



WORK SESSION
Pelham Police & Court Building
May 18, 2020 – 4:30 p.m.

MINUTES

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

Members of the Pelham City Council met May 18, 2020 at 4:30 p.m. The regular work session was held in the Pelham Police & Court Building and was open to the public.

Call to Order

The work session was called to order by Council President Hayes at 4:33 p.m.

Record of Attendance

The following elected officials were present:

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

Media Present: None

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

Approval of Minutes

A motion was made by Councilmember Scott to approve the May 4, 2020 Regular Council Work Session Minutes. The motion was seconded by Councilmember McMillan and passed by unanimous voice vote of those members present.

Review of Council Agenda

Council President Hayes reviewed the May 18, 2020 city council agenda.

F. Public Hearing – None

H. Proclamations by the Mayor – None

I. Request(s) to Address the Council – None

K. Old Business / Resolutions / Ordinances / Orders and Other Business – None

L. New Business / Resolutions / Ordinances / Orders and Other Business

1. **Resolution 2020-05-18-01** for consideration to participate in the State of Alabama's 2020 "Back to School" Sales Tax Holiday the weekend of July 17-19, 2020

There were no city council comments.

2. **Resolution 2020-05-18-02** for consideration to approve Change Order No. 1 for soffit and fascia replacement at the Pelham Racquet Club

Chris Cousins, Municipal Consultants, Inc., stated Resolution 2020-05-18-02 is a matter of housekeeping. Roof problems were discovered at the Racquet Club after replacement work began on the soffit and fascia. He said a separate contract was executed to replace the roof and construction was coordinated between the two contractors. He further stated work was deducted from the roofing contractor and added to the soffit and fascia contractor at a net increase of \$74.02.

(End of May 18, 2020 Agenda Review)

Old Business

1. Follow Up – Employee Job Descriptions (Tracy Hill)

Human Resources Director Tracy Hill stated the requested job descriptions have been provided to the city council for their review, consideration and direction. Councilmember Scott asked Mrs. Hill if she was looking for approval of the job descriptions. Council President Hayes stated the Civil Service Act requires city council approval of the job descriptions. Councilmember Scott said he saw no needed changes. Councilmember McMillan asked Mrs. Hill if she was comfortable with the format. She said she was. Councilmember Mercer stated he was ready to move forward. Councilmember Lanier said she liked the consistency in the job descriptions. Council President Hayes said the consistency is important and was something that the council had discussed several times over the last few years. He recommended making sure that the council had all of the job descriptions that need to be approved so that individually everyone can review as they chose to and ask any related questions during the next work session along with the review of the selected job descriptions. City Manager DiFante asked how the city council wished to move forward. Council President Hayes said he would suggest job descriptions be discussed at the 4:00 p.m. work session on June 1st with a plan for them to be voted on during June 15th council meeting.

New Business

1. Presentation – Tier 1/Tier 2 Options & Retiree Healthcare Benefits (Lt. Joey Pitts)

Police Lt. Joey Pitts presented a detailed analysis of the Tier 1/ Tier 2 options for employees and retiree healthcare benefits for the city council's review and comments. He asked the city council to review the information and email questions and their comments. Mayor Waters and members of the city council thanked the employee benefits committee. Members of the city council made additional comments and asked questions of Lt. Pitts.

2. Recommendations – Five Year Facilities Maintenance & Improvement Plan
(Gretchen DiFante, Andre` Bittas, Jenny Gray and Chris Cousins)

City Manager Gretchen DiFante provided an overview of the Facilities Improvement & Maintenance Plan with the city council, which included the following:

- ❖ April 1, 2019 – City council adopted Resolution 2019-04-01-06 authorizing the Mayor to enter into an agreement with Edmonds Engineering for the assessment of certain buildings and facilities owned by the City of Pelham.
- ❖ September 9, 2019 – Edmonds Engineering and Blackstock Architects presented results of the building and facilities assessment.
- ❖ October 7, 2019 – City Manager and Accounting Manager presented information to council indicating need to set up a five-year plan to reserve funds needed for building and facilities maintenance as presented by Edmonds and Blackstock.
- ❖ January 23, 2020 – City Manager and Accounting Manager proposed creating a separate account to reserve funds if the city council opposed setting up a formal reserve assigned by fund balance.
- ❖ January 23, 2020 – Council indicated setting up a reserve may be desirable and wanted the plan reviewed to provide any additional items and any FY2020 budgeted items.
- ❖ May 18, 2020 – The Director of Development Services & Public Works and the city's engineering consultant present updated criteria, findings and recommendations with respect to the assessment of buildings and facilities.
- ❖ May 18, 2020 – The Accounting Manager presents findings and recommendations with respect to the funding for the improvements over the next five years.

Director of Development Services & Public Works Andre` Bittas reviewed the facilities and scope of the plan created by Edmonds Engineering in 2019. He stated additional metrics were used to further evaluate the plan. Chris Cousins, Municipal Consultants, Inc., said Edmonds was tasked to look at the major building systems and the life expectancy. He stated two additional metrics added were criticality and failure mode.

