

# MEMORANDUM

CITY OF GRAND RAPIDS

**DATE:** April 17, 2020

**TO:** Top Management

**FROM:** Mark Washington, City Manager

**SUBJECT:** City Manager Administrative Order 2020 – 08: Suspension of Non-Essential Travel

---

As we continue to navigate the impacts of the current COVID-19 pandemic, it has become clear that the current and possible ongoing interruptions to business, tourism and employment will have a direct impact on the City's finances. This includes both local revenues and shared revenues passed through from the State.

As a result, I am ordering immediate cost reduction measures to help maintain fiscal stability while we determine the prospective longer-term impacts to the City's budget and operations. These restrictions will remain in place through December 31, 2020 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  
Doug Matthews  
Molly Clarin  
Ruth Lueders