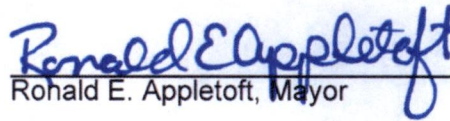
That the City will continue to abide by, support and enforce the "Stay at Home" order issued by Governor Kelly of the State of Kansas (Executive Order 20-16) which expires on April 19, 2020.

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.

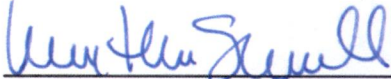
That any rights or powers lawfully exercised or any actions taken pursuant to the local emergency plans shall continue and have full force and effect as authorized by law, unless modified or terminated in the manner prescribed by law.

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

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

  
Ronald E. Appletoft, Mayor

ATTEST:



Martha Sumrall, City Clerk

WHEREAS, efforts to mitigate the spread of COVID-19 take the thoughtful and dedicated leadership and coordination of governments at all levels to protect the life and health of our citizens and visitors as well as the economy; and

WHEREAS, the Governing Body of the City of Mission, Kansas desires to continue to support and sustain the efforts of state and county leaders who have developed "stay at home" orders impacting residents and businesses;

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 and April 1, 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 the duration of any "Stay at Home" orders issued by the State of Kansas or Johnson County Government.

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 the duration of any "Stay at Home" orders issued by the State of Kansas or Johnson County Government.

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 Friday, May 15, 2020. 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(s) will be provided with eight (8) hours of additional vacation leave for every 40 hours worked.


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 15<sup>th</sup> DAY OF APRIL 2020.

SIGNED BY THE MAYOR OF THE CITY OF MISSION, KANSAS THIS 15<sup>th</sup> DAY OF APRIL 2020.

  
\_\_\_\_\_  
Ronald E. Appletoft, Mayor

ATTEST:

  
\_\_\_\_\_  
Martha Sumrall, City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	May 13, 2020
<b>Administration</b>	From:	Laura Smith

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

**RE:** COVID-19 Reopening Recommendations - City Facilities and Programs

**RECOMMENDATION:** Review and adopt a Resolution which outlines the reopening recommendations for various City facilities, programs and services in response to the COVID-19 pandemic.

**DETAILS:** In April, both Governor Laura Kelly and Johnson County issued stay-at-home orders as a public health mitigation strategy to slow the spread of the novel coronavirus (COVID-19). In anticipation of the orders expiring, staff has been reviewing and evaluating impacts on various City facilities, programs and services.

At the May 6, 2020 Community Development Committee meeting, a memorandum and accompanying matrix outlined reopening recommendations designed to assist Mission in reopening responsibly in order to continue to protect the health and safety of the community and our employees. The only change incorporated in the materials included in the packet is a move of in-person court dockets from June 9 until at least July 1, 2020.

Generally, the City’s reopening plan will follow the phasing recommendations outlined in the State’s [Ad Astra: A Plan to Reopen Kansas](#). Where we differ, we will take a more cautious and slower approach based on our desire to open all facilities as safely as possible. Mission formally entered Phase I of the plan on May 11, following the expiration of Johnson County’s extension of the stay-at-home order.

Each reopening phase is to be reviewed and analyzed on a rolling 14-day cycle. All dates connected with the State’s plan are “best case scenario” and subject to extension. Any dates included in the plan may be moved backward (but not forward), as necessary, to align with public health recommendations and criteria.

Information and updates and any changes to the City’s reopening plan will be posted to the City’s website and shared via various social media channels.

**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:	NA
Line Item Code/Description:	NA
Available Budget:	NA

**CITY OF MISSION  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OUTLINING THE PLAN FOR RECOVERY AND REOPENING OF CITY FACILITIES, PROGRAMS AND SERVICES IN RESPONSE TO THE COVID-19 PANDEMIC AND IN GENERAL ACCORDANCE WITH THE RECOVERY PLAN ISSUED BY THE STATE OF KANSAS.**

WHEREAS, in March 2020 the Mayor declared and the City Council extended an Emergency Proclamation declaring a state of emergency in the City of Mission, Kansas as a result of certain conditions that had caused, or were imminently threatening to cause, a widespread public health emergency; and

