

AGENDA 8a4

DATE 5-16-17

**ADMINISTRATIVE SERVICES DEPARTMENT**



Anthony D. Chandler  
Director of Administrative Services/  
Assistant to the City Administrator  
April 2017

## **Routine Activities**

*Freedom of Information Act Requests* – The Police Department received one hundred one (101) requests in April. Six (6) requests were received by the Fire Prevention Bureau, three (3) requests were made to the Building Division, and two (2) requests were made to the Finance/Assessing Department in April.

## **City Council, Planning Commission, Board of Appeals**

Agenda packets were prepared and distributed for City Boards and Commissions. The City held two City Council meetings, one special City Council meeting and one City Council work session April. Twenty one (1) items were reviewed. Following the meetings, minutes were prepared for approval.

## **Administration**

All correspondence and activities for the City Administrator and Mayor were completed and distributed by the Clerk and the Programs Assistant including the monthly Information Update.

The Programs Assistant attended a seminar to enhance her existing reception skills.

## **Insurance**

*Accident and Injury Reports* – In April there were two (2) employee injury claims and two (2) liability claims filed.

## **Elections**

*Voter Registration* – During the month of April one hundred forty nine (149) new voters were registered and twenty two (22) cancelled for various reasons.

*May 2, 2017 Election* – In April ballots were issued to 35 additional voters and 114 were recorded as returned for the Muskegon and Grand Haven Public Schools' millage renewal election on May 2<sup>nd</sup>. Election Poll Books were completed, supply bags packed for precinct workers, machines scheduled for delivery and the Qualified Voter Files were uploaded to the laptop computers. The public accuracy test was performed on April 26, 2017 with no issue.

## **Business Registration**

As of April 30, 2017 the City Clerk's office received and processed six hundred and seven (607) business registrations.

## Human Resources

Staff attended a meeting with the City's labor unions to discuss unfunded accrued liabilities in the MERS pension program and OPEB.

Staff prepared the 2017 CDBG Annual Action Plan.

*Special Projects* – Staff attended a Muskegon Central Dispatch 911 Coordinating Committee meeting at the Central Dispatch Offices.

Staff attended a Muskegon Central Dispatch 911 Board of Directors meeting at the County Building.

Staff attended the monthly Airport Advisory Committee meeting held at MKG International Airport.

Staff assisted with the interviews of three engineering firms that submitted a RFQ for work at MKG International Airport.

Staff attended the monthly MADL Library Board meeting held at the Norton Shores branch.

Staff attended a Human Resources Seminar in Grand Rapids.

*Recruitment and Selection* – The City interviewed eight (8) candidates for the position of Police Cadet in the Police Department. An offer of employment was made and accepted to five (5) of the candidates. The position of Police Cadet is seasonal and their employment will begin on Memorial Day weekend.

The City interviewed five (5) candidates for the Streets and Drainage Maintenance I position in the Public Works Department. An offer of employment was made to and accepted by Drew Galdeen.

The City interviewed two (2) internal candidates for the position of Water and Sewer Utility Worker II. An offer of promotion has been made to and accepted by Eric Mattson. Eric has been an employee of the City in the Water and Sewer Division since 2009.

*Performance Evaluations and Status Change Forms* – During the month of April performance evaluations were distributed for three (3) employees and four (4) were returned for processing. Thirteen (13) status changes were prepared for approval, distributed appropriately and recorded in personnel files.