

# 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: OCFO	Division: Treasury									
Requester: valerie Agolli	Requester Job Title: Dep. Treas for Tax Adm									
Date of Request: 11/1/2024	Work Order #: CCFY25-027									
Request Type (s) Completed										
Select One	Create New Position and Job Specification									
Select One	Create New Position and Job Specification									
Other:										
Section II – To Be Completed by Classification Compensation Analyst - Final Decision										
<p>Department leaders requested new two new classifications to be created for the Tax Examiner progression. From conversations with OCFO leadership, it was discussed that the current structure does not provide employees with much room for career growth and development. Creating these levels will establish a career path that provides entry points for individuals with varying levels of experience. These levels will provide a clear career progression, aiming to improve employee engagement and reduce turnover by demonstrating a commitment to professional growth within the department.</p> <table border="1"> <thead> <tr> <th>Class Code</th> <th>Classification</th> <th>Salary Range</th> </tr> </thead> <tbody> <tr> <td>13208005</td> <td>Tax Examiner 3</td> <td>\$49,300 - \$61,100</td> </tr> <tr> <td>13208006</td> <td>Tax Examiner 4</td> <td>\$55,100 - \$68,300</td> </tr> </tbody> </table>		Class Code	Classification	Salary Range	13208005	Tax Examiner 3	\$49,300 - \$61,100	13208006	Tax Examiner 4	\$55,100 - \$68,300
Class Code	Classification	Salary Range								
13208005	Tax Examiner 3	\$49,300 - \$61,100								
13208006	Tax Examiner 4	\$55,100 - \$68,300								
Section III- Approval Signatures										
1) Classification and Compensation Analyst <u>Paul Bellottie</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>3/27/2025</u>									
2) Chief Classification and Compensation Officer <u>[Signature]</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>3/27/2025</u>									
3) Human Resources Director <u>Denise Starr</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>3/27/2025</u>									

Cc:



March 27, 2025

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, subject to City Council approval:

Class Code	Classification	Salary Range	Step Code	BU
13208005	Tax Examiner 3	\$49,300 - \$61,100	D	9001
13208006	Tax Examiner 4	\$55,100 - \$68,300	D	9000

**Request:**

The above recommendation is occasioned by a request from Valerie Agolli, Deputy Treasurer for Tax Administration, and Nikhil Patel, Deputy Chief Financial Officer Treasurer.

**Rationale:**

The above request and recommendation is based on the ability to attract and retain essential personnel in the Office of the Chief Financial Officer, Treasury division.

Department leaders requested new two new classifications to be created for the Tax Examiner progression. From conversations with OCFO leadership, it was discussed that the current structure does not provide employees with much room for career growth and development. Creating these levels will establish a career path that provides entry points for individuals with varying levels of experience. These levels will provide a clear career progression, aiming to improve employee engagement and reduce turnover by demonstrating a commitment to professional growth within the department.

The proposed salary ranges for the new titles were developed by obtaining external market data for comparable titles from both private and public industries. Roles sampled represented work completed in both financial and tax specific departments, ensuring confidence in the shared duties and responsibilities listed. Once developed, an analysis was conducted to ensure that the salary ranges fit within the progression of the existing titles and confirm that there would be no compression concerns when compared to the wage structure for their supervising roles. The proposed salary recommendations are subject to City Council approval.

Respectfully submitted,

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>Salary Range</b>	<b>Step Code</b>	<b>BU</b>
13208005	Tax Examiner 3	\$49,300 - \$61,100	D	9001
13208006	Tax Examiner 4	\$55,100 - \$68,300	D	9000

**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:** March 27, 2025  
**RE:** Adopt new Tax Examiner classifications; W.O. #CCFY25-027

**Recommendation:**

1. The title and code for the following classification be adopted:

Class Code	Classification
13208005	Tax Examiner 3
13208006	Tax Examiner 4

2. The 2024 – 2025 Official Compensation Schedule be amended to include the pay range for the following classification:

Class Code	Classification	Salary Range	Step Code	BU
13208005	Tax Examiner 3	\$49,300 - \$61,100	D	9001
13208006	Tax Examiner 4	\$55,100 - \$68,300	D	9000

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that the salary ranges fit within the progression of the existing titles and confirm that there would be no compression concerns when compared to the wage structure for their supervising roles. The proposed salary recommendations are subject to City Council approval.

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



## Job Specification

<b>Job Title: Tax Examiner 3</b>	<b>FLSA Type: Non-Exempt</b>	<b>Date Established: 3/27/2025</b>
<b>Department: OCFO</b>	<b>EEO Code: 5</b>	<b>Date Revised:</b>
<b>Class Code: 13208005</b>	<b>Reports To: Supervisory Tax Examiner</b>	<b>Date Approved:</b>

### Job Summary

Under general supervision, the Tax Examiner 3 plans and completes tax investigations and analyses. Key services include but are not limited to: determining tax liability; examining tax returns; assessing assets; reviewing payroll records of vendors, contractors, and other parties that do business with the City of Detroit; interviewing financial stakeholders; discussing issues, tax laws, and regulations with taxpayers; assisting with payment arrangements and tax collection; submitting findings for supervisory review; and performing related research and investigative duties as assigned.

