

AGENDA 8a-4
DATE 6-19-2018

ADMINISTRATIVE SERVICES DEPARTMENT



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

Routine Activities

Freedom of Information Act Requests – The Police Department received one hundred eighty-two (182) requests in May. Four (4) requests were received by the Fire Prevention Bureau, five (5) requests were made to the Building Division, and three (3) requests were made to the Finance/Assessing Department in May.

City Council, Planning Commission, Board of Appeals

Agenda packets for two City Council meetings, one City Council work session and one ZBA meeting were prepared and distributed in May. Twenty seven regular, four public hearing and one ordinance amendment 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 May one (1) employee injury claim and one (1) liability claim were filed.

Health Insurance – The City Clerk arranged a meeting with a third-party insurance administrator based in Grand Rapids. The representatives were enthusiastic, knowledgeable and describe a plan that offers direct contact with covered individuals to maintain privacy and health levels and, ultimately, reduce claims.

Elections

Voter Registration – During the month of May one hundred forty-nine (149) new voters were registered.

Elections – On May 8, 2018 one precinct served 16 in person voters and counted 181 absentee ballots for the Grand Haven Public School millage renewal proposal.

Business Registration

In May three additional businesses were registered bringing the total to 644 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 Muskegon 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 attended the CDBG Advisory Committee meeting to review and discuss the FY 2019 Action Plan.

Staff attended a retention visit at Structural Concepts Corporation and also at Bennett Pump Company.

Staff attended the Muskegon Area First Board of Directors meeting.

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 testing will be conducted in June.

An offer was made and accepted by Nick Shevokas following interviews conducted with the seven (7) candidates for the full-time Police Officer position.

Performance Evaluations and Status Change Forms – During the month of May performance evaluations were distributed for nine (9) employees and twelve (12) were returned for processing. Eleven (11) status changes were prepared for approval, distributed appropriately and recorded in personnel files.