

AGENDA 6a 4
DATE 10.20.20

ADMINISTRATIVE SERVICES DEPARTMENT

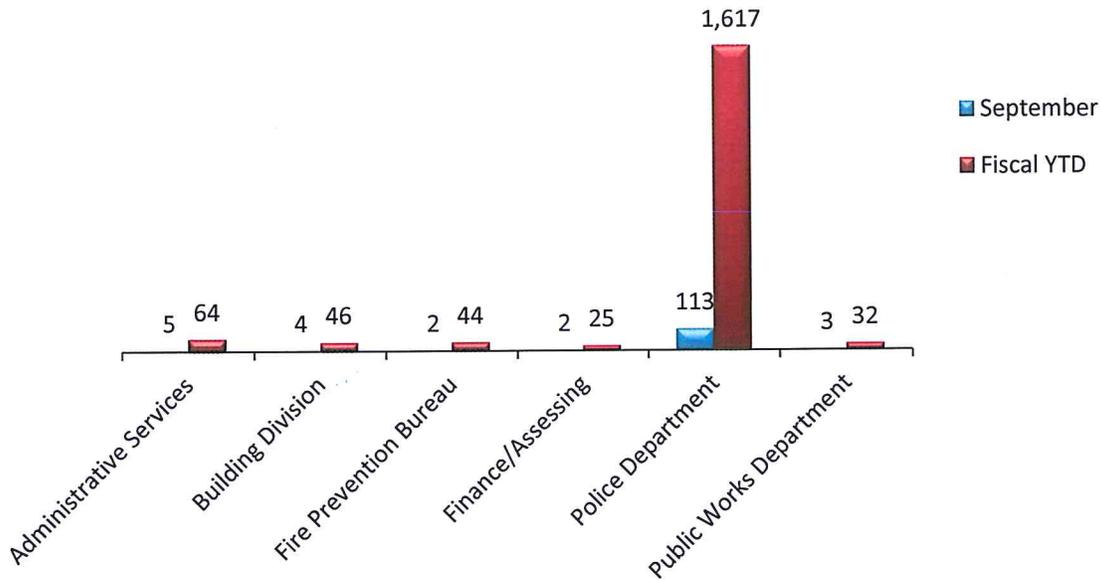


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
September 2020

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 setting up an email list, design for a marketing logo, and concepts for both a marketing website and city website upgrade.

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

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

Staff met with Livability Magazine to discuss the 2021 publication.

Staff attended a safety committee meeting to review the accident/injury reports with employees from various departments.

Staff meet with an appraiser working on behalf of the City's commercial insurance

provider (MML) to appraise the all City property (buildings only) that have a value of \$100,000 or more. The last appraisal was conducted in 2009 which resulted in the City's property being valued at \$21 million. The MML prefers to conduct property appraisals every ten years.

Human Resources

Recruitment and Selection

The City advertised for the open Programs Assistant position in the Administrative Services Department and received 43 applications. Following a review of qualifications, staff interviewed seven (7) candidates and then invited the top four (4) back to take the written test.

Performance Evaluations and Status Change Forms

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

	Performance Evaluations	Status Sheets
Sent	6	3
Returned	0	2
YTD (returned)	13	71

City Clerk

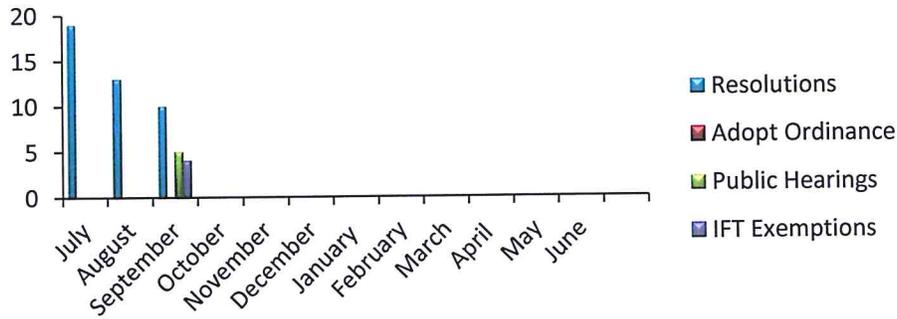
Accident and Injury Claim Reports

Accident and injury reports for the month of September:

Type of Claim	Number of Claims	Fiscal YTD
Liability	1	2
Employee Injury	2	3

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 and a work session. Twelve items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.



Elections

Preparations for the November 3rd General Election continued and has kept the regular and temporary staff in the Clerk’s Office extremely busy. Twenty-five Military and Overseas Voters (MOVE) ballots were sent either electronically or by mail before or on the Saturday, September 19 deadline and the confirmation report submitted to the State as required. In September 7,760 absentee ballots in total were sent to voters and 495 already returned. The City has added 47 new election inspectors to our roster and online certification for new and current inspectors took place throughout the month. We have scheduled eight inspectors per precinct for the upcoming election, instead of four to five, because of anticipated high voter turnout and added safety tasks related to COVID.

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

Voter Registration Statistics



Employee Benefits

Employee Benefit Guides were due back to Administrative Services in September with requests for changes, additions and deletions. Several notices were sent to employees reminding them of open enrollment meetings allowing employees and retirees to ask about medical, dental, vision, life, and supplemental insurances. Also, a new prescription plan, AroRx, was introduced and covered individuals were encouraged to attend open enrollment meetings to ask about any new procedures in filling prescriptions. Attendance was low and we are hopeful that employees watched the short video emailed to them describing the program and they had no additional questions.

Business Registration

As of September 30th, there were 643 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 September 2nd Open Enrollment meetings with 44North and, in some cases, Aflac were held for employees and pre-65 retirees. A Zoom meeting was scheduled for retirees who may prefer attending remotely which no one signed up for and the meeting was cancelled.

A representative from the Michigan Employee Retirement System (MERS) scheduled one-on-one meetings with active employees who wanted to discuss retirement accounts and options and met with approximately 15 employees.

Attended the remote Muskegon County Clerk's Association monthly meeting with local clerks and county clerk staff.