

AGENDA 7a(4)

DATE 9-17-19

ADMINISTRATIVE SERVICES DEPARTMENT

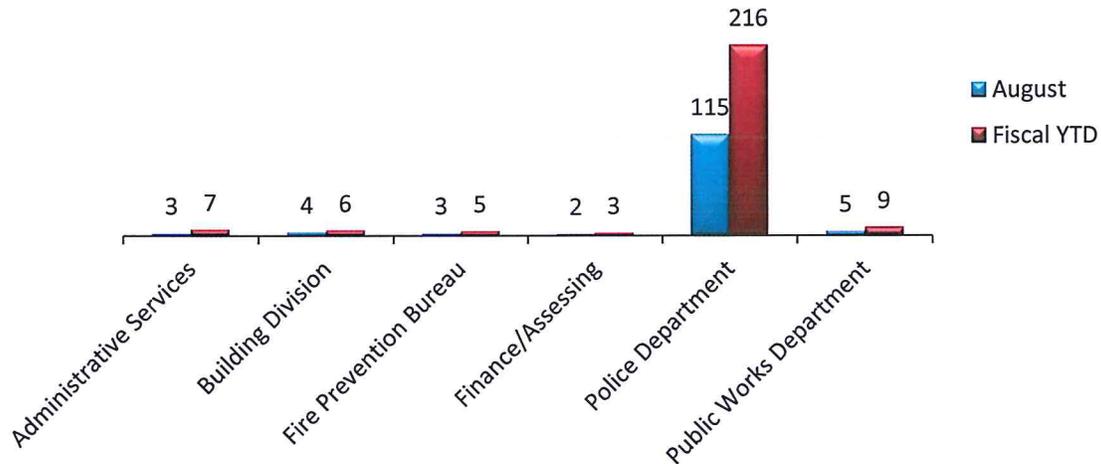


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
August 2019

Administrative Services

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

Freedom of Information Act Requests



Special Projects

Staff participated at the community picnic during the opening night of the Arts and Drafts Festival.

Staff attended a Muskegon Central Dispatch 911 Board of Directors special meeting at Station #3 in Muskegon. During the meeting the Board approved the employment agreement with Mr. Wolford and he is expected to begin employment with MCD 911 on September 1st.

Staff attended a Muskegon Central Dispatch 911 Coordinating Committee meeting in downtown Muskegon.

Staff attended a public safety millage renewal meeting.

Human Resources

Recruitment and Selection

The City publicly advertised for a full-time DPW Streets and Drainage Maintenance I worker and received 18 applications. Testing will be conducted in September with the top candidates based on qualifications.

The City advertised internally for a Streets and Drainage Maintenance II worker which became vacant due to the retirement of Mr. Bob Grant. Two applications were received and interviews will be conducted in September. Bob worked with the City since 1996 and we wish him all the best during retirement.

Performance Evaluations and Status Change Forms

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

	Performance Evaluations	Status Sheets
Sent	6	5
Returned	6	6
YTD (returned)	9	13

City Clerk

Employee Benefits

The 2019-20 plan year renewal meeting was held with the City’s health insurance third party administrators 44 North. Although average per contract rates are slightly reduced in the new plan year, overall costs have risen due to experience and a 2.33% increase in the administrative base rate. Several major changes were presented as options including changing from self-funded to fully funded which offers an initial savings but, as a fixed cost mechanism, limits any savings in future years based on use levels. Staff will continue to strategize with 44 North to find alternate means to lower health costs.

Accident and Injury Claim Reports

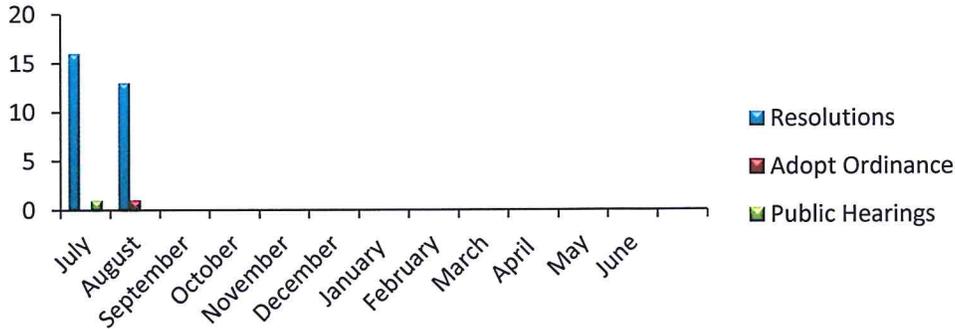
Accident and injury reports for the month of July:

Type of Claim	Number of Claims	Fiscal YTD
Liability	0	2
Employee Injury	1	2

City Boards and Commissions

Agenda packets were prepared and distributed for City Boards and Commissions

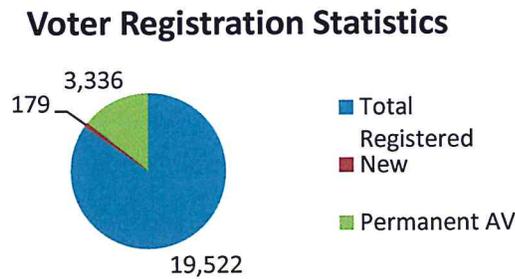
meetings. The City held two regular City Council meetings, one Election Commission meeting, and one Zoning Board of Appeals meeting. Twenty items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



Elections

On August 1st the mandatory Public Accuracy Test to confirm that the equipment was performing as expected for the August 6, 2019 election. On Election Day 64 poll workers each worked 14+ hours to tabulate 1,988 absent voter ballots and process 465 in precinct voters. Overall 12.62% of electors in Norton Shores exercised their right to vote and approved renewal of a 1/13th Veteran’s Millage for ten additional years.

The following represents voter registration data for the month of August:



Business Registration

As of July 31st, there were 656 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City’s website.

Additional Meetings

Participated in one of two Public Safety Millage Renewal meetings.

Attended the monthly Muskegon County Clerk’s Association meeting.