

1-7-2020
Referral

**INTERNAL
OPERATIONS
STANDING
COMMITTEE**

104



LAW DEPARTMENT

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 500
Detroit, Michigan 48226-3437

Phone 313•224•4550
Fax 313•224•5505
www.detroitmi.gov

December 16, 2019

HONORABLE CITY COUNCIL

RE: **Richard Young v. City of Detroit**
Case No: 18-000695-NI
File No: L18-00043 (RG)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **Five Hundred Thousand Dollars and ^{NO}/Cents (\$500,000.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **Five Hundred Thousand Dollars and ^{NO}/Cents (\$500,000.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to **Richard Young** and his attorney, **BARTON C. RACHWAL, P.C.**, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-000695-NI, approved by the Law Department.

Respectfully submitted,

Raymond Garant

Assistant Corporation Counsel

APPROVED: Dec 16 2019

LAWRENCE GARCIA
Corporation Counsel

BY: /s/ *Jerry L. Ashford*

Jerry L. Ashford
Chief of Litigation

CITY CLERK 2019 DEC 20 PM 03:23

Attachments

R E S O L U T I O N

BY COUNCIL MEMBER _____:

RESOLVED, that settlement of the above matter be and is hereby authorized in the amount of **Five Hundred Thousand Dollars and ^{NO}/Cents (\$500,000.00)**; and be it further

RESOLVED, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of **Richard Young** and his attorney, **BARTON C. RACHWAL, P.C.**, in the amount of **Five Hundred Thousand Dollars and ^{NO}/Cents (\$500,000.00)** in full payment for any and all claims which **Richard Young** may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about, and otherwise set forth in Case No. 18-000695-NI, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No. 18-000695-NI and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

APPROVED:
LAWRENCE GARCIA
Corporation Counsel

BY: */s/ Jerry L. Ashford*
Jerry L. Ashford
Chief of Litigation

Approved by City Council: _____

Approved by the Mayor: _____



CITY OF DETROIT
LAW DEPARTMENT



COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 500
DETROIT, MICHIGAN 48226-3535
(313) 224-4550 • TTY:711
(313) 224-5505
WWW.DETROITMI.GOV

December 6, 2019

HONORABLE CITY COUNCIL

RE: Esmond, Jacqueline v City of Detroit
Case No: 18-013540-NF
File No: L18-00679(PH)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **Twenty-Two Thousand Five Hundred Dollars and ^{NO}/Cents (\$22,500.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **Twenty-Two Thousand Five Hundred Dollars and ^{NO}/Cents (\$22,500.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to **Jacqueline Esmond** and her attorney, **Applebaum & Stone, PLLC**, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-013540-NF, approved by the Law Department.

Respectfully submitted,

/s/ Philip J. Hiltner

Philip J. Hiltner
Assistant Corporation Counsel

APPROVED: DEC 12 2019
LAWRENCE GARCIA
Corporation Counsel

BY: /s/ Krystal A. Crittendon
Krystal A. Crittendon
Supervising Assistant Corporation Counsel

CITY CLERK 2019 DEC 19 PM 3:07

CITY CLERK 2019 DEC 20 PM 3:29

R E S O L U T I O N

BY COUNCIL MEMBER _____ :

RESOLVED, that settlement of the above matter be and is hereby authorized in the amount of **Twenty-Two Thousand Five Hundred Dollars and ^{NO}/Cents (\$22,500.00)**; and be it further

RESOLVED, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of **Jacqueline Esmond** and her attorney, **Applebaum & Stone**, in the amount of **Twenty-Two Thousand Five Hundred Dollars and ^{NO}/Cents (\$22,500.00)** in full payment for any and all claims which Marsha Jackson may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about October 16, 2017, and otherwise set forth in Case No.18-013540-NF, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Case No.18-013540-NF and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

APPROVED:
LAWRENCE GARCIA
Corporation Counsel

BY: _____
Krystal A. Crittendon
Supervising Assistant Corporation Counsel

Approved by City Council: _____

Approved by the Mayor: _____



CITY OF DETROIT
LAW DEPARTMENT



COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 500
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WWW.DETROITMI.GOV

December 9, 2019

HONORABLE CITY COUNCIL

RE: Smith, Jeanine, et al. v. City of Detroit
Case No: 18-006073-NF
File No: L18-00179(PH)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **Three Thousand Eight Hundred Dollars and ^{NO}/Cents (\$3,800.00) for Transitional Consulting Services and Four Thousand Dollars and ^{NO}/Cents (\$4,000.00) for Michigan Radiology Institute** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter with the intervening plaintiffs in the amount of **Three Thousand Eight Hundred Dollars and ^{NO}/Cents (\$3,800.00) to Transitional Consulting Services and Four Thousand Dollars and ^{NO}/Cents (\$4,000.00) to Michigan Radiology Institute**, and that Your Honorable Body direct the Finance Director to issue a drafts in those amounts payable to **Transitional Consulting Services, Inc.**, and its attorney, **Miller & Tischler P.C.**, and **Michigan Radiology Institute, PLLC**, and its attorney, **Philip A. Jaffe**, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. **18-006073-NF**, approved by the Law Department.

Respectfully submitted,

/s/ Philip J. Hiltner

Philip J. Hiltner
Assistant Corporation Counsel

APPROVED: DEC 12 2019
LAWRENCE GARCIA
Corporation Counsel

BY: /s/ Krystal A. Crittendon
Krystal A. Crittendon
Supervising Assistant Corporation Counsel

Attachments

CITY CLERK 2019 DEC 20 AM 10:22

R E S O L U T I O N

BY COUNCIL MEMBER _____:

RESOLVED, that settlement of the above matter with the intervening plaintiffs is hereby authorized in the amount of **Three Thousand Eight Hundred Dollars and ^{NO}/Cents (\$3,800.00)** to **Transitional Consulting Services** and **Four Thousand Dollars and ^{NO}/Cents (\$4,000.00)** to **Michigan Radiology Institute** and such settlement is in the best interest of the City of Detroit; and be it further

RESOLVED, that the Finance Director be and is hereby authorized and directed to draw warrants upon the proper account in favor of **Transitional Consulting Services, Inc.**, and its attorney, **Miller & Tischler P.C.**, in the amount of **Three Thousand Eight Hundred Dollars and ^{NO}/Cents (\$3,800.00)** and **Michigan Radiology Institute, PLLC**, and its attorney, **Philip A. Jaffe**, in the amount of **Four Thousand Dollars and ^{NO}/Cents (\$4,000.00)** in full payment for any and all claims which they may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about **May 5, 2017**, and otherwise set forth in **Case No.18-006073-NF**, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in **Case No. 18-006073-NF** and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

APPROVED:
LAWRENCE GARCIA
Corporation Counsel

BY: /s/ Krystal A. Crittendon
Krystal A. Crittendon
Supervising Assistant Corporation Counsel

Approved by City Council: _____

Approved by the Mayor: _____



LAW DEPARTMENT

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December 16, 2019

RE: Michigan Indigent Defense Commission Funding Plan

Dear Council President:

In response to your Memo dated December 8, 2019, please accept the following:

1. Why did the City not sign off on the original plan?

For reasons we do not understand, the City (including the law department) was not invited to participate in the development of the original plan. When the MIDC legislation was initially enacted several years ago, no one in Lansing evidently gave any thought to how the 36th District Court, with its thousands of arraignments annually, would be able to implement the legislation and what structural, personnel and other changes would be needed. For one example, thousands of arraignments annually are done by video from the Detroit Detention Center. But the City leases that facility from the State of Michigan and the State provides the corrections officers for the holding cells. The State, due to space and security issues, currently does not believe it is feasible to have defense attorneys appear at all arraignments. That is one of many issues we are working through.

