



WORK SESSION
Pelham Police & Court Building
August 17, 2020 – 4:00 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 August 17, 2020 at 4:00 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 4:00 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 McMillan to approve the July 20, 2020 Regular Council Work Session Minutes. The motion was seconded by Councilmember Lanier and passed by unanimous voice vote of those members present.

Old Business

1. Update – City Hall (Andre` Bittas)

Director of Development Services & Public Works Andre` Bittas provided the city council with additional information regarding the proposed renovations to City Hall. He stated previous questions concerned the location of the council chambers, support columns and fire separation. Mr. Bittas reviewed with the city council a rough drawing of a proposed redesign and renovation of the floor plan at City Hall. He noted several issues of concern including security, access and fire exits. He said costs were another factor considered while reviewing options for the redesign. Additional discussion followed

regarding fire code requirements with regard to exits from the public areas. Mr. Bittas reviewed the cost estimates and explained this is a “high level” redesign. He stated whether the council chambers and conference are on the main level or downstairs, either design works. He noted the need to make renovations in order to provide proper security. Councilmember McMillan and Councilmember Lanier had specific questions about the design of the office space. Mr. Bittas expressed his thoughts there would be considerable shared space built into the redesign. He stated the architectural design would take approximately 4-6 months with construction probably an additional 10 months. Councilmember Scott thanked Mr. Bittas for his efforts. He further stated the initial redesign appeals to him and provides extra security for the staff.

New Business

1. Presentation of FY2019 financial statements by Zach Clifton, BMSS, LLC, Certified Public Accountants

Mr. Clifton was unable to attend tonight’s work session. The FY2019 audit presentation will be scheduled for a later date.

2. FY2021 Department Budget Review

- a. Human Resources

Accounting Manager Jenny Gray provided the city council with the proposed FY2021 Human Resources budget. City Manager Gretchen DiFante and Benefits Coordinator Candy Porter presented the FY2021 Human Resources budget. They discussed a proposed increase in life insurance and accidental death and dismemberment (AD&D) benefits coverage at a total cost of \$30,000 per year. They noted life insurance coverage would increase from \$25,000 to \$75,000 and AD&D from \$75,000 to \$150,000. Training, safety equipment, legal and professional expense line items were reviewed. Councilmember Lanier asked about the legal expenses of \$60,000. City Manager DiFante said they worked with the city’s legal team to arrive at the estimate. Councilmember McMillan asked for information on the current number of temporary employees. Council President Hayes asked about the estimated cost increase in health insurance premiums. Ms. Porter said the proposed budget reflects a 5.00% increase.

- b. Finance

City Manager DiFante and Accounting Manager Gray provided the city council with notes regarding the FY2021 Finance/Administration expense budget. City Manager DiFante reviewed the three positions in the Administration budget which have moved from other departments. She discussed the proposed salary compensation for the city manager in the FY2021 budget and the unemployment compensation requirements related to the COVID-19 pandemic. She stated the city is expecting to be billed for unemployment compensation expense from the State of Alabama. City Manager DiFante noted the renegotiated rent for 401 Southgate Drive at a savings of \$12,000 per year. Accounting Manager Gray said monies have been budgeted for a single audit for FY2020. Councilmember McMillan asked about Christmas activities. City Manager DiFante said the staff is looking for direction from the city council. Discussion followed regarding options to celebrate the Christmas season in Pelham. The marketing budget, the Pelham Palooza and the city newsletter were discussed.

City Manager DiFante and Accounting Manager Gray reviewed the anticipated revenues for FY2021. Mrs. Gray stated pass-through accounts would be reallocated to a liability accounts going forward. City Manager DiFante explained the rationale in projecting a 7.50% reduction in sales and use taxes over FY2020. She stated the need to watch revenues and make quarterly adjustments, if needed. She further

stated the need to be mindful of the city's expenses related to revenues in FY2021. Mrs. Gray stated the business license revenues were reduced approximately 10% due to COVID-19, not knowing what businesses will close and not reopen in FY2021. Council President Hayes mentioned sales and use tax and ad valorem taxes. Councilmember Scott noted we have financial challenges in FY2021 with regard to capital projects. He specifically mentioned City Hall, the new Fire Station No. 3 and retiree health care benefits. He said these issues, and others, should be prioritized in the FY2021 budget. City Manager DiFante asked the city council to assist in prioritizing and funding the capital projects. She said the department heads have already begun reviewing their FY2021 capital projects. Council President Hayes asked for input from the department heads, City Manager DiFante and Accounting Manager Gray regarding their thoughts about both operational and capital expenditures over the next week. Discussions followed regarding the anticipated expense for retiree health care insurance.

