

CITY OF LEEDS, ALABAMA REGULAR COUNCIL MEETING AGENDA

City Hall Annex - Meeting Room - 1412 9th St, Leeds, AL 35094 February 07, 2022 @ 6:00 PM

CALL COUNCIL MEETING TO ORDER

ROLL CALL / INVOCATION / PLEDGE OF ALLEGIANCE

APPROVE COUNCIL MINUTES

1. Minutes from January 18, 2022

REPORTS OF OFFICERS:

- 2. Mayor's Report: Mayor David Miller
- 3. Police Department: Chief Irwin
- 4. Fire Department: Chief Parsons
- 5. Library: Director Carden
- 6. Municipal Court: Magistrate Roberts
- 7. Development Services Department: City Administrator Watson

Over-time Report Willow Street Cemetery Paving Estimate

- 8. Public Works Department: Public Works Director Warren
- 9. Social Services Department: Director Bryan

February Calendars

OLD BUSINESS:

10. Resolution 2022-01-04: Consider Board Member nominations to Moton Foundation

NEW BUSINESS:

- 11. Resolution 2022-02-01: Consider Approval of Building Permit Checklist Form
- 12. Resolution 2022-02-02: Consider a Budget Amendment for the Leeds Jane Culbreth Public Library
- 13. Resolution 2022-02-03: Consider a Budget Amendment for the Police Department (Vehicles & Equipment)
- 14. Main Street presentation

PUBLIC COMMENTS

All comments are to be limited to 2 minutes

ADJOURNMENT

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 205-699-2585.

Page 1 of 1 Regular Council Meeting Agenda February 07, 2022

File Attachments for Item:

1. Minutes from January 18, 2022



CITY OF LEEDS, ALABAMA REGULAR COUNCIL MEETING MINUTES

City Hall Annex - Meeting Room - 1412 9th St, Leeds, AL 35094 January 18, 2022 @ 6:00 PM

CALL COUNCIL MEETING TO ORDER

Mayor David Miller called the meeting to order at 6:05 pm.

ROLL CALL / INVOCATION / PLEDGE OF ALLEGIANCE

PRESENT Mayor David Miller Council member Kenneth Washington Council member Eric Turner Council member Johnny Dutton Council member Angie Latta Council member Devoris Ragland-Pierce

INVOCATION Council member Kenneth Washington

PLEDGE OF ALLEGIANCE Mayor David Miller

APPROVE COUNCIL MINUTES

1. Minutes from January 04, 2022

Motion to approve minutes from January 03, 2022 made by Council member Turner, Seconded by Council member Dutton. Voting Yea: Mayor Miller, Council member Washington, Council member Turner, Council member Dutton, Council member Latta, Council member Ragland-Pierce.

REPORTS OF OFFICERS:

2. Mayor's Report: Mayor David Miller

Mayor Miller announced the City's auditor - Cork Hill & Company. Also, the proclamation for Ms. Riddlesperger is postponed due to sickness.

3. Police Department: Chief Irwin

Chief Irwin reported on a drug bust from this morning which netted 953 lbs. of drugs.

4. Fire Department: Chief Parsons

Chief Parsons was absent. Captain Courington had no report.

5. Library: Director Carden

Ms. Carden provided information on grant applications.

Page 1 of 3 Minutes of Regular Council Meeting January 18, 2022 6. Municipal Court: Magistrate Roberts

Absent

7. Development Services Department: City Administrator Watson

Mr. Watson had no report

8. Public Works Department: Public Works Director Warren

Mr. Warren had no report. Councilmember Kenneth Washington asked about dumping on Douglas Avenue.

9. Social Services Department: Director Bryan

Ms. Bryan had no report.

OLD BUSINESS:

There was none.

NEW BUSINESS:

10. Resolution 2022-01-03: Consider Adoption and Ratification of December 2021 City Expenditures/Payables

Motion to approve Resolution 2022-01-03 made by Council member Dutton, Seconded by Council member Washington. Voting Yea: Mayor Miller, Council member Washington, Council member Turner, Council member Dutton, Council member Latta, Council member Ragland-Pierce.

11. Resolution 2022-01-04: Consider Board Member nominations to Moton Foundation

Motion made by Council member Washington to table Resolution 2022-01-04 until the next meeting, Seconded by Council member Dutton. Voting Yea: Mayor Miller, Council member Washington, Council member Turner, Council member Dutton, Council member Latta, Council member Ragland-Pierce.

12. Resolution 2022-01-05: Consider Re-appointment to the City of Leeds Board of Education

Motion to approve Resolution 2022-01-05 made by Council member Turner, Seconded by Council member Ragland-Pierce. Voting Yea: Mayor Miller, Council member Washington, Council member Turner, Council member Dutton, Council member Latta, Council member Ragland-Pierce

13. Resolution 2022-01-06: Consider an Appropriation to Woman's Literary Club of Leeds

Motion to approve Resolution 2022-01-06 made by Council member Turner, Seconded by Council member Dutton. Voting Yea: Mayor Miller, Council member Washington, Council member Turner, Council member Dutton, Council member Latta, Council member Ragland-Pierce.

14. Ordinance 2022-01-01: Consider Annexation Petition

Motion for Unanimous Consent to consider Ordinance 2022-01-01 made by Council member Turner, Seconded by Council member Latta. Voting Yea: Mayor Miller, Council member Washington, Council member Turner, Council member Dutton, Council member Latta, Council member Ragland-Pierce.

> Page 2 of 3 Minutes of Regular Council Meeting January 18, 2022

Motion to approve Ordinance 2022-01-01 made by Council member Turner, Seconded by Council member Ragland-Pierce. Voting Yea: Mayor Miller, Council member Washington, Council member Turner, Council member Dutton, Council member Latta, Council member Ragland-Pierce.

PUBLIC COMMENTS

Ms. Donnice Ritch, 100 Willow Street, asked about the paving of her street. She has attended previous meetings regarding the conditions of her street. Ms. Ritch stated that they have lived there for thirty years without any work being done. Since the death of her mother (who lived there), Ms. Ritch is clearing property to direct the water from the mountain behind her. Mayor Miller stated that he will have the City's Engineer look at it again.

Mr. J. Mason Davis III, attorney for Moton Foundation Board of Directors, wants to reach out to Ex-Officio members for a meeting.

Jacob Myers, Parnell Drive, has interest in the City being designated as a Main Street community.

ADJOURNMENT

Motion to adjourn meeting made by Council member Turner. Voting Yea: Mayor Miller, Council member Washington, Council member Turner, Council member Dutton, Council member Latta, Council member Ragland-Pierce.

The meeting adjourned at 6:34 pm.