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

- Investigate and identify irregularities or discrepancies in posting, record keeping, controls, or operations of a specific area
- Contact taxpayers by mail, telephone, or on-site to address discrepancies and to request supporting documentation
- Ability to analyze different tax types, including Personal Property, NEZ, OPRA, CRA, IFT, etc.
- Learn all necessary software, including DPP.net, TAX.net, Oracle Fusion, Smartsheet, among others
- Learn all necessary payment channel platforms including DivDat, Paymentus, and Lockbox
- Possess very good skills in Excel, internet research, professional business interaction, and organized presentation of materials
- Provide quality customer service
- Prepare and submit monthly metric activities to Supervisor
- Perform special projects, often assisting the lead if project requires
- Participating in the planning, directing, and coordinating the examination of specific significant complex issues
- Provide support for other agents and specialists assigned to examine and determine tax liability
- Develop effective relationships with other departments and divisions with respect to accounts receivable, property tax billing, etc.
- Prepare weekly reports
- Other duties as assigned

### Qualifications (required):

- Bachelor's degree, from an accredited college or university, in finance, business administration, or related field, and/or equivalent combination of education, certification, and experience.

- Minimum of three years of demonstrated experience in business process and systems support, which includes business systems analysis, design, and system testing.
- Demonstrated skills in gathering, translating, documenting, and prioritizing customer requested requirements.
- Experience in facilitating meetings and proficient in written communication skills.

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

### **Knowledge, Skills, and Abilities**

Knowledge of:

- City of Detroit Charter, and State Tax Commission (as needed for Property Tax-related work), uniform rules, regulations, guidelines, and policies related to the area of work
- Federal and state laws, rules, guidelines, policies, and precedents related to the area of work
- Conducting investigative interviewing, writing reports, and making public contacts
- Procedures used in collecting delinquent accounts
- Techniques commonly used in locating errors in accounting records
- Office practices and procedures and routine office supplies and equipment
- Basic and commonly used accounting, budget, or other financial management procedures, methods, and techniques associated with clerical types of duties to perform routine and repetitive tasks while learning how to perform the full range of such tasks found in the work area
- Basic information that must be present in documents terminology, forms, or reports that are part of the transaction
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- Basic arithmetic and algebra and their applications
- Personal computer capabilities and the application of computer systems to issues of format and content in City and departmental financial management
- Tax processing software such as City Tax, Chase Edge, and BS&A Tax.net, and DPP.net

Skill in:

- Use of personal computers
- Use of Microsoft Office (e.g. Word, Excel, Access, PowerPoint) and other office or financial suite software packages
- Use of Excel (e.g. Formulas, Pivot Tables, VLOOKUP, HLOOKUP, other functions, charts, tables) and other financial management software packages functionality
- Use of large complex, multi-departmental financial systems, and demonstrate the knowledge required to interpret resulting financial and accounting reports, summaries and budgets
- Interpersonal skills to interact effectively with personal contacts in a business-like, customer service oriented manner, and maintain favorable public relations
- Understanding written sentences and paragraphs related to work
- Talking to others to convey information effectively
- Verbal and written communications, specifically relating to technical tax information
- Interviewing techniques to conduct informational interviews of taxpayers and professionals

- Recognizing problems and initiating corrective action using logical decision-making techniques
- Presenting concise information to a variety of audiences

Ability to:

- Interpret and apply laws, regulations, and administrative policy
- Collect, interpret, and analyze information from a variety of sources; apply criteria and draw conclusions
- Understand and follow oral and written instructions
- Handle stressful situations relating to investigation, collection, and default situations
- Obtain and utilize sensitive information discreetly and objectively
- Learn and use contemporary financial management software and other related software for program and financial management systems
- Interact effectively with senior leadership, subordinates, department personnel, and others with tact and diplomacy
- Listen to and understand information and ideas presented through spoken words and sentences
- Communicate information and ideas in speaking so others will understand
- Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem
- Apply general rules to specific problems to produce answers that make sense
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- Use Tax processing software such as City Tax, Chase Edge, and BS&N Tax.net
- Work as part of a team

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

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 remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to 20 pounds.

