

STATE OF ALABAMA §

LAUDERDALE COUNTY

The Lauderdale County Commission convened at the Lauderdale County Government Building in the City of Florence, Alabama, at 10:00 a.m. on the 20th day of November, 2025.

The meeting was called to order by Chairman, Danny Pettus. Upon roll call the following members answered present:

Danny Pettus	Chairman
William Garner	Commissioner, District 1
Brad Black	Commissioner, District 1
Joe Hackworth	Commissioner, District 2
Todd Nix	Commissioner, District 2

Chairman, Danny Pettus, upon declaration of a quorum being present, opened the meeting for the transaction of business.

The invocation and Pledge of Allegiance were delivered by Commissioner, Joe Hackworth.

Award/Presentations: None

Public Comments on Agenda Items: None

Commissioner Black moved, seconded by Commissioner Nix that all items listed on the regular business agenda be approved for immediate consideration. There being no discussion, and upon a vote taken, motion was unanimously approved. Agenda was herein recorded, and made a part of these minutes.

Commissioner Black moved, seconded by Commissioner Nix that the minutes of the last regular meeting of the Commission be approved for recording. There being no discussion, and upon vote taken, motion was unanimously approved.

Commissioner Garner moved, seconded by Commissioner Nix to approve signing a contract with Capstone Geo, LLC for the Road Department. There being no further discussion, and upon a vote taken, motion was unanimously approved. The Resolution was herein recorded, and made a part of these minutes.

Commissioner Garner moved, seconded by Commissioner Hackworth to approve creating some new job descriptions as well as updating some existing job descriptions. There being no further discussion, and upon a vote taken, motion was unanimously approved. The Resolution was herein recorded, and made a part of these minutes.

Commissioner Nix moved, seconded by Commissioner Black to approve taking all necessary actions to intervene and protect the County's interests in this critical revenue. There being no further discussion, and upon a vote taken, motion was unanimously approved. The Resolution was herein recorded, and made a part of these minutes.

Commissioner Garner moved, seconded by Commissioner Nix approving the invoiced bills. There being no further discussion, and upon a vote taken, motion was unanimously approved. This is herein recorded, and made a part of these minutes.

**LAUDERDALE COUNTY CHECKS ISSUED:
November 10, 2025 - November 19, 2025**

1	General-Special	64076-64122	872,763.42
2	Agri-Business Fund	4223	48.00
3	Pistol Permit Revenue Reduction Fund	N/A	0.00
4	Opioid Settlement Fund	1215-1221	6,547.47
5	LEPA Fund	9442-9448	4,545.77
6	Gasoline Tax Fund	19483-19496	291,931.11
7	Public Bldg., R & B Special	N/A	0.00
8	Public Highway & Traffic Fund	N/A	0.00
9	AI. Trust Capital Improvement Fund	N/A	0.00
10	RRR Gasoline Tax Fund	784	74,516.51
11	Reappraisal Fund	13173-13181	36,888.54
12	Tourism, Rec. & Convention Fund	668	150.00
13	RSVP Fund	18634-18639	2,366.98

14	Child Protection Fund	1306	2,092.47
15	Rebuild Alabama Gas Tax Fund	N/A	0.00
16	Rebuild Alabama Diesel Tax Fund	N/A	0.00
17	Federal Aid Exchange Fund	N/A	0.00
18	Workforce Development Center Fund	1171	557,721.46
19	Special Grants Fund	N/A	0.00
20	Coronavirus Rescue Act Fund	N/A	0.00
21	CDBG Fund	N/A	0.00
22	Solid Waste Fund	10071-10088	231,485.58
23	Account Payable Fund	50762-50814 <i>Voided Ck#50773</i>	2,166,848.26
24	Fire Protection Fee Fund	5170-5183	167,511.68
25	Industrial Development Tax Fund	1266	453,593.59
26	Tobacco Tax Fund	N/A	0.00
27	TVA Tax Fund	N/A	0.00
TOTAL			\$ 4,869,010.84

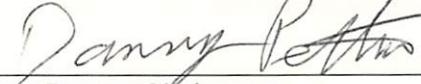
Commissioner Hackworth asked if there needed to be another meeting in November since all of the County business had been taken care of? Chairman Pettus asked or a motion. Commissioner Garner moved and Commissioner Hackworth seconded to not have another meeting. With a roll call vote being as follows...

Commissioner Garner	Aye
Commissioner Black	Aye
Commissioner Nix	Aye
Commissioner Hackworth	Aye

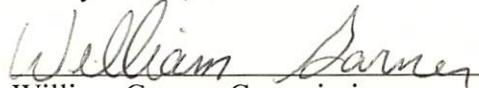
There being no further discussion, motion was unanimously approved. This is herein recorded, and made a part of these minutes.

There being no further business to come before the Commission, and upon a motion made by Commissioner Black and seconded by Commissioner Nix, the meeting was duly adjourned.

LAUDERDALE COUNTY COMMISSION



Danny Pettus, Chairman



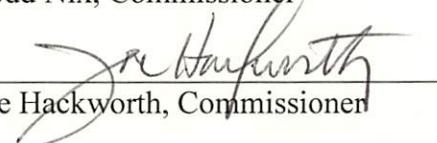
William Garner, Commissioner



Brad Black, Commissioner



Todd Nix, Commissioner



Joe Hackworth, Commissioner

ATTEST:



Brooke Slatton, County Administrator

**LAUDERDALE COUNTY COMMISSION
SPECIAL CALLED MEETING AGENDA**

November 20, 2025

A. OFFICIAL AGENDA

1. CALL TO ORDER AND WELCOME
2. CALL OF ROLL TO ESTABLISH QUORUM
3. INVOCATION AND PLEDGE OF ALLEGIANCE- Commissioner, Joe Hackworth
4. AWARDS AND PRESENTATIONS
5. PUBLIC COMMENTS ON AGENDA ITEMS
Per Rules of Procedure there is a three-minute time limit
6. SCHEDULED PUBLIC HEARING- none

REGULAR BUSINESS

1. **Review and Motion to Consider Agenda Items**
2. **Approve minutes of last meeting**
3. **Resolution—Capstone Geo LLC**
The Commission will decide on signing a contract with Capstone Geo, LLC for the Lauderdale County Road Department
4. **Resolution—Job Descriptions**
The Commission will decide on creating new and updating some existing job descriptions.
5. **Resolution—SSUT**
The Commission will vote on taking all necessary actions to intervene and protect the County's interests in this critical revenue.
6. **Audit and Approve Invoiced Bills**

C. STAFF REPORTS

D. PUBLIC COMMENT PERIOD - Per Rules of Procedure, three-minute time limit

E. ADJOURN

STATE OF ALABAMA §
LAUDERDALE COUNTY §

WHEREAS, the Lauderdale County Road Department would like to enter into a License Agreement with Capstone Geo, LLC, for software and services to perform roadway infrastructure analysis outside the MPO area of Lauderdale County for the Lauderdale County Road Department; and

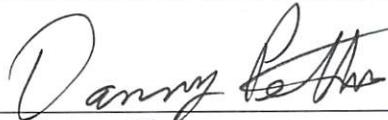
WHEREAS, the fee for this software and service will be a forty thousand dollar one-time payment; and

WHEREAS, the fully executed contract will be attached to this Resolution; and

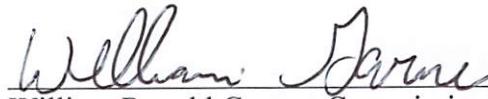
BE IT RESOLVED by the Lauderdale County Commission to sign this contract with Capstone Geo, LLC, and any budget amendment needed is herein approved.

Done this the 20th day of November, 2025.

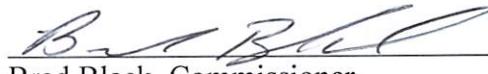
LAUDERDALE COUNTY COMMISSION



Danny Pettus, Chairman



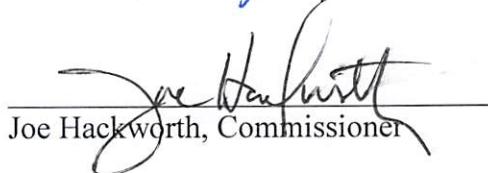
William Ronald Garner, Commissioner



Brad Black, Commissioner



Todd Nix, Commissioner



Joe Hackworth, Commissioner

ATTEST:



Brooke Slatton, County Administrator



OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE INSURANCE COVERAGE, CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.

7. **Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued, and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of services on the project.
8. **Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
9. **Insurance.** Consultant represents that it now carries and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.
10. **CONSEQUENTIAL DAMAGES.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.
11. **Ownership of Documents.** Work products, such as reports, plans, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
12. **Utilities.** Consultant shall not be responsible for location of subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
13. **Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

Approved for Capstone Geo, LLC

By: David Palmer

Printed Name: David Palmer, PE

Title: Infrastructure Management

Phone: 256-810-9660

Date: 09-15-2025

Make Checks Payable to:

Capstone Geo, LLC

919 E Avalon Avenue

Muscle Shoals, AL 35661

Approved for Client

By: Danny Pettus

Printed Name: Danny Pettus

Title: Chairman, Lauderdale County

Phone: 256 760 5747

Date: 11-20-25

Client Billing Address

Lauderdale County Commission

PO BOX 1059

Florence, AL 35631



**Professional Services Agreement
Between
Lauderdale County, Alabama and Capstone Geo, LLC**

AGREEMENT FOR SERVICES

This **AGREEMENT** is between Lauderdale County ("Client") and Capstone Geo, LLC ("Consultant") for Services to be provided by Consultant for Client on the CG Pro - Network Construction, Inspections, and Data Management project ("Project"), as described in the Project Description section of Consultant's Proposal dated September 15, 2025 ("Proposal") unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant's services for this project includes Network Construction, Street Inspections, and Database Management (see attached Scope of Work), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to the Consultant at the time of the Services. The services provided are Geographical Information System (GIS) based software services. The services ARE NOT to be considered professional engineering services.
- 2. Acceptance/Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly, and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated below unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Consultant may invoice Client at least monthly, and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice and shall promptly pay the undisputed portion. The client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. The client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.

Work Task	Service Fee	Fee Type
<u>Item 1: Lauderdale County (Non-MPO Area)</u>	\$40,000.00	Lump Sum
Total:	\$40,000.00	Lump Sum

- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third-party beneficiaries intended. Reliance upon the Services and any work product is limited to Client and is not intended for third parties.
- 6. LIMITATION OF LIABILITY.** CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER



Project Description

This project includes:

1. Street Network Construction
2. Street Inspections
3. Database Construction and Data Migration
4. Spreadsheet Construction (Tabular Data)
5. Web Map Construction

This contract is with Lauderdale County, Alabama for the roads situated outside the MPO area of Lauderdale County.

Scope of Work

The purpose of this section is to outline the activities and labor associated with implementation of the project, as described above, for the above listed agencies infrastructure located outside the Shoals Area Metropolitan Planning Organization (MPO).

- 1- **Street Network Construction:** Prior to inspections, a network of street centerlines will be constructed and will serve as the foundation for all associated attribute data. Our Capstone Geo team will build the network in such a way that it can be used in web maps, ArcGIS software, or our proprietary infrastructure management software (CG Pro). The amount of time involved in network construction is highly dependent on the condition of initial centerline data. Line segment data can be acquired from many different sources including but not limited to the local agency, E911, Department of Transportations, Revenue Offices, etc. Centerline data must fit within the schema of CG Pro and must be spatially correct within an acceptable error. A substantial amount of effort is afforded to network construction because it becomes the foundation for all subsequent data.
- 2- **Street Inspections:** Upon completion of the network, our team will conduct Street inspections that are based on our patent pending Construction State process. Inspections will be conducted, for each street segment, via windshield surveys by a minimum of two inspectors. Construction state data is collected using a GPS unit that is capable of connecting and functioning properly with the ESRI Quick Capture application. Inspections will be conducted on each lane of every paved street segment in the network. Information collected by GPS applications is sent back to the database where it is processed and used to determine Road Construction Indices (RCI), Priority Scores, Priority Ranks, Life Cycle information, and Cost Estimates. The amount of time involved in street inspections is highly dependent on the number of segments in the network and the average number of lanes per segment.
- 3- **Database Management:** Construction State data and other pertinent data are uploaded and stored in a database that will be constructed and customized to fit the needs of the client. The database will be designed to work with web maps, ArcGIS software, and CG Pro. The amount of time required to construct the database is dependent on the size of the network.
- 4- **Spreadsheet Construction:** An Excel spreadsheet will be constructed and delivered to the client. Spreadsheet data will include basic segment information, inspection data, RCI calculations, Priority Score, Priority Rank, and Maintenance Cost Information.
- 5- **Web Map:** A web map will be constructed and delivered to the client. GIS layers provided by Capstone Geo, within the scope of this project, include Street Centerlines (by functional classification), RCI, and Construction State Inspection Data. Any other GIS layers that the client may need will be added to the web map when provided by the client.
- 6- **CG Pro:** CG Pro is our proprietary infrastructure management software. CG Pro implementation is not part of this scope of work but is available on a subscription basis. By choosing a subscription to CG Pro, the client can take advantage of the unique infrastructure management tools included in the software. Powerful GIS technology provides the client with informational maps that allow point and click inspection of assets within the network. CG Pro is designed to seamlessly convert inspection data to RCI, Priority, and Life Cycle information along with highly accurate Maintenance Cost Estimates. Unlike web maps and spreadsheets, CG Pro is dynamic in nature, so that any data changes are reflected throughout the system and all information associated with a change is updated immediately.



