

AGENDA 8a4
DATE 6.21.16

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests - The Police Department received one hundred six (106) requests in May. Fourteen (14) requests were received by the Fire Prevention Bureau, thirteen (13) requests were made to the Building Division, and no requests were made to the Finance Department in May.

City Council, Planning Commission, Board of Appeals

Agenda packets were prepared and distributed for City Council. The City held two City Council meetings, one work session and one Planning Commission meeting in May. Thirty six (36) 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 – One liability claim was filed in May. There were no reportable employee injuries in May.

Elections

Voter Registration – During the month of May 171 new registrations and address changes were processed and 154 voters were cancelled for various reasons.

May 3, 2016 Special Election

On May 3rd a special election was held regarding millage questions for Muskegon and Grand Haven Public Schools. A total of 238 absentee ballots were issued with 212 returned for processing.

Staff continually monitors proposed changes in Election Law.

Business Registration

As of May 31, 2016 the Clerk's office received 629 business registrations.

Human Resources

Staff continues to prepare for the 312 arbitration hearing with the part-time Norton Shores Firefighters' Association (NSFFA) scheduled for August.

Negotiations are in process to renew the Collective Bargaining Agreement with the Local 2559 of the International Association of Fire Fighters (IAFF).

The City terminated two (2) probationary employees in the Public Works Department.

Staff attended a Human Resources law seminar in Grand Rapids.

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

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

Recruitment and Selection – The City received eleven (11) applications for the position of City Clerk. Staff is in the process of setting up interviews with the finalists.

The City received seven (7) applications for the position of Part-time Water/Sewer clerical and eleven (11) applications for the position of Utility Worker I. Testing will be conducted in June for the finalists.

The City made a conditional offer of employment to three (3) Part-time Firefighters and training will begin in June. The new hires are Mark Schmiedeknecht, Gabe Lundgren and Robert Kumpf.

Performance Evaluations and Status Change Forms – Performance evaluations were distributed for nine (9) employees and thirteen (13) were returned for processing.

Twelve (12) status change/updates were prepared for approval, distributed appropriately and recorded in personnel files.