

# Classification and Compensation Notification Form 9021

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## Purpose

The *Classification and Compensation Notification Form 9021* is used by the City of Detroit Human Resources Department to summarize the results of a classification and compensation request and the related actions that must be completed by key stakeholders.

## Usage

The *Classification and Compensation Notification Form 9021* is completed in response to a key stakeholder submitting Classification and Compensation Request Form 9040A.

## Attributes

The *Classification and Compensation Notification Form 9021* is a one (1) page, three (3) section electronic document. Each section is to be completed as instructed. Please use the following link to access the Classification and Compensation Notification Form via DocuSign:

<https://powerforms.docuSign.net/a3945cde-673c-4dc8-a4fe-ee850f2fbbf8?env=na3&acct=c399b7fa-d504-4a4c-bc6f-5542ccc84646>

## Completion and Filing

The *Classification and Compensation Notification Form 9021* is to be initiated by the appropriate Classification and Compensation Analyst. The completed form is to be submitted to the Chief Classification and Compensation Officer and Human Resources Director via DocuSign.

### ***Section I – To be completed by Classification and Compensation Analyst***

- *Department and Division* – Department and division making the request.
- *Requester* – Include the full name of the individual in the department requesting the action.
- *Requester Job Title* – Include the job title of the individual in the department requesting the action.
- *Date of Request*- The date the form was completed by the Requester.
- *Work Order Number (WO#)* - A unique tracking number assigned by Classification and Compensation.
- *Request Type(s) Completed* -Select from the list of below options:
  - Create New Position and Job Specification – A request to create a new job and corresponding job specification based upon business need.
  - Update Job Specification – A request to revise the duties, qualifications, and/or requirements of an existing job.
  - Create New Subclass – A request to create a new job that reflects the general nature of a base position, but is tailored to a specific discipline.
  - Position Evaluation/Survey – A request to analyze a job or series of jobs to determine the internal/external value which may result in a change to pay range, pay scale, and/or specification of the position.
  - Deactivate Class Code – A request to inactivate a class code that will no longer be in use.
  - Reactivate Class Code – A request to activate a class code for a job that was previously inactive.
  - Change Class Title – Update a job title that no longer reflects the general nature of the position.
  - FLSA Position Evaluation – Conduct an analysis to determine whether a job must be classified as exempt or non-exempt according to the Fair Labor Standards Act (FLSA).

- Create New Job Specification – A request to create a job specification for an existing job title in which no job specification currently exists.
- Other Request –A request for Classification and Compensation that is not listed. An explanation of the request is required.

***Section II - To be completed by Classification and Compensation Analyst***

- Rationale for final decision(s) - This section provides a summary of the final decision(s).

***Section III – Upon completion of sections I and II, the Classification and Compensation Notification Form is forwarded to the following individuals for approval:***

- *Classification and Compensation Analyst* - The Classification and Compensation Analyst in the Classification and Compensation Division of Human Resources.
- *Chief Classification and Compensation Officer* – The Chief of the Classification and Compensation Division of Human Resources.
- *Human Resources Director* – The Director of Human Resources.

**Key Stakeholders**

Budget Analyst

Chief Classification and Compensation Officer

Classification and Compensation Analyst

Employee Services Consultant

Human Resources Director

Human Resources Information Systems (HRIS)

Labor Relations Representative

Payroll Audit

Recruiter

Requester

Subject Matter Expert

Test Development

**Ownership**

The Chief Classification and Compensation Officer is responsible for ensuring that this document is necessary, reflects actual practice, and supports City policy. Questions concerning this form should be directed to the Classification and Compensation Division.

Classification and Compensation Notification Form 9021



City of Detroit  
Classification and Compensation Notification Form

Section I – To Be Completed by Classification Compensation Analyst			
Department: Airport	Division: Airport Administration		
Requester: Denise	Requester Job Title: HR Director		
Date of Request: 9/2/2024	Work Order #: CCFY25-001		
Request Type (s) Completed			
Select One	Position Evaluation/ Survey		
Select One	Update Job Specification		
Other:			
Section II – To Be Completed by Classification Compensation Analyst - Final Decision			
<p>The recommendation is based on the City’s expressed need to ensure the pay range for the Airport Director is commensurate with its job duties, competitive with the market and attractive enough to retain the necessary talent. To determine an appropriate pay range, a market study was conducted using data from external survey sources for comparable positions. It was determined that current pay range for this role is 38% below market. In an effort to maintain consistency with existing Director-level ranges within the City of Detroit, the Classification and Compensation team has identified an existing range that can be utilized.</p>			
Class Code	Classification	Current Pay	Proposed Pay
010179	Airport Director	\$84,605-141,235	\$107,542-\$176361
Section III- Approval Signatures			
1) Classification and Compensation Analyst		Date:	
<p style="text-align: center;"><u>Paul Bellottie</u></p>		<p style="text-align: center;"><u>10/3/2024</u></p>	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied			
2) Chief Classification and Compensation Officer		Date:	
<p style="text-align: center;">_____</p>		<p style="text-align: center;"><u>10/3/2024</u></p>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
3) Human Resources Director		Date:	
<p style="text-align: center;"><u>Denise Starn</u></p>		<p style="text-align: center;"><u>10/7/2024</u></p>	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied			