Terminology

Street / Road – A street or road is a part of the transportation infrastructure network used by all types of vehicles for the purpose of travelling from one destination to another. In this application a street or road is represented by a line segment within the GIS environment. The line segments may be referred to as roads or streets interchangeably. Therefore, the definition of a road or street are the same for this application.

Network Construction – A street network is comprised of line segments that represent the centerline of every street in the system. The amount of work involved in network construction is highly dependent on the condition of initial centerline data. Line segment data can be acquired from many different sources including but not limited to the local agency, E911, Department of Transportations, Revenue Offices, etc. Centerline data must fit withing the schema of CG Pro and must be spatially correct within an acceptable error. A substantial amount of effort is afforded to network construction because it becomes the foundation of all subsequent data.

Street Inspections – Inspections will be conducted, for each street segment, via windshield surveys by two inspectors collecting construction state data using a GPS unit that is capable of connecting and functioning properly with the ESRI Quick Capture application. Inspections will be conducted on each lane per segment. Information collected by GPS applications is sent back to the database where it is processed and used to determine Road Construction Indices, Priority information, Life Cycle information, and Cost Estimates.

Traffic Counts – Traffic counts may be provided by the agency or could be acquired from an outside source that uses cell phone data to determine the Average Daily Traffic (ADT). CG Pro uses ADT as one variable in calculating maintenance priorities. ADT is not required to generate priorities but certainly adds value to a defensible maintenance priority list. Providing ADT is not a part of the scope of this project and is the responsibility of the client.

Residences – The number of residences located along the length of a given segment is another metric used by CG Pro to calculate maintenance priorities. Residences may be collected from existing maps, collected in the field, or could be collected from certain GIS data. Like ADT, the number of residences is not required to generate priorities but adds value to a defensible maintenance priority list. Providing the number of residences is not part of the scope of this project and is the responsibility of the client. However, if proper GIS data is available, Capstone Geo may be able to assist with collecting this data.

Road Construction Index (RCI) – An RCI, for each segment, is calculated by an algorithm that uses construction state information, collected from segment inspections, and user defined weights. An RCI GIS layer will be provided to the user via a web map. Paper maps will be provided as well, if needed.

Priority Score - A priority score is calculated by an algorithm that uses statistical analysis of RCI, ADT, Number of Residences, and Number of Businesses (Optional) for each individual segment. A GIS layer for Priority Score will be provided to the user via a web map. Paper maps will be provided as well, if needed.



Priority Rank – Priority ranking of each segment is calculated based on the priority scores. Priority ranks will be from 1 through the total number of segments. A GIS layer for Priority Rank will be provided to the user via a web map. Paper maps will be provided as well, if needed.

Life Cycle Information- Life cycle information is calculated for each street segment. Life cycles are broken into two sections, a useful life section and total life. The useful life section is the portion of the curve where maintenance costs are still relatively low. Once a street's life extends past its useful life, maintenance costs go up exponentially.

Construction States- Our patent pending Construction states define states of deterioration or distresses identified during street inspections. They are different from the normally used appraisals in that they are easily converted to the many metrics used to prioritize maintenance and to accurately estimate maintenance costs.

Tabular Information – Tabular information will be provided to the client in the form of an excel spreadsheet. It will include RCI, Priority, and Cost Estimate information. It is not dynamic, so any changes made to the spreadsheet will not be automatically updated on the web map.



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Between
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Work Task	Service Fee	Fee Type
<u>Item 1: Lauderdale County (Non-MPO Area)</u>	\$40,000.00	Lump Sum
Total:	\$40,000.00	Lump Sum

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- LIMITATION OF LIABILITY.** CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER



Scope of Work

The purpose of this section is to outline the activities and labor associated with implementation of the project, as described above, for the above listed agencies infrastructure located outside the Shoals Area Metropolitan Planning Organization (MPO).

- 1- **Street Network Construction:** Prior to inspections, a network of street centerlines will be constructed and will serve as the foundation for all associated attribute data. Our Capstone Geo team will build the network in such a way that it can be used in web maps, ArcGIS software, or our proprietary infrastructure management software (CG Pro). The amount of time involved in network construction is highly dependent on the condition of initial centerline data. Line segment data can be acquired from many different sources including but not limited to the local agency, E911, Department of Transportations, Revenue Offices, etc. Centerline data must fit within the schema of CG Pro and must be spatially correct within an acceptable error. A substantial amount of effort is afforded to network construction because it becomes the foundation for all subsequent data.
- 2- **Street Inspections:** Upon completion of the network, our team will conduct Street inspections that are based on our patent pending Construction State process. Inspections will be conducted, for each street segment, via windshield surveys by a minimum of two inspectors. Construction state data is collected using a GPS unit that is capable of connecting and functioning properly with the ESRI Quick Capture application. Inspections will be conducted on each lane of every paved street segment in the network. Information collected by GPS applications is sent back to the database where it is processed and used to determine Road Construction Indices (RCI), Priority Scores, Priority Ranks, Life Cycle information, and Cost Estimates. The amount of time involved in street inspections is highly dependent on the number of segments in the network and the average number of lanes per segment.
- 3- **Database Management:** Construction State data and other pertinent data are uploaded and stored in a database that will be constructed and customized to fit the needs of the client. The database will be designed to work with web maps, ArcGIS software, and CG Pro. The amount of time required to construct the database is dependent on the size of the network.
- 4- **Spreadsheet Construction:** An Excel spreadsheet will be constructed and delivered to the client. Spreadsheet data will include basic segment information, inspection data, RCI calculations, Priority Score, Priority Rank, and Maintenance Cost Information.
- 5- **Web Map:** A web map will be constructed and delivered to the client. GIS layers provided by Capstone Geo, within the scope of this project, include Street Centerlines (by functional classification), RCI, and Construction State Inspection Data. Any other GIS layers that the client may need will be added to the web map when provided by the client.
- 6- **CG Pro:** CG Pro is our proprietary infrastructure management software. CG Pro implementation is not part of this scope of work but is available on a subscription basis. By choosing a subscription to CG Pro, the client can take advantage of the unique infrastructure management tools included in the software. Powerful GIS technology provides the client with informational maps that allow point and click inspection of assets within the network. CG Pro is designed to seamlessly convert inspection data to RCI, Priority, and Life Cycle information along with highly accurate Maintenance Cost Estimates. Unlike web maps and spreadsheets, CG Pro is dynamic in nature, so that any data changes are reflected throughout the system and all information associated with a change is updated immediately.

