

# 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.





## Job Specification

<b>Job Title: Accounting Technician Manager 3</b>	<b>FLSA Type: Exempt</b>	<b>Date Established: 5/13/2025</b>
<b>Department: Office of the Chief Financial Officer</b>	<b>EEO Code: 03</b>	<b>Date Revised:</b>
<b>Class Code: 13-303123</b>	<b>Reports To: Accounting Manager</b>	<b>Date Approved:</b>

### Job Summary

The incumbent of this position is an Accounting Technician Manager in the Office of the Chief Financial Officer (OCFO) of the City of Detroit. The Accounting Technician Manager III will be assigned to lead specified Accounting Technician Managers, Supervisory Accounting Technicians, accounting technician paraprofessionals, and functions within the OCFO's Office of the Controller.

The Office of the Controller establishes, maintains and enforces the City's accounting policies, practices, and procedures. The Office of the Controller is also responsible for ensuring the City of Detroit meets all financial reporting requirements and is accountable for the integrity of the financial system and controls. This office includes the following Divisions: Administration, Financial Reporting, Accounts Payable, Payroll, and Risk Management.

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

Utilizing various systems such as ERP, Human Resources/Payroll, Timekeeping and Report Writing systems, supervises/manages the following activities:

- Manages, directs, schedules, trains and evaluates the work activities of the payroll team and its employees. Plans work to be accomplished by subordinates and set priorities and prepare timelines for completion of work.
- Manage the physical and timely processing of multiple payrolls including bi-weekly, semi-monthly, monthly and off-cycle payrolls and apply all special pays, bonuses, reimbursements, deductions, garnishments and taxes.
- Responsible for multistate payroll and managing of state tax registrations as required. Oversight of payroll tax payments, reconciliations and filings (941/W2).
- Serves as operational liaison for Human Resource groups not supported by General City Human Resources (City Council, Library, Water and Police Human Resources). Assists with developing efficient and automated solutions.
- Creation of Financial Reports utilizing Business Intelligence or other report writer applications.
- Reviews and verifies the validity of requisitions for supplies, services, printing and equipment, travel and training orders, and requests for personnel actions.
- Reviews the accuracy and completeness of accounting data and documents and determines the general ledger accounts, journals, and subsidiary accounts affected, and the debit and credit entries to be made.
- Implement policies and procedures designed to improve controls and other changes to payroll and timekeeping systems.
- Strong understanding of working in unionized facilities. Collaborates with General City and Police Labor Relations and ensures contract changes are identified and configured in the HR/Payroll system.

- Maintains earning and deductions codes within the applicable system, ensuring general ledger and financial set-ups are accurate. Assists with gathering specifications for interface files.
- Manages control accounts and subsidiary accounts including processing accounting transactions for a wide variety of functions, including obligations, accrued expenditures, disbursements, appropriation refunds, reimbursable orders, earnings, collections, expenditure vouchers, cost transfers, rejected transactions, bills, and other accounts in connection with the general ledger
- Assist with the annual clearing and year start for benefits. Maintains related tables for accurate benefit premiums and processing.
- Manages configuration changes to the timekeeping application. Collaborate with outside vendors to make programming changes based on contract/policy updates and perform testing.
- Provides payroll and timekeeping support to internal users/customers. Monitors UTA user updates and identifies trends.
- Provides excellent customer service skills with a consistent focus on educating customers on critical payroll policies and self-service functionality. Manages timely handling of documented inquiries and provides metrics utilizing the ticket management system.
- Provide support for escalated issues. Address complex payroll-related inquiries and function as subject matter expert.
- Verifies HR transactions affecting pay Retro Payments calculated through timekeeping. Review results and validate retro calculations.
- Conducts various audits to ensure compliance with payroll policies, procedures and applicable laws.
- Ensures that financial documents pre-audited by subordinates are complete and in accordance with generally accepted accounting principles; Installs and manages control processes to minimize error
- Assist with managing internal/external audits by identifying and reviewing trends, providing documentation timely to auditor inquiries and generating ad hoc reports. Ability to explain data/results.
- Takes ownership in identifying and implementing new approaches to effect continual improvements that streamline payroll operations and services performed.
- As needed, consultations with specialists on training needs, and deciding on training problems related to the units supervised including additional training in ERP Cloud applications and timekeeping.
- Identifies timekeeping developmental and training needs of city employees in consultation with the Chief Learning Officer. Assist with developing job aids/training curriculum.
- Ability to identify and report on key metrics and identify trends.
- Responsible for accurate functionality of benefit accruals. Perform updates to Fringe Bank balances as needed. Focuses on identifying automated methods resulting in efficiencies.
- Support other projects and other duties as assigned by senior leadership and/or organization requirements.

