

AGENDA 8a-4
DATE 4-17-18

ADMINISTRATIVE SERVICES DEPARTMENT



Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
March 2018

Routine Activities

Freedom of Information Act Requests – The Police Department received one hundred seven (107) requests in March. Four (4) requests were received by the Fire Prevention Bureau, three (3) requests were made to the Building Division, and two (2) requests were made to the Finance/Assessing Department in March.

City Council, Planning Commission, Board of Appeals

Agenda packets were prepared and distributed for City Boards and Commissions. The City held two City Council meetings, one City Council work session, one Planning Commission meeting and one Zoning Board of Appeals meeting in March. Eighteen (18) items were reviewed. Following the meetings, minutes were prepared for approval.

Administration

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

Insurance

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

Elections

Voter Registration – During the month of March one hundred forty-eight (148) new voters were registered.

May 8, 2018 Election – Under agreement of the Election Coordinating Contract, Clerk's Office staff will conduct an election in Precinct 4 on May 8, 2018 to accommodate our registered voters who live in Grand Haven School District. The ballot includes one proposal for non-homestead millage renewal. Test ballots were marked, the pre-election logic and accuracy test was performed, and Election Inspectors scheduled.

Training – The City Clerk, Administrative Assistant and Programs Assistant all attended required Election Preparation training led by Michigan Bureau of Elections' staff.

Business Registration

As of March 31, 2018 every business known to be operating in the City of Norton Shores had registered or been reported as closed. The annual program began in December and approximately 30 businesses were given a final deadline of March 19 for compliance. Due to the diligence of the Programs Assistant with the help of the Administrative

Assistant, six hundred and thirty-five businesses are registered as required and zero civil infractions were issued for non-compliance. The program continues throughout the year as businesses open and close and the list on our website is updated as necessary.

Human Resources

Special Projects – Staff attended the Muskegon Central Dispatch 911 Board of Directors meeting hosted by Norton Shores.

Staff prepared and assisted with hosting the Muskegon-Ottawa Managers' lunch. The working lunch was held at the DPW facility and included a presentation on the Seminole Road Place Plan.

Staff worked as an advisor during the annual MALMC's "mock collective bargaining exercise" held at MCC with 110 students from 5 area schools participating.

Staff attended numerous FY 2019 Budget meetings.

Staff attended a Muskegon Central Dispatch 911 Coordinating Committee meeting.

Staff attended the Lakeshore Chamber Breakfast for Business held at the Folkert Center Norton Shores.

Staff attended a Safety Committee meeting with employees from other departments.

Staff attended the Muskegon Area First Board of Directors meeting.

Staff attended the CALL 211 Operations Board meeting in downtown Muskegon.

Staff attended the Michigan Municipal League (MML) Capitol Conference in Lansing, MI.

Recruitment and Selection – The City tested five (5) applicants for the part-time Administrative Assistant position in the Water and Sewer Division. Interviews have been scheduled for April.

The City advertised open recruitments for the following position(s) in March.

1. Police Officer (full-time)
2. Police Cadet (seasonal)
3. Parks and Recreation Worker I and II (seasonal)

Performance Evaluations and Status Change Forms – During the month of March performance evaluations were distributed for eight (8) employees and six (6) were returned for processing. Seven (7) status changes were prepared for approval, distributed appropriately and recorded in personnel files.