FOR IMMEDIATE RELEASE

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY AND KANSAS CITY, KANSAS ANNOUNCES PLANS TO CLOSE IN-PERSON SERVICES AND FACILITIES AS OF MONDAY, MARCH 23

Additional Operational Changes Announced in Response to COVID-19

*Beginning March 23*

Agencies throughout the Unified Government of Wyandotte County/Kansas City, Kansas announced additional operational changes today in response to the COVID-19 virus.

“As the COVID-19 situation in our region continues to evolve, agencies within the Unified Government are evaluating how to continue to provide essential services without creating large gatherings that might put our residents at risk for exposure to the virus,” explains Mr. Doug Bach, County Administrator. “We continue to urge our residents to practice social distancing and avoid large gatherings, in an effort to minimize their risk of exposure to COVID-19.”

The additional operational changes announced today are:

Planning Commission
- The neighborhood meeting requirement is suspended for the April applications.
- Detailed questions should be directed to Janet Parker at (913) 573-5758.

Urban Planning and Land Use Department
The Planning Department will be working remotely until asked to return to the office. Please contact at Planninginfo@wycokck.org or (913) 573-5750 with questions.

For other Urban Planning and Land Use Department submissions and permits, please read the following:
- The Planning Department and the Development Review Committee (DRC) are no longer taking in-person submissions. All submissions for the Planning Department (Change of Zone, Preliminary Plan, Final Plan, Preliminary Plat, Final Plat, Vacation, Board of Zoning Appeals, Special Use Permit, Sign Permit, or other submissions) and the DRC should be emailed to EDR@wycokck.org.
  - Files need to be broken into emails sizes of 150 mega bytes or less. Then send a separate email detailing what you sent in large files to the same email address without attachments to confirm the submission was received.
  - Staff will contact you about payment of any applicable fees or issues with the files.
Neighborhood Resource Center – Building Inspections

Building Inspection staff are currently working remotely during regular business hours, for most of the division functions. In-person submissions will not be received until further notice.

- All submissions for Building Inspection should be sent to the Building Inspection Division by email at BuildingInspection@wycokck.org. (Homeowner Applications, Contractor Applications, Commercial Interior Remodels, Safe to Restore Electric Service, Gas Pressure Test, Window Replacement, and Others). Files need to be broken into emails sizes of twenty-five (25) mega bites or less.
- Applications are available at https://www.wycokck.org/Building-Inspection/Applications.aspx
- Voicemail may be left at (913) 573-8620

To help staff manage your needs, give as much information as you can while keeping your message brief.
- Please state as much of the following information as possible. 1. Your name 2. Your contact information, 3. Address where you need assistance. 4. Name of staff you are trying to contact. 5. Nature of your call. For example: “I need an inspection.”
- Please leave only one phone message or one email; multiple attempts will not expedite the process. Leave a second message if you have not heard back within 24 hours.

Neighborhood Cleanup Activities

- Due to the widespread impacts of COVID-19, the Unified Government is postponing neighborhood cleanup activities through May, 2020. This will include Operation Brightside’s neighborhood cleanups as well as the Adop-A-Spot program.
- The Unified Government will be evaluating conditions and will determine the appropriate timing to reschedule these neighborhood cleanup programs.

Clerk’s Office - Senior Citizen Refund Programs

Two refund programs are available to seniors at this time:
- The Senior Citizens’ Utility Tax and KCKS City Sales Tax Refund Programs are in effect through March 31, 2020.
- Filing for the Homestead Property and Safe Senior Tax Refunds is available through April 15, 2020.
- File remotely via U.S. Postal Service OR fax to (913) 573-5005 OR email at ClerkWest@wycokck.org.
- Contact the Clerk’s office with questions at (913) 573-2876 or (913) 573-5260.

Treasury (Motor Vehicle and Real Estate/Personal Property Administration)

- All operations for Motor Vehicle Titles/Registration and Real Estate and Personal Property Taxes are closed to the public from March 23rd to April 3rd, 2020.
- These agencies will continue to process transactions via online at https://www.wycokck.org/Treasury.aspx or sent in by mail.

Human Resources

- In-person applications for job openings within the Unified Government will not be accepted.
  - Applications will be accepted electronically or by mail and can be accessed online at www.wycokck.org.
  - Send applications in via email to jobs@wycokck.org
  - Fax applications to (913) 573-5006
  - Mail applications to the Unified Government at 701 N. 7th Street, Room 646, Kansas City, KS 66101.
Public Works

- Permit applications are available online at wycokck.org/PW/Applications. Completed applications may be returned to Public Works by email at deptpw@wycokck.org or faxed to (913) 573-5435. Permit payments may be made online at mywyco.wycokck.org. For assistance, call (913) 573-5400.
- Water Pollution Control Administration is closed to the public. For service, call (913) 573-1300.
- Operation Brightside neighborhood cleanups are postponed through May 2020.
- Adopt-A-Spot cleanups are postponed through May 2020.
- Report illegal dumping by calling 311 or visiting mywyco.wycokck.org. The Police Department is offering a $250 reward for convictions.

Transit / Meals on Wheels

- KCATA, the Unified Government, Johnson County, Kansas, and the City of Independence, Missouri, have suspended fares on public transportation effective immediately.
- KCATA and Unified Government Transit are working to keep buses clean and disinfected.
- The department has purchased hospital-grade disinfecting foggers.
- Meals on Wheels staff are increasing personal hygiene practices throughout daily deliveries.
- Except for clients with extenuating circumstances, Meals on Wheels deliveries will be made using the “knock, drop and walk” method.

