

February 3, 2017

The Personnel Board was called to order by Candy Porter, Payroll & Benefits Analyst, in a meeting that was held on February 2, 2017, at 5:30 pm in the Conference Room at Pelham City Hall.

Board members Jim Collins and Greg Darnell were present and Bobby Hayes was added via telephone. Mayor Gary Waters was present and Rick Hayes was added via telephone.

Others in attendance were Hal Brown, Marsha Yates, Tom Seale, Bob Miller, Larry Palmer and Maurice Mercer.

Rick Hayes began the discussion by addressing the job description that had previously been provided to the Board members for a potential new City Manager position. Mr. Hayes informed members that specific lines within the job description that addressed the position performing the duties of the City Clerk should be removed. Mayor Waters stated that although these duties were being removed now, they could be added later, if the need arises.

Mayor Waters also stated that he feels that the structure which indicates that all Department Heads will report to the City Manager will work well. A comparison was made to Alabaster whose structure has some reporting to the Mayor and others reporting to City Manager which has caused conflict for them.

Mayor Waters also pointed out the addition of the specific language "within legal limitations" under #13 of essential duties to clarify the relevance of the Civil Service Law.

Mr. Collins asked if the job structure that has been proposed is comparable to other municipalities. Rick Hayes answered that generally it does. He provided the example of Alabaster. Their City Manager is responsible for the City Clerk duties but is excluded from supervising some of the Department Heads. He further stated that all the comparable cities were close in comparison.

Rick Hayes informed the Board that if they approve this job description and salary range, he would like to have the first reading of the resolution at the council meeting Monday, February 6, 2017, with a vote at the meeting on February 20, 2017.

Ricky Hayes informed members that contract terms and salary will be negotiated and asked the Board to approve specific salary negotiations to allow for certain benefits (example of a car was mentioned). Board members approved this request.

Mr. Collins asked what recruitment processes were being considered. Rick Hayes stated that the League of Municipalities and the Alabama City/Council Management Association (ACCMA) would be used.

Rick Hayes also stated that a 3 year contract would most likely be proposed like the Superintendent of Schools but could be negotiated.

Greg Darnell made the motion to approve the job description and salary range with approval for benefit negotiations and recommend approval to the City Council. The motion was seconded by Jim Collins. Both of the present members approved.

Rick Hayes informed the Board that the City Council had approved a 1.5% increase to the steps within the classification pay plan effective on April 1, 2017, and that this was included in the FY2017 budget. Mr. Darnell asked if this was comparable to what other cities were providing and Mayor Waters provided a list of what surrounding cities had approved. Mr. Darnell stated that his only concern would be if we were in line with what other cities were doing and said that it seems that we are. Rick Hayes will e-mail all Board members documentation to review and discuss at a future meeting. Mr. Darnell stated that the email option would work.

With all business addressed, Greg Darnell made a motion to adjourn and Jim Collins seconded the motion. All present members affirmed and the meeting was adjourned at 6:08 pm.

Respectfully submitted,
Candy Porter

PELHAM PERSONNEL BOARD

February 3, 2017

TO: Pelham City Council
Mayor Gary Waters

FROM: Pelham Personnel Board

RE: City Manager Position

In a meeting held on Thursday, February 2, 2017, the Personnel Board voted to approve the proposed job description and salary range for the City Manager position. With this approval, the Board recommends the Pelham City Council's approval of the same.

The Board understands that this request will be presented in a Resolution to the Council during their meeting on February 6, 2017.

Respectfully submitted,

Bobby Hayes
Greg Darnell
Jim Collins