



# Memorandum

Office of the City Manager

**TO:** Honorable Mayor Atchison and Albion City Council  
**FROM:** Darwin D. P. McClary, City Manager  
**DATE:** March 16, 2020  
**RE:** **CITY MANAGER'S REPORT**

## COVID-19 EMERGENCY PREPAREDNESS

We are encouraging citizens to be vigilant but calm during the current coronavirus (Covid-19) public health emergency and to make every effort to protect themselves and family members, especially those who are members of high risk groups, during this outbreak. We strongly encourage citizens to engage in social distancing whenever possible. We are also asking that citizens take necessary precautions to avoid spreading the virus if they believe they have been exposed to the virus or are exhibiting symptoms by self-isolating. The US government, State of Michigan, and Calhoun County Health Department are providing frequent information and communications on the latest details of the virus, and the city is monitoring those communications closely.

The city has been following its emergency operations support plan in making necessary preparations to address this emergency. While the city operates under the Calhoun county emergency operations plan and emergency management staff, Chief Kipp is acting as the city's Emergency Management Liaison and has been advising the Mayor, city staff, and me on latest news and actions for the city to take in response to the emergency. Chief Kipp is also managing all public information from the city. The city is working as much as possible to coordinate its actions with those of Albion College, school districts, Calhoun county, other regional agencies, and the State of Michigan.

## STATUS OF CITY STAFFING

- Assistant City Manager/HR Coordinator – offer made; finalizing employment agreement
- Public Utilities Superintendent – offer made; finalizing employment agreement
- Public Works Superintendent – offer made; finalizing employment agreement
- Public Services Director – position advertised; first review of resumes set for April 3
- Public Safety Officers (4) – conditional offers made; physical examinations delayed for 3 candidates due to coronavirus but attempting to make alternate arrangements
- Code Enforcement Officer – position advertisement closing March 20; 3 applications received to date

- WWTP Operator and Public Works Foreman positions open due to promotions; internal postings this week with deadline of next Tuesday
- Sewer Collection Assistant/WWTP Operator, Meter Reader, Maintenance Worker-Parks and Maintenance Worker-WWTP positions opening soon due to pending retirements; internal postings this week with deadline of next Tuesday

Internal promotions and lateral transfers could result in openings in other positions.

#### ISSUES WITH CITY CELL PHONES

As council should be aware, some time ago, the city established a program that allowed city employees to “piggyback” on the city’s mobile phone contract with Verizon to receive better rates for personal cell phones. The city subsequently experienced problems with collecting on outstanding personal cell phone charges from some employees. When I assumed the duties of City Manager, I discontinued this program and required all employees to seek their own personal cell phone accounts effective December 31, as well as reimburse the city for outstanding bills. The city has set up reasonable payment arrangements with employees, and substantial progress has been achieved. I expect the outstanding balances to be paid in full within the next few months.

#### 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 grant agreement
- Rental Registration and Inspection Ordinance and Program
- 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
- Code Enforcement Priorities
- Anderson’s Ethanol Waste Water Discharge Permit and Fees
- Adult Use Recreational Marihuana Facilities



- 2023 Local Bridge Program Grant Application Approval

