

Referrals
~~1/2019~~
2-1-19

INTERNAL
OPERATIONS
STANDING
COMMITTEE



23

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313-224-3400
Fax 313-224-4128
www.detroitmi.gov

January 22, 2019

The Honorable City Council
City of Detroit
Coleman A. Young Municipal Center
2 Woodward Ave., Suite 1340
Detroit, MI 48226

Re: Reappointment to the Local Development Finance Authority Board of Directors

Dear Honorable Body:

It gives me great pleasure to inform you that I have reappointed, with your approval, the following individuals to the Local Development Finance Authority Board of Directors.

<u>MEMBER</u>	<u>ADDRESS</u>	<u>TERM COMMENCES</u>	<u>TERM EXPIRES</u>
James Jenkins III	Business Development Manager Jenkins Construction 985 East Jefferson, Suite 300 Detroit, MI 48207	Immediately	March 1, 2022
Mariann Sarafa	35267 Stratton Hill Court Farmington Hills, MI 48331	Immediately	March 1, 2022

Respectfully,


Michael E. Duggan
Mayor

Enclosure

cc: Linda Forte, Chairperson, LDFA
Kevin Johnson, President & CEO, DEGC
Malinda Jensen, Sr. Vice President, DEGC
Jennifer Kanalos, Director, LDFA
Alexis Wiley, Chief of Staff, Mayor's Office
Elisa Malile, Deputy Chief of Staff, Mayor's Office
Stephanie Washington, City Council Liaison, Mayor's Office

CITY CLERK 2019 JAN 25 PM 4:54



Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313-224-3400
Fax 313-224-4128
www.detroitmi.gov

BY ALL COUNCIL MEMBERS

RESOLVED, that the reappointment by His Honor the Mayor, of the following individuals to serve on the Local Development Finance Authority Board of Directors for the corresponding term of office indicated be and the same is hereby approved.

<u>MEMBER</u>	<u>ADDRESS</u>	<u>TERM COMMENCES</u>	<u>TERM EXPIRES</u>
James Jenkins III	Business Development Manager Jenkins Construction 985 East Jefferson, Suite 300 Detroit, MI 48207	Immediately	March 1, 2022
Mariann Sarafa	35267 Stratton Hill Court Farmington Hills, MI 48331	Immediately	March 1, 2022

Adopted as follows:

Yeas: _____

Nays: _____

WAIVER OF RECONSIDERATION

P:/general/ldfa/board members/Jan 2019 LDFA reappointment letters



Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313-224-3400
Fax 313-224-4128
www.detroitmi.gov

BY ALL COUNCIL MEMBERS

RESOLVED, that the reappointment by His Honor the Mayor, of the following individuals to serve on the Local Development Finance Authority Board of Directors for the corresponding term of office indicated be and the same is hereby approved.

<u>MEMBER</u>	<u>ADDRESS</u>	<u>TERM COMMENCES</u>	<u>TERM EXPIRES</u>
James Jenkins III	Business Development Manager Jenkins Construction 985 East Jefferson, Suite 300 Detroit, MI 48207	Immediately	March 1, 2022
Mariann Sarafa	35267 Stratton Hill Court Farmington Hills, MI 48331	Immediately	March 1, 2022

Adopted as follows:

Yeas: _____

Nays: _____

WAIVER OF RECONSIDERATION

P:/general/ldfa/board members/Jan 2019 LDFA reappointment letters

JAMES JENKINS III

27367 W. 10 Mile Rd., Southfield, MI 48033

313.595.2164

mrjenkins1@mac.com

Objective

Seeking position as an Intern Architect in a firm that provides an engaging, challenging, and supportive work environment where I can contribute my abilities in the area of architecture and obtain knowledge and ideas at a professional level. I am willing to learn and add value to the firm.

Experience

Managing Member, Jenkins Design Build LLC, Detroit, MI 2012-Present

- Developed business model of pre-schematic design services for commercial clientele.
- Coordinated the design process and relationship between clients and licensed architecture.
- Handled day to day business development responsibilities.
- Acquired and executed residential projects from design through completion of construction.

Intern Architect, Resendes Design Group, Detroit, MI 2011-2012

- Assisted managing principals in the execution of schematic design drawings for clientele.
- Assisted managing principals in the drafting of construction documents for Cornerstone School projects.
- Introduced BIM processes into the office workflow including office standardization.