The City pays for the costs of operating the 36th District Court, but does not control the Court operations. The Court obtains some revenue through fines, etc. but the City contributes millions of dollars annually to the Court's operations. When the City learned of the initial plan (the law department did not learn any of this until long after the initial plan was prepared), it was evident that the initial plan grossly underestimated the costs the City would incur in implementing the MIDC legislation. Such legislation very dramatically affects the operations – and the City's costs - at both the Detroit Detention Center (DDC) and 36th District Court.

Under the MIDC legislation (and the Headlee amendment), the **State** is supposed to pay for the City's costs in implementing the MIDC legislation. So it is essential that the City clearly identify all costs in full, and that the Plan be reasonable and feasible, before the City signs on. We are working through those difficult issues now.

2. What steps are being taken to address any inefficiencies in the original plan?

It was not a question of inefficiencies. The problem was and is to be sure the plan is something that the City/Court can actually implement, and that the State will pay the full cost of implementation as required by the Legislation and the Headlee amendment. The City's Law Department has engaged the services of an Administrative Expert, Dwayne Anderson, and is lending the services of process expert, Alicia Moon, to help analyze and quantify the costs that will be associated with instituting the new MIDC program.

On Friday, December 13, 2019, Corporation Counsel Lawrence Garcia and the City's CFO met with the new 36th District Court Chief Judge, William McConico. The meeting was amicable. Chief Judge McConico expressed a resolve to "get it done".

3. What is the deadline to submit the plan to ensure that the City of Detroit receives the funding?

MIDC wants a final plan not later than December 23, 2019. The Chief Justice of the Michigan Supreme Court has expressed impatience. Failing to meet that deadline will result in mandated facilitation, in which the City will be responsible for 50% of the facilitator's fees. While we want to avoid facilitation if possible, the City cannot agree to a plan that we cannot confirm is feasible and cost-neutral.

4. What is the status of completion and submission of the updated plan to ensure that the City of Detroit receives this crucial?

The experts are still estimating and making plans on how to operationalize the system. The City is coordinating with the Court (through Judge McConico) and the Michigan Supreme Court.

Sincerely,



Charles N. Raimi



108

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 316
Detroit, Michigan 48226

Phone 313•224•3710
Fax 313•224•1750
www.detroitmi.gov

December 20, 2019

Honorable City Council

Subject: Request to Amend the Official Compensation Schedule

Recommendation is submitted to amend the 2019 – 2020 Official Compensation Schedule to include the following pay range, subject to City Council approval:

Class Code	Classification	Salary Range	Step Code
04-60-08	Virtual Patrol Operator	\$27,600 - \$41,400	D

Request:

The above recommendations are at the request of Andrew Rutebuka, Executive Manager, Real Time Crime Center in the Police Department.

Rationale:

The above request and recommendations are based on the ability to attract and retain essential personnel to staff the Real Time Crime Center.

The Real Time Crime Center has evolved in its operations and has created a new position due to the expanding number of Project Green Light Detroit locations. The preferred candidates for this position will be currently enrolled as a college junior or senior in Criminal Justice, Homeland Security, or Investigative Analysis or a related field. This will allow for students in the metro Detroit area with an interest in Criminal Justice and Law Enforcement to be able to assist the Detroit Police Department in solving and preventing crime. We are requesting these changes to reflect operational needs. This will be an entry level position that is a pathway to a Crime Analyst I position which will improve recruitment efforts and reduce the time and money required to train and on-board brand new Crime Analysts.

These new positions will serve as a method to assist in reducing crime, thus creating safer neighborhoods for the City’s residents and visitors. Utilizing data driven crime statistics, Virtual Patrol Operators can focus on locations that have higher rates of crime with the goal of reducing crime and providing situational awareness to responding Officers. Utilization of Virtual Patrol Operators will allow for officers en-route to locations to receive real-time information. They will also be able to cancel certain runs-after contacting Green Light partners to determine their need-which will free up officers to respond to other high priority calls.

To determine the appropriate salary range for the classification, a market study was conducted using data from external survey sources. The proposed salary is essential for recruitment and retention purposes and is based on the City of Detroit's ability to fund the increase. The proposed salary recommendation is subject to City Council approval.