**Qualifications (required):**

- Five to seven (5 - 7) years of experience in accounting, public administration, information technology, business administration, financial management or a closely related field with exposure to governmental or public sector auditing.
- Minimum of three (3) or more years of experience in payroll processing and timekeeping. Solid understanding of Department of Labor Wage and hour laws. Experience with Accounting and General ledger knowledge preferred.
- Must have a minimum of five (5) years of supervisory experience which includes three (3) years direct supervision of team leaders and/or managers.

**Qualifications (Preferred):**

- Bachelor's degree preferred in accounting, public administration, information technology, business administration, financial management or a closely related field with advanced course work related to governmental or public sector auditing.

*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:**

- Steps and procedures required to perform a full range of accounting, budget, or financial management support duties related to recurring or standardized transactions.
- Strong understanding of working in unionized facilities. Collaborates with General City and Police Labor Relations and ensures contract and policy changes are identified and configured in the HR/Payroll and Time & Attendance system.
- Extensive knowledge of Payroll/FMLA Federal/State Department of Labor and IRS laws, and rules.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Wide variety of interrelated steps, conditions, and procedures or processes required to assemble, review, and maintain complex payroll, accounting other financial transactions. [SEP]
- Intermediate mathematical concepts.
- Personal computer capabilities and the application of computer systems to issues of format and content in City and departmental financial management.
- (ERP) Enterprise resource planning systems for finance, budget, general ledger, human resources, and other management systems and software programs.
- Thorough knowledge of management and supervisory principles.

### **Skilled in:**

- Effective and accurate communication, both oral and written.
- Use of Microsoft Office (e.g. Word, Excel, Access, PowerPoint) and other office or financial suite software packages
- Use of advanced tools and Excel formulas (e.g. Formulas, Pivot Tables, VLOOKUP, HLOOKUP, other functions, charts, tables), Smartsheet's and other financial management software packages functionality
- Ability to interpret financial results and understand accounting reports, summaries and timekeeping reports.
- Effective and accurate communication, both oral and written.
- Customer Service and Service Level Agreements.
- Teamwork & employee development.
- Effective problem solving and process improvement principles.
- Applicable payroll system performance administration and identification of system configuration requirements.
- Analyzing policies, data and information to make effective and economical decisions.

### **Ability to:**

- Set priorities and prepare schedules for completion of work. Alter payroll processing schedule to meet required banking and tax timelines.
- Analyze and interpret complex payroll, human resources, accounting and other data and reports.
- Collect, organize and interpret large amounts of accounting data; Assist with preparing accurate financial reports.
- Analyze and recommend improvements in ERP & Time and Attendance systems based on experience and issues encountered
- Interact effectively with all levels of employees, city council members, senior leadership, subordinates, department personnel and others with tact and diplomacy.
- Take ownership in identifying and implementing new approaches to effect continual improvements that streamline payroll operations and services performed.

- Develop controls to ensure data accuracy and support a culture of accountability.
- Identifies developmental and training needs of employees in consultation with specialists on training needs. Assists with creating training curriculum.
- Assist with developing policies and procedures designed to improve controls and other changes to accounting systems.
- Align union contract intent by identifying requirements needed to configure payroll & time attendance system. Determine City of Detroit business requirements and collaborate with outside partners for programming changes.
- Provides timekeeping support to internal users/customers. Monitors UTA user updates and identifies trends.
- Identify change management opportunities and assist/prepare customers for implementation challenges.
- Strives to provide excellent customer service with a consistent focus on educating customers on critical payroll best practices and self-service functionality. Manages timely handling of documented inquiries and report on key metrics/identify trends.
- Ensures compliance with payroll policies, procedures and laws.
- Responsible for accurate functionality of benefit accruals. Perform updates to Fringe Bank balances as needed.
- Focuses on identifying automated methods resulting in efficiencies.
- Support other projects and activities as defined by senior leadership and/or organization requirements.

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

Certified Payroll Profession (CPP) Certification preferred.

**Physical Demands**

The work is characterized as sedentary. Typically sit comfortably to do their work, interspersed by brief periods of walking, standing, bending, carrying papers and books, and extended periods requiring the use of computer terminals to accomplish work objectives.

