

Memo

To: City Council
From: Sharon Eveland, City Manager
Date: 08/01/2024
Re: City Manager's Report

Project Updates:

MLK Jr – We are still in a holding pattern on this project. We are still working with USDA on this and there is currently a discrepancy between our records and their records as to how much funding is remaining. We have to clear up the discrepancy before we can do anything else so that we know exactly how much funding is available to be applied to this project. It is possible that we may need to do a loan for the sewer portion of this project.

Tybee Phase 2 – We are currently in the process of finalizing the grant documents for the SEID grant. We cannot incur any costs until that is done and we have received our authorization to proceed from the funder. Additionally, as I have mentioned before, we will start construction until after ALL easements are secured. I've already put David and Keenan on notice about the need to move as quickly as possible on the easements.

Friedman – The construction has not started yet. They are in the process of scheduling the precon meeting for it.

Agenda Items:

Lighting Project for Brentwood – Bryan will speak on this from a technical standpoint but this is a good example of the type of expenditures that would be covered by the proposed procurement policy changes and should not actually need to come to the Council.

Ordinance 2024-02 – Finance Procedures – This will be the 2nd reading of this ordinance. The following is copied from the last memo as the information is the same: As I have mentioned in the past, Brianna and I have been working on significant changes to the procurement policy (draft copy is in the packet). Some of these changes will conflict with certain provisions of the Finance Ordinance. As such, I have prepared an ordinance to amend that section that essentially removes most of the ordinance and replaces it with a statement that simply incorporates the procurement policy. This will allow future changes to the procurement policy without having to go through an ordinance change and it mirrors the section of the Ordinance that deals with Personnel matters (it simply refers to the Personnel Manual). The procurement policy will provide greater flexibility to staff while still providing important guardrails for how we procure

goods and services (and still complies with state statutes). The only non-procurement piece that would change in the ordinance is, as I mentioned at the last meeting, the City Manager would have the authority to declare items surplus when valued at less than \$500. Everything at or above \$500 would still come through the Council.

Procurement Policy Update – This goes hand-in-hand with the Finance Procedures Ordinance update. I provided a summary of the changes at the previous meeting but they include the following:

- Increasing city manager purchasing authority to \$50,000 (up from \$10,000)
- Increasing the bid requirement to a minimum of \$50,000 (certain things will have a higher threshold to require formal bid process but remain compliant with state statute on purchasing)
- Increases department head purchasing authority to \$6,000 (up from \$500)
- Defines emergency purchasing and provides limits
- Addresses internal controls, use of p-card v. vendor invoicing, sales tax, platforms for advertising
- Addresses procedures for informal and formal bidding
- Eliminates need to pull small dollar items on the council agenda
- Specifies items that are exempt from purchase orders

As I mentioned at the previous meeting, these changes will allow us to operate more efficiently and effectively with regards to purchasing while still ensuring appropriate safeguards are in place.

Vac-Truck purchase – Alex will speak on this more but, essentially, Alex is requesting authorization to use CIP funds that were assigned for a specific upgrade for the vac-truck for a different upgrade that he believes is more critical at this point. It is also slightly over the budgeted amount for the project.

Other matters not on the agenda:

- Council is invited to Robert's retirement party that will be held on August 29th. More information will be sent out via email.
- I will be out of the office August 26th – 29th for the Georgia Downtown Association Conference. Carson and I will be attending that together in Thomasville. I will still be checking my emails periodically and available for urgent matters.
- I've met with my senior staff regarding the proposed personnel manual overhaul. We've gone through it all and I've made some changes based on their feedback. Kandice has recently done a final check on it and it will be going through legal review (using GRMA) next. I am not sure how long that will take but I do still anticipate it will be presented to the Council in September at the latest.
- The food truck ordinance is still in progress. I have another meeting with staff and the attorney (and I've invited Katie from the Chamber as well) in about two weeks. Once we have the draft finalized, we will invite the food truck owners to come meet with us to hear their feedback and answer any questions. Depending on the outcome of that meeting, we may make additional modifications but expect that ordinance to be presented to the Council at the second meeting in September for the first reading.

- Strategic Plan – This has kicked off! I have sent out survey links to council and staff via email. It would be very helpful if everyone could complete the survey as soon as possible but no later than August 23rd. There in-person portions of the project, including the public workshops, will be held 9/16-18 and 10/28-30. More specific details will be forthcoming in a few weeks on the first on-site visit but I would recommend going ahead and blocking those dates.
- I am behind on letting the Council know this but we did receive the GFOA Distinguished Budget Presentation Award for the 2023 Budget. Kudos to Brianna and the rest of the staff for their hard work on that. It is not an easy thing to do and it is a testament to the City's commitment to financial transparency and the professionalism and expertise of our staff that we have achieved it every year since 2011.

Respectfully,
Sharon Eveland, City manager