The City Council of the City of Mountain Brook, Alabama met in public session in the Pre-council Room (A106) of City Hall at 6:30 p.m. on the 12th day of November, 2019. The Council President called the meeting to order and the roll was called with the following results:

Present: Virginia C. Smith, Council President  
William S. Pritchard III, Council President Pro Tempore  
Philip E. Black  
Lloyd C. Shelton  
Alice B. Womack  
Stewart Welch III, Mayor

Absent: None

Also present were City Attorney Whit Colvin, City Manager Sam Gaston and City Clerk Steven Boone.

1. AGENDA

1. Finance Committee appointment—Lloyd Shelton (Resolution No. 2019-174 was added to the formal meeting agenda.)

2. Library Board appointment—Lindsy Gardner (Resolution No. 2019-173 was added to the formal meeting agenda.)

3. Inter-City Recycling Challenge—Alice Womack (Appendix 1)

4. Canterbury Park playground equipment—Shanda Williams (Resolution No. 2019-175 was added to the formal meeting agenda.)

5. Beech Street bollards and traffic control—Steve Stine (Appendix 2)

6. Also, added to the formal meeting agenda were Resolution Nos. 2019-171 (re-establish the Payroll Specialist position for the Finance Department) and 2019-172 (create an Administrative Assistant position for the Revenue Department)

7. Review of the other matters to be considered at the formal (7 p.m.) meeting

2. EXECUTIVE SESSION AND ADJOURNMENT

Council President Smith made a motion that the City Council convene in executive session to discuss a real estate matter and another matter involving good name and character of an individual. The motion was seconded by Council President Pro Tempore Pritchard. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President  
William S. Pritchard III, Council President Pro Tempore  
Philip E. Black  
Lloyd C. Shelton  
Alice B. Womack
Nays: None

Council President Smith declared that the motion passed by a vote of 5—0 and then requested that the audience members be excused and announced that the City Council shall convene in the Council Chamber at 7 p.m. upon conclusion of the executive session. Council President Smith then adjourned the pre-meeting at approximately 6:50 p.m.

3. CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct synopsis of the discussion from the work session of the City Council of the City of Mountain Brook, Alabama held at City Hall, Pre-Council Room (A106) on November 12, 2019, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that no formal action or votes were conducted at said work session.

City Clerk
Approved by City Council November 25, 2019
Letting you all know this is happening on Friday. Can we please add to the Nov 12 agenda?

Sent from my iPhone

Begin forwarded message:

From: Jennifer Andress <andress4kw@gmail.com>
Date: October 30, 2019 at 10:47:42 AM CDT
To: Kimberly Cook <kcook@hal.org>, Alice Womack <aliciwomack14@gmail.com>, Britt Thames <bitlames1@gmail.com>, Andy Womack <andy@andywomack.com>, Casey Middlebrooks <casey.middlebrooks@hooveralabama.gov>, Jennifer Andress <andress4kw@gmail.com>
Subject: Friday November 1 at 9:30, Homewood City Hall- Inter-City Recycling Challenge

October 30, 2019

For Immediate Release: Inter-City Recycling Challenge is ON!

Joint City Councilors from Hoover, Mountain Brook, Vestavia Hills and Homewood on Friday morning, November 1 at 9:30, at Homewood City Hall to kick off our Inter-City Recycling Challenge. We will be joined by representatives from Birmingham Recycling and Recovery.

Details of our Inter-City Recycling Challenge:

Duration: 6 months, beginning November 1, 2019
Terms: The City with the greatest reduction in contamination rates wins
Prize: The participating councilors from the losing cities will each contribute an amount of their choosing to a charity of the winning city's choosing
Basics: Birmingham Recycling and Recovery will provide a 6-month average base (starting) rate
Judging: Birmingham Recycling and Recovery will report the winner of the competition

Starting month : November 2019
Ending month : April 2019

More: Councilors from Mountain Brook, Vestavia Hills, Homewood, and Hoover are beginning an educational awareness campaign that will help increase successful recycling participation, while decreasing contamination. The idea is to challenge our respective municipalities by having a friendly competition: which City can lower their average contamination rate by the greatest percentage? The winning City will choose a non-profit, to which the losing Councilors will donate funds.

We also welcome and challenge any other municipality in the region. We will publish our data monthly, along with a simple infographic with a tip on the do's and don'ts of recycling.

Background Information: In September, our Councilor Roundtable spent a half-day at the Birmingham Recycling and Recovery (BRRR) center in order to gain clarity on what happens when our recycling is hauled away. The tour and follow-up meeting with BRRR staff and ownership was an eye-opening experience, and we learned a great deal.

The recycling industry nation-wide is experiencing devastating losses. The demand for its product is extremely low, thanks to a near elimination of the Chinese market, and the supply is extremely contaminated, due to confusion on what is and isn’t acceptable to place in recycling bins. And our city governments are being charged for that contamination, which averages well above 30%.

This means no matter how pure our intentions are when we recycle, contamination can ruin an entire truck load. As a region, we have to control our contamination rates, increase our volume of good recycling products and cut our processing costs.

To improve the region’s recycling efforts, and the value our citizens receive for what they pay for this service, we are starting a city-by-city public education campaign on what is and isn’t recyclable.

People want to do the right thing, and we can assist, and improve the recycling experience and success rate region-wide.

For more information on our Councilor Roundtable, visit al.com:


Jennifer Andress
Homewood City Council
Word 5, Place 1
andress4kw@gmail.com
Cell: 205-655-5236

APPENDIX 1
MINUTES OF THE REGULAR OF THE  
CITY COUNCIL OF THE CITY OF MOUNTAIN BROOK  
NOVEMBER 12, 2019

The City Council of the City of Mountain Brook, Alabama and met in public session in the City Hall Council Chamber at approximately 7:00 p.m. on the 12th day of November, 2019. The Council President called the meeting to order and the roll was called with the following results:

Present: Virginia C. Smith, Council President  
William S. Pritchard III, Council President Pro Tempore  
Philip E. Black  
Lloyd C. Shelton  
Alice B. Womack  
Stewart Welch III, Mayor

Absent: None

Also present were City Attorney Whit Colvin, City Manager Sam Gaston and City Clerk Steven Boone.

The Council President stated that a quorum was present and that the meeting was open for the transaction of business

1. RECOGNITION OF GUESTS

Council President Smith recognized Boy Scouts Henry Short representing Troop 53, Robert Martin representing Troop 28 and Jackson Short representing Troop 86.

2. PRESENTATION

Mayor Welch presented Ms. Lou Mahon, tired educator from Cahaba Heights, with the Retired Teachers’ Day proclamation (No. 2019-1686).

