

## MINUTES OF A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF SYLACAUGA HELD OCTOBER 30, 2020

This special meeting of the City Council was called by the City Council President for consideration of those certain business items as follows:

- *Consideration of Resolution 79-2020 adopting FY2021 Operating Budget.*
- *Consideration of Resolution 80-2020 amending post-retirement insurance benefits.*
- *Consideration of amendment to vacation leave policy.*
- *Establishment of threshold amount for capital/fixed asset purchases.*
- *To consider and act upon any other general business of the City that may be required.*

### MEETING AGENDA

1. Council President, Lee Perryman, called the meeting to order at 12:02 p.m.
2. Roll Call: Council Members Present: Ashton Fowler, Tiffany Nix, Donnie Blackmon, Dallas Davenport, and Lee Perryman. Absent: None. Mayor James Heigl and City Clerk/Treasurer Patricia Carden were also present.
3. Donnie Blackmon, District 3 Councilman, provided an invocation.
4. Council President Perryman led the group in the Pledge of Allegiance to the Flag.
5. Adopt Agenda:  
*A motion by Councilwoman Nix, second by Councilman Fowler to adopt the agenda was carried by the following roll call vote: Yeas: Fowler, Nix, Perryman, Blackmon, Davenport; Nays: None.*
6. Action that is necessary to approve a resolution adopting FY2021 Operating Budget showing total revenues of \$16,528,952.05, total expenditures of \$16,517,396.00, and an operating surplus of \$11,556.05:  
**Resolution #79-2020** was introduced by Councilwoman Nix; Read by City Clerk.  
*A motion by Councilwoman Nix, second by Councilman Fowler to suspend the rules and give immediate consideration was carried by the following roll call vote: Yeas: Fowler, Nix, Perryman, Blackmon, Davenport; Nays: None.*  
**Upon unanimous consent by Council to give the resolution immediate consideration:**  
*A motion by Councilman Blackmon, second by Councilman Davenport to approve Resolution 79-2020 was carried by the following roll call vote: Yeas: Fowler, Nix, Perryman, Blackmon, Davenport; Nays: None.*
7. Action that is necessary to approve a resolution amending post-retirement insurance benefits provided through Resolution 12-2002, as first amended through Resolution 48-2017:  
**Resolution #80-2020** was introduced by Councilwoman Nix; Read by City Clerk.  
*A motion by Councilwoman Nix, second by Councilman Fowler to suspend the rules and give immediate consideration was carried by the following roll call vote: Yeas: Fowler, Nix, Perryman, Blackmon, Davenport; Nays: None.*  
**Upon unanimous consent by Council to give the resolution immediate consideration:**  
*A motion by Councilman Blackmon, second by Councilman Davenport to approve Resolution 80-2020 was carried by the following roll call vote: Yeas: Fowler, Nix, Perryman, Blackmon, Davenport; Nays: None.*

8. Action that is necessary to amend Section 9.4.1.1. *Leave Year*, Section 9.4.1.2—*Accrual of Vacation Leave*, and Section 9.4.1.3—*Use of Vacation Leave of Chapter 9—Attendance and Leave of the City of Sylacauga Personnel Policies & Procedures* manual to read as follows—modifications shall become effective as of January 1, 2021, and shall not be applied retroactively to that date:

Section 9.4.1.1. -- Leave Year.

The city's leave year will run from January 1 through December 31 of each year. However, employees hired on or after December 1 of any year shall be considered hired January 1 of the following year for the purpose of accruing additional weeks of vacation (Section 9.4.1.2.).

Section 9.4.1.2. -- Accrual of Vacation Leave.

The number of hours an employee accrues will be based upon continuous years of completed service as determined by the latest date of hire in the classified service. Each eligible employee will earn vacation leave according to the following schedule with one (1) week being equivalent to ½ the employee's biweekly schedule. Additional weeks shall be calculated as multiples of the one-week rate for each department:

End of Probation (6 months)	1 Week
One (1) year and over	2 Weeks
Five (5) years and over	3 Weeks
Ten (10) years and over	4 Weeks
Twenty (20) Years and Over	5 Weeks

\*Currently for example: 56 hours in the Fire Department  
42 hours in the Police Department  
40 hours for all others

(\*Hours used in this example are based on current schedules and are subject to change if departmental schedules change.)

