

AGENDA 8-a-4
DATE 8-15-2017

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests – The Police Department received one hundred nine (109) requests in July. One (1) request was received by the Fire Prevention Bureau, one (1) request was made to the Building Division, and two (2) requests were made to the Finance/Assessing Department in July.

City Council, Planning Commission, Board of Appeals

Agenda packets were prepared and distributed for City Boards and Commissions. The City Council held one regular and one work session meeting; and, the Planning Commission held one regular meeting in July. A total of thirteen (13) 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.

Insurance

Accident and Injury Reports – In July there were zero (0) employee injury claims and zero (0) liability claims filed.

Employee Benefits – An updated census of health care benefits was prepared at the request of Menard Consulting, Inc., for all active, retiree and COBRA contracts for use in preparing the Fiscal Year 2017 GASB Actuarial Valuation. This updated census data will be used to determine the City's overall liability level associated with the OPEB account.

Elections

Voter Registration – During the month of July one hundred forty-five (145) new voters were registered and thirty-six (36) cancelled for various reasons. The total number of registered voters in our jurisdiction is currently 19,227.

City Clerk staff was invited, and attended, training in operations of the new voting equipment at the City of Muskegon. The Clerk and Administrative Assistant are scheduled to visit precincts during their August 8th Primary Election to observe the new scanners in use.

Business Registration

As of July 31st, 2017 the City Clerk's office received and processed six hundred and thirty-one (631) business registrations.

Human Resources

Staff resolved a grievance from the NSFFA (part-time fire).

Staff attended a Safety Committee meeting with members of the Police, Fire, and Public Works Departments'.

Special Projects – Staff attended a Muskegon Central Dispatch 911 Coordinating Committee meeting at the Central Dispatch Offices.

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

Staff attended a CALL 211 Board meeting in downtown Muskegon.

Staff attended a United Way Campaign pace-setter meeting. The City is the pace-setter for the government division this year and the fundraising campaign will be held in August.

Staff attended the Michigan Municipal Executives (MME) Summer Conference at the Muskegon Holiday Inn. Topics presented included OPEB, seasonal rentals, workforce development, and many others.

Staff assisted with the planning and preparation of the summer employee appreciation picnic held at City Hall. The picnic was well attended by staff from all departments.

Recruitment and Selection – The City interviewed five (5) candidates for the Streets and Drainage Superintendent Position in the Public Works Department and an offer was made to and accepted by Bryan DeGroot. Bryan recently was promoted to the Streets and Drainage Supervisor position and will now assume the Superintendent position. The City posted the open Supervisor position following Bryan's promotion.

The City interviewed two (2) internal candidates for the open part-time clerical position at the Public Works facility. Kim Simonelli was offered the position and will begin work in August.

The City advertised for the nine (9) full-time Firefighter/Driver openings in the Fire Department and received eighty-four (84) applications.

The City advertised for a police officer position in the Police Department and received thirty-two (32) applications. After a review of qualifications staff conducted a first round of interviews with ten (10) candidates.

Performance Evaluations and Status Change Forms – During the month of July performance evaluations were distributed to four (4) employees and seven (7) were returned for processing. Eight (8) status changes were prepared for approval, distributed appropriately and recorded in personnel files.