WHEREAS, such conditions that could endanger the public health, safety and welfare of persons within the borders of the City of Mission, Kansas were the result of the worldwide outbreak of COVID-19; and

WHEREAS, on April 30, 2020 Governor Laura Kelly presented a reopening and recovery plan for the state of Kansas, entitled: Ad Astra: A Plan to Reopen Kansas which outlined a phased recovery with movement between phases being governed by specific public health metrics and also lifted state-wide stay-at-home orders effective May 4, 2020; and

WHEREAS, Johnson County, Kansas extended countywide stay-at-home orders through May 11, 2020, at which time Mission, Kansas transitioned into Phase I of the state plan; and

WHEREAS, in order to continue to mitigate the spread of COVID-19, the City of Mission desires to take a cautious and thoughtful approach to the reopening of City facilities, programs and services;

NOW THEREFORE BE IT RESOLVED BY THE CITY OF MISSION, KANSAS:

- Section 1. Major city facilities will be reopened in accordance with the matrix attached to this Resolution as Exhibit A.
  
- Section 2. The recommendations and reopening plans are subject to change based on public health criteria and the City's ability to safely and responsibly provide services to our residents and businesses while also protecting the health and safety of our employees.
  
- Section 3. Any dates included in this Resolution or subsequent communication materials are estimates only and may be moved backward (but not forward), as needed to align with public health recommendations and gating criteria.

**THIS RESOLUTION IS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION, THIS 13th DAY OF MAY 2020.**

**THIS RESOLUTION IS APPROVED BY THE MAYOR THIS 13th DAY OF MAY 2020.**

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Ronald E. Appletoft, Mayor

ATTEST:

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Audrey McClanahan, City Clerk

**\*\*\*DATES INCLUDED HEREIN MAY BE MOVED BACKWARD (BUT NOT FORWARD), AS NEEDED, TO ALIGN WITH PUBLIC HEALTH RECOMMENDATIONS AND GATING CRITERIA\*\*\***

<b>Mission COVID-19 Reopening Plan – Final Recommendations</b>				
<b>Milestone</b>	<b>Phase One</b>	<b>Phase Two</b>	<b>Phase Three</b>	<b>Phase Four</b>
<b>Estimated Date Range</b>	May 11	TBD based on gating criteria - no sooner than May 18	TBD based on gating criteria - no sooner than June 1	TBD based on gating criteria - no sooner than June 15
<b>Gatherings</b>	<ul style="list-style-type: none"> <li>No groups over 10</li> </ul>	<ul style="list-style-type: none"> <li>No groups over 30</li> </ul>	<ul style="list-style-type: none"> <li>No groups over 90</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
<b>Public Facilities* and Meetings</b>  <b>*City Hall, Police Department, and Public Works</b>	<ul style="list-style-type: none"> <li>All City facilities remain closed to the Public</li> <li>City meetings (internal and external) continue via Zoom</li> <li>No in-person court dockets</li> <li>No non-essential events in City facilities</li> </ul>	<ul style="list-style-type: none"> <li>All City facilities remain closed to the Public</li> <li>City meetings (internal and external) continue via Zoom</li> <li>No in-person court dockets</li> <li>No non-essential events in City facilities</li> </ul>	<ul style="list-style-type: none"> <li>City facilities open to the public (June 1 at the latest)</li> <li>City meetings (internal and external) continue via Zoom</li> <li>No in-person court dockets</li> <li>No non-essential events in City facilities</li> <li>Virtual Mission Market opens for on-line ordering and pick-up (Begins June 4)</li> </ul>	<ul style="list-style-type: none"> <li>City facilities open to the public</li> <li>Mission Market continues with restrictions and modified activities</li> <li>In-person City meetings (internal and external) resume if appropriate after July 1, 2020</li> <li>In-person courts dockets may resume after July 1, 2020</li> </ul>
<b>Work</b>	<ul style="list-style-type: none"> <li>Employees working remotely and staggered schedules.</li> <li>Vulnerable employees return to work handled on a case- by- case basis</li> <li>All Public Works return on staggered shifts with distancing</li> <li>City travel restriction and personal travel reporting requirement to HR remains</li> </ul>	<ul style="list-style-type: none"> <li>Employees working remotely and staggered schedules.</li> <li>Vulnerable employees return to work handled on a case- by- case basis</li> <li>All Public Works return on staggered shifts with distancing</li> <li>City travel restriction and personal travel reporting requirement to HR remains</li> </ul>	<ul style="list-style-type: none"> <li>All staff back to work on normal schedule unless given ADA or FMLA Accommodation</li> <li>City travel restriction and personal travel reporting requirement to HR remains</li> </ul>	<ul style="list-style-type: none"> <li>All staff back to work on normal schedule unless given ADA or FMLA Accommodation</li> <li>City travel restriction and personal travel reporting requirement lifted</li> </ul>