Respectfully submitted,

A handwritten signature in cursive script that reads "Denise Starr".

Denise Starr
Human Resources Director

DS/bvt
Attachments
cc: Budget Department
Mayor's Office

BY COUNCIL MEMBER _____

RESOLVED, That the 2019 - 2020 Official Compensation Schedule is hereby amended to reflect the following pay range, effective upon Council's approval.

Class Code	Classification	Salary Range	Step Code
04-60-08	Virtual Patrol Operator	\$27,600 - \$41,400	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
 Classification/Compensation Division
Classification/Compensation Notification Form

Requesting Department <u>Police</u>	Division <u>Real Time Crime Center</u>								
Requester Name <u>Andrew Rutebuka, Executive Manager, Real Time Crime Center</u>									
Date of Receipt <u>11/20/19</u>									
Work Order Number <u>2019-314</u>	P.L. <u>#076</u>								
Action Taken									
<input type="checkbox"/> Specification Maintained <input type="checkbox"/> Specification Updated <input checked="" type="checkbox"/> New Specification <input checked="" type="checkbox"/> Other: <u>New Classification</u>	<input type="checkbox"/> Position Maintained <input type="checkbox"/> Positions Reallocated <input type="checkbox"/> Position Allocated <input type="checkbox"/> Position Deletion								
<p>Explanation: This is to advise you that the Human Resources Department is making the following recommendations based on investigation and analysis by the Classification/Compensation Division of the Department:</p> <ol style="list-style-type: none"> The title and code for the classification of Virtual Patrol Operator (04-60-08) be adopted. The 2019-2020 Official Compensation Schedule be amended to include the pay range: <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 15%;">Class Code</th> <th style="width: 35%;">Classification</th> <th style="width: 30%;">Salary Range</th> <th style="width: 20%;">Step Code</th> </tr> </thead> <tbody> <tr> <td>04-60-08</td> <td>Virtual Patrol Operator</td> <td>\$27,600 - \$41,400</td> <td>D</td> </tr> </tbody> </table> <ol style="list-style-type: none"> The attached job specification for Virtual Patrol Operator (04-60-08) be adopted. 		Class Code	Classification	Salary Range	Step Code	04-60-08	Virtual Patrol Operator	\$27,600 - \$41,400	D
Class Code	Classification	Salary Range	Step Code						
04-60-08	Virtual Patrol Operator	\$27,600 - \$41,400	D						
SUBJECT TO CITY COUNCIL APPROVAL									
Classification/Compensation Analyst	<u>Brenda VanTull</u> <i>Brenda VanTull</i> Date <u>12/20/19</u>								
Chief Classification/Compensation Officer	<u>Nicole Smith</u> <i>Nicole Smith</i> Date <u>12/20/2019</u>								
Human Resources Director	<u>Denise Starr</u> <i>Denise Starr</i> Date <u>12/20/19</u>								

CC: Marcella Anderson, Police HR Director
 Labor Relations
 Budget
 Payroll Audit
 Ultipro Updates
 Test Development

City of Detroit
Human Resources Department
JOB SPECIFICATION

VIRTUAL PATROL OPERATOR

INTRODUCTION:

Under general supervision, monitors Green Light partner locations through high-definition security cameras and reports elements of crime and crime in progress.

MAJOR JOB DUTIES: (Illustrative)

1. Monitor Project Green Light (PGL) locations as well as other video assets.
2. Document events at PGL locations as well as other video assets.
3. Notify supervision of important and/or critical incidences at PGL locations or other camera assets.
4. Observe, detect and report elements of crime through video streams.
5. Notify dispatch of location or crimes in progress.
6. Prepare and present written reports of activities and conditions observed.

QUALIFICATIONS:

High School Diploma or GED; college student (junior or senior status) with coursework in Criminal Justice or related field is preferred.

One (1) year of recent customer service experience working in an office that required the exercise of responsibility for methods and results is preferred.

One (1) to three (3) years of experience in video monitoring, investigations, or security operations is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge Of:

- Office work, terms, and equipment.
- Standard English grammar and spelling usage.

