

City of Albion
Study Session Minutes
October 14, 2019

I. CALL TO ORDER

Mayor Atchison opened the study session at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4), Jeanette Spicer (5), Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk and John Tracy, Director of Planning, Building & Code Enforcement.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Discussion City Manager Goals & Priorities

City Manager McClary provided the following overview and potential goals for the City Manager for the next twelve (12) months:

- The mission of the office of the City Manager is to ensure efficient, cost effective high quality core municipal services for the residents and businesses of the City of Albion through the application of sound and innovative municipal management principles in cooperation and collaboration with the City Council, staff, community and other governmental units, and civic, charitable and non-profit organizations.
- The vision of the Office of the City Manager will be a leading edge trend-setting, best practice department that will help to guide the Albion community to a long-term financial, economic, historical and cultural sustainability and serve as a management model for other comparable communities to emulate.
 - The values of the Office of the City Manager seeks to foster collaborative leadership and management by embracing the following concepts: Trust; Quality; Innovation; Individualism; Teamwork; Efficient & Effective Service and Future Orientation.
- **Goals & Objectives**

- **Goal #1-Promote sound and prudent financial management**
 - Strategy #1-Budget as a planning tool. Prepare a new budget format that supports long-term financial planning for the City, including a comprehensive capital plan **(12-month goal)**
 - Strategy #2-Improve purchasing processes. Formulate an administrative process to comply with the City's purchasing code; utilize the MITN bid system **(3-month goal)**
 - Strategy #3-Institute a purchase order system to better administer the annual budget; utilize BS&A's purchase order software **(3-month goal)**
- **Goal #2-Promote efficient and effective municipal operations**
 - Strategy #1-Utilize Trello web project management system for collaborative staff projects **(3-month goal)**
 - Strategy #2-Formulate and implement a comprehensive rental inspection and certification program **(6 -12-month goal)**
 - Strategy #3-Improve and expand the City's recreational programming **(12-month goal)**
 - Strategy #4-Improve and expand code enforcement efforts and community improvement **(12-month goal)**
- **Goal #3-Promote proper management of capital assets and infrastructure**
 - Strategy #1-Complete asset management plans for water system, sewer system, streets, buildings & grounds and other assets; utilize data to prepare comprehensive capital improvement plan **(12-month goal)**
 - Strategy #2-Complete design, bidding and construction of 2020 capital projects **(12-month goal)**
- **Goal #4-Promote beneficial and effective Board, Commission and staff relations and professional development**
 - Strategy #1-Complete classification and compensation study for all city positions and recommend new classification and compensation plan to City Council **(12-month goal)**
 - Strategy #2-Establish and implement comprehensive annual professional development and training schedule for all employees **(6-month goal)**
 - Strategy #3-Establish and implement comprehensive annual training program for boards and commissions **(12-month goal)**
- **Goal # 5-Promote open, transparent, inclusive and collaborative governance**
 - Strategy #1-Fully utilize the City's web site, social media and traditional media to communicate with the public on important issues affecting the community **(12-month goal)**
 - Strategy #2-Utilize the City's web site to increase public accessibility to City documents **(12-month goal)**

- Strategy #3-Actively seek the participation of, and input by, the public in important decisions affecting the community through public engagement and community conversation efforts **(12-month goal)**
- Strategy #4-Actively seek partnerships and other collaborative opportunities with private, non-profit, charitable, and civic organizations and other governmental units, to provide quality core municipal services and to achieve common goals **(12-month goal)**

Questions/Comments from Council were as follows:

- Would like rental certification as a 3-6-month goal as the Rental Certification Committee and city staff have already completed much of the work for this goal
- Can priorities be added as unseen priorities arise?
- Timeframe & clear & concise priorities & goals for City Manager evaluation
- City Manager contract states he will be evaluated annually before his anniversary date
- Would like to see a monthly matrix/tracking system of City Manager's progress on meeting the goals & priorities set forth by Council
- Would like to see more short-term goals added that are visual to the community i.e. street signs, sidewalks
- Would like the City Manager to add milestones to the current list of goals & strategies

The Council requests the City Manager add milestones to the goals & priorities presented to Council. The Council will provide feedback to the City Manager by Thursday, October 24th, 2019 on the goals & strategies presented.

Council Member Reid also announced there will be a Meet & Greet for City Manager McClary on Tuesday, October 15th, 2019 at 5:00 p.m. at the Ismon House.

Comments were received from Council Members Clark, Reid, Brown, Lawler, Spicer and Williamson; Mayor Atchison; City Attorney Harkness and City Manager McClary.

- V. PUBLIC COMMENTS-(Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).

No public comments were received.

VI. CITY MANAGER REPORT

City Manager McClary stated he will be out of office for an ICMA conference beginning Friday, October 18th, 2019 and returning on Thursday, October 24th, 2019 for the ICMA conference. He met with the City Engineer and there will be access to Precinct 3 (St. Johns School) for the November Recall Election. On Monday, November 4th, the sand and gravel will be down and they will be pouring the concrete for curb and gutter. The Department of Public Services and Public Safety will provide assistance with directing traffic on Election Day Information & a map to access the polling location will be posted on the City's website & social media page, information will be mailed and doorhangers will be placed for all Precinct 3 residents.

He also stating he will be closing on his home here in the City on October 25th, 2019 and he is looking forward to being a part of the Albion community.

VII. MAYOR AND COUNCIL MEMBER COMMENTS

Comments were received from Council Members Reid, Brown, Lawler, Spicer and Williamson.

VIII. ADJOURNMENT

Brown moved, Williamson supported, CARRIED, to adjourn the study session. (7-0, vv)

Mayor Atchison adjourned the Study Session at 6:51 p.m.

Date

Jill Domingo
City Clerk