Business Development Manager, Jenkins Construction, Inc., Detroit, MI 2004-2010

- Conducted sales and marketing strategies for potential customers.
- Created marketing material and made follow up communication with clients to establish and maintain strong customer relationships.
- Worked in close collaboration with lead proposal staff to ensure proposal's technical and programmatic execution fulfilled their projects request.
- Project engineering and Asst. Superintendent for MDOT and Henry Ford Hospital projects.

Post Production Coordinator, Europa Corp., Los Angeles, CA 2002-2004

- Designed, constructed, installed, and managed both audio and visual studios for production and post-production facilities.
- Executed audio post production contracts for film and television.
- Managed staff of artist and engineers for cost, scope, and scheduling of multiple media projects.

Education

University Detroit Mercy: Master of Architecture, 2011

Full Sail University: Associate of Science, Digital Media Studies, 2001

Full Sail University: Associate of Science, Recording Arts & Sciences, 2000

Skills

Autodesk Revit, Autodesk 3D Studio Max, Autodesk CAD, Mental Ray Render, Adobe

Photoshop, Adobe Illustrator, Pro Tools, Mac OSX, Apple iWorks, Microsoft Office

Referrals

References Available Upon Request

Mariann Sarafa

35267 Stratton Hill Court
Farmington Hills, MI 48331
(248) 444-7800

Objective: A challenging position in the health care industry that allows me to utilize my experience and contacts with physicians and within the corporate and ethnic communities to provide value for the employer.

Experience:

Harper/Hutzel Hospital (DMC) 10/08 – present
Physician Development and Recruitment

- Assists management with strategic initiatives for planning, development, facilitation and oversight of in-patient physician recruitment and contracting for Harper University Hospital (HUH) and Hutzel Women's Hospital (HWH).
- Maintain a collaborative relationship with the medical staff, including Wayne State University School of Medicine, to assist with the recruitment of physicians to improve clinical services and the provision of quality patient care.
- Provide oversight for the development and implementation of programs designed to increase physician and community awareness of the various services provided by HUH.
- Foster positive business relationships in order to provide increased opportunities for referrals to the hospital.
- Assist with all aspects of relations between administration and physicians utilizing the hospital.
- Proactively act as a liaison to the Corporate Vice President, promotes and presents clinical and administrative concerns of physicians to various internal and external parties for positive resolution.
- Design, develop and implement programs and projects to increase community interest, understanding and good will for the hospital and physicians.
- Responsible for the coordination of developmental programs and procedures that promote productive communications and foster positive relationships.
- Take a leadership role in resolving barriers to patient admissions.
- Assist with developing, coordinating and implementing special internal and external public affairs projects and serves as a liaison for civic, community and physician initiatives/projects that enhance the hospital and its surrounding neighborhoods.
- Take a leadership role in resolving external customer and physician issues and concerns related to the hospital.
- Work closely with support and patient care areas to jointly address and resolve physician/patient issues.
- Develops short and long-term plans and coordinates all physician recruitment activities.
- Monitors other competitive health care business development activities in the market place, both locally and nationally.



Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313•224•3400
Fax 313•224•4128
www.detroitmi.gov

January 22, 2019

The Honorable City Council
City of Detroit
Coleman A. Young Municipal Center
2 Woodward Ave., Suite 1340
Detroit, MI 48226

Re: Reappointment to the Local Development Finance Authority Board of Directors

Dear Honorable Body:

It gives me great pleasure to inform you that I have reappointed, with your approval, the following individuals to the Local Development Finance Authority Board of Directors.

<u>MEMBER</u>	<u>ADDRESS</u>	<u>TERM COMMENCES</u>	<u>TERM EXPIRES</u>
James Jenkins III	Business Development Manager Jenkins Construction 985 East Jefferson, Suite 300 Detroit, MI 48207	Immediately	March 1, 2022
Mariann Sarafa	35267 Stratton Hill Court Farmington Hills, MI 48331	Immediately	March 1, 2022

