

AGENDA 6a4
DATE 9.15.20

ADMINISTRATIVE SERVICES DEPARTMENT

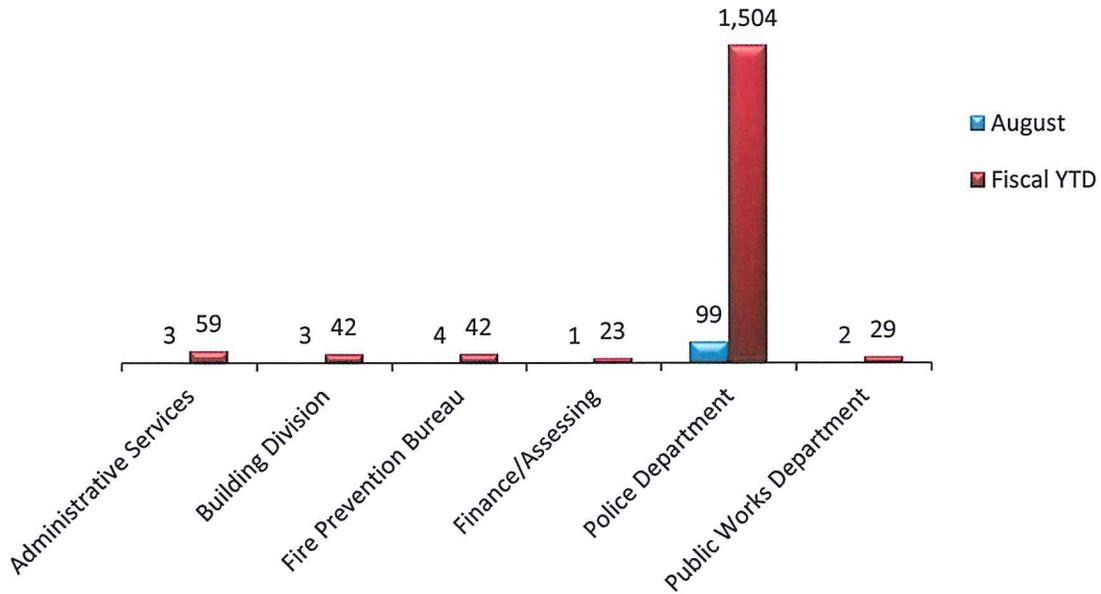


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
August 2020

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 continues to work with REVEL on the Marketing and Communication Plan including photography, brand story and brand promise development, and tagline finalization.

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

Staff attended several webinars on revenue sharing hosted by the State Treasury.

Staff attended the monthly Michigan Municipal Executives (MME) Experience Committee meeting.

Staff attended a Robertson's Protect the Protectors seminar.

Human Resources

Recruitment and Selection

An offer was made to and accepted by Joshua Hankins for a full-time Police Officer position. Mr. Hankins worked as a cadet and will be graduating from the GVSU Police Academy later this fall. Mr. Hankins is expected to begin employment the first of the year pending the retirement of Officer Mike Wasilewski. Officer Wasilewski worked 25 years for the NSPD and we thank him for his service and wish him well during retirement.

Performance Evaluations and Status Change Forms

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

	Performance Evaluations	Status Sheets
Sent	0	2
Returned	2	5
YTD (returned)	13	69

City Clerk

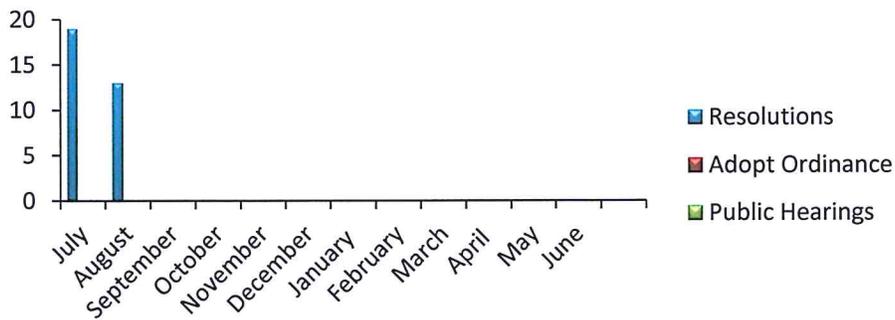
Accident and Injury Claim Reports

Accident and injury reports for the month of August:

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

City Boards and Commissions

Agenda packets were prepared and distributed for City Boards and Commissions meetings. The City remotely held one rescheduled and one regular City Council meeting. Twelve items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



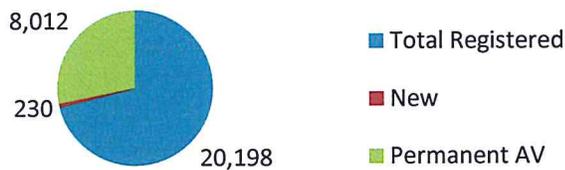
Elections

The State Primary Election was held on August 4th resulting in 35% voter participation with 5,160 absentee ballots counted and 1,733 voters assisted at the polls. At the November 2008 Presidential Election a City record was set for absentee ballots counted at 5,215. In November 2020 a new record will be set and continue to climb due to no reason absentee voting and, this year, with COVID-19 as a contributing factor.

On August 5th, staff in the Clerk’s office began preparations for the November 3rd General Election. This consisted of sorting dual applications from March and August, answering ballot inquiries by email, phone and in-person, mailing 1,600 additional absent voter applications and assigning ballot numbers to 7,010 absentee voters. Labels were printed and applied to ballot return envelopes which have been filed by precinct until ballots arrive at the end of September and can be inserted and mailed out.

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

Voter Registration Statistics



Business Registration

As of August 31st, there were 639 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.

Activities and Meetings

On Saturday, August 1, 2020, Administrative Assistant Taylor Hobby worked the eight hours mandated on the weekend prior to an election to allow for voter registration and absentee voting.

Benefits Open Enrollment Meetings were scheduled with 44 North and all employees sent notices of the time and place. Benefit Confirmation forms were prepared for every active employee and distributed with instructions to report any changes before the end of open enrollment.

Many communications with other local clerks, the County Clerk, the Michigan Bureau of Elections Director, the Administrator, the Mayor and the Superintendent of Mona Shores took place in reference to the Superintendent's request to move polling locations out of our public-school buildings.