David Miller, Mayor

Attest:

Toushi Artbitelle, City Clerk

Page 3 of 3 Minutes of Regular Council Meeting January 18, 2022

File Attachments for Item:

7. Development Services Department: City Administrator Watson

Over-time ReportWillow Street Cemetery Paving Estimate

Department Hours- OT

From 01/11/22 to 01/24/22

Department	OT 166:13	COM 15:00	PDC 16:00	FDC 12:00	Totals 209:13
ADM-1	16:01				16:01
CRT-11		15:00			15:00
DEV-50	0:07				0:07
FIRE1-26	24:00			12:00	36:00
FIRE2-26	40:00				40:00
POL-22	80:58		16:00		96:58
STR-80	5:07				5:07

^{®]} HagerCo, LLC

Keith L. Hager, PE AL No. 24699

January 26, 2022

Mr. Brad Watson, City Manager City of Leeds, AL 1404 9th Street Leeds, AL 35094

RE: Willow Street Private Drive

Dear Brad;

As requested I have completed research concerning the End of Willow Street which serves 100 Willow Street. The Plat for the property was recorded in 1964. The Roadway ends at 108 &107 Willow Street and extends with a private Driveway to 100 Willow Street. The Existing driveway is approximately 10' wide and predominately chert with some gravel areas.

The Plat does provide for Right of Way extending NE in the General area of the Driveway, but there is no visible evidence that the original developers improved the road any farther than the existing pavement. The driveway is steep and appears to have some drainage problems often seen with steep slopes and open ditches.

As requested, I have estimated a cost required to construct a roadway to serve the single residential lot. The existing Drive appears to deviate from the right of Way and deflect right to avoid an existing embankment. In order to provide an idea of cost, I assumed improvement to a minimum standard of 18'-0" width, and ditch sections to match Willow Street. I have not completed any detailed design and the estimate should be considered approximate.

It would be my recommendation to require a Cul-De-Sac or Hammerhead (turnaround) which would be able to accommodate City Services vehicles. While not all City Streets

have these facilities, it has been my recommendation that any roads considered for improvement be required to install the means for turnaround.

I have included my budget estimate, and several maps for your information.

Submitted By: HagerCo, LLC

-14.

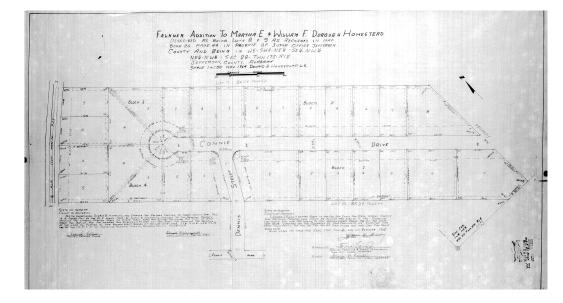
Keith L. Hager



Existing Private Drive



Current Tax Map



Recorded Plat - 1964

City of LeedsDate1/25/2022Willow Street Improvemetns to Serve Single Residence

Engineer's Estimate of Probably Constrcution Cost

	Description	Amount	Unit	Unit Cost	Total
	Clearing	1	LS	\$ 3,500.00	\$ 3,500.00
	Earthwork	750	CY	\$ 10.50	\$ 7,875.00
*	Utiltiy Relocation	1	LS	\$ 12,500.00	\$ 12,500.00
	Storm Drainage	1	LS	\$ 6,500.00	\$ 6,500.00
	Aggreagte Base (ALDOT 301A)	250	Tons	\$ 38.00	\$ 9,500.00
	Superpave Binder Layer(ALDOT 424B)	75	Tons	\$ 95.00	\$ 7,125.00
	SuperPave Wearing layer(ALDOT 424A)	45	Tons	\$ 110.00	\$ 4,950.00
	Labor Cost	1	LS	\$ 25,000.00	\$ 25,000.00
	Sub-Total				\$ 76,950.00
	Erosion Control	15.0%			\$ 11,542.50
	Eng / Layout				\$ 7,500.00
	Estimated Project Cost				\$ 95,992.50

* Power Poles may be relocated by Power Company. Could not locate Water service lines. Cost is approximate

City of Leeds, Alabama

Cedar Grove Cem.

