



To: Mayor and City Council

CC: City Department Heads
Jackie Raffety, Deputy City Clerk
Douglas Fulton, City Attorney

From: Ryan J. Waller, City Manager

Date: March 16, 2020

Subject: March 25, 2020 City Council and Study Session Meeting Packets

The safety of our community and of our employees are of the utmost importance. This is why, since February, the City team has been monitoring and developing appropriate plans in response to the COVID-19 pandemic. As you are aware, over the last few weeks, as a result of the community spread of the virus and out of an abundance of caution, several of these plans were implemented.

Accompanying this memorandum are the meeting materials for the March 25, 2020 City Council meeting and City Council Study Session. City staff are aware that with any City Council meeting, there will be any number of agenda items the public will wish to speak on/about. As such, I would like to draw your attention to the notice that immediately follows this memorandum. This is another example of a contingency plan that has been developed and is being implemented to address the current and ever-changing landscape due to the COVID-19 virus.

Given that the meeting materials are being published more than a full week in advance of the scheduled meeting (this is greater than our normal timeline), it is our hope that:

1. The business of the City will be able to continue as normal;
2. Residents will take advantage of the process to fully participate in the upcoming meetings in a manner consistent with the intent of the recommendations from the CDC and other public health agencies by:
 - a. Contacting their elected officials;
 - b. Completing and submitting the provided form; and
 - c. Watching the broadcast either live via the provided link or recorded on the City's website.

While it would be convenient to simply cancel these meetings, doing so is not in the best interest of the community. The reason is because the City exists to serve and protect the Indianola community. Canceling the meetings would not only hinder our current ability to continue municipal operations but would also jeopardize future efforts (especially given the many unknowns we face).

On behalf of the City staff, thank you for your patience, understanding and cooperation as we collectively navigate this ever-changing new normal. Please feel free to contact me if there are any questions.