

AGENDA 7a-4

DATE 7-16-19

ADMINISTRATIVE SERVICES DEPARTMENT

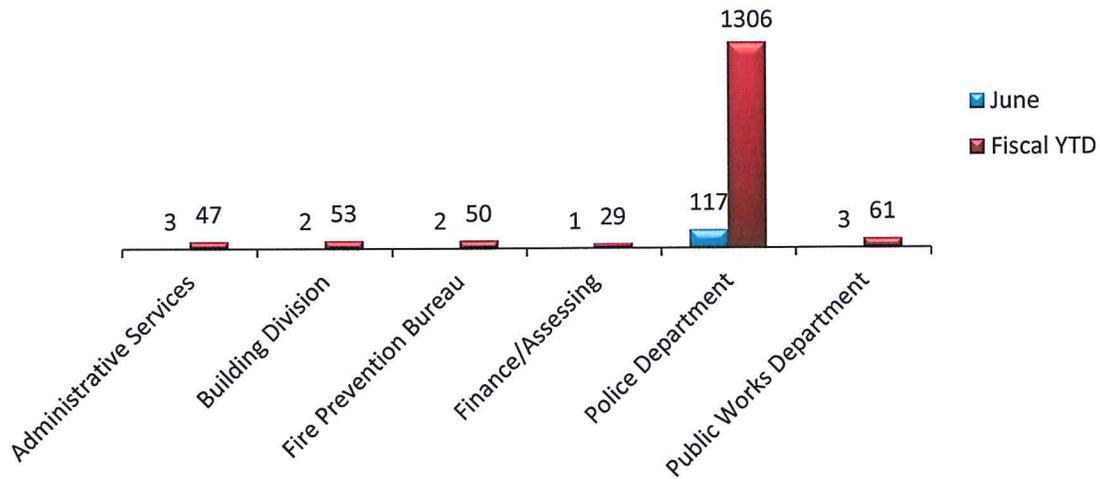


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
June 2019

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 Muskegon City Hall.

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

Staff attended the Airport Advisory Committee meeting at MKG.

Staff hosted a joint meeting with the Fair Housing Center of West Michigan (FHCWM) that included the Cities of Muskegon and Muskegon Heights. The meeting was held to discuss an extension to the collaborative agreement between the Cities of Norton Shores, Muskegon, and Muskegon Heights and the FHCWM.

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

Staff attended a public safety millage renewal meeting.

Human Resources

Recruitment and Selection:

The City interviewed seven (7) candidates for a full-time police officer position and an offer was made to and accepted by Benjamin Glass.

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	9	143
Returned	10	146
YTD (returned)	113	351

City Clerk's Office

Employee Benefits

A pre-renewal meeting was held with the City's health benefits third party administrator, 44 North, to gather input needed to make recommendations for our October 1, 2019 – September 30, 2020 plan year.

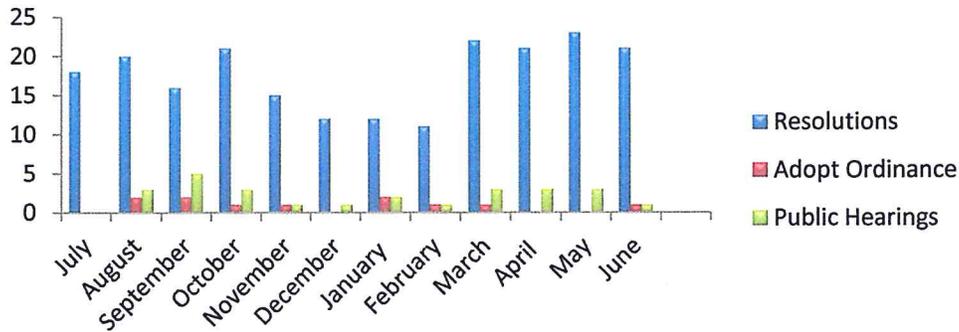
Accident and Injury Reports:

Accident and injury reports for the month of June:

Type of Claim	Number of Claims	Fiscal YTD
Liability	2	16
Employee Injury	1	11

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. Twenty-six items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



Elections:

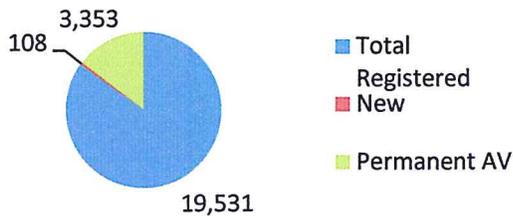
Preparation for the August 6, 2019 Special Election began in June. Muskegon County Department of Veterans Affairs is seeking renewal of 1/13th mill on taxable value for an additional ten years and reimbursing all municipalities for election expenses. Absent Voter Applications were mailed to 3,347 voters on the permanent AV list and 1,924 were returned. Voting equipment was tested for accuracy and ballots prepared for those voters to be mailed in July.

Administrative Assistant Taylor Hobby participated in a Risk Limiting Audit that the Bureau of Elections piloted following the May 7, 2019 election. This method includes hand-counting a sample of the ballots cast, rather than individually counting each ballot, to confirm the accuracy of the results. The State is piloting different methods before the 2020 election when audits will be required as a result of Proposal 18-3 passing.

The Clerk attended the initial Public Safety Millage Renewal meeting to determine which election date to place the question on the ballot.

Voter registration information for the month of June:

Voter Registration Statistics



Business Registration:

As of June 30th, there were 643 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City’s website.