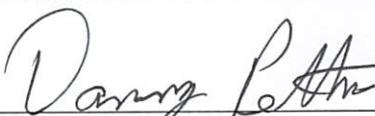
STATE OF ALABAMA §
LAUDERDALE COUNTY §

RESOLUTION

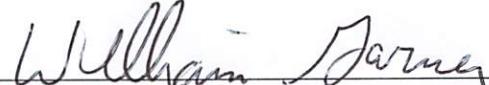
NOW THERE FOR BE IT RESOLVED, the Lauderdale County Commission approves the creation and update of the attached job descriptions including promotion there of for HR Director, IT Specialist, Administrative Assistant II, and Accountant II and amend the budget accordingly.

Done this the 20th day of November, 2025.

LAUDERDALE COUNTY COMMISSION



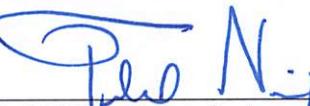
Danny Pettus, Chairman



William Roger Garner, Commissioner



Brad Black, Commissioner



Todd Nix, Commissioner



Joe Hackworth, Commissioner

ATTEST:



Brooke Slatton, County Administrator



LAUDERDALE COUNTY COMMISSION

JOB DESCRIPTION

Revision Date – November 2025

Bookkeeper

Department: County Commission

Pay Grade: 4

Job Summary

Maintains county financial records systems. Posts and reconciles various journals, ledgers, expenditures, and accounts payable. Enters bookkeeping data into the computer. Types various letters, forms, and checks. Performs related duties given to them by the Accountant.

Education and Experience

- Any combination of education and experience which provides the necessary qualifications listed below.

Bookkeeping

- Maintains county financial records system.
- Enters all double-entry journal entries, payroll entries, and budget transactions into the computer.
- Reviews bank deposits and cash disbursements against the cash account analysis.
- Review the cash disbursements journal to ensure all checks are accounted for on each fund.
- Reviews the deposit journal to insure all deposits are accounted for on each fund.
- Reconciles bank statements on county funds.
- Reviews all journals for coding errors.
- Reviews the trial balances and financial statement totals to ensure the funds are in balance.
- Posts and reconciles various journals, ledgers, expenditures, and accounts payable.
- Reviews the coding of all purchase orders before they are updated to the system.
- Makes all necessary special entries and close books at month-end and year-end.

Reporting and Controlling

- Transfers funds into various accounts as necessary.
- Files warrants, deposit vouchers, and bank statements.
- Responsible for the balancing, updating, reporting, and verification of all inventory records.
- Maintains various subsidiary ledgers on revenue disbursements, juveniles, amounts due to other funds, etc.
- Prepares annual census for the State of Alabama.
- Responsible for the reporting of and request for disposal or scheduling of county records.

- Disburses revenues received for outside local government offices in a timely manner.
- Prepares billings for outside offices as directed, (such as for EMA expenses and Jail operating expenses)
- Prepares appraisal update invoices for the State Department of Revenue.
- Prepares the calculation of the county's indirect cost rate for EMA.
- Prepares the financial statement for publication.
- Prepares bank balances report.
- Maintains ledgers for the transactions associated with the Fiduciary Fund and CDBG projects.
- Keeps Chart of Accounts updated as needed with necessary changes.
- Stops payment on county checks issued when needed.

Secretarial

- Answers the phone; routes calls; takes messages as needed.
- Greets visitors; refers them to the proper person as needed.
- Photocopies various checks, records, and reports.
- Separates checks according to fund; places check in proper file.
- Places journals into binders; separates the journals with dividers; labels each binder.
- Requests quote information from financial institutions for various investment options such as certificates of deposits.
- Corresponds with financial institutions on such matters as requests for any missing bank statement items or other routine inquiries regarding the county's accounts.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

- Verbal skills to communicate with auditors, coworkers, supervisors and the general public.
- Math skills to add, subtract, multiply, and divide with decimals and fractions.
- Writing skills to complete various reports and to post journals clearly and neatly.
- Reading skills to understand written directions.
- Typing skills to type letters and memos in the proper format.
- Ability to operate office equipment such as photocopier, computer and adding machine.
- Knowledge of accounting and bookkeeping principles and practices.
- *General knowledge of office procedures.
- *Knowledge of county rules, regulations, policies, and procedures.
- Ability to keep records and prepare accurate reports.
- Knowledge of skill in the operation of the computer.

Physical Characteristics

- See well enough to read print and numbers without error or transposition; corrective lens acceptable.
- Hear well enough to communicate with others; hearing aid acceptable.
- Speak clearly enough to address groups of 2 to 4 people.
- Body mobility to move freely about the office.
- Strength to lift and carry heavy books and boxes.
- Use of hands and fingers to write and type.

Other Characteristics

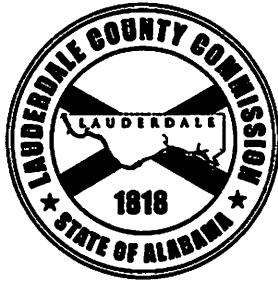
- Willing to travel to and attend seminars, workshops, and conferences.
- Willing to work overtime and weekends to complete reports.
- Must be bondable.

Relationships

- Reports to: Accountant II
- Subordinate staff: None
- Internal contacts: County Commission Employees
- External Contacts: General Public; County Department Heads; Auditors; Bank Personnel

Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.



LAUDERDALE COUNTY COMMISSION JOB DESCRIPTION

Revision Date – November 2025

Accountant I

Department: County Commission

Pay Grade: 9

Job Summary

Maintains county financial records systems. Posts and reconciles various journals, ledgers, expenditures, and accounts payable. Enters bookkeeping data into the computer. Types various letters and forms. Performs related duties.

Education and Experience

- Any combination of education and experience which provides the necessary qualifications listed below.

Bookkeeping

- Maintains county financial records system.
- Enters all journal & payroll entries.
- Reviews bank deposits and cash disbursements against the cash account analysis.
- Review the cash disbursements journal to ensure all checks are accounted for on each fund.
- Reconciles bank statements on county funds.
- Reviews the trial balances and financial statement totals to ensure the funds are in balance.
- Posts and reconciles various journals, ledgers, expenditures, and accounts payable.
- Reviews the coding of all purchase orders before they are updated to the system.

