

ASSISTANT CITY MANAGER / CITY CLERK MONTHLY DEPARTMENTAL REPORT JANUARY2016

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

Commission Related Activities:

Prepared and compiled the City Commission agenda packet for the January4th and January18th 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.

Human Resources Oversight:

- Met with HR Generalist Alicia Karr to ensure sufficient administrative support in the HR department.
- Chaired the Special Health Determining Committee Meetings.
- 2016 Open Enrollment: finalization of employee enrollment forms, review and execution of the necessary plan documents, and facilitation of information to the various departments as required for the upcoming plan year.
- Participated in the Economic Development Director interviews.
- Continued participation in the review and finalization of the 2016 Personnel Policy Handbook.
- Finalization of the Health Reimbursement Account (HRA) project.
- Review and submission of the Healthcare Non-Discrimination survey.
- Transitional Reinsurance compilation and reporting.
- Affordable Healthcare Act (ACA) 1095C completion and release to all employees.
- 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 – 605
- AV Applications returned – 263
- Ballots sent - 263
- Ballots returned- 27

The City Election Commission will meet 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 participation with Alexander Strobehn of Northern Michigan University Public Administration program and City Administration on the City's Master Recreation Plan update.
- Attended the January 25th Community Services Board Public Hearing on the *final* Master Recreation Plan.
- 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.
- Preparation for the upcoming Fiscal Year budget.
- 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 were zero bid packages and one quote complied and opened during the month of January.
- 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 January 16 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 January 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