3. Election / Forum

Council President Hayes stated having a conversation with Kenneth Paschal earlier today. He noted the importance of having the election forum in order to inform the public. He suggested having a Facebook Live and in-person format. He did note the difficulty in having proper audio at the venue. The city council discussed issues with past problems with connectivity at the Pelham Civic Complex & Ice Arena. Council President Hayes also discussed the current issues with campaign signs illegally placed on city property and various road rights-of-way around the city.

Review of Council Agenda

Council President Hayes reviewed the August 3, 2020 city council agenda.

F. Public Hearing – None

G. Mayor's Comments

H. Proclamations by the Mayor – None

I. Report of the City Manager – None

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

K. Old Business / Resolutions / Ordinances / Orders and Other Business

1. **Ordinance No. 288-13** for consideration to amend Code of Ordinances, City of Pelham, Alabama, Chapter 5, Article I, Section 5-1 Subsection (4) – License Shall be Location Specific, and Subsection (28) – License Fee Schedule FF regarding mobile food trucks. **(First Reading was on August 3, 2020)**

Council President Hayes stated the first reading of Ordinance No. 288-13 was on August 3, 2020. Councilmember McMillan mentioned her concerns about operational hours for special events. Councilmember Scott asked if food truck operators had been consulted regarding revisions to the Ordinance. He requested the city council remove this item from the agenda. Mr. Bittas said he would provide answers to the city council quickly.

Councilmember McMillan made a motion to remove Ordinance No. 288-13 from the August 17, 2020 city council agenda. Said motion was seconded by Councilmember Scott. There being no further

discussion, the motion to remove Ordinance No. 288-13 passed unanimously by voice vote of those members present and the council president declared the same passed.

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

1. **Resolution 2020-08-17-01** for consideration to adopt the City of Pelham's Parks & Recreation Master Plan

Council President Hayes spoke to the wording in the report which gave him concerns. He said the report did not transition to a Master Plan. It was the unanimous consensus of the city council to add the word "Report" and delete "as presented" in the **NOW, THEREFORE, BE IT RESOLVED** section of Resolution 2020-08-17-01.

2. **Resolution 2020-08-17-02** for consideration to approve Change Order No. 1 for the relocation of certain water and sewer lines related to the replacement of the Shelby County Highway 52W Bridge

Chris Cousins, Municipal Consultants, Inc., stated the creek crossing for the water and sewer line installation had to be lowered at an additional cost of \$52,607.74. He further stated the city's match for the additional excavation expense is \$526.08. Mr. Cousins stated he recommended approving Resolution 2020-08-17-02.

3. **Resolution 2020-08-17-03** for consideration to apply for reimbursement for COVID-19 expenditures through the CARES Act

City Manager DiFante spoke to the CARES Act learning and reimbursement process. Council President Hayes stated the deadline for submittal is December 31, 2020. It was noted for the record the amount in the Coronavirus Relief Fund Request No. 1 is \$74,789.14.

4. **Resolution 2020-08-17-04** for consideration to adopt the City of Pelham Transportation Plan for Fiscal Year 2021

Director of Development Services & Public Works Bittas stated the Rebuild Alabama Act requires cities to adopt an annual report by resolution designing projects to be funded in FY2021. He further stated the anticipated funding in FY2021 is \$94,000 and the projects include:

1. Annual Paving Program
2. Village Place/Bearden Road Intersection Improvements
3. Gateway Improvements
4. Highway 52 Widening
5. Highway 261 Improvements

Councilmember McMillan asked about refunding the school board debt. Council President Hayes referred back to the previous work session discussion about this and stated the Pelham Board of Education had previously engaged financial advisors related to issuing debt to replace part of the current city debt for the school board financing. He shared his discussion with the school board president about this and the option for the city council to take this up during its September 1, 2020 meeting depending on what the BOE requests following its August 31, 2020 meeting.

(End of August 17, 2020 Agenda Review)

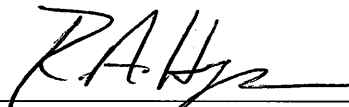
Adjournment

A motion to adjourn the work session was made by Councilmember Lanier and seconded by Councilmember Mercer. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 6:47 p.m.

Respectfully submitted this 17th day of August 2020,



Tom Seale, MMC, City Clerk/Treasurer



Rick Hayes, Council President

