

City of Sylacauga
City Council Agenda
January 18th, 2024

1. Call meeting to order at 6:00 p.m. by Council President, Laura Barlow-Heath.
2. Roll Call:
Councilmembers present included - Ashton Fowler, Tiffany Nix, Nate Brewer, Laura Barlow-Heath, and Lee Perryman; Councilmembers absent: None. Mayor James Heigl and City Clerk-Treasurer Alexandra Lambert were also present.
3. Invocation was provided by Fire Chief Nate Osgood prior to the work session.
4. Pledge of Allegiance to the Flag.
5. Report from Mayor Heigl:
No updates or announcements to report at that time.
6. Adopt Agenda:
*A motion by Councilmember Nix, second by Councilmember Perryman to adopt agenda was carried by the following roll call vote:
Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.*
Agenda Items numbered 15-19, 22-36, and 38-40 were deleted at the Work Session prior to the council meeting. Agenda Items numbered 20 and 21 were deleted at the request of the Human Resources Department prior to the meeting.

Old Business:

New Business:

7. Public Hearing to consider a permanent road closure of the road identified as “Sky View Drive”.
Council President Barlow-Heath opened the public hearing and called for comments.
None
Council President Barlow-Heath closed the public hearing and called for action by Council.
*A motion by Councilman Perryman second by Councilman Fowler to suspend the rules and give immediate consideration was carried by the following roll call vote:
Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.*
8. Action that is necessary to approve Resolution No. 2-2024 to permanently close the road identified as “Sky View Drive”.
*A motion by Councilmember Nix, second by Councilmember Fowler to approve Resolution No. 2-2024 to permanently close the road identified as “Sky View Drive” was carried by the following roll call vote:
Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.*
9. Action that is necessary to approve Resolution No. 3-2024 to declare architectural plans filing cabinets (3) and architectural plan hanging rack with 10 clam holders as surplus property and authorize disposal on GovDeals.com online auction or other appropriate means. (City Clerk-Treasurer to read Resolution No. 3-2024 into the meeting minutes.)

A motion by Councilmember Brewer, second by Councilmember Fowler to dispense reading Resolution No. 3-2024 into the meeting minutes was carried by the following roll call vote: Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

A motion by Councilmember Fowler, second by Councilmember Nix to approve Resolution No. 3-2024 to declare architectural plans filing cabinets (3) and architectural plan hanging rack with 10 clam holders as surplus property and authorize disposal on GovDeals.com online auction or other appropriate means was carried by the following roll call vote: Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

10. Action that is necessary to approve Resolution No. 4-2024 to declare damaged office supplies as surplus property and authorize disposal. (City Clerk-Treasurer to read Resolution No. 4-2024 into the meeting minutes.)

A motion by Councilmember Brewer, second by Councilmember Fowler to dispense reading Resolution No. 4-2024 into the meeting minutes was carried by the following roll call vote: Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

A motion by Councilmember Fowler, second by Councilmember Perryman to approve Resolution No. 4-2024 to declare damaged office supplies as surplus property and authorize disposal was carried by the following roll call vote: Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

11. Action that is necessary to approve Resolution No. 5-2024 to declare damaged airport runway lighting supplies as surplus property and authorize disposal. (City Clerk-Treasurer to read Resolution No. 5-2024 into the meeting minutes.)

A motion by Councilmember Brewer, second by Councilmember Fowler to dispense reading Resolution No. 4-2024 into the meeting minutes was carried by the following roll call vote: Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

A motion by Councilmember Fowler, second by Councilmember Nix to approve Resolution No. 5-2024 to declare damaged airport runway lighting supplies as surplus property and authorize disposal was carried by the following roll call vote: Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

12. Action that is necessary to approve the funding for the replacement of utility poles for traffic lights at McDonald's in the amount of \$20,727.06 for expenditures paid through the general fund.

A motion by Councilmember Perryman, second by Councilmember Nix to approve the funding for the replacement of utility poles for traffic lights at McDonald's in the amount of \$20,727.06 for expenditures paid through the general fund was carried by the following roll call vote: Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

13. Action that is necessary to approve the funding for the replacement of utility poles for traffic lights at Avondale Avenue and Old Birmingham Highway in the amount of \$22,953.83 for expenditures paid through the general fund.

A motion by Councilmember Nix, second by Councilmember Fowler to approve the funding for the replacement of utility poles for traffic lights at Avondale Avenue and Old Birmingham Highway in the amount of \$22,953.83 for expenditures paid through the general fund was carried by the following roll call vote: Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

14. Action that is necessary to approve waiver of "Special Event Permit Fee of \$50.00 per event" for Sylacauga Parks and Recreation to host events as identified in Attachment 14A at Parks and Recreational facilities for the remainder of the calendar year 2024.

