

September 21, 2015

The Mayor and Council of the City of Calera met on September 21, 2015 at 6:30 p.m. at Calera City Hall with the following present:

Mayor: Jon G. Graham

Council Members: Ernest Montgomery, Alan Watts, David Bradshaw, Chris Bunn, Philip Busby and Bobby Joe Phillips

Department Heads: Sean Kendrick, Fire Chief
Reggie Darden, Building Official
Alison Powers, Library Director
Chris Pappas, City Engineer
Roy Hadaway, Finance Director
Sean Lemley, Police Chief
David Jones, Public Works Director
Matt Worthen, IT Services Manager
Seth Gandy, Parks and Recreation Director

Guests: Edna Felton and Harold Cole

Sean Kendrick called the meeting to order and opened with a Word of Prayer and the Pledge of Allegiance.

Council Member Bradshaw made a motion to approve and dispense with the reading of the following minutes:

Regular Meeting – September 8, 2015
Work Session – September 8, 2015

Council Member Busby seconded said motion which was carried unanimously.

REPORTS OF DEPARTMENT HEADS:

Seth Gandy, Parks and Recreation Director, Basketball registration will be held online through the middle of October.

Sean Lemley, Police Chief reminded everyone about the Calera Goes Pink football game this upcoming Friday Night.

COUNCIL MEMBER REPORTS:

Council Member Busby reminded everyone of the upcoming home game against Shelby County. This game will also serve as our Calera Goes Pink game.

MAYOR REPORT:

No report given

OLD BUSINESS:

No old business

NEW BUSINESS:

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2015-16

Be it resolved by the Mayor and Council of the City of Calera, Alabama as follows;

WHEREAS, the Calera City Council hereby amending the “Pay Grade Classification Plan” by adding the following job description:

City of Calera
JOB DESCRIPTION

Job Title: IT Services Technician

Department: Administration

FLSA: Grade: 10 A

Job Description Prepared:

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:	It Director
Subordinate Staff:	None
Other Internal Contacts:	All City Departments
External Contacts:	General public

Job Summary

Work involves the setup, installation, maintenance, troubleshooting and upgrades of personal and mobile computer hardware, software, peripherals and network devices including wireless networking. Evaluates personal computer needs of city personnel, assess user training needs and supplies training or makes recommendations for training. Makes recommendations regarding hardware and software acquisitions and provides documentation. Provides assistance as needed all city offices and performs other IT related work as required.

Duties and Responsibilities:

- Respond to client requests from the help desk promptly and courteously.
- Work patiently with the client to fully understand their problem and to reach a resolution or determine the appropriate referral.
- Set up of new computers, add hardware and software and ensures that all components work.
- Installs, configures and upgrades operating systems and software, using standard business and administrative packages.
- Troubleshoots existing equipment as necessary.
- Diagnoses computer, monitor, scanner, printer or network problems and repairs or send out for repair
- Troubleshoots problems with computer software that makes repairs and corrections where required.
- Pulls cables and rewire or direct the rewiring of cables as required for new installations and office reconfiguration.

- Performs preventative maintenance on equipment and ensures it is working properly.
- Logs in any repairs needed and the date of maintenance and completes work orders in a timely manner.
- Consults with users to determine the types of equipment and software needed.
- Contacts vendors for support, repair or upgrade information.
- Keeps up to date with the latest in Information Technology.

Knowledge, Skills and Abilities

- Knowledge of installation and configuration of Microsoft Operating Systems and Microsoft Networking. Previous experience in a business technologist role/re-engineering or process improvement involving broad-based information systems and utilizing tools and techniques to effect business change
- Knowledge of the installation, assembly, and proper operation of Personal and Mobile Computers, communication equipment, and peripherals.
- Verbal communication skills to interface with co-workers and technical personnel.
- Reading skills to understand technical manuals used in the assembly, installation, repair, and operation of computer equipment.
- Ability to trouble-shoot and repair problems in a common sense fashion.
- Knowledge to use standard office equipment, standard office procedures, and must possess mobility to work in a standard office setting.
- Ability to work in a team environment and to maintain attention to detail despite interruptions. Be well-organized and able to work well with non-technical staff.

