

AGENDA 8a-4

DATE 7-17-18

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests – The Police Department received one hundred twenty-two (122) requests in June. 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 June.

City Council, Planning Commission, Board of Appeals

Agenda packets for two City Council meetings and one City Council work session were prepared and distributed in June. Nineteen regular items were reviewed and/or prepared along with monthly reports. Following all meetings, minutes were drafted 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 June zero (0) employee injury claims and one (1) liability claim was filed.

Health Insurance – The City Clerk met with a third-party insurance administrator based in Muskegon who is the agent of record for at least two other Muskegon County municipalities. Along with direct contact with employees and retirees, this agent provides notifications to covered individuals and agencies at no cost to the City.

Elections

Voter Registration – During the month of June one hundred forty-four (144) new voters were registered.

Elections – Clerk's Office staff has been busy preparing for the August 7th Primary election. All Election Inspectors were scheduled for biannual certification training in July and, unfortunately, 24 of our experienced Inspectors including five precinct chairs decided to retire from working elections since the last training in 2016.

Business Registration

In June four additional businesses were registered bringing the total to 648 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 Montague City 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).

Staff attended a retention visit at Paramelt USA on McCracken Street.

Staff attended the Muskegon Area First Board of Directors meeting.

Staff attended a Muskegon Area First (MAF) focus group meeting to discuss organizational concepts for economic development agencies.

Recruitment and Selection – The city re-opened the recruitment for the part-time clerical position in the Water and Sewer division after the top candidate rescinded their acceptance. Ten (10) applications were received and eight (8) applicants were invited to the written test portion of the recruitment.

The City conducted an interview for a full-time Police Officer position.

Performance Evaluations and Status Change Forms – During the month of June performance evaluations were distributed for seven (7) employees and fourteen (14) were returned for processing. Ten (10) status changes were prepared for approval, distributed appropriately and recorded in personnel files.