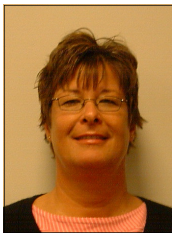


Allendale Charter Township Clerk Annual Report for 2010

Personnel:



Candy Kraker, Clerk
Elected in November 1988
Part time from 1988 to 2000
Full time since 2001



Carla Lieffers, Deputy Clerk
Appointed in April 2005
Part time from 2005-2008
Full time since 2009, works approximately half of that time at the front desk

Responsible for:

- Elections
- Voter registration
- Passports
- Notary services
- Cemetery
- Front Desk
- Employee newsletter
- Freedom of Information
- Web site, outdoor signage, Announcer information, telephone answer system, keyless entry lock system and security badges.
- Census
- Liquor licenses
- Board meetings...agendas, ordinances, resolutions, minutes, postings, publications, notices, etc.
- Human Resources
- Parks and Recreation
- Record retention
- PA 116
- PA 198

Office hours:

Monday through Friday, 8 am to 5 pm

Elections

2010 was a busy year for elections, with the Annual School Election in May, the Primary Election in August, and the General Election in November.

Processes include:

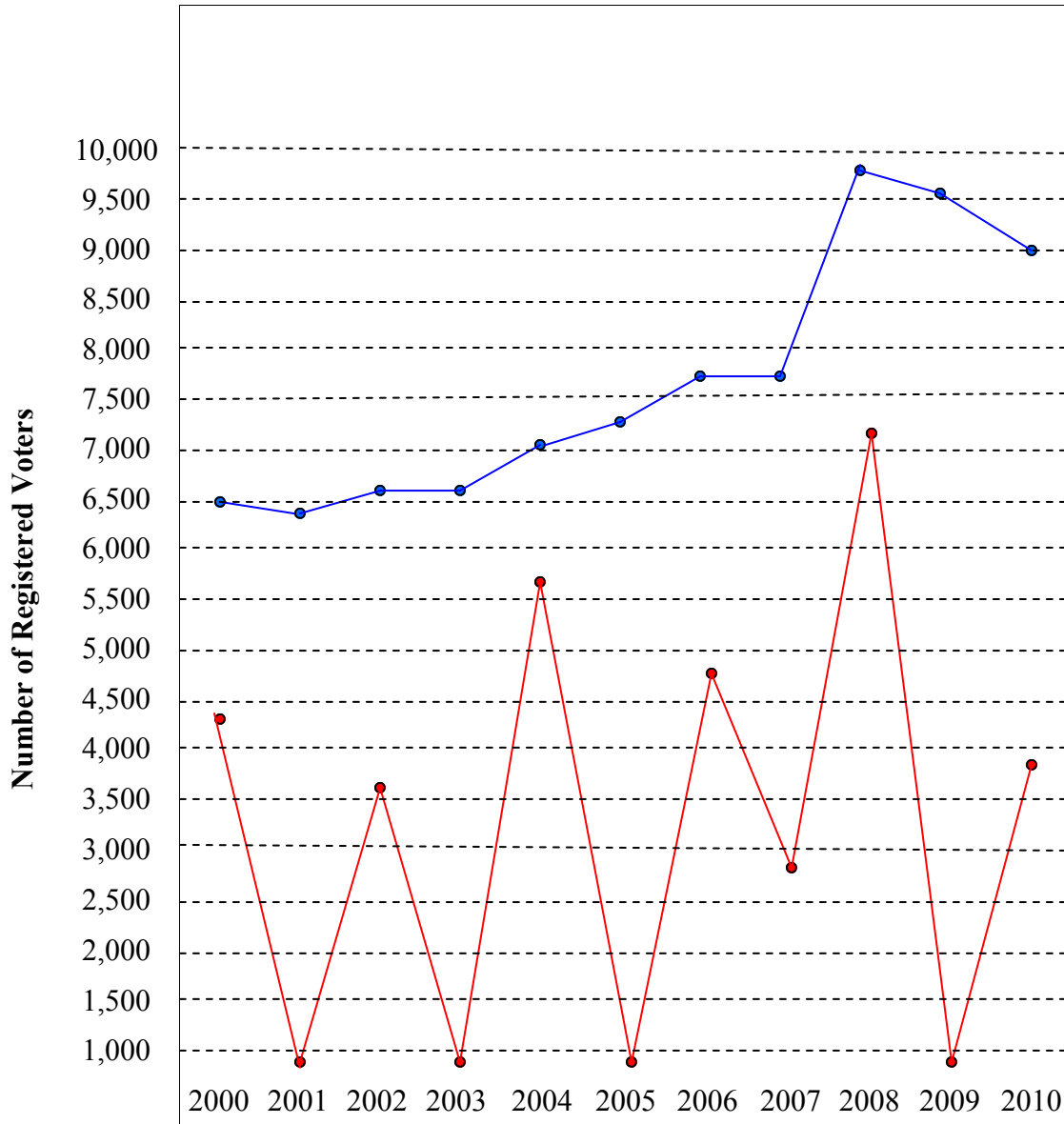
- Attending training classes and special meetings.
- Preparing election notices and postings.
- Completing reports to the Election Commission and State Republican and Democratic parties.
- Sending out Absentee Ballot applications and ballots.
- Training Election Inspectors, Receiving Board and Absentee Ballot Boards.
- Preparing Election Inspectors work schedule.
- Ordering, maintaining and providing the proper supplies for elections.
- Preparing and holding a public Accuracy Testing for voting machines.
- Maintaining Election Inspectors paperwork and payrolls
- Educating the public.
- Electronically transferring and physically delivering election results.
- Electronically recording absentee ballots send, received and transferred.

Voter Registration

Processes include:

- Attending training classes and special meetings.
- Maintaining the State Qualified Voter File
- Maintaining weekly voter registrations and cancellations
- Maintaining the Permanent Absent Voter information
- Mailing required information to the voters on the Permanent Absent Voter list
- Processing all of the mailings as required by State law
- Continually corresponding with the State and Federal offices for voter registration
- Verifying signatures on petitions
- Working with residents over 60, notifying them of the opportunity to be placed on the permanent absentee ballot list.
- Updating street index with County GIS
- Mailing voter identification cards to each new voter.

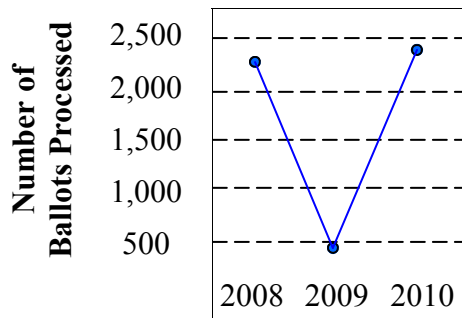
Elections



Blue line is number of registered voters for the year.

