

AGENDA 8a-4
DATE 1-16-18

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests – The Police Department received seventy-one (71) requests in December. Three (3) requests were received by the Fire Prevention Bureau, two (2) requests were made to the Building Division, and one (1) request was made to the Finance/Assessing Department in December.

Norton Shores Boards and Commissions

Agenda packets were prepared and distributed for City Boards and Commissions including two regular City Council meetings, one Planning Commission meeting, one Zoning Board of Appeals meeting and one Brownfield Authority meeting. A total of sixteen items for formal action, five departmental monthly reports, and five sets of corresponding minutes were prepared and/or reviewed along with two general information and one Information Update packet.

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 December zero (0) employee injury claims and one (1) liability claim was filed.

Liability and Property Insurance Renewal – The City Clerk submitted updated documents prepared by Department Heads to the Michigan Municipal League Liability and Property Pool for preparation of the City's 2018 renewal policy. The 2018 renewal includes a 3.6% overall increase in cost, with most of the increase being attributed to coverage on new vehicles purchased in the last year.

Events

Employee Activities

Programs Assistant Cheryl Ortquist served as the lead contact for the City's 2017 Christmas charitable giving project. Catholic Charities West Michigan contacted the Police Chief requesting our help in providing gifts to children in foster care. The employees of Norton Shores were extremely generous and donated over 130 gifts to 41 children.





Administrative Assistant Taylor Hobby organized both the December employee potluck and the City Hall decorating contest. All departments participated in the Snowman/Santa theme with some very creative decorations. Many visitors to City Hall complimented the festive décor during the course of the month. Following the potluck, the public was invited to visit with Santa and Mrs. Claus and the children were given small prizes and candy canes.

Community Outreach

Staff from the Administrative Services Department met to share ideas for the City's 50th Anniversary Celebration. The preliminary plans include holding an event each month from the month of incorporation (April) through the end of the year showcasing areas of the city. Letters will be mailed to local businesses asking for participation and contributions.

Business Registration

In December the City Clerk's office received and processed 191 business registrations. There are now 277 of the 645 known businesses in Norton Shores registered for 2018. The prior year registration expires on January 31st at which time staff will begin researching whether businesses are still in operation.

Human Resources

Special Projects – Staff submitted the Redevelopment Ready Communities (RRC) application to the Michigan Economic Development Corporation (MEDC) for review. The application is currently in the evaluation phase of the process.

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 began negotiations with the Norton Shores Fire Fighters Association (part-time fire) to renew the collective bargaining agreement set to expire at the end of the month.

Recruitment and Selection – The city received sixteen (16) applications for the open posting to hire two (2) DPW Streets and Drainage Maintenance Worker I positions. Following the interviews of six (6) finalists, two conditional offers of employment were

made to and accepted by Mark Vilneff and Tom Bishop.

December 22nd marked the retirement of Joe Oza after 14 years of service to the community. Joe worked in the DPW Building and Grounds Division and we wish him all the best in his retirement.

Tom Alder has transferred from the Streets and Drainage Division to fill the open position in the Building and Grounds Division. As a result, the City re-posted the job announcement for the Streets and Drainage Division Maintenance Worker I position to accept applications for the open position.

Staff interviewed the applicant for the part-time Construction Inspector position and a conditional offer of employment was made to and accepted by Jeremy Reister.

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