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

SUBJECT: COVID-19 Restrictions

ISSUANCE DATE: April 3, 2020

EFFECTIVE DATE: April 3, 2020

1. 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

2.1.2. Are prohibited from creating new positions

2.1.3. Must restrict all discretionary spending, including the following non-essential:

2.1.3.1. Contracts

2.1.3.2. Purchases

2.1.3.3. Travel

2.1.3.4. Other forms of discretionary expenditures

2.1.4. Must implement cost savings strategies

2.2. Exceptions:

2.2.1. Activities necessary to address the pandemic

2.2.2. Activities critical to protecting the health, safety or welfare of City of Detroit residents

2.2.3. Activities necessary to produce budgetary savings, protecting existing revenue, or secure additional revenue

2.2.4. Requirements by legal or federal mandate, or court order

2.2.5. Activities funded through grants

2.2.6. Bond funded capital projects

- 2.3. 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.

- 2.4. The OCFO will communicate processes required to implement this Directive.
- 2.5. All Executive departments and agencies must comply with this Directive. Legislative and independent offices are encouraged to voluntarily follow the Directive.
- 2.6. 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.
- 2.7. This Directive is effective immediately and will remain in effect through June 30, 2020.

APPROVED

A handwritten signature in dark ink, appearing to read "David Massaron", is written over a horizontal line.

David P. Massaron

City of Detroit, Chief Financial Officer