

## **CITY OF PELHAM – WORK SESSION**

**Pelham City Hall – Conference Room**

**September 5, 2017 – 5:30 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 September 5, 2017 at 5:30 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 5:35 p.m.

#### **Record of Attendance**

The following elected officials were present:

Council President Rick Hayes  
Councilmember Beth McMillan  
Councilmember Maurice Mercer  
Councilmember Mildred Lanier  
Mayor Gary Waters

Absent : Councilmember Ron Scott

Media Present: Emily Reed, 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 Lanier to approve the August 21, 2017 regular council work session minutes and the August 22, 2017, Special Called Council Work Session Minutes. The motion was seconded by Councilmember McMillan and passed unanimously by voice vote of those members present.

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

None

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

President Hayes reviewed the September 5, 2017 city council agenda.

J. Old Business - None

## K. New Business

1. **Resolution 2017-09-05-01** for consideration to approve an agreement with Research Solutions Group, Inc. for water main improvements on Industrial Park Drive

Council President Hayes explained the background of the agreement which had been verbally approved by Research Solutions Group, Inc. in June 2017. He further stated the agreement had been finalized and approval was on tonight's council agenda for consideration by the city council. There was no further discussion.

2. **Resolution 2017-09-05-02** for consideration to approve Change Order #3R1 regarding the construction and renovations at the Pelham Civic Complex & Ice Arena

Council President Hayes explained the Pelham Civic Complex & Ice Arena construction change order related to the footings for the new arena seating. He further stated the city was working through the footings issue with the architects and Seating Solutions, Inc. and the need to move forward. Pelham Civic Complex & Ice Arena General Manager Danny Tate said he had no concerns with approval of the change order in the amount of \$46,377.00. Council President Hayes said the footings were not included in the contractor's scope of work. Councilmember Mercer asked about the omission of the footings. Council President Hayes further explained the city was reviewing the issue with the architect. There was no further discussion.

3. **Resolution 2017-09-05-03** for consideration to approve a lease agreement between the Pelham Civic Complex & Ice Arena and the University of Alabama

Danny Tate said he was in favor of the city council approving the Agreement with the University of Alabama and was very pleased with the results. Mr. Tate introduced the head coach of the Frozen Tide, Kyle Richards. There was no further discussion.

4. **Resolution 2017-09-05-04** for consideration to approve the purchase of a center-hung, multi-sided scoreboard for the Main Arena at the Pelham Civic Complex & Ice Arena

Council President Hayes stated the city had been working with several vendors over a period of time to determine the best options for a scoreboard. Daktronics, Inc. had been recommended by all parties in the discussion. One option discussed and recommended was a scoreboard with a higher resolution for easier readability. Council President Hayes further stated as a part of the negotiations with Daktronics an agreement had been reached to extend the warranty service contract. Council President Hayes mentioned both non-alcoholic beverage pouring rights vendors under consideration for the city had agreed to provide a large payment toward the purchase of the scoreboard. He further stated it was a key factor the pouring rights vendors and city are partners in this venture. Councilmember Mercer asked about the confidence in the pouring rights contract being finalized. Council President Hayes said he was very confident the agreement would be finalized and approved in the coming days. Councilmember Mercer asked about the old scoreboard. Mayor Waters asked if it could be used in the practice arena. Mr. Tate said the ceiling was too low to use the old scoreboard in the practice arena.

5. **Ordinance #482** for consideration to purchase real property located along Ridge Road, Pelham, Alabama 35124 from The Jean E. Stameris Trust and The Sally J. Locke Trust -  
**FIRST READING**

Council President Hayes recommended removing Ordinance #482 from the agenda. He further explained a small parcel, approximately 1.65 acres, was not included in the legal description of the property. The missing parcel is currently being researched and could affect the appraisal price.

Council President Hayes updated the city council on the deannexation request by the Pelham Board of Education with regard to the Riverchase Middle School property. He explained the Pelham Board of Education has an offer on the table from the Hoover Board of Education to purchase the Riverchase Middle School property. A condition of the sale is the property located in the City of Pelham must be deannexed by the Pelham City Council. Council President Hayes said the legal description of the property was being finalized in order to approve the deannexation by ordinance.

Council President Hayes announced a special city council meeting would be held on Wednesday, September 13, 2017 at 6:00 p.m. in the Council Chambers at Pelham City Hall. Several items will be included on agenda for discussion and consideration.

