

5 April 2017

NOTICE AND CALL OF SPECIAL MEETING

Notice is hereby given of a special meeting of the City Council of the City of Fairhope, Alabama, to be held at the Fairhope Municipal Complex on Wednesday, 05 April 2017, at 12:00 p.m., for the purpose to:

- ❖ Discuss Budget
- ❖ Discuss the position of Public Works Director


 Jack Burrell, Council President

CONSENT TO HOLDING OF MEETING

The undersigned members of the City Council of the City of Fairhope, Alabama, do hereby acknowledge service of the Notice and Call of Special Meeting hereinabout set forth and do hereby consent to the holding of such meeting as such time in such place for the purpose set forth therein.






Attest:


 Lisa A. Hanks, MMC
 City Clerk

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STATE OF ALABAMA)
 :
 COUNTY OF BALDWIN)(

The City Council, City of Fairhope, met in special session at 12:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Wednesday, 5 April 2017.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson, Jimmy Conyers, Robert Brown, and Kevin Boone, Mayor Karin Wilson, City Attorney Marion E. Wynne, and City Clerk Lisa A. Hanks.

There being a quorum present, Council President Burrell called the meeting to order. The invocation was given by Councilmember Kevin Boone and the Pledge of Allegiance was recited.

Council President Burrell announced that the Special Meeting was called for two specific items: to discuss the Budget and to discuss the position of Public Works Director. He asked the City Council if they had an issue with moving the discussion of Public Works Director first; there was no opposition for moving this item. Council President Burrell stated we have several options if Council wishes: approve the amended job description and add to the Compensation Study, add the position to the Budget, and allow this position to be filled and remove it from the hiring freeze.

Councilmember Conyers said he had no opposition to job description with added engineer qualification; and mentioned not head horticulturist. Councilmember Robinson mentioned the organizational chart shows a horticulturist; and asked if this position would be eliminated. Mayor Wilson replied Paul Merchant will have those duties. Councilmember Robinson stated he had concerns because this is an increase of \$20,000.00 to \$30,000.00 for the same job. Councilmember Robinson questioned who was over storm water management before in the City; and said he is worried that we have three of the highest paid positions in Baldwin County over the last four months. He said we are already the benchmark for all Cities. Mayor Wilson said no one was over storm water, we want to be competitive, and only have the best. She commented the salaries are established by the Compensation Study; and the Council looks at job descriptions and pay range.

Councilmember Robinson also asked who sets the salary for positions. Council President Burrell commented the Council allows Mayor to have leeway to set the salary based on the set pay grade. Councilmember Robinson stated he still has reservations to increase the pay grade and range. Council President Burrell said this is no small position and is hesitant with the pay.

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Councilmember Brown moved to amend the agenda by adding the following items **not** printed on the agenda: a Resolution that the Job Description and Pay Grade for Public Works Director Position be amended and approved in the Compensation and Job Classification Plan; and a Resolution that the Governing Body hereby expressly excludes from the hiring freeze and authorizes filling the following position: Authorized full time Public Works Director. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the Job Description and Pay Grade for Public Works Director Position be amended and approved in the Compensation and Job Classification Plan. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 2709-17

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the Job Description and Pay Grade for Public Works Director Position be amended and approved in the Compensation and Job Classification Plan.

ADOPTED THIS 5TH DAY OF APRIL, 2017



Karin Wilson, Mayor

ATTEST:



Lisa A. Hanks, MMC
City Clerk

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the Governing Body hereby expressly excludes from the hiring freeze and authorizes filling the following position: Authorized full time Public Works Director. Seconded by Councilmember Robinson, motion passed unanimously by voice vote. Councilmember Boone gave recognition to Human Resources Director Pandora Heathcoe for reaching out to other Cities and did a great job. Council President Burrell thanked Ms. Heathcoe for doing a great job by comparing apples to apples; and was glad the engineering degree is required.