**Work Environment**

Work is performed primarily in an office environment. 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:



### Job Specification

<b>Job Title: Tax Examiner 4</b>	<b>FLSA Type: Exempt</b>	<b>Date Established:</b>
<b>Department: OCFO</b>	<b>EEO Code: 5</b>	<b>Date Revised:</b>
<b>Class Code: 13208006</b>	<b>Reports To: Supervisory Tax Examiner</b>	<b>Date Approved:</b>

#### Job Summary

The Tax Examiner 4 within the City of Detroit Office of the Chief Financial Officer requires minimal to no direction and supervision. The Tax Examiner plans and completes tax investigations and analyses. Key services include but are not limited to: determining tax liability; examining tax returns; assessing assets; reviewing payroll records of vendors, contractors, and other parties that do business with the City of Detroit; interviewing financial stakeholders; discussing issues, tax laws, and regulations with taxpayers; assisting with payment arrangements and tax collection; submitting findings for supervisory review; and performing related research and investigative duties as assigned.

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

- Investigate and identify irregularities or discrepancies in posting, record keeping, controls, or operations of a specific area
- Contact taxpayers by mail, telephone, or on-site to address discrepancies and to request supporting documentation
- Ability to analyze different tax types, including Personal Property, NEZ, OPRA, CRA, IFT, etc.
- Have experience with ERP software, tax billing software necessary software, such as DPP.net, TAX.net, Oracle Fusion, Smartsheet, among others
- Have experience with payment channel platforms such as DivDat, Paymentus, and Lockbox
- Possess excellent skills in Excel, internet research, professional business interaction, and organized presentation of materials
- Provide quality customer service
- Prepare and submit monthly metric activities to Supervisor
- Perform special projects, often acting as lead if project requires
- Exercise authority and responsibility in planning, directing, and coordinating the examination of specific significant complex issues
- Serves as a lead for other agents and specialists assigned to examine and determine tax liability
- Assign and monitor department work distribution
- Responsible for the training of department staff
- Develop effective relationships with other departments and divisions with respect to accounts receivable, property tax billing, etc.
- Prepares weekly reports, offers peer feedback, and may present findings to supervisors.
- Coordinate and oversee the Customer Survey component of the unit, if any
- Other duties as assigned

**Commented [PB1]:** Administrative Exemption  
 -Paid more than \$684  
 -Primary duty includes the exercise of discretion and independent judgement with respect to matters of significance.

**Qualifications (required):**

- Bachelor's degree, from an accredited college or university, in finance, business administration, or related field, and/or equivalent combination of education, certification, and experience.
- Minimum of five years of demonstrated experience in business process and systems support, which includes business systems analysis, design, and system testing.
- Demonstrated skills in gathering, translating, documenting, and prioritizing customer requested requirements.
- Experience in facilitating meetings and proficient in written communication skills.

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

**Knowledge, Skills, and Abilities**

Knowledge of:

- City of Detroit Charter, and State Tax Commission (as needed for Property Tax-related work), uniform rules, regulations, guidelines, and policies related to the area of work
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- Basic arithmetic and algebra and their applications
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**Licenses, Certifications, and Other Special Requirements:**

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**Notes:**

## Certificate Of Completion

Envelope Id: FF631C26-5CB7-47DA-A108-81EF4CFCD679

Status: Completed

Subject: Please DocuSign: Class & Comp Notification Form.doc

Source Envelope:

Document Pages: 13

Signatures: 3

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:

City of Detroit Human Resources Department

2 Woodward Ave

Detroit, MI 48226

FlexibleWorkAdmin@detroitmi.gov

IP Address: 68.42.218.131

## Record Tracking

Status: Original

3/27/2025 2:27:40 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

### Signature

### Timestamp

Paul Bellottie

Paul.Bellottie@detroitmi.gov

Security Level:

DocuSign.email

ID: 1

3/27/2025 2:27:41 PM

Signature Adoption: Pre-selected Style

Using IP Address: 68.42.218.131

Sent: 3/27/2025 2:27:40 PM

Viewed: 3/27/2025 2:27:44 PM

Signed: 3/27/2025 2:34:40 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)

Signature Adoption: Drawn on Device

Using IP Address: 68.41.45.170

Sent: 3/27/2025 2:34:42 PM

Viewed: 3/27/2025 2:37:25 PM

Signed: 3/27/2025 2:37:38 PM

## Electronic Record and Signature Disclosure:

Accepted: 3/27/2025 2:37:25 PM

ID: 0939b80e-1f4c-4e74-bb1f-e0c31e0f85e3

Denise Starr

starrd@detroitmi.gov

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 208.56.27.57

Sent: 3/27/2025 2:37:40 PM

Viewed: 3/27/2025 2:43:52 PM

Signed: 3/27/2025 2:44:12 PM

## Electronic Record and Signature Disclosure:

Accepted: 3/27/2025 2:43:52 PM

ID: 74272d31-6275-4eae-8017-5095ebfdbce8

## 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	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 3/27/2025 2:44:14 PM Viewed: 3/27/2025 3:56:06 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	3/27/2025 2:27:40 PM
Certified Delivered	Security Checked	3/27/2025 2:43:52 PM
Signing Complete	Security Checked	3/27/2025 2:44:12 PM
Completed	Security Checked	3/27/2025 2:44:14 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.