

AGENDA 6a4
DATE 5.19.20

ADMINISTRATIVE SERVICES DEPARTMENT

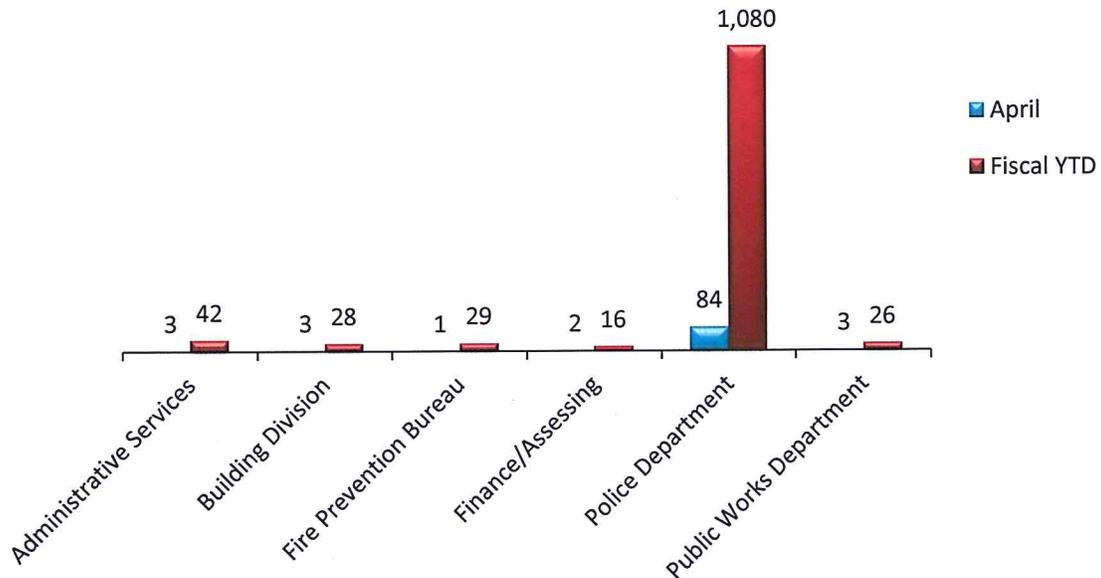


Anthony D. Chandler
Director of Administrative Services/
Assistant to the City Administrator
April 2020

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 the Muskegon Central Dispatch 911 Board of Director meeting via videoconference.

Staff attended a videoconference meeting with Revel on the Communications Plan.

Staff attended numerous webinars from the MML on the financial impacts of the COVID-19 outbreak.

Staff prepared and implemented strategies to deal with the COVID-19 outbreak.

Human Resources

Recruitment and Selection

The City continued the recruitment for the position of full-time Police Officer.

Performance Evaluations and Status Change Forms

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

	Performance Evaluations	Status Sheets
Sent	7	6
Returned	9	7
YTD (returned)	87	56

City Clerk

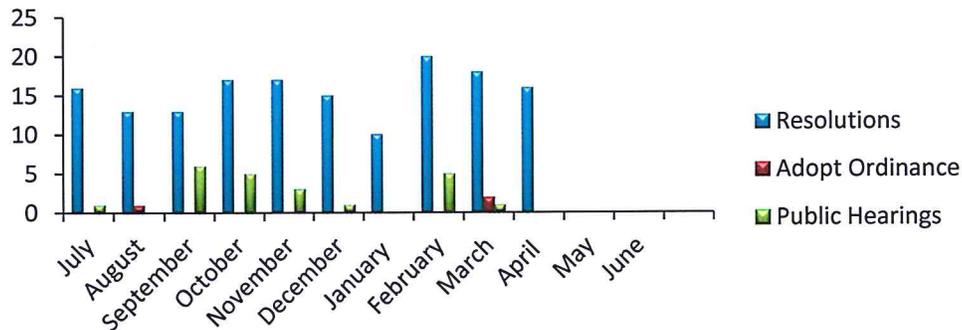
Accident and Injury Claim Reports

Accident and injury reports for the month of April:

Type of Claim	Number of Claims	Fiscal YTD
Liability	1	8
Employee Injury	0	6

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 one Election Commission meeting. Twenty items were reviewed along with monthly reports. Following the meetings, minutes were prepared for approval.

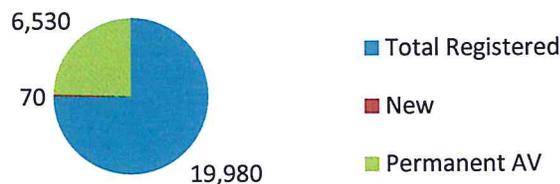


Elections

Due the COVID-19 pandemic and Executive Order 2020-27 issued by Governor Whitmer that the May 5th Special Election be primarily a mail-only election, the Clerk's office was extremely busy during the month of April. The 3,900 voters on the permanent absent voter list had already received ballot applications for the May election before the Secretary of State sent out absentee ballot applications to all 19,980 voters in Norton Shores. Throughout the month 6,110 ballots were sent and 5,140 were returned, sorted, input into the State's program and secured for processing on Election Day. Although voting by mail was strongly encouraged, the Clerk's office also had to prepare City Hall as the one polling location open for voters to register or obtain an absentee ballot on election day.

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

Voter Registration Statistics



Business Registration

As of April 30th, there were 630 businesses registered in the City of Norton Shores. A list of registered businesses can be found on the City's website.

Additional Meetings/Activities

The Clerk and Administrative Assistant led the remote Election Commission Meeting held on April 30, 2020 to approve the May 5th ballot, preliminary testing procedures, scheduled inspectors and alternate inspectors for the upcoming election. After the meeting adjourned, the public accuracy testing was held remotely. Both were properly noticed public meetings as required by Michigan Election Law and the Open Meetings Act.

A letter was mailed to all retirees that included a COVID-19 informational flyer provided by 44 North and an additional notice to remind retirees who to call with any health, dental and vision questions as well as coverage concerns related to the pandemic.