*(End of September 5, 2017 Agenda Review)*

Old Business - None

New Business

1. Discuss the Garage Department Budget for FY 2018

Garage Supervisor David Blake reviewed the Garage's budget for FY2018. He stated he was not asking for anything additional, just an increase in operational expenses. Council President Hayes noted there was a request for an additional employee to assist in providing bus maintenance for the Pelham Board of Education (BOE). Mayor Waters said no interest has been shown by the BOE for the city to provide school bus maintenance. He further stated the BOE had recently renewed their maintenance agreement with Transportation South. On questioning from Council President Hayes, Mr. Blake said the Garage stays busy about 50%-75% of the time. Mr. Blake explained the duties of each mechanic in the Garage included oil changes, tire rotation, inspections, etc. He said it was difficult to track the employee's time related to diagnostics work. Further, Mr. Blake said there was a learning curve with maintaining new vehicles as they come on line and commented on the difficulty in getting repair parts. Mayor Waters asked about the Computer Software Line Item L25. Mr. Blake said there was an additional \$1,800 in this budget line item for the school buses. He said there would be no savings if the buses are not repaired since the software covers all trucks over one ton. However, he also said that they could get by without the new software if they do not work on the school buses.

Mr. Blake mentioned ongoing garage door maintenance. Mayor Waters updated the city council about a meeting held with Enterprise several months ago. Councilmember McMillan asked Mr. Blake if there was anything the city could not do. Mr. Blake said the Garage could not rebuild automatic transmissions as this work is sent to a local mechanic. Mr. Blake explained the difficulty in repairing fire trucks. Councilmember Mercer asked about the opportunities to attend certification classes for certain makes of vehicles, Chevrolet, Dodge, Ford, etc. Mr. Blake said he does not hold much stock in the automotive certifications, i.e. SAE. Mayor Waters stated the city has good mechanics on call 24/7 who do many other things for the city. Mayor Waters further stated the Garage may be inefficient, but improvements can be made. Council President Hayes asked how many times a month the Garage makes quick repairs and is able to get a vehicle back on the road. Mr. Blake said this happens 20-25

times a month and further stated it is critical to get a police car safely back on the road in a timely manner. Mr. Blake stated, "Unlike a lot of private garages, we do a complete inspection."

Council President Hayes asked about the storage shipping container approved in the FY2017 budget. Mr. Blake said the storage container, which will be used to store snow tires, materials and equipment not used on a regular basis, will be purchased before year-end. He further stated the use of the storage container will open up floor space in the Garage. Council President Hayes asked if the scan update tools and everything else had been purchased for the FY2017 budget. Mr. Blake said everything has been purchased. Council President Hayes asked about employee training. Mr. Blake said some of the schools he anticipated sending employees to this year did not materialize. Council President Hayes noted a significant jump in utility expense. Mr. Blake said he anticipates total expenses for FY2017 to be approximately \$18,000-\$20,000 at year end. Mr. Blake mentioned a Chevrolet Tahoe oil change is approximately \$75 per vehicle. He said Mobile One oil cannot be bought in bulk which makes the oil much more expensive, about \$12 per quart. Councilmember McMillan questioned the repairs made on the lift. Mr. Blake said maintenance is done on the ground which is more labor intensive. He further said the large truck lift is not used 100% of the time for fire trucks. It was noted last year a request was made for a medium lift for smaller trucks. Councilmember McMillan asked who would do the fire truck repairs if the city did not. Mr. Blake said, EEP, a local Pierce fire truck maintenance facility would do the repair work.

## 2. Discuss the Human Resources Budget for FY 2018

Human Resources Director Ty Story reviewed the department budget requests for FY2018. He noted a request for additional staffing and the reinstatement of a safety service award in FY2018. Mr. Story stated there would be a request to approve a retiree cost of living adjustment on the September 13, 2017 city council agenda. He explained the difference in a percentage increase paid by the city to the Retirement Systems of Alabama (RSA) vs. a lump sum payment to the retirees. He recommended going forward with a \$67,000 lump sum payment by the city. Council President Hayes asked Mr. Story to provide a historical breakdown on the city's RSA contributions. Mayor Waters asked about a reintroduction of the DROP program, which he said he would oppose.

Mr. Story explained the need for an additional employee, a Human Resources Specialist. He said this position would perform job analysis, prepare job descriptions and track applications. He further stated this position would spend time in the field to accomplish these tasks for efficiency purposes, which current staffing does not allow. He said issues have arisen in the past regarding job descriptions, job analysis and job testing and it was his desire to mitigate possible future problems through this new position. He explained the additional \$80,000 in the budget was for the purpose of validating testing, which would start with the fire and police departments. Councilmember Lanier asked what type testing the city is currently using for public safety applicants and promotions. Mr. Story said fire and police testing is coordinated through a company from California.

Other requested items were reviewed in the Human Resources budget, including the purchase of AEDs, restarting the safety award program and personal cell phone reimbursements. Council President Hayes asked Fire Chief Honeycutt about the purchase of AEDs. Mr. Story said our MOD factor for workers' compensation insurance is extremely low and he would like to continue to maintain safety awareness through an awards program. Councilmember McMillan asked if the personal cell phone reimbursement was necessary. Mr. Story said HR employee Chris DeShazo is comfortable with using his personal phone for city business, but was requesting in the budget \$25 per month as a

reimbursement to the employee for using his personal cell phone. Concerns about using a city cell phone were discussed.

