

AGENDA 7a-4

DATE 4-16-19

ADMINISTRATIVE SERVICES DEPARTMENT

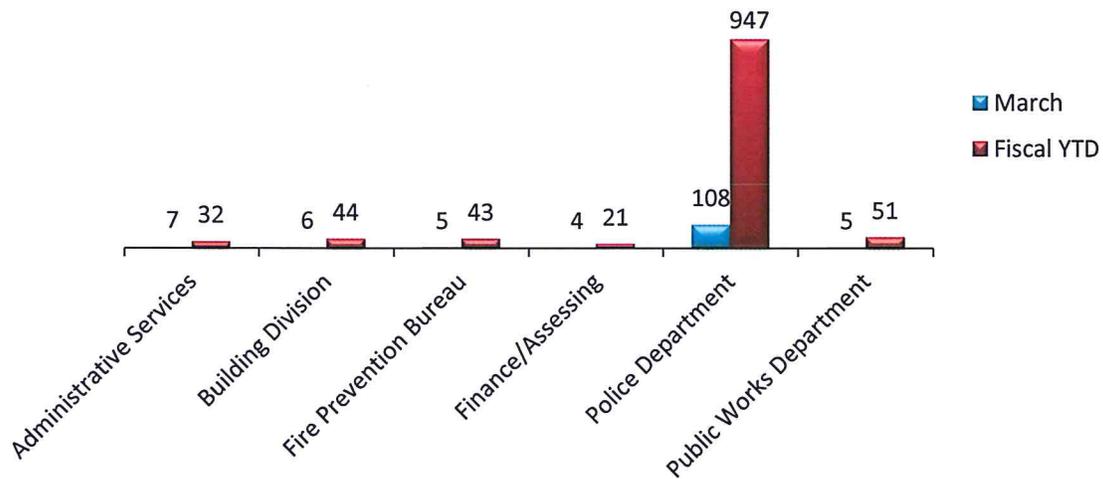


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
March 2019

Administrative Services

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.

Freedom of Information Act Requests:



Special Projects

Staff attended numerous FY 2020 budget meetings.

Staff attended the Muskegon Central Dispatch 911 Board of Directors meeting.

Staff participated with a Muskegon Area First trolley tour for Local and State Officials.

Staff attended a meeting with County Officials regarding the MCD 911 surcharge request.

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

Staff participated with the Muskegon Area Labor Management Committee's mock labor negotiation exercise at MCC. Almost 100 high school students from three area school districts learned about labor relations and the collective bargaining process.

Staff negotiated a three year extension with the POLC Patrol and Supervisory units. The new agreements will expire on June 30, 2024.

Staff attended the MML Conference in Lansing, MI.

Staff attended the kayak launch ribbon cutting ceremony at Black Lake Park.

Staff participated on a retention visit with ACE Tooling, 1188 East Broadway Avenue.

Human Resources

Recruitment and Selection:

An offer of employment was offered to and accepted by Stephanie Alm for a full-time Police Officer position.

The City posted a job opening for the position of City Planner. Long-time City Planner Rob Bilkie (32 years of service) has announced his retirement which will take place at the end of May.

The City opened up the recruitment for seasonal police cadets and parks and recreation workers.

Performance Evaluations and Status Change Forms:

During the month of March the following number of performance evaluations and status sheets were processed and recorded in personnel files:

| | Performance Evaluations | Status Sheets |
|----------------|--------------------------------|----------------------|
| Sent | 10 | 7 |
| Returned | 6 | 3 |
| YTD (returned) | 84 | 179 |

City Clerk's Office

Accident and Injury Reports:

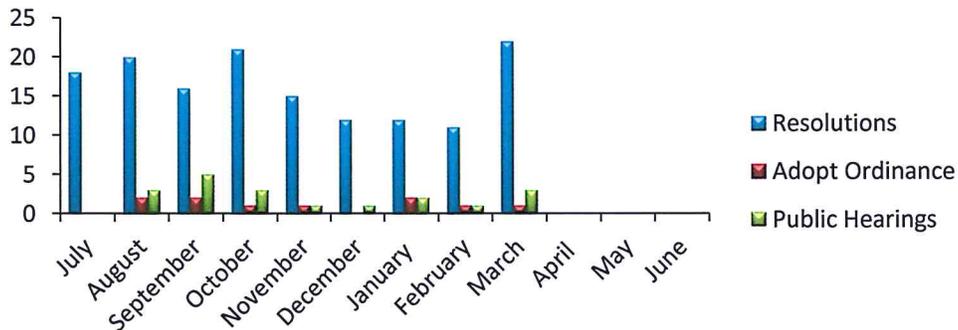
Accident and injury reports for the month of March:

| Type of Claim | Number of Claims | Fiscal YTD |
|----------------------|-------------------------|-------------------|
| Liability | 0 | 13 |
| Employee Injury | 1 | 5 |

City Boards and Commissions:

Agenda packets were prepared and distributed for City Boards and Commissions

meetings. The City held two regular and one rescheduled City Council meetings, one Planning Commission meeting and one work session meeting. Twenty-two items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.

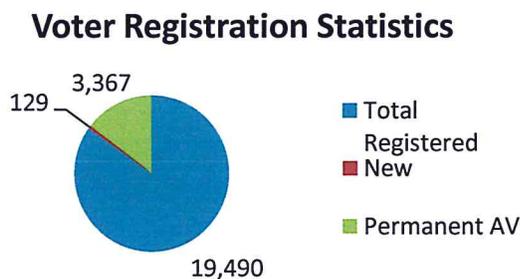


Elections:

Clerk staff continued preparing for the May 7, 2019 Special Election, mailing 2,171 Absent Voter Ballots after receiving completed applications and processing 610 ballots returned by the end of March. Former clerk Lynne Fuller assisted with the testing of all equipment to become familiar with the new voting machines as she will be providing coverage during the August 6, 2019 election.

Due to the passing of Proposal 18-3 in November, the Clerk’s Office will be open on Saturday, May 4, 2019 from 7 a.m. to 3 p.m., eight hours as opposed to five hours. Election law now allows for voter registration up to and including election day at the local clerk’s office and the hours were extended to accommodate this. Staff continues to follow the many changes enacted and make the appropriate adjustments to our standard procedures.

Voter registration information for the month of March:



Business Registration:

Upon our request, the Ordinance Enforcement Officer visited three remaining non-compliant businesses reminding them that they will incur an additional late fee in mid-April if not registered by the deadline.

As of March 31st there were 626 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City's website.