

AGENDA 7a-4  
DATE 8-20-19

## ADMINISTRATIVE SERVICES DEPARTMENT

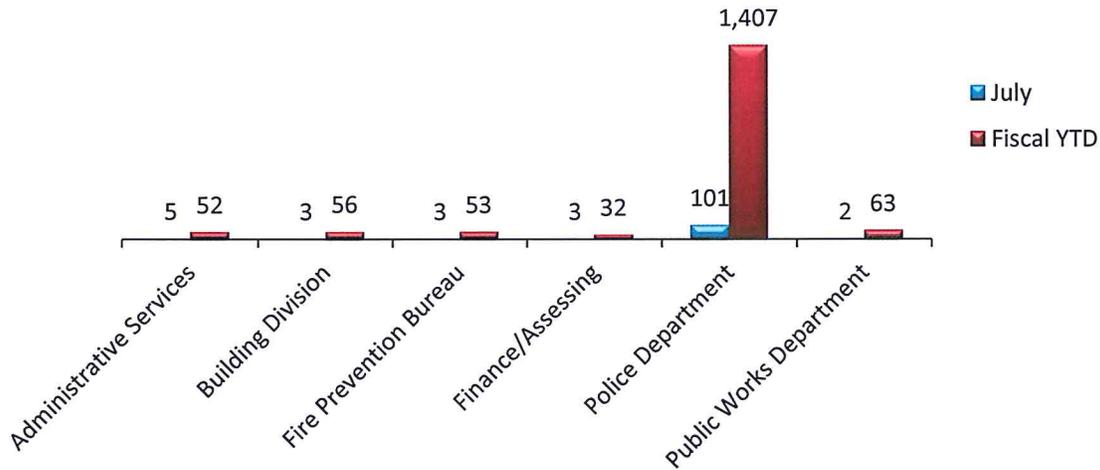


Anthony D. Chandler  
Director of Administrative Services/  
Assistant to the City Administrator  
July 2019

## Administrative Services

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.

### Freedom of Information Act Requests



## Special Projects

Staff attended the Muskegon Central Dispatch 911 Board of Directors meeting at Montague City Hall. The Board voted to hold a special meeting to conduct interviews for the Executive Director position.

Staff attended a meet and greet at Muskegon Central Dispatch 911 with the six finalists for the MCD 911 Executive Director position. The Board conducted a national search and received 32 applications for the job opening.

Staff attended the Muskegon Central Dispatch 911 Board of Directors special meeting at Station #3 in Muskegon. During the meeting the Board interviewed six candidates for the Executive Director position and made an offer to Jason Wolford. Mr. Wolford accepted and is expected to begin employment with MCD 911 on September 1<sup>st</sup>.

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

Staff attended the Airport Advisory Committee meeting at MKG.

Staff attended the annual Call 211 Operations Board meeting in downtown Muskegon.

Staff attended a public safety millage renewal meeting.

**Human Resources**

*Recruitment and Selection*

The City interviewed three (3) candidates for several seasonal park and recreation positions.

*Performance Evaluations and Status Change Forms*

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

	<b>Performance Evaluations</b>	<b>Status Sheets</b>
Sent	0	5
Returned	3	7
YTD (returned)	3	7

**City Clerk**

*Employee Benefits*

A renewal meeting was held with the City's Aflac representative to discuss new programs the company is featuring and confirm plans to participate in this year's enrollment meetings with employees.

The City's health benefits third party administrator, 44 North, met with staff to introduce our new Group Benefits Consultant, Linda Hook, and provide information on options for the upcoming plan year.

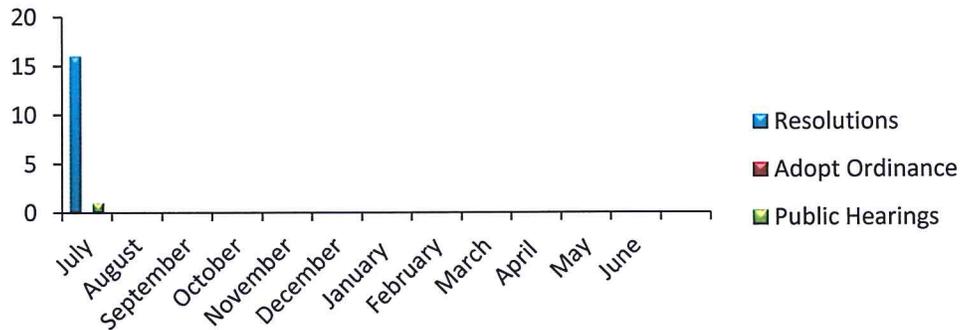
*Accident and Injury Claim Reports*

Accident and injury reports for the month of July:

<b>Type of Claim</b>	<b>Number of Claims</b>	<b>Fiscal YTD</b>
Liability	2	2
Employee Injury	1	1

### 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 Election Commission meeting, and one Zoning Board of Appeals meeting. Twenty items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



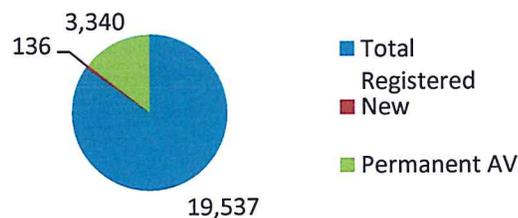
### Elections

The Clerk scheduled, prepared packets and attended the required Election Commission Meeting to appoint Election Inspectors, approve the ballot and authorize testing of materials for the August 6, 2019 Special Election.

Preparation for the August 6, 2019 Special Election continued in July. Absent Voter Applications were mailed to 42 additional voters and 310 were returned. After verifying signatures, 2,234 ballots were issued and mailed to voters. By July 31<sup>st</sup>, 1,989 ballot envelopes had been returned to the Clerk’s office, signatures verified again, recorded in the Michigan Qualified Voter Files and secured to be counted on Election Day.

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

### **Voter Registration Statistics**



### Business Registration

As of July 31<sup>st</sup>, there were 651 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City’s website.

*Additional Meetings*

Participated in two Public Safety Millage Renewal meetings.

Attended a Census preparation meeting hosted by the City of Grand Haven to learn how the City can partner with the U.S. Census Bureau and other municipalities to ensure that the count is accurate.