AGENDA 6a-4
DATE 7.2.2020

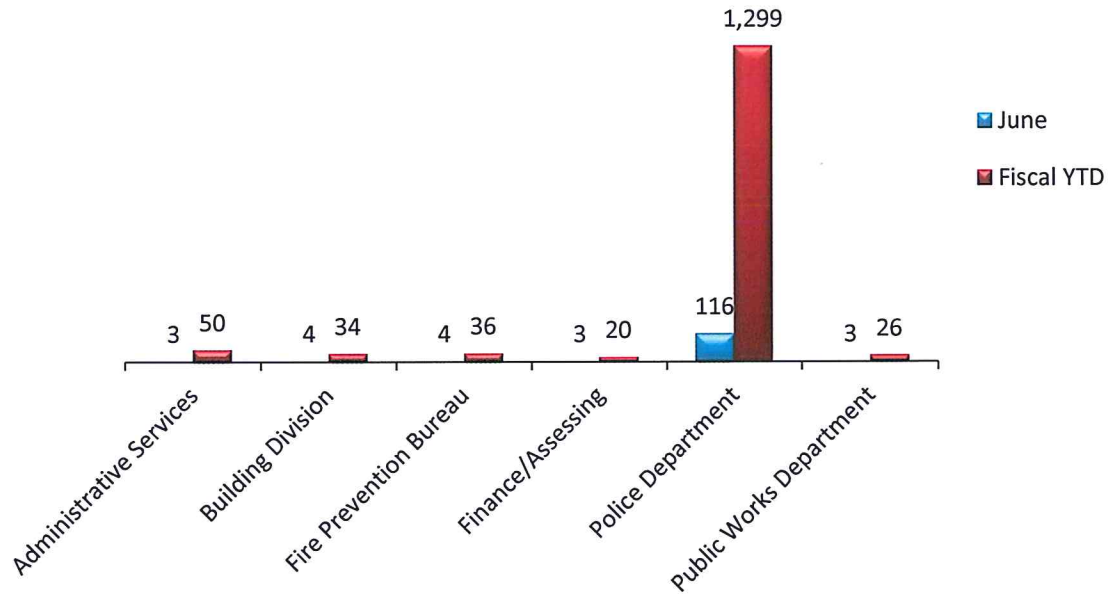
ADMINISTRATIVE SERVICES DEPARTMENT

Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
June 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 a meeting with REVEL to discuss the Marketing and Communication Plan.

Staff attended the monthly Muskegon Central Dispatch 911 Coordinating Committee meeting and Board of Directors meeting via videoconference.

Staff attended a Michigan Municipal Executives (MME) experience committee meeting via videoconference.

Staff proposed a one-year extension to the IAFF 2559 professional firefighters as the CBA is set to expire at the end of the month.

Staff attended the 4th seminar for the *Protect the Protectors* program.

Staff met with the City's health benefits third party administrator 44North to discuss the benefits renewal package.

Human Resources

Recruitment and Selection

The City interviewed four (4) candidates for the Administrative Assistant position in the Building Division and an offer was made to and accepted by Danielle James.

The City conducted an open recruitment for the City Engineer position.

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:

	Performance Evaluations	Status Sheets
Sent	8	80
Returned	9	154
YTD (returned)	106	217

City Clerk

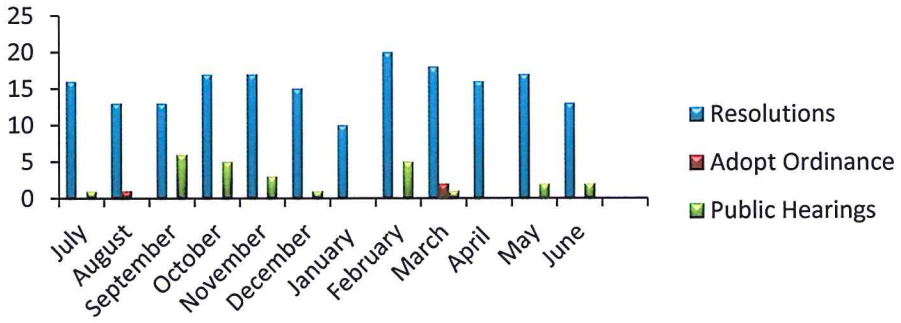
Accident and Injury Claim Reports

Accident and injury reports for the month of June:

Type of Claim	Number of Claims	Fiscal YTD
Liability	1	10
Employee Injury	2	8

City Boards and Commissions

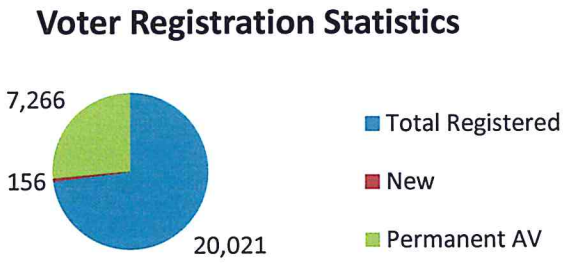
Agenda packets were prepared and distributed for City Boards and Commissions meetings. The City remotely held two regular City Council meetings, one work session meeting and one Planning Commission meeting. Eighteen items were reviewed along with monthly reports. Following the meetings, minutes were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



Elections

During the month of June staff in the Clerk's office processed absentee ballot applications and issued ballots to 4,706 voters. The first mailing of absentee ballots went out on Monday, June 29th. There was a quick turn around and voters began turning in their ballots to the office two days later. All election machines for the precincts and the absentee counting board were tested throughout the month.

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



Business Registration

As of June 30th, there were 635 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City's website.