

AGENDA 7a-4
DATE 11-19-2019

ADMINISTRATIVE SERVICES DEPARTMENT

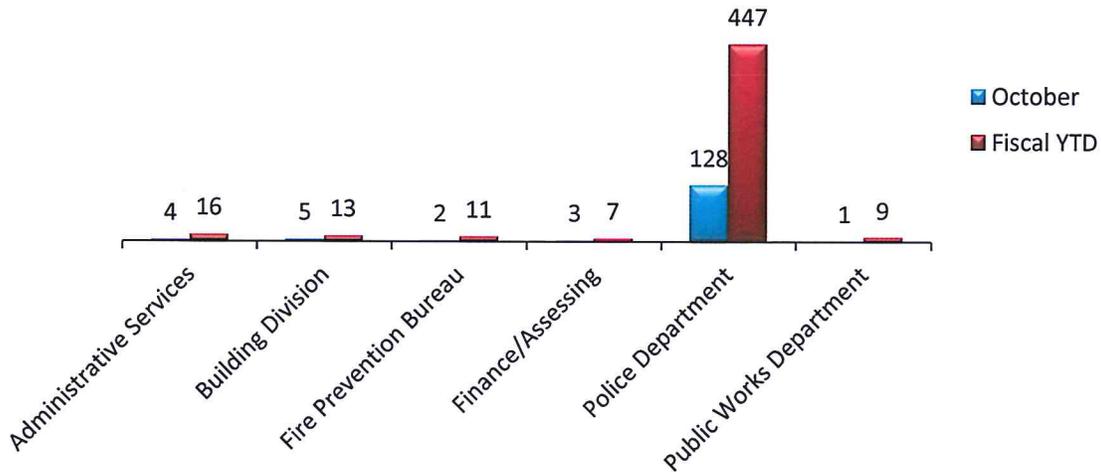


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
October 2019

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 North Muskegon City Hall.

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

Staff attended a monthly Airport Advisory Committee meeting at MKG. The Airport is still operating without a permanent manager and Bob Lukens, Muskegon County Community Development Director has been filling in since the departure of former manager Jeff Tripp.

Staff attended the Annual Muskegon Area Labor Management Committee dinner. The City was a sponsor of the event and had 11 members of both staff and City Council in attendance.

Staff attended a meeting with MEDC representatives Pablo Majano and Lindsay Viviano to discuss the City's progress with the Redevelopment Ready Communities (RRC) program.

Staff attended a presentation at City Hall for the *Protect the Protectors* program.

Staff attended the joint Mona Shores School Board meeting with City of Norton Shores and City of Roosevelt Park.

Human Resources

Recruitment and Selection

Staff interviewed seven (7) candidates for a full-time DPW Streets and Drainage Maintenance I worker position. Following the interviews, an offer was made to and accepted by Rick McAdams.

Staff interviewed three (3) candidates for a full-time Police Officer position and following the interviews an offer was made to and accepted by Dave Wypa. Mr. Wypa recently retired as Chief of Police for Muskegon Township.

Staff interviewed Kim Simonelli after receiving one (1) internal application for the full-time Administrative Assistant position at the DPW Garage. The position has become available due to the pending retirement of long-time employee Donna Holmberg.

Staff interviewed three (3) candidates for the full-time Building Inspector position.

Performance Evaluations and Status Change Forms

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

	Performance Evaluations	Status Sheets
Sent	6	8
Returned	5	15
YTD (returned)	18	31

City Clerk

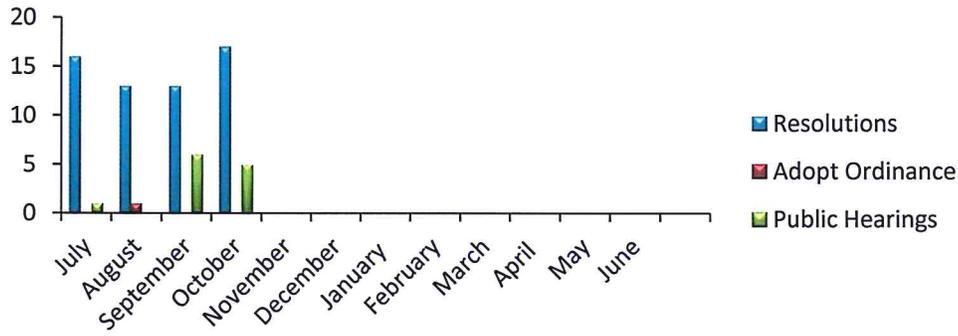
Accident and Injury Claim Reports

Accident and injury reports for the month of October:

Type of Claim	Number of Claims	Fiscal YTD
Liability	1	5
Employee Injury	1	3

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 meeting, one Election Commission meeting and two Planning Commission meeting. Twenty-five items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



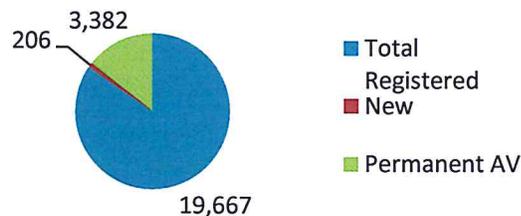
Elections

Preparation continued for the November 5, 2019 General Consolidated Election for Ward Council positions. The required Election Commission meeting was held to appoint election workers and authorize individuals to perform testing procedures and the State mandated public accuracy test on the election hardware was held at the end of the month.

During the month of October 33 additional applications were sent to absentee voters; 382 more returned; 382 ballots were issued and 1,352 ballots marked returned. By the end of October 2,381 ballots in total had been issued to voters.

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

Voter Registration Statistics



Business Registration

As of October 31st, there were 661 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 Personnel Department arranged for Realistic Photography to update employee photos for the City Directory and website. A new directory will be compiled and distributed after the first of the year.

The Clerk attended the monthly Muskegon County Clerk's Association meeting at Dalton Township.

A representative from ICMA, one of the City's 457 employee investment firms, spent the day at City Hall speaking to employees interested in reviewing existing accounts or opening new accounts.