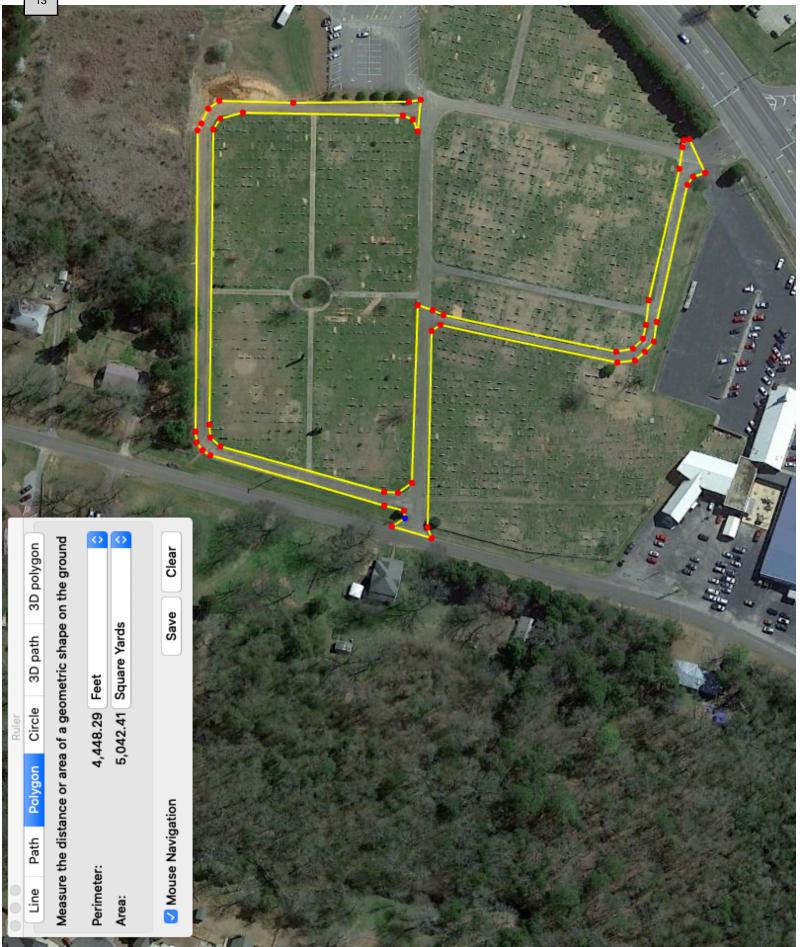
January 31, 2022

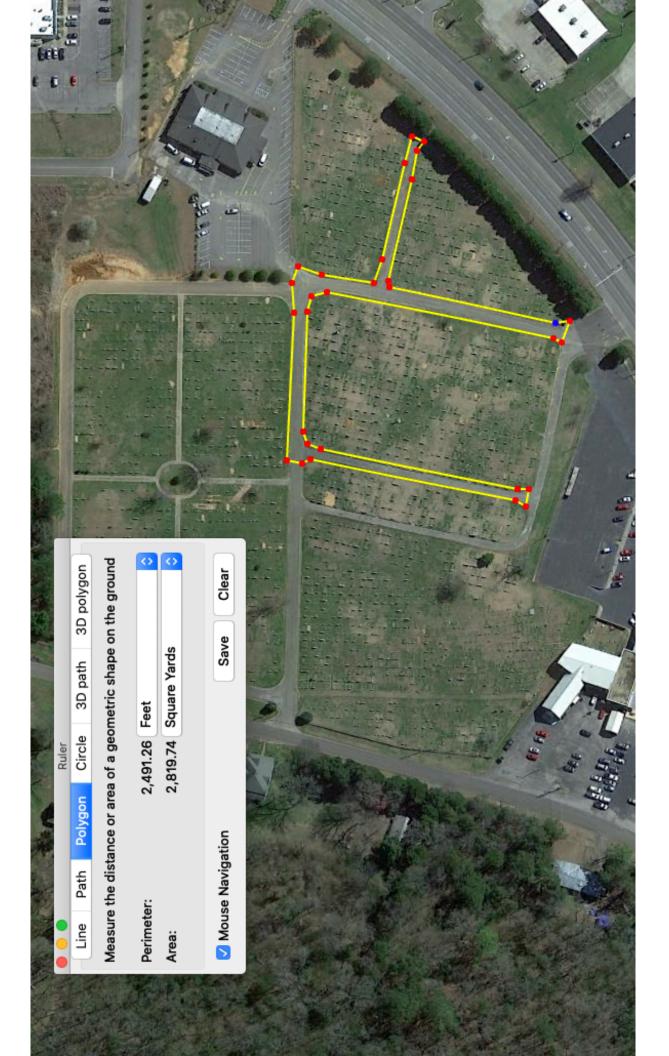
No. 1

1	Roadway				Are	a Repair		
	All interior Roads at Cedar Grove					350	SY	
					Are	a Overlay		
		Length				8,500	SY	
		620	ft	(LBS/SY)	YEIL	D BINDER	YEILI	D OVERLAY
						250		165
					1 +			
1	MOBILIZATION		LS	1	\$	10,000.00	\$	10,000.0
2	Milling of Existing Aspahlt, Hauling, and Cleanup		SY	50	\$	7.00	\$	350.0
3	Asphalt Binder Repair		TON	44	\$	135.00	\$	5,906.2
4	Aspahlt Binder => Materials		TON	44	\$	62.00	\$	2,712.5
5	Asphalt Seal Layer - 1-1/2" Thickness => Labor ONLY		TON	701	\$	56.00	\$	39,270.0
6	Aspahlt Seal => Materials		TON	701	\$	51.00	\$	35,763.7
							\$	94,002.5
	Constrcution Contingency			10.0%			\$	9,400.2
	Engineering Design			9.4%			\$	8,836.2
	Constrcution Admin/Inspection			6.0%)		\$	5,640.1

Total Project Budget

\$ 117,879.14





9. Social Services Department: Director Bryan

February Calendars

February 2022 ~ Senior Center Monday ~ Thursday, 10:00 am to 2:00 pm (205)699.0910

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Game Day~ Lunch (\$2)	2 Exercise 10:45 Lunch (\$2) Line Dancing @ 12:30	3 Art with Karen Lunch (\$2) RSVP required	4	
6 Art of Leeds HS Leeds Arts Ctr. Free 1:30 - 3:30	7 Exercise 10:45 Lunch (\$2) Bible Study	8 Game Day~ Lunch (\$2)	9 Exercise 10:45 Lunch (\$2) Line Dancing @ 12:30	10 Art with Karen Lunch (\$2) RSVP required	11 Earthborn Pottery Pottery Lesson 2:00 - 4:00 RSVP Required	12
13	14 Exercise 10:45 Lunch (\$2) Bible Study	15 Game Day~ Lunch (\$2)	16 Exercise 10:45 Lunch (\$2) Line Dancing @ 12:30	17 Lunch (\$2) Evening Activity Steel Magnolias	18	19
20	22 HAPPY PRESIDENT'S DAY	22 Game Day~ Lunch (\$2)	23 Exercise 10:45 Lunch (\$2) Line Dancing @ 12:30	24 Birthday Celebration	25	26
27	28 Exercise 10:45 Lunch (\$2) Bible Study	Bible Study wi	Paul ~ Mondays, Wed th Pastor Chuck ~ M uncing ~ Wednesdays	ondays @ 12:15		

Leeds Senior Center Newsletter

February, 2022



Welcome to the Leeds Senior Center!

The Center is a great environment of which to be a part. This brief newsletter and calendar is a handy reminder of our regularly scheduled activities; with some specific things noted:

- The Center is open Monday thru Thursday, 10:00 am to 2:00 pm
- We will be closed on Monday, February 21 in observance of President's Day
- Lunch is served at 11:30 each day, and the cost is \$2 per person
- All activities at the Center are meant to be fun, enjoyable and optional
- Regular Activities include Exercise led by Paul Zuckerman on Mondays and Wednesdays at 10:45; Bible study led by Pastor Chuck Kakul on Mondays at 12:15; and Line Dancing on Wednesdays at 12:30
- Tuesday is game day favorites include Dominos, Phase 10, Sequence and BUNCO
- On Thursdays we have Karen Carroll leading our art class; dates are noted on the calendar
- We are excited to be going to see *Steel Magnolias* February 17, and we are taking a pottery class at Earthborn on February 11 (RSVP required for both)
- The telephone number for the Center is 205.699.0910.
- If you are joining us at the Center for the first time, please make sure your name is on the lunch list or call the Center at 205.699.0910 to let us know you're on the way

See you at the Center.

Audrei

February 2022 ~ Menu Monday ~ Thursday, 10:00 am to 2:00 pm (205)699.0910

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Chick Fil A Lunch (\$2)	2 Chic - Dumplings English Peas Braised Cabbage Cupcakes	3 Art with Karen Lunch (\$2) RSVP Required	4	
6 Art of Leeds HS Leeds Arts Ctr. Free 1:30 - 3:30	7 Pulled Pork Mashed Potatoes Corn Chocolate Pie	8 Chick Fil A Lunch (\$2)	9 Spaghetti Zucchini Broccoli Salad Choc. Choc. Chip	10 Art with Karen Lunch (\$2) RSVP Required	11 Earthborn Pottery Pottery Lesson 2:00 - 4:00 RSVP Required	12
13	14 Honey Must Chic Mashed Potatoes Brussel Sprouts Fried Apples	15 Chick Fil A Lunch (\$2)	16 Chicken Curry Basmati Rice Spinach	17 Lunch (\$2) Evening Activity Steel Magnolias	18	19
20	22 HAPPY PRESIDENT'S DAY	22 Chick Fil A Lunch (\$2)	23 Ham Sweet Pot Cass Cornbread Dress. Key Lime Pie	24 Birthday Lunch RSVP Required	25	26
27	28 Sloppy Joes Mac & Cheese Marinated Slaw Cookies	Bible Study with	aul ~ Mondays, Wedi h Pastor Chuck ~ Ma ncing ~ Wednesdays	ondays @ 12:15		

File Attachments for Item:

10. Resolution 2022-01-04: Consider Board Member nominations to Moton Foundation

CITY OF LEEDS

RESOLUTION NO.: 2022-01-04

CITY OF LEEDS BOARD MEMBER NOMINATIONS TO MOTON FOUNDATION

WHEREAS: The Council of the City of Leeds, Alabama previously made certain findings and determinations in regard to the Board of Directors of the Moton Center Educational Foundation, to wit:

- 1. We hereby vote NO CONFIDENCE in the "group" that currently refers to itself as the board of directors of the Moton Foundation.
- 2. We hereby declare the actions of this "group" WITHOUT AUTHORITY in the eyes of the Council.
- 3. We hereby request this "group" to immediately CEASE and DESIST ANY AND ALL actions with regard to the Moton Foundation.
- 4. We hereby call for nominations for those citizens willing to serve as members of the subject Board and who are willing to work to reestablish the Board and to adhere to its original purpose.

