



October 28, 2016

The Personnel Board was called to order by Janis Parks, Human Resources Director in a meeting held, Monday, October 24, 2016 at 10:05AM in the Conference Room at Pelham City Hall.

Present were Board members, Greg Darnell and Bobby Hayes. Board member Jim Collins was absent. Also present were Rick Hayes and Mayor Gary Waters. Other department heads and employees were also in attendance.

Mr. Sam Gaston , City Manager of Mountain Brook was the guest presenter. Mr. Gaston addressed the board and audience about the duties and responsibilities of a City Manager. Handouts were made available to the board members and are included in these minutes. Mr. Gaston talked about a number of municipalities that are looking to change their form of government to include a City Manager, i.e., Sylacauga, Alex City and others.

The role of the City Manager is the administrative head of the government; handles the day to day operations; directs policy decisions, responsible for the budget; keeps the Mayor and Council informed, as well as other duties.

Mr. Darnell asked about the difference in the City Manager and a City Administrator. The City Manager is appointed by the Council and answers to the Council and Mayor. The City Administrator is appointed by the Mayor.

Mr. Ron Scott was recognized and asked how best to inform the public concerning this type of change. Mr. Gaston suggested utilizing town hall meetings. Mr. Gaston stated that by hiring the right person for the role helps change the direction of the municipality in a positive way and continues to move the city forward. Typically the tenure of a City Manager is around 8 years. This person is very involved in the community.

Mr. Darnell asked about informing the employees. Mr. Gaston advised using the similar plan as advising the public.

Rick Hayes was recognized and advised of the budget work session on Tuesday, October 25, 2017 at 6:00PM. Included is a 1.5% raise in the classification pay plan steps. While a motion is not necessary from the Personnel Board, the adjustment would be effective with the anniversary date of the recently revised Pay Plan for April 1, 2017. The Board was in support of the proposed adjustment.

Mr. Gaston was thanked for his presentation and everyone appreciated his taking the time to clarify some of the issues of the City Manager.

Mr. Bobby Hayes made a motion to enter into Executive Session. Mr. Darnell seconded and all agreed. A time in session at approximately twenty minutes beginning from 11:15AM.

The Board reconvened at 11:40AM. A motion to adjourn was made by Mr. Darnell, Mr. Hayes seconded and the Board was adjourned at 11:40AM.