

# Memo

**To:** City Council  
**From:** Sharon Eveland, City Manager  
**Date:** 10/31/2024  
**Re:** City Manager's Report

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**Strategic Plan** – I had intended to ask for the Council's input on rescheduling the second in-person event at the last meeting and forgot to do so. I am looking for the Council's input as to timing for rescheduling. My recommendation would be to do it in the first half of January. This will give us sufficient time to work on getting more survey responses and well as publicizing the event to get more resident involvement.

**2025 Budget** – I have been spending an inordinate amount of time working on the 2025 budget. We are nearing completion of our preparation for the budget retreat though and I expect your binders to be ready for pick up Wednesday morning (11/6).

## **Agenda Items:**

**Year-End Incentive Pay** – The proposed schedule for the year-end incentive pay is included in the packet. The total cost of the proposed schedule is just under \$150,000 for all funds. We are currently projected to have a surplus in all funds, except Telecom sufficient to cover these costs.

**2025 Pay Plan** - I have made some changes to the salary schedule in preparation of completion of the compensation study, which is expected by the end of the year. I added an additional step and reset the spread between the minimum and maximum. In order to correctly maintain the spread, the salary plan should have an odd number of steps so that the middle step becomes the "fixed point" for cost of living adjustments and the minimum and maximum of each grade is then a percentage (in this case, 80%/120%) of that midpoint. I applied a 6.5% COLA to the midpoint and each employee will be placed at a grade that equates to somewhere between 5.5% and 6.5% (the majority being somewhere 6%-6.5%). Because we are changing the structure of the salary schedule, some employees may not see their step number change simply because of how the numbers of each step will change, but everyone will see a wage increase. Please note that there will likely be additional adjustments needed to the salary plan once the compensation study is complete.

**IGA** – This is an updated version of the IGA for the Linton Park expansion. The only updates are to change the 50/50 match amount to \$1.4 million and then to push some of the dates back to account for the later than expected start.

**Other matters not on the agenda:**

- I will be attending the GCCMA (Georgia City-County Management Association) Conference November 12-15.
- Budget retreat is scheduled for November 7<sup>th</sup> at 5pm at the Fire House.
- The County will be putting the 2026 SPLOST on the ballot in March so I will be meeting with them on the split over the next few weeks.
- I will be closing City Hall on November 15<sup>th</sup> due to the Kaolin festival set up activities that will be going on that day. W. Haynes at Brookins street will be closed and the parking lot will become dangerous if people have to go in and out of the Brookins street entrance. The County has also decided to close that day.
- I will also be closing all departments at noon on Wednesday, November 27<sup>th</sup> to allow us to gather as a team for the Thanksgiving Holiday.

Respectfully,  
Sharon Eveland, City Manager