3. CONSENT AGENDA

Council President Smith announced that the following matters will be considered at one time on the consent agenda provided no one in attendance objects:

Approval of the minutes of the October 28, 2019, regular meeting of the City Council

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Exhibit/App.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-164</td>
<td>Small Business Saturday proclamation</td>
<td>Exhibit 1</td>
</tr>
<tr>
<td>2019-165</td>
<td>Authorize the placement of a street light on an existing utility pole between 2428-2430 Mountain Brook Circle to illuminate a walking path from Mountain Brook Village to Heathermoor Road at the Mountain Brook Elementary playing field</td>
<td>Exhibit 2, Appendix 1</td>
</tr>
<tr>
<td>2019-166</td>
<td>Authorize the expenditure of funds for traffic island improvements at Brook Manor Drive</td>
<td>Exhibit 3, Appendix 2</td>
</tr>
<tr>
<td>2019-167</td>
<td>Reaffirm the City’s commitment to promote safe workplace guidelines with respect to the City’s workers’ compensation program</td>
<td>Exhibit 4, Appendix 3</td>
</tr>
<tr>
<td>2019-168</td>
<td>Retired Teachers’ Day proclamation</td>
<td>Exhibit 5</td>
</tr>
</tbody>
</table>
Authorize the execution of an amendment, including the stacked stone bridge railing design modifications and preparation of 2019 Rebuild Alabama grant application, to the previously authorized professional services agreement (Resolution No. 2016-202) between the City and Gresham, Smith and Partners with respect to the Caldwell Mill Road bridge replacement

Authorize the sale of certain personal property by way of public Internet auction or the disposal of said property not sold

Authorize the re-establishment of one (1) Payroll Specialist position (Class no. 01015, G18) for the Finance Department to be filled at the discretion of the City Manager in accordance with the “Rules and Regulations” of the Personnel Board of Jefferson County

Authorize the creation of one (1) Administrative Assistant position (Class no. 00066, G16) for the Finance Department to be filled at the discretion of the City Manager in accordance with the “Rules and Regulations” of the Personnel Board of Jefferson County

Reappoint Susan Elliott to The Emmet O’Neal Library Board, to serve without compensation, her term to end November 12, 2023

Reappoint John R. Doody Jr. to the Finance Committee, to serve without compensation, with the term of office to end November 23, 2023

Authorize the City Manager to issue and execute, for and on behalf of the City, a purchase order in the amount of $45,022.59 for the acquisition and installation of play equipment at Canterbury Park

Thereupon, the foregoing minutes, proclamations and resolutions were introduced by Council President Smith and a motion for their immediate adoption made by Council member Shelton. The minutes, proclamations and resolutions were then considered by the City Council. Council member Black seconded the motion to adopt the foregoing minutes, proclamations and resolutions. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President
       William S. Pritchard III, Council President Pro Tempore
       Philip E. Black
       Lloyd C. Shelton
       Alice B. Womack

Nays: None

Council President Smith thereupon declared that said minutes, proclamations (No. 2019-164 and 2019-168) and resolutions (Nos. 2019-165 through 2019-167 and 2019-169 through 2019-175) are adopted by a vote of 5—0 and that and as evidence thereof she signed the same.
4. CONSIDERATION OF AN ORDINANCE (NO. 2061) AMENDING SEC. 303(A) OF THE CITY CODE CHANGING THE TIME OF MUNICIPAL COURT FROM 4 P.M. TO 3 P.M. (EXHIBIT 13)

The ordinance was introduced in writing by Council President Smith who then invited comments. There being no comments or questions, President Smith called for a motion. Council President Pro Tempore Pritchard made a motion that all rules and regulations which, unless suspended, would prevent the immediate consideration and adoption of said ordinance be suspended, and that unanimous consent to the immediate consideration of said ordinance is given and that the reading of the ordinance at length be waived. The motion was seconded by Council member Black. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
       William S. Pritchard, III
       Philip E. Black
       Lloyd C. Shelton
       Alice B. Womack

Nays: None

The Council President Smith declared the motion passed by a vote of 5—0.

After said ordinance had been considered in full by the Council, Council member Black moved for the adoption of said ordinance. The motion was seconded by Council member Womack. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
       William S. Pritchard, III
       Philip E. Black
       Lloyd C. Shelton
       Alice B. Womack

Nays: None

The Council President Smith declared that the said ordinance (No. 2061) is hereby adopted by a vote of 5—0 and, as evidence thereof, she signed the same.

5. PUBLIC HEARING: CONSIDERATION OF AN ORDINANCE (NO. 2062) ADOPTING THE 2018 BUILDING CODE AND 2017 ELECTRICAL CODE (EXHIBIT 14)

The ordinance was introduced in writing by Council President Smith who then invited comments. There being no comments or questions, President Smith called for a motion. Council member Womack made a motion that all rules and regulations which, unless suspended, would prevent the immediate consideration and adoption of said ordinance be suspended, and that unanimous consent to the immediate consideration of said ordinance is given and that the reading of the ordinance at length be waived. The motion was seconded by Council President Pro Tempore Pritchard. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
       William S. Pritchard, III
       Philip E. Black
       Lloyd C. Shelton
       Alice B. Womack

Nays: None

The Council President Smith declared the motion passed by a vote of 5—0.
After said ordinance had been considered in full by the Council, Council President Pro Tempore Pritchard moved for the adoption of said ordinance. The motion was seconded by Council member Black. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith  
William S. Pritchard, III  
Philip E. Black  
Lloyd C. Shelton  
Alice B. Womack

Nays: None

The Council President Smith declared that the said ordinance (No. 2062) is hereby adopted by a vote of 5—0 and, as evidence thereof, she signed the same.

6. ANNOUNCEMENTS

The next regular meeting of the City Council will be November 25, 2019, at 7:00 p.m. in the Council Chamber of City Hall located at 56 Church Street, Mountain Brook, AL 35213.

7. ADJOURNMENT

There being no further business to come before the City Council, Council President Smith adjourned the meeting at approximately 7:30 p.m.

8. CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct transcript of the regular meeting of the City Council of the City of Mountain Brook, Alabama held at City Hall, Council Chamber (Room A108) on November 12, 2019, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that a quorum was present.

City Clerk  
Approved by City Council November 25, 2019

EXHIBIT 1

PROCLAMATION (2019-164)

Whereas, the government of the City of Mountain Brook, Alabama, celebrates its local small businesses and the contributions they make to its local economy and community; according to the United States Small Business Administration, there are currently 30.7 million small businesses in the United States, they represent 99.7 percent of all businesses with paid employees in the United States, are responsible for 64.9 percent of net new jobs created from 2000 to 2018; and

Whereas, small businesses employ 47.3 percent of the employees in the private sector in the United States; and

Whereas, 94% of consumers in the United States value the contributions small businesses make in their community; and
Whereas, 96% of consumers who plan to shop on Small Business Saturday said the day inspires them to go to small, independently-owned retailers or restaurants that they have not been to before, or would not have otherwise tried; and

Whereas, 92% of companies planning promotions on Small Business Saturday said the day helps their business stand out during the busy holiday shopping season; and

Whereas, the City of Mountain Brook, Alabama supports its local businesses that create jobs, boost the local economy and preserve communities; and

Whereas, advocacy groups, public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, I, Stewart H. Welch III, Mayor of the City of Mountain Brook, Alabama do hereby proclaim, November 30, 2019, as:

"SMALL BUSINESS SATURDAY"

and urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

EXHIBIT 2

RESOLUTION NO. 2019-165

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, as follows:

1. That Alabama Power Company is requested to install one (1) 108 watt LED area, 4000K, gray – 8,500 to 14,000 lumens street light on an existing pole in the vicinity of 2428-2430 Mountain Brook Circle as more fully described in Exhibit A attached hereto (Lighting Services NESC Lease Agreement (Governmental-S)).

