

AGENDA 7a-4
DATE 2-18-2020

ADMINISTRATIVE SERVICES DEPARTMENT

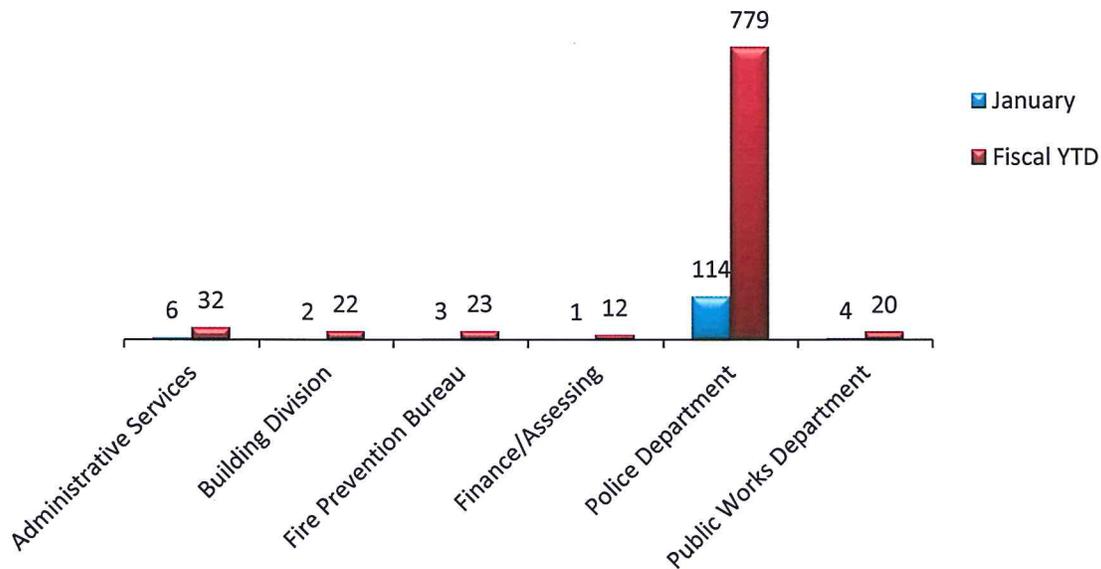


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
January 2020

Administrative Services

All correspondence and activities for the City Administrator and Mayor were completed and distributed by the Clerk and the Program's Assistant including the monthly Information Update.

Freedom of Information Act Requests



Special Projects

Staff attended the Airport Advisory Committee meeting at MKG.

Staff attended the Muskegon Central Dispatch 911 Coordinating Committee meeting and Board of Directors meeting in downtown Muskegon.

Staff attended the annual economic forecast business for breakfast event held at the Delta Marriott.

Staff attended the Call 211 Operations Board meeting in downtown Muskegon.

Staff attended several meetings with Gov HR regarding the Police and Fire Staffing Study.

Administrative Services staff planned and coordinated the Employee Service Recognition Lunch at Bella Maria's.

Staff attended a meeting with REVEL to discuss the Communications Plan and Marketing

Strategy work plan.

Staff attended a meeting with the County to discuss the pending flight schedule change at MKG.

Human Resources

Recruitment and Selection

The City is currently recruiting for the position of full-time Police Officer and part-time DPW worker. In January, the City made offers to Brad Millis and Andrew Ecklund for the part-time DPW worker position. The offers were accepted and both Andrew and Brad are expected to begin employment in February.

Performance Evaluations and Status Change Forms

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

	Performance Evaluations	Status Sheets
Sent	3	8
Returned	4	6
YTD (returned)	32	45

City Clerk

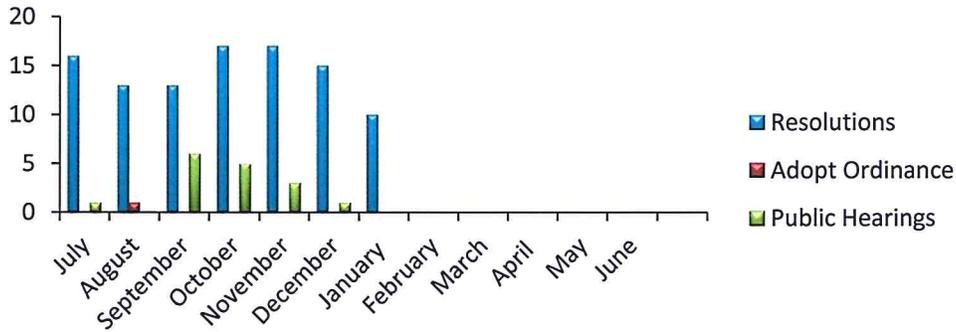
Accident and Injury Claim Reports

Accident and injury reports for the month of January:

Type of Claim	Number of Claims	Fiscal YTD
Liability	0	7
Employee Injury	0	5

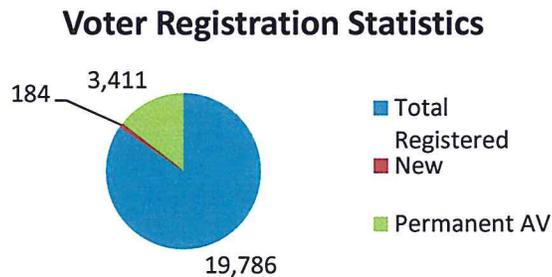
City Boards and Commissions

Agenda packets were prepared and distributed for City Boards and Commissions meetings. The City held two regular City Council meetings, one work session and one Planning Commission meeting. Twenty-one items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



Elections

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



Business Registration

As of January 31st, there were 540 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City’s website.

Additional Meetings/Activities

The Administrative and Programs Assistants assisted the Police Department in registering donors during the Blood Drive held on MLK Day.

Participated in a citizen engagement demonstration that works via texting. A dedicated phone number is purchased and basic FAQ information uploaded so that texts containing key words, i.e., “pothole” would trigger the response “what’s the nearest address”, etc.

Met with our 44North Consultant to review wellness strategies and health programs.

The Administrative Assistant and Clerk attended the Muskegon County Clerk’s Association meeting in Muskegon Charter Township where upcoming election procedures were the main topic of discussion.