

AGENDA 7a-4  
DATE 1-21-2020

## ADMINISTRATIVE SERVICES DEPARTMENT

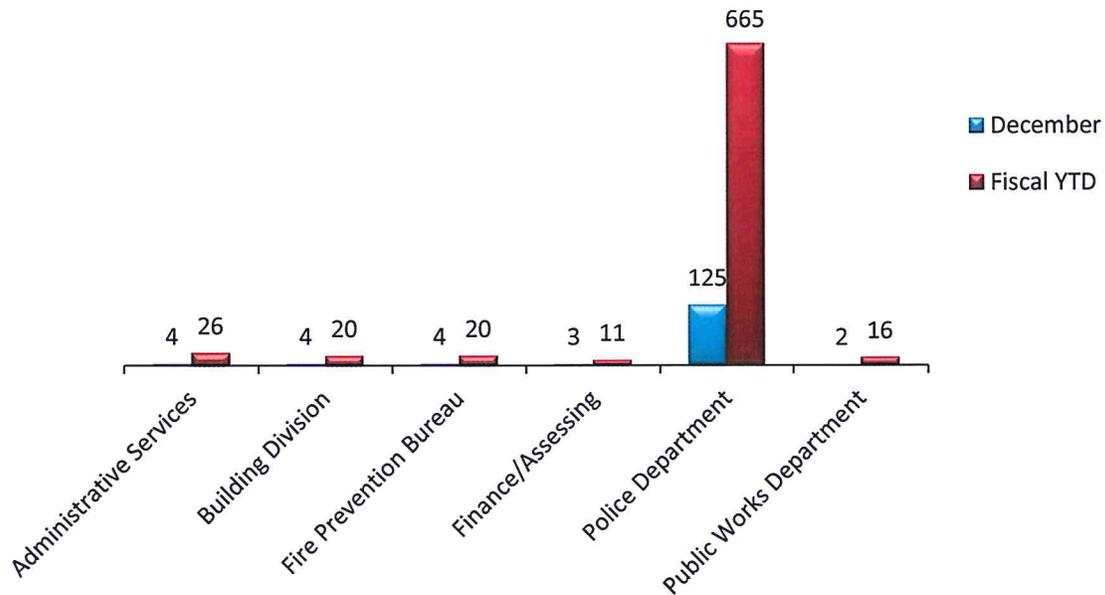


Anthony D. Chandler  
Director of Administrative Services/  
Assistant to the City Administrator  
December 2019

## Administrative Services

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

### Freedom of Information Act Requests



## Special Projects

Staff attended the Airport Advisory Committee meeting at MKG.

Staff attended the Muskegon Central Dispatch 911 Coordinating Committee meeting and Board of Directors meeting in downtown Muskegon.

Staff attended the Muskegon Area First (MAF) Board meeting in downtown Muskegon.

Staff attended an economic forecast roundtable discussion in preparation for the annual economic forecast business for breakfast event hosted by MAF and the Chamber of Commerce.

Staff met with Agewell Services to discuss ideas for the proposed Senior Millage allocation.

Staff attended Holiday potluck lunches at the DPW and at City Hall.

**Human Resources**

*Recruitment and Selection*

The City interviewed ten (10) candidates for the full-time Administrative Assistant position in the Water and Sewer Division and an offer was made to and accepted by Holly Hemond. The City also made offers to Laurel Sass and Laura Mattson for two part-time Administrative Assistant positions in the DPW. Ms. Sass has accepted the part-time position at the DPW Facility and Ms. Mattson has accepted the part-time position at the Water and Sewer Division in City Hall.

*Performance Evaluations and Status Change Forms*

During the month of December, 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	6	14
Returned	3	13
YTD (returned)	28	49

**City Clerk**

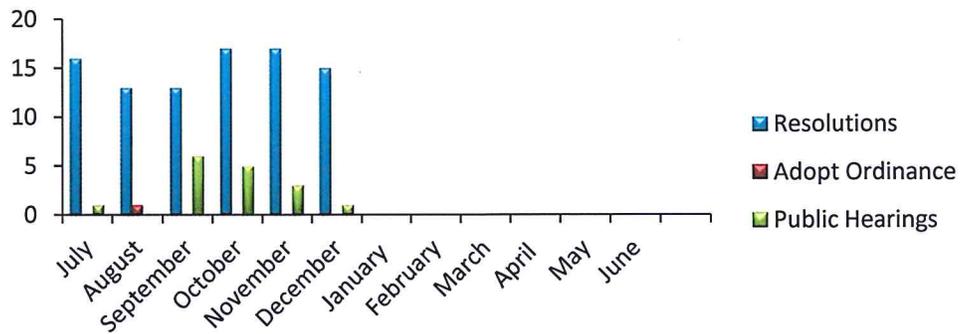
*Accident and Injury Claim Reports*

Accident and injury reports for the month of December:

<b>Type of Claim</b>	<b>Number of Claims</b>	<b>Fiscal YTD</b>
Liability	1	7
Employee Injury	1	5

*City Boards and Commissions*

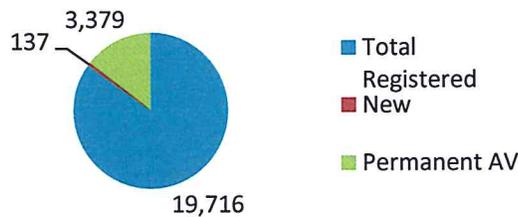
Agenda packets were prepared and distributed for City Boards and Commissions meetings. The City held two regular City Council meetings. Fifteen items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



Elections

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

**Voter Registration Statistics**



Business Registration

As of December 31<sup>st</sup>, there were 661 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City’s website.

Additional Meetings/Activities

The Administrative Assistant organized a tour of City Hall, Police and the Fire Department for Lincoln Park Elementary School second graders.

Planning, set up and tear down for the annual holiday pot luck lunch for all city employees was done by Administrative Services clerical staff.

Seven Churchill Elementary families were sponsored this holiday season and each child gifted with several wishes from their list. One area family adopted through the United Way Adopt a Working Family program received payment of their heating utility bill from the employee’s Casual Day fund along with clothes and toys for each child.