



# Memorandum

Office of the City Manager

**TO:** Honorable Mayor Atchison and Albion City Council  
**FROM:** Darwin D. P. McClary, City Manager  
**DATE:** May 4, 2020  
**RE:** **CITY MANAGER'S REPORT**

## COVID-19 UPDATE

Public Safety, Finance and Treasury, Building/Planning/Code Enforcement, and Public Services employees are reporting to work to perform critical infrastructure tasks in accordance with EO 2020-42 and CISA guidelines. The City Clerk is working from home and periodically going into the office to perform essential work. I have asked department directors to identify ways in which recreation employees can assist with essential services administrative duties, if possible. Recreation employees may also be assisting with the expansion of child care activities. I am stopping by city hall at least twice per week to check mail, process invoices, and sign leave slips and other documents. The rest of my work is able to be performed from home through the cloud, virtual meetings, E-mail, or phone.

City departments are preparing operation and facility re-opening plans.

The city is operating under the following Governor Executive Orders:

- 2020-26 – Income tax filing deadline extensions
- 2020-28 – Restoration of water service
- 2020-36 – Protecting workers who stay home, stay safe when they or their close contacts are sick
- 2020-38 – Temporary extension of certain FOIA deadlines
- 2020-41 – Electronic signatures and remote notarization
- 2020-48 - Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards
- 2020-57 - Temporary expansions in unemployment eligibility and cost-sharing
- 2020-70 - Temporary requirement to suspend activities that are not necessary to sustain or protect life

We continue to urge our citizens to stay home and stay safe. Only go out in public when you need to take care of essential household needs, such as grocery shopping, medical appointments, or pharmacy visits. The governor has extended the stay home order until May 15. She has extended the emergency declaration until May 28.

## IRWIN AVENUE RECONSTRUCTION PROJECT

All existing pavement has been removed. Water main work continues. Concrete flatwork for phase I (west half) should be completed this week.

## NORTH CLARK STREET RECONSTRUCTION PROJECT

The city engineer met with property owners last week to discuss specific property concerns and incorporated changes into the design plans. The bid specifications will be completed and bid solicitation will go out this week. Bids will be due at the end of the month. Council will consider awarding a contract after the city and MDOT have approved the Local Agency/MDOT Project Agreement, which was received by the city on May 4. The project is expected to be completed by October 31.

## SIDEWALK PROGRAM FUND REVIEW AND CODE ENFORCEMENT REVIEW COMMITTEES

The Code Enforcement Review Committee met last week, reviewed the reports prepared by Director Tracy, and will continue their work to identify code enforcement priorities, including meeting with landlords and other stakeholders to receive input.

The Sidewalk Program Fund Review Committee was scheduled to meet last week, but the meeting was rescheduled due to an error in the meeting notice. The Committee is scheduled to meet on Wednesday.

## 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup>, WILD, AND HARTWELL STREETS

As council is aware, in June 2018, the council expressed its intent to make 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Wild, and Hartwell streets a priority for resurfacing for 2020. This action was taken as part of the council's commitment to seek grant funding for the reconstruction of North Clark Street from E. North Street to B Drive North. The council did not commit funding for these streets. City Engineer Bittner and I are planning to apply for MTEDF Category B funding for these streets by June 1 unless council determines that other streets are a higher priority.

## ECONOMIC IMPACT OF COVID-19

The city does not yet have adequate data to estimate the financial impact of COVID-19. We do anticipate a loss in revenue from state revenue sharing, Act 51 street funding, local income tax, water billing late fees, and other revenue sources in FY 2020 and beyond, but it is too soon to determine the extent of the impact. The state will be holding a revenue estimating conference on May 15 and should be able to provide some more detailed guidance within the next few weeks. The state may also hold a supplemental revenue sharing conference in August. The city's finance staff are monitoring the situation closely and will advise me and council accordingly when



adequate information and analyses are available. We will explore revenue enhancement opportunities and expenditure reductions.

#### IRON BELLE TRAIL EXTENSION

Administration met with MDOT to discuss the M-199 resurfacing project and the concurrent Iron Belle Trail Extension Project. MDOT requested some changes to the design for the project, and funding for the project for this year is in doubt. It is possible that the trail project could be delayed until the 2021 construction season.

#### WASTEWATER TREATMENT PLANT UPGRADE PROJECT

Administration met with the USDA Rural Development Agency to discuss the need for funding for wastewater treatment plant upgrades totaling almost \$12 million. The sewer rate structure was amended by council this past year to accommodate these upgrades. USDARD can provide very low or low interest loans and grants to fund the project with a 40-year loan amortization. Administration has started the application process for this funding.

#### TREE MAINTENANCE CONTRACT AND TREE DUMP OPERATIONS INVESTIGATIONS

City Attorney Harkness and I have started our work on the internal investigations regarding the tree maintenance contract and tree dump operations issues. Attorney Harkness will prepare a report and findings for council once the investigations are complete.

#### LEGISLATIVE MANAGEMENT SYSTEM

Key city staff will be receiving training on the new iCompass legislative management system on May 12. Training for board and commission members will be offered in the near future. City Clerk Domingo hopes to go live with the new system as soon as June.

