

# Memorandum



DATE March 12, 2020

TO All City Employees

SUBJECT **City Travel Ban and Cancellation of City Departmental Events**

All City travel currently scheduled has been suspended effective immediately until the end of March 2020. Due to concerns over the spread of the Coronavirus (COVID-19), this decision will ensure that we are taking all possible measures to keep our City employees safe. This ban will be lifted once additional information becomes available as we continue to actively work internally and externally with our county and state health officials. Please do not book any further city-related travel.

In addition to the travel suspension, please note that **all** City sponsored departmental related programs, events, activities, trainings, and seminars scheduled in the community at city owned facilities, and/or which involve city staff, are cancelled until further notice. This includes the planning, organizing of resources where the City has been invited to participate.

T.C. Broadnax  
City Manager

c: Mayor and City Councilmembers  
Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Billierae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Majed A. Al-Ghafry, Assistant City Manager  
Kimberly Tolbert, Chief of Staff  
Jon Fortune, Assistant City Manager

Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager  
Dr. Eric Johnson, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Alequresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors