

PENDING

City Council Called Work Session Minutes Jacksonville, Alabama March 9, 2020

The Council of the City of Jacksonville, Alabama, met on March 9, 2020, at 5:00 p.m. in the Municipal Court Room of the Public Safety Complex, 911 Public Safety Drive SW, Jacksonville, Alabama for a Called Work Session. Council President Sandra Sudduth called the meeting to order at 5:00 p.m. The following Council Members were present: Jerry Parris, Terry Wilson, Tony Taylor, and Coty Galloway. Mayor Johnny L. Smith, City Administrator Albertha Grant, and City Clerk Brenda Sandoval were present.

JOB DESCRIPTIONS. Albertha Grant and Joy Seijo presented the Council with the job descriptions for the City of Jacksonville. Each department head had the opportunity to meet with and discuss any issues or concerns on their department's descriptions.

- **Planning:** Minimal changes; abolished two (2) positions (see listing of abolished positions).
- **Building:** Minimal changes, to update code.
- **General Government:** Only the City Administrator paid from this account; move position under the Mayor.
- **City Clerk:** Minimal changes, recently updated in 2019.
- **Mayor:**
 - City Administrator added.
 - Executive Secretary - title changed to Executive Assistant; several changes update job description; Range changed to 22 and experience changed from 3 to 5 years.
 - Information Technology Manager - Minimal changes; Range changed to 23; added "preferred" to degree requirement and changed experience from 3 to 5 years.
- **Civil Service:** Minimal changes; Range changed to 9.
- **Human Resources:**
 - Title changed to Human Resources Manager; and a Range change to 20; deleted the word "closely" from degree requirement; and changed experience from 3 to 5 years.
 - Custodian - Minimal changes.
 - Abolished two (2) positions (see listing of abolished positions).
- **Finance:**
 - Finance Director position vacant; changed Range to 22.
 - Finance Accountant - title changed to Finance Manager; Range changed to 21. Will consider combining Finance Manager and Director positions. Consideration will also be given to converting Revenue Specialist III to Finance Accountant.
 - Council requested the Finance Department positions be re-looked at the next meeting in its entirety.
- **Court:**
 - Municipal Court Clerk - Minimal changes; Range changed to 18.
 - Municipal Court Magistrate - Minimal changes; Range changed to 14.

PENDING

- Municipal Court Clerk disagreed with the recommended grade change; however, did not previously address it with the Mayor or City Administrator.
- **Library:**
 - Director – Considerable changes to job description. Director expressed that an educational background is needed to work in the library; qualifications now reflect that a bachelor's degree in Library Science, Liberal Arts, Education or Computer and a minimum of 5 years' experience in a public library needed. Additionally, Range changed to 26.
 - Library Specialist – considerable changes to job description including the Range changed to 8. Abolished one (1) position (see listing of abolished positions).
- **PARD:**
 - Superintendent – Minimal changes.
 - Recreation Maintenance Foreman – Minimal changes.
 - Recreation Maintenance Specialist – Minimal changes.
 - Office Manager – Minimal changes.
 - Senior Adult Coordinator – Minimal changes; Range changed to 14
 - Athletic Coordinator – Minimal changes; Range changed to 15.
 - Recreation and Athletic Assistant – Minimal changes; Range changed to 9.
 - Added new job description for Gate Keeper.
 - Three (3) positions abolished (see listing of abolished positions).

Council Member Wilson asked how the changes will affect the current years budget. The City Administrator explained the cost would be approximately \$9,000.00.

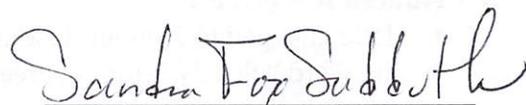
OTHER BUSINESS. There was none.

ADJOURNMENT. The meeting was adjourned at 6:06 p.m.

