

**ADMINISTRATIVE SERVICES DEPARTMENT**

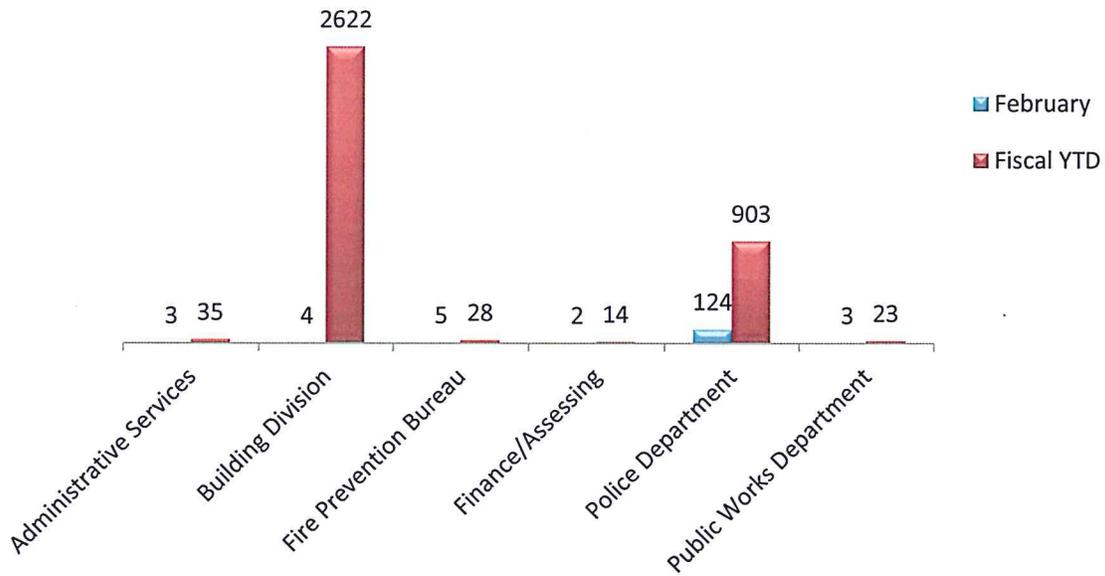


Anthony D. Chandler  
Director of Administrative Services/  
Assistant to the City Administrator  
February 2020

## 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 participated with the annual site visit from the Michigan Municipal League (MML) Liability and Loss Control Consultant. The Consultant inspected each department facility and found no violations or any loss control recommendations.

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

Staff attended numerous FY 2021 Budget meetings.

Staff attended several bid openings for various projects forthcoming.

Staff attended a Creative Brief meeting with REVEL as part of the Communications Plan and Marketing Strategy project.

**Human Resources**

**Recruitment and Selection**

In February, the City interviewed candidates for the full-time Police Officer position and conditional offers were made to and accepted by Andrew Lifer and Payton Haney.

**Performance Evaluations and Status Change Forms**

During the month of February, 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	2	4
Returned	30	2
YTD (returned)	62	47

**City Clerk**

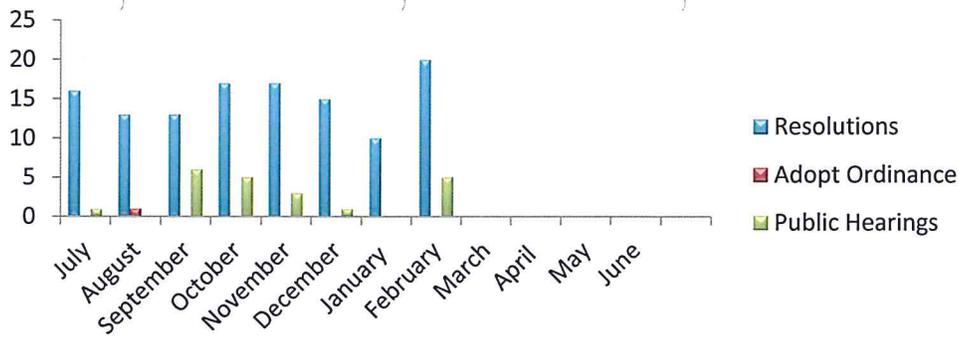
**Accident and Injury Claim Reports**

Accident and injury reports for the month of February:

<b>Type of Claim</b>	<b>Number of Claims</b>	<b>Fiscal YTD</b>
Liability	0	7
Employee Injury	0	5

**City Boards and Commissions**

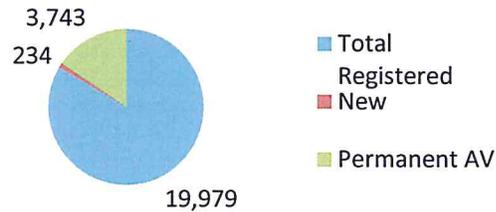
Agenda packets were prepared and distributed for City Boards and Commissions meetings. The City held two regular City Council meetings, one work session, one special meeting, one Planning Commission meeting, one Election Commission meeting and one Zoning Board of Appeals meeting. Twenty-nine items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



Elections

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

**Voter Registration Statistics**



Business Registration

As of February 29<sup>th</sup>, there were 610 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City’s website.

Additional Meetings/Activities

Met with the City Administrator, Muskegon Area First and representative from Canteen Services regarding the Industrial Facilities Tax Exemption application they are preparing for their new location, 7010 Grand Haven Road.

Administrative Assistant Taylor Hobby coordinated a visit by Churchill Elementary second grade students who were led on a tour of City Hall by the Mayor and visited the Police and Fire Departments.

Attended an Election Commission meeting to approve the ballot, authorize testing and appoint inspectors for the Presidential Primary election, the Muskegon County Clerk’s Association in Fruitport Township and a Fiscal Year 2020 budget meeting.

Clerk’s Office staff was extremely busy in February with voters requesting to be placed on the permanent absent voter list, processing absent voter ballots at 35% higher levels than the 2016 Presidential Primary and registering new voters up to and including Election Day which in the past ended 30 days prior to an election.