Cc:

**CITY OF DETROIT**  
**Human Resources Department**  
**Classification and Compensation Division**

**TO:** Denise Starr, Human Resources Director  
**FROM:** Paul Bellottie, Classification & Compensation Analyst II  
**DATE:** October 3, 2024  
**RE:** Airport Director Salary Adjustment; Work Order # CCFY25-001

**Recommendation:**

- 1. The 2024-2025 Official Compensation Schedule be amended to include the following pay range adjustments:

Class Code	Classification	Current Pay Range	Proposed Pay Range
010179	Airport Director	\$84,605 - \$141,235	\$107,542 - \$176,361

**Request:**

The above recommendation is at the request of the Director of Human Resources, Denise Starr.

**Rationale:**

The recommendation is based on the City’s expressed need to ensure the pay range for the Airport Director is commensurate with its job duties, competitive with the market and attractive enough to retain the necessary talent. Reporting to the Mayor, the Airport Director will plan, direct, and coordinate the work of employees to effectively operate the Coleman A. Young Airport, a 24-hour International Airport. Additionally, ensure compliance with any and all City, State, or Federal laws and regulations as it pertains to acting as the subject matter expert for all aviation activities for the City of Detroit.

To determine an appropriate pay range, a market study was conducted using data from external survey sources for comparable positions. It was determined that current pay range for this role is 38% below market. In an effort to maintain consistency with existing Director-level ranges within the City of Detroit, the Classification and Compensation team has identified an existing range that can be utilized to increase the Airport Director to its new proposed range, listed above.

Please note that market evaluation results remain valid for 3 years.

The proposed pay range recommendation is subject to City Council approval.

APPROVED: \_\_\_\_\_  
Denise Starr  
Human Resources Director



October 3, 2024

Honorable City Council

Subject: **Request to Amend the Official Compensation Schedule**

Recommendation is submitted to amend the 2024 – 2025 Official Compensation Schedule to include the following pay range adjustments, subject to City Council approval:

Class Code	Classification	Current Pay Range	Proposed Pay Range
010179	Airport Director	\$84,605 - \$141,235	\$107,542 - \$176,361

**Request:**

The above recommendation is at the request of the Director of Human Resources, Denise Starr.

**Rationale:**

The recommendation is based on the City’s expressed need to ensure the pay range for the Airport Director is commensurate with its job duties, competitive with the market and attractive enough to retain the necessary talent. Reporting to the Mayor, the Airport Director will plan, direct, and coordinate the work of employees to effectively operate the Coleman A. Young Airport, a 24-hour International Airport. Additionally, ensure compliance with any and all City, State, or Federal laws and regulations as it pertains to acting as the subject matter expert for all aviation activities for the City of Detroit.

To determine an appropriate pay range, a market study was conducted using data from external survey sources for comparable positions. It was determined that current pay range for this role is 38% below market. In an effort to maintain consistency with existing Director-level ranges within the City of Detroit, the Classification and Compensation team has identified an existing range that can be utilized to increase the Airport Director to its new proposed range, listed above.

Please note that market evaluation results remain valid for 3 years.

The proposed pay range recommendation is subject to City Council approval.

Denise Starr  
Human Resources Director

DS/pb

Attachments

cc: Budget Department  
Mayor’s Office

**BY COUNCIL MEMBER** \_\_\_\_\_

**RESOLVED**, That the 2024 - 2025 Official Compensation Schedule is hereby amended to reflect the following pay range, effective upon Council's approval.

<b>Class Code</b>	<b>Classification</b>	<b>Current Pay Range</b>	<b>Proposed Pay Range</b>
010179	Airport Director	\$84,605 - \$141,235	\$107,542 - \$176,361

**RESOLVED**, That the Finance Director is hereby authorized to honor payrolls and vouchers in accordance with this resolution, the above communication, and standard City of Detroit practices.

**CITY OF DETROIT**  
**Human Resources Department**  
**Classification and Compensation Division**

**TO:** Denise Starr, Human Resources Director  
**FROM:** Paul Bellottie, Classification & Compensation Analyst II  
**DATE:** October 3, 2024  
**RE:** Airport Director Salary Adjustment; Work Order # CCFY25-001

**Recommendation:**

- 1. The 2024-2025 Official Compensation Schedule be amended to include the following pay range adjustments:

Class Code	Classification	Current Pay Range	Proposed Pay Range
010179	Airport Director	\$84,605 - \$141,235	\$107,542 - \$176,361

**Request:**

The above recommendation is at the request of the Director of Human Resources, Denise Starr.