Respectfully,


Michael E. Duggan
Mayor

Enclosure

CITY CLERK 2019 JAN 25 4:12:15

cc: Linda Forte, Chairperson, LDFA
Kevin Johnson, President & CEO, DEGC
Malinda Jensen, Sr. Vice President, DEGC
Jennifer Kanalos, Director, LDFA
Alexis Wiley, Chief of Staff, Mayor's Office
Elisa Malile, Deputy Chief of Staff, Mayor's Office
Stephanie Washington, City Council Liaison, Mayor's Office



Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313•224•3400
Fax 313•224•4128
www.detroitmi.gov

January 22, 2019

Ms. Mariann Sarafa
35267 Stratton Hill Court
Farmington Hills, MI 48331

Dear Ms. Sarafa:

It gives me great pleasure to reappoint you to the Local Development Finance Authority (the "LDFA") Board of Directors. Your term begins immediately following City Council's confirmation and expires March 1, 2022. Upon City Council's request, a City Clerk's office representative may contact you to schedule an interview.

Subsequent to City Council's confirmation, Ms. Malinda Jensen of the Detroit Economic Growth Corporation will contact you to provide meeting schedules and other pertinent board and membership information.

If you require further assistance, please contact Ms. Jensen at (313) 237-4632.

Thank you in advance for serving the citizens of Detroit. I look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads 'Michael E. Duggan'.

Michael E. Duggan
Mayor

cc: Linda Forte, Chairperson, LDFA
Kevin Johnson, President & CEO, DEGC
Malinda Jensen, Sr. Vice President, DEGC
Jennifer Kanalos, Director, LDFA
Alexis Wiley, Chief of Staff, Mayor's Office
Elisa Malile, Deputy Chief of Staff, Mayor's Office

Mariann Sarafa

35267 Stratton Hill Court
Farmington Hills, MI 48331
(248) 444-7800

Objective: A challenging position in the health care industry that allows me to utilize my experience and contacts with physicians and within the corporate and ethnic communities to provide value for the employer.

Experience:

Harper/Hutzel Hospital (DMC) 10/08 – present
Physician Development and Recruitment

- Assists management with strategic initiatives for planning, development, facilitation and oversight of in-patient physician recruitment and contracting for Harper University Hospital (HUH) and Hutzel Women's Hospital (HWH).
- Maintain a collaborative relationship with the medical staff, including Wayne State University School of Medicine, to assist with the recruitment of physicians to improve clinical services and the provision of quality patient care.
- Provide oversight for the development and implementation of programs designed to increase physician and community awareness of the various services provided by HUH.
- Foster positive business relationships in order to provide increased opportunities for referrals to the hospital.
- Assist with all aspects of relations between administration and physicians utilizing the hospital.
- Proactively act as a liaison to the Corporate Vice President, promotes and presents clinical and administrative concerns of physicians to various internal and external parties for positive resolution.
- Design, develop and implement programs and projects to increase community interest, understanding and good will for the hospital and physicians.
- Responsible for the coordination of developmental programs and procedures that promote productive communications and foster positive relationships.
- Take a leadership role in resolving barriers to patient admissions.
- Assist with developing, coordinating and implementing special internal and external public affairs projects and serves as a liaison for civic, community and physician initiatives/projects that enhance the hospital and its surrounding neighborhoods.
- Take a leadership role in resolving external customer and physician issues and concerns related to the hospital.
- Work closely with support and patient care areas to jointly address and resolve physician/patient issues.
- Develops short and long-term plans and coordinates all physician recruitment activities.
- Monitors other competitive health care business development activities in the market place, both locally and nationally.



Mayor's Office

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313•224•3400
Fax 313•224•4128
www.detroitmi.gov

January 22, 2019

Mr. James Jenkins III
Business Development Manager
Jenkins Construction
985 East Jefferson, Suite 300
Detroit, MI 48207

Dear Mr. Jenkins:

It gives me great pleasure to reappoint you to the Local Development Finance Authority (the "LDFA") Board of Directors. Your term begins immediately following City Council's confirmation and expires March 1, 2022. Upon City Council's request, a City Clerk's office representative may contact you to schedule an interview.

Subsequent to City Council's confirmation, Ms. Malinda Jensen of the Detroit Economic Growth Corporation will contact you to provide meeting schedules and other pertinent board and membership information.

If you require further assistance, please contact Ms. Jensen at (313) 237-4632.

Thank you in advance for serving the citizens of Detroit. I look forward to working with you.