**\*\*\*DATES INCLUDED HEREIN MAY BE MOVED BACKWARD (BUT NOT FORWARD), AS NEEDED, TO ALIGN WITH PUBLIC HEALTH RECOMMENDATIONS AND GATING CRITERIA\*\*\***

<p><b>Parks and Recreation</b></p>	<ul style="list-style-type: none"> <li>• Community Center closed</li> <li>• MFAC closed</li> <li>• Tennis courts open (handball court remains closed)</li> <li>• Playgrounds/park restrooms closed</li> </ul>	<ul style="list-style-type: none"> <li>• Community Center closed</li> <li>• MFAC closed</li> <li>• Tennis courts open (handball court remains closed)</li> <li>• Playgrounds/park restrooms closed</li> </ul>	<ul style="list-style-type: none"> <li>• Limited reopening of Community Center fitness activities (June 1 at the latest)</li> <li>• Community Center rentals based on gathering limits</li> <li>• MFAC closed</li> <li>• Tennis courts open (handball court remains closed)</li> <li>• Playgrounds/park restrooms closed</li> </ul>	<ul style="list-style-type: none"> <li>• Gradual expansion of use and access for Community Center fitness activities</li> <li>• Community Center rentals based on gathering limits</li> <li>• MFAC closed</li> <li>• All playgrounds and sports courts open</li> <li>• Park restrooms open</li> </ul>
<p><b>Protective Measures</b></p>	<ul style="list-style-type: none"> <li>• Protective barriers installed as needed; social distancing required; employees may wear masks at any time; employees are encouraged to wear a mask anytime they are outside of their immediate work area; Employees are required to wear a mask: when going to a different city department, when assisting patron without a physical barrier (service window), and when working in close contact with others while indoors; Police Department employees follow orders and directives, but must wear mask when in city hall, community center, or public works; Public Works and Parks and Recreation employees must follow additional department written policies and protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• Protective barriers installed as needed; social distancing required; employees may wear masks at any time; employees are encouraged to wear a mask anytime they are outside of their immediate work area; Employees are required to wear a mask: when going to a different city department, when assisting patron without a physical barrier (service window), and when working in close contact with others while indoors; Police Department employees follow orders and directives, but must wear mask when in city hall, community center, or public works; Public Works and Parks and Recreation employees must follow additional department written policies and protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• Protective barriers installed as needed; social distancing required; employees may wear masks at any time; employees are encouraged to wear a mask anytime they are outside of their immediate work area; Employees are required to wear a mask: when going to a different city department, when assisting patron without a physical barrier (service window), and when working in close contact with others while indoors; Police Department employees follow orders and directives, but must wear mask when in city hall, community center, or public works; Public Works and Parks and Recreation employees must follow additional department written policies and protocols; floor markers are installed for public waiting in line.</li> </ul>	<ul style="list-style-type: none"> <li>• Protective barriers installed as needed; social distancing required; employees may wear masks at any time; employees are encouraged to wear a mask anytime they are outside of their immediate work area; Employees are required to wear a mask: when going to a different city department, when assisting patron without a physical barrier (service window), and when working in close contact with others while indoors; Police Department employees follow orders and directives, but must wear mask when in city hall, community center, or public works; Public Works and Parks and Recreation employees must follow additional department written policies and protocols; floor markers are installed for public waiting in line.</li> </ul>



**MEMORANDUM**

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**Date:** May 11, 2020  
**To:** Mayor and City Council  
**From:** Laura Smith, City Administrator  
**RE:** COVID-19 Reopening Recommendations - City Facilities/Programs/Services  
- UPDATED -

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In April both Governor Laura Kelly and Johnson County issued stay-at-home orders as a public health mitigation strategy to slow the spread of the novel coronavirus (COVID-19). Throughout the orders, and particularly as they were set to expire last week, staff has been reviewing and evaluating impacts on various City facilities, programs and services.

