



# *City of Des Moines*

ADMINISTRATION  
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March 20, 2020

To Whom It May Concern,

The bearer of this document, EMPLOYEE NAME, is an employee of the City of Des Moines, Washington. This individual's job functions have been identified as critical and essential in efforts to combat the on-going COVID-19 pandemic.

Pursuant to my authority under state law as the City Manager and Chief Executive of the City of Des Moines, Washington, the individual named above is authorized to travel freely and as required to perform these job functions.

Michael Matthias  
City Manager

*The Waterland City*