Skill In:

- Typing, keyboarding and performing clerical tasks with speed and accuracy.
- Observation.
- Communicating effectively, both orally and in writing.
- Keenness to detail.
- Operating a personal computer and using common office software.

Ability To:

- Categorize crime and produce reports based on knowledge.
- Act independently.
- Type brief and concise verbal statements.
- Concurrently perform multiple duties with accuracy.
- Demonstrate visual and auditory acuity, and good speech and voice modulation.
- Perform duties in stressful situations.
- Demonstrate willingness to assume responsibility, and initiative and resourcefulness in performance of duties.
- Demonstrate mental alertness and emotional stability.

**City of Detroit
Human Resources Department
JOB SPECIFICATION**

VIRTUAL PATROL OPERATOR

- Interact effectively with subordinates and the general public with tact and diplomacy.
- Take direction from supervision.
- Participate in and attain on-going training to remain current in work methods and procedures.

SUPERVISORY CONTROLS

- The level and nature of the supervision given to the Virtual Patrol Operator will vary depending on their experience and level, i.e. whether they are entry, intermediate, or advanced professionals. Supervision may be close up to cursory.

GUIDELINES

- Guidelines exist in the form of agency regulations, legislation, procedures, contracts, manuals and requirements; local, state, and federal rules and regulations.

COMPLEXITY

- Work complexity is further driven by the policies and procedures that guide the work or from communications with City employees unfamiliar with the work. The complexity of the work varies and is directly related to the nature, variety and intricacy of the processes necessary to complete the identified task.

SCOPE AND EFFECT

- The scope and effect of the work centers on support to the function and to the Commanding Officer or other designated authorities in the development, interpretation, application and management of policies and procedures. The accuracy and timeliness of the work impacts on the reliability of the daily output of the individual.

PERSONAL CONTACTS

- At the Virtual Patrol level, contacts are usually with supervisors and managers within the City of Detroit internal structure in the immediate organizational unit or in closely related support units. Contacts are with supervisors and managers outside the organization or with other members of the management team in highly structured situations.

PURPOSE OF CONTACTS

- The purpose of the Virtual Patrol Operator is to support units in the conduct and application of their duties and/or perform specific tasks as directed.

PHYSICAL DEMANDS

- The work is characterized as sedentary. Typically Virtual Patrol Operators sit comfortably to do their work, conditions include operation and monitoring systems and camera integration. This position is in a 24/7 operation. A person holding this position is considered an essential worker and is subject to work mandatory overtime (i.e., double shifts) that may occur over a number of consecutive days.

WORK ENVIRONMENT

Work is performed in an open office setting with multiple work stations and involves continuous exposure to computer monitors and the use of hands free telephone computer technology. Work involves a high volume of telephone calls and extensive interaction with the general public. This position is in a 24/7 operation; must be willing and able to work any assigned shift. A person

**City of Detroit
Human Resources Department
JOB SPECIFICATION**

VIRTUAL PATROL OPERATOR

holding this position is considered an essential worker and is subject to work mandatory overtime (i.e., double shifts) that may occur over a number of consecutive days. Required to participate in on-going training as prescribed by the department.

LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Valid government issued identification.

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

*The above statements describe the general nature and level of work performed by employees assigned to the 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.*

