

## CITY OF FAIRHOPE

Personnel Board Meeting

5:30 PM- July 20, 2023

161 N. Section St.

Fairhope, AL 36532

Present were:

Members Chairman Genie Frazier; Tyler Garner; Terry Ullrich; Councilman Kevin Boone; HR Manager Cory Pierce; Safety Coordinator Donnie Grice; City Treasurer Kim Creech; Eric Cortinas- Building Official; Wes Boyette-Gas Superintendent; Jennifer Olmstead-Revenue Manager.

The meeting was called to order at 5:30 PM.

A motion to approve the May minutes was made, a second to approve. A motion to approve the June minutes was made, a second to approve.

Genie Frazier emphasized that the board had some significant work ahead in reviewing departmental requests for new positions and pay grade changes. All part of the work needed to prepare next fiscal year's budget.

Eric Cortinas presented a proposal that was initially shared with the board at the June 2023 meeting:

- 1) He needs more personnel in the field and proposes to retitle the position of Assistant Building Official (pay grade 13) to Chief Building Inspector (pay grade 10). Retitling the position will make Fairhope's Building department organizational structure more consistent with other jurisdictions in Baldwin County. Eric presented comparative data of titles and pay ranges.
- 2) Based on job responsibilities, he would like to upgrade the Chief Electrical Inspector from pay grade 9 to pay grade 10. It is a senior position but is currently in the same pay grade as an entry level Building Inspector
- 3) Mr. Cortinas would also like to create a new Building and Fire Plans Examiner position (pay grade 10). A dedicated position is needed to handle the workload because of the current housing boom. An existing position will be defunded to offset this position.
- 4) Mr. Cortinas also proposes upgrading the Fire Safety Inspector position from a pay grade 7 to a pay grade 9. The responsibilities of the Fire Safety Inspector are similar to an entry level Building Inspector. Because Fairhope has a volunteer fire department separate from the city, the Fire Safety Inspector is under the Building Department. This limits comparable data from other municipalities, where the fire department and the fire safety inspector are under the municipality.

- 5) Mr. Cortinas also asked for the ability to list preferred skills in the title when advertising Building Inspector positions. There was general consensus that no special permission was needed to do so.

Mr. Wes Boyette presented a proposal for a new Gas Department Project Manager position (pay grade 11). The position will act as a liaison between the department and outside contractors. It will gain even more importance with a major cast iron replacement project the department is beginning. The project manager will ensure that project budgets are met, and contractors will comply with applicable laws and regulations. North Baldwin, Daphne and Riviera Utility Gas Departments all have a project manager position for outside contractor work. The job description has elements borrowed from the Daphne and Riviera project manager job descriptions. Corey Pierce recommended adding project manager certification to job requirements.

Mr. Boyette also proposed upgrading the Gas Installation Crew Leader position from a pay grade 7 to a pay grade 10. There is an Operator position that is subordinate to the Crew Leader position that is a pay grade 9. This is inequitable.

The police department is proposing for the FYE 2024 budget 2 new part-time police officers; promoting a Corporal to Sergeant to head the department's Training Division; defunding the old corporal position; and filling a police officer in the Patrol Division. The Chief was not able to attend the meeting and action was deferred on these requests.

Ms. Jennifer Olmstead presented a proposal to create a Code Enforcement Officer position in the Revenue Department. An APOSTC certified officer would report to the Chief of Police but would be under the direction of the Revenue Manager and/or City Treasurer. The position would have the same pay grade as a Police Officer (pay grade 8). The position would be under the police to obtain arresting authority. The duties of the position are to verify business licenses, assist with renewing licenses and enforce license fees and lodging taxes for rental properties. The position is anticipated to generate enough additional revenue to be self-sufficient.

Donnie Grice continued to provide the board with welcome news. Year to date in 2022, workers' comp claims amounted to \$187,727.45. Year to date in 2023, the claims are only \$46,440.40. Mr. Grice indicated that consistency is the key to lower claims. The board was very complimentary and encouraging in their remarks regarding this news. Mr. Grice is also trying hard to keep crews working on the outside, well hydrated in this very hot weather.

Corey Pierce indicated he did not have a great deal to report. His last day was July 28<sup>th</sup>. He was working on recommendations from MUNIS for improving processes.

Councilman Boone confirmed that the number of required board members is five rather than six. Chairman Frazier asked board members to consider changing meeting times back to 7 AM in the morning to allow for greater attendance.

Final thoughts were provided by the board. A motion was made, and a second to adjourn.

Respectfully,

*Terry Ullrich*

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