

AGENDA Pa 4
DATE 2.16.16

ADMINISTRATIVE SERVICES DEPARTMENT



Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
January 2016

Routine Activities

Freedom of Information Act Requests - The Police Department received one hundred twenty two (122) requests in January. Seven (7) requests were received by the Fire Prevention Bureau and eleven (11) requests made to the Building Division.

City Council, Planning Commission, Board of Appeals

Agenda packets were prepared and distributed for City Council. Two City Council meetings, one work session, and one Planning Commission meeting were held. Twenty-three agenda items were reviewed. Following the meetings, minutes were prepared for approval.

Administration

Shelly completed all correspondence for the City Administrator as well as the monthly Information Update. She also responded to or coordinated meetings for the City Administrator and Mayor.

Insurance

Accident and Injury Reports – Three (3) employee injury claims were filed in January. No liability claims were filed.

Elections

Voter Registration - During the month of January 141 new registrations and address changes were processed and 131 voters were cancelled for various reasons.

Presidential Primary 2016 – Preparations began for the March 8th Presidential Primary Election. Equipment was tested and more than 2,800 voters on the permanent absentee list received their ballot applications. In January 751 ballots were issued.

Staff continually monitors proposed changes in Election Law.

Purchasing

Bids were received for installation of ball field fences at Ross Park and for Plumbing Inspection Services.

Business Registration

As of January 31, 2016 the Clerk's office received 426 business registrations.

Human Resources

Preparation for arbitration with the part-time Firefighters' Association continues.

Accident and Injury Reports – Three (3) employee injury reports were reviewed in January and two (2) employee injury reports were reviewed in December.

Special Projects - Staff continues to work with the Mercer Group to complete the Classification and Compensation Study.

Recruitment and Selection - The selection process to fill four (4) openings in the Utility Worker I position is in progress.

Four (4) candidates were interviewed for the position of Clerk Typist II in the Administrative Services Division. On January 5th an offer of employment was made and accepted by Taylor Hobby. Taylor started in her new position on January 25th.

A total of eight (8) candidates were tested for the position of Utility Worker I. After a review of the test results, seven (7) candidates were interviewed and four (4) candidates have received conditional offers of employment.

Six (6) applicants were interviewed for a part-time clerical position in the Water/Sewer Division. The top two candidates were then selected to participate in a second interview observing the operations of the division. As a result, a conditional offer of employment was made to one of the final candidates.

An internal posting was distributed for the position of Firefighter/Driver resulting from the retirement of long-time employee Donald Medema. Carl Meyers, a mechanic for the DPW announced his resignation after ten years with the city and the position was publicly advertised with an application deadline of February 5, 2016. Thanks to Don and Carl for their years of public service to the community.

Performance Evaluations and Status Change Forms - Performance evaluations were distributed for one employee and seven (7) were returned after completion.

Seven (7) status change/updates were prepared for approval, distributed appropriately and recorded in personnel files.