

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: September 3, 2020
TO: Top Management
FROM: Mark Washington, City Manager
SUBJECT: **City Manager Administrative Order 2020 – 15: Suspension of Non-Essential Travel and Training**

This Administrative Order updates and supersedes AO 2020-08 regarding non-essential travel to clarify the original intent of the Order. In order to respond to ongoing interruptions to business, tourism and employment that impact the City's finances, I am ordering continuing cost reduction measures through June 30, 2021.

These measures will help maintain fiscal stability while we determine the prospective longer-term impacts to the City's budget and operations. They will remain in effect unless otherwise directed, and may be extended based on our economic forecasts.

Non-Essential Travel and Training

We will extend our suspension of all travel and training expenditures that are not essential for the maintenance of funding, certification or licensure required for basic City operations. This applies to all funds, programs and activities. For the purposes of this Order, travel and training includes:

- All training that exceeds \$300 per participating employee (whether virtual or in-person)
 - All in-state travel that includes an overnight stay
 - All out-of-state travel
1. Any travel or training that meets the criteria must be authorized with written pre-approval from the senior manager overseeing the employee and the Deputy or Assistant City Manager.
 - a. Travel/training requests should be made using the form included with this Order, outlining the compelling reasons requiring the expenditure. Factors that may be considered include:
 - i. Legal mandates

- ii. Maintenance of funding (e.g. grants or state/federal allocations)
 - iii. Contractual requirements
 - iv. Certification or licensure requirements
 - v. Potential cost avoidance or return-on-investment
 - b. If travel is required, the requestor should include a copy of the Travel Authorization Form with estimated costs including registration, transportation, lodging, per diem and other incidental costs.
 - c. If travel is not required, the requestor should note the cost in their description of the training requested.
 - d. The request should be routed through the senior manager overseeing the employee to the Chief Financial Officer, who will make a recommendation to the Assistant City Manager.
 - e. Final decision on any exceptions will be made by the City Manager.
2. The Assistant City Manager will work with Fiscal Services and the Comptroller's Office to monitor compliance and report results to the City Manager on a monthly basis.
- a. Reports will include all travel and training approved during the 30-day period, and the overall fiscal impact.

cc: Eric DeLong
Doug Matthews
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