2. That the City Manager is hereby authorized to execute and deliver, or cause to be executed and delivered, on behalf of the City such documents, instruments, and agreements that may be deemed necessary or appropriate with respect to said street light upgrades/installations.

3. That the City Clerk is directed to furnish the Alabama Power Company a certified copy of this resolution.

APPENDIX 1

EXHIBIT 3

RESOLUTION NO. 2019-166

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes City Manager to pay, or cause to be paid for and on behalf of the City, up to $1,000.00 for materials and provide City labor and equipment to install beautification improvements at the Brook Manor Drive traffic island as illustrated in Exhibit A attached hereto.

APPENDIX 2
EXHIBIT 4

RESOLUTION NO. 2019-167

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby reaffirms the City’s commitment to promote safe workplace guidelines with respect to the City’s workers’ compensation program (Exhibit A attached hereto).

APPENDIX 3

EXHIBIT 5

PROCLAMATION (2019-168)

Whereas, public education is the foundation of our society and is the most critical element in the progress and enlightenment of our state and nation; and

Whereas, public educators in our educational system have carried the torch of knowledge, opening doors to the challenge and excitement of learning for countless youths; and

Whereas, public educators, because of their deep and abiding love of children, have displayed a commitment to their students and dedication to their profession; and

Whereas, our state’s retired public educators have served long careers, laboring throughout their tenures to educate our state’s school children; and

Whereas, retired public educators throughout Alabama are deserving of the highest praise and recognition our state can bestow for devotion to their profession.

Now, Therefore, I, Stewart H. Welch, Mayor of the City of Mountain Brook, Alabama do hereby proclaim, November 19, 2019, as:

"RETIRED TEACHERS’ DAY"

in the City and encourage all residents to join together in paying tribute to its retired public educators.

EXHIBIT 6

RESOLUTION NO. 2019-169

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes either the Mayor or City Manager to execute, for and on behalf of the City, an amendment, including the stacked stone bridge railing design modifications and preparation of 2019 Rebuild Alabama grant application (Exhibit A attached hereto), to the previously authorized professional services agreement between the City and Gresham, Smith and Partners with respect the Caldwell Mill Road bridge replacement.

APPENDIX 4
EXHIBIT 7

RESOLUTION NO. 2019-170

A RESOLUTION AUTHORIZING THE SALE OR DISPOSAL
OF CERTAIN SURPLUS PROPERTY

WHEREAS, the City of Mountain Brook, Alabama, has certain items of personal property which are
no longer needed for public or municipal purposes; and

WHEREAS, Section 11-43-56 of the Alabama Code of 1975 authorizes the municipal governing
body to dispose of unneeded personal property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Brook, as
follows:

Section 1. It is hereby established and declared that the following property owned by the City of
Mountain Brook, Alabama is not needed for public or municipal purposes and is hereby declared surplus
property:

<table>
<thead>
<tr>
<th>Item</th>
<th>Brand</th>
<th>Model</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Tower</td>
<td>Dell</td>
<td>Optiplex 9020</td>
<td>11</td>
</tr>
<tr>
<td>Barcode Scanner</td>
<td>Metrologic</td>
<td>MS9540 Voyager</td>
<td>4</td>
</tr>
<tr>
<td>Computer Tower</td>
<td>Dell</td>
<td>Optiplex 3020</td>
<td>4</td>
</tr>
<tr>
<td>Computer Monitor</td>
<td>Dell</td>
<td>P2214Hb</td>
<td>2</td>
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<tr>
<td>Receipt Printer</td>
<td>Transact Technologies</td>
<td>iThaca iTherm 280</td>
<td>2</td>
</tr>
<tr>
<td>Barcode Scanner</td>
<td>1D</td>
<td>Scanner</td>
<td>1</td>
</tr>
<tr>
<td>Barcode Scanner</td>
<td>Sky</td>
<td>Scanner</td>
<td>1</td>
</tr>
<tr>
<td>Cash Register</td>
<td>Royal</td>
<td>alpha710ML</td>
<td>1</td>
</tr>
<tr>
<td>Computer Monitor</td>
<td>3M</td>
<td>9410 Self Check</td>
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<tr>
<td>Computer Monitor</td>
<td>Dell</td>
<td>P2012Ht</td>
<td>1</td>
</tr>
<tr>
<td>Computer Speakers</td>
<td>Insignia</td>
<td>NA</td>
<td>1</td>
</tr>
<tr>
<td>Computer Tower</td>
<td>Dell</td>
<td>Optiplex 790</td>
<td>1</td>
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<td>HP</td>
<td>rp5700</td>
<td>1</td>
</tr>
<tr>
<td>Copier</td>
<td>Kyocera</td>
<td>TASKAlpha3050</td>
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<td>Laptop Computer</td>
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<td>Macbook Pro 13&quot;</td>
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<td>Laptop Computer</td>
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<td>Macbook Pro 15&quot;</td>
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<tr>
<td>Laptop Computer</td>
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<td>Vaio VPCS11FM</td>
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<tr>
<td>Portable Audio System</td>
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<td>Liberty LIB-6000C</td>
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<tr>
<td>Scanner</td>
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<td>AV 186+</td>
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<td>Tablet Computer</td>
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</tr>
<tr>
<td>Video Camera</td>
<td>JVC</td>
<td>3CCD Everio</td>
<td>1</td>
</tr>
</tbody>
</table>

Section 2. That the City Manager, or his designated representative, is hereby authorized and directed
to sell said property by way of public Internet auction or to dispose of such property not sold at auction.
EXHIBIT 8

RESOLUTION NO. 2019-171

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama that the City Council hereby authorizes the re-establishment of one (1) Payroll Specialist position (Class no. 01015, G18) for the Finance Department to be filled at the discretion of the City Manager in accordance with the “Rules and Regulations” of the Personnel Board of Jefferson County.

APPENDIX 5

EXHIBIT 9

RESOLUTION NO. 2019-172

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama that the City Council hereby authorizes the creation of one (1) Administrative Assistant position (Class no. 00066, G16) for the Finance Department to be filled at the discretion of the City Manager in accordance with the “Rules and Regulations” of the Personnel Board of Jefferson County.

APPENDIX 6

EXHIBIT 10

RESOLUTION NO. 2019-173

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that Susan Elliott is hereby appointed to The Emmet O’Neal Library Board, to serve without compensation, her term to end November 12, 2023.

APPENDIX 7

EXHIBIT 11

RESOLUTION NO. 2019-174

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that John R. Doody, Jr. is hereby reappointed to the Finance Committee, to serve without compensation, with the term of office to end November 23, 2023.

EXHIBIT 12

RESOLUTION NO. 2019-175

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the City Manager to issue and execute, for and on behalf of the City, a purchase order in the amount of $45,022.59 for the acquisition and installation of play equipment at Canterbury Park.

