

AGENDA 8a(4)
DATE 5-17-16

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests - The Police Department received one hundred six (106) requests in April. Five (5) 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 Department in April.

City Council, Planning Commission, Board of Appeals

Agenda packets were prepared and distributed for City Council. The City held one City Council meeting, one work session, one Planning Commission and one Zoning Board of Appeals meeting in April. Thirty four (34) 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 – Two (2) employee injury claims were filed in April as well as two (2) liability claims.

Elections

Voter Registration – During the month of April 120 new registrations and address changes were processed and 134 voters were cancelled for various reasons.

May 3, 2016 Special Election

Preparations continued for the May 3rd Special Election. As of April 30, absentee ballots had been issued to 238 voters and 175 were returned for processing.

Staff continually monitors proposed changes in Election Law.

Business Registration

As of April 30, 2016 the Clerk's office received 622 business registrations.

Human Resources

The 312 arbitration hearing with the part-time Norton Shores Firefighters' Association (NSFFA) has been rescheduled for August. The two parties attempted to reconcile the issues that lead to the arbitration but were unsuccessful.

Ground rules have been established and three negotiation sessions have been scheduled in May to renew the Collective Bargaining Agreement with the Local 2559 of the International Association of Fire Fighters (IAFF).

The Michigan Municipal League (MML) Loss Control Services conducted their annual visit to the City. The visit resulted in only one recommendation from the loss control consultant. The recommendation is to require eye protection in the wash bays at the DPW Garage for employees to use while spraying off the vehicles. Safety equipment is in place to satisfy the recommendation.

Special Projects – Staff is in the process of completing the Management, Technical, Professional and Clerical (MPTC) Pay Plan for Council consideration in June and implementation in FY 2017.

Staff is working on the Summer 2016 Community Newsletter with City-wide distribution taking place in June.

Recruitment and Selection – The City received twelve (12) applications for the position of Parks and Recreation seasonal worker. Interviews were conducted with five (5) candidates and a conditional offer of employment was extended to Sam Reynolds, Noah Bertolone, and Adam Callow.

The City received seventeen (17) applications for the position of Police Cadet and interviews were conducted with seven (7) qualified applicants. Following the interviews, a conditional offer of employment was made to Antonio Flores, Joseph Ingalls, Gabrielle Depender, Bree Carr, and Jessica Gaskin for the positions of Police Cadet in 2016.

Performance Evaluations and Status Change Forms – Performance evaluations were distributed for five (5) employees.

Eight (8) status change/updates were prepared for approval, distributed appropriately and recorded in personnel files.