
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Request to Close City Hall at 4:00pm April 4, 2024**
DATE: March 26, 2024

Emergency Manager Lawrence and Deputies Gerold and Frederick have designed an emergency management tabletop scenario for the Council and staff to participate in at the April 4 study session. A tabletop scenario (versus being in the field) will allow the Council and staff to work through their roles in the event an actual emergency such as a tornado occurs. It also allows the emergency management team to document any issues that need to be addressed or improvements to be made before an actual emergency occurs.

The scenario is scheduled to last 1.5 hours, will be held at the Public Safety Building's Training Room/Emergency Operations Center, and will require the presence of City Hall staff. In order to accommodate the need for City Hall staff to be present, staff is requesting that City Hall close at 4:00pm on April 4, 2024.

Recommendation

Staff recommends that the Council authorize City Hall to close at 4:00pm Thursday April 4, 2024 to allow City Hall staff to participate in an emergency management tabletop scenario.