

City of Sylacauga
City Council Agenda
January 23rd, 2024

1. Call meeting to order at 6:37 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:

Agenda Items 19, 25 and 29 were removed prior to the council meeting.

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

Old Business:

None

New Business:

7. 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.*

*A motion by Councilmember Perryman, second by Councilmember Nix to rescind the Sign-On Bonus Agreement Resolution No. 92-2021 with an effective date of January 13, 2024 was carried by the following roll call vote:
Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.*

8. 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.

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

9. 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.

A motion by Councilmember Fowler, second by Councilmember Perryman 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 was carried by the following roll call vote:

Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

10. Add Item: Action that is necessary to rescind Resolution 22-2003, “any police officer when assigned as an investigator will be provided twenty-five dollars (\$25.00) per week supplement to their regular base salary for as long as they are assigned as an investigator in the police department. When the police officer is no longer assigned as an investigator, this supplement shall be removed immediately”, and the policy’s original establishment approved by council action on October 29th, 2003, to be effective January 13, 2024.

A motion by Councilmember Perryman, second by Councilmember Nix to rescind Resolution 22-2003, “any police officer when assigned as an investigator will be provided twenty-five dollars (\$25.00) per week supplement to their regular base salary for as long as they are assigned as an investigator in the police department. When the police officer is no longer assigned as an investigator, this supplement shall be removed immediately”, and the policy’s original establishment approved by council action on October 29th, 2003, to be effective January 13, 2024 was carried by the following roll call vote:

Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

11. 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”.

A motion by Councilmember Fowler, second by Councilmember Perryman to approve the amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2 to “Employee Step-Raise” 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 amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2.3 to “Step-Raise Procedures”.

A motion by Councilmember Fowler, second by Councilmember Perryman to approve the amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2.3 to “Step-Raise Procedures” 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 amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2.3.1 to “Merit Based Step Raises”.

A motion by Councilmember Fowler, second by Councilmember Perryman 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” was carried by the following roll call vote:

Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

14. 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".

A motion by Councilmember Fowler, second by Councilmember Perryman 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." was carried by the following roll call vote:

Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

15. 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".

A motion by Councilmember Fowler, second by Councilmember Perryman 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" was carried by the following roll call vote:

Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

16. 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".

A motion by Councilmember Fowler, second by Councilmember Perryman 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" was carried by the following roll call vote:

Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.

17. 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".

A motion by Councilmember Fowler 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, did not receive a second and therefore was not carried.

18. 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".

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

~~19. Removed per Human Resources: 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."~~

20. 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".

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

21. 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".

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

22. 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".

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

23. 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.)”.

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

24. Action that is necessary to approve the amendment of the heading title to City of Sylacauga Personnel Policies and Procedures 10.7.2.3.5 to “Step Raise Integrity”.

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

~~25. 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~~

26. 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 Lambert read the overall total implementation cost for the remainder of FY24, which would amount to \$804,278.70. The funding sources include \$350,180.72 from the Fire Department’s earmarked funds, \$143,344.69 from the Police Department’s earmarked funds, and \$100,000.00 from the Street Department’s earmarked funds. The remainder of the budget allocations for salary increases, \$210,753.29 will be derived from unused salaries.

*A motion by Councilmember Fowler, second by Councilmember Perryman to approve the proposed implementation of city employees on the approved FY24 Restructured Pay Plan with new rates effective January 13, 2024 was carried by the following roll call vote:
Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.*

27. Action that is necessary to approve Resolution No. 8-2024 regarding FY24 Restructured Pay Plan.

City Clerk-Treasurer Lambert read Resolution No. 8-2024 into the meeting minutes.

RESOLUTION NO. 8-2024

IMPLEMENTATION OF CURRENT CITY OF SYLACAUGA EMPLOYEES ONTO THE FY24 RESTRUCTURED PAY PLAN EFFECTIVE JANUARY 13, 2024

WHEREAS, the City of Sylacauga recognizes the need for a comprehensive and equitable pay structure for its employees, and

WHEREAS, the FY24 Restructured Pay Plan aims to address current employee placement, compression, inflation, Consumer Price Index (CPI) increases, longevity, education, certifications, and training, and

WHEREAS, Human Resources has developed a new pay plan, hereafter referred to as the FY24 Restructured Pay Plan, as a result of the aforementioned periodic review and evaluation with aims to provide competitive compensation, particularly for positions facing recruitment challenges and high vacancies; and

NOW, THEREFORE, BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF SYLACAUGA, ALABAMA,

1 Current Wage Consideration: All current employees are first placed on their respective position's grade and step on the FY24 Restructured Pay Plan closest to their current wage, taking into consideration their position and experience as of the effective date of January 13, 2024.