Sincerely,

Michael E. Duggan
Mayor

cc: Linda Forte, Chairperson, LDFA
Kevin Johnson, President & CEO, DEGC
Malinda Jensen, Sr. Vice President, DEGC
Jennifer Kanalos, Director, LDFA
Alexis Wiley, Chief of Staff, Mayor's Office
Elisa Malile, Deputy Chief of Staff, Mayor's Office

JAMES JENKINS III

27367 W. 10 Mile Rd., Southfield, MI 48033

313.595.2164

mrjenkins1@mac.com

Objective

Seeking position as an Intern Architect in a firm that provides an engaging, challenging, and supportive work environment where I can contribute my abilities in the area of architecture and obtain knowledge and ideas at a professional level. I am willing to learn and add value to the firm.

Experience

Managing Member, Jenkins Design Build LLC, Detroit, MI

2012-Present

- Developed business model of pre-schematic design services for commercial clientele.
- Coordinated the design process and relationship between clients and licensed architecture.
- Handled day to day business development responsibilities.
- Acquired and executed residential projects from design through completion of construction.

Intern Architect, Resendes Design Group, Detroit, MI

2011-2012

- Assisted managing principals in the execution of schematic design drawings for clientele.
- Assisted managing principles in the drafting of construction documents for Cornerstone School projects.
- Introduced BIM processes into the office workflow including office standardization.

Business Development Manager, Jenkins Construction, Inc., Detroit, MI

2004-2010

- Conducted sales and marketing strategies for potential customers.
- Created marketing material and made follow up communication with clients to establish and maintain strong customer relationships.
- Worked in close collaboration with lead proposal staff to ensure proposal's technical and programmatic execution fulfilled their projects request.
- Project engineering and Asst. Superintendent for MDOT and Henry Ford Hospital projects.

Post Production Coordinator, Europa Corp., Los Angeles, CA

2002-2004

- Designed, constructed, installed, and managed both audio and visual studios for production and post-production facilities.
- Executed audio post production contracts for film and television.
- Managed staff of artist and engineers for cost, scope, and scheduling of multiple media projects.

Education

University Detroit Mercy: Master of Architecture, 2011

Full Sail University: Associate of Science, Digital Media Studies, 2001

Full Sail University: Associate of Science, Recording Arts & Sciences, 2000

Skills

Autodesk Revit, Autodesk 3D Studio Max, Autodesk CAD, Mental Ray Render, Adobe

Photoshop, Adobe Illustrator, Pro Tools, Mac OSX, Apple iWorks, Microsoft Office

Referrals

References Available Upon Request



Mayor's Office

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313•224•3400
Fax 313•224•4128
www.detroitmi.gov

BY ALL COUNCIL MEMBERS

RESOLVED, that the reappointment by His Honor the Mayor, of the following individuals to serve on the Local Development Finance Authority Board of Directors for the corresponding term of office indicated be and the same is hereby approved.

<u>MEMBER</u>	<u>ADDRESS</u>	<u>TERM COMMENCES</u>	<u>TERM EXPIRES</u>
James Jenkins III	Business Development Manager Jenkins Construction 985 East Jefferson, Suite 300 Detroit, MI 48207	Immediately	March 1, 2022
Mariann Sarafa	35267 Stratton Hill Court Farmington Hills, MI 48331	Immediately	March 1, 2022

Adopted as follows:

Yeas: _____

Nays: _____

WAIVER OF RECONSIDERATION

P:/general/ldfa/board members/Jan 2019 LDFA reappointment letters



Mayor's Office

24

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313•224•3400
Fax 313•224•4128
www.detroitmi.gov

January 22, 2019

The Honorable City Council
City of Detroit
Coleman A. Young Municipal Center
2 Woodward Ave., Suite 1340
Detroit, MI 48226

Re: Reappointment to the City of Detroit Brownfield Redevelopment Authority Board of Directors

Dear Honorable Body:

It gives me great pleasure to inform you that I have reappointed, with your approval, the following individuals to the City of Detroit Brownfield Redevelopment Authority Board of Directors.

