

AGENDA 8a-4
DATE 2-20-2018

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests – The Police Department received ninety-five (95) requests in January. Four (4) requests were received by the Fire Prevention Bureau, four (4) requests were made to the Building Division, and two (2) requests were made to the Finance/Assessing Department in January.

Norton Shores Boards and Commissions

Agenda packets were prepared and distributed for City Boards and Commissions including one rescheduled, one regular and one work session City Council meeting, as well as one Planning Commission meeting. A total of twelve items for formal action, two items for discussion, five departmental monthly reports, and four sets of corresponding minutes were prepared and/or reviewed along with three General Information and one Information Update packets.

Administration

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

Insurance

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

Online Visits – During the month of January a new health care service, Blue Cross Online Visits, was rolled out to employees and their covered dependents. Representatives from Spectrum Benefits were able to negotiate the service for this plan year at no cost to the employee. This option will save employees time and money for the common illness such as colds, flu and sore throats and the City should realize a savings also as employees switch to lower cost online visits over in-person office visits.

MML Liability and Property Pool – The annual loss control site visit was conducted and the consultant toured the Police, Fire, and Public Works Facilities. All areas were found to be satisfactory and no recommendations for risk reductions were identified. The site visit is required by the City's liability and workers' compensation carrier.

Events

Employee Activities

Administrative Assistant Taylor Hobby organized the annual service recognition luncheon at Bella Maria's Restaurant honoring fifteen employees who reached a 5-year employment milestone. The honorees were presented with an Official Certificate of Accomplishment. In total, twenty-eight members of the city enjoyed the recognition lunch including Council Members and Department Heads.

Community Outreach

Staff from the Administrative Services Department met again in January to discuss ideas for the City's 50th anniversary celebration. Instead of holding an event monthly from April through the end of the year the focus will be to acknowledge the 50th anniversary year during events the City already holds annually such as Arts and Drafts, Public Safety Open House, etc. and potentially adding special features to those planned activities.

Business Registration

In January the City Clerk's office received and processed 234 business registrations. There are now 522 of the 645 known businesses in Norton Shores registered for 2018. The prior year registration expired on January 31st and staff will now begin researching whether businesses that have not registered are still in operation.

Human Resources

Special Projects – Staff submitted the Local Government Retirement System Annual Report to the MI State Treasury. The report is required to be in compliance with Public Act 202 of 2017.

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

Staff attended the monthly CALL 211 Operations Board meeting.

Staff attended a Muskegon Central Dispatch 911 Coordinating Committee meeting.

Staff continued negotiations with the Norton Shores Fire Fighters Association (part-time fire) to renew the collective bargaining agreement.

Staff attended the annual Lakeshore Chamber of Commerce economic forecast breakfast at the Holiday Inn.

Recruitment and Selection – The city tested six (6) applicants for the Streets and Drainage Division Maintenance Worker I position.

Performance Evaluations and Status Change Forms – During the month of January performance evaluations were distributed for five (5) employees and twenty-seven (27) were returned for processing. Five (5) status change forms were prepared for approval, distributed appropriately and recorded in personnel files.