

AGENDA 8a-4
DATE 3-20-2018

ADMINISTRATIVE SERVICES DEPARTMENT



Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
February 2018

Routine Activities

Freedom of Information Act Requests – The Police Department received one hundred thirteen (113) requests in February. Five (5) requests were received by the Fire Prevention Bureau, seven (7) requests were made to the Building Division, and three (3) requests were made to the Finance/Assessing Department in February.

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 City Council work session, and one Zoning Board of Appeals meeting in February. Nineteen (19) 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 Administrative Assistant including the monthly Information Update.

Insurance

Accident and Injury Reports – In February one (1) employee injury claims and two (2) liability claims were filed.

Elections

Voter Registration – During the month of February one hundred fourteen (114) new voters were registered.

May 8, 2018 Election – Ballots were ordered and inspectors assigned to Precinct 4 for the Grand Haven School District's non-homestead millage proposal on May 8th.

Training – The City Clerk, Administrative Assistant and Programs Assistant all attended training in Kent County led by Michigan Bureau of Elections' staff. Michigan's Qualified Voter File (QVF) software was upgraded to address some issues with use and increase security levels and the City began switched to the upgraded version after training.

Business Registration

As of February 28, 2018 the Clerk's office received and processed five hundred and ninety nine (599) business registrations. A third attempt was made to approximately sixty (60) outstanding businesses to determine whether they are closed or still need to register for 2018.

Human Resources

Staff continued negotiations with the NSFFA (part-time fire) on the renewal of the collective bargaining agreement.

Staff assisted with the Annual Safety Training required of all employees. The Fire Inspector and Ordinance Officer provide the instruction for the two well-attended classes.

Special Projects – Staff attended the Muskegon Central Dispatch 911 Board of Directors Meeting and also assisted with the follow-up meeting to present the proposed communications upgrade.

Staff attended a Muskegon Central Dispatch 911 work session to discuss the communications upgrade meeting.

Staff attended an Airport Advisory Committee meeting held at MKG International Airport.

Staff attended numerous FY 2019 Budget meetings.

Staff attended a Muskegon Central Dispatch 911 Coordinating Committee meeting.

Staff attended a retention visit at Inter Dyne Systems regarding their pending expansion.

Staff attended a retention visit at ScentLok regarding their planned move into a new building in Norton Shores.

Staff attended the Muskegon Area First Board of Directors meeting.

Staff attended the CALL 211 Operations Board meeting.

Recruitment and Selection – The City interviewed four (4) candidates for the open Streets and Drainage Maintenance worker I position(s). Conditional offers were made to and accepted by two candidates, Kevin Reames and Zachary Muskovin.

Performance Evaluations and Status Change Forms – During the month of February performance evaluations were distributed for seven (7) employees and nine (9) were returned for processing. Seven (7) status changes were prepared for approval, distributed appropriately and recorded in personnel files.