

AGENDA ba4  
DATE 6.16.2020

## ADMINISTRATIVE SERVICES DEPARTMENT

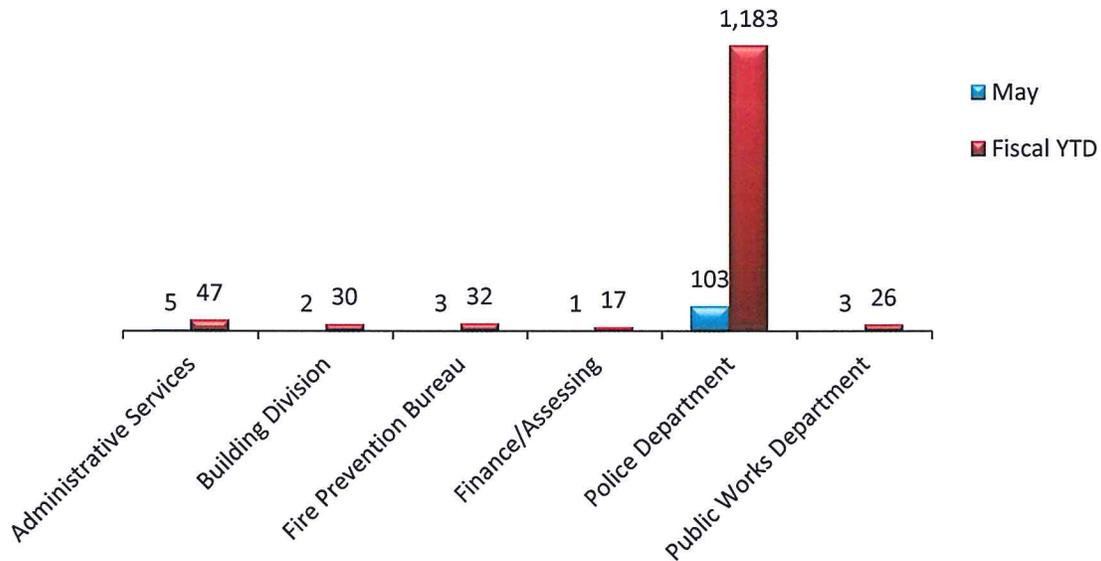


Anthony D. Chandler  
Director of Administrative Services/  
Assistant to the City Administrator  
May 2020

## 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 an event at Tanglewood that was put on by AgeWell Services providing drive through meals to senior citizens.

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

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

## Human Resources

### Recruitment and Selection

On May 29<sup>th</sup>, Public Works Director, Jerry Bartoszek retired after nearly 21 years in the position. During the month of May the City interviewed 2 internal and 3 external candidates for the position. City Engineer Jim Murphy was promoted to be the next Public Works Director.

The City interviewed five (5) candidates for the Police Cadet position and offers were made to and accepted by all five following the interview process. The Police Department will have eight (8) Police Cadets working this summer with three (3) returning from last year.

Performance Evaluations and Status Change Forms

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

	Performance Evaluations	Status Sheets
Sent	7	4
Returned	10	7
YTD (returned)	97	63

City Clerk

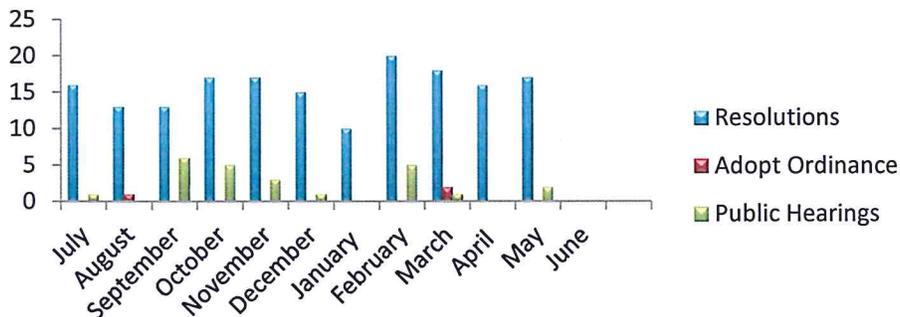
Accident and Injury Claim Reports

Accident and injury reports for the month of May:

Type of Claim	Number of Claims	Fiscal YTD
Liability	1	9
Employee Injury	0	6

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 and one work session meeting. Twenty-two items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.

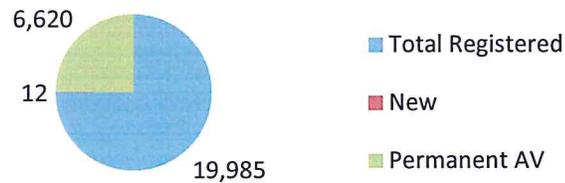


## Elections

The May 5<sup>th</sup> Special Election was held as an absentee only election due to the COVID-19 pandemic. The Clerk's office processed applications and issued ballots to 7,603 registered voters. Of those, 6,419 returned their ballots to be processed and counted by the 8 p.m. deadline on election day. City Hall was the designated location for voters to register or obtain an absentee ballot on the day of the election. There were 113 voters who exercised their right to vote by coming in on election day. Overall, 32.15% of registered voters in Norton Shores voted in the May election.

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

### **Voter Registration Statistics**



## Business Registration

As of May 31<sup>st</sup>, 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

Staff in the Clerk's office began preparations for the August State Primary election which will be held on August 4<sup>th</sup>.