APPENDIX 8
ORDINANCE NO. 2061

AN ORDINANCE AMENDING SECTION 30-3(a) OF THE CITY CODE – TIME AND PLACE OF HOLDING COURT

BE IT ORDAINED by the City Council of the City of Mountain Brook, Alabama, that Section 30-3(a) of the City Code is hereby amended as follows:

1. "Sec. 30-3. - Time and place of holding court.
   (a) The municipal court of the city shall hold court commencing at 3:00 p.m. on Wednesday of each week, except the fifth Wednesday in each month or a week containing a holiday, in the council chamber of city hall and at such other times as a municipal judge may continue or set a case. If approved by a municipal judge, court may be rescheduled to address an irresolvable conflict, an unforeseen circumstance, or inclement weather.

2. Repealer. All ordinances or parts of ordinances heretofore adopted by the City Council of the City of Mountain Brook, Alabama that are inconsistent with the provisions of this ordinance are hereby expressly repealed.

3. Severability. If any part, section or subdivision of this ordinance shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this ordinance, which shall continue in full force and effect notwithstanding such holding.

4. Effective Date. This ordinance shall become effective the 1st day of January 2020.

EXHIBIT 13

ORDINANCE NO. 2062


WHEREAS, the City Council of the City of Mountain Brook, Alabama (the "City Council") heretofore has adopted various technical codes promulgated by the International Code Council (the "ICC") and the National Fire Protection Association relating to buildings, residences and other structures in the City of Mountain Brook (the "City"), and operations in the City concerning fuel gas, mechanical, plumbing, and electrical systems (collectively, the "Technical Codes");

WHEREAS, the City Council desires that, except to the extent specified herein, the City adopt, the 2018 versions of the Building and Technical Codes except for the electrical code which is the 2017 version (the "Updated Building and Technical Codes") that are specified herein for use and application for buildings and structures within its corporate limits;

WHEREAS, the adoption of the Updated Building and Technical Codes by reference is authorized by §11-45-8 Code of Alabama (1975); and

WHEREAS, the adoption of the Updated Building and Technical Codes will facilitate the performance of inspection activities by the City, and promote the public safety, health and general welfare of its citizens and owners, occupants and users of buildings and structures in the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City as follows:
Section 1. Section 109-31 of the City Code is hereby repealed and replaced with the following:


(a) Except as provided herein, the International Building Code - 2018 Edition ("ICC Building Code") and International Residential Code - 2018 Edition (the "IRC") and International Swimming Pool and Spa Code - 2018 Edition (the "ISPSC"), as published by the ICC and available for purchase at 900 Montclair Road, Birmingham, Alabama, are hereby adopted as the building code of the city by reference as though they were set forth fully herein.

(b) The building codes adopted by Section 109-31(a) are amended as follows:

(i) The following codes that are referenced in this Section [A]101.4 of the ICC Building Code are not adopted: (a) the International Property Maintenance Code referenced in Section 101.4.4; and (b) the International Existing Building Code referenced in Section 101.4.7.

(ii) Section [A] 109.2 of ICC Building Code & Section R108.2 of IRC are hereby repealed and are replaced in their entirety with the following:

**Schedule of Permit Fees.** On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee or fees as set forth in City Code Section 14-1 shall be paid at the time of filing application, in accordance with such fee schedule as shall be set from time to time by the city council. A list of such fees shall be kept on file in the city clerk's office.

(iii) Sections [A] 111.1 of ICC Building Code & R110.1 of IRC are hereby repealed and are replaced in their entirety with the following:

**Use and occupancy.** No residential building or structure shall be used or occupied, and no change in the existing occupancy classification of a residential building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy which has been signed by the building official and the City Manager. No commercial building or structure shall be used or occupied, and no change in the existing occupancy classification of a commercial building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy which has been signed by the building official, the fire official, and the City Manager. A certificate of occupancy shall not be issued until after the City Manager shall have determined that the building conforms to all provisions and regulations of the city with respect thereto, including its use under the zoning ordinances of the city. A certificate of occupancy (whether a temporary certificate of the regular certificate) issued without the signature or the building official, fire official (in the case of commercial buildings), and the City Manager shall not be deemed to be a certificate of occupancy issued under this code or under the city's zoning ordinance.

(iv) Sections [A] 113 of ICC Building Code & R112 of the IRC are hereby repealed and are replaced in their entirety with the following:

Appeals regarding the application of the adopted building codes may be presented to the City Manager for consideration. The City Manager may elect to render a decision on such appeal or remand the appeal to the board of zoning adjustment. In cases where the appeal is heard by the City Manager and a decision is rendered, the appellant, if not satisfied with the decision, may then appeal to the board of zoning adjustment.

The board of zoning adjustment of the City of Mountain Brook, Alabama, as said board is prescribed by Section 11-52-80 Code of Alabama (1975), as amended, shall constitute a board of adjustments and appeals under these codes.
(v) Sections [A]114.4 of ICC Building Code & R113.4 of IRC are hereby repealed and are replaced in their entirety with the following:

**R113.4 Violation Penalties.** Any person who violates a provision of these codes or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of these codes, shall be subject to penalties as prescribed by law.

In instances where a person commences work prior to making application for a required permit, all applicable permit fees shall be doubled. Once notified in writing by the building official of the City that a report or building permit application must be submitted, such person must submit such report within ten (10) days. Persons who fail to make such report within the time period required shall be subject to additional penalties as provided under Sec. 1-6.1 of the City Code and by §13A-10-4 of the Code of Alabama.

(vi) Chapter 11 of IRC is adopted except as follows: (a) notwithstanding any provisions contained in Chapter 11 or elsewhere in the IRC, the Energy Efficiency requirements in the IRC shall not be applicable to the repair, renovation, alteration or reconstruction of existing buildings and structures; and (b) the minimum standards for insulation to be used in connection with the repair, renovation, alteration or reconstruction of existing buildings and structures shall not be less than R-30 for ceiling spaces, R-13 for walls and R-19 for floors.

(vii) Section P2904 of the IRC- Dwelling Unit Fire Sprinkler Systems is adopted, but amended by adding the following provision as P2904.8.9:

**P2904.8.9 Residential Sprinkler Exemption.** Notwithstanding any provision in this Section P2904 or elsewhere in the IRC, any homeowner, upon application to the City's building official, may request an exemption to the sprinkler system requirements of P2904.1 for a dwelling and such exemption shall be granted upon satisfaction of each of the following:

a. The applicant must either confer with the City Fire Marshal or his or her designee about the benefits of installing a residential fire sprinkler system or review presentation materials developed by the Fire Marshal concerning sprinkler systems;

b. The applicant must certify that he or she has met the requirements in subsection (a) above, and fully understands and acknowledges the risks of opting not to install a residential fire sprinkler system;

Exceptions:

i. No exemption shall be granted for any dwelling constructed less than 5 feet from the property line; and

ii. No exemption shall be granted for 2-family or more dwelling units.

(viii) Section 506.2.1 of the 2018 IRC is adopted but is amended by adding the following language to such section:

Fill depths between 24-60" shall be permitted where fill consists of #57 compacted gravel stone backfill and where #4 rebar on 16" center tied in both directions or other approved reinforcement material, as specified by an engineer's report, is utilized."

