



# City of Detroit Detroit City Council

FROM THE DESK OF  
Mary Waters, Member At-Large  
2 Woodward Avenue, Suite 1340 Detroit, MI 48226

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## Memorandum

**To:** David Whitaker, LPD  
Irvin Corley, LPD  
**Through:** Council President Mary Sheffield  
**Date:** 4/2/24  
**Re:** Tenants Rights Commission Funding Request

Please identify a source of recurring funds to allow the Tenants Rights Commission to be fully funded at its inception. Please use the information below to identify any potential funding sources.

Total Request: \$521,000, Recurring

### Breakdown

**\$321,000 in salaries and fringe benefits (See Fig. 1)**  
**\$ 21,600 in meeting reimbursement<sup>1</sup>**  
**\$100,000 in Professional/Contractual Services<sup>2</sup>**

**Figure 1**

| Job Title   | Maximum Compensation (Yearly)* |
|---|--------------------------------|
| <b>Executive Administrative Assistant 3 or Equivalent (FTE)</b> | \$83,000                       |
| Attorney  | \$83,000                       |
| <b>Legal Secretary or Equivalent (FTE)</b>                      | \$43,000                       |
| Legal Assistant or Equivalent                                   | \$43,000                       |

\*City of Detroit White Book 2021-2022 Edition, accessed 4/2/2024. Compensation totals equal \$300,000; an additional \$21,000 was added to include 7% fringe costs for FTEs and provide flexibility in potential compensation.

1. Assumes 1 monthly meeting per 12-month period (\$200 per meeting, per member) with no vacancies on the board

2. Based on other Boards/Commissions with similar make-up

Please reach out to Chief of Staff Santana Hill ([santana.hill@detroitmi.gov](mailto:santana.hill@detroitmi.gov)) or Policy Analyst Joanna Underwood ([joanna.underwood@detroitmi.gov](mailto:joanna.underwood@detroitmi.gov)) with questions.

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