

City Commission

Newsletter

October 06, 2017

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## City Activities Newsletter

By Matt Schooley

October 6, 2017

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### **DEPARTMENT HEAD HIRING PLANS**

On October 4<sup>th</sup> the [posting](#) for the Public Services Director position was posted. The deadline for application submission is October 20<sup>th</sup>. I am in the process of selecting community members to sit on a hiring panel for interviews the week of October 27<sup>th</sup>.

### **DEPARTMENT OF PUBLIC SAFETY**

The Public Safety position will be next in regards to the hiring process, with an opening target date of November 1. This past week I had a meeting with command members of both police and fire to discuss possibilities for the future structure of the department. The discussion was broad in nature as we looked at our current format, Director/Police Chief, Police Lieutenant, Fire Chief, and other possibilities including separating police and fire back to two departments, and a Public Safety Administrator, Police Commander, Fire Commander structure. I am working with finance to determine cost on each structure as well as taking into account the best, most efficient way to run the department.

### **FINANCE DEPARTMENT RESTRUCTURE**

Paul Borle's last day will be October 13<sup>th</sup>. Again, we wish him good luck in Mason. Cynthia Michels has jumped right in running the department from the controller position. She is currently working on a plan for the structure of the department as well as compiling our finance policies into a manual. A point of emphasis will be on the controls and procedures that need to be in place. Karl Hagen has been working with P. Borle on the Treasury duties. One of the restructure points will be to designate Hagen as the Treasurer (agenda). We have a meeting scheduled for October 9<sup>th</sup> with IT Right – an information technology company that specializes in governmental IT services to evaluate our current services and software programs.

### **CITY HALL LUNCH HOURS**

Beginning November 1<sup>st</sup> we are going to experiment with closing the city hall offices from 12:45 pm – 1:45 pm. In both City Hall and the Public Safety Department, lunchtime has long been an issue. City Hall employees rotate their lunch hours to cover the front desk. Phones are transferred to be answered by other employees who have limited knowledge about operations to answer questions. Many times those employees that citizens or vendors come in to see are out at lunch anyway. A common practice in Public Safety is for a Lieutenant or the Director to sit desk while the clerk is at lunch, or even to bring an officer in off the road for coverage. I understand it may inconvenience some community members, but the result should be a better, more efficient operation overall. The drop box will need to be publicized for payments during this time.

### **UPDATE PHONE SYSTEM**

A direct correlation to the lunch hour change is an update to our citywide phone system. We have been attempting to find a time to sit down with Frontier to work on a phone automation plan. A common thought in customer service is having a voice on the other end of the line when a call comes in from a citizen. In today's world, most people are comfortable with an automated system, as long as the options are not overwhelming. Currently it appears we may be able to accomplish our goals with a software update.

## **2018 EMPLOYEE BENEFITS – MICHIGAN PLANNERS**

Last week myself, along with Sheila Letourneau and Teresa Feiss met with Michigan Planners in reference to our 2018 [benefit plan](#). After discussion with our representative the decision was made to stay with our current plan at an increase of 10.82%. An increase of 10% had been projected in the budget process. The increase is significantly lower than others we have been hearing about from other organizations. Most increases have been in the neighborhood of 20%, and we heard as high as 40%. The other option that was explored reduced our overall increase, but would have doubled prescription drug cost co-pays in most cases. Our representative from Michigan Planners will be here on November 8<sup>th</sup> for an educational session with employees. We will encourage all eligible employees to attend as the topics are pertinent to their use of the plan.

## **FY2019 BUDGET OPTIONS**

As discussed at the September 25<sup>th</sup> FY2019 Budget meeting, I would like to get further input from the commission in relation to starting the budget process. My goal would be to be able to put together a presentation on the options the commission sees as viable for either October's second or November's first meeting. I am hopeful to have a budget calendar put in place by November.