**Rationale:**

The recommendation is based on the City’s expressed need to ensure the pay range for the Airport Director is commensurate with its job duties, competitive with the market and attractive enough to retain the necessary talent. Reporting to the Mayor, the Airport Director will plan, direct, and coordinate the work of employees to effectively operate the Coleman A. Young Airport, a 24-hour International Airport. Additionally, ensure compliance with any and all City, State, or Federal laws and regulations as it pertains to acting as the subject matter expert for all aviation activities for the City of Detroit.

To determine an appropriate pay range, a market study was conducted using data from external survey sources for comparable positions. It was determined that current pay range for this role is 38% below market. In an effort to maintain consistency with existing Director-level ranges within the City of Detroit, the Classification and Compensation team has identified an existing range that can be utilized to increase the Airport Director to its new proposed range, listed above.

Please note that market evaluation results remain valid for 3 years.

The proposed pay range recommendation is subject to City Council approval.

APPROVED: \_\_\_\_\_  
Denise Starr  
Human Resources Director



## Job Specification

<b>Job Title: Airport Director</b>	<b>FLSA Type: Exempt</b>	<b>Date Established:</b>
<b>Department: Airport</b>	<b>EEO Code: 01</b>	<b>Date Revised: 9/11/2024</b>
<b>Class Code: 01-01-79</b>	<b>Reports To: Mayor</b>	<b>Date Approved:</b>

### Job Summary

Direct, plan, and coordinate the work of employees to effectively operate the Coleman A. Young Airport, a 24-hour International Airport. Ensure compliance with any and all City, State, or Federal laws and regulations as it pertains to acting as the subject matter expert for all aviation activities for the City of Detroit.

### Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Oversee the day-to-day operation of a 24-hour State and Federally compliant International Airport
- Ensure compliance with Federal Aviation Administration (FAA) regulations and design standards by conducting various airfield inspections, overseeing airport design regulations, and working with the State and Federal Agencies
- Attend Aviation Conferences to market the airport in a positive manner, increasing revenues and overall reputation
- Oversee and responsible party for all maintenance activities of the department in accordance with FAA Advisory Circular (AC) 150-5300-13B
- Work with Private and Government industries in the development of the physical airport environment
- Ensure compliance with all City of Detroit rules and laws
- Responsible for the acquisition of real property for the department in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act
- Prepare, oversee, and track annual operating budget for the department
- Identify and secure grant funding opportunities
- Develop Airport Capital Budget to ensure compliance with federally funded projects
- Prepare and oversee all contract and lease agreements for the City airport
- Act as the City of Detroit Aviation Expert for any special projects that may be assigned by the Mayor or their Cabinet
- Prepare recommendations to City of Detroit and City Council, and set airport rates and charges based on market trends and analysis
- Make or reviews general work assignments of direct reports.
- Oversee preparation and maintenance of records and reports.
- Confer with operations management with regard to needed maintenance, repair, and snow removal operations.
- Provide direct oversight on the siting, planning, environmental, and construction of all facilities
- Work with Airport Stakeholders in the development of Aviation Education Initiatives



**Qualifications (required):**

Bachelor Degree in Business Administration, Aeronautical Science, or other fields related to Airport Management or other combination of education, training and practical experience to warrant equivalent recognition, preferably some flight training and possession of an aeronautical rating, or industry certifications such as ACE, CM, or AAAE.

8 years of recent experience in an airport, comparable in size (number and type of operations) to the Coleman A. Young Airport.

*Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.*

**Qualifications (preferred):**

Experience with FAA standards for land acquisition and disposal.

Experience working with the State of Michigan under the State Block Grant program.

**Knowledge, Skills, and Abilities**

- Knowledge and understanding of all Federal and State regulations relating to Airport management, operations, safety and security to include strong familiarity with the corresponding Advisory Circulars (AC)
- Knowledge of FAA Airport Master Planning and preparation of ALP updates
- Knowledge of CFR part 107 operations
- Knowledge of operational and business practices and problems associated with airport operations
- Work with a diverse group of stakeholders
- Knowledge of FAA standards for Aircraft Rescue Fire Fighting (ARFF)
- Must have the ability to lead and/or manage change
- Must be able to work under stress.
- Must have management and program management skills
- Must have excellent time management skills and the ability to be on call 24/7 for long periods of time
- Knowledge of the FAA NOTAM System
- Knowledge of the FAA RCAM procedures
- Knowledge of airport environmental actions and NEPA processes
- Must be able to work with governmental entities, including politicians
- Must be a SME in CFR 77 and airport compliances
- Ability to effectively communicate both verbally and written
- Ability to persuade others of competing interests to gain alignment with the airport's vision
- Must have a firm understanding of business development and strategic planning
- Must be able work with outside groups of airport and city stakeholders
- Interact with co-workers, city officials, officials of other government agencies, airport users, tenants, and the general public in a tactful and effective manner
- Ability to understand the aviation industry, trends, and changes in standards to include the role of an airport in a municipality and be able to clearly articulate a vision for the department
- Knowledge of drone use for airfield inspections
- Knowledge of Union Contracts and Union Employees

**Licenses, Certifications, and Other Special Requirements:**

Valid State of Michigan Airport Operator License or be able to secure within 90 days of onboarding  
Must maintain an Airport Operators License to operate an airport in the State of Michigan.

