

AGENDA 7a-4
DATE 1-15-2019

ADMINISTRATIVE SERVICES DEPARTMENT

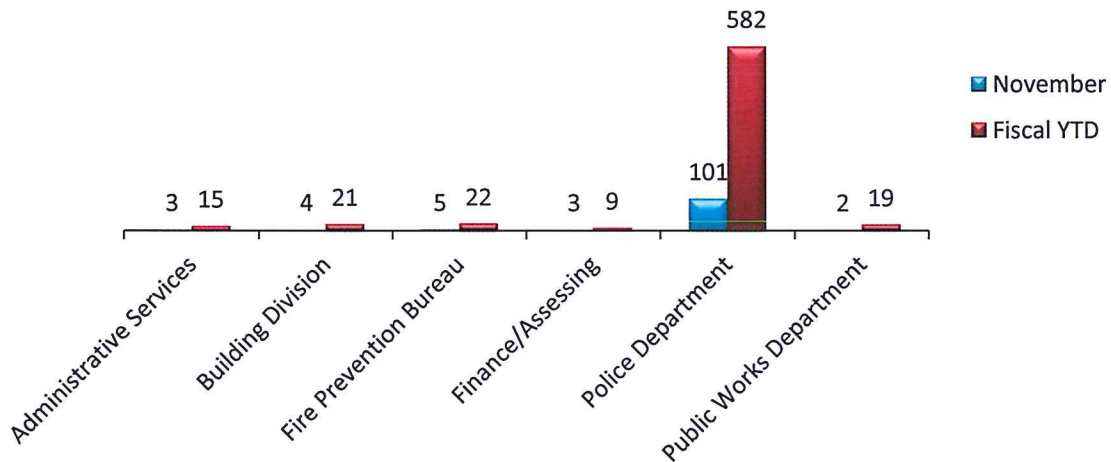


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
December 2018

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 a strategic planning meeting with Kevin Woods from Woods Consulting Group.

Staff attended the Muskegon Central Dispatch 911 Coordinating Committee meeting.

Staff attended the monthly Muskegon Area First Board of Directors meeting.

Staff planned the visit with Santa and Mrs. Clause at City Hall.

Staff planned and made preparations for the employee Holiday potluck.

Human Resources

Recruitment and Selection:

The City interviewed seven (7) candidates for a full-time Police Officer position. Finalists are in the process of completing the second round of interviews.

The City received eleven (11) applications for a full-time Building and Grounds Maintenance Worker position. Testing will be conducted in January on five (5) finalists.

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:

	Performance Evaluations	Status Sheets
Sent	8	14
Returned	5	4
YTD (returned)	32	164

City Clerk’s Office

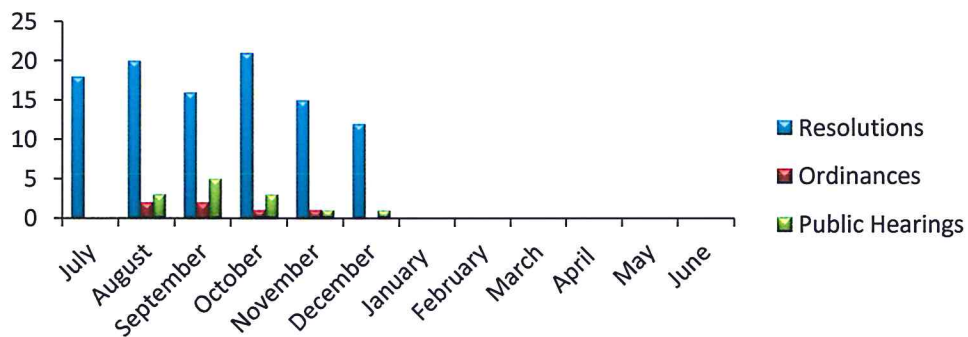
Accident and Injury Reports:

Accident and injury reports for the month of December:

Type of Claim	Number of Claims	Fiscal YTD
Liability	0	11
Employee Injury	1	3

City Boards and Commissions:

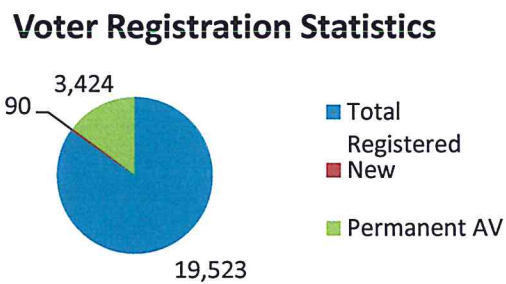
Agenda packets were prepared and distributed for City Boards and Commissions meetings. The City held two regular City Council meetings and one Planning Commission meeting. Fourteen items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



Elections:

Proposal 18-3 authorizing automatic and Election Day voter registration, no-reason absentee voting, and straight ticket voting; and adding current legal requirements for military and overseas voting and post-election audits to the Michigan Constitution passed on November 6, 2018. This prompted Senate Bill 1238 – Implementation of Proposal 3 and includes: 1) voters to be required to register at their local Clerk’s Office in the days preceding and up to Election Day, 2) new absentee voter deadlines, and 3) extended weekend hours prior to elections. It is impossible to determine how these changes will affect our office or what impact they will have to the City’s budget at this time. Updates from the Bureau of Elections are being watched closely.

Voter registration information for the month of December:



Business Registration:

As of December 31, the Clerk’s office received business registration renewals for 258 of the known 658 businesses currently operating in the City of Norton Shores. Annual business registration renewal invoices for 2019 were sent out at the end of November and are due January 31, 2019. A list of the registered businesses can be found on the City’s website.