CODE DESIGNATION

Class Code: 04-60-08

EEO Code: 8

Date Established: 12/20/19

Classification and Compensation Review Request Form 9040A

City of Detroit
Classification and Compensation Request Form

COT 24 2019
#6895

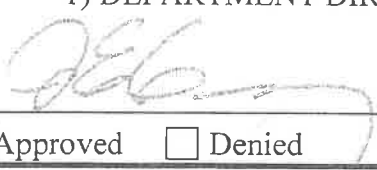
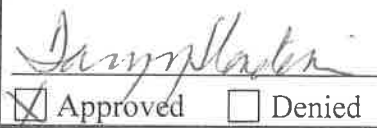
Section I – Request: To Be Completed by Requestor		PL # 076
Name of Requestor: Andrew Rutebuka		Date Submitted: 10/03/2019
Agency: Police	Division: Real Time Crime Center	
Request Type: Review Specification	Current Class Title: Proposed Class Title: Virtual Patrol Operator- Project Green Light or Real Time Crime Center (If for specification review only, simply provided Current Class Title and Code)	Current Class Code: Proposed Class Code: No Change
Current Pay Range:		Proposed Pay Range: \$36,000 - \$41,000
Proposed Change Description: New Position		
Labor Association: TBD		Local #: TBD
Position Control #: TBD		Requested Completion Date: 10/07/2019
HR Consultant/Recruiter: Chanel Jenkins-Baldwin		

City of Detroit
NOV 05 2019
Labor Relations Division

Section II – Statement of Critical Need & Impact on Operations (Provided by Requestor):
This section is completed for Departmental Requests for New Classification(s), Position Allocations/Reallocations, Position Additions/Deletions and Rate Changes. Completion of this section is not required for individual employee position survey or union representative requests. Please obtain the appropriate approvals.


Statement of Critical Need: The Real Time Crime Center has evolved in its operations and has created a new position due to the expanding “Green Light” locations. These new positions will serve as a method to assist in reducing crime, thus creating safer neighborhoods to the City’s residents and visitors. We are requesting this change to reflect operational needs.

Impact of Operations and Customer Service: This position is designed to be a stepping stone to get to the Crime Analyst I position and show promotional growth. This will be an entry level position that leads into a Crime Analyst I position.

1) DEPARTMENT DIRECTOR		2) BUDGET DIRECTOR	
			
Date: 10/21/2019		Date:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied

cm
10/25/19

Classification and Compensation Review Request Form 9040A

3) HUMAN RESOURCES DIRECTOR	
 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	10-4-19 Date

Section III – HR Approved Action: To be completed by Class/Comp Analyst

Class/Comp Analyst: <i>B. VanTull</i>	Date Received: <i>11/20/19</i>	Work Order #: <i>2019-314</i>
Action: Select One <i>Approved</i>	HR Director Approval Date: <i>12/20/19</i>	Date Submitted to Budget: <i>12/20/19</i>

Comments:

⚡ Please See Attached Subject to City Council Approval.

Section IV – Budget Action: To be completed by Budget Analyst

New Position Control #:	Budget Implementation Date:
Budget Analyst:	Date Department & HR Notified:



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Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 316
Detroit, Michigan 48226

Phone 313•224•3710
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November 21, 2019

Honorable City Council

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

Recommendation is submitted to amend the 2019 – 2020 Official Compensation Schedule to include the following pay adjustment:

Class Code	Classification	Current Salary		Recommended Rate of Pay		Bargaining Unit	Step Code
		Min	Max	Min	Max		
09-92-40	Public Works District Relations Coordinator	\$40,831	\$43,723	\$41,250	\$57,750	9000 Non-Union	D

Request:

The above recommendation is at the request of Ron Brundidge, Director Department of Public Works.

Rationale:

The above request and recommendation is based on the ability to attract and retain essential personnel in the Administration Division of the Public Works Department.

To determine the appropriate salary range for the Public Works District Relations Coordinator classification, a market study was conducted using data from external survey sources. The proposed salary is essential for recruitment and retention purposes and is based on the City of Detroit’s ability to fund the increase.

The proposed salary recommendation is subject to City Council approval.

Respectfully submitted,

Denise Starr
Human Resources Director

DS/bvt

Attachments

cc: Budget Department
Mayor’s Office

CITY CLERK 2019 DEC 20 4:10:13

BY COUNCIL MEMBER _____

RESOLVED, That the 2019 - 2020 Official Compensation Schedule is hereby amended to reflect the following pay adjustment, effective upon Council's approval.

