



August 27, 2020

Council Meeting of September 1, 2020
Subject: Reinstate Clerical Position

The Honorable Mayor
And
Members of the City Council

Ladies and Gentlemen:

At the July 7, 2020 City Council meeting Fiscal Year 2021 budget adjustments were approved that included maintaining a vacancy in Administrative Services and continuing services under contract. Earlier this month the experienced independent contractor accepted another position and is no longer available. Further, staff has been unsuccessful in hiring a replacement independent contractor.

Over the past six months, it has become evident that this is a poor time to rely on temporary or part-time help. The most immediate reason centers around the 2020 General Election and the need to have consistent, dedicated staff in place this year and into the future based on impending projects.

Taking the recent increased demand in necessary clerical support into consideration, the cost savings in freezing that position were reduced significantly. Also, based on new estimates for sales tax revenue, the City's projected shortfall should be less than previously expected.

A resolution amending Fiscal Year 2021 budget adjustments to reinstate a full-time clerical position in Administrative Services is attached for City Council's use.

Respectfully submitted,

Mark C. Meyers
City Administrator

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Attachments

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the July 7, 2020 Fiscal Year Budget Adjustment is amended to reinstate a full-time clerical position in Administrative Services.

At a regular meeting of the City Council of the City of Norton Shores, held remotely, on the 1st day of September 2020 the foregoing resolution was moved for adoption by Council Member

. The motion was supported by Council Member .

Ayes:

Nays:

Absent:

Resolution declared adopted/denied.

Shelly Stibitz, City Clerk



Internal Memo

August 26, 2020

TO: Anthony Chandler, Administrative Services Director
FROM: Shelly Stibitz, City Clerk *Shelly*
SUBJECT: Clerical Vacancy

As you know, one of our clerical staff members took leave under the Family Medical Leave Act (FMLA) in February and an experienced Independent Contractor (IC) was brought in to assist with the March Presidential Primary Election as well as Lynne, our former Clerk, to provide election and general municipal clerical duties. Normally, each worked reduced hours on different days and both worked at the same time during peak activity. Having individuals in the office with that level of experience for the March and through the August election is a major factor in why all elections ran efficiently in these unprecedented times.

Following the resignation of the former employee, we made the decision to keep things status quo knowing that the situation was temporary and could change within a week's time. Feeling optimistic, we entered into a second Independent Contract through the end of the year and included the savings of temporary help over hiring a permanent employee to offset the projected revenue sharing shortfall. In August the IC accepted a position elsewhere and is no longer working with us and Lynne, shortly after the election, had surgery and is off recuperating.

On August 5th, the day after the State Primary Election, voters began calling with questions about their ballots for the November election. We have now issued 6,600 ballot numbers to permanent absent voters and, by voter request, sent 1,657 applications for ballots. As predicted, and confirmed in all elections since proposal 18-3 was passed, our in-office work managing and preparing absent voter materials has doubled. Again, temporary staff not requiring any training, can be attributed to staying on track with election tasks up to this point. Unfortunately, other responsibilities have suffered and will continue to suffer without a permanent, consistent, knowledgeable employee in this position.

This election year has been unique and the impact to election administrators and voters unheard of. At a minimum, it has and will continue to warrant extra procedures, planning and constant monitoring in addition to doubling clerical staff's in-office absent voter ballot processing workload. Directly following the November election, we are scheduled to implement and begin using the new Business Registration program. Setting up processes for BS&A to hit their target date is currently in process and one area that I have fallen behind in. Also, much of the business renewal data input and initial contact is assigned to the position that is currently vacant and holding new user training minus the main user would be counterproductive. For reference, prior even to the increased activity described, Administrative Services personnel was reduced to one full and one part-time clerical position and the reduction was found to be inadequate.

I am requesting that the City rescind the selective hiring freeze of the vacant position in Administrative Services and begin recruitment for a full-time clerical position. If you would like to discuss this in more detail, I am available at your convenience.

c: Mark Meyers, City Administrator