Minimum Qualifications

Equivalent to completion of two years of college-level coursework in computer science, information technology or a related field and two years of general computer installation, maintenance and repair experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Preferred Requirements

Experience with Tyler software such as RMS, I/Mobile and NetMotion Mobility network communication software. Knowledge of Cisco wireless networking equipment and Panasonic Toughbooks including installation, configuration and repair.

Work Environment

Work is primarily performed in an office with some outside travel.

Physical Demands

Work is sedentary in nature, but includes physical demands such as walking and lifting.

Council Member Bradshaw moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2015-16. Council Member Montgomery seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Watts, Bradshaw, Graham, Bunn, Busby, Phillips

NAYS: None

Thereupon, the Mayor declared said motion carried and unanimous consent given for the consideration of said Resolution.

Council Member Bradshaw moved that Resolution No. R-2015-16 be adopted. Council Member Montgomery seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Watts, Bradshaw, Graham, Bunn, Busby, Phillips

NAYS: None

Mayor Graham declared Resolution No. R-2015-16 adopted.

Adopted this 21st day of September, 2015.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2015-17

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF CALERA, ALABAMA AS FOLLOWS:

WHEREAS, the City of Calera, Alabama has inventoried the Library Items allocated to serve the City of Calera; and

WHEREAS, the City has found the following items for the City of Calera no longer needed for public municipal purposes.

188 Books taken out of circulation - (See Attached Report)

Council Member Bunn moved that Resolution No. R-2015-17 is adopted. Council Member Watts seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Watts, Bradshaw, Graham, Bunn, Busby, Phillips

NAYS: None

Mayor Graham declared Resolution No. R-2015-17 adopted.

Adopted this 21st day of September, 2015.

Connie Payton, City Clerk

Jon G. Graham, Mayor

PROCLAMATION

WHEREAS: Children are coming of age in a world where electronic devices have replaced the playground, televisions and cell phones have preempted conversations and the importance of children having two parents appears to be diminishing. Bullying is on the increase and pressure to use drugs and alcohol is far too prevalent; and

WHEREAS: Research has shown children can succeed with the love and support of both fit parents and extended families; and

WHEREAS: Family provides the strongest influences on a child's life. Families from every walk of life have shown us that children raised in a loving and caring home will have the ability to reject negative behaviors and reach their highest potential; and

WHEREAS: The National Center on Addiction and Substance Abuse at Columbia University consistently find through research that the more children eat dinner with their families, the less likely they are to smoke, drink, and use illegal drugs; and

WHEREAS: It is our responsibility to talk with adolescents about the risk factors and find out about their lives. Active parents and voicing disapproval of bullying and drug use, have proven to be the most effective preventative method for keeping our children from engaging in negative behaviors; and

WHEREAS: By coming together as a family and discussing the events of the day, parents can foster open communication, share joys and concerns, and help guide their children toward healthy decision-making; and

WHEREAS: Family Day has evolved and expanded to reflect the importance of connecting with kids throughout the day. Everyday activities such as driving to and from practices, tucking little ones into bed, or encouraging interaction with other family members have lasting effects on children; and

WHEREAS: Strong communities in our state are made up of strong families, and on this Family Day, we rededicate ourselves to ensuring that every Alabama family has the chance to build a better, healthier future for themselves and their children; and

WHEREAS: Become a Family Day STAR! Spend time with your kids and allow them to spend time with other family members. Talk to them about their friends, their interests and the dangers of drugs and alcohol. AnsWER their questions and listen to what they say, and Recognize that children should be raised free of drugs, bullying, and emotional abuse; and

WHEREAS: The Alabama Family Rights Association and the Shelby County Drug Free Coalition is asking parents, families, leaders and the community to join our efforts to protect and safeguard our children's future. Join us on September 28, 2015, in standing up for families

by sitting down to dinner. Remember, parental engagement matters!

NOW, THEREFORE, I, Jon G. Graham, Mayor of the City of Calera, Alabama
do hereby proclaim September 28, 2015, as
FAMILY DAY

Council Member Phillips made a motion to proclaim September 28, 2015 as Family Day.
Council Member Busby seconded said motion which was carried unanimously.

GUESTS:

No guests

Council Member Phillips made a motion to adjourn the meeting at 6:36 p.m.

Approved this 5th day of October, 2015.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk