

AGENDA 7a-4

DATE 10-15-19

ADMINISTRATIVE SERVICES DEPARTMENT

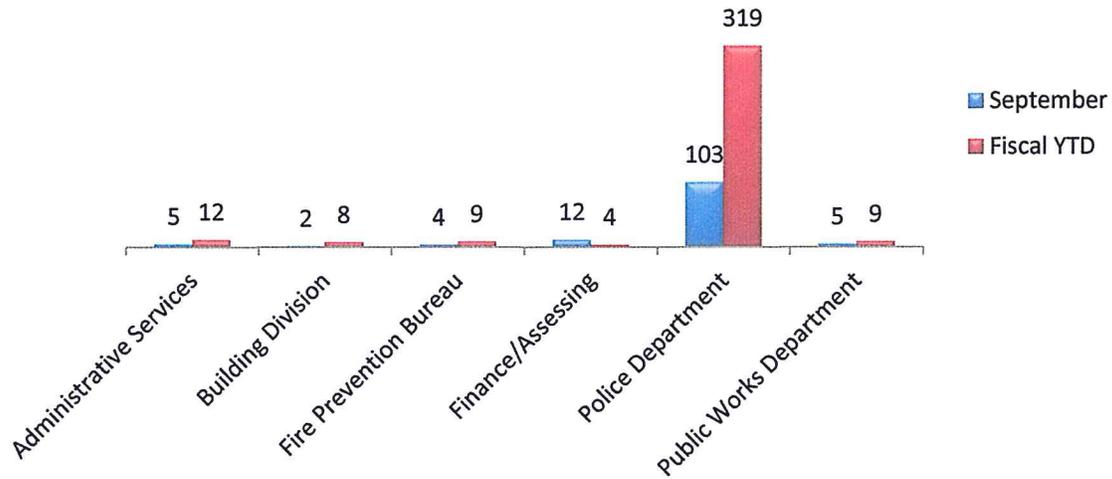


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
September 2019

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 attended a Muskegon Central Dispatch 911 Board of Directors meeting at Whitehall City Hall.

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

Staff attended a meeting with our third-party health benefits provider 44North to review the annual hard cap limits per Public Act 152.

Staff attended a meeting with Redstone Development regarding the Eastowne site.

Staff sent out a Request for Proposals (RFP) for a Staffing Study and an RFP for a Communications Plan/Marketing Strategy. The City received six (6) proposals for the Staffing Study which are currently being reviewed by city staff. The proposals for the Communication Plan/Marketing Study are due in October.

Staff attended a meeting with Livability Magazine to discuss the advertisement for 2020.

Staff attended the Call 211 Board meeting in downtown Muskegon.

Human Resources

Recruitment and Selection

Testing was conducted with nine (9) candidates for a full-time DPW Streets and Drainage Maintenance I worker and based on the test results seven (7) candidates will move on to the interviews in October.

Staff interviewed two (2) internal candidates for the Streets and Drainage Maintenance II worker and the position was offered to and accepted by Jerry Lewis. Jerry has been an employee with the Public Works Department since 2006.

Staff interviewed three (3) candidates for a full-time Police Officer position and following the interviews a background investigation was ordered for one candidate.

Performance Evaluations and Status Change Forms

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

	Performance Evaluations	Status Sheets
Sent	5	12
Returned	4	3
YTD (returned)	13	16

City Clerk

Employee Benefits

The Clerk coordinated and attended several employee insurance benefit open enrollment meetings, including morning, afternoon and evening meetings to accommodate all work schedules and allow employees to ask questions, meet plan representatives, make changes to or cancel existing plans and enroll in new plans. Prior to employee meetings a discussion was held with 44North representatives regarding hard cap limits and options for lowering claims. Final documents for the October 1, 2019 start of the new medical insurance plan year were reviewed, signed and appropriate notices sent to affected employees and retirees of changes in premium co-pay rates.

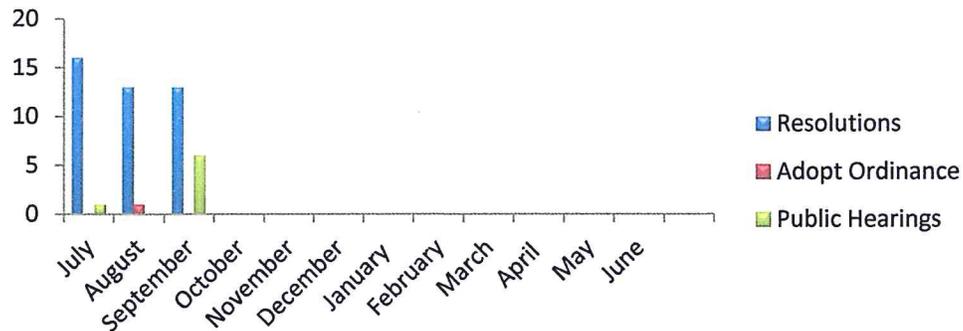
Accident and Injury Claim Reports

Accident and injury reports for the month of September:

Type of Claim	Number of Claims	Fiscal YTD
Liability	2	4
Employee Injury	0	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 work session meeting, and two Zoning Board of Appeals meetings. Twenty-one items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.

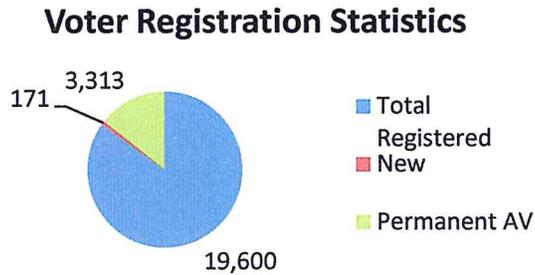


Elections

Preparation began for the November 5, 2019 General Consolidated Election and by the end of September there were three candidates for two Ward I Council positions and three candidates for two Ward II Council positions.

In September 3,321 applications were sent to permanent absentee voters; 1,999 were returned for which ballots were issued and prepared for the initial mailing on October 1st. During the month machines were tested, precinct supplies replenished and poll workers assignments worked out.

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



Business Registration

As of September 30th, there were 658 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City's website.

Additional Meetings/Activities

The annual Employee Appreciation Picnic was held at City Hall with the Police and Fire Chiefs grilling hot dogs and hamburgers for lunch. Donations were secured by Administrative Assistant Taylor Hobby before taking maternity leave and setup for the event was organized by Chief Gale. Due to rainy weather the picnic was held inside the Police garage this year which worked out very well.

Participated in one Public Safety Millage Renewal meeting.

Attended the monthly Muskegon County Clerk's Association meeting at the City of North Muskegon.

The annual on-site flu clinic for City employees and their families was pre-arranged by Taylor Hobby and held on September 18 at City Hall. A Rite-Aid pharmacist administered vaccinations to 43 people on site. Several other employees have stopped in to pick up vouchers for themselves or their family members which allows them to go to any Rite-Aid location to receive the vaccination.