

AGENDA 8a4
DATE 7.19.16

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests - The Police Department received one hundred forty two (142) requests in June. Nine (9) requests were received by the Fire Prevention Bureau, nine (9) requests were made to the Building Division, and four (4) requests were made to the Finance Department in June.

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 June. Twenty two (22) 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 – There were no liability or employee injury claims filed in June.

Elections

Voter Registration – During the month of June 178 new registrations and address changes were processed and 127 voters were cancelled for various reasons.

August 2, 2016 Primary Election - Preparations began for the August 2nd Primary Election. Equipment testing was completed and precinct inspectors were assigned. Absentee ballot applications were mailed to the more than 2,800 registered voters on the permanent absentee list. Staff issued 1,888 ballots and more than 200 were returned in June.

Staff continually monitors proposed changes in Election Law.

Business Registration

As of June 30, 2016 the Clerk's office received 635 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 continue with the Local 2559 of the International Association of Fire Fighters (IAFF).

Police Officer Jean Speet-DeWitt announced her retirement from the Police Department after a long career of 27.5 years of serving the community. We wish her the very best with retirement.

Staff attended a Human Resources law seminar sponsored by Warner, Norcross and Judd in Grand Rapids.

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

The annual Request to Release Funds through the Community Development Block Grant (CDBG) program has been completed for fiscal year 2017.

Staff attended a Stakeholder's meeting for the Seminole Road Place Plan.

Recruitment and Selection – The City tested seven (7) applicants for the Utility Worker I position in the Department of Public Works.

The City interviewed three (3) candidates for the Part-time Clerical position in the Department of Public Works.

The City posted a job opening for a full-time Police Officer position.

Performance Evaluations and Status Change Forms – Performance evaluations were distributed for twelve (12) employees and seven (7) were returned for processing.

In June one hundred fourteen (114) status change/updates were prepared for approval, distributed appropriately and recorded in personnel files.