Section 9.4.1.3. -- Use of Vacation Leave.

The city administration considers vacation time to be for the benefit of the employee. All earned vacation leave must be taken within a leave year. Vacation whether taken off or paid will be used at the rate of ½ of the regular scheduled biweekly pay period hours for all departments. However, employees who have earned three (3) weeks or more vacation shall also have the option of "selling" up to the equivalent of one (1) week (½ of the regular scheduled biweekly pay period hours) of vacation leave back to the city. Employees who have earned five (5) weeks' vacation shall have the option of "selling" up to the equivalent of two (2) weeks of vacation leave back to the City. Any vacation time not taken or sold before the end of each leave year will be forfeited by the employee unless recommended by the department head and approved by the City Council. Such approval will be given only when the employee has not been allowed sufficient opportunity to take the days he/she is entitled to take. The use of vacation leave will be approved at the discretion of the department head in accordance with section 9.4.1.4. Vacation leave will be approved in advance of each absence, except in unusual circumstances. Failure to comply with this requirement may result in an absence being treated as unauthorized leave, charged as leave without pay, and disciplinary action being taken against the employee.

*A motion by Councilwoman Nix, second by Councilman Fowler to amend employee attendance and leave policies as cited was carried by the following roll call vote: Yeas: Fowler, Nix, Perryman, Blackmon, Davenport; Nays: None.*

9. Action that is necessary to establish \$3,500.00 as the fixed asset threshold amount for capitalizing applicable purchases; to become effective with the fiscal year beginning 10/01/2020:

*A motion by Councilwoman Nix, second by Councilman Fowler to establish the fixed asset threshold of \$3,500.00 for capitalizing applicable*

*purchases was carried by the following roll call vote: Yeas: Fowler, Nix, Perryman, Blackmon, Davenport; Nays: None.*

10. Action that is necessary to approve travel/expenses for Police Officer Harry Brown to escort the SHS Football Team to Faith Academy School in Mobile, Alabama for the football playoffs—Costs estimated at \$85.00 for fuel reimbursement and meals, along with the use of a department vehicle:

*A motion by Councilman Blackmon, second by Councilman Davenport to approve travel/expenses as requested was carried by the following roll call vote: Yeas: Fowler, Nix, Perryman, Blackmon, Davenport; Nays: None.*

11. Action that is necessary to authorize payments totaling \$3,074.98 for additional FY2020 accounts payable invoices received after year-end:

*A motion by Councilwoman Nix, second by Councilman Fowler to authorize payment of accounts payable invoices as presented was carried by the following roll call vote: Yeas: Fowler, Nix, Perryman, Blackmon, Davenport; Nays: None.*

12. Action that is necessary to authorize payments totaling \$15,734.28 for accounts payable invoices received to date FY2021:

*A motion by Councilman Blackmon, second by Councilman Davenport to authorize payment of accounts payable invoices as presented was carried by the following roll call vote: Yeas: Fowler, Nix, Perryman, Blackmon, Davenport; Nays: None.*

13. Having no further business to discuss,

*A motion by Councilwoman Nix, second by Councilman Fowler to adjourn was carried by the following roll call vote: Yeas: Fowler, Nix, Perryman, Blackmon, Davenport; Nays: None.*

*(Time of adjournment 12:18 p.m.)*

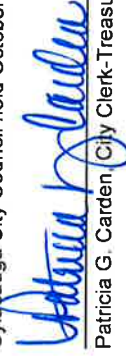
APPROVED BY COUNCIL NOVEMBER 17, 2020:



Lee Perryman, President of City Council

CERTIFICATION:

I, PATRICIA G. CARDEN, 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 special meeting of the Sylacauga City Council held October 30, 2020.



Patricia G. Carden, City Clerk-Treasurer