

AGENDA 7a(4)
DATE 5-21-19

ADMINISTRATIVE SERVICES DEPARTMENT

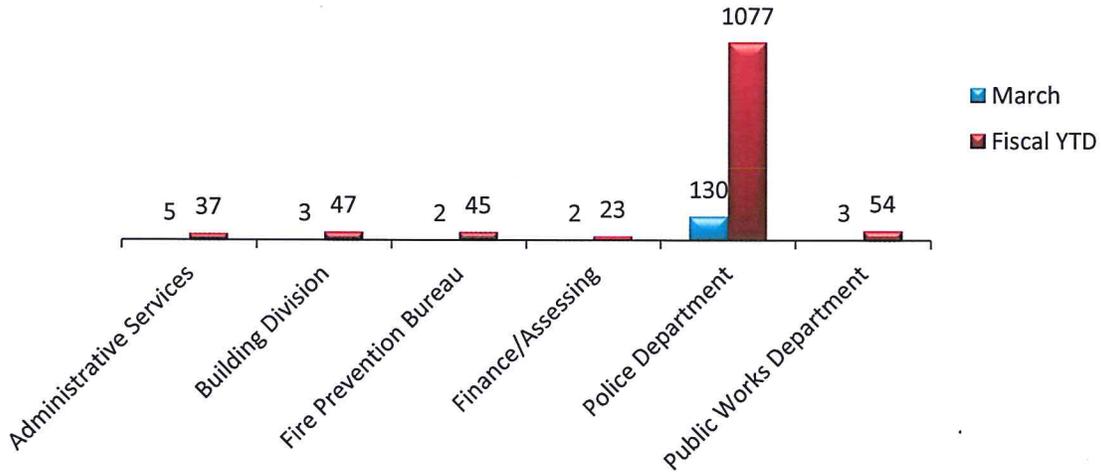


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
April 2019

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 a quarterly Safety Committee meeting to review the accident and injury reports with staff from city departments.

Staff attended the Muskegon Central Dispatch 911 Board of Directors meeting at Muskegon 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 monthly Muskegon Area First (MAF) 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.

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

Staff participated on a retention visit with Progress Machine and Tool, 1155 Judson Road.

Human Resources

Recruitment and Selection:

An offer of employment was made to and accepted by Adam Ludovicz for a full-time Police Officer position.

The City conducted twenty-one (21) interviews over a three day period to fill the three full-time firefighter positions that were made available through the renegotiated service contract with the Muskegon County Airport. Following the interviews, offers were made to and accepted by Walt Wheldon, David Nichols, and Jeremy Statler.

The City received fourteen (14) applications for the City Planner position and interviews will be conducted in May.

The City interviewed seven (7) applicants for the position of Police Cadet and offers were made and accepted by four of the candidates. The City has two cadets returning from last year for a total of six (6) available to work during the summer.

The City interviewed four (4) applicants for the position of Parks and Recreation Seasonal Worker and all four were offered a job for the summer.

Performance Evaluations and Status Change Forms:

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

	Performance Evaluations	Status Sheets
Sent	2	5
Returned	8	9
YTD (returned)	92	188

City Clerk's Office

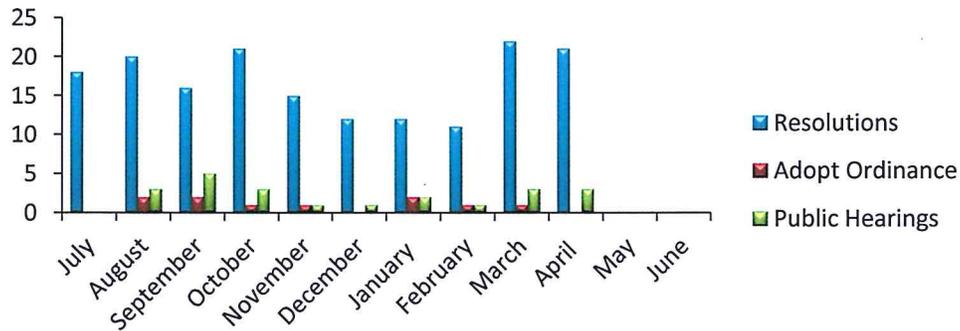
Accident and Injury Reports:

Accident and injury reports for the month of April:

Type of Claim	Number of Claims	Fiscal YTD
Liability	1	14
Employee Injury	3	8

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, one Election Commission meeting and one work session meeting. Thirty items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.

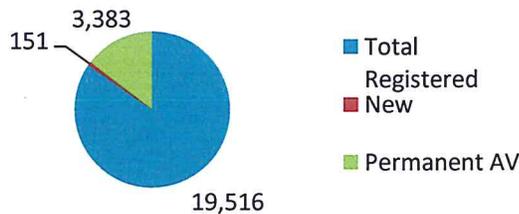


Elections:

Fifty-eight voters requested and 412 voters returned Absentee Voter Applications for processing. Absent Voter Ballots were issued to 414 electors and 2,156 ballots were verified and marked returned in the State’s Qualified Voter Files for the May 7, 2019 Special Election. April was a busy time in the Clerk’s Office with these duties as well as making arrangements with polling locations for use of facilities, scheduling and confirming election inspectors and receiving board members, and making sure all supplies, including new signage for recent changes in law, were ready and staged for delivery.

Voter registration information for the month of April:

Voter Registration Statistics



Business Registration:

As of April 30th there were 632 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City’s website.