Red line is number of highest voter turnout for the year.

Absentee Ballots

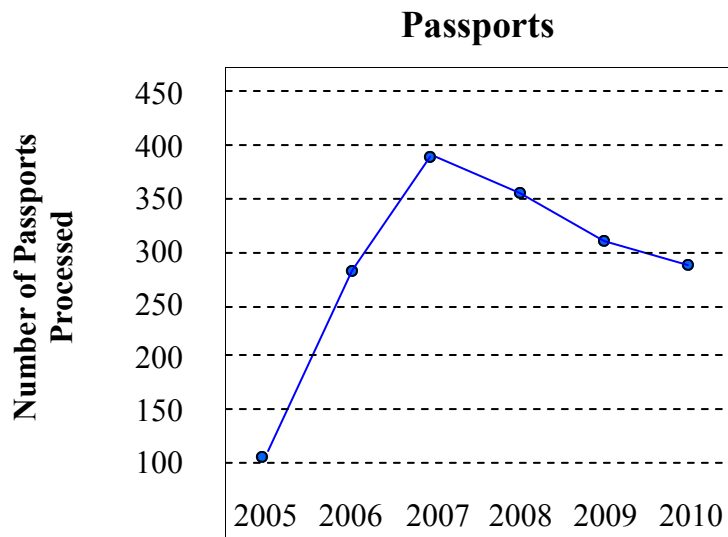


Passports

Many from Allendale, and surrounding communities, took advantage of obtaining passports through the Township office last year.

Processes include:

- Attending training classes and special meetings.
- Preparing notices and postings.
- Completing reports to the United States Department of State.
- Ordering and maintaining supplies.
- Processing applications.
- Tracking passports.



Notary Services

Several Township staff members are notaries. The services are free. Notaries on staff include, myself, Carla Lieffers, Laurie Richards, Sharon Kleinjans, Denise Wiersma, Kathy Hanes and Nicole Start.

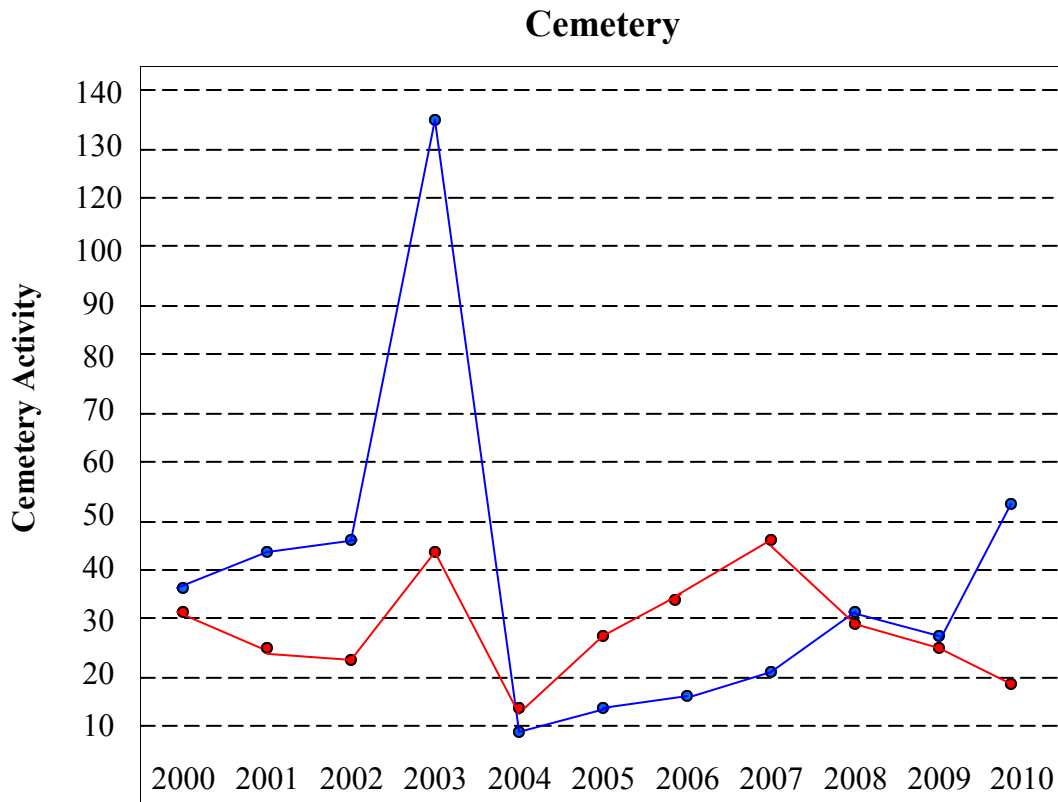
Processes include:

- Attending training classes and special meetings.
- Ordering and maintaining supplies.
- Processing paperwork..
- Tracking paperwork.

Cemetery

Processes include:

- Maintaining paper and computer records.
- Working with families and funeral homes for purchases, burials, etc.
- Helping families with genealogy.
- Maintaining cemetery map.



Blue line is number of graves sold.

Red line is number of burials.

Front Desk

Processes include:

- Maintaining the coverage schedule.
- Cover for lunches.
- Cover for at least 2 days per week.

Employee Newsletter

Processes include:

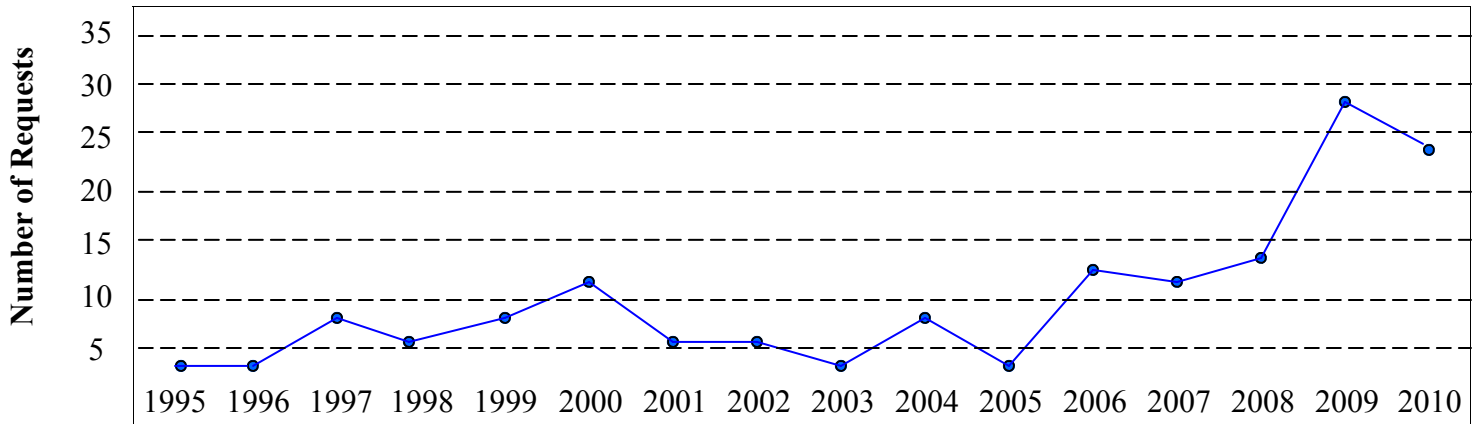
- Developing, copying and distributing a monthly employee newsletter, focusing on health, employment information and news.

