

Memo

To: City Council
From: Sharon Eveland, City Manager
Date: 6/14/2024
Re: City Manager's Report

Moving forward, I will be providing a memo for the Council packet that will provide information related to agenda items and other city business/activities as needed. This is intended to make our meetings more productive and to ensure council members are aware of what is generally going on.

Consent Agenda - So this is going to be a new process for the Council. Consent agendas are a way to act on multiple items at one time without having to individually vote on them. It is meant to make meetings more efficient and move quicker by doing a single vote on things that are routine or non-controversial in nature. (Certain things, even when they are non-controversial, will still require a separate vote due to state laws and we will, of course, ensure we are in compliance with those laws.) Additionally, with consent agenda, discussion is not permitted on those items but there is a process for council members to request an item be removed from the consent agenda and made a regular item, which I will explain.

The process for consent agendas involves the following:

1. The Mayor will announce the consent agenda and ask if anyone would like to remove an item from the consent agenda.
2. Any Council member may request the removal of an item from the consent agenda, which is non-debatable and is not voted on. If an item is requested to be removed, the agenda item is moved to the top of the regular agenda.
3. If no items are removed, the Mayor will call for a motion and a second to approve the consent agenda. There is no discussion and it is a voice vote.

(There is technically a slightly different way to do this by strict Robert's Rules of Order but it often confuses elected bodies because it does not involve an actual vote and that is why the vast majority of cities that use consent agendas do it in the way I described.)

Consent Agenda items:

- Resolution 2024-10 and Resolution 2024-11 – These are just to authorize MEAG to replace Judy with me for these two matters.
- Resolution 2024-12 – This is to authorize us to donate the surplus PD vehicle to the airport for their use as a courtesy vehicle.

Ordinance 2024-01 – This would be the second reading of the ordinance to annex this property into the City (1st reading was on June 3rd). As a reminder the phrase “Waive the second reading” is just to waive the requirement that the ordinance be read out loud. It does **not** preclude discussion on the matter. This motion would waive the reading of the ordinance and approve adoption of it.

Directing Attorney to Prepare Ordinance requiring elected officials use city email addresses – I am recommending this action due to the challenges and risks that are associated with elected officials using their personal email to conduct official city business. It makes open record requests highly difficult, especially if it relates to former elected officials, and it also has the potential to subject an elected official’s personal email account subject to discovery. After discussing with the attorney, I am formally advising the Council of the need to require elected officials to use city email accounts for conducting city business. If the Council approves this recommendation, I will work with the attorney to develop an ordinance to address it and I will have IT set up email accounts and provide access to any council member that still needs it.

Ending Consulting Services with Judy McCorkle – I am requesting that the Council formally end its consulting relationship with Judy McCorkle. There have been some challenges due to the arrangement the Council made with her upon her retirement and I have concerns about how this has been working. I am capable of handling things and, if I need assistance, am more than willing to ask for that assistance in the future.

Other matters not on the agenda:

- Effective July 10, city staff will no longer be taking utility payments in the field nor will we be doing non-emergency reconnects after hours. This is a serious safety concern and staff should not be handling money in the field. It is also a potential fraud liability and either is or would be a negative mark when we are being reviewed for fraud insurance. I know this is likely seen as a downgrade in the service we provide but my primary concern in this matter is the safety of the staff. Additionally, as of July 10th, the City will no longer guarantee same day service for reconnects, new service, or final reads if the payment or service request is received after 12pm. We will, of course, continue to strive to meet still meet same-day requests regardless of when that request is received but it will be clear that it is not guaranteed. I am working with staff on our communication plan, which will include a notice in the paper and the next utility bill as well as a text alert and an email message to all those with the appropriate information in the utility system.
- There is approximately \$1,050,000 of unexpended ARPA funds remaining that have to be encumbered before the end of the year. In the 2024 Budget, the Council allocated \$650,000 to the lift station. That project is currently in design and we expect to have that project out for bid in early July with award hopefully at the second meeting in August. If the project comes in at budget, that will leave the City with about \$400,000 of ARPA money it will need to encumber by the end of the year. I am evaluating options but believe an appropriate use of this funding would be to build a small park with an inclusive playground area and bathrooms. I would also suggest a portion of the expected remaining ARPA money be used to fund the proposed strategic plan and compensation plan. Additionally, if there is council support for expanding the City’s outdoor recreational facilities, that the City consider developing a Comprehensive Outdoor Recreation Plan, that would be used as a guiding tool for enhancing the city-owned parks and recreational facilities and offerings.
- I have issued an RFP for both the strategic plan and the compensation study. I expect to have a recommendation on the strategic plan consultant at the first meeting in July and, for the compensation study, the second meeting in July.

Respectfully,
Sharon Eveland, City manager