

AGENDA 6a-4
DATE 8.18.2020

ADMINISTRATIVE SERVICES DEPARTMENT

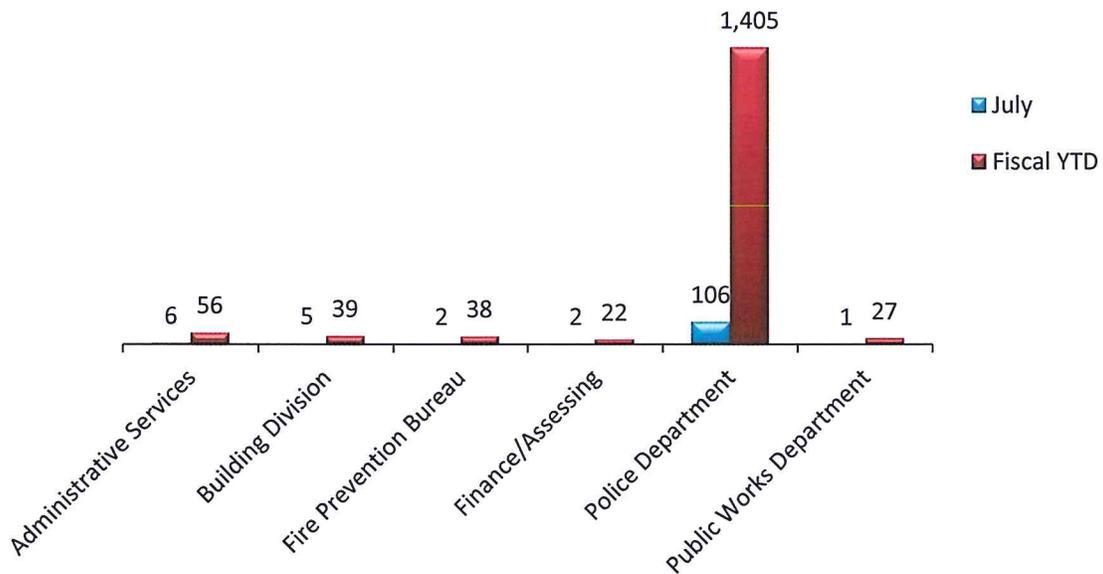


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
July 2020

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.

Freedom of Information Act Requests



Special Projects

Staff attended a meeting with REVEL to discuss the Marketing and Communication Plan.

Staff attended the monthly Muskegon Central Dispatch 911 Coordinating Committee meeting and Board of Directors meeting via videoconference.

Staff attended several bid openings for various projects.

Staff attended a meeting with Muskegon and Muskegon Heights to discuss CDBG programming.

Staff met with the City's health benefits third party administrator 44North to discuss the benefits renewal package.

Human Resources

Recruitment and Selection

The City interviewed three (3) candidates for the City Engineer position in the Public Works Department and an offer was made to and accepted by Alex Craigmile. Alex is expected to begin employment in August.

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	2	67
Returned	11	64
YTD (returned)	11	64

City Clerk

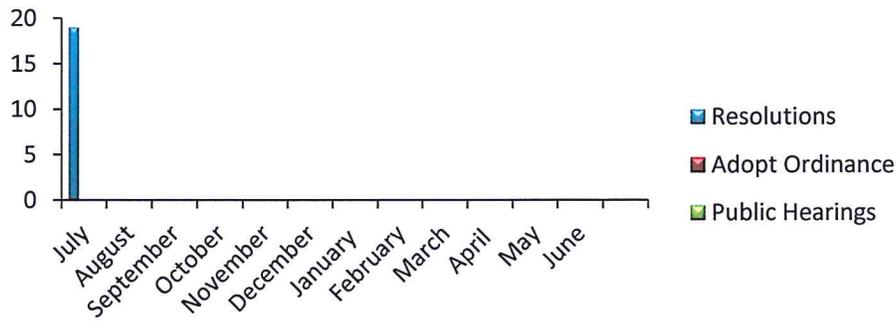
Accident and Injury Claim Reports

Accident and injury reports for the month of July:

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

City Boards and Commissions

Agenda packets were prepared and distributed for City Boards and Commissions meetings. The City remotely held two regular City Council meetings, one Election Commission meeting, two special City Council meetings, and one work session. Twenty-one items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



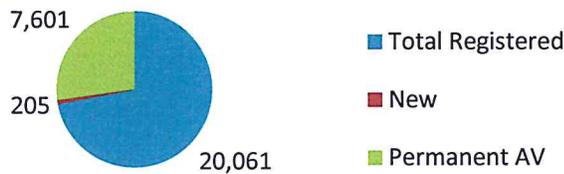
Elections

During the month of July staff in the Clerk’s office processed absentee ballot applications and issued ballots to 1,629 voters. There were 3,886 ballots marked returned in Qualified Voter File software this month. All supplies, paperwork and notices for the poll workers, both in precincts and the absentee counting board, were prepared throughout the month. The Clerk and Administrative Assistant performed the required Public Accuracy test on Thursday, July 30th at 10 a.m.

The July 2019 monthly report cited 3,340 permanent absent voters. Processing more than double the amount of absentee ballots this year has, likewise, multiplied the workload for Clerk’s office staff. Continued growth of the permanent absentee voter list and temporary absentee voting is expected to increase before November due to the pandemic.

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

Voter Registration Statistics



Business Registration

As of July 31st, there were 636 businesses registered to do business in the City of Norton Shores, as well as, eight food trucks approved and able to operate in the city limits. A list of registered businesses and approved or pending food trucks can be found on the City’s website.

Meetings and Activities

Provided remote access to BS&A to set up the Business Registration software in preparation for data upload, training and implementation over the next few months.

An agenda packet was prepared for the required Election Commission meeting prior to the August State Primary Election. The Clerk attended the meeting as a member of the Commission to approve ballots, inspector assignments and testing procedures.

On July 14th the Clerk participated in a live broadcast on Talk of Muskegon radio show related to the upcoming election and increase in absent voting due to Proposal 18-3 and the current pandemic.

Attended the monthly Muskegon County Clerk's Association meeting held remotely on July 21st.

Held a meeting with Department Heads to get input on expectations for the new BS&A Business Registration application and determine who from each department will attend training in November.

Attended a remote meeting with 44 North to discuss a prescription program that could reduce the City's cost.

Met with other Muskegon County Clerks at the City of Muskegon to share information about establishment of Absent Voter Counting Boards, tasks required or recommended by the Bureau of Elections and procedures in place on Election Day. Several municipalities are using AVCBs for the first time and others shared ways to increase efficiency in our current procedures.