



CITY OF ALBION

Office of the City Manager

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MEMO

TO: Honorable Mayor and City Council
FROM: Haley Snyder, Interim City Manager
DATE: December 17, 2020
RE: City Manager's Report – December 21, 2020

City Hall Operations – City Hall's front lobby is open to the public Monday-Friday from 10a-3p. Residents are encouraged to continue to utilize the front drop box (**no cash payments allowed**) and online payment option for property tax and utility billing payments. Residents can call anytime during regular business hours to schedule an appointment to handle any other department business.

Update – Merger of AEDC, DDA & Albion Chamber – The first workgroup meeting to discuss the new services partnership between the AEDC, DDA & Albion Chamber was held on Wednesday, December 16th. Members of the workgroup include – Emily Verbeke, DDA Representative, Herman McCall, AEDC Representative, Amy Reimann, Albion Chamber, and Richard Lindsey. The workgroup is aiming to have a service agreement ready to present to each board by their scheduled meetings in February (February 4th AEDC, February 10th DDA & February 18th Chamber).

Staffing Update – The city recently held interviews for the Executive Assistant to the City Manager position. Jesse Whitfield has formally accepted the position and will begin on December 28th. Interviews for the Director of Planning & Building position were held on Monday, December 14th.

City Equipment Inventory – The Department of Public Services is in the process of conducting an inventory on all city equipment.

Holiday Hours – City Hall will be closed on Thursday, December 24th & Friday, December 25th in observance of Christmas Eve and Christmas Day AND Thursday, December 31st & Friday, January 1st in observance of New Year's Eve and New Year's Day.