

AGENDA 8a-4
DATE 7-18-2017

ADMINISTRATIVE SERVICES DEPARTMENT



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

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Routine Activities

Freedom of Information Act Requests – The Police Department received one hundred eight (108) requests in June. Two (2) 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 June.

City Council, Planning Commission, Board of Appeals

Agenda packets were prepared and distributed for City Boards and Commissions. The City Council held two regular, one closed and one work session meeting; and, the Planning Commission held one regular meeting in June. Twenty eight (28) items were reviewed along with monthly reports and general information items were assembled. 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 Mayors and Managers Meeting that had been organized for May was rescheduled by Administrative staff and held on June 28th at Bella Maria's Ristorante and Event Center in Norton Shores.

The City Clerk attended the Michigan Municipal Clerk's Association Summer Conference in Kalamazoo, Michigan. Sessions included Agendas & Minutes, Empowering Leadership and Preparing Training for New Equipment.

Insurance

Accident and Injury Reports – In June there was one (1) employee injury claim and one (1) liability claim filed.

Employee Benefits – An updated census of current life insurance and health care benefits was prepared at the request of Spectrum Benefits for all active, retiree and COBRA contracts for use in preparing renewals for the upcoming plan year.

Elections

Voter Registration – During the month of June one hundred sixty one (161) new voters were registered and thirty-three (33) cancelled for various reasons.

Business Registration

As of June 30th, 2017 the City Clerk's office received and processed six hundred and twenty eight (628) business registrations.

Human Resources

Staff attended several meetings with the IAFF 2559 full-time firefighters and the two parties came to terms on a tentative agreement for Council's consideration.

Staff attended several meetings with both the POLC Supervisory and Patrol and the parties were able to tentatively agree on a proposal for Council to consider.

Staff received a grievance from the NSFFA (part-time fire) and held a meeting with the aggrieved union to discuss.

Staff attended a second meeting with retirees to discuss the City's proposals to reduce the unfunded accrued liabilities related to pension and OPEB (retiree health insurance). The meeting was held at the Community Room in the Library and attended by approximately 35 retirees. Representatives from Spectrum Benefits were also present.

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 North Muskegon City Hall.

Staff attended a meeting with representatives from Muskegon Area First (MAF) at LaColombe Coffee.

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

Staff completed the Summer 2017 Newsletter to be mailed out city-wide.

Recruitment and Selection – The City advertised for the Streets and Drainage Superintendent position vacated due to the retirement of Terry Sladick. The City received eight (8) applications and after a review of qualifications an invitation to interview in July was extended to five (5) of the applicants. We wish Terry well in his retirement and for all of his dedicated service to the community.

In June the City tested for the open Administrative Assistant position in the Fire Department vacated due to the retirement of long-time employee Marla Crawford. Following the testing, staff interviewed (6) applicants and an offer of employment was

extended to and accepted by Stacy Stehouwer. Stacy has worked for the City as a part-time clerical employee at the DPW Facility since 2012. We wish Marla all the best in retirement and thank her for the remarkable career with the City (37 years).

The City interviewed five (5) candidates for the Utility Worker I position in the Public Works Department and an offer was made to and accepted by Jason Halter. Jason will begin his employment in July.

Part-time clerk Lora Edson was promoted to the full-time Administrative Assistant position in the Building Division. Lora has worked part-time with the City since 2014.

The City advertised for the nine (9) full-time Firefighter/Driver openings in the Fire Department and the recruitment of applicants will end in July.

The City advertised for a police officer position in the Police Department and the recruitment of applicants will end in July.

Performance Evaluations and Status Change Forms – During the month of June performance evaluations were distributed for six (6) employees and five (5) were returned for processing. One hundred thirty-seven (137) status changes were prepared for approval, distributed appropriately and recorded in personnel files.