

AGENDA 8a4  
DATE 8.16.16

**ADMINISTRATIVE SERVICES DEPARTMENT**



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

## **Routine Activities**

*Freedom of Information Act Requests* - The Police Department received one hundred four (104) requests in July. Nine (9) requests were received by the Fire Prevention Bureau, six (6) requests were made to the Building Division, and six (6) requests were made to the Finance/Assessing Department in July.

## **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, one Planning Commission meeting and one Zoning Board of Appeals meeting in July. 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 July 3 employee injury claims and four liability claims were reported.

## **Elections**

*Voter Registration* – During the month of June 188 new registrations and address changes were processed and 149 voters were cancelled for various reasons.

*August 2, 2016 Primary Election* - Preparations continued for the August 2<sup>nd</sup> Primary Election. Staff issued a total of 2,286 absentee ballots and more than 1400 were returned in July.

Staff continually monitors proposed changes in Election Law.

## **Business Registration**

As of July 31, 2016 the Clerk's office received 638 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 4th.

Negotiations have concluded with the Local 2559 of the International Association of Fire Fighters (IAFF) and the two parties have a tentative agreement on proposed language for a new three year agreement.

*Special Projects* – Staff is working on an amendment to the Tax Increment Financing Authority (TIFA) plan.

Staff is working on a revision to the City's Title VI Plan that is required for all municipalities receiving Federal funds.

*Recruitment and Selection* – The City interviewed three (3) finalists for the City Clerk position and a recommendation to appoint Shelly Stibitz has been approved by the Mayor and City Council.

The City posted a job opening for a full-time Administrative Assistant position in the Administrative Services Department with a deadline to submit by August 19.

The City interviewed six (6) finalists for the Utility Worker I opening and an offer of employment was made and accepted by Dustin Vanderputte.

An offer of employment was made and accepted by Andrea Anderson for the part-time clerical position in the Water & Sewer Division.

The City received nineteen (19) applications for the full-time police officer position and interviews will take place in August.

*Performance Evaluations and Status Change Forms* – Performance evaluations were distributed for thirteen (13) employees and five (5) were returned for processing.

In July six (6) status change/updates were prepared for approval, distributed appropriately and recorded in personnel files.