*A motion by Councilmember Nix, second by Councilmember Fowler to approve waiver of "Special Event Permit Fee of \$50.00 per event" for Sylacauga Parks and Recreation to host events as identified in Attachment 144 at Parks and Recreational facilities for the remainder of the calendar year 2024 was carried by the following roll call vote:
Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.*

15. ~~Action that is necessary to approve Resolution No. 6-2024 to rescind Resolution No. 39-2022, authorizing Engineering Design Technologies, Inc., to apply for Transportation Alternative Program (TAP) funds for the 2023 TAP project. (City Clerk Treasurer to read Resolution No. 6-2024 into the meeting minutes.)~~
16. ~~Action necessary to approve Resolution No. 7-2024, to authorize Environmental Engineering and Forestry Services, Co., to perform the Engineering Design and provide Construction Inspection Services for the TAPAA TA23(916) that continues the downtown streetscape vision consisting of upgrading the downtown area to encourage pedestrian traffic and ADA compliance. (City Clerk Treasurer to read Resolution No. 7-2024 into the meeting minutes.)~~
17. ~~Action that is necessary to rescind the Sign On Bonus Agreement Resolution No. 92-2021 with an effective date of January 13, 2024. All active applicable agreements (2) will be honored through their respective periods of completion; however, no additional offers will be extended at time of hire for previously applicable positions.~~
18. ~~Action that is necessary to rescind the active Fire Department Incentive Policy last revised and approved by council action on November 16, 2021, and the policy's original establishment approved by council action on November 2, 2016, to be effective January 13, 2024.~~
19. ~~Action that is necessary to rescind the establishment of pay rates of part time firefighters, part time police officers, and part time animal shelter employees originally established and approved by council on November 6, 2018, in Resolution No. 91-2018 then further amended and approved on November 20, 2018, in Resolution No. 94-2018 effective January 13, 2024.~~
20. ~~Removed per Human Resources: Action that is necessary to approve the amendment of City of Sylacauga Personnel Policies and Procedures 10.6.3 Entry Level Pay for Classified and Part Time Employees to reflect the following wording: "Generally, the rate of pay that will be used to establish the entry level pay for a new salaried or hourly employee in the classified or part time service will be established at the minimum level of pay for the employee's job as authorized in the compensation plan. If an individual's documented job related qualifications justify a higher level of pay upon evaluation from human resources, the city council may approve an entry level of up to step four of the pay range that is established for the employee's job".~~
21. ~~Removed per Human Resources: Action that is necessary to approve the amendment of City of Sylacauga Personnel Policies and Procedures 10.6.3 Entry Level Pay for Classified and Part Time Employees to reflect the following wording: "Generally, the rate of pay that will be used to establish the entry level pay for a new salaried or hourly employee in the classified or part time service will be established at the minimum level of pay for the employee's job as authorized in the compensation plan. If an individual's documented job related qualifications justify a higher level of pay upon evaluation from human resources, the city council may approve an entry level of up to step four of the pay range that is established for the employee's job".~~
22. ~~Action that is necessary to approve the amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2 to "Employee Step Raise".~~
23. ~~Action that is necessary to approve the amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2.3 to "Step Raise Procedures".~~

24. Action that is necessary to approve the amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2.3.1 to "Merit Based Step Raises".
25. Action that is necessary to approve the amendment regarding changes from biannual to annual step raises of City of Sylacauga Personnel Policies and Procedures 10.7.2.3.1 (1) to reflect the following wording: "(1) A step raise should occur at the completion of entry level probation and every year of continuous service thereafter until the maximum step has been received within an employee's grade. No end of probation step raise will be given for promotions and/or transfers."
26. Action that is necessary to approve the amendment regarding changes from biannual to annual step raises of City of Sylacauga Personnel Policies and Procedures 10.7.2.3.1 (2) (A) to reflect the following wording: "(A) An employee's last scheduled annual performance appraisal must reflect a rating of satisfactory or above".
27. Action that is necessary to approve the amendment regarding changes from biannual to annual step raises of City of Sylacauga Personnel Policies and Procedures 10.7.2.3.1 (3) to reflect the following wording: "(3) Employees who do not receive a step raise due to failure to meet the merit based requirements listed above may be considered for a step raise in succeeding years if all requirements are met".
28. Action that is necessary to approve the amendment regarding changes to the award period of step raises from October of each year to the employee's hire date anniversary of City of Sylacauga Personnel Policies and Procedures 10.7.2.3.1 (4) to reflect the following wording: "(4) With the exception of the step raise provided at the completion of the entry level probation, all raises awarded will become effective at the beginning of the pay period following the employee's hire date anniversary provided that the correlating performance appraisal and status change form are submitted by the department head".
29. Action that is necessary to approve the amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2.3.2 to "Education Step Raises".
30. Action that is necessary to approve the amendment regarding changes to qualifying education for step raises of the City of Sylacauga Personnel Policies and Procedures 10.7.2.3.2 to reflect the following wording: "A step raise may be recommended for employees that meet certain educational requirements pertinent to the employee's job which foster a mutually beneficial relationship with the City of Sylacauga. Human resources will evaluate and maintain a qualifying list of degrees, certifications, and licenses for each position. Degrees, certifications, or licenses must be obtained at the employee's expense for consideration:
- (1) An employee receiving a qualifying Certification or License shall be eligible for a recommendation of a one (1) step raise.
 - (2) An employee receiving a qualifying Associate Degree shall be eligible for a recommendation of a one (1) step raise.
 - (3) An employee receiving a qualifying Bachelor's Degree shall be eligible for a recommendation of a two (2) step raise.
 - (4) An employee receiving a qualifying Master's Degree shall be eligible for a recommendation of a three (3) step raise.
 - (5) An employee receiving a qualifying Doctorate shall be eligible for a recommendation of a four (4) step raise."
31. Action that is necessary to approve the amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2.3.3 to "Step Raise Amounts".
32. Action that is necessary to approve the amendment of City of Sylacauga Personnel Policies and Procedures 10.7.2.3.3 to reflect the following wording: "Classified employees will receive step raise in amounts specified by the city's pay plan".