Mr. Story asked that \$7,000 budgeted for the purchase of furniture be removed from budget line item L36. Mr. Story explained the purchase of a new 2018 Ford Explorer would be used to go from department to department within the city and to attend seminars and training classes. Councilmember Mercer asked if the new vehicle would be housed at City Hall. Mr. Story said it would and it is not the intention for the vehicle to be taken home.

Councilmember Lanier asked if there is somewhere in City Hall an applicant can complete a job application. Mr. Story said there are plans for an application area in HR as the department continues to grow. Councilmember McMillan asked if there are a large number of online job applications. Mr. Story said yes, and growing. The city council was updated on the new time and attendance software under consideration by Human Resources. Mr. Story said a recommendation has not been finalized, but could cost in the \$23,000 range to replace the current Zeus system. Mr. Story distributed an \$18,000, 5-year strategic planning program for city council consideration. Councilmember Mercer suggested passing a policy of a flat fee for cell phone reimbursements, so there would be no confusion.

#### Work Session Recessed

A motion to recess the work session was made by Councilmember Mercer and seconded by Councilmember McMillan. 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 September 5, 2017 work session back to order at 7:40 p.m.

#### 1. Discuss the Pelham Civic Complex & Ice Arena Budget for FY 2018

Pelham Civic Complex & Ice Arena Director Danny Tate discussed the revenue projections and how they relate to Birmingham Bulls hockey in FY2018. He stated the numbers are projections based on an average attendance of 2,500 at the hockey games.

Mr. Tate led the discussion regarding the challenges in FY2017 with the repairs to the Main Arena in the fall of 2016 and the renovations that started this summer. He mentioned Colonial Pipeline had a major impact on the year's revenues. He thanked his staff for the excellent job and the many challenges faced in FY2017. Council President Hayes asked about the Banquet Room rental revenue projections in FY2018. Mr. Tate said he reduced the total to \$225,000. Discussion followed about Banquet Food and Beverage estimated revenue of \$375,000 for FY2018. Mr. Tate discussed the need for an individual to handle all concessions, including the Civic Complex, Ballantrae Golf, Park and Recreation and the Racquet Club. He further stated concessions could be handled more efficiently.

It was noted ticketing and parking revenue are not included in the Civic Complex estimated revenues for FY2018. Mr. Tate mentioned the growth in the hockey program, including both the University of Alabama and UAB programs.

Council President Hayes mentioned many expenses in the Civic Complex budget are placeholders. He further noted staffing for the hockey games is still under discussion with both private security and the Pelham Police Department. Hockey Director Erik Hudson discussed a program sponsored by the Nashville Predators. He said the Predators are providing head-to-toe equipment for 60 Pelham youth hockey players at an approximate value of \$7,200. Councilmember McMillan asked how many players will typically remain in our hockey program after their first year. Mr. Tate said about 60% will stay in hockey. Council President Hayes asked by the upcoming 2017 hockey season. Mr. Tate said 100 had already enrolled to date with approximately two weeks left in the sign-up period. He said the season begins in mid-October. Mr. Tate said he does not feel comfortable at this time providing an estimated number in the hockey program for 2017.

Council President Hayes updated the city council on the following projects at the Civic Complex & Ice Arena:

- Low-Energy Ceiling: \$100,000 for the Main Arena
- Retrofit the Main Arena fire sprinkler heads: \$23,000
- Lighting currently being installed will have a dramatic experience for those attending games
- Software: Evaluating financial software, including inventory control
- Ticketing: Meeting with several vendors the week of September 4-8, 2017
- Speakers

Council President Hayes asked Kyle Richards, head coach of the University of Alabama's Frozen Tide, what excites him the most about the Civic Complex. He said the upgrades will make the facility very nice and will assist in recruiting.

Council President Hayes stated work will continue updating the numbers for the Civic Complex & Ice Arena FY2018 budget.

Mr. Tate thanked the city council for their confidence.

Council President Hayes discussed the construction schedule with Civic Complex Maintenance Supervisor Mike McGaughy. Mr. McGaughy stated construction of the footings for the Main Arena seating was underway and a portion of the seating had been delivered. Council President Hayes mentioned upgrades to the seating is supposed to include rubberized stairways.

Council President Hayes opted not to restate the public announcements at the conclusion of the work session.

### Adjournment

A motion to adjourn the work session was made by Councilmember McMillan and seconded by Councilmember Mercer. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 8:28 p.m.

Respectfully submitted this 5th day of September 2017,



Tom Seale, MMC, City Clerk/Treasurer



Rick Hayes, Council President