FOIA

Processes include:

- Processing FOIA requests.
- Researching and copying requested materials.
- Collecting associated fees.
- Documenting responses.

FOIA Requests



Communications

Process include:

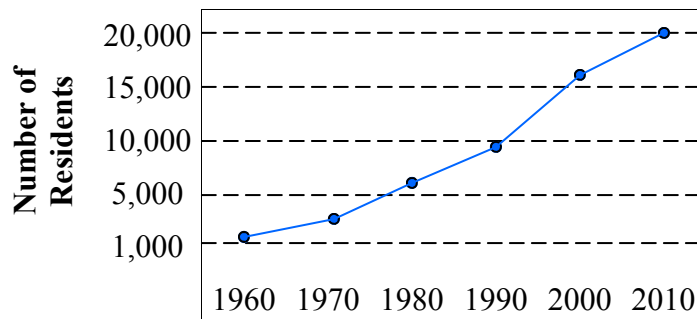
- Attending training classes and special meetings.
- Maintaining web site.
- Maintaining outdoor message sign.
- Preparing monthly information for the Announcer.
- Maintaining the telephone answering system.
- Maintaining the keyless entry lock system and security badges.
- Prepare press releases.

Census

Processes include:

- Attending training classes and special meetings.
- Preparing preliminary reports and maps (started in 2008).
- Preparing regular reports for the Census Bureau.

Population

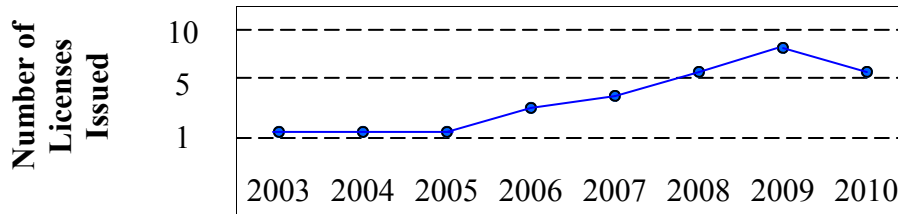


Liquor Licenses

Processes include:

- Attending training classes and special meetings.
- Maintaining license applications.
- Providing information packets for perspective liquor licensees.
- Assisting applicants fulfill required reporting.
- Processing applications and setting up public hearings, etc.
- Providing reports to State as requested.

Liquor Licensing

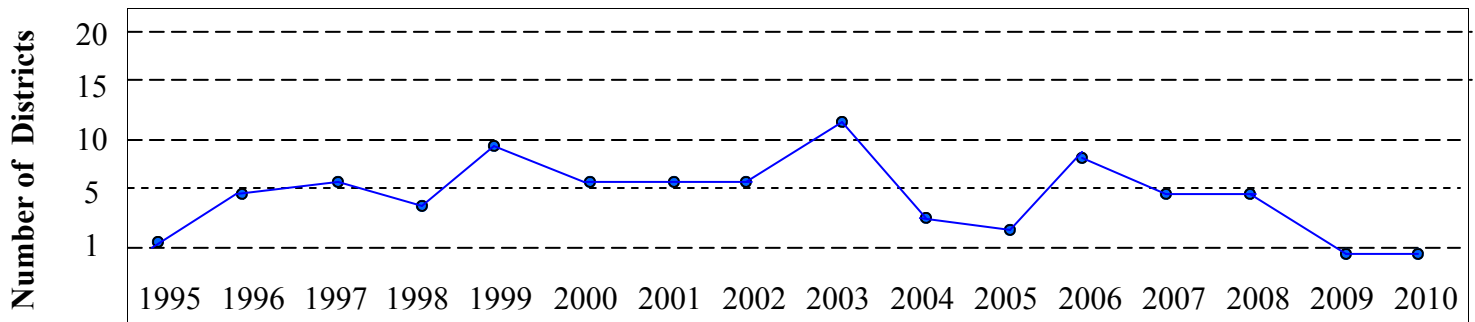


Light Districts

Process includes:

- Preparing Board resolutions and paperwork.
- Preparing paperwork for developer, Register of Deeds and Consumers Energy.

Light Districts



Solicitation Licenses

Processes include:

- Assisting the applicant with forms, fees, and required information.
- Conducting a criminal background check.
- Processing the application.

Americans with Disabilities Act

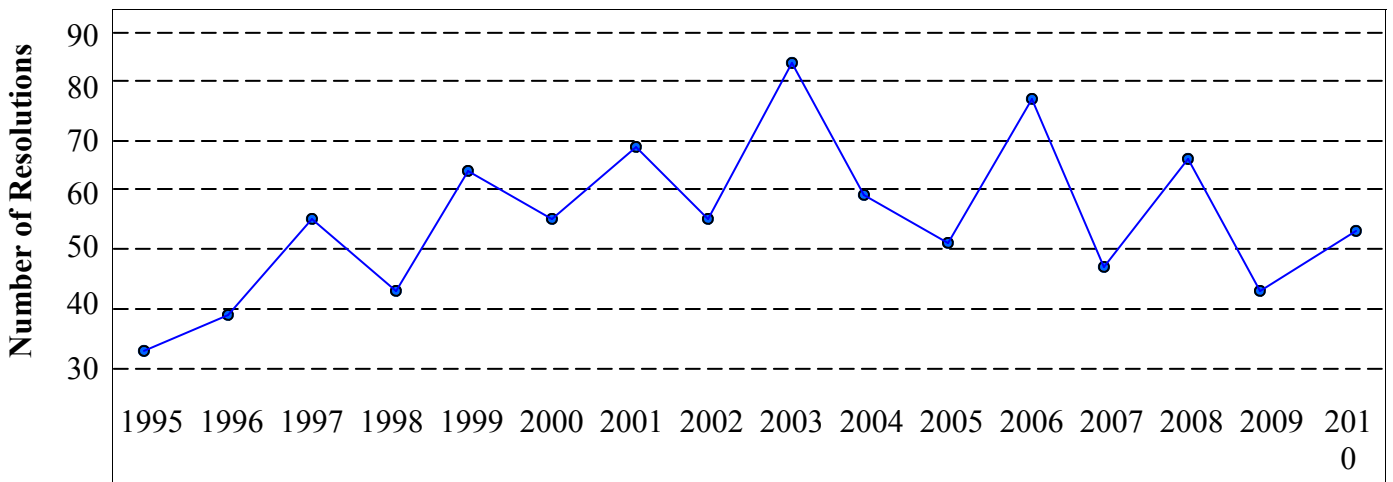
- Develop and maintain the ADA plan.
- Implement the plan as opportunities arise.

