

AGENDA 8a-4
DATE 6-20-17

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests – The Police Department received one hundred sixteen (116) requests in May. Three (3) requests were received by the Fire Prevention Bureau, two (2) requests were made to the Building Division, and two (2) requests were made to the Finance/Assessing Department in May.

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, and one City Council work session in May. Thirty seven (37) items were reviewed along with monthly reports. 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 City Clerk attended a one-day seminar focused on communicating effectively and consistently.

Insurance

Accident and Injury Reports – In May there was one (1) employee injury claim and four (4) liability claims filed.

Elections

Voter Registration – During the month of May one hundred sixty one (161) new voters were registered and two (2) cancelled for various reasons.

May 2, 2017 Election – On May 2nd 280 ballots were tabulated by a three-person team of Absentee Election Inspectors at City Hall and eight Election Inspectors served 32 in-person voters at two polling locations. There were no issues election day and the City's results were certified by the canvassing board and passed their audit with no errors.

Polling Location Changes – Following initial contact in February, St. Mark Lutheran Church and Bridge Bible Church have generously offered to serve the community as permanent polling locations. By November voters will no longer be present in Churchill or Ross Park elementary schools. These changes eliminate safety concerns brought forward by school officials and our Police Department and will be beneficial to voters.

Business Registration

As of May 31st, 2017 the City Clerk's office received and processed six hundred and twenty four (624) business registrations.

Human Resources

Staff arranged a re-opener meeting with the IAFF 2559 full-time firefighters to discuss proposals to be incorporated into the current Collective Bargaining Agreement.

Staff arranged a re-opener meeting with both the POLC Supervisory and Patrol to discuss proposals to be incorporated into the current Collective Bargaining Agreements.

Staff prepared the FY 2018 MPTC Pay 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 attended a CALL 211 Board meeting in downtown Muskegon.

Recruitment and Selection – The City interviewed four (4) candidates for the position of Building Official in the Building Division of the Fire Department. An offer of employment was made to and accepted by Todd Kempf. Todd will begin his new role as Building Official on July 3, 2017.

The City interviewed one additional Police Cadet Candidate in May after interviewing eight (8) in April. An offer of employment was offered to and accepted by the applicant.

The City tested six (6) candidates for the Utility Worker I position in the Public Works Department. Five (5) of the candidates were invited back for interviews in June.

The City tested three (3) applicants for the Administrative Assistant position in the Fire Department and interviews will take place in June.

Performance Evaluations and Status Change Forms – During the month of May performance evaluations were distributed for seven (7) employees and three (3) were returned for processing. Four (4) status changes were prepared for approval, distributed appropriately and recorded in personnel files.