

AGENDA 8a4  
DATE 3-21-17

**ADMINISTRATIVE SERVICES DEPARTMENT**



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

## **Routine Activities**

*Freedom of Information Act Requests* – The Police Department received one hundred twenty (120) requests in February. Three (3) requests were received by the Fire Prevention Bureau, four (4) 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, one Planning Commission and one Zoning Board of Appeals meeting in February. Thirty-two (32) 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. The Administrative Assistant coordinated a visit from Churchill Elementary 2<sup>nd</sup> grade students who were given a tour of City Hall, the Police Department and the Fire Station in February.

## **Insurance**

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

## **Elections**

*Voter Registration* – During the month of February one hundred twenty nine (129) new voters were registered and seventy two (72) cancelled for various reasons.

*May 2, 2017 Election* – Ballots were proofed and orders placed for two neighboring school district millage renewals. Under agreement of the Election Coordinating Contract, Clerk's Office staff will conduct an election in two precincts to accommodate our registered voters who live within those school districts.

*Voting System Purchase* – As Chair of Education/Membership for the Muskegon County Clerks' Association (MCCA), the City Clerk coordinated demonstrations of new voting systems with three vendors chosen by the State for municipalities in Muskegon County. Following demonstrations the County Clerk asked for local clerks' feedback resulting in favorable votes for two systems and no interest in the third system, Hart InterCivic. At the MCCA meeting held at Norton Shores later in the month, a vote was taken and

Dominion was overwhelming chosen as the system preferred by local clerks. The County Clerk is authorized to make the final decision and our new system will be in place by the November 7<sup>th</sup> election.

*Polling Location Change* – Three local churches were contacted about becoming a polling location due to restrictions and safety at Precinct #7, Churchill Elementary. Two churches have responded with interest and the Clerk toured one facility to assess the possibility of its use. Both churches are checking with their boards and legal counsel for further direction.

### **Business Registration**

As of February 28, 2017 the Clerk's office received and processed five hundred and forty six (546) business registrations.

### **Human Resources**

Staff resolved a grievance filed on behalf of the NSFFA part-time firefighters regarding health and wellness.

Staff assisted during the meeting with retirees to discuss the City's pension and OPEB liabilities held at the Library Community Room.

Staff assisted with two meetings held for all active Management, Professional, Clerical, and Technical (MPTC) employees to discuss the City's pension and OPEB liabilities.

*Special Projects* – Staff attended a meeting with Muskegon and Muskegon Heights to review a proposal for Fair Housing services as part of the CDBG program.

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

Staff attended a meeting with Downtown Muskegon Now and Muskegon Area First.

Staff attended the Chamber's Business for Breakfast held at the Folkert Community Hub and Banquet Center on Seminole Road.

Staff attended numerous FY 2018 Budget meetings.

Staff attended a Muskegon Central Dispatch 911 Coordinating Committee meeting in Fruitport Township.

Staff attended the Mayors and Managers meeting/dinner in North Muskegon.

Recruitment and Selection – The City conducted a written test with the top twenty (20) applicants for the Administrative Assistant position in the Public Works Department and has scheduled interviews for twelve (12) finalists that will take place in March.

The City received two (2) internal applications for the Streets and Drainage Maintenance II position and interviews were conducted with both internal candidates. An offer of promotion was made and accepted by Robert Grant. Mr. Grant has been working full-time for the City in the Streets Division since 1996.

The City received sixteen (16) applications, including five (5) internal applicants for the Facilities Supervisor position in the Public Works Department. Nine (9) of the top candidates advanced to the written exam portion of the recruitment.

The City received twenty (20) applications for the open Streets and Drainage Maintenance I position.

The City has entered into an independent contractor agreement with Kimberly Simonelli to provide administrative support in the Building Division office while an employee is on maternity leave.

Performance Evaluations and Status Change Forms – During the month of February performance evaluations were distributed for five (5) employees and twelve (12) were returned for processing. Seven (7) status changes were prepared for approval, distributed appropriately and recorded in personnel files.