

DEPUTY CITY MANAGER MONTHLY DEPARTMENTAL REPORT SEPTEMBER 2016

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

Commission Related Activities:

Prepared and compiled the City Commission agenda packet for the September 6th and September 19th regular City Commission meetings.

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

Attended the Annual MML Convention on Mackinaw Island.

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 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.
- Continued discussion with Basic and monitoring of the City's Flexible Spending Account (FSA) and Health Reimbursement Account (HRA).
- Continued review and organization of the HR Files, which have been relocated to my office.
- Position discussion and job posting for Fire Chief, DPW, and DDA Marketing/Events Coordinator.
- Conducted interview(s) for Police Patrol Officer.
- Met with City Manager Turner and City Attorney Cannello to review the Employee Personnel Handbook in preparation for the annual review and adoption.
- Preparation of the SHDC Agenda Packet and chair of the September 20th and 27th committee meeting. The annual healthcare open enrollment dates have been scheduled for October 24 to November 4.

- Discussions on various employee related matters.
- Attended a one-day Career Track training in Petoskey on Human Resources duties and responsibilities.
- Attended the annual MERS conference in Traverse City.
- Participated in the United Way Kick Off Campaign meeting at LSSU.

Information Technology Oversight:

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

- Participated in a conference call with Abilita to discuss the upcoming retainer renewal.
- Participated in discussions on the design and installation of Water Treatment Data Transmission Equipment.
- Conducted the annual IT Director performance evaluation.

November 08, 2016 Presidential Election Preparation:

-  111 – Applications Sent
-  583 – Applications Returned
-  593 – Ballots Sent
-  5 – Ballots Returned

MOVE Ballot Deadline – Saturday, September 24, 2016

MOVE Ballot Reporting/Submission – Tuesday, September 27, 2016

The City Election Commission will met on Monday, October 3rd to appoint the Election Inspectors and schedule the logic and accuracy testing for the November 8th Election.

Public Accuracy and Chairperson Training will be conducted on Wednesday, November 2, 2016.

Deputy City Manager/City Clerk Departmental Activities:

- Attended two routine staff meetings with the Administrative Management Team.
- Participation in the 350th Anniversary Working Committee.
- Participated in a meeting to discuss the bike/skate park relocation.

- The City Clerk's Office will be focusing on making information more available to the public via Facebook and a monthly newsletter. Deputy City Clerk Jennifer Nelson and Clerk's Office Coordinator Amber Pietrangelo will be assisting in these efforts. **Please like us on Facebook to follow the happenings of the City.** Furthermore, we launched our first monthly newsletter during the month of September. Your feedback is always welcome!
- Participated in several meetings in preparation of this year's Light up the Soo event and annual Parade of Lights.
- Continued participation in the resolution of a variety of insurance claims.
- Purchasing - there were two bids packages and three quotes complied and opened during the month of September.
- 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 September 14 burn permits were issued.
- Licensing –During the month of September the following licenses were renewed/issued:
 - Sign Erector -1
 - Going out of Business - 1
- Cemetery – perform daily record keeping of documents.
 - \$1660.80 – Foundation Work
 - \$1950 – Opening & Closing Costs

Respectfully Submitted,

Robin R. Troyer MMC,
Deputy City Manager