Board Meetings

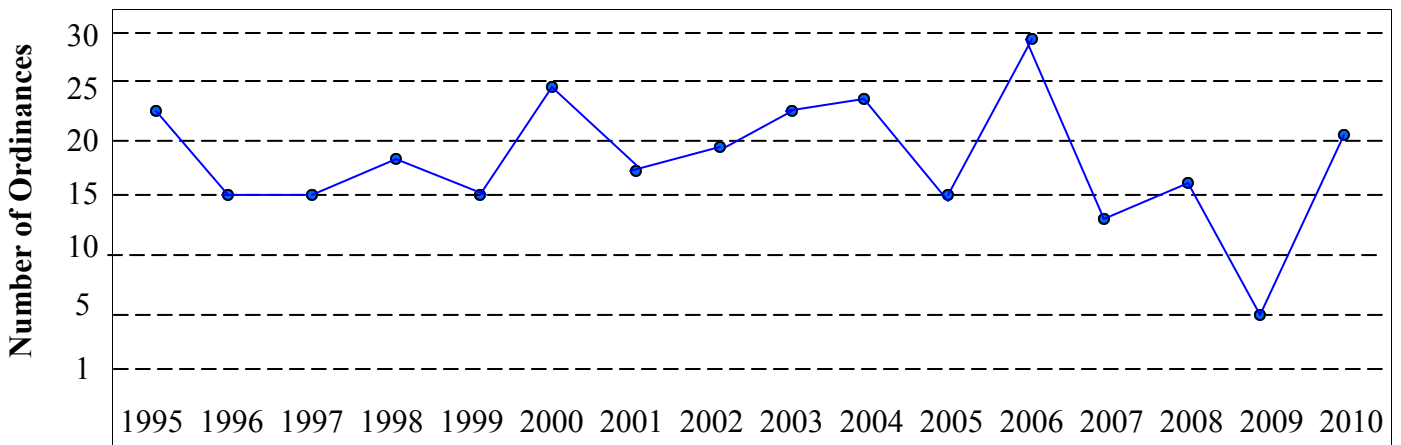
Processes include:

- Preparing agendas.
- Preparing Board packets.
- Preparing and maintaining reports, resolutions, ordinances, etc., for Board packets.
- Preparing and maintaining minutes.
- Preparing and maintaining postings, publications, notices, ads, etc.
- Recording meetings.
- Putting agendas and minutes on the web.
- Putting the audio on the web.

Resolutions



Ordinances

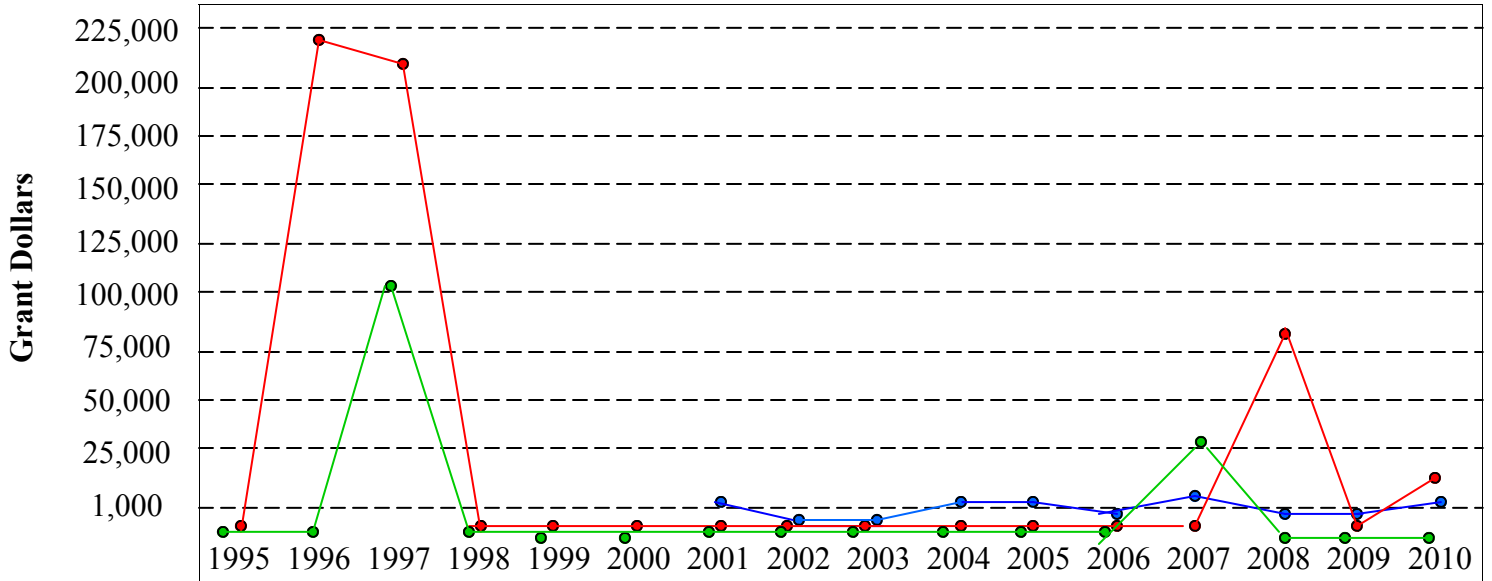


Grants

Processes include:

- Being alert to grant opportunities.
- Doing a great deal of research before application.
- Applying and following up if grants are approved.

Grants Received



Blue line is Allendale Community Foundation grants...Fire Department, Sheriff Department, Lifelong Learners and Historical Society.

Red line is park grants.