Class Code	Classification	Current Salary		Recommended Rate of Pay		Bargaining Unit	Step Code
		Min	Max	Min	Max		
09-92-40	Public Works District Relations Coordinator	\$40,831	\$43,723	\$41,250	\$57,750	9000 Non-Union	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
Classification/Compensation Division
Classification/Compensation Notification Form

Requesting Department: Public Works Division: Administration

Requester Name: Ron Brundidge, Director Department of Public Works

Date of Receipt: 9/24/19

Work Order Number #2019-223 P.L.#: _____

Action Taken

- | | |
|--|---|
| <input type="checkbox"/> Specification Maintained
<input type="checkbox"/> Specification Updated
<input type="checkbox"/> New Specification
<input checked="" type="checkbox"/> Other: <u>Salary Adjustment</u> | <input type="checkbox"/> Position Maintained
<input type="checkbox"/> Position Reallocated
<input type="checkbox"/> Positions Allocated
<input type="checkbox"/> Position Deletion |
|--|---|

Explanation: This is to advise you that the Human Resources Department is making the following recommendation based on investigation and analysis by the Classification/Compensation Division of the Department:

The 2019 – 2020 Official Compensation Schedule be amended to include the following pay adjustment:

Class Code	Classification	Current Salary		Recommended Rate of Pay		Bargaining Unit	Step Code
		Min	Max	Min	Max		
09-92-40	Public Works District Relations Coordinator	\$40,831	\$43,723	\$41,250	\$57,750	9000 Non-Union	D



SUBJECT TO CITY COUNCIL APPROVAL

Classification/Compensation Analyst: <u>Brenda VanTull <i>Brenda VanTull</i></u>	Date: <u>12/20/19</u>
Chief Classification/Compensation Officer: <u>Nicole Smith <i>Nicole Smith</i></u>	Date: <u>12/20/19</u>
Human Resources Director: <u>Denise Starr <i>Denise Starr</i></u>	Date: <u>12/20/19</u>

- CC: Labor Relations
Payroll Audit
Budget
Ulti Updates

Classification and Compensation Review Request Form 9040A

City of Detroit
Classification and Compensation Request Form

Section I – Request: To Be Completed by Requestor		PL #:
Name of Requestor: Ron Brundidge		Date Submitted: 8/14/19
Agency: DPW	Division: Administration	
Request Type: Salary Increase	Current Class Title: Public Works District Coordinator Proposed Class Title: Public Works District Coordinator <small>(If for specification review only, simply provided Current Class Title and Code)</small>	Current Class Code: 09-92-40 Proposed Class Code: 09-92-40
Current Pay Range: 40,830-43,723		Proposed Pay Range: 40,830-52,467
Proposed Change Description: Increase Maximum of Position		
Labor Association: Non Union		Local #: 9000
Position Control #:		Requested Completion Date: As soon as possible
HR Consultant/Recruiter: Terrence Minter		
Section II – Statement of Critical Need & Impact on Operations (Provided by Requestor): <i>This section is completed for Departmental Requests for New Classification(s), Position Allocations/Reallocations, Position Additions/Deletions and Rate Changes. Completion of this section is not required for individual employee position survey or union representative requests. Please obtain the appropriate approvals.</i>		
Statement of Critical Need: DPW – Solid Waste is tasked with monitoring the city’s contracted residential trash haulers. The above positions are vital in enforcing their contracts. Raising the maximum of the position will ensure the department retains adequate employees.		
Impact of Operations and Customer Service: These individuals will the enforcing city issued contracts and will be put in the position to make less than other enforcing positions throughout the department.		
1) DEPARTMENT DIRECTOR		2) BUDGET DIRECTOR
 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Date		 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Date

CM
9/4/19



MEMORANDUM

TO: Lawrence Garcia, Corporation Counsel
City of Detroit

CC: Honorable Colleagues
Janice Winfrey, City Clerk
Stephanie Washington, Legislative Liaison

FROM: Council President Brenda Jones *BG*

RE: Contract 6002605 – Plan Implementation of MIDC Standards

Please provide responses to the below questions relating to Contract 6002605:

1. Please provide goals and objectives for the timeline of the completion of the plan.
2. Please provide a report on the feasibility of the Law Department submitting quarterly reports on the status of the completion of the plan.