

AGENDA 6a4
DATE 4.21.20

ADMINISTRATIVE SERVICES DEPARTMENT

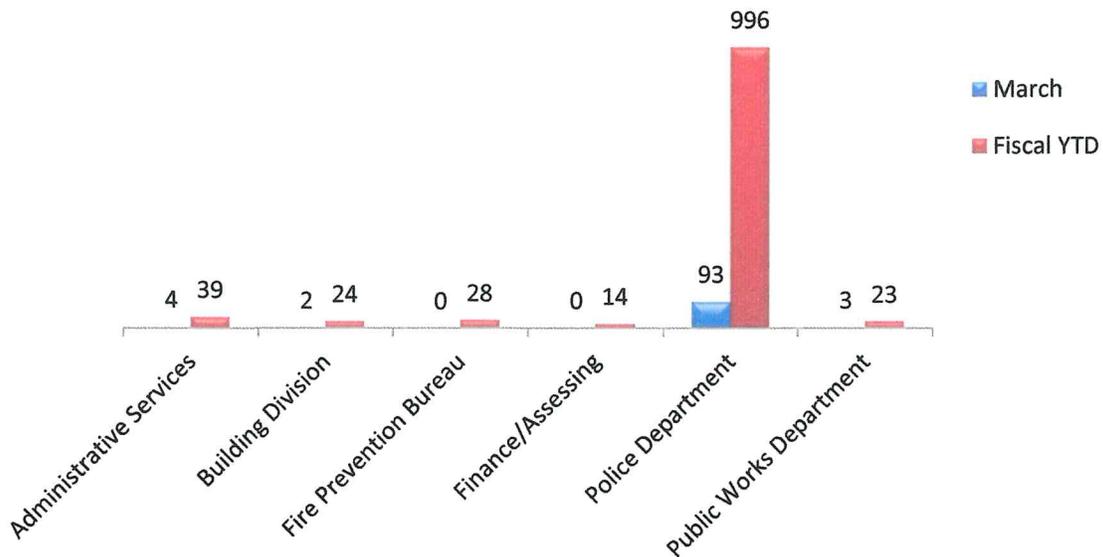


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
March 2020

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 in North Muskegon.

Staff attended numerous FY 2021 Budget meetings.

Staff attended several bid openings for various projects forthcoming.

Staff participated with the Muskegon Area Labor Management Committee's mock labor negotiation exercise at MCC. Over 100 high school students from three area school districts learned about labor relations and the collective bargaining process.

Staff prepared and implemented strategies to deal with the COVID-19 outbreak.

Human Resources

Recruitment and Selection

The City continued the recruitment for the position of full-time Police Officer.

Performance Evaluations and Status Change Forms

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

	Performance Evaluations	Status Sheets
Sent	10	2
Returned	16	2
YTD (returned)	78	49

City Clerk

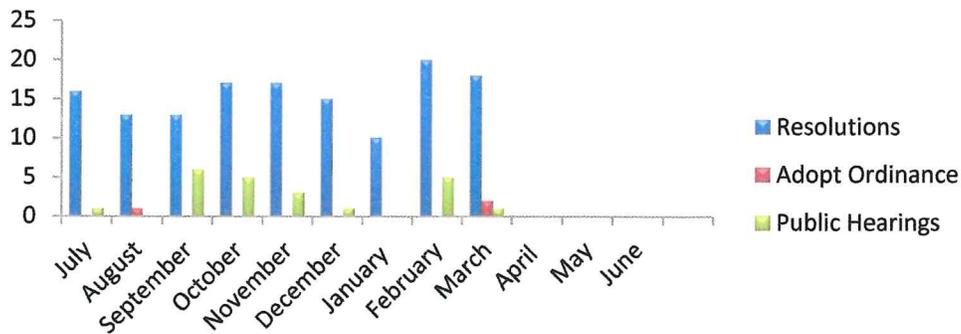
Accident and Injury Claim Reports

Accident and injury reports for the month of March:

Type of Claim	Number of Claims	Fiscal YTD
Liability	0	7
Employee Injury	1	6

City Boards and Commissions

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

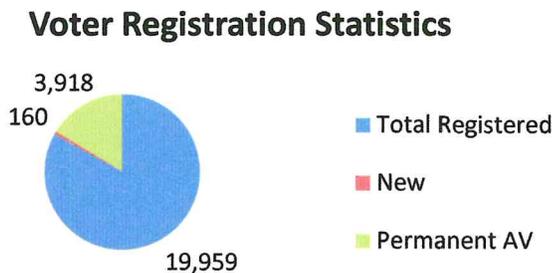


Elections

Clerk's staff was extremely busy in March as presidential candidates dropped out of the race and voters requested to spoil already returned absentee ballots. Over 100 ballots were spoiled and new prepared for electors leading up to the March 10, 2020 Presidential Primary. Overall voting was at just under 30%; compared to 37% in 2016.

Immediately following the March election preparations for the May 5th Special Election began. Originally, a county-wide museum millage renewal question was also approved for placement on the May ballot and would have greatly reduced our expenses. As COVID-19 cases increased in Michigan and Governor Whitmer began to implement social distancing, administration of the election was modified causing Muskegon County officials to move the county-wide proposal to the next primary election date. The City's millage renewal is a Charter amendment, subject to Michigan's Home Rule Act, and cannot be placed on a primary ballot. This prohibited the City from moving the question to the August ballot. On a positive note, the State of Michigan mailed an explanation and application that included a checkbox for voters to be added to our permanent Absent Voter list to every registered voter in Norton Shores. This has helped to grow our permanent absent voter list without costing the City any money.

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



Business Registration

As of March 31st, there were 630 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City's website.

Additional Meetings/Activities

Administered the Oath of Office and Code of Ethics to new Police Officer Andrew Lifer.

Participated in several conference calls with the Secretary of State, Bureau of Elections Director and municipal Clerks throughout Michigan regarding procedures to conduct an all-absentee ballot election on May 5th.