33. Action that is necessary to approve the amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2.3.4 to “Step Raise Qualification”.
34. Action that is necessary to approve the amendment of City of Sylacauga Personnel Policies and Procedures 10.7.2.3.4 to reflect the following wording: “~~Proper verification of qualification for the step raises must accompany the request for a step raise and submitted to human resources for evaluation. (Ex: Employee Performance Appraisal, Copy of Degree/Certification/Licensure, Transcripts, Status Change Form, etc.)~~”.
35. Action that is necessary to approve the amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2.3.5 to “Step Raise Integrity”.
36. Action that is necessary to approve the amendment of City of Sylacauga Personnel Policies and Procedures 10.7.2.3.5 to reflect the following wording: “~~All step raises are in addition to annual cost of living raises or promotional raises~~”.
37. Action that is necessary to approve Police Investigator “On-Call” compensation.
- A motion by Councilmember Fowler second by Councilmember Perryman to approve Police Investigator “On-Call” compensation was carried by the following roll call vote:*
Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.
38. Action that is necessary to approve the proposed implementation of city employees on the approved FY24 Restructured Pay Plan with new rates effective January 13, 2024. *City Clerk Treasurer to read overall total implementation cost and funding sources into the meeting minutes.*
39. Action that is necessary to approve Resolution No. 8 2024 regarding FY24 Restructured Pay Plan. ~~(City Clerk Treasurer to read Resolution No. 8 2024 into the meeting minutes.)~~
40. Action that is necessary to approve Resolution No. 9 2024 regarding FY24 Restructured Pay Plan Implementation. ~~(City Clerk Treasurer to read Resolution No. 9 2024 into the meeting minutes.)~~
41. Action that is necessary to approve Fiscal Year 2024 Accounts Payable invoices in the amount of \$252,894.67.
- A motion by Councilmember Perryman second by Councilmember Fowler to approve Fiscal Year 2024 Accounts Payable invoices in the amount of \$252,894.67 was carried by the following roll call vote:*
Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.
42. Time for anyone to address the City Council – no action to be taken at this meeting:
- Randy Bennelfield, Chairman of the Nuisance and Abatement Board, addressed the council regarding a letter members of the Nuisance and Abatement Board had received regarding a property. He wished to clarify that the proper procedure for addressing a property involves first notifying the councilmember that the property resides in or making a complaint with the Building Services Department.
- Debra Hatchett-Harvel– Mrs. Hatchett-Harvel addressed the council and identified herself as the writer of the letter. She apologized for not following procedure regarding identifying the nuisance property. However, she wished to clarify that she did not write the letter with ill intent; but instead had a friend who had recently been notified of a complaint against a recently purchased property. While she admired the work of the Nuisance and Abatement Board, she wished to stress the importance of implementing nuisance and abatement complaints fairly.
43. Having no further business to discuss:

*A motion by Councilmember Perryman, second by Councilmember Nix to adjourn was carried by the following roll call vote:
Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.*

(Time of adjournment: 6:17p.m.)

APPROVED BY COUNCIL February 6th, 2024


Laura Barlow-Heath, President of City Council

CERTIFICATION

I, ALEXANDRA LAMBERT, as City Clerk-Treasurer of the CITY OF SYLACAUGA, ALABAMA, do hereby certify that the foregoing document constitutes a true and correct permanent record of the action taken during a regular meeting of the City Council held January 18th, 2024


Alexandra Lambert, City Clerk-Treasurer
City of Sylacauga