

EXECUTIVE DEPARTMENT



Pictured above (left to right) City Manager Bill Vajda,
Executive Assistant Wendy Larson, and
Management Analyst Jen LePage



EXECUTIVE DEPARTMENT 2012-2013 ANNUAL REPORT

Executive Department Overview:

The City Manager serves as the Chief Administrative Officer for the City government. The Manager administers City departments, enforces all laws and ordinances adopted by the City Commission, recommending an annual budget, implementing the final budget, and advises the Commission on all issues affecting city residents.

In accordance with Section 2-80 of the City Code, listed below is a highlighted summary of major activities for the Executive Department for the 2012-13 fiscal year:

Serving Residents and Volunteers

- The Marquette City Commission and City Manager hosted Marquette Senior High School Student Council members during a live City Commission meeting for the first time. Prior to the meeting, City officials held an orientation, a tour of Commission Chambers, and a question and answer session. The students then sat side-saddle with the Commissioners during the City Commission meeting. Pictured below: Members of the Marquette City Commission and Marquette Senior High School Student Council.



- *Community Office Hours* is hosted monthly by the City Manager at the Peter White Public Library. The Manager keeps an open-door policy and offers this monthly meeting for residents, employees, and Commissioners to stop by to discuss any issues or concerns they may have. Over 50 individuals attended Community Office Hours during the fiscal year.
- The City Manager worked to expand *Community Office Hours* to include different groups who might not be able to attend the session scheduled mid-morning at the Peter White Public Library. For school-age residents, the meetings were expanded to include the Associated Students of Northern Michigan University (ASNMU) and the general student body, and the Marquette Senior High School (MSHS) Student Council and several members of the student body.

City Officials hosted *Community Office Hours* with MSHS Student Council Members and was attended by almost 30 students, including all Student Council Members, as well as other interested students from all class levels. The meeting conducted covered topics that included the structure of local government; an overview of the budget process; the importance of resident participation in the policy making process; and informal stories about personal experiences as a student at MSHS.

- City Officials participated in Associated Students of Northern Michigan University (ASNMU) “Let’s Chat” session at Northern Michigan University. This session was attended by several students who chose to provide questions in person or as forwarded through ASNMU along with one student represented by the North Wind.

The discussion included many different topics, including K-12 education and the role of the School Board versus the City Commission; alternative energy (wind) and the role of the Marquette Board of Light and Power versus the City Commission.

- The third annual *City Open House* was hosted at the Marquette Arts and Culture Center located in the lower level of the Peter White Public Library this past February. Over 200 attendees participated in this year’s event. The Open House was an opportunity for the community to meet City Commissioners, partners and staff, including the Police Chief, City Manager, canine unit and more. The Manager’s Office offered a promotional City disc giveaway to all Marquette Senior High School



Government students that participated in the Open House. Students were required to ask City departments and City partners a question relating to City government. Once their passport was initialed by the department and filled, they received a City disc and extra credit in their government class!

- The 24-hour response rule continues to support residents looking for information regarding a specific project, City activity, or interest. Over 175 contacts were completed during the fiscal year, with outstanding response to individual needs.
- The City Manager and City Attorney conducted two *Committee Orientation* sessions for staff liaisons and volunteer members of authorities, boards and committees. The volunteer members were provided with an overview of City operations, ethics, parliamentary procedures, and filing of minutes.
- *Marquette Matters* is a City-wide newsletter that is compiled and available for all residents and businesses online. The publication outlines City programs, department updates, community highlights, a column written by the City Manager, and much more. There were six issues that were published this past year.
- The Marquette Arts and Culture Center (MACC), in coordination with the Manager's Office expanded the artwork displays in City Hall. The MACC works with local artists in displaying their artwork, with many opportunities to have pieces displayed on a rotating quarterly basis. The public can view the local art during normal business hours, and even purchased their favorites if they so desire.

Community Outreach and Leadership

- *Letters to Donors and Organizations* -The City Manager sends letters and newspaper clippings to thank local area donors on behalf of the City for donations given to the local community. This information is obtained daily through the local news media; to date over 135 letters have been gratefully forwarded for these kind examples of altruism and charity.
- *Radio Interview with Walt Lindala at Great Lakes Radio* – Prior to each of the 24 regular City Commission meetings, the City Manager participated in a radio interview updating the public on scheduled agenda items, government processes, and opportunities for residents and interested non-residents alike to participate in City government processes.
- The City Manager continues to participate in quarterly meetings with other area city managers, township supervisors and the Marquette County Administrator. The meetings are used to engage in discussions and share ideas. These meetings are held in various municipalities in Marquette County.

