



Memorandum

Office of the City Manager

TO: Honorable Mayor Atchison and Albion City Council
FROM: Darwin D. P. McClary, City Manager
DATE: June 1, 2020
RE: **CITY MANAGER'S REPORT**

COVID-19 UPDATE

City facilities will remain closed through at least June 12 in accordance with the Governor's Executive Order 2020-96. After June 12, we will implement a phased opening of city hall and public facilities in accordance with the Governor's orders and current local health conditions that may extend beyond June 30.

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
- 2020-74 - Encouraging the use of electronic signatures and remote notarization, witnessing, and visitation during the COVID-19 pandemic
- 2020-75 - Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards
- 2020-76 -Temporary expansions in unemployment eligibility and cost-sharing
- 2020-87 - Temporary Extension of Deadlines for Boards of Review, County Equalization, and Tax Tribunal Jurisdiction
- 2020-96 - Temporary requirement to suspend activities that are not necessary to sustain or protect life
- 2020-97 - Safeguards to protect Michigan's workers from COVID-19
- 2020-103 - Providing alternative notice of public hearings under Michigan's tax abatement statutes

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.

SELECTION PROCESS FOR CODE ENFORCEMENT OFFICER POSITION

City council has placed this matter on the June 1 regular meeting agenda for discussion. Administration utilized the following process for selecting a code enforcement officer:

- Job description was reviewed for completeness
- Job posting prepared with current job duties and wage rate
- Position was advertised in the local papers (Recorder, Advisor, and Morning Star) and on the city's web site
- A total of 5 applications were received and reviewed by HR Coordinator Kendrick and Building/Planning/Code Director Tracy and 3 candidates were selected by Director Tracy for interviews; one candidate withdrew
- Interviews were held by HR Coordinator and Director remotely via phone due to the COVID-19 public health emergency
- As required by city code, Director Tracy requested City Manager approval to hire one of the candidates; after review of the applications, I requested additional information on the qualifications of the candidates and the Director's opinion as to the best candidate for the job. Tracy stated that he believed the candidate not selected was the best candidate for the advertised job but that he was recommending this candidate because the candidate showed interest in moving into other jobs with the city at a later time and was black. He stated that, given the desire of some council members to hire black employees, he felt compelled to recommend this candidate. I asked him again who he believed was the most qualified candidate for the advertised position based on his review of the applications and interviews, and he indicated that he would have selected the other candidate. I informed him that I could not approve his recommendation as presented and that the most qualified candidate for the advertised position should have been offered the position. Director Tracy and I agreed that an offer of employment should be made to the other candidate.

The current process of recruitment and selection of city employees appears to be the process that has been historically followed by administration. I believe a more thorough process is needed to ensure that the city is able to recruit diverse, outstanding talent and that the process of selection is fair and unbiased and results in the hiring of the best employees for city positions. I made the decision to transfer the responsibilities for HR management to the Assistant City Manager to begin the process of reorganizing and redesigning the city's HR management functions. My plan as part of this reorganization is to create a merit system of personnel management that, at a minimum, accomplishes the following:

- Identifies methods of advertising positions to minority populations, including diverse racial, ethnic, and religious/nonbelieving communities, women, and LGBTQIAP individuals.



- Establishes a multi-step selection process that includes knowledge and skills testing, multi-rater interview process with the department director, Assistant City Manager, City Manager, and at least one outside rater that possesses the knowledge and expertise of the position being filled.
- Honors the provisions of collective bargaining agreements for internal processes for promotions prior to advertising outside.
- Requires a thorough and appropriate background check and pre-employment physical examination of the top candidate after conditional offer of employment.
- Results in the selection of the most talented candidate for the position from the available applicant pool without discrimination or preference based on protected attributes or LGBTQIAP status.

I welcome the opportunity to discuss these matters with council.

IRWIN AVENUE RECONSTRUCTION PROJECT

Attached is the minutes from the May 29 project progress meeting for the Irwin Avenue Reconstruction Project.