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RESOLUTION NO. 2710-17

WHEREAS, the City Council adopted Resolution No. 2690-17 which placed a temporary hiring freeze on authorized positions, open, unaccepted or vacated as of February 27, 2017; and

WHEREAS, the Governing Body have excluded from the hiring freeze the authorized full time Police Officer, authorized full time Building Inspector, authorized part time and seasonal workers, and authorized full time City Planner; and

WHEREAS, the Governing Body needs to add one additional position to the exclusions for an Authorized full time Public Works Director.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, the Governing Body hereby expressly excludes from the hiring freeze and authorizes filling the following position: Authorized full time Public Works Director.

Adopted on this 5th day of April, 2017



Karin Wilson, Mayor

Attest:



Lisa A. Hanks, MMC
City Clerk

Mayor Wilson asked Finance Director Jill Cabaniss to go over the Personnel Recap she had prepared. Mayor Wilson commented this budget is just a snapshot and we will review it quarterly. She said personnel positions will not happen overnight, goals will be put in place immediately, and a two percent cost of living raise would take away from the bucket for merit raises and should not be a precedence. Mayor Wilson said the utility customers want tax dollars used for operational and infrastructure needs. Council President Burrell replied the employees are better off with a one percent raise than none; and explained the .008 percent rate increase. He said we owe it to our employees. Councilmember Conyers said a merit based raise is a good idea; but employees have issues not being treated fair.

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Personnel Board members Lorenzo Howard and Diane Thomas explained the merit based raise. Mr. Howard said it is rewarding employees based on performance, but still requires a lot of work. Ms. Thomas said they had revised the evaluation form; but this will be a big undertaking for the City based on goals and objectives. Both said there will be a need for intensive training for Department Heads.

Council President Burrell commented we paid off \$4.0 million dollars yet we had a \$4.0 million deficit; and Mayor Kant's budget was only a proposal. He brought up Ordinance No. 1520 which allocates the City's Sales and Use Taxes; and the Labor Cost Adjustment for each Utility. Council President Burrell said this revenue has not been allocated pursuant to the ordinance which is approximately \$1.9 million. He explained the percentage for each allocation; and the fund it is to be put in.

Councilmember Brown handed out three spreadsheets he had prepared regarding the proposed budget. He said these are just a snapshot which includes the entire year without the labor burden or part-time positions. He stated the budget should reflect infrastructure needs and a strategic plan. Council President Burrell referred to his color-coded handout which showed the 34 new bodies being proposed in the budget. He said this would be a \$770,000.00 deficit right now without a full year; and this is not sustainable. Councilmember Conyers said he had met with Ms. Cabaniss and with a full year it would be around \$1.3 million. Council President Burrell commented this is slightly under a 10 percent increase for the proposed personnel budget.

Councilmembers stated concerns how to work debt reduction into budget; and ways to fund capital improvements and/or debt reduction. Council President Burrell stated we need to budget for \$1.0 million to paint a water tower and suggested banking half this year and half in the next fiscal year.

Councilmember Conyers suggested to budget a specific dollar amount for salaries and to prioritize which ones we need right now. Council President Burrell commented that 95 percent of the budget is already set. Councilmember Brown said we need a way to get the budget passed. Councilmember Boone said he needed time to review all the documents we just received before making any comments.

Council President Burrell commented he wants to get with Ms. Cabaniss and Councilmember Brown to get some of these issues narrowed down. He said the "Triangle" property will be paid up in 2018; and possibly put debt reduction toward capital improvements for a specified time. Mayor Wilson suggested looking at both: borrowing money for capital improvements now or put toward debt reduction toward capital improvements. Council President Burrell commented in the past four years the City reduced debt by \$16.0 million. Councilmember Boone said we need to start on the capital improvements or we will see some problems; i.e. transformers for the Electric Department.

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Councilmember Brown moved to adjourn the meeting. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

There being no further business to come before the City Council, the meeting was duly adjourned at 1:35 p.m.



Jack Burrell, Council President



Lisa A. Hanks, MMC
City Clerk