

AGENDA 8a-4  
DATE 5-15-2018

**ADMINISTRATIVE SERVICES DEPARTMENT**



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

## **Routine Activities**

*Freedom of Information Act Requests* – The Police Department received one hundred two (102) requests in April. Four (4) requests were received by the Fire Prevention Bureau, three (3) requests were made to the Building Division, and two (2) requests were made to the Finance/Assessing Department in April.

## **City Council, Planning Commission, Board of Appeals**

Agenda packets were prepared and distributed for City Boards and Commissions. The City held two City Council meetings, one City Council work session, two Planning Commission meetings and one Election Commission meeting in April. Twenty four (24) items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.

## **Administration**

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

## **Insurance**

*Accident and Injury Reports* – In April one (1) employee injury claim and two (2) liability claims were filed.

*Life Insurance* – The City Clerk met with Glatfelter Specialty Benefits/VFIS representative on April 5<sup>th</sup> to review the May 1, 2018 renewal of the Group Term Life Insurance coverage for Part-time Fire Fighters.

## **Elections**

*Voter Registration* – During the month of April one hundred twenty (120) new voters were registered.

*Elections* – On April 10<sup>th</sup> the City Clerk held an Election Commission meeting to approve election inspectors and authorize ballot testing for the May 8, 2018 Consolidated Election. During the month of April 209 Applications to Vote were mailed to electors in Precinct 4 and recorded when returned. Administrative Assistant Taylor Hobby prepared 209 ballots to be mailed or hand delivered; created a test control sheet; performed programming and equipment testing; and scheduled Election Inspectors for the May 8<sup>th</sup> election.

## **Business Registration**

In April nine additional businesses were registered bringing the total to 641 businesses known to be operating in the City of Norton Shores. A list of those can be found on the City's website.

## **Human Resources**

*Special Projects* – Staff attended the Muskegon Central Dispatch 911 Board of Directors meeting at the Fruitport Township Hall.

Staff attended a Muskegon Central Dispatch 911 Coordinating Committee meeting.

Staff attended the Airport Advisory Committee meeting held at the Muskegon County Airport (MKG).

City staff participated in the “Denim Day” event sponsored by *Everywoman's Place* to raise awareness of sexual assault. Many employees from various departments participated.

Staff attended the 2018 Muskegon County Economic Summit at the downtown Holiday Inn.

Staff attended the Muskegon Area First Board of Directors meeting.

Staff attended the 31<sup>st</sup> annual Fair Housing Luncheon and Workshop in downtown Grand Rapids.

Staff attended the County Commission Ways and Means Committee meeting to present the Muskegon Central Dispatch 911 surcharge proposal for the 800mh upgrade.

*Recruitment and Selection* – The City interviewed five (5) applicants for the part-time Administrative Assistant position in the Water and Sewer Division and an offer was made to and accepted by Jennifer Kanaar.

The City interviewed eight (8) candidates for the Police Cadet seasonal positions; six (6) candidates for the Parks and Recreation seasonal positions; and seven (7) candidates for the full-time Police Officer position in the month of April.

*Performance Evaluations and Status Change Forms* – During the month of April performance evaluations were distributed for two (2) employees and eleven (11) were returned for processing. Fourteen (14) status changes were prepared for approval, distributed appropriately and recorded in personnel files.