

AGENDA 7a-4
DATE 9-18-18

ADMINISTRATIVE SERVICES DEPARTMENT



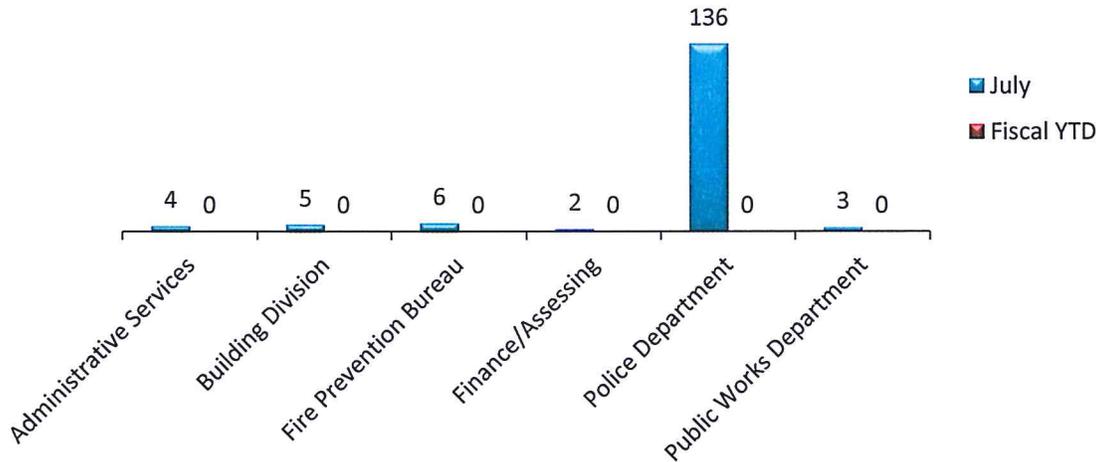
Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
August 2018

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:

Information Unavailable.



Human Resources

Special Projects:

Staff completed the annual summer newsletter mailed out city-wide.

Staff attended retention visits at the following companies:

- GE Aviation
- Challenge Machinery
- EPI Breads/RW Bakers

Staff held interviews with four (4) Insurance Benefits Agents in preparation of the October 1st renewal.

Staff attended the Muskegon Central Dispatch 9-1-1 press conference regarding the 800 mhz project.

Staff attended the Muskegon Central Dispatch 9-1-1 Board of Directors meeting at Whitehall city hall.

The City Clerk organized and facilitated the 50th Anniversary Community Picnic event with assistance in setting up from the Parks and Recreation Director, Police Chief and

DPW Director as well as several employees and Council members serving the estimated 400 attendees. The following local business sponsors were acknowledged on a (donated) banner: Goobers Bakery, R.W. Bakers, Wesco, Great Lakes Fresh Market, Harris Hospitality, Nichols Products, Greek Tony's, Great Lakes Printing Solutions and Wesco.

Recruitment and Selection:

In August, the City started open recruitment for part-time Public Works positions. This recruitment period will remain open until filled.

Performance Evaluations and Status Change Forms:

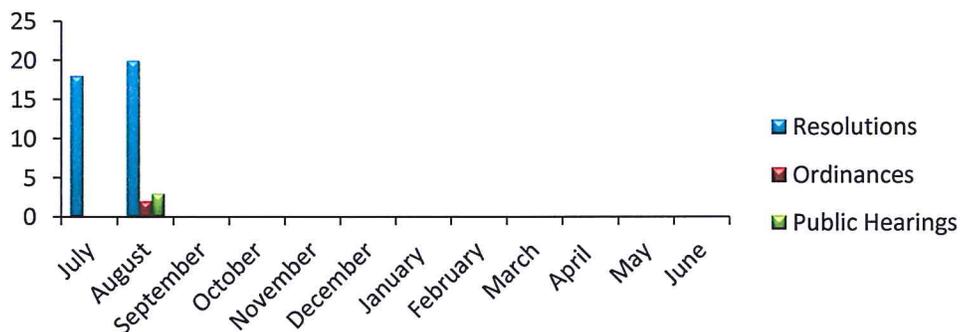
During the month of August the following number of performance evaluations and status sheets were processed and recorded in personnel files:

	Performance Evaluations	Status Sheets
Sent	3	5
Returned	4	3
YTD (returned)	15	142

City Clerk

City Boards and Commissions:

Agenda packets were prepared and distributed for City Boards and Commissions. The City held one rescheduled, one Special, and one regular City Council meeting and one Planning Commission meeting in August. Twenty-seven (27) items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



Accident and Injury Reports:

Accident and injury reports for the month of August:

Type of Claim	Number of Claims	Fiscal YTD
Liability	1	2
Employee Injury	0	0

Elections:

Voter information for the month of August:

Registered Voters	
New	215
Total (overall)	19,350

Absentee Information 08-07-18 Election			
Apps Sent	Apps Received	Ballots Sent	Ballots Received
79	117	132	971

Election Update – Consistent with media reporting for the August 2018 State Primary Election, voter turnout in Norton Shores was 3% higher when compared to the August 2010 election when an incoming governor was elected into office. The City Clerk’s office scheduled over 63 people to work on Election Day and made adjustments as required for various reasons and, thankfully, only one inspector did not show up on Election Day. The Clerk and staff traveled over 157 miles throughout the City checking on precinct operations and troubleshooting issues over the course of the day. The Absentee Voter Counting Board tabulated 2,521 ballots and 3,662 voters were assisted in voting at the polls.

Business Registration: In August two additional businesses were registered bringing the total to 652 businesses known to be operating in the City of Norton Shores. A list of the registered businesses can be found on the City’s website.