



## CITY OF GROSSE POINTE WOODS

### MEMORANDUM

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**Date:** April 19, 2022

**To:** Mayor and City Council

**From:** Frank Schulte, City Administrator FS

**Subject:** City Clerk Position/Promotion

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The position of City Clerk has been vacant since the beginning of the year. Since then the Deputy City Clerk, Paul Antolin, has assumed the responsibilities of the position while still performing his. During this time, the clerk's office has run seamlessly without any disruptions.

Deputy Clerk Antolin has been employed by the city for the past 4+ years. In addition to maintaining the necessary daily operations of the clerk's office, one of his primary duties is to facilitate the elections. Previously, he worked for the city of Romulus for 17 years assisting in elections and worked in the clerk's office for 13 of those 17 years.

Over the past few months, I have been working closely with him and have found him to be very reliable, thorough, and has a very thoughtful approach in his decision making. Additionally, his 4+ years of employment with the city provides him with the knowledge of how the city operates, the work flow, handling of resident's concerns, and has good working relationships with other appointed officials, department heads and employees.

The following are some of Paul's qualifications:

#### Elections

- Proficient with procedures of conducting elections
- Maintains the voter registration files
- Complies with all election deadline dates
- Processes petition filings
- Processes absentee voter (AV) ballots
- Supervises the clerk's office staff, seasonal, and AV office staff
- Recruits and trains election poll/AV counting board workers (60-75)
- Proficient with election reporting software, equipment programming/maintenance for ICP, ICX, ICC and VAT
- Proficient with Qualified Voter File (QVF) software
- Maintains election supply inventory
- Networks and corresponds with Wayne County/State of Michigan-Bureau of Elections
- Collaborates with Election Coordinating Committee: Grosse Pointe Public Schools (Committee consists of the Clerks from the other Grosse Pointes and Harper Woods)
- Collaborates annually with the League of Woman Voters on scheduling a student voter registration drive

#### Council/Committees/Commissions

- Proficient with the Open Meetings Act

- Agendas: creating/scheduling utilizing new Municode meetings program
- Minutes: Council/Committee-of-the-Whole/Finance Committee/Election Committee, etc.
- Posting requirements: bulletin Boards/website

#### Business and Animal License Processing

- Processes license renewals and invoicing
- Issues the licenses

#### Claims

- Proficient with procedures/policies for receiving/processing

#### Freedom of Information Act (FOIA)

- Acts as the city's FOIA coordinator

#### Notices

- Creates Public Hearing language for notices
- Schedules/coordinates publications with Grosse Pointe News
- Creates maps/buffers using GIS (Geographic Information System) – mapping software

#### Proficient with Computer Software used at GPW

- BSA: business license, building, purchase Order, tax, delinquent tax modules
- Municode meetings/website
- GIS (Geographic Information System) – mapping software

#### Records Retention

- Oversees the retention and destruction of records in compliance with the adopted retention schedule

#### Charter and Code of Ordinances

- Proficient with the structure of the Charter/Code of Ordinances
- Facilitates the process for amendments, repeals, and replacements

In addition, here are his primary education credentials:

- Wayne State University: Bachelor's Degree in Business Management
- Michigan Municipal Clerks Institute Certificate of Achievement
- Henry Ford Community College: Associates Degree

It is my recommendation to City Council to appoint Paul Antolin to the position of City Clerk and increase his salary to \$75,000.