WHEREAS: it is incumbent upon the City to act especially considering that the Council received no additional contact or information in regard to the requests previously made of this valued asset; and

WHEREAS, the City Council is acting on behalf of the citizens of Leeds, as the record owner of the restricted park property associated with the Moton Center, and as the nominating body for Ex Officio voting members of the subject Moton Center Educational Foundation Board; and

WHEREAS, the City publicized the need for candidates to make application for membership on the Moton Center Foundation Board of Directors, and five applications have been received; and

NOW THEREFORE: The Council of the City of Leeds does pass this resolution declaring as follows:

- 1. The above Recitals are true and correct and included herein this Resolution as if fully set forth.
- 2. The Mayor and the Mayor Pro Tempore' shall be the appointed Board representatives acting on behalf of the City.
- 3. The City appointed representatives shall request an official Moton Center Educational Foundation Board meeting to occur and to include invitations to all known elected and Ex Officio Board Members.
- 4. At the subject called Board meeting, nominations shall be presented for additional citizen Board members to the Moton Center Foundation Board based on the applications received to date by the City Council and any other nominations presented to the subject Board.

ADOPTED and APPROVED this the 7th day of February 2022.

CITY OF LEEDS, ALABAMA

DAVID MILLER, MAYOR	DATE	
ATTEST:	AYES:	
	NAYS:	
	ABSENT FROM VOTING:	
	ABSTAIN:	
TOUSHI ARBITELLE, CITY CLERK		

In my capacity as City Clerk of the City of Leeds, I hereby certify that the above Resolution was duly adopted by the City Council of the City of Leeds at a regular meeting held on the 7th day of February 2022.

City Clerk

CITY OF LEEDS, ALABAMA NOMINATION AND/OR REQUEST APPLICATIONS FOR APPOINTMENT TO CITY BOARDS Board(s) for which nomination is to be 1. 2. Name of Nom Surger Party they ! 습낢 3, Address Mailing Addre 4. Phone Number (hm.) 5. (wk.) 6. Place of Employment 7. Education 8. **Civic and Professional Activities** 9. List of City Boards Presently Serving Oi 10. List City Boards Previously Served On 11. Areas of Special Interest and/or Concerns Would Like to Nomination Submitted By 12. Anne Rids 3 8 Please forward this form to the City Clerk's office 8373 1" Avenue SE, Leeds 35094, 699-2585 or 699-6558 (fax), no later than the Tuesday prior to the City Council meeting for which this nomination is to be considered. If there are no vacancies on board(s) requested, your form will be kept on file to be considered at a later date. FOR OFFICE USE ONLY **Date Application Submitted:** Appointed to Date of Appointment Term Expires Reason for vacancy of position (select one of the following): Original Member Resigned New Board Other (list name of former member) If the position is to fill an expired term of a member, please list the name of the former member, 110102akd

	CITY OF LEEDS, ALABAMA
	NOMINATION AND/OR REQUEST APPLICATIONS FOR
	APPOINTMENT TO CITY BOARDS
1.	Board(s) for which nomination is to be
2.	Name of Nominee Margie J. Dauthard
3.	Address 7736 Martin Luther King DR.
4.	Mailing Address (if different) Spme
5.	Phone Number <u>205-585-3473</u> (hm.) (wk.)
6.	Place of Employment_Refired
7.	Education 12 ups of high School - 14ral/2 College
8.	Civic and Professional Activities None
9.	List of City Boards Presently Serving On
10.	List City Boards Previously Served On
11.	Areas of Special Interest and/or Concerns Board Member Moton Center
12.	Nomination Submitted By
ease fi ax), no	orward this form to the City Clerk's office, 8373 1st Avenue SE, Leeds 35094, 699-2585 or 699-6558 To later than the Tuesday prior to the City Council meeting for which this nomination is to be considered.
there	are no vacancies on board(s) requested, your form will be kept on file to be considered at a later date.
A	
ta Am	FOR OFFICE USE ONLY
	l to Date of Appointment Term Expires
	r vacancy of position (select one of the following): d Original Member Resigned Other
	d Other Other Other
•••	tion is to fill an expired term of a member, please list the name of the former member

....

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CITY OF LEEDS, ALABAMA
NOMINATION AND/OR REQUEST APPLICATIONS FOR APPOINTMENT TO CITY BOARDS
1. Board(s) for which nomination is to be 10N 3 or 11:21
 Board(s) for which nomination is to be <u>JAN 3 AF11:21</u> Name of Nominee <u>AUL C. DOUTHARD</u>
3. Address 7736 MARTIN LUTTER KING DR
4. Mailing Address (if different) SAME AS ABOUE
 Phone Number <u>26370.1937 (lim.)</u> <u>205699349</u> (wk.) Place of Employment <u>RETIRED</u>
7. Education HIGH SCHOOL GRAD - Some CONEAF
8. Civic and Professional Activities / DNE
 List of City Boards Presently Serving On
11. Areas of Special Interest and/or Concerns MOTON CENTER - RUSSELL HEights
12. Nomination Submitted By
<u>Please forward this form to the City Clerk's office</u> , 8373 1 st Avenue SE, Leeds 35094, 699-2585 or 699-6558 (fax), no later than the Tuesday prior to the City Council meeting for which this nomination is to be considered. If there are no vacancies on board(s) requested, your form will be kept on file to be considered at a later date.
FOR OFFICE USE ONLY
Date Application Submitted:/
Appointed to Date of Appointment Term Expires
Reason for vacancy of position (select one of the following):
New Board Original Member Resigned Other Other
If the position is to fill an expired term of a member, please list the name of the former member
110102akd

Status: Read Status: Submitted

Entry #: 9

Date Submitted: 1/5/2022 12:48 PM

Full Name: Virginia J Edwards

Address: 1556 Sims St, Leeds, Alabama 35094

Mailing Address (If Different):

Phone - Home: (205) 266-0923

Email: ginny_1509@yahoo.com

Education: MSE: Secondary Education (Social Science)-Samford University (2014) BA: History-Samford University (2013) Advanced Academic Diploma: Leeds High School (2009)

Civic and Professional Activities: Leeds Historical Society Board Member 2022 YALSA Award for Excellence in Nonfiction for Young Adults Award Committee Member (National)

Currently an active member of: American Library Association Alabama Library Association Young Adult Library Services Association (National) Association for Library Service to Children (National) Intellectual Freedom Round Table (National) Jefferson County Public Library Association Youth Services Roundtable

List of city boards presently serving on: N/A

List of city board previously served on: N/A

Areas of special interest or concerns: **Historical Preservation** Community Engagement & Education Improving Community Access to Information Youth Community Engagement

Applicaitons will be accepted until Tuesday, January 7, 2021 @ 10:30 AM

Phone - Work:

CITY OF LEEDS, ALABAMA NOMINATION AND/OR REQUEST APPLICATIONS FOR APPOINTMENT TO STITY BOARDS.
 Board (s) for which nomination is to be <u>MOLON CENTEN</u> Name of Nominee <u>Melva L. Moore</u> Address <u>824 Pine CNest Loop Leeds Al</u> Address <u>824 Pine CNest Loop Leeds Al</u> Mailing Address (if different) <u>350944</u> Mailing Address (if different) <u>205-702-2755</u> (wk.) Phone Number <u>205-960-2454</u> (lim.) <u>205-702-2755</u> (wk.) Place of Employment <u>POLO Ralph Lay Nen</u> Education <u>Associate Degree</u> Civic and Professional Activities <u>900</u> List of City Boards Previously Served On <u>10</u> List City Boards Previously Served On <u>11</u>. Areas of Special Interest and/or Concerns <u>Leeds Moton Centen</u> Nomination Submitted By <u>Medual A. Moone</u> Please forward this form to the City Clerk's office, 8373 1st Avenue SE, Leeds 35094, 699-2585 or 699-6558
(fax), no later than the Tuesday prior to the City Council meeting for which this nomination is to be considered. If there are no vacancies on board(s) requested, your form will be kept on file to be considered at a later date.
FOR OFFICE USE ONLY
Date Application Submitted:/
Appointed to Date of Appointment Term Expires
Reason for vacancy of position (select one of the following): New Board Original Member Resigned Other (list name of former member) Other
If the position is to fill an expired term of a member, please list the name of the former member
110102akd

CTTY OF LEEDS, ALABAMA NOMINATION AND/OR REQUEST APPLICATIONS NOT APPOINTMENT TO CITY BEARDS				
 Board(s) for which nomination is to be <u>Moton</u> <u>Community</u> <u>Center</u> Name of Nominee <u>Dar Yel</u> <u>Starnes</u> <u>Sr</u>, Address <u>1130</u> <u>Mattin Luther King</u> Mailing Address (if different) Phone Number <u>265-253-57453</u> (lim.) (wk.) Place of Employment <u>Lehigh BET</u> <u>Hardson</u> Education <u>14</u> Civic and Professional Activities <u>Buffalo Sotilder</u>, <u>Deacon</u>, <u>Bass Guiter flayer</u> List of City Boards Presently Serving On <u>N/A</u> List City Boards Previously Served On <u>N/A</u> Areas of Special Interest and/or Soncerns <u>Serving my Community</u> Nomination Submitted By <u>Mattare</u> <u>Statane</u> <u>Please forward this form to the City Clerk's office</u> 8373 1st Avenue SE, Leeds 35094, 699-2585 or 699-6558 (fax), no fater than the Tuesday prior to the City Council meeting for which this nomination is to be considered. If there are no vacancies on Board(s) requested, your form will be kept on file to be considered at a later date. 				
FOR OFFICE USE ONLY				
Date Application Submitted://				
Appointed to Date of Appointment Term Expires				
Reason for vacancy of position (select one of the following): New Board Original Member Resigned Other (list name of former member)				
If the position is to fill an expired term of a member, please list the name of the former member				

TOCHS WOR

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File Attachments for Item:

11. Resolution 2022-02-01: Consider Approval of Building Permit Checklist Form

CITY OF LEEDS

RESOLUTION NO.: 2022-02-01

APPROVAL OF CITY BUILDING PERMIT CHECKLIST FORM

WHEREAS, pursuant to, without limitation, Sections 41-9-166 and 11-45-1 et seq of the Code of Alabama, the City has authority to govern, regulate, permit and control the permitting of buildings and structures within the City; and

WHEREAS, the City seeks to improve the permitting process for the sake of consistent application of the Building Codes and the inspections process; and

WHEREAS, to ensure that all applicants are subject to the same scrutiny and the same procedural requirements, a checklist has been created in order to initiate the building approval process and to ensure that both the City and the Applicant are fully informed of the procedures and the requirements of the permitting process.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Leeds, Alabama, that:

- A. The above Recitals are included herein as if fully set forth.
- B. The attached Residential Remodel Checklist for Single-Family and Two-Family Dwellings is hereby recommended and approved as a mandatory form to be used by the City Inspections Department.
- C. Although a completed and submitted Residential Remodel Checklist for Single-Family and Two-Family Dwellings is no guarantee of approval, any applicant failing or refusing to submit the required Checklist shall, therefore, be denied approval of the subject building project until properly submitted.
- D. The City Building Inspections Department shall have the authority to create amendments, additions or subtractions to the subject form without changing its applicability, or this approval thereof, so long as such changes do not substantially alter the requirements or the applicability thereof.
- E. All resolutions, or parts of resolutions of the City of Leeds, Alabama, in conflict with this Resolution are hereby repealed to the extent of such conflict.

ADOPTED and APPROVED this the 7th day of February 2022.

CITY OF LEEDS, ALABAMA:

DAVID MILLER, MAYOR

ATTEST:

DATE

AYES:	
NAYS:	
ABSENT FROM VOTING:	
ABSTAIN:	

CITY CLERK

In my capacity as City Clerk of the City of Leeds, I hereby certify that the above Resolution was duly adopted by the City Council of the City of Leeds at a regular meeting held on the 7th day of February 2022.

Toushi Arbitelle, City Clerk

The attached document, "Residential Remodel Checklist – Single and Two-Family Dwellings," is designed to help facilitate communication between permit applicants and staff. In addition, the checklist is a mechanism to inform the public of what documentation is necessary to have a successful application package; this reduces application rejections, and it will create a better user experience for all of those involved in the process.

Notably, the document also intends to promote and ensure the equitable application and enforcement of the International Code Council Existing Building Code.

Let's first take a moment to discuss why we permit construction activity in the City.

"When was the last time you walked into a movie theater and worried that the building was structurally sound or that there was an adequate number of exit doors in case of an emergency? Like most people, the answer is likely that you have not thought about such issues. Most people take it for granted that their homes, places of work, and leisure places are safe and of quality construction. Cities are the lead agencies to ensure the safety and quality guidelines are met and use permits to ensure these guidelines are enforced.

Permits are how the City of Leeds regulates construction and protects the public by reducing the potential hazards of unsafe construction. They are designed to ensure that all construction in the City is safe and meets construction codes. These construction codes, whose purpose is to promote safety and quality construction, are published by several internationally respected model code agencies and have been adopted by reference into the City of Leeds Municipal Code. Additionally, federal, state, and local laws govern construction, such as those covering energy conservation. Please see the Building Department's Building Codes Page for more information about codes.

Your permit protects the value of your investment. If your construction project does not comply with the City's building codes, the value of your investment could be reduced. Property insurers may not cover work done without permits and inspections. If you decide to sell a home or building that has been modified without a permit, you may be required to tear down the addition, leave it unoccupied or perform costly repairs. As demonstrated by a code official's carefully maintained records, a property owner who can show that code requirements were strictly and consistently met has a strong ally if something happens to trigger a potentially destructive lawsuit.

By obtaining permits and following code guidelines, your completed project will meet set safety standards. As a result, it will be less likely to cause injury to you, your family, your friends, and future owners."

Who determines the specifications for what makes a successful permit application?

In the case of existing buildings, the authority to regulate construction comes from the International Existing Building Code section 101.2:

101.2 Scope.

The provisions of the International Existing Building Code shall apply to the repair, alteration, change of occupancy, addition to and relocation of existing buildings.

