



# *City of Traverse City City Clerk's Office Annual Report 2018*



The City Clerk's Office proudly serves as the legislative and corporate office of the City, with many operational responsibilities, serving in accordance with and upholding the Michigan constitution, City Charter, ordinances, policies, federal and state laws and administrative orders of the City Manager.

# Who We Are & What We Do

## **Benjamin Marentette**

### *City Clerk*



Benjamin Marentette has served as City Clerk since the confirmation of his appointment in September 2011. He holds a Master of Business Administration with a concentration in finance and leadership and a Bachelor of Arts. Additionally, he completed the Senior Executives in State and Local Government Program at Harvard University's Kennedy School in Cambridge, Mass. In 2017, he was selected by his peers across the State of Michigan as Michigan's City Clerk of the Year. He serves in a number of volunteer advisory capacities for various foundations, nonprofit, college and university initiatives to advance this fantastic community. He and his husband, Matt, live TC to the max and love sailing, kayaking, skiing, road cycling and mountain biking... and the great restaurants in and around TC!

## **Katelyn Zeits**

### *Deputy City Clerk*

Katie Zeits has served as Deputy City Clerk since November 2014; and as Administrative Specialist before that. She holds a Master of Public Administration specializing in Local Government Management for Sustainable Communities and a Bachelor of Political Science. In Katie's free time, she enjoys spending time with her husband Ben and two sons James and Will, enjoying the outdoors and playing with their many animals.



## **Katelynne Garavaglia**

### *Administrative Specialist*

Katy Garavaglia began her current position in April 2016. She holds a Bachelor of Science in Hospitality Management with a wide range of experience from event planning, to specialty food service, to office administration. Katy and her husband, Jim, love to enjoy all that Traverse City has to offer from local restaurants to outdoor activities with their fur-babies, Jasper and Leo.

## **Kim Lautner**

### *Licensing and Election Specialist*

Kim Lautner joined the City Clerk's office in May 2011. Prior to that, she was employed by the County Clerk in the Vital Records office. Kim enjoys spending time with her two children and their families.



## **Our Mission**

Under Oath, the mission of the City Clerk's Team is to serve our community residents and business owners, the City Commission, the City Manager and City departments, rendering equal service to all, providing top-level enthusiastic, accurate and courteous service. As a team and as professionals, we are committed to this mission.

City Clerk Benjamin Marentette, and Deputy City Clerk Katie Zeits, subscribe, and strictly adhere to, the International Institute of Municipal Clerks' Professional and Personal Code of Ethics, conducting the affairs of the office in such a way that they are above reproach and merit public confidence in the community.

## Liability and Risk Management for All City Assets:

- We analyze the totality of City operations and procure all insurance coverages to properly cover all activities, protecting over **\$156 million** in City assets.
- We review engagements of the City, analyzing risk and determining coverage types and amounts required, totaling approximately **\$1 billion** annually, to preserve the City's financial poise and solvency.
- We analyze claims against the City for property damage and bodily injury, working with our insurance carrier and City Attorney for resolution.
- We pursue claims against other parties who damage City property—resolving multiple claims in 2018.

## Financial Oversight:

- The City Clerk reviews and provides final approval on all disbursements of City funds, including Traverse City Light and Power, as co-authority with the City Treasurer/Finance Director.

**\$122,421,784**

in total financial disbursements were reviewed and approved for release in FY 2017/2018

**\$82,104,284** — 7,456 checks covering 15,601 invoices

**\$15,051,256** — Payroll for 180 FT & 45 PT employees

**\$25,266,244** — 300 ACH/Wire Transfer Payments

Our office serves as the general Customer Service Office for the City—answering and directing phone calls from both residents and visitors, assisting customers face to face, as well as managing email correspondence and inquiries from our online customers.



## Contract Monitoring:

Reviewed, executed and tracked various terms & follow-ups for

**75**

new contracts in 2018

## Clerk to the City Commission:

Prepared briefing materials and agendas for **48 sessions** of the City Commission in cooperation with the City Manager's office.

We coordinated the recruitment and appointment or reappointment process of nearly 40 members of all City boards and committees—including ad hoc committees as requested.

Our office provides services to the Election Commission, the Local Officers Compensation Commission and the Traverse City Coast Guard City Committee. We also provide some services to the Arts Commission and the Art Selection Panel in support of their Director.

Compiled over **6,000** pages in documentation in preparation for and as follow-up to City Commission actions.

## Licensing and Monitoring:

We manage the licensing process for the City in over 30 categories, ranging from sidewalk cafes and mobile food vendors to hunting permits, liquor licenses and tourist home licenses— We issued and/or monitored nearly 350 licenses throughout 2018!

Special Events **50**

**20** Sidewalk Cafes

Tourist Homes **23**

**25** Food Trucks



## Cemetery Lot Administration:

Our office manages the City's deeds and burial records for Oakwood Cemetery, including the sale, transfer or buy-back of all cemetery plots.

## Public Information Office:

We curate the City's website, Facebook, Twitter, YouTube and Instagram pages to engage with over 22,000 members of our community. The City's social following is growing by an average of 75 people per month!



Every year, we highlight various accomplishments of the City in the annual Performance Document. This booklet provides a look back at the various City Commission actions, improvement projects, local and national accolades, and daily operations that City staff and Officials work so hard on all year!

We digitally manage and catalog City records including ordinances, policies and contracts—as of 2018, we reviewed and filed nearly

**500 documents**

We create, coordinate and publish a wide range of media releases, website and social posts; and respond to media requests for information on a weekly basis.

The City Clerk's Office is the coordinating office for public record requests under the Freedom of Information Act (FOIA), and the Health Insurance Portability and Accountability Act (HIPAA) - ensuring proper security and disclosure of City records.

## Elections Administration:

**Our office successfully organized and facilitated 2 elections in 2018. An extensive audit of the November 2018 Election concluded 100% accuracy in City elections!**



# *Let's Connect!*



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**Connect with @CityofTC on Facebook,  
Twitter, YouTube and Instagram!**

