

AGENDA 8a4
DATE 3.15.16

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests - The Police Department received ninety-five (95) requests in February. Five (5) requests were received by the Fire Prevention Bureau and six (6) requests made to the Building Division in February.

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 and one Brownfield Authority meeting in February. Twenty-five (25) 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 February as well as one (1) liability claim.

Elections

Voter Registration – During the month of February 182 new registrations and address changes were processed and 123 voters were cancelled for various reasons.

Presidential Primary 2016 – Preparations continued for the March 8th Presidential Primary Election. Equipment testing was completed and 1,150 absentee ballots were mailed. As of February 29, 2016 ballots were issued to 1,894 voters and 1,097 were returned for processing.

Staff continually monitors proposed changes in Election Law.

Business Registration

As of February 29, 2016 the Clerk's office received 576 business registrations.

Human Resources

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

Local 2559 of the International Association of Fire Fighters (IAFF) have initiated negotiations for the Collective Bargaining Agreement which expires on June 30, 2016. The negotiation process will commence in April.

Special Projects – Staff is in the final stages of completing the Classification and Compensation Study with the Mercer Group.

Community Development Block Grant (CDBG) – Staff is completing the Federal Labor Standards Compliance Review for the sidewalk project that was completed at Avondale Park last October. Once completed, the City will be able to draw down the funds through the CDBG program allocation.

Recruitment and Selection – Alissa Hamilton accepted the position of Part-time Clerical in the Water and Sewer Division and became an employee on February 8, 2016.

After extending a conditional offer of employment to four (4) Utility Worker I candidates Josh Connell, Nelson Stone, and Eric Beishuizen have all met those conditions and started their employment in the month of February.

Nine (9) of the City's current Part-time Fire Fighters participated in an assessment and interview for the Fire Fighter/Driver opening created when Don Medema retired.

Ten (10) applications were received for the full-time Mechanic position and the seven (7) applicants who earned a passing score of 70 were interviewed on March 1, 2016. Based on the interviews, four (4) of the candidates have been invited back for a second interview.

Performance Evaluations and Status Change Forms – Performance evaluations were distributed for seven (7) employees and twenty two (22) were returned after completion.

Nine (9) status change/updates were prepared for approval, distributed appropriately and recorded in personnel files.