



# Memorandum

Office of the City Manager

**TO:** Honorable Mayor Atchison and Albion City Council  
**FROM:** Darwin D. P. McClary, City Manager  
**DATE:** January 15, 2020  
**RE:** CITY MANAGER'S REPORT

## RECYCLING CENTER AGREEMENT WITH COUNTY

I still have not received a contract addendum from the county for the extension of the recycling center agreement. I will submit the addendum to city council for consideration for approval as soon as my office receives it.

## WEB SITE REDESIGN PROJECT

The city's web design and hosting firm, Revize, will be working with city staff over the next few months to redesign the city's web site at no additional cost to the city in accordance with our contract.

## NORTH CLARK STREET MTEDF CATEGORY A GRANT

As council is aware, MDOT has awarded the city a \$340,000 grant to complete the reconstruction of a substantial portion of North Clark Street. I met with MDOT last week to discuss the administrative requirements associated with the grant. Since the city intends to seek a direct grant (administered locally), the city will submit a direct grant application to MDOT. This application will be submitted to city council for approval prior to submission to MDOT.

## KALAMAZOO RIVER IMPROVEMENT FUNDING

I will be meeting with the Michigan Department of Natural Resources (MDNR) this week to discuss the \$25 million in lawsuit settlement funding for Kalamazoo River improvements to discuss potential projects for the city. We will be discussing possible funding for a dam removal study and dam removal project funding, retaining wall repairs, and other potential projects. I will keep council updated on this matter.

## STAFFING

A number of city positions are currently vacant or are filled temporarily. I am working with HR Coordinator Kendrick and department heads to move forward with recruitment and hiring. We

are reviewing departmental structures, reviewing and updating job descriptions, reviewing compensation levels for non-union positions, identifying methods of reaching minority/underprivileged potential outside applicants, and determining the most appropriate processes for recruitment and selection. We have already promoted Eric Tobin, General Accountant in the Finance Department, to fill the Income Tax Accountant position.

#### SAW GRANT SANITARY SEWER ASSET MANAGEMENT REPORT AND PLAN

Public Services Director Phillips and I met with Fleis & Vandenbrink last week to receive the final SAW grant sanitary and storm sewer asset management report and plan, and we are reviewing the report for inclusion in the city's comprehensive capital improvement plan. We will also be setting up training for key city staff on the GIS and GPS equipment and software so that the city can begin maintaining its GIS data in-house.

#### IT CONTRACT RENEWAL

Our contract with IT consultant, IT Right, will be expiring soon. Due to a number of additional services we have identified as being necessary as we move forward (e.g., network review and standardization and cybersecurity), the cost of IT services is expected to double from the current \$14,000 to \$27,000. I will be asking city council to utilize the competitive bid process followed by the City of Bloomfield Hills to award a new 4-year contract to IT Right. I do not believe the city would benefit from an independent competitive bid process based on IT Right's recent competitive performance with other bid processes for the same scope of work.

#### CITY MANAGER EXTENDED OFFICE HOURS

To provide greater opportunity for citizens, business owners, and organizations to be able to meet with me and discuss their important ideas and concerns, I am scheduling extended office hours so that the public can meet with me after regular city hall business hours. My extended office hours will be held every Thursday from 5:00 PM to 7:00 PM by appointment. Anyone wishing to meet with me after hours can call my office at 517-629-7172 or e-mail me at [dmccclary@cityofalbionmi.gov](mailto:dmccclary@cityofalbionmi.gov) to schedule a time. Please contact my office by noon the day before so that we can make sure to accommodate requests.

#### UPCOMING AGENDA ITEMS

For the information of city council, the following items are in the queue for city council consideration over the next few council meetings (this is not an exhaustive list):

- Michigan Transportation Economic Development Category A Direct Grant Application
- City of Albion Downtown OPRA District Establishment and Tax Abatement Applications
- City of Albion Downtown Brownfields Districts
- Rental Registration and Inspection Ordinance and Program
- Recreation Advisory Commission Ordinance



- Arts Commission Ordinance
- Extension of Recycling Center Agreement with County on month-to-month basis
- Solid Waste Collection Contract
- IT Services Contract
- Sidewalk Program Fund Utilization
- Holland Park Sidewalk Improvement Project
- City Hall Closures for Document Management/Purge
- Betty Butterfield Request to Purchase City Property