Section 2. Section 109-56 of the City Code is repealed and replaced with the following:

The National Electrical Code. 2017 Edition, published by the National Fire Protection Association and available for purchase from the National Fire Protection Association, 1 Batterymarch Park, Quincy, MA, is hereby adopted by reference as though it were set forth fully herein as the electrical code of the city.”

Section 3. Section 109-195 of the City Code is repealed and replaced with the following:


(a) Except as provided herein, the International Fuel Gas Code - 2018 Edition (the "Gas Code") and International Mechanical Code - 2018 Edition (the "Mechanical Code"), both published by International Code Council ("ICC") and available for purchase at 900 Montclair Road, Birmingham, Alabama, are hereby adopted as the gas and mechanical code of the city by reference as though they were set forth fully herein.

(b) The Gas Code and the Mechanical Code, adopted by Section 109-195 are amended as follows:

(i) Sections [A] 106.6.2 of Gas Code & [A] 106.5.2 of Mechanical Code are hereby repealed and are replaced in their entirety with the following: Schedule of Permit Fees. On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee or fees as set forth in City Code Section 14-1 shall be paid at the time of filing application, in accordance with such fee schedule as shall be set from time to time by the city council. A list of such fees shall be kept on file in the city clerk's office.

(ii) Sections [A] 108.4 of Gas Code & Mechanical Codes are hereby repealed and are replaced in their entirety with the following:

[A] 108.4 Violation Penalties. Any person who violates a provision of these codes or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

In instances where a person commences work prior to making application for a required permit, all applicable permit fees shall be doubled. Once notified in writing by the building official of the City that a report or building permit application must be submitted, such person must submit such report within ten (10) days. Persons who fail to make such report within the time period required shall be subject to additional penalties as provided under Sec. 1-6.1 of the city code and by §13A-10-4 of the Code of Alabama.

(iii) Sections 109 of Gas Code & Mechanical Code are hereby repealed and are replaced in their entirety with the following:

Appeals regarding the application of the adopted building codes may be presented to the City Manager for consideration. The City Manager may elect to render a decision on such appeal or remand the appeal to the board of zoning adjustment. In cases where the appeal is heard by the City Manager and a decision is rendered, the appellant, if not satisfied with the decision, may then appeal to the board of zoning adjustment.

The Board of Zoning Adjustment of the City of Mountain Brook, Alabama, as said board is prescribed by Section 11-52-80 Code of Alabama (1975), as amended, shall constitute a board of adjustments and appeals under these codes.”

Section 4. Section 109-227 of the City Code is repealed and replaced with the following:

(a) Except as provided herein, the International Plumbing Code - 2018 Edition published by International Code Council ("ICC") (the "Plumbing Code") and available for purchase at 900 Montclair Road, Birmingham, Alabama, is hereby adopted as the Plumbing Code of the city by reference as though it were fully set forth herein.

(b) The Plumbing Code adopted by Section 10—227(a) is amended as follows:

(i) Section [A] 106.6.2 of Plumbing Code - Fee Schedule. This Section is not adopted in the form proposed by the ICC, and is replaced in its entirety with the following:

Schedule of Permit Fees. On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee or fees as set forth in City Code Section 14-1 shall be paid at the time of filing application, in accordance with such fee schedule as shall be set from time to time by the city council. A list of such fees shall be kept on file in the city clerk's office.

(ii) Section [A] 108.4 of Plumbing Code is hereby repealed and is replaced in its entirety with the following:

[A] 108.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

In instances where a person commences work prior to making application for a required permit, all applicable permit fees shall be doubled. Once notified in writing by the building official of the City that a report or building permit application must be submitted, such person must submit such report within ten (10) days. Persons who fail to make such report within the time period required shall be subject to additional penalties as provided under Sec. 1-6.1 of the City Code and by §13A-10-4 of the Code of Alabama.

(iii) Section 109 of Plumbing Code is hereby repealed and is replaced in its entirety with the following:

Appeals regarding the application of the adopted building code may be presented to the city manager for consideration. The City Manager may elect to render a decision on such appeal or remand the appeal to the board of zoning adjustment. In cases where the appeal is heard by the City Manager and a decision is rendered, the appellant, if not satisfied with the decision, may then appeal to the board of zoning adjustment.

The board of zoning adjustment of the City of Mountain Brook, Alabama, as said board is prescribed by Section 11-52-80 Code of Alabama (1975), as amended, shall constitute a board of adjustments and appeals under this code.

(iv) Section 410.3 of the Plumbing Code is amended to add the following as Subpart "3" under Exceptions:

3. An approved water cooler with an accessible approved spout height and a bottled water dispenser and permanent affixed cup or water bottle holder shall be permitted to be substituted for a standard high low water cooler fixture complying with 410 in instances where the space is shown to be limited. Such substitution shall only be permitted where the update is part of renovation of an existing group B or M business space.

Section 5. This ordinance is cumulative in nature and is in addition to any power and authority which the City of Mountain Brook may have under any other ordinance or law.
Section 6. If any part, section or subdivision of this ordinance shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this ordinance, which shall continue in full force and effect, notwithstanding such holding.

Section 7. Any provisions herein that the City has adopted that deviate from the Technical Codes that are adopted by reference shall prevail over any conflicting provision of those Technical Codes. All other ordinances or parts of ordinances heretofore adopted by the City Council of the City of Mountain Brook, Alabama, which are inconsistent with the provisions of this ordinance, are hereby expressly repealed.

In addition, when a provision in the adopted Technical Codes or this Ordinance refers to the duties of certain named officials, the official of the City of Mountain Brook, Alabama whose duties most closely correspond to those of such named official shall be deemed the official responsible for the enforcement of said provision.

Section 8. The effective date of this Ordinance shall be January 1, 2020.
Sam Gaston

From: Sam Gaston
Sent: Monday, October 14, 2019 4:47 PM
To: Howell, Alvin; Yoon; Ricca, Tathe
Subject: FW Between 3428-3430 Mountain Brook Circle

There is a utility pole between 3428-3430 Mountain Brook Circle. Here is a photo. It is between the concrete block apartment on this short cul-de-sac off of Heathwood Road. Behind the utility pole is a walking path from Mountain Brook Village to Heathwood and Mountain Brook Elementary School and Field. Can a street light go on this pole and be turned over the path, not towards the apartments?

Sam S. Gaston

City Manager
City of Mountain Brook, AL
56 Church Street
P.O. Box 130028
Mountain Brook AL 35213
(205) 802-3803 Phone
(205) 870-5777 Fax

---Original Message---
From: Sam Gaston [mailto:samgaston@mountainbrook.org]
Sent: Monday, October 14, 2019 3:37 PM
To: Sam Gaston
Subject: Between 3428-3430 Mountain Brook Circle
Traffic Island Policy Worksheet

Island Location: Brook Manor Drive
Area of Island: 271 sq ft
Max City Contribution: $1,000

Other Details:
The street median in the back of the cul-de-sac, therefore the current island is not level. The curb will be redone, raising one end, to make the surface of the island flat. We will create two steps in the tall end of the curb, facing the entrance to the cul-de-sac.

