



October 15, 2020

Council Meeting of October 20, 2020  
Subject: Introduction of Ordinance  
Amendment – Chapter 2, Sec. 2-80  
and 2-81

The Honorable Mayor  
and  
Members of the City Council

Ladies and Gentlemen:

Following the September work session discussion of staff’s proposed reorganization of the Parks and Recreation Division, City Council is requested to introduce an amendment to the Code of Ordinances Chapter 2, Article III, Division 2, Sec. 2-80 adding the Parks and Recreation Division to the Administrative Services Department and removing the Parks and Recreation Division from Sec. 2-81, the Finance Department.

If the Council so desires, the attached resolution will introduce the proposed ordinance amendment as presented.

Respectfully Submitted,

Mark C. Meyers  
City Administrator

/adc  
Attachment

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804

CITY OF NORTON SHORES  
COUNTY OF MUSKEGON  
STATE OF MICHIGAN

AN ORDINANCE TO AMEND SECTIONS 2-80 AND 2-81 OF  
THE NORTON SHORES CODE OF ORDINANCES

ORDINANCE NO. \_\_\_\_\_

THE CITY OF NORTON SHORES ORDAINS:

Section 1. Section 2-80 of Division 2 of Article III of the Norton Shores City Code is amended to read as follows:

**Sec. 2-80. – Administrative services department**

The administrative services department shall be headed by the assistant to the city administrator. He shall be responsible for supervising the duties and responsibilities as prescribed by the Charter and state law for the city clerk. In addition, he shall act as assistant to the city administrator, purchasing agent and personnel director.

- (1) *Community development block grant division.* This division shall secure and administer federal and state housing and other community development grants, encouraging neighborhood and individual citizen participation to develop programs which are designed to meet the needs of the population served.
- (2) *Parks and recreation division.* This division shall operate recreational programs and maintain parks and equipment which are encompassed in the city's park and recreation program, under the supervision of the finance director.

Section 2. Section 2-81 of Division 2 of Article III of the Norton Shores City Code is amended to read as follows:

**Sec. 2-81. – Finance department**

The finance director shall be responsible to the city administrator for the operations of the department of finance, including the functions of budgeting, accounting, treasury and assessing.

- (1) *Treasury division.* The city treasurer shall have the duties and functions as prescribed by the Charter and state law.
- (2) *Assessment division.* In addition to the duties and functions prescribed by the Charter and state law, the city assessor shall prepare all regular and special assessment rolls and shall be the secretary of the board of review.

(3) *Accounting division.* The controller shall supervise the accounting division.

(4) ~~*Parks and recreation division.* This division shall operate recreational programs and maintain parks and equipment which are encompassed in the city's park and recreation program, under the supervision of the finance director.~~

Section 3. Severability. Should any part of this ordinance be held invalid by a court of competent jurisdiction, the remaining parts shall be severable and shall continue in full force and effect.

Section 4. Ordinance Repeal. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5. Effective Date. This ordinance shall be effective 10 days after adoption and publication.

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Shelly Stibitz, City Clerk

Introduced:

Adopted:

Published:

Effective:



## Internal Memo

October 14, 2020

TO: Mark Meyers, City Administrator

FROM: Anthony Chandler, Director of Administrative Services *AC*

SUBJECT: Reorganization of the Parks and Recreation Division - UPDATE

This memo is to update the City Council following the September Work Session. As we discussed, staff is recommending a reorganization of the Parks and Recreation Division as the incoming Finance Director will no longer assume the duties of the Parks and Recreation Director. We have recently updated the Finance Director job description and plan on conducting an open recruitment with ads being placed in the professional associations classified sections (MML, ICMA). We expect the recruitment to run 2-3 weeks with interviews occurring in November.

Based on the discussion from the September Work Session, staff put together a list of duties the Parks/Recreation Superintendent will be responsible for under the reorganization of which the current Supervisor position is not presently burdened with. Please see the attached list of duties the Superintendent will now be responsible for under the reorganization. The new Parks/Recreation Superintendent position was originally set to be filled by promoting the current Supervisor. However, it has since been brought to our attention that there might be several internal candidates interested in this new position and as a result we intend on posting the position internally.

As mentioned at the September Work Session, staff recommends that the Parks/Recreation Supervisor be converted into a hybrid position combining the current Supervisor position and the former Coordinator position, which as a reminder the latter was recently eliminated. The newly formed Parks/Recreation Supervisor hybrid position will handle the day-to-day supervisory duties in addition to the administrative functions of the former Coordinator position. We plan on conducting an open recruitment for this combined position. Although the duties have increased and are reflected in the updated job description, the position will retain the title of Parks/Recreation Supervisor and will not require an amendment to the MPTC Benefit Guide.

Another topic discussed at the Work Session involved the budget implications of the proposed reorganization. As you will see, the former arrangement consisting of a Finance/Parks and Recreation Director, Parks and Recreation Supervisor, and Parks and Recreation Coordinator when compared directly with the proposed reorganization will result in a savings of roughly \$54,000 (see attached cost analysis). This compares to the \$65,000 annual savings from

previously eliminating the Coordinator position for a difference of \$11,000. Additionally, the City has experienced an unexpected increase of \$86,362 in State revenue sharing over the last two months. Moreover, the City has also received positive information from the State Treasury that the recently approved State Budget will not reduce any revenue sharing to local governments. As a result, the City will at a minimum be receiving no less than the amount from the fiscal year prior. This commitment from the State in terms of revenue sharing, coupled with the anticipated savings referenced above solidifies our reorganization proposal as presented.

