AGENDA 8a4
DATE 9.20.16

ADMINISTRATIVE SERVICES DEPARTMENT

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

Routine Activities

Freedom of Information Act Requests - The Police Department received one hundred fifty one (151) requests in August. Eleven (11) requests were received by the Fire Prevention Bureau, twelve (12) 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 Council. The City held two City Council meetings, one Planning Commission meeting and one Zoning Board of Appeals meeting in August. Twenty seven (27) 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 – In August there were no employee injury claims and two (2) liability claims reported.

Elections

Voter Registration – During the month of August 254 new registrations and address changes were processed and 189 voters were cancelled for various reasons.

August 2, 2016 Primary Election – The primary election for State and County officials was held August 2nd. There were three ballot proposals and several judicial offices on the ballot as well. Staff issued a total of 2,286 absentee ballots and more than 2,100 were returned for tabulating.

Staff continually monitors proposed changes in Election Law.

Business Registration

As of August 31, 2016 the Clerk's office received 723 business registrations.

Human Resources

Staff attended the 312 arbitration hearing with the part-time Norton Shores Firefighters' Association (NSFFA) held at City Hall. Transcripts of the proceedings were made available on August 18 and the final briefs from both parties are due to the Arbitrator by September 12.

Several sessions were arranged with the representative from Aflac to meet with city employees that are already members or interested in learning more about Aflac.

Staff assisted the Police Department with their Hunter Safety Education program.

Special Projects – Staff has completed an amendment to the Tax Increment Financing Authority (TIFA) plan and is planning a meeting with the TIFA Board in September.

Staff attended a Sherman Boulevard Beautification Committee meeting to discuss potential projects along the corridor.

Staff attended a Muskegon County Recreation Partnership Steering Committee meeting that was attended by twenty-one other entities including local government and non-profit organizations involved in recreational activities.

Administrative Services staff assisted with the planning and preparation of an employee appreciation picnic that was well attended by city employees.

Staff completed the FY 2016 Annual Report submitted to City Council.

Recruitment and Selection – The City received nineteen (19) applications for the full-time Police Officer opening and following a review of qualifications interviews were conducted with nine (9) applicants.

The City posted a job opening for a full-time Administrative Assistant positon in the Administrative Services Department with a deadline to submit by August 19. Twenty (20) applications were received and eight (8) candidates were tested based on qualifications. Tests scores were tabulated and the City interviewed the top five (5) finalists including three internal candidates.

Performance Evaluations and Status Change Forms – Performance evaluations were distributed for six employees and five were returned for processing.

In August five status change/updates were prepared for approval, distributed appropriately and recorded in personnel files.