Materials needed

<table>
<thead>
<tr>
<th>Material</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Brick Pavers</td>
<td>555 sq ft</td>
<td>$457</td>
</tr>
<tr>
<td>Dwarf Mondo</td>
<td>188 plants</td>
<td>$170</td>
</tr>
<tr>
<td>Base material/anchors</td>
<td></td>
<td>$200</td>
</tr>
</tbody>
</table>

Total Cost: $1,267

Traffic Island Policy Worksheet

Construction Issues/Comments/Adjustments

Before Picture:

After Picture:

Resident Contact Information
- Tommy Tucker: tommytucker@gmail.com
- Philip Young: bryanyoung@gmail.com
- Elizabeth Tynes: eliza.tynes@gmail.com

Partnership Agreement
Public Works will do the curbing work.
Park and Rec will install the pavers and dwarf mondo grass.
The HOA will donate $300 to the city and maintain the island as they have been doing.
The HOA will replace the existing benches. They are looking to add benches like the ones we use in the parks. We will anchor them to the ground.

Island Committee Comments
Aires, Ro, and I met with the residents initially. We discussed raising the curb and different materials to use such as brick, stone, crushed stone, different ground covers, etc.
The residents decided that they preferred the brick and mondo to match their driveways. So recommended the crushed stone over the whole area, but made the suggestion for the brick to be 5 ft wide and do the center in mondo. No one objected to this plan.

True Commission Members: Ro Holman and Elizabeth Payner
Park Board Members: Helen Drennen and Aimee Renee
Others: Meda Williams

Police Department Comments
Lt. Jason Carmichael responded by email that he does not see an issue with this plan.

Council Comments: __________________________

Amount approved: __________________________
MINISTER WORKERS COMPENSATION FUND, INC.

E.D. Box 1170 • 533 North Avenue • Minneapolis, MN 55402
Phone 612-230-2300 • Fax 612-230-2309
Kansas City 816-766-6100

DATE: November 12, 2019

To: All Members of MWC, Inc.

From: Richard Butcher, MWC Operations Manager

SUBJECT: Premium Overcharges for the 2020 Last Year

The Board of Directors of the Municipal Workers Compensation Fund, Inc. (MWC) met on October 31st and approved premium discounts for those members that complied to certain safety guidelines, establish a medical protocol and adopt a drug and alcohol testing program that is 6th amendment compliant. A three (3) percent discount will be given for each program. Members that adopt all three programs will receive a ten (10) percent discount instead of a five (5) percent. For this past year, 56% of MWC members took advantage of this 10% discount! For those members who have already adopted a medical protocol and/or a drug and alcohol testing program in prior years an action needs to be taken to receive the discount for these programs. The safe workplace guidelines must be submitted annually, must be reviewed annually. If it is signed and returned by December 15th, the discount will appear on the initial billing for 2020.

In order to receive this discount, you must review the attached document(s) carefully. Please make a copy of your file and then return the completed forms to MWC at the above address or by phone at 612-230-2300. 2020 Safe Workplace Guidelines must be in our office no later than February 1, 2020 for the discount to apply. This discount may be for forms received after that date.

For more details, see the article in the Fall 2019 issue of Risk Management Solutions related to you last month or download at www.mincf.org.

11. Evaluate all exceptions to issue proper warning and driving privileges or suspensions in place and provide employee training on the proper use of recording equipment
12. Police service, armed and unarmed employees should thoroughly train in the same safety standards policies in police employees.

An individual who tests positive for a violation of the policy, will not be employed by the organization.

MOTOR VEHICLES

15. Establish a written policy concerning proper maintenance and safety equipment checks to be observed by all employees.

16. Evaluate traffic safety programs using the DOT guidelines and institute employee training on safe maneuver in traffic.

POLICY DEPARTMENTS WHERE APPLICABLE

31. Ensure that all police officers have valid state driving licenses and remain valid for the duration of their employment.

32. Ensure that all police officers are properly trained in the use of their equipment and are familiar with the procedures for their use.

33. Ensure that all police officers are aware of all state and federal laws regarding motor vehicle safety.

34. Ensure that all police officers are aware of all state and federal laws regarding motor vehicle safety.

The undirected family to the Municipal Workers Compensation Fund, Inc. is the only company to implement the following safety standards that are specific to the municipal entity:

GENERAL SAFETY GUIDELINES
1. At least one (1) employee must be assigned to some form of safety training.
2. Employees must have a basic understanding of the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual.
3. Employees must have a basic understanding of the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual. Employees must read and understand the guidelines presented in this manual.
AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 2
1. Background Data. Additional Design Services for Additions of Steel Truss Bridge Railings and
demolition of existing pedestrian bridge and precast concrete bridge piers for 2019 Rebuild
Alabama grant application
Effective Date of Owner-Engineer Agreement: December 12, 2016
Owner: City of Mountain Brook, AL
Engineer: Gresham Smith
Project: Design Services for Bridge Replacement on Caldwell Hill Road Bridge over Little
Shades Creek
2. Description of Modifications: (Check only those that are applicable. Refer to paragraph numbers
used in the agreement or previous amendment for clarity with respect to the modifications to be
made. Use paragraph numbers in the document for ease of reference herein and in future
modifications or amendments.)
   a. Engineer shall perform or furnish the following Additional Services: 1) Design and
      engineering of new bridge deck and sidewalks on the roadway side, including new
      pedestrian bridge railings and sidewalks on the roadway side. This work is
      included in the scope of work of the City of Mountain Brook, AL, Project No. 42403.30
      and is subject to the $125,900 Additional Design Fee in Paragraph 3.
   b. Engineen shall perform or furnish the following Additional Services: 2) Design and
      engineering of new bridge deck and sidewalks on the roadway side, including new
      pedestrian bridge railings and sidewalks on the roadway side. This work is
      included in the scope of work of the City of Mountain Brook, AL, Project No. 42403.30
      and is subject to the $125,900 Additional Design Fee in Paragraph 3.
3. Agreement Summary (Referenc only):
a. Original Agreement Amount: $159,900
b. Not charged for prior amendments: $53,700
c. This Amendment Amount: $125,900
d. Adjusted Agreement Amount: $341,500

Gresham Smith
October 29, 2019
Mr. Sam Gaston, City Manager
City of Mountain Brook
10 Church Street
Mountain Brook, AL 35213
Subject: Bridge Replacement on Caldwell Hill Road over Little Shades Creek
Mountain Brook, AL
Gresham Smith Project No. 42403.30
Dear Mr. Gaston:

As you are aware, all of the citizens that attended the recent Public Involvement meetings
were very enthusiastic about the proposed project and the proposed design. It is our understanding
that the proposed design will accommodate the needs of the community, while also providing
adequate safety and accessibility. We are pleased to have the opportunity to work with you and
the City of Mountain Brook on this project.

