

AGENDA 8a-4

DATE 4-18-2017

ADMINISTRATIVE SERVICES DEPARTMENT



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

## **Routine Activities**

*Freedom of Information Act Requests* – The Police Department received eighty five (85) requests in March. Two (2) requests were received by the Fire Prevention Bureau, seven (7) requests were made to the Building Division, and one (1) request was made to the Finance/Assessing Department in March.

## **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 March. Thirty seven (37) 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 March there were two (2) employee injury claims and two (2) liability claims filed.

## **Elections**

*Voter Registration* – During the month of March one hundred twenty four (124) new voters were registered and forty five (45) cancelled for various reasons.

*May 2, 2017 Election* – Ballots were issued to 264 voters and 120 have been recorded as returned for the Muskegon and Grand Haven Public Schools' millage renewal election on May 2<sup>nd</sup>. An Election Commission meeting was held on Tuesday, April 4, 2017 to appoint Inspectors and Receiving Board Members. The pre-election logic and accuracy test was performed on the equipment, materials sealed and recorded and the report sent to the County Clerk as required.

*Voting System Purchase* – The Muskegon County Clerk selected the Hart InterCivic's Verity voting system for all jurisdictions in Muskegon County. City Clerk's Office staff and the City's 75 election inspectors will participate in upcoming training to prepare for implementation.

## **Business Registration**

As of March 31, 2017 the City Clerk's office received and processed five hundred and eighty six (586) business registrations.

## **Human Resources**

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

Staff prepared a Tentative Agreement to resolve a grievance filed on behalf of the Teamsters union.

*Special Projects* – Staff attended a Muskegon County Recreation Steering Committee meeting at Muskegon Township Hall.

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

Staff attended a lunch seminar at the Spring Lake Country Club sponsored by Blue Cross/Blue Shield on health insurance trends in West Michigan.

Staff attended the Michigan Municipal League Annual Capital Conference in Lansing.

Staff attended a Call 211 Committee meeting held in downtown Muskegon.

Staff attended a second round of FY 2018 Budget meetings.

Staff attended a meeting at Muskegon City Hall regarding the Creston Street tower used by Muskegon Central Dispatch 911 for public safety radio communication.

*Recruitment and Selection* – The City conducted a written test with nine (9) applicants for the Streets and Drainage Maintenance I position in the Public Works Department and has scheduled interviews for five (5) that will take place in April.

The City interviewed nine (9) candidates, including five (5) internal applicants for the Facilities Supervisor position in the Public Works Department. An offer of promotion was made to and accepted by Scott Ellison. Scott has been working full-time for the City in the Streets Division since 2007.

The City interviewed twelve (12) candidates, including three (3) internal candidates for the Administrative Assistant position in the Public Works Department. An offer of employment has been made to and accepted by Sarah Romine. Sarah has a Bachelor's Degree from Central Michigan University and has prior experience in local government.

Performance Evaluations and Status Change Forms – During the month of March performance evaluations were distributed for six (6) employees and two (2) were returned for processing. Four (4) status changes were prepared for approval, distributed appropriately and recorded in personnel files.