

AGENDA 7a-4
DATE 8-21-2018

ADMINISTRATIVE SERVICES DEPARTMENT



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

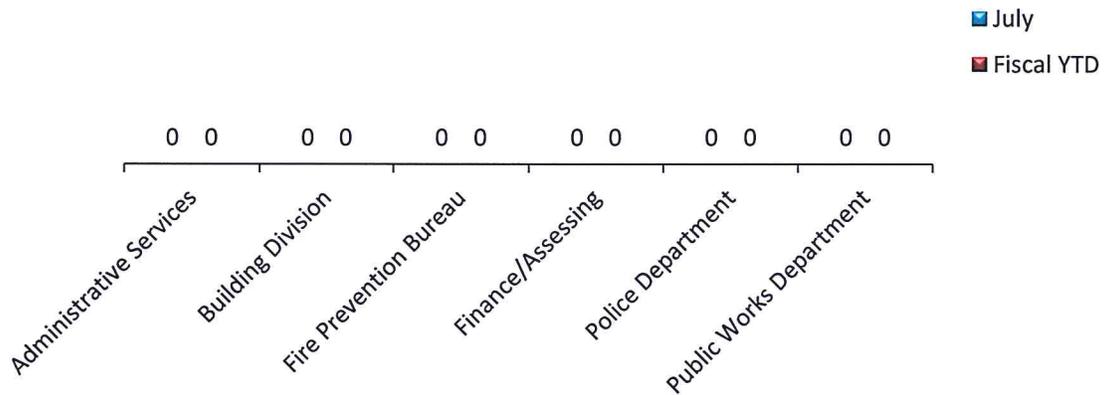
Administrative Services

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.

Human Resources

Freedom of Information Act Requests:

Information Unavailable.



Special Projects:

Information Unavailable.

Recruitment and Selection:

The City interviewed five (5) applicants for the part-time Administrative Assistant position in the Water and Sewer Division and an offer was made to and accepted by Jamie Beach.

In July, the City started open recruitment for part-time firefighter positions. This recruitment period will remain open until filled.

Performance Evaluations and Status Change Forms:

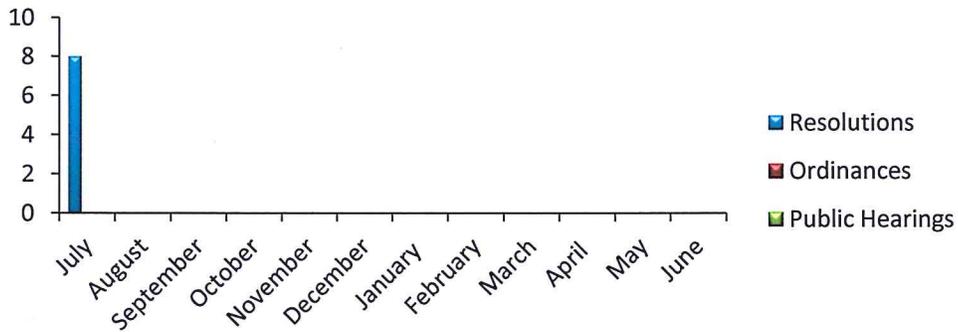
During the month of July the following number of performance evaluations and status sheets were processed and recorded in personnel files:

	Performance Evaluations	Status Sheets
Sent	5	139
Returned	11	139
YTD (returned)	11	139

City Clerk

City Boards and Commissions:

Agenda packets were prepared and distributed for City Boards and Commissions. The City held one City Council meeting, one City Council work session, one Planning Commission meeting and one Election Commission meeting in July. Twenty (20) 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 July:

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

Elections:

Voter information for the month of July:

Registered Voters	
New	168
Total (overall)	19,297

Absentee Information 08-07-18 Election			
Apps Sent	Apps Received	Ballots Sent	Ballots Received
3,488	2,057	2,556	1,550

Business Registration: In July two additional businesses were registered bringing the total to 650 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.