As indicated above, the IEBC is the document that the City has adopted as the framework by which such construction activity will be regulated and evaluated.

The IEBC grants the Building Official the authority to develop and adopt policies to clarify the application of its provisions; however, these policies and procedures shall not affect waiving the code's requirements. This is evidenced in IEBC Section 104.1:

104.1 General.

The code official is hereby authorized and directed to enforce the provisions of this code. The code official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

The IEBC requires that a permit application must be submitted to the Building Official as is indicated in IEBC Section 105.1:

105.1 Required.

Any owner or owner's authorized agent who intends to repair, add to, alter, relocate, demolish, or change the occupancy of a building or to repair, install, add, alter, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the code official and obtain the required permit.

The IEBC further states in Section 105.3 that the permit application <u>shall</u> contain the following information:

105.3 Application for permit.

To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the Department of Building Safety for that purpose. Such application shall:

<u>1.Identify and describe the work in accordance with Chapter 3 to be covered by the permit for which application is made.</u>

2. .Describe the land on which the proposed work is to be done by legal description, street address, or similar description that will readily identify and definitely locate the proposed building or work. 3.Indicate the use and occupancy for which the proposed work is intended.

<u>4.Be accompanied by construction documents and other information as required in Section 106.3.</u> <u>5.State the valuation of the proposed work.</u>

6.Be signed by the applicant or the applicant's authorized agent.

7. Give such other data and information as required by the code official.

As indicated above, construction drawings are required as described in IEBC section 106.2.1:

106.2.1 Construction documents.

Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted where approved by the code official. Construction

documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the code official. The work areas shall be shown.

In summary, the ICC IEBC stipulates that certain information is required to have a successful application, and this document will help accomplish this task.



Residential Remodel Checklist

Single-Family and Two-Family Dwellings

Process Overview

- 1. Pre-Application Meeting
 - a. Discuss your project with staff prior to submitting an application. Staff can help identify opportunities and constraints on the proposed project, as well as provide more information on the process and procedures.
- 2. Complete Application and upload Checklist and Plans at https://www2.citizenserve.com/leedsal
- 3. Plan review, with comments issued as needed;
 - a. First review is approximately 7-14 working days but can take longer depending on the complexity of the project and staff workload;
 - b. Applicant resubmits plans with corrections/changes based on review comments.
- 4. Staff approval or denial of plan
- 5. Applicant pays any fees.
- 6. Permit issued.
- 7. Inspections requested by contractors as progress is made.

General Information

- All trade permits are separate permits and will only be issued after the building permit is released.
 Plumbing, gas, electric, mechanical, irrigation; and land disturbance permits
- All residential construction plans provided must comply with Alabama law.
- The contractor performing the work must pull the permit.
 - Exception to above: If the property owner acting as his owner contractor and is doing the work themselves AND the property is classified as their homestead, the permit may be issued to the property owner
- If there is a Planning Application (plat, site plan, public improvement plan, variance, zone change, etc.) under review, the building permit will not be accepted for review until the Planning Application is approved.
- All plans must meet City of Leeds Codes and Standards, such as the: 2015 Building and Fire Codes, Zoning Ordinance, etc.

Staff	Applicant	Item
		Completed Building Permit Application on https://www2.citizenserve.com/leedsal or bring completed permit application to city hall
		Detailed Building Plans uploaded into the portal. Plans will need to be sealed engineered plans for any alteration or additions to the foundation. (See plan requirements below).
		Project Description Letter.
		Existing Conditions Images (pictures of the project as is).
		Completed Checklist.
		For remodels not increasing the structure's footprint include a letter stating there will be no increase to the existing impervious cover on the lot. No plot plan required.
		Agent Authorization Letter signed by Property Owner and Application Agent.



Building Plan Requirements

Residential Remodel Checklist

Single-Family and Two-Family Dwellings

Building Flan Requirements				
Staff	Applicant	Item		
		Changes to load bearing elements will require Engineered Plans & Details.		
		Location of all existing buildings, structures, fences, flatwork (patios, driveways, sidewalks, etc.), and other improvements on site. Include the distances between each site feature. (If applicable)		
		Location of proposed changes on Site Plan		
		Clearly identify all modifications to any buildings, structures, fences, flatwork, and/or other improvements on site (Proposed and existing)		
		Clearly identify elevations of all proposed buildings, structures, fences, and other improvements (If applicable)		
		Profile view with elevations of all proposed buildings, structures, walls, and other improvements		
		Existing or proposed easements or rights-of-way, within or abutting the lot where development is being proposed.		
		Must show all street frontages.		
		Must include any/all new plumbing, electrical, and mechanical details.		
		Must show wall details if applicable (framing, insulation, etc.)		
		Product specifications of modified areas where applicable (type of siding, insulation, etc.)		
		Foundation plan designed, stamped and dated by a registered professional engineer (If applicable)		

Digital Plan Requirements

□ PDF Building Plans

• Must be one combined PDF of plans

NOT AN APPROVAL DOCUMENT

I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

Applicant

Date

City of Leeds

Date

File Attachments for Item:

12. Resolution 2022-02-02: Consider a Budget Amendment for the Leeds Jane Culbreth Public Library

RESOLUTION NO: 2022-02-02

AUTHORIZATION OF BUDGET AMENDMENT – FUNDING ADDITIONAL PERSONNEL, SALARIES AND BENEFITS

WHEREAS, certain City Library employee positions have not been funded due to various budget constraints; and

WHEREAS, it has been requested that those certain positions now be funded approved.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Leeds, Alabama, as follows:

- 1. The City budget is hereby amended in a manner to accommodate the personnel actions as identified on Exhibit A as attached hereto at a cost not to exceed \$206,000.00.
- **2.** The Mayor and City staff are hereby authorized to perform all actions necessary in order to accomplish the actions herein approved.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LEEDS, ALABAMA on this 7th day of February 2022.

CITY OF LEEDS, ALABAMA

DAVID MILLER, MAYOR

ATTEST:

DATE

AYES:	
NAYS:	
ABSENT FROM VOTING:	
ABSTAIN:	

CITY CLERK

In capacity as City Clerk of the City of Leeds, I hereby certify that the above Resolution was duly adopted by the City Council of the City of Leeds at a regular meeting held on the 7th day of February 2022.

Toushi Arbitelle, City Clerk

FY 21/22 BUDGET REQUEST

Financial Committee Meeting Date: January 26, 2022

Subject: Library FY 21/22 Budget Amendment - Salaries & Benefits

Attachments:

- Zero Line Budget Personnel Salaries & Expenses
- Explanation of Library Job Descriptions & Duties
- Organizational Chart
- Library Layout, based on Employee Position & Duties
- Employee Schedule, based on Hourly Activity

Summary of Request:

Leeds Library Board of Trustees and Library Director are requesting the Leeds City Council and Finance Committee to approve the attached budget amendment for Personnel Salaries and Benefits.

