

AGENDA 8a-4

DATE 11-21-2017

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests – The Police Department received one hundred thirty-five (135) requests in October. Six (6) requests were received by the Fire Prevention Bureau, five (5) requests were made to the Building Division, and four (4) requests were made to the Finance/Assessing Department in October.

Norton Shores Boards and Commissions

Agenda packets were prepared and distributed for City Boards and Commissions. The City Council held two regular meetings and one work session; the Planning Commission held one regular meeting; and the Election Commission held one meeting in October. A total of twenty-five (25) 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 and the Programs Assistant including the monthly Information Update.

Insurance

Accident and Injury Reports – In October one (1) employee injury claim and zero (0) liability claims were filed.

Employee Benefits – Advance notices were prepared and distributed to employees and retirees with covered dependents who will become ineligible in 2018 due to the age requirement. The Clerk scheduled and attended, along with the Administrative Assistant, a Municipal Employees Retirement System (MERS) employee presentation. This information will be beneficial in guiding new employees as they complete Defined Contribution MERS enrollment paperwork.

Elections

Voter Registration – During the month of October one hundred and sixty-seven (167) new voters were registered and thirty-one (31) cancelled for various reasons. The total number of registered voters in our jurisdiction is currently 19,315.

Equipment Training – Norton Shores hosted six (6) sessions of training that Muskegon County provided to election inspectors county-wide on the operation of new voting equipment.

Election Update – During the month of October, the Clerk’s office sent 49 and received 810 completed applications for Absentee Ballots; and, also, issued ballots to 1,141 voters either in-person or by mail and processed 1,575 ballots returned for tabulation on election day. New polling location information was posted alternately throughout the month on the City’s website, Face Book page and advertised in the Muskegon Chronicle as a continual reminder leading up to the day. The Election Commission met on October 11th to approve Inspector assignments and authorize the Clerk to conduct preliminary testing.

Business Registration

In October the City Clerk’s office received and processed five (5) business registrations. There are now six hundred and forty-four (644) businesses registered throughout the city.

Human Resources

Special Projects – Participated with Muskegon Area First staff on a retention visit with the owner of Goobers Bakery.

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

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

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

Staff organized an informational meeting for employees with MERS.

Staff prepared a response to a grievance submitted by the IAFF 2559 Professional Firefighters.

Recruitment and Selection – The City posted an opening for the Parks and Recreation Supervisor position and received twenty-two (22) applications. After a review of qualifications, staff conducted interviews with eight (8) candidates and an offer of employment was made to and accepted by Brian Clarke. Brian has been working with the Parks and Recreation Division under a contractual agreement for the past five years.

The City hired nine (9) Full-time Firefighters following a thorough recruitment process that included interviewing twenty-seven (27) candidates. Three (3) of the new full-time hires have previous experience with the NSFD as Part-time Firefighters.

Staff interviewed two (2) internal candidates for a DPW Streets and Drainage Maintenance Worker II position. An offer was made to and accepted by Jordan Klein.

Jordan has over four years of experience with the DPW Streets and Drainage Division.

Performance Evaluations and Status Change Forms – During the month of October performance evaluations were distributed for three (3) employees and five (5) were returned for processing. Eleven (11) status change forms were prepared for approval, distributed appropriately and recorded in personnel files.