

As we are working our way through this crisis, there is no doubt it can become overwhelming. None of us have lived through something like this, let alone tried to manage it. I have a firm belief that we are making every effort to make the right decisions at the right time at the local and county levels. In order to best manage the crisis, I have decided the City will be working in 2-week operational windows. Things are changing at such a rapid pace that looking beyond 2 weeks is foolish. The state and federal government has made it abundantly clear that the best way to stop the spread of this virus is to isolate ourselves from others. The reality for us in government is that we can't just go home and wait for all this to pass. **During this first 2-week operational window (March 30 - April 10) our operational goal is to determine the best practices for abiding by the Governor's Stay at Home Order while still providing our citizens with the best service possible.**

Here is a snapshot of what we have done or will be working on during this period. Currently there are no more than 3-4 persons on the administrative side of the municipal building. All persons who enter the building will be required to sign in at the table in the lobby. With your approval of the Emergency Sick Time policy last Tuesday and the enactment of the Families First Coronavirus Act on April 1, 2020, I believe we can continue to provide as best we can for our employees while limiting our exposure to the public and each other.

To be noted, employees with the FFCRA designation: the workload of those jobs have been reduced. The reasons for reduction vary, but most have to do directly with either the now limited contact with the public, or what is actually considered essential as defined in the governor's order. As of April 2nd, those employees will begin using a portion of their 80 hours additional sick time under the act.

Currently this is what the operation looks like:

Administration:

- City Manager – working on site, normal business hours
- Asst. City Manager – working on site, normal business hours
- City Clerk – working remotely from home
- IT/Inspections – Reduced hours: remote, limited on site, FFCRA

Assessing Department:

- Assessor – working remotely from home
- Assessing Assistant – working remotely from home

Finance Department:

- Finance Director – combination of on site and remote work
- Accounts Payable – Reduced hours: remote, limited on site, FFCRA
- Accounts Receivable - Reduced hours: remote, limited on site, FFCRA
- Cashier/Clerk - Reduced hours: remote, limited on site, FFCRA
- Human Resources - combination of on site and remote work

Fire Department:

- On call as normal

Library:

- Director - combination of on site and remote work
- Children's Librarian - combination of on site and remote work, possible FFCRA
- Cataloger - combination of on site and remote work, possible FFCRA

Police Department:

- Sworn personnel working as normal
- Clerk – FFCRA

Public Services:

- Director – working on site, normal business hours
- Water Department Superintendent – working on site, staggered shift
- Water Operators – working on site, staggered shift, possible FFCRA
 - employees drive in separate vehicles whenever possible to job sites or to perform necessary tasks so as to create more separation amongst personnel.
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- Public Works Superintendent – Working on site, normal business hours
- Public Works Crews – working on site, staggered shifts, limited FFCRA
 - Tasks that are high priority and will not be interrupted
 - Yard Waste, (begins April 6th)
 - Street sweeping – necessary to keep road debris out of the sewers
 - Sanitary sewer flushing/cleaning
 - Catch basins – vacuuming and rebuilding are necessary to maintain flow
 - Burials
 - Road Cold Patching
 - Sanitary and Storm Sewer Breaks
 - Tasks that are deemed non-essential at this time
 - Parks mowing (not needed for at least 2 weeks)
 - Cemetery mowing
 - City owned properties/buildings mowing
 - Airport maintenance (non-emergency)
 - Tree maintenance
 - Building maintenance
 - String trimming
 - Parks/restrooms – to stay closed
- Engineering – working remotely from home

Transportation

- Director – combination of on site and remote work
- Full time drivers – split shift, teams of three working staggered shifts and FFCRA

- Part time Drivers – all on layoff

All positions and their functions will be re-evaluated prior to the end of the 2-week operational window on April 10th. The next date that everyone appears to be using is April 13th. I am not sure we will have any better idea of the long-term approach to the crisis by that point, but I can assure you our operations will change to help our community in the best way we can.

I plan to release a portion of this information to the public on Monday. I believe it is important to let people know what we are doing and why we are doing certain things. I have had a few angry residents call about the street sweeper because they did not believe it was essential. When explained in the context of the sewers, folks seem to get it!

It's important for you to know we are doing all we can and trying hard to make the best decisions for this community. You have a good group here caring for this City. If you have any questions about the plan or have heard from any citizens, please let me know.

Stay safe – Be boring – We will get through this!

Matt