NORTH CLARK STREET RECONSTRUCTION PROJECT

The city received three (3) bids for the North Clark Street reconstruction project. The low bid was about \$694,000 (\$21,000 higher than the engineer's probable estimate of cost). The city is receiving a MTEDF Category A grant for \$340,000. The city's share of the construction cost is about \$280,000 (78.9% after grant funding) plus engineering costs of approximately \$93,000. City council will consider awarding a contract at your June 15 meeting. The contractor should complete the work by the end of October.

SIDEWALK PROGRAM FUND REVIEW AND CODE ENFORCEMENT REVIEW COMMITTEES

The final recommendations of the Sidewalk Program Fund Review Committee for the use of the remaining Sidewalk Program Fund special assessment monies have been submitted to council and will be considered at council's June 1 regular meeting.

The Code Enforcement Review Committee continues its work.

TREE MAINTENANCE CONTRACT AND TREE DUMP OPERATIONS INVESTIGATIONS

This internal investigation continues. The City Attorney will issue a report and findings when the investigative work is concluded.



iCOMPASS LEGISLATIVE MANAGEMENT SYSTEM

The iCompass agenda management system is now live, and city council members have begun receiving E-mail notifications when meeting agenda packets are published. The City Clerk and Assistant City Manager will arrange for training for city council members on the use of the system. Use of the system will eventually be expanded to planning commission, board of zoning appeals, and other city board and commission meetings.



PROJECT: IRWIN AVENUE IMPROVEMENTS
OWNER: CITY OF ALBION
CONTRACTOR: MEAD BROS. EXCAVATING, INC.
DATE: May 29, 2020

ATTENDEES

<u>Name</u>	<u>Representing</u>	<u>Phone</u>	<u>Email</u>
Darwin McClary	City of Albion	517.629.7172	dmcclary@cityofalbionmi.gov
Mike Lohrke	City of Albion	517.990.4814	mlohrke@cityofalbionmi.gov
Scott Kipp	City of Albion	517.740.3573	skipp@cityofalbionmi.gov
Mike Riddle	City of Albion	517.204.8963	mriddle@cityofalbionmi.gov
Brad Mead	Mead Bros. Exc., Inc.	517.795.9571	meadbrosinc@gmail.com
Mickey Bittner	Wightman	269.266.2159	mbittner@gowightman.com
Kyle Owen	Wightman	269.312.4859	kowen@gowightman.com

Coronavirus Impacts

City of Albion – Will continue current operations through June 12.

Mead Bros. Exc., Inc. – No changes.

Wightman – Will continue current operations through June 12.

Schedule

1. General: No work done this week Monday (Memorial Day holiday) and Thursday (rain). Work resumed on site today. Saturday work is expected this week as well.
2. Water Main: All new 12" water main from Finley Drive to Superior Street is connected and live. Water main work across Superior Street is expected to take place after house service connections have been completed. Contractor should give a two-week advance notice of this work so MDOT can be notified and GEBS can set up arrow boards with closure information. *This work is estimated to be 2 – 2.5 weeks out.*
3. House Service Connections: Service connections are complete between Eaton Street and Adams Street. On Tuesday, contractor began service work east of Dalrymple Street. 23 of 64 services (about 1/3) completed for phase II construction. 41 remaining to be completed. *Mead is averaging about 5 services per day. City Services is coming Thursday to install line stops and tie-ins are planned for Friday. Road work will follow completion of the services.*
4. 507 Irwin: Assumed to have existing steel water service from main to home. Discovered on Wednesday to be existing copper from curb stop to main. Per City Water Department this does not require a connection to the home. Reduction of one house connection in overall plan quantity.

PROGRESS MEETING 14

General Comments

1. Traffic –
 - a. No traffic issues to report at this time. Phase I construction area has full access to the roadway and driveway approaches. Phase II construction area remains closed to through traffic with access open to local traffic.

2. Other Items:
 - a. Pay Estimate #6 will be sent out next week.

The next progress meeting is scheduled for Friday, June 5 at 11:00 a.m.

The meeting was adjourned at 11:20 a.m.