Reporting and Controlling

- Charges out various expenditures to county departments based on their reported usage.
- Transfers funds into various accounts as necessary.
- Keeps accurate files on check stubs, invoices, deposit receipts, and bank statements.
- Maintains fixed asset records by assigning asset numbers, tags, department, and descriptions.
- Update records for inventory changes, transfers, and disposals. Coordinates annual fixed asset inventory verifications with all departments.
- Maintains various subsidiary ledgers on revenue disbursements, amounts due to other funds, etc.
- Prepares annual census for the State of Alabama.
- Responsible for the reporting of and request for disposal or scheduling of county records.
- Disburses revenues received for outside local government offices in a timely manner.

- Prepares billings for outside offices as directed, (such as for EMA expenses and Jail operating expenses)
- Prepares annual appraisal updates for the State Department of Revenue.
- Prepares the financial statement for the newspaper.
- Prepares bank balances report.
- Maintains ledgers for the transactions associated with the Fiduciary Fund and CDBG projects.
- Keeps Chart of Accounts updated as needed with necessary changes.
- Stops payment on county checks issued when needed.
- Prepares yearly financial statements for audit.
- Assists in preparing annual budgets.

Secretarial

- Answers the phone; routes calls; takes messages as needed.
- Separates checks according to fund; places check in proper file.
- Corresponds with financial institutions on such matters like deposit books, requests for any missing bank statement items or other routine inquiries regarding the county's accounts.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

- Math skills to add, subtract, multiply, and divide with decimals and fractions.
- Writing skills to complete various reports and to post journals clearly and neatly.
- Reading skills to understand written directions.
- Typing skills to type letter, memos, and checks in the proper format.

- Ability to operate office equipment such as photocopier, computer and an adding machine.
- Knowledge of accounting and bookkeeping principles and practices.
- *General knowledge of office procedures.
- *Knowledge of county rules, regulations, policies, and procedures.
- Ability to keep records and prepare accurate reports.
- Knowledge of skill in the operation of the computer.

Physical Characteristics

- See well enough to read print and numbers without error or transposition; corrective lens acceptable.
- Hear well enough to communicate with others; hearing aid acceptable.
- Speak clearly enough to address groups of 2 to 4 people.
- Body mobility to move freely about the office.
- Strength to lift and carry heavy books and boxes.
- Use of hands and fingers to write and type.

Other Characteristics

- Willing to travel to and attend seminars, workshops, and conferences.
- Willing to work overtime and weekends to complete reports.
- Must be bondable.

Relationships

- Reports to: County Administrator, Accountant II
- Subordinate staff: Bookkeeper
- Internal contacts: County Commission Employees
- External Contacts: General Public; County Department Heads; Auditors; Bank Personnel

Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.



LAUDERDALE COUNTY COMMISSION JOB DESCRIPTION

Revision Date – November 2025

Accountant II

Department: County Commission

Pay Grade: 10

Job Summary

Maintains county financial records systems. Posts and reconciles various journals, ledgers, expenditures, and accounts payable. Enters bookkeeping data into the computer. Types various letters and forms. Oversees the work of the Bookkeeper, as well as the Accounts Payable Specialist and the Purchasing Specialist. Updates County Administrator weekly with a financial status.

Education and Experience

- Any combination of education and experience which provides the necessary qualifications listed below.
- Must have at least a basic certification through the ACCA.

Bookkeeping

- Maintains county financial records system.
- Enters all journal entries, payroll entries, and budget transactions into the computer.
- Reviews bank deposits and cash disbursements against the cash account analysis.
- Review the cash disbursements journal to ensure all checks are accounted for on each fund.
- Reconciles bank statements on county funds.
- Reviews all journals for coding errors.
- Reviews the trial balances and financial statement totals to ensure the funds are in balance.
- Posts and reconciles various journals, ledgers, expenditures, and accounts payable.
- Reviews the coding of all purchase orders before they are updated to the system.
- Makes all necessary special entries and close books at month-end and year-end.

Reporting and Controlling

- Charges out various expenditures to county departments based on their reported usage.
- Transfers funds into various accounts as necessary.
- Keeps accurate files on check stubs, invoices, deposit receipts, and bank statements.
- Maintains fixed asset records by assigning asset numbers, tags, department, and descriptions.
- Update records for inventory changes, transfers, and disposals. Coordinates annual fixed asset inventory verifications with all departments.
- Maintains various subsidiary ledgers on revenue disbursements, amounts due to other funds, etc.
- Prepares annual census for the State of Alabama.

- Responsible for the reporting of and request for disposal or scheduling of county records.
- Disburses revenues received for outside local government offices in a timely manner.
- Prepares billings for outside offices as directed, (such as for EMA expenses and Jail operating expenses)
- Prepares annual appraisal updates for the State Department of Revenue.
- Prepares the financial statement for the newspaper.
- Prepares bank balances report.
- Maintains ledgers for the transactions associated with the Fiduciary Fund and CDBG projects.
- Keeps Chart of Accounts updated as needed with necessary changes.
- Stops payment on county checks issued when needed.
- Prepares yearly financial statements for audit.
- Assists in preparing annual budgets.

Secretarial

- Answers the phone; routes calls; takes messages as needed.
- Corresponds with financial institutions on such matters as requests for any missing bank statement items or other routine inquiries regarding the county's accounts.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

- Math skills to add, subtract, multiply, and divide with decimals and fractions.
- Writing skills to complete various reports and to post journals clearly and neatly.
- Reading skills to understand written directions.
- Typing skills to type letter, memos, in the proper format.
- Ability to operate office equipment such as photocopier, computer, and an adding machine.

- Knowledge of accounting and bookkeeping principles and practices.
- *General knowledge of office procedures.
- *Knowledge of county rules, regulations, policies, and procedures.
- Ability to keep records and prepare accurate reports.
- Knowledge of skill in the operation of the computer.

Physical Characteristics

- See well enough to read print and numbers without error or transposition; corrective lens acceptable.
- Hear well enough to communicate with others; hearing aid acceptable.
- Speak clearly enough to address groups of 2 to 4 people.
- Body mobility to move freely about the office.
- Strength to lift and carry heavy books and boxes.
- Use of hands and fingers to write and type.

Other Characteristics

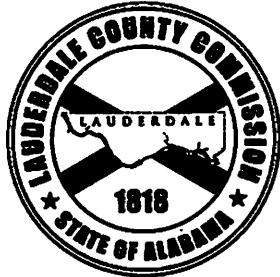
- Willing to travel to and attend seminars, workshops, and conferences.
- Willing to work overtime and weekends to complete reports.
- Must be bondable.