- ❖ Criticality:
 - 1) Failure prevents a critical function or results in significant damage to City facilities
 - 2) Essential, but not required to maintain operations
 - 3) Secondary equipment
- ❖ Failure Mode:
 - 1) Preventative replacement, replace at end of useful life
 - 2) Run to failure

Accounting Manager Jenny Gray said the five-year plan financing plan has been reviewed by Mr. Bittas` and Mr. Cousins. She stated the city is responsible for adopting policies and procedures which best benefit the city. She suggested funding for the facilities improvements be budgeted from the city's retiring principal and interest debt service. Mrs. Gray and Mr. Cousins explained the concept of a sinking fund where debt rolling off provides funding for future facilities improvements and maintenance.

❖ Facilities Improvement and Maintenance Funding

1. For governmental entities, Generally Accepted Accounting Practices (GAAP) is defined by the Government Accounting Standards Board (GASB). GAAP and GASB focus on accounting and reporting procedures.
2. Government Finance Officers Association (GFOA) was established to assist in the professional management of governments by developing and identifying financial policies and best practices.
3. With respect to facilities improvement and maintenance, GFOA best practices recommend having a policy requiring that a multi-year capital improvement plan be developed and that it include long term funding considerations and strategies.
4. In response, City management has developed a plan to fund facilities improvements and maintenance, as previously presented, for five years.

Councilmember Scott stated he was supportive of setting up a funding account to provide monies for an improvement and maintenance plan. Councilmember Lanier expressed her support for setting up a sinking fund or maintenance fund. Councilmember McMillan asked about the funds proposed 2020 maintenance funds for the Civic Complex & Ice Arena. Council President Hayes asked about Fire Station No. 3, and Mr. Bittas updated the city council on the status of the construction of the new Fire Station No. 3. There were additional questions and comments from the city council.

3. Discussion – Facilities Reopening Plan (Gretchen DiFante)

City Manager Gretchen DiFante stated the Facilities Reopening Plan has been posted on SharePoint for review by the city council. She said the city is in discussion with the Southern Professional Hockey League regarding the start of the Birmingham Bulls 2020-2021 season. She stated the city's concern with opening the Pelham Civic Complex & Ice Arena at this time. She said Civic Complex Administrator Danny Tate is working on a plan to open a single sheet of ice which will include revenue and expense projections. Several of the department heads in attendance discussed the reopening of their facilities.

4. Update – Pelham Greenways Trail Opening (Andre` Bittas)

Director of Development Services & Public Works Andre` Bittas stated the Pelham Greenways Trail should be completed by Friday, May 29th. He said the contractor is currently completing a punch list along several areas of the trail. He further stated a ribbon cutting ceremony opening the trail will be planned at a later date.

5. Discussion – Fire on the Water scheduled for July 3, 2020 (Mayor Waters)

Mayor Waters mentioned a telephone conversation held today with the city attorney and city manager regarding the options for the city sponsored 2020 Fire on the Water event at Oak Mountain State Park.

Mayor Waters noted the city spoke with Jeff Freels with Pyro Shows of Alabama, Inc. on May 13, 2020 regarding options to reschedule or cancel the 2020 Fire on the Water fireworks show. The following options were discussed with Mr. Freels.

Option 1

The city can amend the current contract and insert an alternate date for the 2020 show during this calendar year. (Labor Day, Thanksgiving, New Year's Eve or another date of the city's choosing.)

Option 2

The city can cancel the July 3, 2020 date and move the fireworks show to next year on Saturday, July 3, 2021. Pyro Shows would keep the July 3, 2020 deposit of \$5,825.00 and apply it to the 2021 show date. Mr. Freels said they anticipate an increase of 10% to 15% in 2021 due to the fact their fireworks are imported from China. He stated if the city chooses to cancel and reschedule for next year they will guarantee the same 2020 pricing for the 2021 show.

Option 3

Keep the current event date of July 3, 2020 with no changes.

Mayor Waters said the input of the city council is important in making the decision regarding the 2020 Fire on the Water event. Councilmember McMillan, Councilmember Lanier and Councilmember Mercer spoke in favor of postponing the event and using the deposit credit toward the event next year. Council President Hayes suggested leaving the city's options open to either cancel for this year or reschedule the event for later this calendar year. He stated having a fireworks show would be a good opportunity to celebrate the "reopening" of the city. It was the consensus of the city council to postpone, not cancel, Fire on the Water in 2020. Mayor Waters said that he agreed with the plan, but cautioned that there will be complaints from the public no matter which option the city selects. The city clerk/treasurer was asked to convey the desires of the city to Pyro Shows of Alabama.

6. Update – FY2020 Budgets (Gretchen DiFante)

Due to time constraints, it was the consensus of the city council to move discussion of the FY2020 budgets to the May 18, 2020 city council agenda.

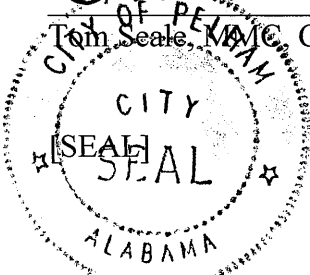
Adjournment

A motion to adjourn 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 adjourned at 6:56 p.m.

Respectfully submitted this 18th day of May 2020,



Tom Seale, Mayor City Clerk/Treasurer





Rick Hayes, Council President