## **FIRE INSPECTOR COURSE**

I'm pleased to inform that Aeric Ripley and Aaron Hale passed the written examination for their [Fire Inspector 1 certification](#). Aeric and Aaron attended a week-long class in Indianapolis from September 18<sup>th</sup> – 22<sup>nd</sup>. The culmination of the week was the written examination. A high percentage of candidates require more than one attempt to pass the test. Both guys were very relieved! This was the first step in their process to becoming certified. Their next step is to complete seven practice inspections. They are required to complete inspections on a facility with sprinklers, and one with a commercial kitchen. They will also pick five from the pool of:

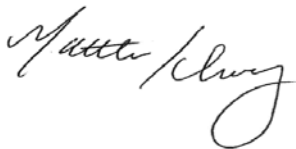
- Educational Occupancy
- Assembly Occupancy
- Apartment Building
- Mercantile Occupancy
- Business Occupancy
- Industrial Occupancy
- Maintenance Shop
- Hot Works Shop
- Storage Occupancy
- Assisted Living (Residential Board and Care) Facility

Once these inspections are completed they will become certified fire inspectors. The certification is good for 3 years. This is an area we have been working on for some time in the city. Congratulations and thanks to Aeric and Aaron for taking on and completing this important training.

## **EMPLOYEE SURVEY/MEETING**

I have compiled the information from the employee survey. I am putting together a presentation for the employee meeting that will take place on October 24<sup>th</sup>. I will not release the results until after that meeting. I feel that it is important for the employees to be the first to see the results and my interpretations and ideas going forward.

Sincerely,



Matthew Schooley  
Interim City Manager

The City of Alma is currently recruiting for a Public Services Director to fill a vacancy in the City's Public Services Department.

### **THE POSITION**

Under the general supervision of the City Manager, the Public Services Director oversees and directs all aspects of the City's Public Services Division including Public Works, Water, Wastewater, and Engineering. Acts as the City Engineer, providing technical expertise and professional engineering services for a wide range of city projects.

### **THE IDEAL CANDIDATE QUALIFICATIONS**

- Bachelor's degree in civil engineering or related engineering field is preferred.
- Experience in municipal project engineering, including supervisory and administrative responsibilities.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- State of Michigan Professional Engineer License, preferred.
- Thorough knowledge and understanding of applicable state and local codes and ordinances, engineering practices, and construction techniques.
- Knowledge of municipal public service operations and associated regulatory requirements.
- Skill in compiling and evaluating complex engineering guidelines and formulating policy, standards, and service recommendations.
- Skill in interpreting and applying municipal codes and ordinances.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.
- Skill in the use of office equipment and technology, including computers, GIS/mapping and CAD, and other related software, and the ability to master new technologies.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, the media, and the public.
- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

The City of Alma Application Form is available online at [www.ci.alma.mi.us](http://www.ci.alma.mi.us) for download.

To Apply for this exceptional career opportunity, please electronically submit your application form, cover letter, and resume to:

[sletourneau@ci.alma.mi.us](mailto:sletourneau@ci.alma.mi.us)

**Please title your subject line: Public Services Director**

Questions may be directed to:

Sheila Letourneau  
525 East Superior St.  
Alma, MI 48801  
989-463-8336

**The position will remain open until filled. The first review of applications shall take place on October 20, 2017.**

**Starting Salary: \$76,980 plus Competitive Benefits**

**PPO Medical Insurance  
Benefit and cost analysis**

	Simply Blue PPO HRA \$5,000		Simply Blue PPO HRA \$5,000	
	<i>In-Network</i>	<i>Out-of-Network</i>	<i>In-Network</i>	<i>Out-of-Network</i>
Deductible	\$5,000 / \$10,000	\$10,000 / \$20,000	\$5,000 / \$10,000	\$10,000 / \$20,000
Coinsurance	80% / 20%	60% / 40%	80% / 20%	60% / 40%
Coinsurance maximum	N / A	N / A	N / A	N / A
Total OOP maximum	\$6,600 / \$13,200	\$13,200 / \$26,400	\$6,600 / \$13,200	\$13,200 / \$26,400
	<i>Benefit Description</i>		<i>Benefit Description</i>	
PCP / specialist OV	\$40 / \$60		\$40 / \$60	
Chiropractic	\$40		\$40	
ER / urgent care	\$250 / \$60		\$250 / \$60	
High-tech imaging	80% / 20% after deductible		80% / 20% after deductible	
Prescription drug				
Generic	\$10		\$20	
Preferred brand	\$40		\$60	
NonPreferred brand	\$80		50% / 50% (\$80 min / \$100 max)	
Preferred specialty	85% / 15% (\$150 max)		80% / 20% (\$200 max)	
NonPreferred specialty	75% / 25% (\$300 max)		75% / 25% (\$300 max)	
Mail order	\$20 / \$80 / \$160		\$40 / \$120 / 50% (\$160/\$200)	
	<i>Additional Information</i>		<i>Additional Information</i>	
Plan riders	None		None	
Provider network	BCBSM PPO		BCBSM PPO	
Rate guarantee	1 Year		1 Year	

Rates **DO** include ACA Taxes & Fees

		Current Rates	Renewal Rates	Proposed Rates
One Person	12	\$404.83	\$448.63	\$417.24
Two Person	15	\$971.59	\$1,076.72	\$1,001.38
Family	21	\$1,214.49	\$1,345.90	\$1,251.72
<b>Total Monthly Premium</b>		<b>\$44,936.10</b>	<b>\$49,798.26</b>	<b>\$46,313.70</b>
<b>Total Annual Premium</b>		<b>\$539,233.20</b>	<b>\$597,579.12</b>	<b>\$555,764.40</b>
<b>Annual Dollar Change from Current Plan</b>			<b>\$58,345.92</b>	<b>\$16,531.20</b>
<b>Annual Percent Change from Current Plan</b>			<b>10.82%</b>	<b>3.07%</b>

*Business 10%*



## NATIONAL FIRE PROTECTION ASSOCIATION

The leading information and knowledge resource on fire, electrical and related hazards

### CERTIFIED FIRE INSPECTOR I PROGRAM

September 29, 2017

Aaron K. Hale  
City of Alma  
525 E. Superior Street  
Alma, MI 48801

Dear Aaron

Congratulations on successfully completing the Certified Fire Inspector I exam. This is a reminder that your seven Practicum Phase Verification forms (located in the last section of the Practicum Phase Exercises Workbook) will need to be submitted to the NFPA Certification Department by: **5/24/2018**. You can mail the forms to: NFPA Certification Department, One Batterymarch Park, Quincy, MA 02169, or fax to: 617-984-7127.

Once we have received your completed verification forms, we will issue you your Certified Fire Inspector I letter, certificate, wallet card and lapel pin.

We wish you continued success in the NFPA's Certified Fire Inspector Program. If we can provide any further assistance, please feel free to contact me at 617-984-7497.

Sincerely,

A handwritten signature in cursive script that reads 'Laurie Solomon'.

Laurie Solomon  
Certification Coordinator  
NFPA Certification Department



Certified Fire Inspector I - 5 Day with Exam Classroom Training,  
09/18/2017 - 09/22/2017  
Certificate of Attendance

Aaron Hale  
Completion Date: 9/26/2017  
2.8 CEUs

Jim Farley  
President, National Fire Protection Association





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### CERTIFIED FIRE INSPECTOR I PROGRAM

September 29, 2017

Aeric Ripley  
City of Alma  
525 E. Superior Street  
Alma, MI 48801

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Sincerely,

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Laurie Solomon  
Certification Coordinator  
NFPA Certification Department



Certified Fire Inspector I - 5 Day with Exam Classroom Training,  
09/18/2017 - 09/22/2017  
Certificate of Attendance

Aeric Ripley  
Completion Date: 9/27/2017  
2.8 CEUs

A handwritten signature in black ink, appearing to read "Jim Farley".

President, National Fire Protection Association