This memorandum and the accompanying matrix outline a series of recommendations which we believe will assist Mission in responding responsibly once the stay at home order is lifted while continuing to protect the health and safety of the community and our employees. Generally, the recommendations will follow the phasing recommendations outlined in the State’s [Ad Astra: A Plan to Reopen Kansas](#) (The Plan). Based on Johnson County’s extension of the stay-at-home order, Phase I of the plan will begin on May 11. Each phase is to be reviewed and analyzed on a rolling 14-day cycle, so all dates connected with the State’s reopening plan are “best case scenario” and subject to adjustment/extension depending on COVID-19 data trends. A [simple reopening guide](#) prepared by the County is also available for your reference.

In each recommendation included below, an estimated impact to the public has been identified. Following our discussion at the May 6, 2020 Community Development Committee one modification to the recommendations outlined below has been made. That includes pushing the first in-person court docket from June 9 until at least July 1, 2020. All other recommendations remain as presented and discussed at that CDC Committee meeting.

**City Hall/Police Department/Public Works**

City facilities have been closed to the public since March 13, 2020. With the exception of public safety personnel, staff have been working remotely and on staggered schedules in order to keep the total number of personnel in any facility at 50% or less of typical staffing. It is recommended that City Hall, the Police Department and Public Works reopen to the public no sooner than June 1, 2020. This will allow for staff to be re-introduced slowly and cautiously into the workplace to ensure appropriate social distancing can be achieved. In addition, staff will have adequate time to develop, review and practice various procedures related to sanitizing and use of personal protective equipment (PPE) where appropriate before the public is invited back into the facility. Estimated Public Impact: Low



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### **Municipal Court**

The first in-person court docket will not be scheduled until at least July 1. Staff will continue to work with the Judge and the Prosecutors to review and evaluate options to reduce docket size and to move court patrons through the process in a manner that meets social distancing requirements. Although not specifically subject to the gathering size requirements in The Plan, staff will use the gathering limit criteria as a guide for achieving compliance with its spirit and intent. With the natural reduction in citations throughout the pandemic, docket sizes are anticipated to be manageable. Additional staff may be required to manage flow and distancing through the lobby and the courtroom. Estimated Public Impact: High

### **City Meetings (Internal and External)**

City meetings, including City Council meetings, Board and Commission Meetings and other internal and external meetings will continue to be conducted remotely through June 30. Effective July 1, in-person City meetings may resume if appropriate. Estimated Public Impact: Low

### **Non-Essential Events in City Facilities (excluding Community Center)**

Any non-essential event (tours, retirement celebrations, etc.) in City Hall, the Police Department or Public Works will be allowed to resume with the introduction of Phase IV of The Plan. The Community Center will be subject to separate event and reopening criteria.

### **Mission Family Aquatic Center**

City staff has considered various scenarios related to the opening of the outdoor pool. The recommendation is not to open the MFAC for the 2020 season. This recommendation is based on many factors including but not limited to:

- Safety of our staff as well as residents. Our seasonal pool staff is primarily minors under the age of 18.
- Difficulty in accommodating social distancing practices among staff and patrons, particularly in the concession area, break room, and locker rooms.
- Challenges in enforcing gathering limits, distancing requirements, and the high likelihood to create conflict between staff and patrons.
- Inability to provide required lifeguard certification training while maintaining 6 feet of separation between guards.
- Efforts to coordinate with other NE Johnson County cities, so as not to increase the



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burden on pools that do attempt to stay open.

- To allow seasonal staff the opportunity to seek other employment opportunities.

