

AGENDA 8a4
DATE 2.21.17

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests – The Police Department received one hundred thirty-three (133) requests in January. Five (5) requests were received by the Fire Prevention Bureau, six (6) requests were made to the Building Division, and two (2) requests were made to the Finance/Assessing Department in January.

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 Planning Commission meeting in January. Twenty (20) agenda 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 and coordination of the annual employee recognition luncheon.

Insurance

Accident and Injury Reports – In January there was one (1) employee injury claim and three (3) liability claims filed.

Health Insurance – Staff met with representatives from Spectrum Benefits and Blue Cross/Blue Shield to review the current status of insured groups. The audit resulted in closing several groups that had not had activity for years and will allow for more efficient and accurate processing of contracts.

Elections

Voter Registration – During the month of January one hundred thirty one (131) new voters were registered and one hundred eighty (180) cancelled for various reasons.

Election Coordination Agreements – In January County Clerks and local clerks met to sign four-year Election Coordination Agreements. The agreements provide that local clerks will perform election duties for their own, as well as, neighboring jurisdictions when precinct lines cross school district lines. Agreements were entered into with Muskegon County, Muskegon Intermediate School District, Mona Shores Public Schools, Muskegon Public Schools, Muskegon Community College, Ottawa Intermediate School District, and Grand Haven Public Schools.

Business Registration

As of January 31, 2017 the Clerk's office received and processed 361 business registrations. At the end of January staff prepared and mailed second notices to the remaining businesses for 2017 registration.

Human Resources

Staff resolved a grievance filed on behalf of the IAFF 2559 full-time firefighters regarding annual physicals.

Staff held a meeting with the Teamsters Local 214 Business Agent regarding a clause in their Collective Bargaining Agreement with the City.

Special Projects – Staff assisted with the annual employee recognition lunch held at Bella Maria's honoring twenty-three (23) employees for their years of service.

Staff participated in a conference call with MERS to review the Projection Study on closing the Defined Benefit Plan(s) in the City's pension program.

The MML Loss Control Consultant conducted the annual loss prevention audit at City facilities. The audit uncovered only one minor recommendation.

Staff attended an Airport Advisory Committee meeting.

Staff attended a meeting with local leaders regarding future funding mechanisms for Muskegon Area First.

Staff met with representatives from Spectrum Health, the third party provider of the City's health insurance coverage to prepare for the meeting with retirees.

Staff prepared the Administrative Services draft FY 2018 budget.

Staff attended a Muskegon Central Dispatch 911 Coordinating Committee meeting.

Recruitment and Selection – The City received one hundred fifty-six (156) applications for the Administrative Assistant position in the Public Works Department. Testing has been set for the top twenty (20) applicants in February.

The City received six (6) applications for the Streets and Drainage Supervisor and interviews were conducted with four (4) internal candidates. An offer of employment was made and accepted by Bryan DeGroot. Bryan has been working for the City in the Streets Division since 2002.

The City received thirteen (13) applications for the part-time clerical position in the Public Works Department and the City interviewed the top five (5) candidates based on qualifications and test scores. An offer of employment was made and accepted by Andrea Twining.

The City received eleven (11) applications for the Water and Sewer Superintendent position. Staff interviewed the top seven (7) candidates, including two internal and an offer of employment was made and accepted by Matt Anderson. Matt has worked for the City in the Public Works Department since 2007.

Performance Evaluations and Status Change Forms – During the month of January performance evaluations were distributed for five (5) employees and twenty (20) were returned for processing. Three (3) status change/updates were prepared for approval, distributed appropriately and recorded in personnel files.