Legislative Affairs

- City Officials held quarterly meetings with the 109th District State Representative to stay abreast of current issues and updates. The City supported over 40 requests from Federal and State elected leaders to evaluate and recommend amendments to proposed legislation.

- *Next Michigan Act Zones* - The City Manager provided leadership to economic development activities supporting the creation of a framework incorporating City, County, Regional, and State needs and programs. A principal effort included cooperation with representatives from local jurisdictions in both Marquette and Delta Counties to introduce bills in the Michigan Congress that would create a sixth Next Michigan Act Zone in the Central Upper Peninsula. The City provided testimony before the Senate Economic Development Committee, at which time the Governor in separate remarks pledged his signature and support for the bill should it be so recommended by Congress. The creation of the zone is further supported by the Michigan Economic Development Corporation.
- City officials met with the Governor regarding how the Upper Peninsula can contribute to Michigan's economic recovery. The City Manager gave a presentation *Getting it Right, Getting it Done, in the Upper Peninsula*. The City hosted several visits from State of Michigan officials throughout the year, including the senior leaders of the Departments of Agriculture, Natural Resources, Environmental Quality, Housing, the Attorney General's Office, and other offices. The City Manager participated, at the request of the Governor's office, in a team evaluating options for regional reinvention within the Upper Peninsula, serving as the only City representative on the panel.
- City officials met with state and local officials, private corporate representatives, and other interested parties to discuss regional transportation issues bearing on the City of Marquette and surrounding neighbors. As a result, a white paper was created and endorsed by all parties seeking resources and support for mitigating impacts and addressing needs.
- City officials hosted Lieutenant Governor Brian Calley during his "Pure Michigan" U.P. trip. During the visit, Lt. Governor Calley and his son were able to experience sailing on Marquette's official flagship, the Coaster II.



Manager Communications

- *Agenda Coordination* – The City Manager along with the Mayor and two Commissioners review upcoming agendas prior to publishing a meeting agenda. The Manager then submits a briefing of the meeting to the Commission.
- *Commission Resident Advocates* – Commissioners are appointed by the City Manager to serve as resident advocates to citizens requiring specific information regarding specific projects, City activities, or concerns. The Commissioners then receive any and all responses associated with any of these contacts from the City Manager as updates become available.
- *Total Number of Commission meetings supported (regular, special, work sessions, joint): 49*
- *Total volume of e-mail communications sent by the City Manager to the City Commission during this reporting period: 1,594 (average ~ five/day).*
- *Total number of public service announcements approved during the reporting period: 294*