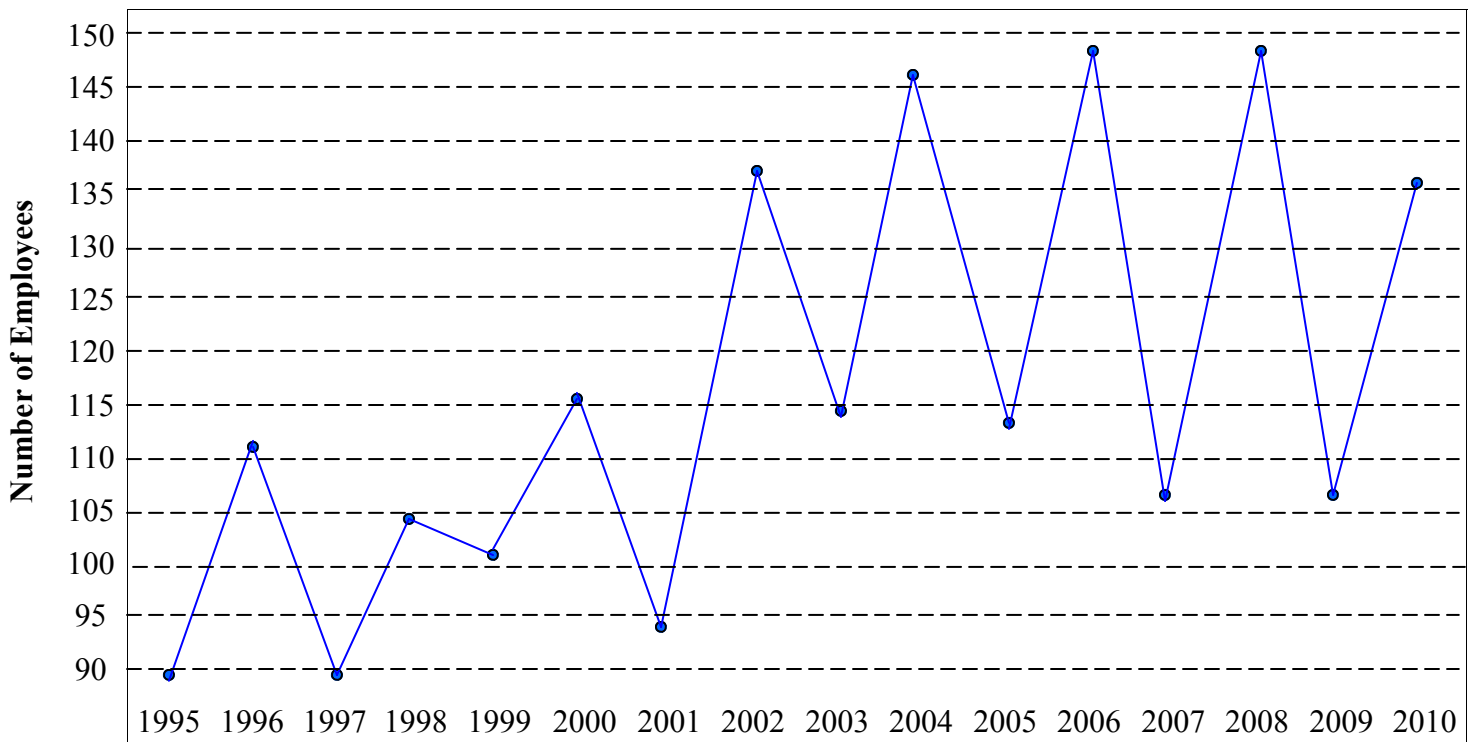
Green line is sidewalk grants.

Human Resources

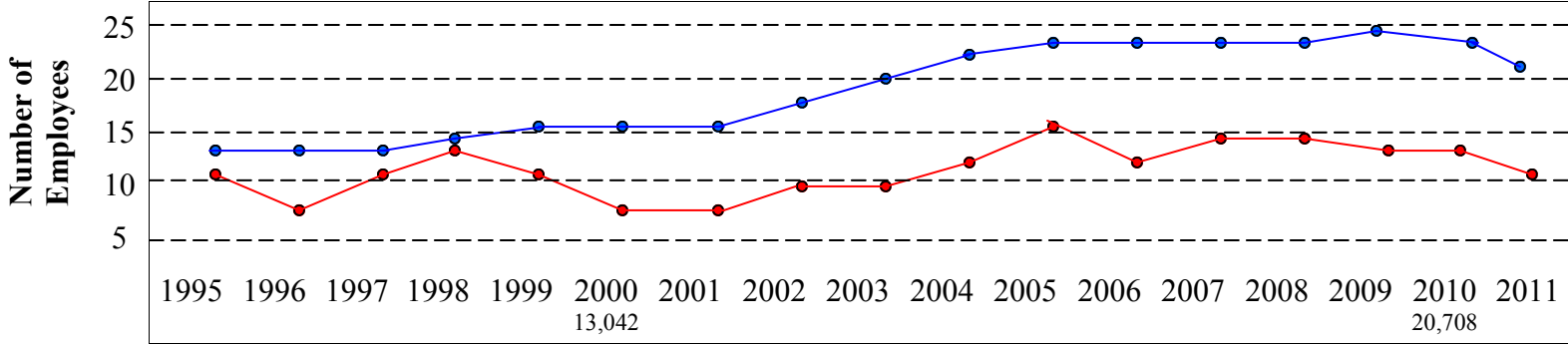
Processes include:

- Attending training classes and special meetings.
- Developing forms, such as employment applications, vacation requests, vacation/sick time taken, evaluations, HSA, etc.
- Developing and updating job descriptions.
- Maintaining tax reports, such as 941, MESC, W-2, I-9. etc.
- Maintaining payroll records.
- Maintaining personnel files.
- Maintaining pension and deferred compensation information.
- Maintaining and updating health, dental, optical, workers comp, cobra, long term and life insurance information.
- Maintaining records of vacation, sick and personal hours taken.
- Maintaining medical files.
- Maintaining and updating drivers license reports.
- Maintaining criminal background reports.
- Maintaining salary schedules.
- Developing and maintaining Personnel Policy and Benefit Summary.
- Maintain and distribute Department Head Guide.
- Preparing and distributing memos to staff.
- Preparing and distributing staff business cards.