Please find the project schedule and budget attached to this letter. We have included a
summary of the key activities and milestones, as well as the estimated costs associated with

Gresham Smith
5900 Grandview Parkway
Suite 300
Birmingham, AL 35243
205.298.2690
GreshamSmith.com

J:\Minutes & Agendas\Council\2019\20191112 Minutes.doc

Gresham Smith
November 12, 2019

Exhibit F - Amendment to Owner-Engineer Agreement

EXHIBIT F
Additional engineering fees for roadway and bridge planning:
- $5,000 for design
- $2,000 for construction
- $10,000 for field services
- $3,000 for technical services
- $1,000 for administrative services
- $2,000 for permit services
Total: $21,900

Gresham Smith
November 12, 2019

Exhibit F - Amendment to Owner-Engineer Agreement

EXHIBIT F
Additional engineering fees for roadway and bridge planning:
- $5,000 for design
- $2,000 for construction
- $10,000 for field services
- $3,000 for technical services
- $1,000 for administrative services
- $2,000 for permit services
Total: $21,900

Gresham Smith
November 12, 2019
Rebuild Alabama Act Annual Grant Program Fiscal Year 2020 Program Guidelines

This document contains information regarding the Rebuild Alabama Act (RAA) Annual Grant Program for the Fiscal Year (FY) 2020. The RAA Annual Grant Program is administered by the Alabama Department of Transportation (ALDOT). Prospective project-sponsoring governmental agencies are encouraged to thoroughly review this document, as well as the FY 2020 RAA Annual Grant Program Application and FAQ documents, when considering developing a project application.

A. ELIGIBILITY:
Any political subdivision of the State of Alabama (Municipal and County Governments) is eligible to apply for funding under the RAA Annual Grant Program.

Project applications may be submitted for the improvement of any road or bridge owned and maintained by the applicant that is open to public traffic.

The final eligibility of applications and proposed project activities will be determined by ALDOT upon evaluation of the application submitted.

B. COMPETITIVE SELECTION
RAA Annual Grant Program funds are awarded through a competitive project selection process.

C. PROJECT FUNDING:
The RAA Annual Grant Program was established by Legislative Act #210-92. The program allocates no less than $10 million annually to eligible projects as identified by ALDOT during a fiscal year.

The minimum funding provided to any project in FY2020 will be $250,000.00.

RAA Annual grant program funding is only available for eligible construction activities. No Preliminary Engineering, Right-of-Way, Utility Relocation, Construction Inspection or Environmental Mitigation costs will be eligible.

RAA Annual Grant Program awarded funds will be issued to the sponsoring agency either (1) upon ALDOT’s receipt of a Notice of Award from the sponsoring agency to the contractor, or (2) upon ALDOT’s receipt of a Purchase Order (PO) from the sponsoring agency issued against a valid, eligible in-place bid contract.

RAA Annual Grant Program awarded funds cannot be transferred to another project and may only be used to fund improvements consistent with the intent of the original project application.
ALABAMA DEPARTMENT OF TRANSPORTATION

This document provides the format in which the required information is to be included in all applications seeking consideration for the Rebuild Alabama Act (RAA) Grant Program. Applicants may develop and prepare their own applications; however, the applications (A through H) shall be submitted with supporting materials/receipts included. Prospective project sponsors governmental agencies are encouraged to review the FY 2020 RAA Annual Grant Program Guidelines when considering the development of applications. Sponsors will be required to submit the original application and 3 color copies to the ALDOT Local Transportation Bureau no later than November 20, 2019.

A. Sponsoring local governmental entity

Sponsor Entity: ____________________________

Officer: ____________________________

Title: ____________________________

Address: ____________________________

Phone: ____________________________

Email: ____________________________

Project Manager: ____________________________

Title: ____________________________

Address: ____________________________

Phone: ____________________________

Email: ____________________________

B. Briefly describe the proposed project improvements, identifying the points of origin, destination and all intermediate points of access. Detail the intended use of the project.

REBUILD ALABAMA ACT ANNUAL GRANT PROGRAM

FREQUENTLY ASKED QUESTIONS

What is the RAA Annual Grant Program? The RAA Annual Grant Program is an ALDOT administered transportation infrastructure grant program for projects of local interest created in the Rebuild Alabama Act of 2019.

What projects are eligible? Project applications may be submitted for improvements in any classified road or bridge open to public traffic.

Who may apply? Any local governmental entity (county or municipality) within the State of Alabama.

How much funding can be requested? The maximum awarded amount of funding per project is subject to change for any fiscal year. Please refer to the current fiscal year’s procurement guidelines.

Can the total cost of a project exceed the maximum awarded amount? Yes, however any overrun in the total project costs above the amount awarded shall be the responsibility of the sponsor.

Is a sponsor funding match required? There is no funding match required by the sponsor. However, projects containing a commitment to partial local funding may be given favorable consideration.

Will a sponsor have to pay a sales tax? No, the RAA Annual Grant Program is a “state reimbursement program” and therefore ALDOT will pay for the match. Awarded funds will be issued to the sponsoring agency (a) upon ALDOT’s receipt of a Notice of Award from the sponsoring agency to the contractor, or (b) upon ALDOT’s receipt of a Purchase Order from the sponsoring agency issued against an in-place annual bid.

How many applications can I submit? Local project sponsors may only submit one application per application cycle. Once an application is selected, a local project sponsor may not submit another application until the awarded project has been let to contract or a purchase order issued against an in-place bid.

How long is the funding available? Funds are available for 1 year from the date of award. Funds awarded but not let to contract or paid in a purchase order issued against an in-place bid within 1 year are subject to rescission. If a project is in danger of exceeding the 1-year funding deadline, an extension request must be submitted by the sponsor and may be approved by ALDOT prior to the expiration of the funding deadline.

Who is responsible for preliminary engineering? The sponsor will be responsible for the cost of all required preliminary engineering activities in accordance with program requirements at no cost to the project. This includes, but is not limited to, costs associated with preparing the application, project development, environmental clearance, design, and contract letting. Furthermore, the sponsor is responsible for any environmental assessments, clearances, and permitting which may be required. Projects including preliminary engineering will be held to the funding deadlines established in the Annual Grant Program Guidelines.
Can a sponsor use an inplace award bid to purchase materials and use their own forces to place the materials? Yes, but only the cost of the materials that were purchased through the inplace award bid would be eligible for reimbursement. The cost of the sponsor’s forces (labor and equipment) would not be eligible for reimbursement under this program.

Who is responsible for construction engineering and inspection? The sponsor will be responsible for the construction engineering and inspection (CEI), as well as the testing and inspection of materials, as required by program specifications.

How does the RAA Annual Grant Program affect other Federal/State Funded Programs? Projects identified to receive other sources of Federal and/or State funds may be supplemented with annual grant funds where allowed by ADOT. If Annual Grant Program Funds are administered with Federal Funds, the more restrictive Federal requirements shall apply to the Annual Grant Program Funds as well.

Due to the funding restrictions placed on Annual Grant projects, what potential losses should be taken into consideration when developing applications?

- Right-of-way acquisition or easement/permitting
- Environmental impacts
- Fiscal capability and the sponsoring agency’s ability to provide funds to cover overages

How do I apply? Local project sponsors may apply for annual grant funding by submitting a complete and accurate project application. Detailed Annual Grant Program Guidelines and an Annual Grant Application can be found on the Annual Grant webpage: [https://www.dot.state.az.us/RAA/AnnualProgram/](https://www.dot.state.az.us/RAA/AnnualProgram/)

Who will select projects for funding? Applications will be accepted, reviewed, and ranked by ADOT through a competitive selection process.