Leeds Library Budget					
Amendment Request					
PERSONNEL		\$128,480.00	Beginning Ba	lance	
Budget Amendment Increase Requested Amount	\$205,026.21	\$333,506.21			
Melanie Carden, Director (FT)	-\$68,411.20	\$265,095.01			
Patrick Sessions, Catalog & IT Librarian (FT)	-\$56,284.80	\$208,810.21			
Virginia Edwards, Children & Youth Librarian (FT)	-\$46,300.80	\$162,509.41			
Tisha George, Adult Librarian (FT)	-\$35,942.40	\$126,567.01			
Amy Shorter, Patron Services Librarian (FT)	-\$39,998.40	\$86,568.61			
70-4002 Payroll Taxes	-\$18,009.01	\$68,559.60			
70-4004 Health Insurance	-\$34,193.78	\$34,365.82			
70-4006 Retirement	-\$33,463.45	\$902.37			
70-4015 EE Life/Disability	-\$862.37	\$40.00			
70-4018 Employment Expense	-\$40.00	\$0.00	End Balance		

LIBRARY POSITIONS & RESPONSIBILITIES

Services general library visitors and the 4500+ Leeds Library cardholders 1 staff member per library operation department and responsibilities (5 total)

- Library Director Melanie Carden
 - <u>Administration</u> Establishes strategies, policies, and goals; responsible for payroll, employment record keeping, and direct relationship with the Library Board, Mayor, City Council, Leeds City Schools, and other; Accounts Payable; Employee Management; Liaison to Friends of the Leeds Library, 501(c) 3 non-profit group and Leeds Library Foundation
 - <u>Maintenance</u> Ensures smooth running of facilities by housekeeping, and maintaining ground, electrical gadgets, and plumbing.
 - <u>Public Relations</u> Engages into promotions, informing the public about upcoming events, crisis management.
- Catalog and IT Services Librarian Patrick Sessions
 - <u>Catalog Services</u> Acquires, catalogs, processes, manages, and preserves recently published books, movies, and mixed media that is added to every part of the library collection (Adult, Young Adult, Children, and archival)
 - IT Services Manages library network, computers, and audiovisual devices, updates software; troubleshoots computer issues; assists patrons with questions or issues regarding internet and/or computer issues
- Adult Librarian Tisha George
 - <u>Collection Management</u> -Coordinates all aspects of Adult Services, including the Information and Media Divisions; Develops and monitors collection development plan for adult materials, allocates funds to meet collection development goals, and supervises collection development activities of other staff
 - <u>Adult Community Outreach</u> Confers with community agencies and organizations serving adults regarding adult programs and services; Plans, implements and evaluates Adult Services and programs for yearly evaluations
- Children and Young Adult Librarian Virginia Edwards
 - <u>Collection Management</u> Focuses on services geared towards library users aged birth to college; Develops and monitors collection development plan for children and young adult materials; Allocates funds to meet collection development goals
 - <u>Community Outreach to Families, Children, and Teens</u> Meet literacy goals by working together with local daycares, Head Start program, and public school system; serving families regarding programs, such as storytime, craft events, and educational programs; Plans, implements and evaluates Children and Young Adult Services and programs for yearly evaluations

- Public Services Librarian Amy Shorter
 - Position Definition: Plans, organizes, and supervises the activities of the Circulation or other technical unit; oversees electronic data processing operation; assists library patrons in the use of library services, facilities, and equipment. JCLC Liaison
 - Works cooperatively with the other 40 branches of the Jefferson County Library Cooperative at the Leeds Library liaison
 - Ensures items belonging to other JCLC locations are received and returned to the owning location properly
 - Collection Management
 - Carries out procedures for notification of patrons for overdue books and other materials and assures their return or replacement.
 - Charges books, magazines and other library holdings in and out at the circulation desk and collects fines using an automated circulation system
 - Replaces books, magazines and other library holdings on shelves according to numbering sequences.
 - Front desk / Receptionist Duties
 - Answers telephones, provides routine information, and transfers calls to other librarians as needed.
 - Handles routine complaints and answers a variety of questions at the circulation desk
 - Library Member Management
 - Supervises patron registration and maintains records of library patrons.
 - Volunteer Coordinator
 - Manages college interns, "light duty" assigned city employees, high school, and undergraduate volunteers as needed

Library Organizational Chart

Library Director

Administration, Building Maintenance, Public Relations

Catalog & IT Services Librarian

Library System maintenance, Material preparation & repair, Computer Assistance

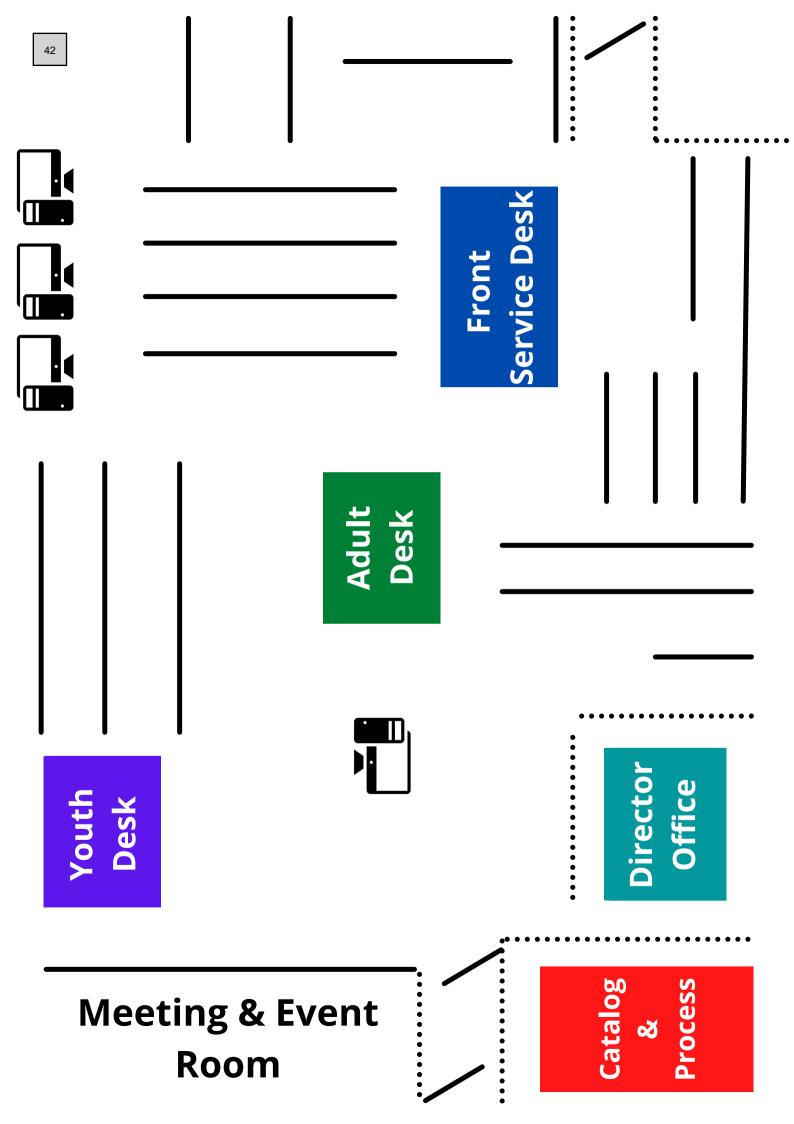
Children &Young Adult Librarian

Adult Librarian

Adult Collection Management, Patron assistance, Adult/Senior Community Outreach Youth Collection Management, Patron assistance, Community Outreach