2 Additional Steps for Compression, Inflation, and CPI Increases: To ensure fairness and account for compression, inflation, and CPI increases, current employees are granted two additional steps forward along their respective position's grade. Law enforcement officers were exempted from this application due to receiving a 20% increase in wages in the March 2023 implementation of a new pay plan.

3 Steps for Longevity: In recognition of employees' dedication and service, current employees received additional steps forward along their respective position's grade in the following increments: a total of 2 steps for 5-9 years of continuous employment; a total of 3 steps for 10-14 years of continuous employment; a total of 4 steps for 15-19 years of continuous employment; and a total of 5 steps for 20 years or more of continuous employment. Law enforcement officers were exempted from this application due to receiving a 20% increase in wages in the March 2023 implementation of a new pay plan.

Education Steps: All current employees with qualifying education, certifications, and licenses, as outlined in Exhibit A were granted the correlating additional steps forward along their respective position's grade.

*A motion by Councilmember Fowler second by Councilmember Perryman to approve Resolution No. 8-2024 regarding FY24 Restructured Pay Plan was carried by the following roll call vote:
Yeas Barlow-Heath, Perryman, Fowler, Nix, Brewer; Nays None.*

28. Action that is necessary to approve Resolution No. 9-2024 regarding FY24 Restructured Pay Plan Implementation.

*A motion by Councilmember Brewer, second by Councilmember Fowler to dispense reading Resolution No. 9-2024 into the meeting minutes was defeated by the following roll call vote:
Yeas Fowler, Brewer; Nays Barlow-Heath, Perryman and Nix.*

RESOLUTION NO. 9-2024

ADOPTION OF FY24 RESTRICTURED PAY PLAN

WHEREAS, it is the City of Sylacauga's responsibility to provide its employees fair and equitable compensation periodically reviewed and evaluated for effectiveness; and

WHEREAS, the current pay plan for city employees is in need of an update to address issues of employee retention and recruitment; and

WHEREAS, Human Resources has developed a new pay plan, hereafter referred to as the FY24 Restructured Pay Plan, as a result of the aforementioned periodic review and evaluation with aims to provide competitive compensation, particularly for positions facing recruitment challenges and high vacancies; and

WHEREAS, the budget allocations for salary increases will be derived as follows: \$210,753.29 from unused salaries, \$350,180.72 from the Fire Department's earmarked funds, \$143,344.69 from the Police Department's earmarked funds, and \$100,000.00 from the Street Department's earmarked funds. These funds were initially allocated through the tax allocation specified in Resolution 23-2023. Salaries beyond FY24 will be incorporated into the fiscal year budget.

NOW, THEREFORE, BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF SYLACAUGA, ALABAMA,

- 1 Implementation Date: The FY24 Restructured Pay Plan for city employees shall be implemented on the first full payroll of January 2024.
- 2 Grades and Steps: The FY24 Restructured Pay Plan establishes a single grade specific to position titles with steps to allow for career progression as provided in Exhibit A: Pay Scales.
- 3 Education: The FY24 Restructured Pay Plan aims to acknowledge and reward employees for their educational achievements through the policy outlined in City of Sylacauga Personnel Policies and Procedures 10.7.2.3.2. A list of qualifying degrees, certifications, and licensures specific to position titles provided in Exhibit B.
- 4 Annual Raises: The FY24 Restructured Pay Plan aims to award eligible merit step raises to employees on an annual basis 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 through the policy outlined in City of Sylacauga Personnel Policies and Procedures 10.7.2.3.2.1.
- 5 Night Shift Differential: The FY24 Restructured Pay Plan aims to continue to acknowledge night shift differential.
- 6 Repeal of Prior Compensation Practices/Pay Plans: This resolution repeals any and all previous fair and equitable pay plans, incentives, and related compensation practices effective and operating prior to January 13, 2024.

A motion by Councilmember Fowler second by Councilmember Brewer to approve Resolution No. 9-2024 regarding FY24 Restructured Pay Plan Implementation was carried by the following roll call vote:
Yeas Barlow-Heath, Fowler, Nix, Brewer; Nays Perryman.

~~29. Action that is necessary to approve waiver of sign ordinance regulations for Bargain Hunt. "If sign ordinance regulation is waived, tenant agrees to waive their right to install a 300 square foot roadway pylon sign provided to them in current sign ordinance. No standing incentives or tax abatements will be adjusted relative to this waiver."~~

30. Time for anyone to address the City Council – no action to be taken at this meeting.
31. Having no further business to discuss:

A motion by Councilmember Fowler, 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: 7:04)

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 23rd, 2024


Alexandra Lambert, City Clerk-Treasurer
City of Sylacauga