

# MEMORANDUM

CITY OF GRAND RAPIDS

**DATE:** April 21, 2021  
**TO:** Top Management  
**FROM:** Mark Washington, City Manager  
**SUBJECT:** City Manager Administrative Order 2021 – 05: Continuation of Suspension on Non-Essential Travel

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While anticipated federal assistance is projected to help the City maintain services through projected revenue shortfalls in the short-term, the combination of fiscal uncertainty and a protracted recovery requires that we continue to apply fiscal discipline during the coming budget year. While we remain committed to ensure that we have the most qualified and well-trained workforce possible, we will need to continue to identify the most appropriate and cost-efficient means of doing so.

I expect supervisors and department leadership to maintain a high level of scrutiny toward the need, timeliness, cost and alternatives available for continued education of our workforce in the coming fiscal year. Your observance of these measures over the past year have been much appreciated.

These restrictions will remain in place through June 30, 2022 unless otherwise directed, and may be extended based on our economic forecasts.

## **Non-Essential Travel**

Effective immediately, we will suspend all non-essential travel and training expenditures for all funds, programs and activities. This includes both in-state and out-of-state travel that is not essential for the maintenance of funding, certification or licensure required for basic City operations.

1. Any travel must be authorized with written pre-approval from the senior manager overseeing the employee and the Assistant City Manager.
  - a. Travel/training requests should be made via memorandum or e-mail 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. The request should include estimated total costs for the travel or training, to include registration, transportation, lodging, per diem and other incidental costs.
  - c. 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.
  - d. 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, Deputy City Manager  
Doug Matthews, Assistant City Manager  
Molly Clarin, Chief Financial Officer  
Curt Reppuhn, Deputy City Comptroller