Employees Paid

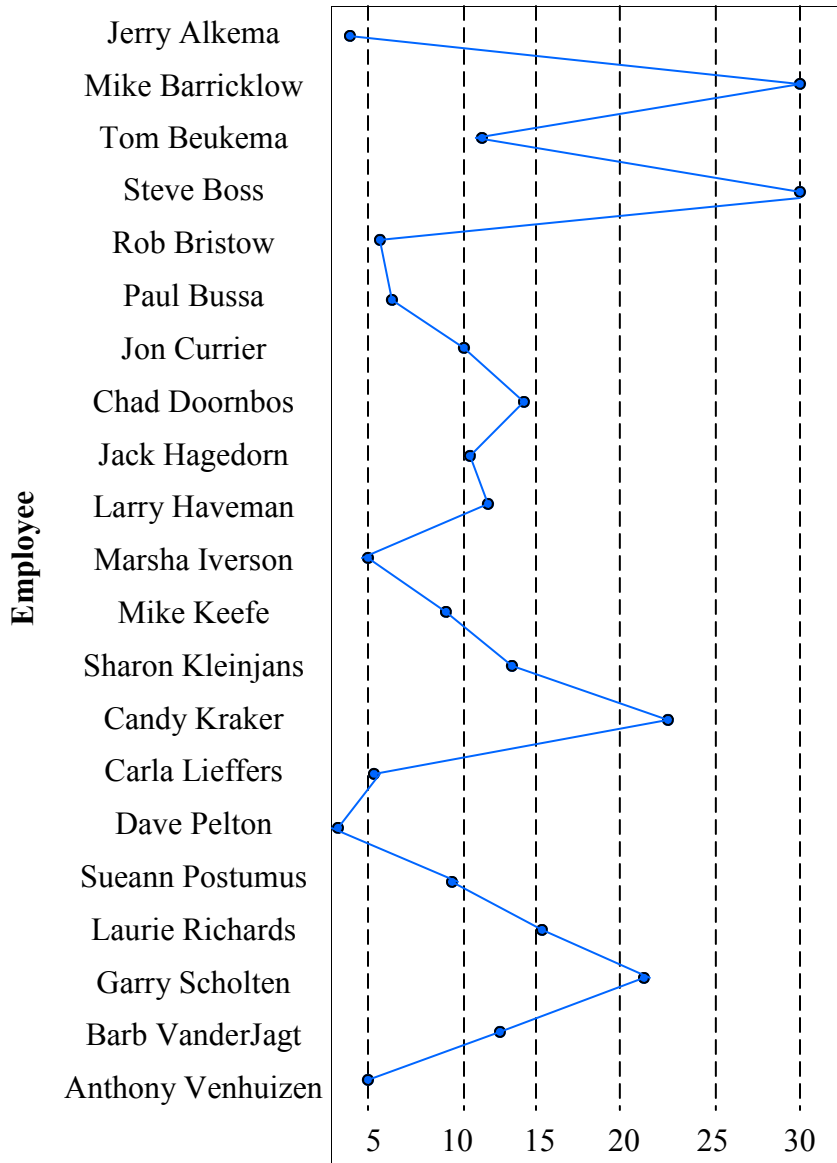


Regular Employees (Full and Part Time)

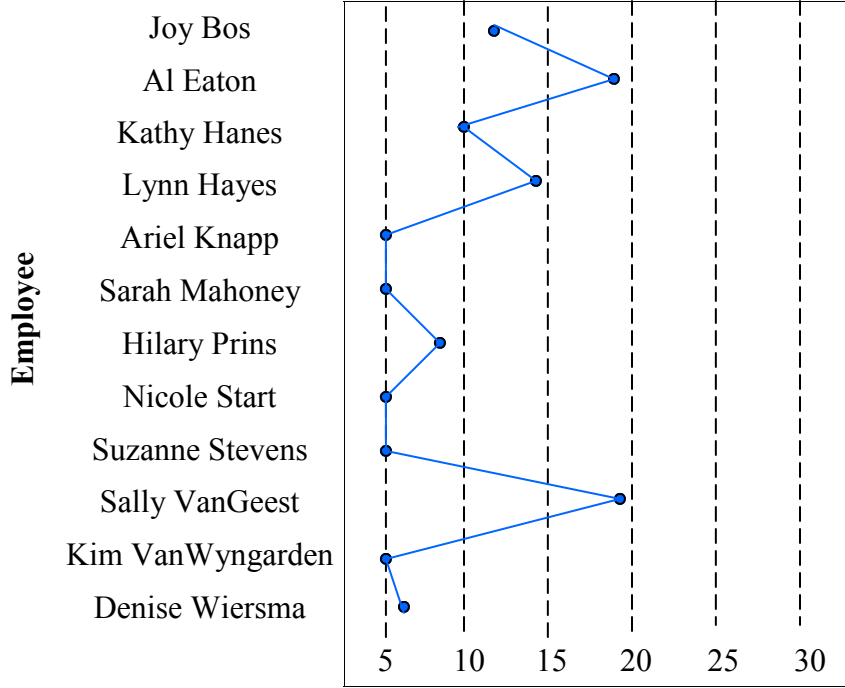


Blue line is number of full time employees.
Red line is number of part time employees.

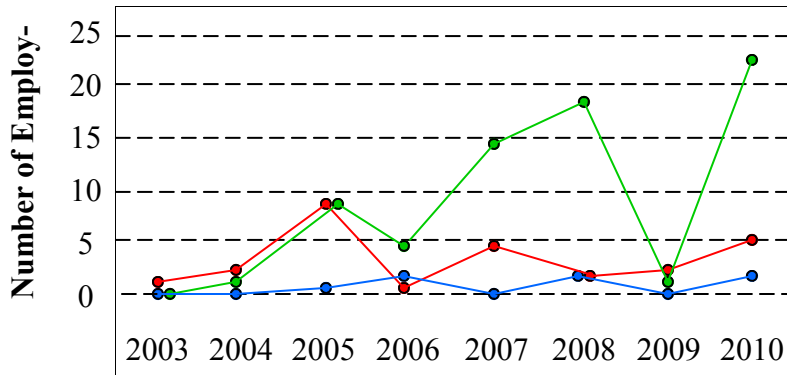
Full Time Employee Longevity



Regular Part Time Employee Longevity



Employee Turnover

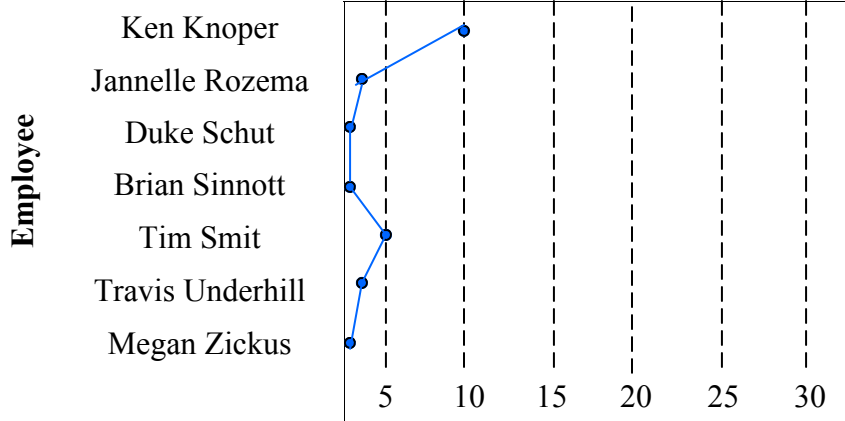


Blue line is full time employees.