If Council is supportive of the recommendation to reorganize, then the City will need to amend the Code of Ordinances, Division 2, Sec. 2-80, and Sec. 2-81 to transfer the Parks and Recreation Division to the Administrative Services Department. Attached is a draft Ordinance to introduce the proposed amendment at the October 20, 2020 Council meeting and the amendment could be adopted at the following meeting on November 2, 2020. The City will also need to amend the MPTC Benefit Guide to incorporate the new position of Parks/Recreation Superintendent within the approved wage scale. Attached is a council resolution to amend the 2020 MPTC Benefit Guide.

I am recommending the two items above be placed on the October 20 Council agenda for their consideration. Ideally, we would begin recruitment for the three open positions (Finance Director, Parks/Recreation Superintendent (internal), and the Parks/Recreation Supervisor) the week of October 19. This schedule will provide us sufficient time to effectively recruit and screen applicants as we work toward our goal of having all three positions filled prior to Mike Huston's retirement date.

Please let me know if you would like to discuss this proposal and I look forward to answering any questions you may have.

CC: Brian Clarke, Parks and Recreation Supervisor  
Mike Huston, Finance/Parks and Recreation Director

<b>CURRENT SYSTEM BEFORE ELIMINATING PC</b>	<b>WAGES &amp; BENEFITS</b>	
PARKS COORDINATOR UNDER REDUCED DEFINED BENEFIT PLAN AND RETIREE HEALTH INSURANCE	\$	65,000
PARK SUPERVISOR UNDER DEF CONTRIBUTION PLAN AND STIPEND FOR HEALTH INSURANCE	\$	84,000
FINANCE/PARKS DIRECTOR	\$	181,000
<b>TOTAL CURRENT COST</b>	<b>\$</b>	<b>330,000</b>

<b>NEW SYSTEM</b>	<b>WAGES &amp; BENEFITS</b>	
PARK SUPERVISOR COMBINED WITH COORDINATOR UNDER DC & STIPEND	\$	69,000
PARK SUPERINTENDENT UNDER DC & STIPEND	\$	97,000
NEW FINANCE DIRECTOR	\$	110,000
<b>TOTAL ESTIMATED COST</b>	<b>\$</b>	<b>276,000</b>
<b>SAVINGS</b>	<b>\$</b>	<b>54,000</b>

### Partial List of Duties for Parks/Recreation Superintendent

- 1) **Oversee personnel responsible for all Parks and Rec programs, facilities, and maintenance**
- 2) **Coordinate the Parks and Rec program with other organizations and agencies**
- 3) **Prepare the Division's Budget**
- 4) **Approve purchase requisitions**
- 5) **Report to Director of Administrative Services on a regular basis**
- 6) **Seek out/ prepare grant opportunities for the Division**
- 7) **Attend all Parks and Rec related meetings**
- 8) **Attend Council meetings when Park and Rec related items are on the agenda**
- 9) **Prepare City Council items and submit to Director of Administrative Services**
- 10) **Act as liaison to attract more users and events to parks**
- 11) **Review all issues related to hockey, softball, little cheers programs**
- 12) **Handle issues with the public. (Parents, suspensions, etc....)**
- 13) **Meet with or contact contractors (PFAS issues, Mona Lake channel, buildings)**
- 14) **Correspond with City and State officials and agencies**
- 15) **Seek out new programs to implement to increase community participation**
- 16) **Seek out corporate sponsors to help defray costs for events held at City Parks such as Arts and Drafts Fair, more concerts, community movie nights?**

As for winter duties, we start preparations for the Arts and Drafts Fair, get all the contracts in place, select and book the music, audio people lined up...

- 1) **Snowplowing Ross Park, Lake Harbor Park, Old DPW site**
- 2) **Repair/ Replace and paint picnic tables**
- 3) **Clean and winterize equipment for the next spring/ summer**
- 4) **Start work on projects to be completed in the spring**
- 5) **Seek out sponsors for hockey and softball banners**



## Internal Memo

September 17, 2020

**TO:** Mark Meyers, City Administrator  
**FROM:** Mike Huston, Finance/Parks and Recreation Director  
**SUBJECT:** Reorganization of the Parks and Recreation Division

This memo is to propose a course of action for the Parks and Recreation Division to meet future needs when I retire as my current title includes both Finance/Parks and Recreation Director. As we have discussed, the incoming Finance Director will no longer assume the duties of the Parks and Recreation Director. The Parks and Recreation Division would then fall under the Administrative Services Department where it was situated prior to the Finance Department. The Director of Administrative Services, Anthony Chandler, would be the Department Head for the Parks and Recreation Division.

We are proposing to reorganize the Division to include a Parks and Rec Superintendent position which would be filled by Brian Clarke, the current Parks and Rec Supervisor. The new Parks and Rec Superintendent position would oversee the operations of the Division and work with the Department Head on the planning, organizing, and directing of the Division's programs and services provided to the community. The Parks and Rec Supervisor will then be converted into a hybrid position combining the Parks and Rec Supervisor and Coordinator position, of which the latter was recently eliminated (please see attached job descriptions).

The newly formed Supervisor/Coordinator hybrid position will handle the day-to-day administrative functions for our sports programs and scheduling along with being a working supervisor to our daily duties in the field. This position will handle and update our webpage with scores and information on a regular basis. They will also assist in gaining new sponsorships for the parks and other public functions.

With this reorganization in place, we are confident that the Parks and Recreation Division under the new structure will continue to deliver first-rate programs and that services will run smoothly with our high standards maintained. The staff believes that by reorganizing the Division as proposed, we will be able to not only save money by limiting overlap in duties (see attached cost analysis), but also streamline activities so we may enhance our impact on the community. I look forward to discussing this proposal with you.

**CC:** Brian Clarke, Parks and Recreation Supervisor  
Anthony Chandler, Director of Administrative Services