

ASSISTANT CITY MANAGER / CITY CLERK MONTHLY DEPARTMENTAL REPORT FEBRUARY 2016

During the month of February, the Assistant City Manager/City Clerk participated in the following activities:

Commission Related Activities:

Prepared and compiled the City Commission agenda packet for the February 1st and February 15th regular City Commission meeting.

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

Preparation of the Goal Setting Agenda Packet and participation in the daylong City Commission Annual Goal Setting Session held on Monday, February 8th.

Attended the Birds Eye Outfitters Soft Opening.

Attended the Annual Chamber of Commerce Dinner.

Human Resources Oversight:

- Met with HR Generalist Alicia Karr to ensure sufficient administrative support in the HR department.
- Continued discussion with Basic and monitoring of the City's Flexible Spending Account (FSA) and Health Reimbursement Account (HRA).
- Chaired the monthly Special Health Determining Committee Meeting.
- Participated in the MERS PEHP-DPW Unit's Educational Session as it relates to the distribution of the PEHP funds.
- Finalization and submission of the Affordable Care Act (ACA) 1094C reporting requirements.
- Participated in the Police Sgt. promotional interviews.
- LSSU Student Intern Naomi Crull shadowed the City Clerk's Office on March 23rd and 25th.
- Discussions on various employee related matters.

- Continued support and oversight of the Human Resources Department including Benefits Administration comprising of workers compensation, FMLA, COBRA, long-term disability and short-term disability, life insurance, BC/BS, attendance at the Special Health 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.

March 8, 2015 Presidential Primary Election Preparation:

- AV Applications sent – 67
- AV Applications returned – 208
- Ballots sent - 213
- Ballots returned- 294

The City Election Commission met on Monday, February 15th to appoint the Election Inspectors and schedule the logic and accuracy testing for the March 8th Election.

Public Accuracy and Chairperson Training will *tentatively* be scheduled for Wednesday, March 2, 2016.

Assistant City Manager/Clerk Departmental Activities:

- Attended two routine staff meetings with the Administrative Management Team.
- Continued discussions with Point Counseling in addition to an excess amount of data retrieval to aid in the development and simplicity of the City's Property/Liability Request for Proposal.
- Finalization and submission of the City's Five Year Master Recreational Plan.
- Preparation for the upcoming Fiscal Year budget including but not limited to the completion of the following operational budgets: City Clerk, City Hall, Human Resources, Insurance, Airport, and the EDC funds that hit the General Fund.
- Attended the Capital Outlay Budget Review.
- Participated in several discussions relating to the Bridge Village PILOT.
- Participated in the bi-weekly CFRE team meetings at Lake Superior State University.
- Attended the Pullar Renovation Fundraising Committee meeting.
- Support and operational assistance to the EDC during the Administrative transition.

- Continued participated in the launch of a Community Mobile App.
- Continued participation in the resolution of a variety of insurance claims.
- Purchasing - there was one bid packages and two quotes complied and opened during the month of February.
- With the combination of the Clerk/Fire Secretary; burn permits are now being issued out of the City Clerk's Office – during the month of February 6 burn permits were issued.
- Cemetery – perform daily record keeping of documents. *The Riverside Cemetery will reopen on April 1, 2016.*
- *Continued implementation of the Electronic File Storage through the Document Management Program:* As you know, in February 2014 we implemented the new Document Management module to aid and assist in the electronic storage/retrieval of City files. At this point in time, staff has imported the following documents into this system: City Commission Minutes and Agendas from 1927 to the Present; Ordinances; PILOTS; Contracts; and City-owned property deeds.

Respectfully Submitted,

Robin R. Troyer MMC,
Assistant City Manager/City Clerk