



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER

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CFO ADMINISTRATIVE ORDER

No. 2018-101-012

SUBJECT: Establishment of the Fiscal Sustainability Working Group

ISSUANCE DATE: March 29, 2018

EFFECTIVE DATE: March 29, 2018

1. AUTHORITY

- 1.1. State of Michigan Public Act 279 of 1909, Section 117.4s(2), 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. OBJECTIVE

- 2.1. To ensure there is long-term (5-10 year) financial planning.
- 2.2. To provide an additional forum for discussion on the City's long-term fiscal position.

3. PURPOSE

- 3.1. To establish the Fiscal Sustainability Working Group and its responsibilities.
- 3.2. To designate the chair and participants of the Fiscal Sustainability Working Group.

4. SCOPE

- 4.1. The Fiscal Sustainability Working Group is an internal group that discusses the City's long-term fiscal position and is not a decision-making body with respect to budgets, financial plans, financial management, financial reporting, financial analysis, and compliance with the budget and financial plan.

5. RESPONSIBILITIES

- 5.1. The CFO's Office shall be responsible for the periodic review and maintenance of this Administrative Order and shall establish procedures with respect to this Administrative Order.
- 5.2. The Office of Budget shall provide the staff resources necessary for the Fiscal Sustainability Working Group to carry out the responsibilities described in this Administrative Order.

6. POLICY

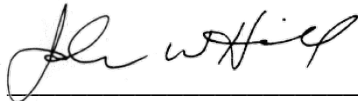
6.1. Chair and Participants of the Fiscal Sustainability Working Group

- 6.1.1. The CFO or their designee shall chair the Fiscal Sustainability Working Group.
- 6.1.2. The following shall be required participants of the Fiscal Sustainability Working Group: (1) the CFO or their designee; (2) a senior representative from the Mayor's Office; (3) the Deputy CFO- Budget Director; (4) the Deputy CFO- Treasurer; (5) a senior representative from the City Council's

Legislative Policy Division; and (6) a senior representative from the Administration with operational oversight and / or responsibility for functions related to the economy, jobs, and / or economic development.

- 6.1.3. The CFO may invite other participants from time to time.
- 6.2. Responsibilities of the Fiscal Sustainability Working Group
 - 6.2.1. Review and discuss the City's long-term financial projections and risks and opportunities associated with the City's long-term fiscal position.
 - 6.2.2. Review and discuss existing and proposed initiatives that will improve the City's fiscal position.
 - 6.2.3. Review and discuss any other information as determined by the CFO.
- 6.3. Required Meetings
 - 6.3.1. The Fiscal Sustainability Working Group shall meet, at a minimum, once in November or December and once in May or June of each year.

APPROVED



John W. Hill
Chief Financial Officer, City of Detroit