The Wyandotte County Historical Museum

- The quarterly Historical Society meeting scheduled for March 22, 2020, is canceled.
- The museum is closed to the public until further notice.
- The museum staff are working and can be contacted for questions or assistance at (913) 573-5002.

Delinquent Real Estate

- The Unified Government’s Delinquent Real Estate tax sale, currently scheduled for April, is postponed.

Appraisers Office

- The Appraisers Office will be conducting all appeals currently scheduled by phone or by encouraging submittal of an evidentiary appeal online.
- The Appraisers Office will be contacting property owners and tax representatives who are currently scheduled for an in-person appeal and advise that those will be changed to a phone hearing.
  - Appeals: Phone and evidentiary only will be held; in-person online submittal has been disabled, and the creation of an appeals Document Upload has been completed to assist the public in the easy upload of their documentation.
  - Field Work: All field inspections have been suspended, which include sales inspections, appeal interior inspections, building permits, and annual re-inspection processes.

Parks and Recreation

- Activities, programming, and events at community centers have been canceled.
- Reservations at George Meyn Community Center, James P. Davis Hall, and Pierson Park will be postponed until further notice.
- Parks remains open. Please remember to clean up litter and trash.

Wyandotte County Sheriff’s Office

- The Wyandotte County Sheriff has suspended visitation for inmates to prevent the spread of COVID-19 within the jail. Visitation will resume when it is deemed safe to do so.
Kansas City, KS Police Department
- For more information about operational changes being instituted by the Kansas City, KS Police Department, click here.

District Court of Wyandotte County
- District Court and District Court proceedings are canceled until further notice.
- All jury trials, criminal and civil, scheduled through April 19, 2020, are continued – court will not be held.
- Jurors who received a summons for jury trials through April 19, 2020, do NOT need to report for jury duty on the assigned dates.
- Jury trials scheduled to commence on or after April 20, 2020, will be evaluated on a weekly basis.
- All other scheduled hearings, dockets, and court appearances will proceed as scheduled.
- People who have symptoms of COVID-19, or who have been exposed to COVID-19 should not report to the courthouse. Instead, contact Court Administration at (913) 573-2940.
- The public may call (913) 573-2946 or email khill@wycokck.org for assistance.

Municipal Court
- Court will remain closed to ALL court hearings until April 17, 2020.
- Hearings will be postponed to a date selected by the Clerk. This will include court hearings, reviews and trials, in addition to probation and payments scheduled during this time.
- The Clerk of the Court will serve notice by standard mail delivery or electronic means when available.
- The Clerk will make available payment and case tracking methods for citizens on the myWyco app and at www.municourt.net.
- Bonds on Kansas City, Kansas Municipal Court cases will be posted at the Wyandotte County Jail in accordance with current policy governing Court closures. All bonds posted on Kansas City, Kansas Municipal Court cases will be set for court appearance after April 17, 2020.
- The Clerk will continue to make available customer service to citizens when and how it is feasible, however, we must remain in compliance with additional orders from local and state governing bodies.
- The Administrative Judge will conduct a daily review of all persons booked in the Wyandotte County Jail for Kansas City, Kansas warrants, including Saturday and Sunday, while this order is in effect.
- In order to protect the health and safety of our citizens in the Wyandotte County Jail, including the Wyandotte County Sheriff’s Department, correctional employees and inmates, we will continue our Thursday a.m. video public defender docket as possible. All efforts will be made to limit appearances to those being detained only on Kansas City, Kansas Municipal Court warrants.
- All bonds posted at the Wyandotte County Jail will receive a court appearance date on or after May 4, 2020.
- The Court will take action where possible to postpone all scheduled jail sanctions during the closure.
- The Court will re-evaluate all standing orders for work release and current sentences.

Wyandotte County District Attorney’s Office
- All in-person meetings are canceled, excluding law enforcement. The only exception to this “face-to-face” contact limitation is in preparation for evidentiary hearings.
- All police and evidentiary reports will remain available for attorneys through the normal process.

Wyandotte County Register of Deeds
- Our staff is working remotely.
- Call (913) 573-2841 for service.
**Election Office Operations Plan during COVID-19 Emergency**

If daily operations are suspended for less than 30 days:

- **Voter Registration**
  - Voters can submit voter registration applications online and by mail.
  - Data entry requires access to the Election Voter Information System. Designated staff must come into the office to enter new voter registrations and to make any requested changes to voter records. The System does not provide remote access.

- **Advance Voting**
  - Election dates are August 4th and November 3rd.
  - The application period to request an advance ballot by mail begins April 1st and ends 7 days before each election.
  - Applications are accepted earlier, but data entry does not begin until April 1st.

- **Candidate Filing Deadline**
  - June 1st at 12 Noon.
  - All candidate filings are done in Topeka with the Secretary of State’s Office.
  - The Election Commissioner or Assistant Election Commissioner can attest a filing, but candidates must deliver all filing documents, fees and/or petitions directly to the Secretary of State.

- **Election Administration**
  - Election planning and preparation is ongoing.

For more information about any further changes in operational procedures or policies, residents Wyandotte Couty/Kansas City, Kansas can call the Wyandotte County helpline at 3-1-1 or visit mywyco.wycokck.org.

**Media Contact:**

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COVID-19 media requests: (913) 573-6727
All other Health Department media requests: (913) 573-6703
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