DEPUTY CITY MANAGER
MONTHLY DEPARTMENTAL REPORT
JUNE 2017

During the month of June, the Deputy City Manager participated in the following activities:

Commission Related Activities:

Prepared and compiled the City Commission agenda packet for the June 5 and June 19 regular City Commission meetings and June 6 Joint Sault MI and Sault Ont. Commission/Council meeting.

Completed the minutes of the meetings and executed various contracts / agreements for the various meetings as approved by the City Commission.

Attended the MML Education Summit in Marquette, MI.

Human Resources:

- Human Resource duties and responsibilities include: Benefits Administration comprising of workers compensation, FMLA, COBRA, long-term disability and short-term disability, life insurance, BC/BS, attendance at the Special Heath Determining Committee meetings (SHDC); Michigan Employees Retirement System (MERS); employment vacancies and hiring; HR policies and procedures; employee handbook updates and modifications; drug and alcohol screening; and employee related issues.

- Employment:
  1. Police Officer Job posting – closed 4/7, applications reviewed, interviews conducted, background investigations underway.
  2. Firefighter/Paramedic job posting released, closed on 3/24, applications reviewed, background investigation completed, Andrew Biederman hired.
  3. Staff Engineer job posting – closed on 6/9, application reviewed, job re-posted until filled.
  4. EDC Office Coordinator job posting – closed on 6/16, interviews conducted on 6/28, Alexander Robinson hired.

- Participated on a conference call to discuss the Medicare Advantage Pre-Renewal.

- Participated in a Fire Fighters grievance discussion.

- Discussions on various employee related matters.

Information Technology Oversight:

Met with IT Director Raffaele to review and discuss ongoing Information Technology issues.

Discussion and possible implementation of a one-stop website for families integrating into our community.

2017 Election Dates:
May 2, 2017
August 8, 2017
November 7, 2017

August 8, 2017 Special Election:
570 – Applications Sent
218 – Applications Returned
218 – Ballots Sent
6 – Ballots Returned

MOVE Ballot Deadline – Saturday, June 24
MOVE Ballot Reporting/Submission – Tuesday, June 27, 2017

The City Election Commission will meet on Monday, July 17 to appoint the Election Inspectors and schedule the logic and accuracy testing for the August Election.

Public Accuracy and Chairperson Training will be conducted on Wednesday, August 2, 2017.

Election Inspector Training will be conducted at City Hall on August 2.

Saturday Election Hours will be held on Saturday, August 5.

2017 City Municipal Election:

This November, the four-year terms of Commissioners Raymond Bauer, William Lynn, and Kathleen Twardy will expire. In addition, the two-year term for Mayor Anthony Bosbous will also expire in November.

The following persons have filed Declarations of Intention for the respective offices for which members are to be elected at the City General Election to be held Tuesday, November 7, 2017:

Mayor:
Anthony G. Bosbous
Ray Bauer

City Commissioner:
Abby Baker – *Appointed by the City Commission on May 16, 2017 –Affidavit Withdrawn*
Daniel Campbell
Robert Casey
Gregory J. Collins – *Appointed by the City Commission on July 3, 2017*
Shane D. Miller
Timothy M. Talentino
Kathleen Twardy

August 8th - Primary Election Day (if there are more than two candidates for Mayor and/or more than six candidates for City Commission).

November 7th - General Election Day.

Deputy City Manager Departmental Activities:

- Attended two routine staff meetings with the Administrative Management Team.

- Participated in a general update meeting the Community Action on the Dial Ride operations.

- Met with the audit RFP review team to analyze the proposals and make a recommendation to the City Commission.

- Met with Oliver to discuss the transition of the City Hall maintenance duties with the upcoming retirement of Terry Collins.

- Met with Terry Collins to review the City Hall maintenance software programs (electronic door software, security cameras, and HVAC system).

- 98 burn permits were issued during the month of June. Please note burn permits are now available online via the City website.

- The City Clerk's Office will be focusing on making information more available to the public via Facebook. Deputy City Clerk Jennifer Nelson and Clerk's Office Coordinator Erica Gordon will be assisting in these efforts. ***Please like us on Facebook to follow the happenings of the City***.

- Met with our Insurance Agents -Peterson McGregor Associates- to discuss the City's July 1 Property Liability Renewal.

- Continued participation in the resolution of a variety of insurance claims.

- Purchasing - there were two bid packages and six quotes complied and opened during the month of June.

- Licensing – renewal letters were sent to drain layers, sign erectors, arborist, and taxicab companies as their annual licenses are due to expire April 30th. During the month of June the following licenses were renewed/issued: 2 Sign Erectors, 1 Trash Collection, and 1 Transient Merchant.

- Cemetery – perform daily record keeping of documents.
  $ 1,403.75 – Foundation Work
  $ 2,300.00 – Opening & Closing Costs

Respectfully Submitted,

Robin R. Troyer MMC,
Deputy City Manager