Relationships

- Reports to: County Administrator
- Subordinate staff: Bookkeeper, Accountant I
- Internal contacts: County Commission Employees
- External Contacts: General Public; County Department Heads; Auditors; Bank Personnel

Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.



LAUDERDALE COUNTY COMMISSION
JOB DESCRIPTION

Revision Date - November 2025

Administrative Assistant II

Department: County Commission

Pay Grade: 7

Job Summary

Answers the telephone, responds to emails, and greets visitors. Opens the Commission incoming mail, and distributes it throughout the department. Types letters, meeting agendas, meeting scripts as well as County Commission meeting minutes and various reports. Ensures meeting minutes are posted online, and the minute books table of contents are in order. Files check stubs, meeting paperwork, and various other reports. Advertises for bids, prepares and mails out bids for all departments, and participates in bid openings as needed. Types and mails board reappointment letters, and keeps an updated board appointments list. Prepare and sends invoices for parking lot and rental property as well as keeping track of payments made. Codes and deposits County money as needed. This position performs various duties including overseeing part time Front Desk Personnel, and organizing their schedules. Performs any related duties required by the Administrator.

Education and Experience

- Any combination of education and experience which provides the necessary qualifications listed below.

Reception and Referral

- Answers the telephone; routes calls; takes messages.
- Greets visitors; refers them to the proper person or department.
- Schedules meetings, appointments etc. for County Commissioners and County Administrator.

Clerical and Records Management

- Types letters, and other reports.
- Files check stubs, meeting paperwork, reports, contracts.
- Arranges filing system so that it remains efficient; transfers drawers as needed.
- Type, index, and record minutes of county commission meetings, resolutions, extract of minutes, etc., as needed.
- Assists in preparation of bids and master list, notify by letter of low bidder.
- Keeps records of Board appointments, types and mails reappointment letters, and updates the list regularly.
- Maintain Lauderdale County website.

Miscellaneous

- Sorts, opens, and distributes incoming Commission mail.
- Runs errands as requested by administrator.
- Changes wording on digital sign on the Government Building as needed.

- Oversees rental of offices in the Government Building which includes showing space to potential tenants and ensuring leases are signed properly.
- Point of contact for parking space rental at the Seminary Street parking lot.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

- Good verbal skills to communicate effectively with coworkers, supervisors, vendors, and the general public.
- Math skills to multiply, divide, subtract, and add using fractions and decimals.
- Writing skills to complete various forms and reports, and to post journals.
- Reading skills to read and understand bid notices, invoices, and written directions.
- Computer skills including but not limited to typing letters, and reports in the proper format as well as the use of Word, Excel, and other computer programs as needed.
- Ability to operate office equipment such as computer, document scanner, copier, fax machine.
- Knowledge of basic bookkeeping and fund accounting principles.
- Ability to keep records and prepare accurate reports.
- *Knowledge of County rules, regulations, policies, and procedures.
- *Knowledge of each department's telephones and features.
- Planning skills to develop accurate schedules and plans.
- *Knowledge of the filing system.
- *Knowledge of the Alabama Bid Law.

Physical Characteristics

- See well enough to read print and numbers without error or transposition; corrective lens acceptable.
- Hear well enough to communicate on the telephone; hearing aid acceptable.
- Speak clearly enough to communicate with coworkers.
- Body mobility to move freely about the office.
- Strength to lift and carry heavy books.
- Use of hands and fingers to write, type, and file.

Other Characteristics

- Willing to work overtime and weekends in order to complete work.
- Willing to travel and attend workshops and seminars.
- Must be bondable.

Relationships

- Reports to: County Administrator
- Subordinate staff: Front Desk Personnel
- Internal contacts: Members of the Commission Office and other departments
- External contacts: General Public

Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.



LAUDERDALE COUNTY COMMISSION JOB DESCRIPTION

Revision Date – November 2025

Human Resources Director w/o Certification

Department: County Commission

Pay Grade: 8

Job Summary

The Personnel Director is responsible, in coordination with the Commission, County Administrator and County Attorney, for overall management of all human resources practices, systems and policies for Lauderdale County and for providing consultation and possible resolution to managers, supervisors and employees. Major human resource systems include employment practices, compensation and benefit systems, training programs, and employee relation issues (including Equal Employment Opportunity, Affirmative Action, Employment Law Compliance, policy management, misconduct investigations, discipline and resolution).

Education and Experience

- Any combination of education and experience which provides the necessary qualifications listed below.

Management and Administration

- Manages personnel department, including personnel actions, leave, pay, budgeting and procurement and other day to day activities.
- Advises elected and appointed officials, managers and employees on personnel matters.
- Develop, manage and recommend to the County Commission for adoption of human resource policies and procedures for all employees, ensuring legal compliance.
- Manages compensation system, including legally compliant job descriptions to classification plans.
- Advises County Administrator and assists in investigations of potential employee misconduct according to policies and legal requirements.
- Manages employment, recruitment and hiring practices to balance legal requirement with efficiency and qualifications needs of the County. Counsels' department heads, elected officials, managers, supervisors in employment practices and requirements.
- Manages benefit programs for the County.
- Works with local, state and federal agencies to ensure proper management of policies and requirements as they relate to personnel and human resources.
- Manages the County Liability Insurance Program.
- Manages the County Workers' Compensation Program.
- Manages the ACCA Safety Program requirements as Safety Coordinator.

Clerical

- Prepares job advertisements for certain county positions and maintains an organized working file of personnel placement activity.
- Prepares and maintains accurate personnel files on each county employee.

- Prepares and maintains all records of county retirement program, group health plan, workers' compensation.
- Accepts and processes all accident claims involving county personnel and keeps an organized file of all claims under the County Liability Insurance Plan or the County Workers Compensation Plan.
- Keeps County Administrator advised of all current activity regarding human resource issues.
- Prepares and enters data into the county personnel database.

General Office

- Answers phones and greets visitors in Commission Office as needed.
- Performs various clerical duties as directed by County Administrator.

Knowledge, Skills, and Abilities

- Personnel Director must understand employment law requirements and translate into policies, procedures and practices
- Must seek and maintain profession certification through continuing education.
- Must work with minimal day-to-day direction; however, must be able to identify when assistance is required.
- Must possess ability to exercise extreme discretion and judgment in dealing with personnel matters.
- Must be adept and diplomatic at managing relationships between subordinates and superiors.
- Must have strong project management, planning and prioritization skills.
- Must possess effective communication skills.