<u>MEMBER</u>	<u>ADDRESS</u>	<u>TERM COMMENCES</u>	<u>TERM EXPIRES</u>
Raymond Scott	Deputy Director Environmental Affairs Division Buildings, Safety Engineering & Environmental Department 2 Woodward Avenue, Suite 401 Detroit, Michigan 48226	Immediately	July 1, 2021
Pamela McClain	Executive Assistant City of Detroit Mayor's Office 2 Woodward Avenue, Suite 1126 Detroit, Michigan 48226	Immediately	July 1, 2021

Respectfully,

Michael E. Duggan
Mayor

CITY CLERK 2019 JAN 25 PM 12:44

cc: Alexis Wiley, Chief of Staff, Mayor's Office
Elisa Malile, Deputy Chief of Staff, Mayor's Office
F. Thomas Lewand, Group Executive of Jobs and Economy, Mayor's Office
Malinda Jensen, Sr. Vice President, Board Admin., DEGC
Stephanie Washington, City Council Liaison, Mayor's Office



Mayor's Office

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313•224•3400
Fax 313•224•4128
www.detroitmi.gov

January 22, 2019

Mr. Raymond Scott
Deputy Director
Environmental Affairs Division
Building, Safety Engineering & Environmental Department
2 Woodward Avenue, Suite 401
Detroit, Michigan 48226

Dear Mr. Scott:

It gives me great pleasure to reappoint you to the Detroit Brownfield Redevelopment Authority Board of Directors. Your term begins immediately and will expire July 1, 2021. Upon City Council's request, a City Clerk's office representative may contact you to schedule an interview.

If you require further assistance, please contact Ms. Jensen at (313) 237-4632.

Thank you in advance for serving the citizens of Detroit.

Sincerely,

Michael E. Duggan
Mayor

cc: Alexis Wiley, Chief of Staff, Mayor's Office
Elisa Malile, Deputy Chief of Staff, Mayor's Office
F. Thomas Lewand, Group Executive of Jobs and Economy, Mayor's Office
Malinda Jensen, Sr. Vice President, Board Admin., DEGC
Stephanie Washington, City Council Liaison, Mayor's Office

RAYMOND A. SCOTT, MPH
5026 West Outer Drive, Detroit, MI 48235
(313) 728-9646 or (313) 350-1833 (C) - Christ1st4u@hotmail.com

EMPLOYMENT EXPERIENCE

Detroit Buildings, Safety Engineering and Environmental Department – July 2012 - Present, as *Deputy Director, Interim Director, and General Manager*:

- Under general supervision of the Director serving as operational manager overseeing a \$28 million budget used to implement and administer complex and multifaceted efforts related to health & safety, licenses & permits, demolition, zoning, plan review, and code compliance/enforcement;
- Coordinate all human resource/personnel matters consisting of budgetary, annual evaluations, service improvement processes (SIP), performance training, parking, promotional and disciplinary actions covering 5 divisions, 13 subdivisions, accounting for over 280 employees;
- Coordination partner for the merger of the Department of Environmental Affairs with the Buildings, and Safety Engineering Department (aka Buildings, Safety Engineering and Environmental Department);
- Coordinated the assimilation of the Environmental Control Staff (25 staff members) into the department;
- Managed purchase and distribution of cell phone, computer tablets, and mobile printer for 120 Inspectors in order to allow more efficient work practices;
- Coordinate the development and implementation of department-wide policies and procedures in the form of Standard Operating Procedures (SOPs);
- Managed process and workflow changes through LEAN efforts to maximize department work efficiencies;
- Overseen the implementation of the Development Resource Center (e.g., department's one-stop-shop for customers care) \$300K project;
- Overseen Avolve (ePlan) implementation - allows for customers to submit plans, pay fees, track status, and modify plans online. All city wide departments can review plans simultaneously. \$400K project;
- Steering Committee member for implementation of the Accela Automation system (to be referred to as the Electronic Licensing and Permitting System, or e-LAPS), in order to replace the existing application. \$3 million project;
- Managed department wide construction. Space planning and floor upgrades. \$450K project;
- Developed legislation in the form of ordinances and statute changes to aligned with department charter mandated objectives; and
- Managed Workforce Development, environmental assessments, and remediation grants. Over \$1 million project in various projects.

Detroit Department of Environmental Affairs – November 1998 – July 2012, as *General Manager; Manger II; Environmental Specialist III; and Environmental Specialist II*.

Detroit Public Health Department - April 1998 - November 1998, as *Public Health Educator*.

Environmental Consulting & Technology, Incorporated - January 1995 - December 1997, as *Associate Scientist*.

