



Office of the
Chief Financial Officer

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**CFO DIRECTIVE
NO. 2020-101-006A**

SUBJECT: COVID-19 Restrictions
ISSUANCE DATE: April 3, 2020
AMENDED DATE: November 12, 2020

AUTHORITY

1.1. State of Michigan Public Act 279 of 1909, Section 117.4s(2)(a), as amended by Public Act 182 of 2014, states the Chief Financial Officer shall supervise all financial and budget activities of the city and coordinate the city's activities relating to budgets, financial plans, financial management, financial reporting, financial analysis, and compliance with the budget and financial plan of the city.

2. POLICY

2.1. Given the fiscal impact to the City of Detroit due to the COVID-19 pandemic, effective immediately, City departments and agencies:

2.1.1. Are prohibited from hiring employees unless they are urgently needed to deliver essential City Services, as approved by the CFO

2.1.2. Are prohibited from creating new positions unless they are urgently needed to deliver essential City Services, as approved by the CFO

2.1.3. Must restrict all discretionary spending. The following will require approval of the CFO or the CFO's designee:

2.1.3.1. Contracts over \$200,000

2.1.3.2. Travel

2.1.3.3. Food and other forms of discretionary expenditures

2.1.4. Must implement cost savings strategies

2.2. The Office of the CFO (OCFO) will make every effort to further reduce city spending including implementing limits on citywide contracts, P-cards and employee reimbursements.

2.3. The OCFO will communicate processes required to implement this Directive.

2.4. All Executive departments and agencies must comply with this Directive. Legislative and independent offices are encouraged to voluntarily follow the Directive.

2.5. In accordance with City ordinance, all emergency procurements require the Chief Procurement Officers' approval. Therefore, all purchases made in response to any COVID-19 related activity requires approval of the Chief Procurement Officer.

APPROVED

David Massaron
City of Detroit, Chief Financial Officer