

AGENDA 8a-4
DATE 12-19-2017

ADMINISTRATIVE SERVICES DEPARTMENT



Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
November 2017

Routine Activities

Freedom of Information Act Requests – The Police Department received one hundred eighteen (118) requests in November. Six (6) requests were received by the Fire Prevention Bureau, eight (8) requests were made to the Building Division, and five (5) requests were made to the Finance/Assessing Department in November.

Norton Shores Boards and Commissions

Agenda packets were prepared and distributed for City Boards and Commissions. The City Council held one regular, one rescheduled, and one organizational meeting, as well as one work session; and the Planning Commission held one regular meeting in November. A total of thirty-six (36) items were reviewed and placed on agendas for approval along with monthly reports and general information items.

Administration

All correspondence and activities for the City Administrator and Mayor were completed and distributed by the Clerk, Administrative Assistant and the Programs Assistant including the monthly Information Update.

Insurance

Accident and Injury Reports – In November zero (0) employee injury claims and zero (0) liability claims were filed.

Employee Benefits – The City Clerk met with the City's Spectrum Benefits agent on November 16th to discuss Health Care Reform procedures that remain in place for 2017 annual reporting.

Elections

Election Update – At the November 7, 2017 election At Large Council Members Michael Hylland, Roger Morgenstern and Bill Moulatsiotis were re-elected to four-year terms along with Terry Sladick who was elected to his first four-year term. The City Clerk's office scheduled over 60 people to work on Election Day and, as usual, following several cancellations up to and including Election Day, ended with a final count of 55 precinct workers and 6 receiving board inspectors. The Clerk and staff traveled over 112 miles throughout the City checking on precinct operations and troubleshooting issues over the course of the day. The Absentee Voter Counting Board tabulated 2,148 ballots and 1,439 voters were assisted in voting at the polls.

Business Registration

In November the City Clerk's office received and processed one (1) business registration. There are now six hundred and forty-five (645) businesses registered throughout the city. The Administrative Assistant and Programs Assistant also prepared and sent out the 2018 Business Registration Renewal forms.

Human Resources

Special Projects – Resolved a grievance submitted by the IAFF 2559 Professional Firefighters.

Staff attended the monthly Airport Advisory Committee meeting held at MKG International Airport.

Staff attended the CALL 211 Operations Board meeting.

Staff attended the monthly Muskegon Area First Board of Directors meeting.

Staff attended a Muskegon Central Dispatch 911 Coordinating Committee meeting.

Staff attended a Muskegon Central Dispatch 911 Board of Directors meeting in Muskegon Heights.

Staff attended the Annual Muskegon Area Labor Management Council (MALMC) Tribute to Labor and Industry dinner held at the Lake House Restaurant and Conference Center.

Staff completed the required City, Village, and Township Revenue Sharing (CVTRS) program criteria (formerly known as EVIP) to be in compliance with Public Act 107 of 2017.

Recruitment and Selection – The City posted an opening in the DPW Streets and Drainage Division for two (2) Maintenance Worker I positions. Seventeen (17) applications were received and following a review of qualifications, a written test was offered to seven (7) candidates. Based on the results of the written test, staff interviewed six (6) candidates and a conditional offer of employment has been made to and accepted by two (2) finalists.

The City posted an opening in the Building Division for a part-time Construction Inspector. One application was received and staff interviewed the candidate and will be making a conditional offer of employment to the individual. The part-time position is scheduled to work 24 hours per week.

Performance Evaluations and Status Change Forms – During the month of November performance evaluations were distributed for six (6) employees and one (1) was returned for processing. Three (3) status change forms were prepared for approval, distributed appropriately and recorded in personnel files.