

AGENDA 7a-4  
DATE 6-18-2019

## ADMINISTRATIVE SERVICES DEPARTMENT

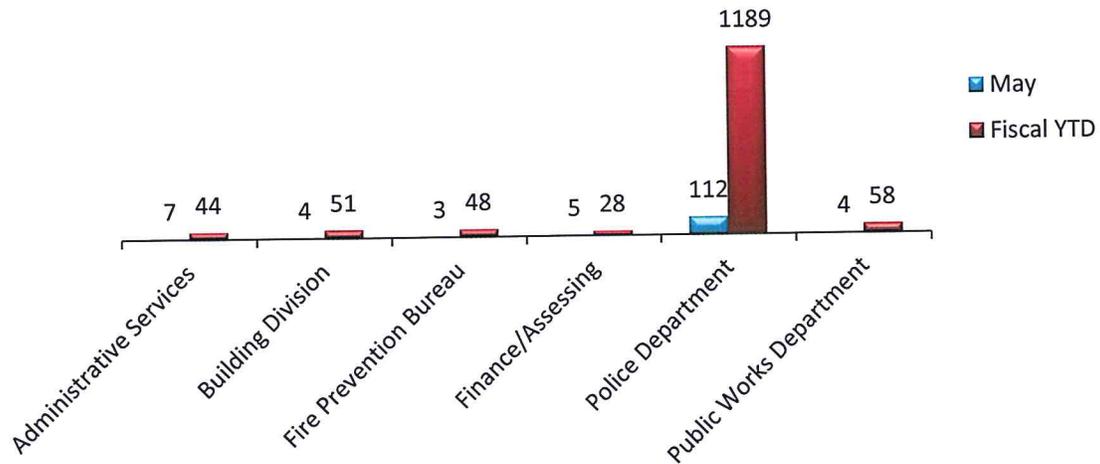


Anthony D. Chandler  
Director of Administrative Services/  
Assistant to the City Administrator  
May 2019

## 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 at Fruitport Twp. Hall.

Staff attended a Muskegon Central Dispatch 911 Coordinating Committee meeting in downtown Muskegon.

Staff attended the Airport Advisory Committee meeting at MKG.

Staff attended the inaugural Muskegon Area First (MAF) Transition Board of Directors meeting. The Transition Board was formed and will conduct the official business of MAF through the remainder of the transition of becoming a more privately funded Economic Development Organization. During the meeting, Jim Edmonson was appointed President/CEO for a period of two years.

Staff participated in numerous bid openings for various projects set to begin this spring/summer.

Staff participated on a retention visit with Inter Dyne Systems, 676 Ellis Road.

Staff participated on a retention visit with Kaydon, 2860 McCracken Street.

**Human Resources**

**Recruitment and Selection:**

The City interviewed seven (7) candidates for a full-time police officer position. The position is open due to the retirement of Ofc. Tom Sabo. Ofc. Sabo worked as a Police officer with NSPD for over 27 years. We wish Tom all the best during his retirement.

The City conducted interviews over a two-day period for the City Planner position. The position is open due to the retirement of Robert Bilkie. Rob worked 33 years with the City and was the very first City Planner employed by Norton Shores. We wish Rob all the best during his retirement. Following the interviews, an offer of employment was made to and accepted by Mr. Theodore Woodcock. Ted's first day on the job was May 31<sup>st</sup>.

The City received a resignation letter from Dave Lemieux, Building and Grounds Maintenance Worker with the DPW. Dave has worked with the City for over 10 years and is relocating to South Carolina. The City was fortunate to have an eligibility list established from a recent recruitment for this position and an offer was made to and accepted by Trevor Boardway. Trevor is currently obtaining his CDL license as a requirement for the position.

**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:

	<b>Performance Evaluations</b>	<b>Status Sheets</b>
Sent	5	13
Returned	11	17
YTD (returned)	103	205

**City Clerk's Office**

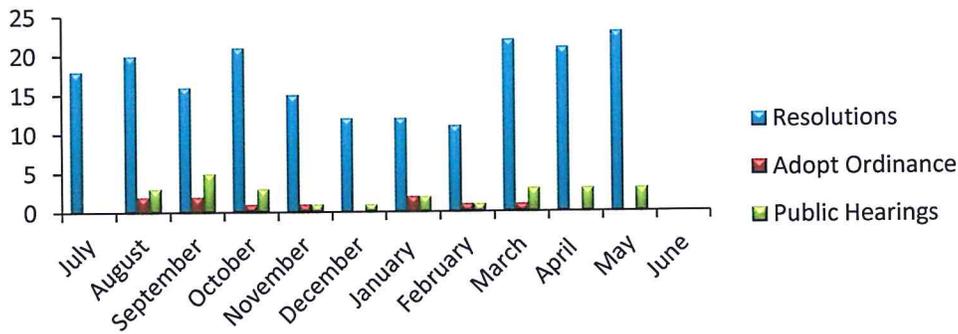
**Accident and Injury Reports:**

Accident and injury reports for the month of May:

<b>Type of Claim</b>	<b>Number of Claims</b>	<b>Fiscal YTD</b>
Liability	1	14
Employee Injury	2	10

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 Planning Commission meeting, one Zoning Board of Appeals meeting, and one work session meeting. Thirty items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.

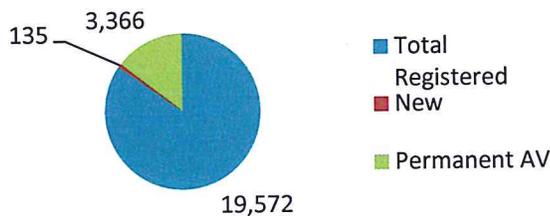


Elections:

In the final week before the May 7, 2019 election, forty-four Absentee Ballots were issued to voters. Election Day turnout was 17.07% with 1,180 people casting their ballots at the polls and 2,150 ballots counted by the Absentee Voter Counting Board. Due to 2018 changes in Election Law, the Clerk’s office was open for 8 hours the weekend prior to the election to accommodate new registrants and absentee voters and one person took advantage of their ability to register and vote on Election Day.

Voter registration information for the month of May:

**Voter Registration Statistics**



Business Registration:

As of May 31<sup>st</sup> there were 635 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City’s website.