



## ATLANTA CITY COUNCIL

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PRESIDENT

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Dear Colleagues,

As you are aware, media reports indicate there is a need to proactively develop response initiatives to the potential threat of coronavirus (COVID – 19). To that end, I have asked the Office of the Municipal Clerk and The Office of Research and Policy to develop contingency plans for the following:

- Remote meetings, including public comment
- Teleworking capabilities for Council staff globally
- Notice of regularly scheduled and special called meetings, work sessions, and public hearings
- Refresher training regarding remote Cisco phone and Outlook access
- Communications plan for staff and the public regarding contingency procedures

Per the Georgia Department of Public Health, there are no confirmed cases of COVID – 19 in the state as of the date of this correspondence. We must leverage this time toward the pursuit of mitigation efforts which can realistically be employed in the event of any emergency incidence, coronavirus included.

In addition to the offices referenced above, I will also request that Committee on Council take steps to finalize the absentee voting process and legislatively approve contingency plans as applicable.

The referenced scope of work is by no means deemed all-inclusive. Please review the requests made thus far and surface any additional items which you feel should be considered. The primary objective of this initiative is to devise standard operating procedures which will allow us to safely and effectively serve the public with minimal interruption, in the event of an occurrence which precludes us from accessing City Hall. Everyone's input will be needed and valued throughout this process.

If you have questions regarding the content of this communication, please do not hesitate to contact me directly.

Sincerely,

Felicia A. Moore