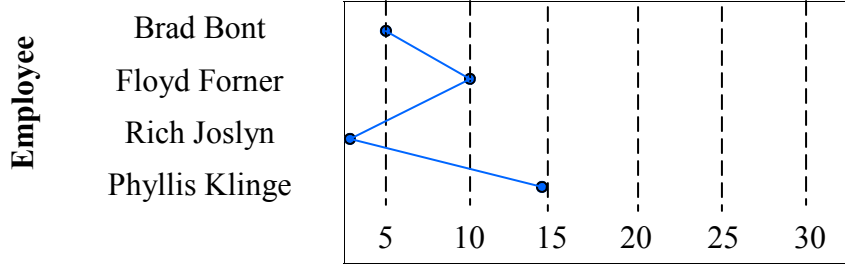
Red line is part time/seasonal employees.

Green is committees, fire fighters, election workers.

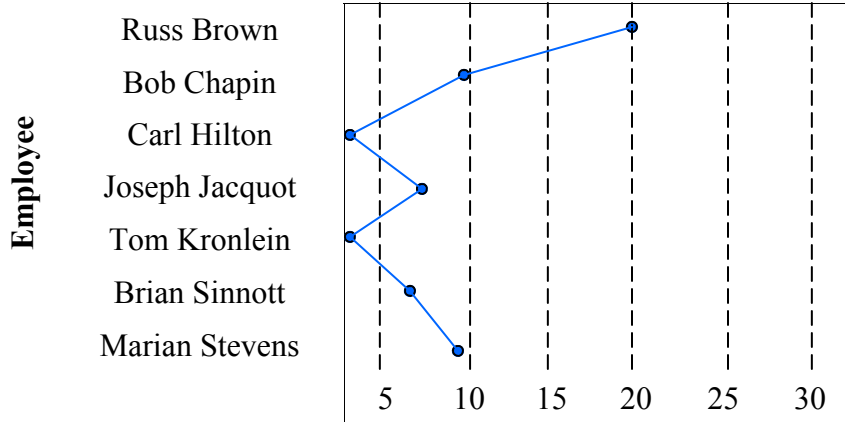
Planning Commission Longevity



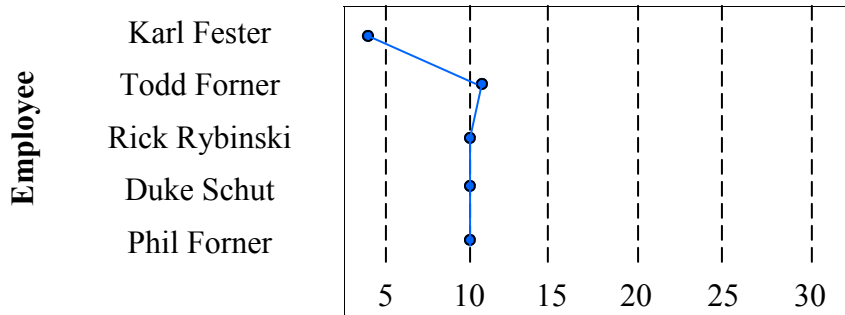
Board Review Longevity



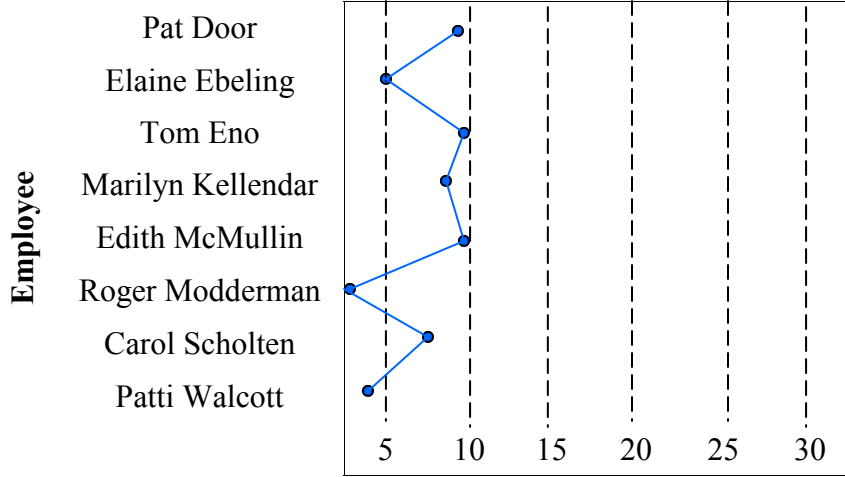
Board of Appeals Longevity



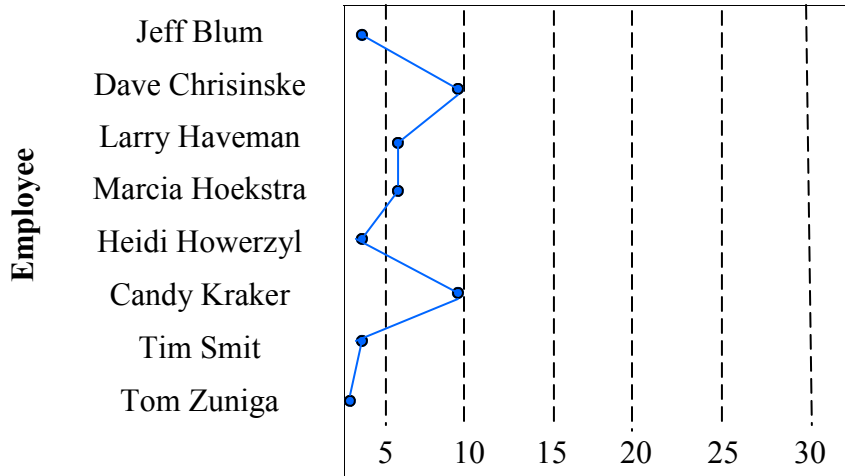
Construction Board of Appeals Longevity



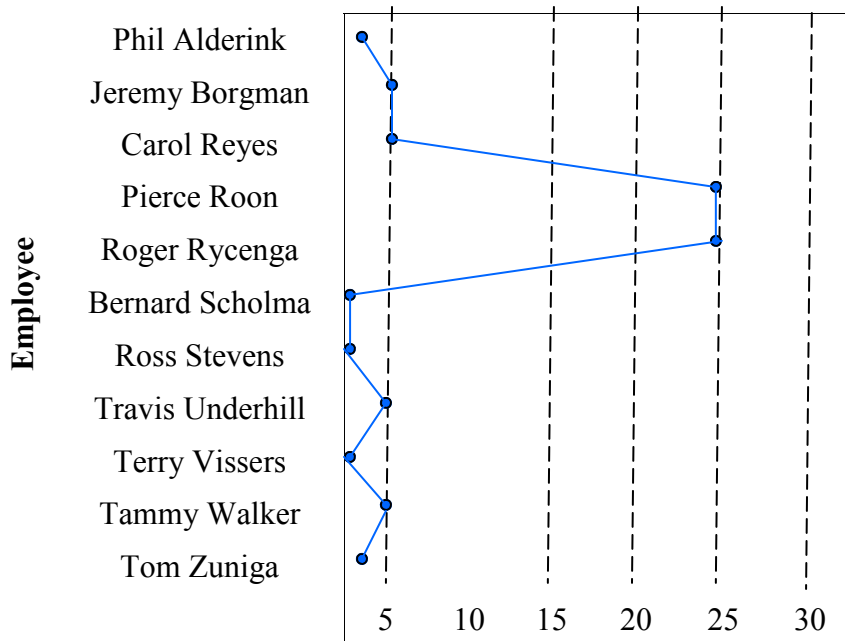
Library Committee Longevity



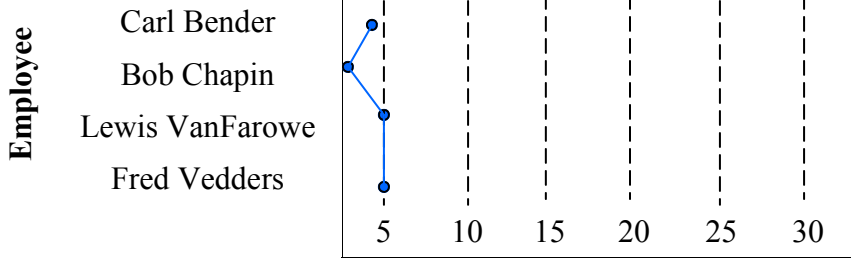
Parks and Recreation Committee Longevity



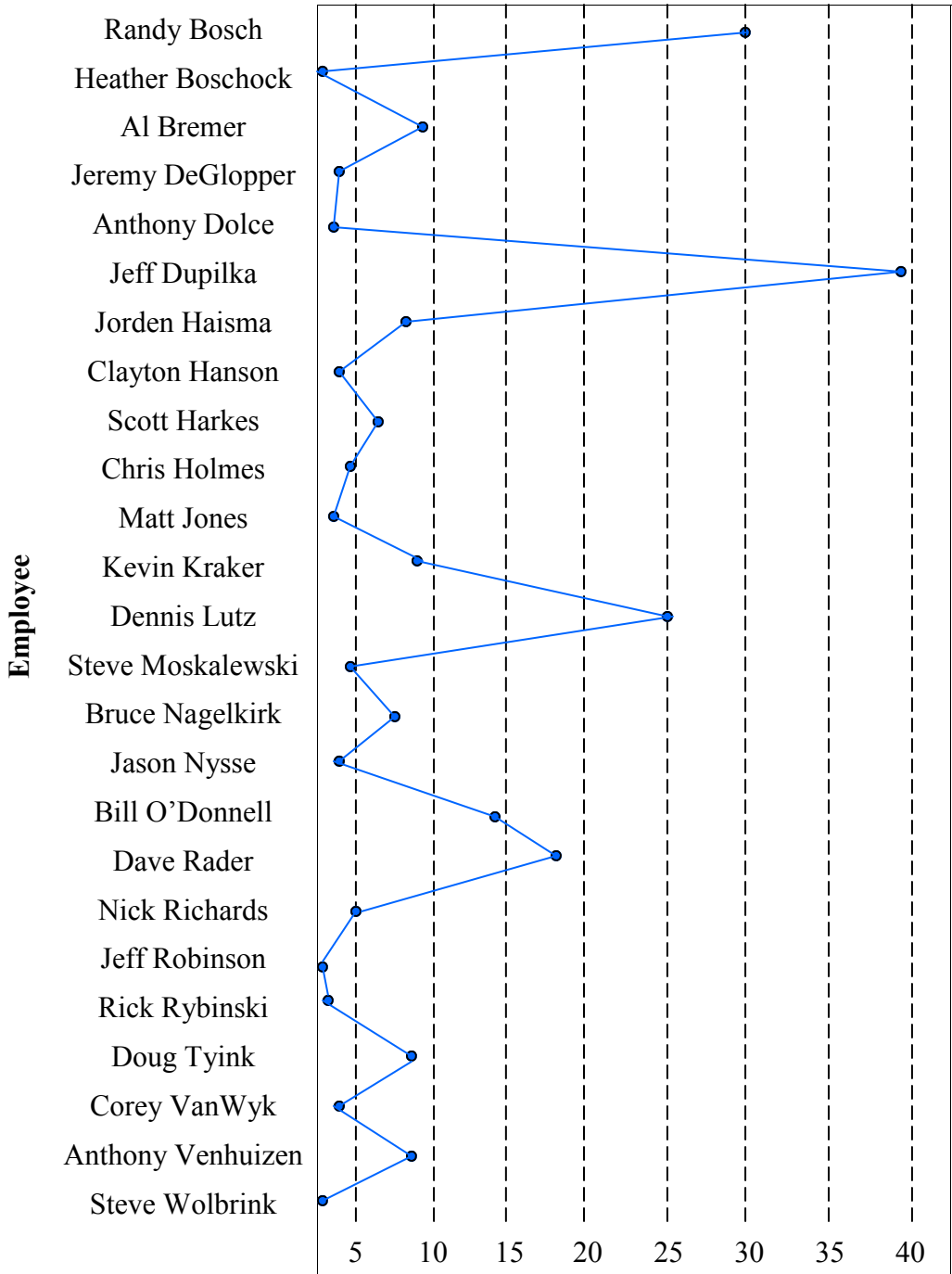
DDA Longevity



Citizens Council Longevity



Firefighter Longevity



Affiliations

Candy Kraker

Township

Parks and Recreation Chair since 2002
Allendale Community Foundation Board since 2000 (co-founder)
Chamber of Commerce (Board member for 3 years and President in 2001)
Allendale Historical Society

County

Ottawa County Clerk's Association (co-founder and 2 time president)
Easter Ottawa County Silent Observer Committee
Eastern Ottawa County Transit Action Team
North East Ottawa County Team of the Ottawa County Wellness Coalition

Region

West Michigan Regional Clerk's Association (co-founder and board member since 2001)

State

Michigan Municipal Clerk's Association

Past Committees

Historical Recognition Committee (2004)
4th of July Committee Co-Chair (1990-2000)
Veterans Memorial Committee Chair (1998)
150th Anniversary Committee (1998)

Carla Lieffers

County

Ottawa County Clerk's Association

Region

West Michigan Regional Clerk's Association

State

Michigan Municipal Clerk's Association