

## MEMORANDUM

TO: Common Council Members  
FROM: Laura Campbell, Common Council President  
RE: March 16, 2020 Council Meeting Agenda Add-On Item  
DATE: March 13, 2020

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Dear Council Members,

I would appreciate your approval to add Ordinance D-2516-20 to this evening's Council agenda.

This ordinance is designed to facilitate the ability of the City's civilian employees to manage their work and family obligations should they be affected by the coronavirus (COVID-19). This matter is a time sensitive issue that requires our immediate attention. Passage of this ordinance will provide clear guidelines to our city employees on how to navigate this unpredicted situation while ensuring that city services can continue.

I would appreciate your consideration in adding these items to the Council agenda.

Sincerely,



Laura Campbell