



Date: July 7, 2016

To: City Department Heads

From: Patrick H. West, City Manager *T.H.W.*

Subject: Travel to North Carolina and Mississippi

At its June 21, 2016 meeting, the City Council adopted the Human Relations Commission's recommendation that all non-essential travel to North Carolina and Mississippi be suspended until the repeal of the North Carolina Public Facilities Privacy & Security Act ("HB2") and Mississippi House Bill 1523. The suspension of travel is a demonstration of support for the local and national LGBTQ community.

Should there be a critical need for you or a member of your staff to travel to North Carolina or Mississippi, I ask that you prepare a separate memo, in addition to the travel request form, that provides justification for this critical travel.

Departments not reporting to the City Manager are requested to initiate this procedure, or a similar one, to meet the City Council's direction.

PHW:gh

cc: Charles Parkin, City Attorney
Laura L. Doud, City Auditor
Doug Haubert, City Prosecutor
Maria de la Luz Garcia, City Clerk
Kandice Taylor-Sherwood, Executive Director Civil Service
Jon. W. Slangerup, Chief Executive Harbor Department
Chris Garner, General Manager Water Department
Tom Modica, Assistant City Manager
Arturo Sanchez, Deputy City Manager