This decision impacts the Mission Marlins swim team, who is in the MoKan Swim league, and they have not yet canceled the 2020 season. However, with closure of other facilities in the metro area, and the gathering limits placed on youth sports, there is likely no way to accommodate the swim teams this summer. Therefore, weighing all the risks associated with a modified operational plan, uncertainty of phase rollout dates and the potential for budgetary savings, Staff recommends cancellation of the 2020 season. Estimated Public Impact: High

### **Mission Summer Camp (MSC)**

Although the State's reopening plan specifically allows for licensed day camp programs to operate, staff does not feel that we can adequately meet all the recommended social distancing guidelines in order to provide a quality experience for staff and campers. In addition, hosting a day camp program potentially limits options for reopening and reuse of the Community Center for fitness and rental purposes. While this is a difficult recommendation impacting both our seasonal staff and the families the program serves we believe making this decision as soon as possible is fair to both as they try to make alternative arrangements for employment or child care. Estimated Public Impact: High

### **Playgrounds/Park Restrooms**

Playgrounds are recommended to remain closed through the conclusion of Phase II of The Plan. Restrooms - both permanent and portable - are recommended to remain closed through Phase III, reopening in Phase IV. Estimated Public Impact: High

### **Community Center**

Gyms and fitness centers may reopen in Phase II of the State's reopening plan. However, because the actual opening dates are unknown, and because staff estimates the need for at least one week to respond and communicate appropriately with users of the facility prior to reopening, we are recommending the Community Center open for fitness activities no sooner than June 1 2020. The facility would be open its regular days and hours, with the exception of Sunday. Closure on Sunday is recommended due to an inability under normal circumstances to cover staffing needs with low demand. Additional specifics impacting operation of the facility at the initial phase will be provided during the Committee meeting, and will continue to be developed and refined prior to the reopening. Staff anticipates conducting a survey of current



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members in the next 7-10 days to gauge willingness and interest in returning to the facility while any restrictions are in place. Estimated Public Impact: High

Facility rentals are recommended to resume with the introduction of Phase III (gathering limit of 90), and at least one week following the reopening of the Center for fitness activities. This will allow staff to assess the traffic patterns in the facility to ensure we can accommodate all appropriate social distancing requirements for both fitness and rental activities. Estimated Public Impact: High

### **Mission Market**

Staff is proposing a modified version of the market to provide continuity of programming for the public and support for the small business vendors who participate. The recommendation is to open the market in connection with Phase IV. When the market opens, it would be with modifications currently in place at other regional markets such as limiting guests to one shopper per family, encouraging mask use, spacing tents apart, providing guidance for one-way traffic in front of the tents and utilizing multiple handwashing stations. No hot prepared foods would be available, nor would the beer and wine garden. Music and other special events will not be scheduled. As a support to the market vendors, staff would like to offer a pick-up only option available beginning June 4, encouraging shoppers to place online orders. No onsite shopping would be permitted, and all the previously mentioned safety precautions would be in place. Estimated Public Impact: High

### **Mission Summer Family Picnic**

Staff has been reviewing and evaluating the potential impacts to the Mission Summer Family Picnic scheduled for Saturday, July 11. After considering the various elements of the event, we were in agreement that with public health as the primary concern, it would be next to impossible to hold the traditional event with the expected gathering restrictions and guidelines in place. The recommendation is to postpone the Mission Summer Picnic until September recognizing there is a high potential it could be cancelled entirely for 2020. If Council would prefer to definitively cancel the event at this time, staff can focus on developing other ways to support virtual community gatherings or activities.

### **Sunflower Festival**

Following the Sunflower Festival in 2019, the Mission Business Partnership communicated their desire for the City to take back ownership and responsibility for this downtown parade and



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event. Staff discussed our capacity and determined that we would have an appetite to support a community event like the Sunflower Festival. However, challenges with securing marching bands for the parade and other questions about form and activities had led staff to consider taking a break from the festival in 2020 and having an opportunity to develop a better long term vision and strategy for the festival. All of this was pre-COVID-19, and with additional challenges presented in the current environment staff recommends canceling the 2020 Sunflower Festival with plans to bring back recommendations for an event beginning in 2021. Estimated Public Impact: High

### **Mission Police Department Citizens Academy**

Based on the gathering size limitations and the closure of other facilities critical to the program curriculum, the 2020 Citizen's Academy has been cancelled and rescheduled for the first quarter of 2021.