When will applicants know they have a project selected for funding? Local project sponsors shall be notified in writing consistent with the deadlines established for each round of allocation.
Job Title: Payroll Specialist
Class Number: 01015
Grade: 18

Summary:
Under general supervision, this position performs complex and specialized work related to the preparation, processing, and maintenance of a jurisdiction's payroll, including the entry of employee-related data into a mainframe or other information system necessary for maintaining accurate payroll/personnel records and for reporting to internal and external constituencies. This classification has sole responsibility for accurately processing all payroll data where a vendor or other liaison is not utilized.

Typical Job Duties
Maintains and processes documents related to employees' pay, benefits and compensated leave.
Maintains and processes documents related to employees' pension.
Ensures the appropriate amount of funds for taxes, benefit payments and other expenses are deducted from employees' paychecks and sent to the appropriate recipients.
Prepares, updates and maintains electronic and paper personnel records for the jurisdiction, such as Personnel Actions (PAs) and performance evaluations.
Provides information about the jurisdiction's personnel policies, programs, benefits and employees to internal and external entities when appropriate requests for information are received.
Conducts orientation meetings for new employees by providing important information about pay and benefits to the new employees and assisting them with the completion of various paperwork.
Prepares and submits reports to appropriate organizations (IRS, State of Alabama) to comply with employment regulations.
Under general supervision, this position performs complex and specialized work related to the preparation, processing, and

COMPETENCIES:
Cognition, Learning, & Memory.
Computer & Technology Operations.
Mathematical & Statistical Skills.
Oral Communication & Comprehension.
Planning & Organizing.
Policies & Procedures.
Professionalism & Integrity.
Researching & Referencing.
Reviewing, Inspecting & Auditing.
Self Management & Initiative.
Sensory Abilities.
Teamwork & Interpersonal.
Technical & Job-Specific Knowledge.
Technical Skills.
Written Communication & Comprehension.

Minimum Qualifications
The following section provides the minimum qualifications necessary for appointment to this job. Applicants must meet or exceed these qualifications in order to be considered eligible for employment consideration.

Experience processing an organization's payroll using a Payroll or Human Resources Information System (e.g. Abra, QuickBooks, Ceridian).
Experience calculating and reconciling wages and taxes for completing tax reports for Federal, State, and County governments (e.g.
Experience interpreting deduction codes and tax codes (e.g., interpretation of employees FICA, Section 125, Flexible Spending, pension accounts, etc.).
Experience reviewing or calculating time and attendance according to wage and hour laws (e.g. Fair Labor Standards Act).
Experience using common office software (e.g., spreadsheets to include development of formulas, word processing documents).

PREFERRED QUALIFICATIONS:
Certified Governmental Accounting Technician.
Completed payroll seminars and courses for updated knowledge on payroll laws and regulations (e.g. Fred Pryor Courses).
Experience using budgeting in regards to payroll and fringe benefits (e.g. FICA, health insurance, life insurance).
Experience maintaining and administering payroll documents for an organization's employees including 1-9 and Federal and State withholding tax forms.
Experience reconciling payroll liabilities and general ledger accounts.

DISCLAIMER: This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at the discretion of the Personnel Board at any time.

Compensable Factors
The following section provides the compensable factors for this job. These factors describe the experience and/or educational level typically possessed by incumbents within this job and are used to assist in determining the pay grade for the job and eligibility for certain premium pay. These factors are not necessarily requirements for employment.

High School Diploma or G.E.D. and three years of experience preparing and processing payrolls.

Survey Years
2019 - 2020
Class Title: Administrative Assistant

Class Number: 00066

Grade: 16

Summary:
Delivers a wide variety of non-routine administrative and support services requiring independent judgment and knowledge of detailed operations. Composes correspondence, prepares special reports and conducts research. May serve as the initial contact for supervisors and lead a small group of employees. Uses a computer to create moderately complex to complex databases, graphs, reports and spreadsheets.

Typical Job Duties
Greets visitors and callers, responds to their inquiries, and directs them to the appropriate location.
Communicates/collaborates with others (in person, over the phone, meetings, training) to obtain or convey information.
Schedules/coordinates events (e.g., meetings, appointments, travel, time-sensitive events) and prepares meeting spaces.
Processes forms, records, licenses, slides and/or other information to provide services and resources.
Maintains paper and electronic filing systems for records (medical, clerical, etc.), correspondence, and/or other material.
Corrects, sorts, distributes, posts, and prepares reports, documents, notices, slides and/or other information.
Composes documents by typing, transcription, writing, or compiling information and edits documents for accuracy and completeness.
Inputs, monitors, and analyzes data contained in tables, charts, maps and/or databases.
Handles payments, billing, and/or cash by calculating, collecting, posting, and/or balancing financial information.
Reviews financial records for arithmetic and clerical accuracy and conformity to rules, regulations, and laws.
Processes payroll deductions and deposits and manages merit increase records.
Manages and/or assesses inventory of materials, equipment, and supplies.

COMPETENCIES: Competencies are being developed.

Minimum Qualifications
The following section provides the minimum qualifications necessary for appointment to this job. Applicants must meet or exceed these qualifications in order to be considered eligible for employment consideration.
Regular employee (i.e., not probationary) in the Personnel Board of Jefferson County (PBJC) Merit System on or Before [announcement close date].
At least one year of experience on or before [Announcement close date] in one of the following classes: Administrative Clerk, Medical Clerk, Court Clerk, Office Assistant, Legal Secretary, Medical Secretary, Medical Records Clerk, Accounting Assistant I, or Accounting Assistant II.
Currently employed in one of the following classes: Administrative Clerk, Medical Clerk, Court Clerk, Office Assistant, Legal Secretary, Medical Secretary, Medical Records Clerk, Accounting Assistant I, or Accounting Assistant II.

PREFERRED QUALIFICATIONS:
High School Education.
Some College.
Several years of experience in Administrative field.
Advanced Experience using desktop computer software.

DISCLAIMER: This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at the discretion of the Personnel Board at any time.

Compensable Factors
The following section provides the compensable factors for this job. These factors describe the experience and/or educational level typically possessed by incumbents within this job and are used to assist in determining the pay grade for the job and eligibility for certain premium pay. These factors are not necessarily requirements for employment.
High School Diploma or G.E.D. and three years of responsible clerical experience with two years of at the Administrative Clerk level.

Survey Year:
2019 - 2020
Susan Elliott re-appointed to Library Board

1 message

Lindsey Gardner <lgardner@eolib.org>
To: Steve Boone <boones@mtnbrook.org>

Steve,

Susan Elliott is willing to serve another term. When appropriate, please add to the City Council agenda for approval.

Thanks,

Lindsey

Please note my new email address: lgardner@eolib.org

Lindsey Gardner, Director
Emmet O'Neal Library
50 Oak Street
Mountain Brook, AL 35213
205.445.1192
334.216.9464 cell
lgardner@eolib.org