- Must possess math skills to multiply, divide, subtract and add using fractions and decimals.
- Must possess writing skills to complete various forms and reports and correspondence.
- Must possess typing and data entry skills to complete documents and correspondence accurately.
- Must possess ability to operate equipment such as computer, document scanner, calculator, fax machine and copier.
- Must have organizational and planning skills to keep records accurately and in the desired format and to develop and maintain schedules.
- Must have filing skills.
- Must have knowledge of state and federal employment laws such as Fair Labor Standards, COBRA, Family and Medical Leave, Workers Compensation, Americans with Disabilities Act.
- Must possess an ability to maintain confidentiality.

Physical Characteristics

- Must have ability to read print and numbers without error or transportation.
- Must have ability to communicate verbally with public and employees in person and by phone.
- Body mobility to move about office.
- Strength to lift and carry heavy books.
- Ability to sit at a computer or desk for long periods of time.
- Ability to travel for training and meetings.
- Stamina to work long hours.

Other Characteristics

- Willing to work overtime and weekends in order to complete work.
- Willing to travel and attend workshops and seminars.
- Must be willing to achieve professional certification.
- Must be bondable.
- Must have emotional stability to deal with stress.

Relationships

- Reports to: County Administrator
- Subordinate staff: Assistant HR
- Internal contacts: Employees of Commission Office; County Commissioners; Chairman; Department Heads; County Employees
- External contacts: Various Agencies and Departments; Attorneys; State Examiners; General Public

Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.



LAUDERDALE COUNTY COMMISSION JOB DESCRIPTION

Revision Date - November 2025

Human Resources Director W/ Certification

Department: County Commission

Pay Grade: 9

Job Summary

The Personnel Director is responsible, in coordination with the Commission, County Administrator and County Attorney, for overall management of all human resources practices, systems and policies for Lauderdale County and for providing consultation and possible resolution to managers, supervisors and employees. Major human resource systems include employment practices, compensation and benefit systems, training programs, and employee relation issues (including Equal Employment Opportunity, Affirmative Action, Employment Law Compliance, policy management, misconduct investigations, discipline and resolution).

Education and Experience

- Any combination of education and experience which provides the necessary qualifications listed below.
- Must have the Human Resources and Payroll Certifications through the AAPPA.

Management and Administration

- Manages personnel department, including personnel actions, leave, pay, budgeting and procurement and other day to day activities.
- Advises elected and appointed officials, managers and employees on personnel matters.
- Develop, manage and recommend to the County Commission for adoption of human resource policies and procedures for all employees, ensuring legal compliance.
- Manages compensation system, including legally compliant job descriptions to classification plans.
- Advises County Administrator and assists in investigations of potential employee misconduct according to policies and legal requirements.
- Manages employment, recruitment and hiring practices to balance legal requirement with efficiency and qualifications needs of the County. Counsels' department heads, elected officials, managers, supervisors in employment practices and requirements.
- Manages benefit programs for the County.
- Works with local, state and federal agencies to ensure proper management of policies and requirements as they relate to personnel and human resources.
- Assists with managing the County Liability Insurance Program.
- Manages the County Workers' Compensation Program.
- Manages the ACCA Safety Program requirements as Safety Coordinator.

Clerical

- Prepares job advertisements for certain county positions and maintains an organized working file of personnel placement activity.
- Prepares and maintains accurate personnel files on each county employee.

- Prepares and maintains all records of county retirement program, group health plan, workers' compensation.
- Accepts and processes all accident claims involving county personnel and keeps an organized file of all claims under the County Liability Insurance Plan or the County Workers Compensation Plan.
- Keeps County Administrator advised of all current activity regarding human resource issues.
- Prepares and enters data into the county personnel database.

General Office

- Answers phones and greets visitors in Commission Office as needed.
- Performs various clerical duties as directed by County Administrator.

Knowledge, Skills, and Abilities

- Personnel Director must understand employment law requirements and translate into policies, procedures and practices
- Must seek and maintain profession certification through continuing education.
- Must work with minimal day-to-day direction; however, must be able to identify when assistance is required.
- Must possess ability to exercise extreme discretion and judgment in dealing with personnel matters.
- Must be adept and diplomatic at managing relationships between subordinates and superiors.
- Must have strong project management, planning and prioritization skills.
- Must possess effective communication skills.

- Must possess math skills to multiply, divide, subtract and add using fractions and decimals.
- Must possess writing skills to complete various forms and reports and correspondence.
- Must possess typing and data entry skills to complete documents and correspondence accurately.
- Must possess ability to operate equipment such as computer, document scanner, calculator, fax machine and copier.
- Must have organizational and planning skills to keep records accurately and in the desired format and to develop and maintain schedules.
- Must have filing skills.
- Must have knowledge of state and federal employment laws such as Fair Labor Standards, COBRA, Family and Medical Leave, Workers Compensation, Americans with Disabilities Act.
- Must possess an ability to maintain confidentiality.

Physical Characteristics

- Must have ability to read print and numbers without error or transportation.
- Must have ability to communicate verbally with public and employees in person and by phone.
- Body mobility to move about office.
- Strength to lift and carry heavy books.
- Ability to sit at a computer or desk for long periods of time.
- Ability to travel for training and meetings.
- Stamina to work long hours.

Other Characteristics

- Willing to work overtime and weekends in order to complete work.
- Willing to travel and attend workshops and seminars.
- Must be willing to achieve professional certification.
- Must be bondable.
- Must have emotional stability to deal with stress.

Relationships

- Reports to: County Administrator
- Subordinate staff: Assistant HR
- Internal contacts: Employees of Commission Office; County Commissioners; Chairman; Department Heads; County Employees
- External contacts: Various Agencies and Departments; Attorneys; State Examiners; General Public

Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.



LAUDERDALE COUNTY COMMISSION JOB DESCRIPTION

Revision Date – November 2025

IT Specialist I

Department: County Commission

Pay Grade: 8

Job Summary

Provides maintenance and programming for County offices. Maintains program and procedures, and files. Creates various menus and screens used in daily operations. Runs programs and sets up various files. Trains employees to operate new work stations and printers. Monitors daily jobs and error messages. Ensures security of computer system. Performs various clerical duties as needed as well as tasks directed by the County Administrator or the IT Specialist II.

Education and Experience

- Complete course work in computer programming and operation or equivalent training and experience.

Programming

- Writes programs for County offices as needed.
- Maintains programs and procedures for county departments.
- Creates and maintains menus and screens needed for daily operation.
- Works with Independent Programmers, when necessary, in developing new programming.

