

AGENDA 8a-4
DATE 9-19-2017

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests – The Police Department received one hundred fifty-five (155) requests in August. Three (3) requests were received by the Fire Prevention Bureau, four (4) requests were made to the Building Division, and two (2) requests were made to the Finance/Assessing Department in August.

City Council, Planning Commission, Board of Appeals

Agenda packets were prepared and distributed for City Boards and Commissions. The City Council held two regular meetings; the Planning Commission held one regular meeting; and, the Zoning Board of Appeals held one regular meeting in August. A total of eighteen (18) items were reviewed along with monthly reports and general information items were assembled.

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 Administrative Assistant registered staff and Council to attend the Michigan Municipal League 2017 Annual Conference.

Insurance

Accident and Injury Reports – In August there were two (2) employee injury claims and two (2) liability claims filed.

Employee Benefits – A meeting was held with the City's Spectrum Benefits' agents to discuss health insurance renewal for the upcoming plan year. Total projected claim liability is down 6% and administrative fees rose by approximately 3% resulting in an overall decrease of 3% while still providing the same level of coverage and maintaining continuity in employee/retiree plans.

Elections

Voter Registration – During the month of August two hundred and five (205) new voters were registered and thirty-eight (38) cancelled for various reasons. The total number of registered voters in our jurisdiction is currently 19,279.

Equipment – City Clerk staff prepared each of the seven new pieces of equipment per precinct for use. This includes taking inventory, logging serial numbers, assigning each piece to a precinct, marking every item with their correct location and updating all Election Day forms to reflect the same information.

Election Update – Proposals for the November ballot were due in August and Muskegon County has placed a Youth, Family & Community Millage proposal on the ballot.

Business Registration

In August the City Clerk's office received and processed five (5) business registrations. There are now six hundred and thirty-eight (638) businesses registered in the City.

Human Resources

Staff planned and organized a meeting with the AFLAC representative for employees.

Staff attended a meeting with representatives from Spectrum Benefits to review health insurance renewals for the upcoming plan year.

Special Projects – Staff attended a Muskegon Central Dispatch 911 Board of Directors Meeting held at Montague City Hall.

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

Staff attended two Muskegon Area First Board of Directors meetings to discuss the vacancy of the President/CEO position.

Staff assisted with the Annual Arts and Drafts festival.

Staff attended a kick-off to the school year lunch that included staff from the Police Department and Mona Shores Schools.

Recruitment and Selection – Following the interviews of ten (10) candidates, the City made a contingent offer of employment to police officer candidate David Ketchum-Harwood. David's appointment is dependent on the successful passing of a pre-employment health assessment and psychological exam.

Performance Evaluations and Status Change Forms – During the month of August performance evaluations were distributed for six (6) employees and six (6) were returned for processing. Seven (7) status changes were prepared for approval, distributed appropriately and recorded in personnel files.