**Work Environment**

Work is performed in a comfortable office environment, which is appropriately lighted, heated and cooled. The work environment contains no significant hazards. Some work may require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the work site.

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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.*



June 11, 2025

Honorable City Council

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

Recommendation is submitted to amend the 2025 – 2026 Official Compensation Schedule to include the following pay range, subject to City Council approval:

Class Code	Classification	Salary Range	Step Code
13-303123	Accounting Technician Manager 3	\$107,165 - \$140,552	D

**Request:**

The above recommendation is occasioned by a request from Pam Semaan, Accountant Manager 4 within the Office of the Chief Financial Officer (OCFO).

**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, Payroll Operations division.

OCFO leadership requested a new classification to be created in the Accounting Technician Manager progression. It was determined that a new classification would be needed to capture the additional duties and responsibilities that exceed outside the current scope of work for employees within the existing role. Additionally, the creation of a new position would expand the career path, aiming to improve employee engagement and reduce turnover by demonstrating a commitment to professional growth within the department.

A market study was conducted using data from external survey sources from comparable positions to determine what the current market pay is for similar titles. Following the completion of a market study and internal equity analysis, the Classification & Compensation team is recommending the salary range of the Accounting Technician Manager 3 to align with that of the other Manager 3 roles within the City of Detroit, at the rate of \$107,165 - \$140,552. The alignment of ranges maintains the market competitiveness of the new Accounting Technician Manager 3 classification, while remaining consistent with existing salary structures within the City. The proposed salary recommendation is 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 2025 - 2026 Official Compensation Schedule is hereby amended to reflect the following pay range, effective upon Council’s approval.

Class Code	Classification	Salary Range	Step Code
13-303123	Accounting Technician Manager 3	\$107,165 - \$140,552	D

**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:** June 11, 2025

**RE:** Adopt new Accounting Technician Manager 3 classification; W.O. #CCFY25-037

**Recommendation:**

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

Class Code	Classification
13-303123	Accounting Technician Manager 3

2. The 2025-2026 Official Compensation Schedule be amended to include the pay range for the following classification:

Class Code	Classification	Salary Range	Step Code
13-303123	Accounting Technician Manager 3	\$107,165 - \$140,552	D

**Request:**

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Technician Manager 3 classification, while remaining consistent with existing salary structures within the City.

The proposed salary recommendation is subject to City Council approval.

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

## Certificate Of Completion

Envelope Id: F5684700-B718-4381-9D1B-A3C77DAB6EB8

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

Source Envelope:

Document Pages: 11

Certificate Pages: 5

AutoNav: Enabled

Envelopeld Stamping: Enabled

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

Status: Completed

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

6/11/2025 11:37:53 AM

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

Paul Bellottie

Paul.Bellottie@detroitmi.gov

Security Level:

DocuSign.email

ID: 1

6/11/2025 11:37:54 AM

## Signature

*Paul Bellottie*

Signature Adoption: Pre-selected Style

Using IP Address: 68.42.218.131

## Timestamp

Sent: 6/11/2025 11:37:54 AM

Viewed: 6/11/2025 11:37:58 AM

Signed: 6/11/2025 11:44:22 AM

## 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)

**Completed**

Using IP Address: 174.240.147.121

Signed using mobile

Sent: 6/11/2025 11:44:24 AM

Viewed: 6/11/2025 11:46:32 AM

Signed: 6/11/2025 11:46:36 AM

## Electronic Record and Signature Disclosure:

Accepted: 6/11/2025 11:46:32 AM

ID: da956d23-0f42-4380-97b8-b1dc799b6d4e

Denise Starr

starrd@detroitmi.gov

Security Level: Email, Account Authentication  
(None)

**Completed**

Using IP Address: 50.218.147.58

Sent: 6/11/2025 11:46:38 AM

Viewed: 6/11/2025 12:48:23 PM

Signed: 6/11/2025 12:49:02 PM

## Electronic Record and Signature Disclosure:

Accepted: 6/11/2025 12:48:23 PM

ID: c9587c2f-e05f-440d-b31c-93e3a4cab072

## 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

Carbon Copy Events	Status	Timestamp
Paul Bellottie Paul.Bellottie@detroitmi.gov Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 6/11/2025 12:49:03 PM Viewed: 6/11/2025 1:12:34 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/11/2025 11:37:54 AM
Certified Delivered	Security Checked	6/11/2025 12:48:23 PM
Signing Complete	Security Checked	6/11/2025 12:49:02 PM
Completed	Security Checked	6/11/2025 12:49:03 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.