Governing Documents

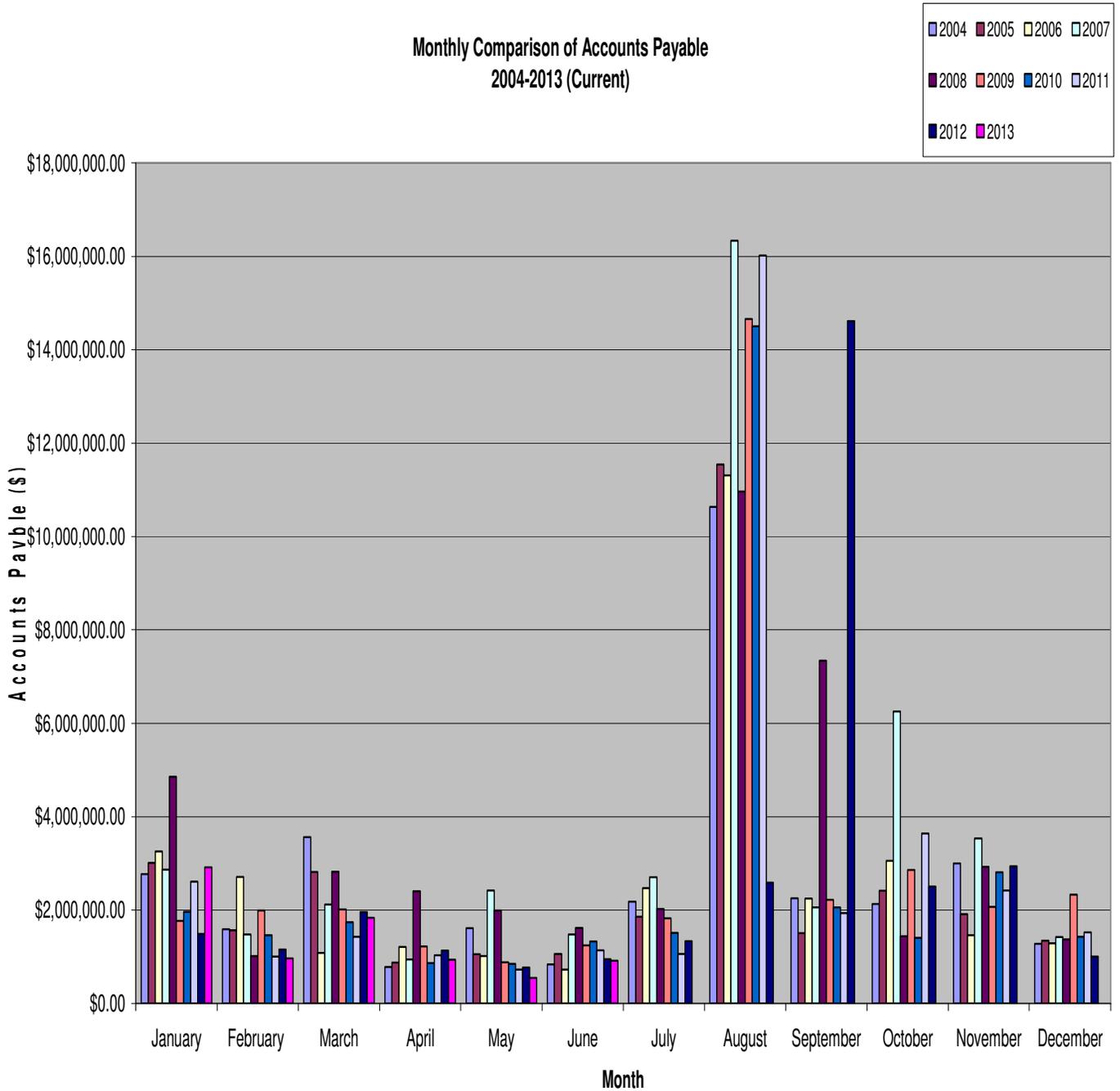
- The City Management team identified 17 requirements associated with implementation of the new City Charter. A timeline was identified, and during the reporting period a total of three required actions were completed, including adopting a 15-month budget in order to transition our fiscal year to October 1 through September 30; changed public library board reporting to new 12-month period, and the adoption of a purchases and sales ordinance.
- The City management team worked with the Marquette Brownfield Redevelopment Authority to transition ongoing development of the Founders Landing project. As a result, the Marquette Brownfield Redevelopment Authority (MBRA) proposed, and the Marquette City Commission approved, transfer of project responsibility from City staff to the MBRA.

Management Analysis

- An analysis is kept tracking data from Marquette City Commission meeting statistics. The chart below indicates the average accounts payable amount over a nine year period, is now \$1,452,561 per regular City Commission meeting. This number has dropped from the previously reported average of \$1,480,852. It was previously reported that in each year, the highest total for the year was in the last meeting in August. This statement is still accurate with the exception of calendar year 2012, which had the highest reported accounts payable value per meeting in September. This may have been due in part to the City's new financial system conversion. The purpose for the consistently high accounts payable value at the last meeting in August is due to tax monies collected being disbursed to respective jurisdictions.

Through the reporting period, the months of August and September have high accounts payable values also due to the payment of the bulk of construction season costs. The lowest reported accounts payable value occurred at the meeting on December 19, 2005, at \$179,517; and highest on August 27, 2007 at \$13,917,101.

Monthly Comparison of Accounts Payable
2004-2013 (Current)



Budget

- The City successfully proposed and received approval for a 15-month budget, as required by the change in fiscal year recently mandated with the adoption of the new City Charter.
- The City adopted a balanced budget for fiscal year (FY) 2013-14. Successfully reducing the amount of annual bond debt over the past two years from what had been an average of \$5.2M /annum to an average of \$3.3M/annum (approximately 40% per year), and over the course of the City's FY 2012-2013 managed to finish the year with a historically unprecedented surplus. These outcomes were achieved while still accounting for increases in health care and pension liabilities; addressing critical capital improvements and maintenance; and expanding resident services to become more transparent and accessible, achieving substantial administrative cost savings, providing increased online public safety needs; expanding projects supporting economic development and growth, and becoming the model for waterfront safety on the Great Lakes.
- The City provided support to the State Attorney General during the evaluation process for the sale of Marquette General Hospital to Duke LifePoint, LLC. As a result, the sale was approved, and the initial valuation of the hospital was assessed and entered onto the tax rolls in a timely manner, resulting in approximately \$660K of new property tax revenue accruing to the City's General Fund.