

AGENDA 7a-4  
DATE 3-19-2019

## ADMINISTRATIVE SERVICES DEPARTMENT



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

## **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**

### **Recruitment and Selection:**

The City received forty six (46) applications for the full-time Firefighter/Driver positions and thirteen (13) applications for part time clerical. Staff is in the process of reviewing the applications.

Also in February, the City began advertising to fill the part time Construction Inspector position, so far two (2) applications have been received. This posting will remain open until filled.

### **Performance Evaluations and Status Change Forms:**

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

	<b>Performance Evaluations</b>	<b>Status Sheets</b>
Sent	4	7
Returned	35	4
YTD (returned)	78	176

## **City Clerk's Office**

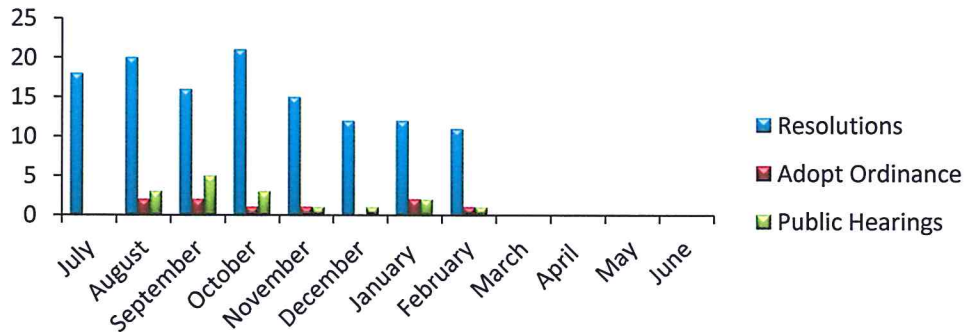
### **Accident and Injury Reports:**

Accident and injury reports for the month of February:

<b>Type of Claim</b>	<b>Number of Claims</b>	<b>Fiscal YTD</b>
Liability	2	13
Employee Injury	1	4

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 Planning Commission meeting and one work session meeting. Twenty-four items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.

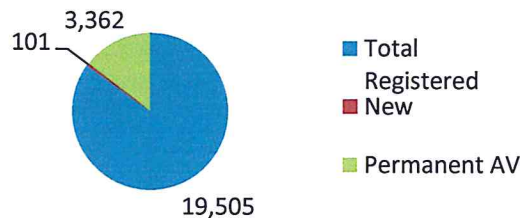


Elections:

The Clerk’s Office will administer the May 7, 2019 Special Election for Muskegon County’s 911 Surcharge request and, in Precinct 4, Grand Haven Area Public Schools’ annual Operating Millage Renewal. In February polling places were notified, ballot orders submitted and applications prepared for mailing to over 3,300 registered permanent absent voters.

Voter registration information for the month of February:

**Voter Registration Statistics**



Business Registration:

After the January 31<sup>st</sup> registration deadline passed, 99 businesses were operating with expired registrations. Reminder emails or phone calls were made with an extended deadline. On February 15<sup>th</sup> each of the remaining 49 businesses were notified by phone that the penalty would be assessed at the end of the business day and several complied to avoid the additional charge. On February 21<sup>st</sup> ten businesses were invoiced the \$50 penalty and, at the end of February, nine were still non-compliant.

As of February 28<sup>th</sup> there were 617 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City’s website.