Patron Services Librarian

Front Desk Service, Library membership, Fines/Fee collection, Collection Organization, JCLC liaison



Hourly Circulation by Day of the Week

	Mon	Tue	Wed	Thu	Fri	Sat
WORK HOURS	8:30am - 1pm & 2pm - 6pm	8:30am - 1pm	9:30am - 1pm			
0800	20	62	59	66	29	0
0900	348	606	584	378	295	25
1000	145	297	208	129	92	111
1100	165	208	144	136	94	139
1200	171	171	112	86	207	169
1300	30	14	15	2	15	31
1400	136	219	85	107	0	0
1500	253	220	172	128	0	0
1600	215	104	136	121	0	0
1700	130	99	115	61	0	0
1800	0	1	1	3	2	0
EMPLOYEES SCHEDULED	4 employees & Director	4 employees & Director	4 employees & Director	4 employees & Director	2 employees	2 employees

13. Resolution 2022-02-03: Consider a Budget Amendment for the Police Department (Vehicles & Equipment)

RESOLUTION NO: 2022-02-03

AUTHORIZATION OF BUDGET AMENDMENT – FUNDING EQUIPMENT PURCHASES – POLICE DEPARTMENT

WHEREAS, it has been requested that certain ballistic shields and vehicles be funded to better equip the Police Department and to better provide public safety.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Leeds, Alabama, as follows:

- 1. The City budget is hereby amended in a manner to accommodate the purchase of ballistic shields as identified on Exhibit A as attached hereto at a cost not to exceed \$25,000.00.
- 2. The City budget is hereby amended in a manner to accommodate the purchase of equipped police vehicles as identified on Exhibit A as attached hereto at a cost not to exceed \$480,000.00.
- **3.** The Mayor and City staff are hereby authorized to perform all actions necessary in order to accomplish the actions herein approved.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LEEDS, ALABAMA on this 7th day of February 2022.

CITY OF LEEDS, ALABAMA

DAVID MILLER, MAYOR

ATTEST:

DATE

AYES:	
NAYS:	
ABSENT FROM VOTING:	
ABSTAIN:	

CITY CLERK

In capacity as City Clerk of the City of Leeds, I hereby certify that the above Resolution was duly adopted by the City Council of the City of Leeds at a regular meeting held on the 7th day of February 2022.

Toushi Arbitelle, City Clerk

January 27, 2022

TO: MAYOR AND CITY OF LEEDS

FROM: CHIEF PAUL IRWIN

REGARDING: BALLISTIC SHIELDS

I am proposing purchasing Ten (10) ballistic shields for our police department so each shift will have two (2) per shift, one (1) for SWAT/WARRANTS and one (1) for training.

The shields will be \$2,449.00 each and a total of \$24,490.00. This amount is drawn from the State of Alabama Bid List Master Agreement 999 210000000170 Line 9 which is a 44% discount from the retail price.

The funds for this purchase will be removed from the seizure funds awarded to the Police Department.

I have attached the State of Alabama Department of Finance Division of Purchasing Master Agreement. I have attached a quote with the price

Paul A. Irwin Jr., Chief of Police

47 * Contra	State of A Department Division of J Master Ag	of Finance Purchasing greement	
CONTRACT INFORMATION	Modifi	cation	
MASTER AGREEMENT NUMBER: Begin Date: 05/26/2021 Expiration Date: 11/10/2022 Solicitation Number: Award Date: Modification Date: 05/27/21	MA 999 210000000170 Re	Procurement Fo	Type: Master Agreement ment: ment:
CONTACT INFORMATION REQUESTOR: Sonya Bryan 334-242-7250 sonya.bryan@purchasing.alabama.gov CONTRACT DESCRIPTION	ISSUER: Sonya Bryan 334-242-7250 sonya.bryan@purchasing.a	labama.gov	BUYER: Sonya Bryan 334-242-7250 sonya.bryan@purchasing.alabama.gov
Body Armor and Ballistic Resistant Products Ship To:			
REASON FOR MODIFICATION			
expiration date correction			
VENDOR INFORMATION Name /Address: VS000011602: Point Blank Enterprises, Inc. 2102 sw 2nd Street		Contact: Chris Brands 502-751-0778 cbrands@pbear	mor.com
Pompano Beach FL 33069			

48	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Colom ()	
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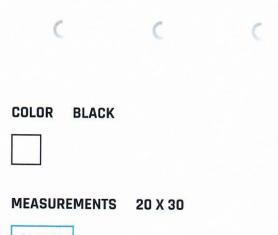
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Search

Paraclete / Item# BL046 BLK 2030 / Mfg# SHLS20ACVQ BLK Paraclete ASPIS Bellator Ballistic Shield

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DETAILS

PARACLETE ASPIS BELLATOR BALLISTIC SHIELD

Lightweight standard shield provides Level IIIA protection. Constructed from a hybrid composite material for recued weight — only 10.29 pounds. A boltless system and V-shape increase the shield's strength while diverting fire away from the center. Side wings permit the officer to return fire with minimal exposure of arms. The Bellator Ballistic Shield is simply the best agile performing shield for handgun deployment, with a larger and more functional trapezoidal view port.

SPECS

- Federal Standard NIJ-STD
- NIJ 0108.01 III+ compliant
- Lightweight (20" x 30" standard shield) weighs only 10.29 lbs
- 100% boltless system
- · Best agile performing shield for handgun deployment
- More functional view port

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- Mitigates ricochets and diverts away from center
- Three important components on the interior of the shield: stationary handle, thick high density foam pad and unique Hook-and-loop forearm strap attachment system

Technical Specifications:

- Federal Standard NIJ-STD
- Ballistic material/hybrid composite
- Weight of the shield not to exceed 15 lbs in V-Shape
- View port (trapezoid shape)
- Must come with three components: handle, foam pad and forearm strap system

Options:

- · With or without view port
- LED light with strobe (900 lumens)
- Transport bag

Special Threat Rounds Tested:

- Level IIIA+2 x 51mm M80 Ball, 149 grain, impact velocity @ 2,750 +/- 75 fps
- Level IIIA44-mag, 240-grain Semi Wadcutter Gas Checked (SWCGC) projectiles
- 9mm, 124 grain Full Metal Jacketed (FMJ) projectiles
- 357 SIG 115 grain Jacketed Hollow Point (JHP) projectiles
- 357 SIG 125 grain Gold Dot Hollow Point (GDHP) projectiles
- 9mm Fiocchi, 115 grain FMJ projectiles
- 9mm +P+, 127 grain Supreme Expansion Technology (SXT) projectiles
- 7.62x25-mm, 95grain TOKAREV FMJ projectiles
- .40 cal., 95 grain Agulia projectiles
- 5.72x28mm 40-grain Hornady V-Max (Blue Tip) projectiles
- 5.7x28mm 27grain SS195 Lead free Hollow Point (LFHP) projectiles

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QUESTIONS & ANSWERS

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A shopper on May 9, 2019

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- Ben R Staff on May 9, 2019
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# of Vehicles Needed	Make/Model	Cost (Chasis and Equipment)pe	er unit	Total c	ost
8	First Avaiable	\$	60,000.00	\$	480,000.00