Washtenaw County Environmental and Infrastructure Services - Sept 1992 - December 1994, as *Sanitarian*.

EDUCATION

Ferris State University School of Allied Health and Sciences, Big Rapids, Michigan
Bachelor of Science (BS), Industrial and Environmental Health Management, May 1992

University of Michigan School of Public Health, Ann Arbor, Michigan
Master of Public Health (MPH), Environmental and Industrial Health, April 1995

BOARD OF DIRECTORS

Historic Jurisdiction of Michigan – Northeast Elders Council, *Chairman*;
City of Detroit Board of Appeals, *Chairman*;
Detroit Brownfield Redevelopment Authority, *Member*; and
Northwest Community Programs, *Member*.



Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313•224•3400
Fax 313•224•4128
www.detroitmi.gov

January 22, 2019

Ms. Pamela McClain
Executive Assistant, Mayor's Office
City of Detroit
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Dear Ms. McClain:

It gives me great pleasure to reappoint you to the Detroit Brownfield Redevelopment Authority Board of Directors. Your term begins immediately and will expire July 1, 2021. Upon City Council's request, a City Clerk's office representative may contact you to schedule an interview.

If you require further assistance, please contact Ms. Jensen at (313) 237-4632.

Thank you in advance for serving the citizens of Detroit.

Sincerely,

A handwritten signature in blue ink that reads 'Michael E. Duggan'. The signature is written in a cursive style and is positioned above the printed name of the Mayor.

Michael E. Duggan
Mayor

cc: Alexis Wiley, Chief of Staff, Mayor's Office
Elisa Malile, Deputy Chief of Staff, Mayor's Office
F. Thomas Lewand, Group Executive of Jobs and Economy, Mayor's Office
Malinda Jensen, Sr. Vice President, Board Admin., DEGC
Stephanie Washington, City Council Liaison, Mayor's Office

PAMELA J. MCCLAIN
5503 Bishop
Detroit, Michigan 48224
(313) 885-3526
Cmdrpam@sbcglobal.net

EDUCATION:

**University of Detroit-Mercy School of Law
Detroit, MI**

Juris Doctorate May 1995

**University of Michigan
Ann Arbor, MI**

Bachelor of Arts, December 1980

**Detroit Regional Chamber of Commerce
Program**

Graduate Certificate, June 2006 Leadership Detroit

EMPLOYMENT EXPERIENCE:

2014 – Present Executive Assistant to Mayor Michael Duggan – Office Administrator Detroit, MI

Responsible for all administrative functions associated with the Mayor's Residence and the 11th Floor Offices, which include but not limited to: on-boarding of new appointees, process invoicing and payments for Restructuring Consultants, process all vendor invoicing and supply requests, initiate contracts for Mayor's Residence, process travel requests, perform purchase card administration, event planning and special projects as assigned by the Chief of Staff. Also, preparation of year closing preparation, equipment acquisitions

2013 - 2014 Transition Team Focus Group Coordinator – Mayor-elect Mike Duggan Detroit, MI

Responsible for the coordination and plan implementation of approximately 50 subject matter experts assigned to six Focus Area Groups whose responsibility was to determine and prioritize initiatives that could be accomplished within the first 100 days under the Duggan Administration.

2013 Back Office Operations Manager – Mike Duggan Campaign Headquarters Detroit, MI

At the Eastside and Westside campaign offices, responsible for approximately 75 volunteers in the Phone Bank and Data Entry Operations for the daily collection, input and archival of data and other documents in NGP, Votecast and VAN supporter database systems. Also participated in and facilitated the process of effectuating approximately 250,000 keystroke entries gathered and input in a timely manner for the purpose of weekly analytics. This information was also used to determine which resources were needed while forecasting trends and demographics of overall voter support.

2011 – Present Principal, P.J.'s Interior Expressions, LLC Detroit, MI

Started a small independent Interior Decorating Business to work with clients to design and execute their vision for their office or personal space as well as event planning collaborating with various other small sole proprietorship businesses in the city of Detroit.



Mayor's Office

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313•224•3400
Fax 313•224•4128
www.detroitmi.gov

The Honorable City Council
January 22, 2019
Page Two

BY ALL COUNCIL MEMBERS

RESOLVED, that the reappointment by His Honor the Mayor, of the following individuals to serve on the City of Detroit Brownfield Redevelopment Authority Board of Directors for the corresponding term of office indicated be and the same is hereby approved.