The position requires knowledge of FAA Order 5190.6B, 14 CFR Part 77, AC 150/5070-6B, 49 CFR Part 1542, FAA Order 5050.4, AC 150/5300-13b, FAA NOTAM System, FAA 5010 database, State OSHA Regulations, State Block Grant Program, and FAA Airport Improvement Program.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

**Physical Demands**

The employee generally engages in light to strenuous physical activity which may include operating machinery, motor vehicles, heavy equipment, and using tools for an extended period of time. The employee is expected to move about and ascend/descend (e.g. stairs, ladders, etc.) to accomplish tasks. The employee must be able to lift, push, pull, and carry up to (50) pounds.

**Work Environment**

This position requires the ability to be on call 24 hours a day and 7 days a week. Work is performed in indoor and outdoor environments with potential exposure to conditions which may include fumes, extreme heat and cold, wetness, loud noise, dust, inclement weather and hazardous chemicals. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

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*The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.*

**Notes:**

**Certificate Of Completion**

Envelope Id: 1024E597C6AB45D7A60CA8B4D364654C	Status: Completed
Subject: Please DocuSign: Class & Comp Notification Form.doc	
Source Envelope:	
Document Pages: 10	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	City of Detroit Human Resources Department
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	2 Woodward Ave
	Detroit, MI 48226
	FlexibleWorkAdmin@detroitmi.gov
	IP Address: 68.42.218.131

**Record Tracking**

Status: Original 10/3/2024 3:46:33 PM	Holder: City of Detroit Human Resources Department FlexibleWorkAdmin@detroitmi.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Detroit - Human Resources	Location: DocuSign


**Signer Events**

Signer Events	Signature	Timestamp
Paul Bellottie Paul.Bellottie@detroitmi.gov Security Level: DocuSign.email ID: 1 10/3/2024 3:46:34 PM	  Signature Adoption: Pre-selected Style Using IP Address: 68.42.218.131	Sent: 10/3/2024 3:46:33 PM Viewed: 10/3/2024 3:46:47 PM Signed: 10/3/2024 3:58:08 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/3/2023 11:02:39 AM  
ID: 7da9f870-97ae-44f1-a176-c0c74d1133e1

Kimberly Hall-Wagner Hall-Wagner@detroitmi.gov Chief Policy Officer Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 174.245.19.212 Signed using mobile	Sent: 10/3/2024 3:58:10 PM Viewed: 10/3/2024 4:36:28 PM Signed: 10/3/2024 4:36:34 PM
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**Electronic Record and Signature Disclosure:**  
Accepted: 10/3/2024 4:36:28 PM  
ID: a813ed26-7d3c-4b34-ae77-375eb3ff911c

Denise Starr starrd@detroitmi.gov Security Level: Email, Account Authentication (None)	  Signature Adoption: Drawn on Device Using IP Address: 73.145.100.152 Signed using mobile	Sent: 10/3/2024 4:36:36 PM Resent: 10/7/2024 3:05:09 PM Resent: 10/7/2024 3:06:07 PM Viewed: 10/7/2024 3:17:50 PM Signed: 10/7/2024 3:18:35 PM
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**Electronic Record and Signature Disclosure:**  
Accepted: 10/7/2024 3:17:50 PM  
ID: 3619f059-8f42-4fa8-81cf-8983f4142cda

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Paul Bellottie Paul.Bellottie@detroitmi.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 10/7/2024 3:18:38 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	10/3/2024 3:46:33 PM
Certified Delivered	Security Checked	10/7/2024 3:17:50 PM
Signing Complete	Security Checked	10/7/2024 3:18:35 PM
Completed	Security Checked	10/7/2024 3:18:38 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Detroit (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact City of Detroit:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [beardenannie@detroitmi.gov](mailto:beardenannie@detroitmi.gov)

### **To advise City of Detroit of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [beardenannie@detroitmi.gov](mailto:beardenannie@detroitmi.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from City of Detroit**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [beardenannie@detroitmi.gov](mailto:beardenannie@detroitmi.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with City of Detroit**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to beardenannie@detroitmi.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Detroit as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Detroit during the course of your relationship with City of Detroit.