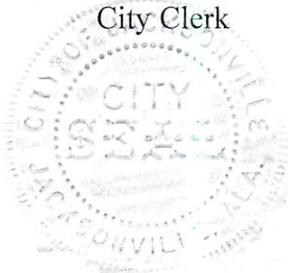
ATTEST:



Brenda Sandoval
City Clerk



Sandra Fox Sudduth
Council President



PENDING

City Council Regular Work Session Minutes Jacksonville, Alabama March 9, 2020

The Council of the City of Jacksonville, Alabama, met on March 9, 2020, at 6:00 p.m. in the Municipal Court Room of the Public Safety Complex, 911 Public Safety Drive SW, Jacksonville, Alabama for a Regular Work Session. Council President Sandra Sudduth called the meeting to order at 6:19 p.m. The following Council Members were present: Jerry Parris, Terry Wilson, Tony Taylor, and Coty Galloway. Mayor Johnny L. Smith, City Administrator Albertha Grant, City Attorney Richard Rhea and City Clerk Brenda Sandoval were present.

MINUTES. No changes to the minutes.

FINANCIAL DISCUSSION.

- a. Fire Truck: Chief Kadle shared with the Council the new bids received for the refurbishment of the Fire Departments Pumper. He recommended accepting the Bid from Sunbelt that came in right at budget amount. Bid and Requisition is on the Agenda.
- b. Street Paving: Mayor explained that there is not enough funding from the gas tax to cover all of the streets that need to be paved. Two streets are expected to start this fiscal year. Mountain Street should be starting soon, and Church is scheduled to begin in May. Mayor also wanted to make the Council aware that when the County starts repaving Whites Gap Road they City will be responsible for the match of the part that they fix that is in City limits. The Mayor also felt that the City should do its end of Whites Gap Road at the same time.

The Finance Accountant discussed financial opportunities for the City. She informed the Council that the Rest. Ad Val Fire Tax is at \$617,662.50. This is the money used for Fire Trucks and things that the Fire Department needs. The Council was provided a copy of the current Investment and Operational Policy for Management of Public Funds and a copy with suggested changes, including adding the City Administrator and updating the title of the Treasurer. The change in Section 5, number 2, letter d, is something believed would help increase funds in areas like Rest. Ad Val Fire Tax. The Council agreed to hear from Brad Green of Raymond James at the next meeting to discuss options and get needed advice. The goal is to get the money back into the bank that was used after the tornado. Council received a packet to review that will be discussed at a late date.

PUBLIC SAFETY COMPLEX POND. Mark Stephens sent all the information he had on the pond to the Geotech Engineer. His contact is hoping to come out sometime this week and evaluate the pond. After the evaluation, he will provide the City with a proposal stating if the job was done correctly or not. The company will also help locate someone who can fix it. The concern is the water level dropping with no evaporation (under near perfect conditions).

PENDING

THIRD FRIDAYS. Coty Galloway had nothing new to share. Council in agreement that they want to keep Third Fridays going.

OTHER BUSINESS.

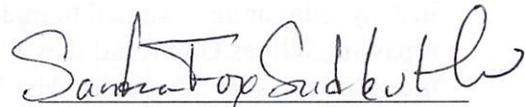
- Mayor wanted to make the Council aware that the Farmers Market Contract is on the Agenda tonight. Only a few changes, including time change of 7:00 a.m. to 12:00 p.m. and added a new contact person.
- The Finance Accountant brought JPWP #20-101 to the Council's attention. The total amount is \$70,393.88 that covers everything for all departments except the Public Safety Complex, Fire Station 2, and the Water Works Treatment Plant. Laura Copeland explained that she expects to get approximately \$11,000.00 of this back from the WWG&SB and that in the years to follow the City should see savings of roughly \$11,000.00 a year. Document is prepared to be added to the Agenda.
- Mayor wanted to address the Coronavirus. A department meeting was held this morning to discuss how to keep germs from spreading. Chief Kadle found a fogger that will sanitize areas. The price of this is around \$ 30,000.00. Chief Kadle introduced the Tomimist, explaining that it uses hydrogen peroxide and that the fog can get into places that are hard to reach. Both the Mayor and Chief Kadle feel that this would be a good investment, not only for the current Coronavirus, but for many other sicknesses and diseases that some of our departments deal with.

Adjournment. The meeting was adjourned at 7:10 p.m.

ATTEST:



Brenda Sandoval
City Clerk



Sandra Fox Sudduth
Council President