Systems Operation

- Prints monthly, quarterly reports for various offices.
- Installs computer workstations and printers in various offices.
- Schedules jobs to be run from various departments
- Becomes familiar with all new equipment and trains employees on new equipment.
- Maintains security of computer systems.
- Contacts IBM when needed for service due to operations problems and explains situation.
- Monitors daily jobs and error messages and initiates appropriate action.
- Initializes diskettes and tapes for use on computer.
- Keeps current backup of all files and libraries.
- Oversees and monitors daily jobs and operations, error messages and initiates proper actions.
- Works with all county departments and employees in solving any operational problems.
- Load and apply PTF s (program temporary fixes) when received from IBM
- Load tapes sent from DELTA to update software or copy data on tapes to send to DELTA
- Hook up DELTA with AS400 via modem for them to make changes or correct problems.'
- Rename objects for DELTA to complete updates.

- Help departments balance reports, maintain voter files, backup for accounting; run reports for outside of courthouse; run reports for Sheriff's department or other law offices.
- Monitors the Lauderdale County phone system and liaisons with outside technical support when issues arise.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

- Verbal skill to politely and effectively communicate with co-workers and public.
- Math skills to perform basic mathematical operations quickly and correctly.
- Reading skills to understand written policies, directives, and manuals.
- Knowledge of RPGII programming language.
- Ability to compile and debug programs.
- Knowledge of utility programs to list and update files.
- Ability to communicate with others to determine type of program needed to accomplish objectives.
- Ability to key data accurately.
- *Knowledge of departmental rules, regulations, policies and procedures.

Physical Characteristics

- See well enough to read data; corrective lens acceptable.
- Hear well enough to understand verbal communication; hearing aid acceptable.
- Speak well enough to politely and effectively communicate with co-workers and general public.

- Body movement or mobility to move, stoop, bend and lift and to move around office.
- Use of hands to write, type and file.

Other Characteristics

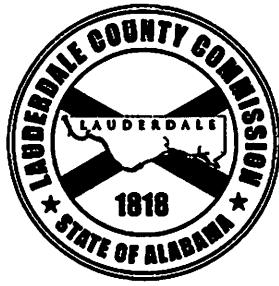
- Willing to work overtime as required.
- Willing to travel to attend seminars and training sessions as required.
- Willing to wear appropriate attire.

Relationships

- Reports to: IT Specialist II
- Subordinate staff: None
- Internal contacts: Department Heads
- External contacts: Various technology companies

Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.



LAUDERDALE COUNTY COMMISSION JOB DESCRIPTION

Revision Date – November 2025

IT Specialist II

Department: County Commission

Pay Grade: 9

Job Summary

Provides maintenance and programming for County offices. Maintains program and procedures, and files. Creates various menus and screens used in daily operations. Runs programs and sets up various files. Trains employees to operate new work stations and printers. Monitors daily jobs and error messages. Ensures security of computer system. Oversees the work done by the IT Specialist I. Performs various clerical duties as needed as well as tasks directed by the County Administrator.

Education and Experience

- Complete course work in computer programming and operation or equivalent training and experience.

Programming

- Writes programs for County offices as needed.
- Maintains programs and procedures for county departments.
- Creates and maintains menus and screens needed for daily operation.
- Works with Independent Programmers, when necessary, in developing new programming.

Systems Operation

- Prints monthly, quarterly reports for various offices.
- Installs computer workstations and printers in various offices.
- Schedules jobs to be run from various departments
- Becomes familiar with all new equipment and trains employees on new equipment.
- Maintains security of computer systems.
- Contacts IBM when needed for service due to operations problems and explains situation.
- Monitors daily jobs and error messages and initiates appropriate action.
- Initializes diskettes and tapes for use on computer.
- Keeps current backup of all files and libraries.
- Oversees and monitors daily jobs and operations, error messages and initiates proper actions.
- Works with all county departments and employees in solving any operational problems.
- Load and apply PTFs (program temporary fixes) when received from IBM
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- Use of hands to write, type and file.

Other Characteristics

- Willing to work overtime as required.
- Willing to travel to attend seminars and training sessions as required.
- Willing to wear appropriate attire.

Relationships

- Reports to: County Administrator
- Subordinate staff: IT Specialist I
- Internal contacts: Department Heads
- External contacts: Various technology companies

Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.

**AUTHORIZING LAUDERDALE COUNTY TO PROTECT THE COUNTY'S INTERESTS BY
INTERVENING AS A DEFENDANT IN THE SIMPLIFIED SELLER USE TAX (SSUT)
LITIGATION**

WHEREAS, the Alabama Simplified Seller Use Tax (SSUT) Remittance Act, codified at Section 40-23-191 *et seq.*, Code of Alabama 1975, established a process by which the State of Alabama collects use taxes from eligible sellers on behalf of Alabama consumers; and

WHEREAS, on August 12, 2025, the City of Tuscaloosa, the School District of the City of Tuscaloosa, and the City of Mountain Brook filed a lawsuit in the Circuit Court of Montgomery County, Alabama against Vernon Barnett, in his official capacity as Commissioner of the Alabama Department of Revenue, asking the Court to direct Commissioner Barnett to disqualify particular business entities from the SSUT program; and

WHEREAS, on November 10, 2025, the Court imposed a 30-day deadline for any other interested parties to file motions to intervene in this litigation; and

WHEREAS, the SSUT program has been an essential source of revenue for Lauderdale County, and the plaintiffs' lawsuit, if successful, would jeopardize the County's ability to maintain the current level of governmental services it provides to the public.

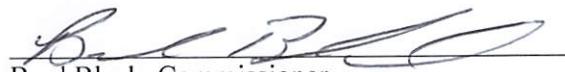
NOW, THEREFORE, BE IT RESOLVED BY THE LAUDERDALE COUNTY COMMISSION that the County is directed to take all necessary actions, whether by itself or as part of a joint undertaking, to intervene as a defendant in the SSUT litigation and to protect the County's interests in this critical revenue.

IN WITNESS WHEREOF, the County Commission has caused this resolution to be executed in its name and on its behalf by its Chair, on this 20th day of November, 2025.

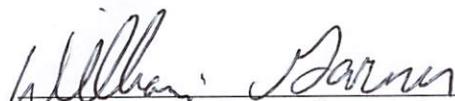
LAUDERDALE COUNTY COMMISSION



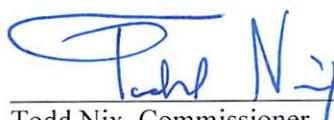
Danny Pettus, Chairman



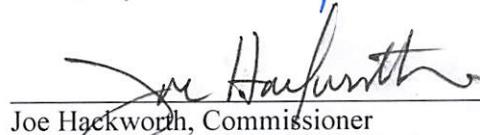
Brad Black, Commissioner



William Ronald Garner, Commissioner

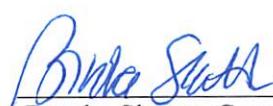


Todd Nix, Commissioner



Joe Hackworth, Commissioner

ATTEST:



Brooke Slatton, County Administrator