

## **CITY OF PELHAM – WORK SESSION**

**Pelham City Hall – Conference Room**

**August 21, 2017 – 6:00 p.m.**

### **MINUTES**

Proper notice of the regularly scheduled Pelham City Council Work Session was given in advance of such public meeting and the notice remained posted throughout the scheduled meeting.

Members of the Pelham City Council met August 21, 2017 at 6:00 p.m. The regular work session was held in the Council Conference Room in Pelham City Hall and was open to the public.

#### **Call to Order**

The work session was called to order by Council President Hayes at 6:05 p.m.

#### **Record of Attendance**

The following elected officials were present:

Council President Rick Hayes  
Councilmember Ron Scott (arrived at 6:16 p.m.)  
Councilmember Beth McMillan  
Councilmember Maurice Mercer  
Councilmember Mildred Lanier  
Mayor Gary Waters

Media Present: Briana Harris, Pelham/Shelby County Reporter

Others Present: City Manager, city department heads, city employees, and members of the public

#### **Approval of Minutes**

A motion was made by Councilmember McMillan to approve the August 7, 2017 regular council work session minutes. The motion was seconded by Councilmember McMillan and passed unanimously by voice vote of those members present.

#### **Mayor Waters' Comments**

The mayor reserved his comments for the city council meeting.

#### **Review of Council Agenda**

President Hayes reviewed the August 21, 2017 city council agenda noting the proclamation and request to address the council.

#### **J. Old Business**

1. **Ordinance No. 480** for consideration to approve the transfer of surplus easements and authorize the Mayor to execute a quitclaim deed for said easement transfer to Two

Mountains, LLC in exchange for easements to be conveyed simultaneously to the City of Pelham by Two Mountains, LLC

President Hayes reminded the council that the developer increased the size of some of the related parcels in the development making it necessary to move some roads and easements. He noted that Mr. Eddy Jowers was concerned that the changes in the easements will not provide easements all the way out to CR 36, and therefore will not at this point allow for the planned water loop to be completed in order to provide optimal water flow in the area. Mr. James Cassidy representing The Highlands Development said this concern was being addressed and should be resolved by next summer before the next phase of development begins. Mr. Jowers agreed that this was an acceptable solution.

#### K. New Business

1. **Resolution 2017-08-21-01** for consideration to approve an agreement for ALDOT Project Number NHF-HPP-IO65(354) I-65 from SR-3 (US 31) to CR-52

City Engineer Jesse Jowers said this is a continuation of the six-lane project from the Pelham Exit 242 to the Alabaster Exit 238. The ALDOT bid is expected to be let in December and the construction is expected to last approximately two years. ALDOT has not provided a start or end date at this time.

2. **Resolution 2017-08-21-02** for consideration to approve an agreement with Goodwyn, Mills & Cawood for design engineering and construction supervision services related to the Bearden Road and Cedar Cove Subdivision drainage issues

President Hayes said there was \$150,000.00 in this year's budget for this, along with additional funds for engineering and professional services that are available. Goodwyn, Mills and Cawood has already looked at several of the issues and offered some recommendations. Hayes said it is time to have further engineering done and get some hard recommendations for moving forward on this project. There were no concerns or questions from the council.

3. **Resolution 2017-08-21-03** for consideration to combine the roles of the City Clerk and the City Treasurer

President Hayes recommended combining the two positions and said state law requires the city to appoint a city clerk and a city treasurer. He said the only time the city appointed a city treasurer was in 2008 and this would address that issue.

Councilmember Mercer asked what date this would start, and President Hayes replied this was just to combine the two positions.

Councilmember Lanier asked if the specific responsibilities for the city clerk and city treasurer were just combined job descriptions. President Hayes replied this was combining the city clerk and finance director responsibilities, along with the city treasurer responsibilities which are mainly signatory responsibilities such as signing warrants and other documents on behalf of the city.

4. **Resolution 2017-08-21-04** for consideration to approve the City Clerk/City Treasurer job description and compensation

President Hayes said the compensation to add an eleventh step to the finance director position was approved by the Personnel Board earlier when the potential need to appoint an interim city manager was being evaluated, but the interim appointment did not end up being required. The compensation with the eleventh step was approved by the council when the 1.5% increase to the pay plan was approved earlier this year. President Hayes said because of this, the proposed salary grade/steps for the new position of city clerk/city treasurer is the same as what is currently approved for the finance director position.