<u>MEMBER</u>	<u>ADDRESS</u>	<u>TERM COMMENCES</u>	<u>TERM EXPIRES</u>
Raymond Scott	Deputy Director Environmental Affairs Division Buildings, Safety Engineering & Environmental Department 2 Woodward Avenue, Suite 401 Detroit, Michigan 48226	Immediately	July 1, 2021
Pamela McClain	Executive Assistant City of Detroit Mayor's Office 2 Woodward Avenue, Suite 1126 Detroit, Michigan 48226	Immediately	July 1, 2021

Adopted as follows:

Yeas: _____

Nays: _____

WAIVER OF RECONSIDERATION



CITY OF DETROIT
HUMAN RESOURCES DEPARTMENT
LABOR RELATIONS DIVISION



COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE - SUITE 332
DETROIT, MICHIGAN 48226
(313) 224-3860 • TTY:711
(313) 224-0738
WWW.DETROITMI.GOV

January 24, 2019

HONORABLE CITY COUNCIL:

Re: Implementation of a Salary Range Adjustment for Animal Control Officer

Animal Control Officers are vital components of the City's Animal Care and Control functions, as they are front line staff in the public safety work of removing dangerous animals from the streets and investigating cases of abuse, neglect and other crimes.

Survey data reveals that the classification of Animal Control Officer (33-90-21) is undercompensated. Based on the survey data, the Classification and Compensation Division of Human Resources recommends a salary adjustment. The salary adjustment is essential for recruitment and retention purposes and is based on the City of Detroit's ability to fund the increase.

The Health Department is requesting to increase the salary for the classification of Animal Control Officer (33-90-21), effective upon City Council approval.

Therefore, in accordance with standard City procedure, the Labor Relations Division respectfully requests that your Honorable Body pass a resolutions which approves the specified change.

Respectfully submitted,

Hakim W. Berry
Interim Chief Operating Officer



By Council Member _____:

RESOLVED, That the 2018 – 2019 Official Compensation Schedule is hereby amended to reflect the following salary range adjustments, effective upon City Council approval.

B.U. CODE	CLASS CODE	CLASSIFICATION	CURRENT SALARY	PROPOSED SALARY
8180	33-90-21	Animal Control Officer	\$15.77 – \$17.87	\$16.52 - \$19.72

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

Animal Control Survey Data				
Municipality	Classification	Minimum	Midpoint	Maximum
Oakland County	Animal Control Officer ✓	\$37,614	\$66,110*	\$48,971
City of Chicago	Animal Control Officer	\$39,924	\$55,284	\$70,644
Macomb County	Animal Control Officer	\$30,828	\$36,336	\$41,844
Indianapolis, IN	Animal Control Officer	\$32,640	\$32,640	\$32,640
Springfield, IL	Animal Control Officer	\$32,460	\$37,338	\$42,216
Onet MI	Animal Control Officer	\$25,250	\$37,440	\$49,630
Onet US	Animal Control Officer	\$21,440	\$38,520	\$55,600
	Average:	\$31,451	\$43,381	\$48,792
City of Detroit	Animal Control Officer	\$31,990	\$34,122 *	\$36,254
City of Detroit	Animal Control Officer (HR Recommendation)	\$34,353	\$37,683	\$41,013
Municipality	Classification	Minimum	Midpoint	Maximum
Baltimore, MD	Animal Control Investigator	\$41,304	\$45,618	\$49,932
Onet MI	Animal Control Investigator	\$25,250	\$37,440	\$49,630
Onet US	Animal Control Investigator	\$21,440	\$38,520	\$55,600
Denver, CO	Animal Control Investigator	\$37,374	\$46,149	\$54,924
	Average:	\$31,342	\$41,932	\$52,522
City of Detroit	Animal Control Investigator	\$31,980	\$34,112	\$36,244
City of Detroit	Animal Control Investigator (HR Recommendation)	\$36,943	\$41,892	\$46,841
City of Detroit	Supervising Animal Control Officer	\$37,925	\$39,975	\$42,025
City of Detroit	Supervising Animal Control Investigator (HR Recommendation)	\$40,792	\$45,559	\$50,325