

AGENDA 7a-4

DATE 12-17-19

ADMINISTRATIVE SERVICES DEPARTMENT

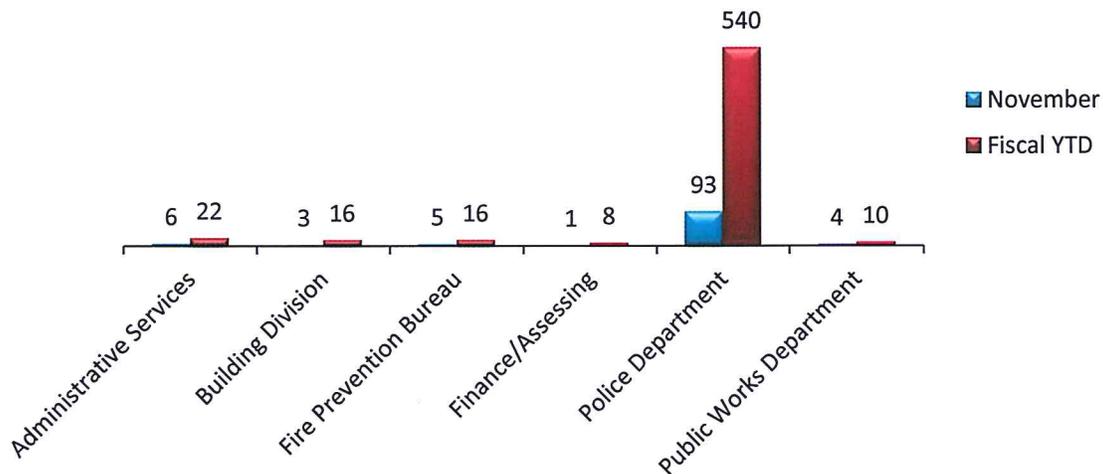


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
November 2019

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 a Muskegon Central Dispatch 911 Board of Directors meeting at Norton Shores Branch Library.

Staff attended two (one regular, one special) Muskegon Central Dispatch 911 Coordinating Committee meetings in downtown Muskegon.

Staff organized the annual United Way campaign kick-off event at city hall. The event was well attended and the City raised \$7,520 with 49 employees making a pledge.

Staff attended a Fair Housing of West Michigan Luncheon at the Delta Marriot in downtown Muskegon.

Staff completed the annual CVTRS (formerly EVIP) requirements in compliance with Public Act 63, of 2011 and to be eligible for statutory revenue sharing. The forecasted amount to be received in FY 2020 is \$84,835, an increase of \$21,292 from the year prior.

Staff attended a Public Safety millage renewal meeting at city hall.

Human Resources

Recruitment and Selection

An offer of employment was made to and accepted by Jeremy Reister following the interviews of (3) candidates for the full-time Building Inspector position.

The City tested fourteen (14) candidates for the full-time Administrative Assistant position in the Water and Sewer Division. Interviews will be set up in December pending the results of the testing.

Performance Evaluations and Status Change Forms

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

	Performance Evaluations	Status Sheets
Sent	3	6
Returned	7	5
YTD (returned)	25	36

City Clerk

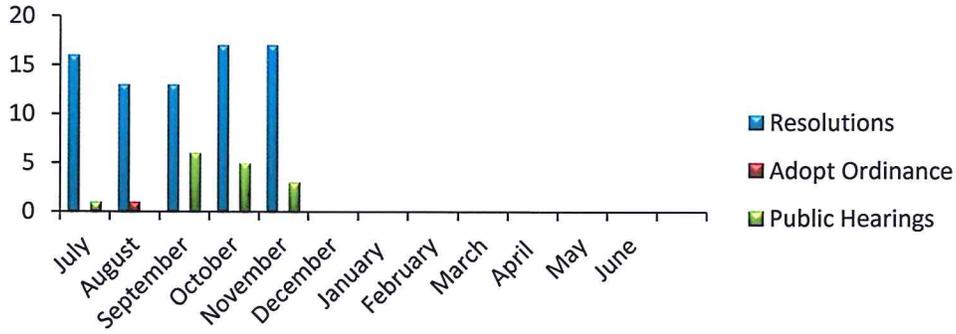
Accident and Injury Claim Reports

Accident and injury reports for the month of November:

Type of Claim	Number of Claims	Fiscal YTD
Liability	1	6
Employee Injury	1	4

City Boards and Commissions

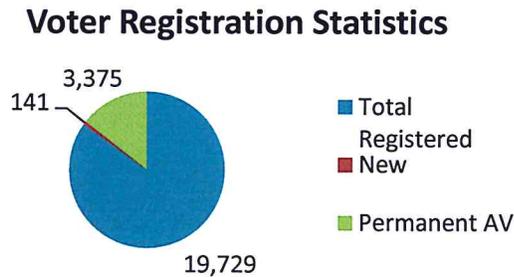
Agenda packets were prepared and distributed for City Boards and Commissions meetings. The City held one regular, one rescheduled and one Organizational City Council meeting, one work session meeting, one Brownfield Redevelopment Authority meeting one Planning Commission meeting and one Zoning Board of Appeals meeting. Thirty-one items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



Elections

At the November 5, 2019 General Consolidated Election for Ward Council positions 12.38% of electors in Norton Shores exercised their right to vote. Ward I Council Members Kay Beecham and Jason Flanders were re-elected to four-years terms. Ward II Council Member Cindy Jurkas was re-elected for a four-year term and formerly appointed Council Member Daniel Olson was elected to his first four-year term. During this election the absentee counting board processed 1,743 ballots and 694 voters were assisted in voting at the polls.

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



Business Registration

As of November 30th, there were 660 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City’s website.

Additional Meetings/Activities

Four re-elected Ward Council members were sworn in and resumed their seats on the Council at the 2019 Organizational meeting.

Newly hired Police Officer Dave Wypa was sworn in and the Code of Ethics was administered.

The Clerk and Administrative Assistant attended the monthly Muskegon County Clerk's Association meeting in Blue Lake Township.