Councilmember Mercer asked where the person appointed would start on this pay scale, and President Hayes said if appointed, Tom would continue at his current salary until his next step raise.

Councilmember Lanier asked if the requirement to have a bachelor or master degree in accounting, finance or business was a requirement in either of the job descriptions prior to them being combined.

President Hayes said it was required for the finance director, but not for the city clerk.

Councilmember Lanier said that going forward, the position is morphing more toward a finance position. She asked if a finance or accounting degree was required previously for the city clerk or city treasurer position.

President Hayes replied not for city clerk, and that there was not a specific job description for city treasurer because Pelham has never has a separate position for a city treasurer.

Councilmember Lanier said it is important to know what the requirements are for city treasurer, and if this position is required by law, and if it can be a separate appointment, then there should be a job description for city treasurer. She said she would like to know legally what the requirements are for city treasurer because it may not be as specific to finance as what we are requiring and she thinks this should be clear to the council before approving this job description.

#### **5. Resolution 2017-08-21-05 for consideration to appoint a City Clerk/City Treasurer**

Councilmember Mercer recommended the effective date for the new position and the appointment to be effective with the new fiscal year rather than tomorrow, August 22<sup>nd</sup>. He reasoned that the council is currently in the budget preparation cycle for next year and the new position will be in next year's budget. Also, this will allow transition time for the city manager to evaluate Mrs. Yates and her skill set to see where she might be placed.

Mayor Waters said he thought Councilmember Mercer's recommendation was an astute one considering that should Mrs. Yates elect to retire, she could not do so before October 1<sup>st</sup>. HR Director Story confirmed that a thirty day notice must be given.

President Hayes asked Mayor Waters if he thought Mrs. Yates was qualified for a position that is currently open in the city, and the mayor replied she was qualified. Hayes suggested a two week transition period would allow time to pursue this open position and recommended the effective date for the city clerk/city treasurer appointment be September 5<sup>th</sup>. Councilmember Mercer said he could agree to that compromise.

6. **Resolution 2017-08-21-06** for consideration to eliminate the position of Finance Director, which was created via Resolution 2005-05-02-02, effective August 22, 2017

President Hayes recommended the effective date be adjusted to September 5<sup>th</sup>. He said the city attorneys determined since this position was created by a resolution that it should be removed by resolution.

Councilmember Lanier asked if the position of city clerk/city treasurer is now the new finance position given the educational requirement of a bachelor or master degree in finance or business. By raising the education requirement to this level we are potentially eliminating possible candidates for city clerk. Also, Lanier asked what happens if Tom takes this appointed position and then is not reappointed next term. With his education and experience, where would we put him; would we create a position for him? Lanier said she was concerned that the council could possibly face this same situation we are facing with our current city clerk again in the future should an appointed employee not be reappointed.

Councilmember McMillan said the city does not need to create a position for an appointed employee when they are not reappointed.

Mayor Waters said the requirements of the civil service law allow an employee who has been laid off to qualify and apply for any position available in the city for up to two years.

Councilmember Lanier voiced concerns about all the responsibilities being placed on Mr. Seale.

President Hayes asked Mayor Waters to share what they have discussed related to removing revenue responsibilities from Mr. Seale's position.

Mayor Waters said he planned to recommend the building department going back to being a stand-alone department and promoting Bob Miller to department head status. He said the building department was shifted to the fire department several years ago partly for accountability. He will recommend this change in this budget cycle.

Councilmember Mercer asked HR Director Story to recommend to the Personnel Board that we have a provision in the civil service law for when a classified employee takes on an appointed position that there is a clear back-step for that employee to transition back into a classified position.

*(End of August 21, 2017 Agenda Review)*

Old Business - None

New Business

1. Discuss the IT Department Budget for FY 2018

IT Manager Dell Ann Holly told the council that the IT budget had not changed much from the previous year and that it is \$90,000.00 less than last year's budget. She reviewed the request for hardware replacement for twenty-four computers and an additional \$50,000.00 for unexpected hardware expenses.

She said that the AT&T conversion to VoIP should save roughly \$4,000.00 per month when all of the unnecessary costs are eliminated.

Mrs. Holly budgeted for professional services in order to contract with outside sources when needed rather than to add an additional employee to the department.

Councilmember Mercer asked Mrs. Holly if she could get an estimate on the cost to record city council meetings, and she said she could, and she said that our current website has that capability.

Councilmember Scott said the council had discussed posting council meetings on the internet when they were running for office and he has not heard any opposition to doing this. Scott said he would like to have Mrs. Holly get pricing on the necessary hardware and see the council do this.

Councilmember McMillan stated a concern she had in posting was that a computer savvy person could clip portions of something said, make changes and post untruths on the internet. She said that unless people went to the website and viewed the posted meeting, they would not know the truth about what was said. She said it also would give people an opportunity for grandstanding.

Councilmember Scott said his concern would be about having a fair record instead of rumors, and while the two concerns of Councilmember McMillan were valid, he would rather err on the side of full transparency and accountability and have the council meetings posted, aired on TV or live streamed.

President Hayes said the school board had also discussed streaming and recording board meetings and they also meet in the Council Chambers. He recommended that Mrs. Holly get pricing for the hardware to have the Council Chambers equipped for streaming and recording council and school board meetings. He suggested waiting to set up the Council Conference Room for recordings at a later time.

#### Addition to the Agenda

This resolution was added to the agenda by President Hayes. There were no objections from the council or mayor.

**Resolution 2017-08-21-07** for consideration to approve change orders related to the construction and renovations at the Pelham Civic Complex and Ice Arena

President Hayes explained that these change orders came up over the weekend after the agenda had been finalized and posted. He said they were confirmed as necessary and he recommended approval. Danny Tate, Mike McGaughy, and Bob Miller all agreed that these change orders should be approved based the time-sensitivity of the project.

The following announcements were held to be announced in the following city council meeting.

#### Announcements

1. The Pelham Public Library's Used Book Sale will be held August 7<sup>th</sup> through the 25<sup>th</sup>. The library will have hundreds of items for sale, with most priced at \$1.00 or less. The sale will be located in the Library Program Room, and all proceeds will benefit the Pelham Library Building Fund.

2. The Pelham Civic Complex & Ice Arena opened registration for the next session of Learn to Skate USA classes, Term 5, today, August 21<sup>st</sup>. The term will run September 5<sup>th</sup> through October 28<sup>th</sup>. Contact Craig Henderson at 205-620-6448 x 265 for additional information.
3. Ballantrae Golf Club is offering a weekday Get Golf Ready program beginning Friday, September 8<sup>th</sup>. You may register now through September 5<sup>th</sup> by calling 205-620-4653. The cost is \$75.00 and includes five Friday clinics, all range balls and clubs if needed. The clinics will be held from 5:30 p.m. until 6:30 p.m.
4. The city council will hold budget work sessions to discuss the FY 2018 city budget beginning tonight and on August 22<sup>nd</sup> at 6:30 p.m., August 29<sup>th</sup> at 6:30 p.m., August 31<sup>st</sup> at 6:30 p.m., September 5<sup>th</sup> time to be announced, September 12<sup>th</sup> at 6:30 p.m., and September 18<sup>th</sup> time to be announced. All work sessions will be held in the council conference room in Pelham City Hall.

#### Work Session Recessed

A motion to recess the work session was made by Councilmember Scott and seconded by Councilmember Mercer. The motion passed unanimously by voice vote of those members present, and the work session was recessed at 7:04 p.m.

#### Work Session Called Back to Order

Council President Hayes called the recessed August 21, 2017 work session back to order at 8:12 p.m. In the absence of City Clerk Marsha Yates, Finance Director Tom Seale recorded the minutes.

#### 2. Discuss the Police Department Budget for FY 2018

Police Chief Larry Palmer presented the Police Department budget for fiscal year 2018 and noted his passion for the citizens of Pelham and his employees. He said their goal is to provide the very best police service to the citizens of Pelham.

P25 Radio System. Chief Palmer explained the pending conversion to the new P25 radio system would impact the FY2018 budget if it becomes operational before October 1, 2017. He mentioned the need for a Memorandum of Understanding (MOU) with the core group.

Additional Staffing. Chief Palmer explained the need for four additional employees, three uniformed officers and one dispatcher. He said the new “normal” in police work requires more risk taking which was not the case in the past. Councilmember McMillan asked how the new employees would be utilized. Chief Palmer said many calls previously handled by a single officer now requires two officers to answer. The continued growth in traffic and potential crime in Pelham is another factor in the request for additional uniformed officers on the street. He noted police work has changed over the past 10 years due to increased security threats and more school activities. Mayor Waters asked about the Fair Labor Standards Act (FLSA) audit completed this year. Chief Palmer said the request for hiring an additional dispatcher was a direct result of the FLSA audit.

Compact 2020. Currently the City of Pelham has one officer assigned to the Compact 2020 task force.

Vehicles. Chief Palmer said he has budgeted for the replacement of nine vehicles in FY2018. He further stated the estimate of \$302,400 is high due to the fact Chevrolet has not released pricing for the 2018 Tahoe. The exact breakdown is eight Tahoes and one pickup truck. He said their goal is to get 160,000 miles from each Tahoe, unlike the 100,000 miles with the Ford Crown Victoria and Dodge Charger. Councilmember McMillan asked about vehicle rotation of the police patrol cars. Chief Palmer explained this was the big year for vehicle replacement. He anticipates replacing the remaining Crown Victorias and Dodge Chargers over the next two budget years. Councilmember McMillan asked about the five year planning forecast for vehicle replacement. Chief Palmer said he would add the information to the budget.

Mobile Command Center. Chief Palmer discussed the recently acquired 2011 International truck and the potential upgrades to be provided by the federal government at no cost to the city.

Uniforms. There is a \$20,000 increase in the uniform budget due to many of the bulletproof vests reaching the end of their life cycle. The awarding of a grant and reimbursement will reduce the cost by 50%. Councilmember Scott asked additional questions about the vests. Chief Palmer explained the vests have a "shelf life" of five years and are constructed of Kevlar.

HVAC and Computer Replacement. Discussed the replacement of aging HVAC units in the Police Department building. Chief Palmer explained the need to replace 19 mobile data terminals (MDTs) in the police cars. He stated many of the computers are quite old and are unable to provide the support needed today. He said the Police Department is downloading a considerable amount of data and running computer programs which require replacing the many of the existing MDTs. Chief Palmer said they would continue swapping out MDTs in older cars as they are replaced.

Councilmember Scott asked about fleet maintenance and repairs of the police vehicles. Chief Palmer explained the repair budget has increased over the years as parts have become more expensive. He said it is difficult to anticipate the cost of repairs during any given budget year. Chief Palmer further stated a significant portion of their vehicle repairs are "farmed out" to local repair shops due to the expertise needed and the necessity of getting the vehicles back on the road.

Council President Hayes questioned Chief Palmer regarding the lack of expenditures in the ammunition budget. Chief Palmer explained the ammunition has been ordered but not invoiced. He stated the turnaround time from ordering to delivery is approximately six months.

Council President Hayes asked Chief Palmer if the additional dispatcher was his number one priority. Chief Palmer said it was.

Mayor Waters asked Chief Palmer the timeline in getting new police hires through the Alabama Peace Officers Standards Training (APOST) program. Chief Palmer explained APOST training is 10 weeks followed by 13 weeks of Pelham Police Department in-house training. The entire program is approximately 24-27 weeks. Council President Hayes asked Chief Palmer if he was pleased with the new hires that the Police Department sent to the academy. Chief Palmer said he was "very pleased" with the quality of the new officers.

Councilmember McMillan asked about the Explorer program.

Chief Palmer asked the record reflect he finished the Police Department budget presentation at 9:12 p.m.

Councilmember Mercer asked about the community outreach program within the Police Department. Chief Palmer stated it is important his department engage the public on a regular basis. He mentioned "Coffee with the Chief" and National Night Out on October 5, 2017. Chief Palmer said their goal with the public is to "meet a cop before you need a cop".

Council President Hayes inquired about the use of surveillance cameras. Chief Palmer stated they are already in use around the city. Further discussion followed about suggestions for specific locations for surveillance cameras including potentially on Village Place.

Councilmember McMillan expressed her concern about security around the City Center, specifically, the Recreation Center, Library, Pelham Park Middle School and trails. She asked if bicycles were being considered for the trails system. Chief Palmer said they were.

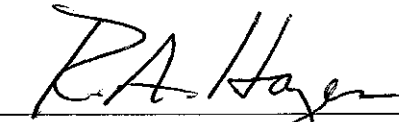
Chief Palmer thanked the mayor and city council for their consideration of the FY2018 Police Department budget requests.

#### Adjournment

A motion to adjourn the work session was made by Councilmember Mercer and seconded by Councilmember Lanier. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 9:26 p.m.

Respectfully submitted this 21<sup>st</sup> day of August 2017,

  
Marsha Yates, MMC, City Clerk

  
Rick Hayes, Council President

  
Tom Seale, Finance Director

