



CITY OF LEEDS, ALABAMA

REGULAR COUNCIL MEETING AGENDA

January 19, 2021 @ 6:00 PM

Please join my meeting from your computer, tablet or smartphone.

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CALL COUNCIL MEETING TO ORDER

ROLL CALL / INVOCATION / PLEDGE OF ALLEGIANCE

PUBLIC HEARING

Anyone wishing to address the Council during the Public Comment section of the meeting must call in as instructed above.

- [1.](#) Consider Determination of Certain Conditions to be an Annoyance and Public Nuisance in Violation of Chapter 32 of the Code of Ordinances at 7247 President Street

APPROVE COUNCIL MINUTES

- [2.](#) [Minutes](#) from January 04, 2021

REPORTS OF OFFICERS:

- [3.](#) Mayor's Report: Mayor David Miller
- [4.](#) Police Department: Chief Atkinson
November and December 2020 Council Reports
- [5.](#) Fire Department: Chief Parsons
2020 Report for the year
- [6.](#) Library: Library Director Carden
November & December 2020 Reports
LSTA FY 2022 Grant - Notice of Intent
- [7.](#) Municipal Court: Magistrate Roberts
- [8.](#) Development Services Department: City Administrator Watson
- [9.](#) Public Works Department: Public Works Director Warren

OLD BUSINESS:

NEW BUSINESS:

- [10.](#) Resolution 20-002810: Consider Determination of Certain Conditions to be an Annoyance and Public Nuisance in Violation of Chapter 32 of the Code of Ordinances at 7247 President Street
- [11.](#) Resolution 2020-01-04: Consider Budget Amendments
- [12.](#) Resolution 2021-01-05: Consider COVID-19 Vaccination Policy for City Employees
- [13.](#) Resolution 2021-01-06: Consider Supplemental Holiday Carry-over Policy
- [14.](#) Resolution 2021-01-07: Consider COVID-19 Leave Policy
- [15.](#) Resolution 2021-01-08: Consider a Facility Access Key Control Policy
- [16.](#) [Resolution](#) 2021-01-09: Consider Re-appointment to the City of Leeds Board of Education

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.

File Attachments for Item:

1. Consider Determination of Certain Conditions to be an Annoyance and Public Nuisance in Violation of Chapter 32 of the Code of Ordinances at 7247 President Street

PUBLIC

NUSIANCE

7247 PRESIDENT ST

2500203003002001

City of Leeds, Alabama

Department of Development Services
 1404 9th St. Leeds, AL 35094
 205-699-2585 development@leedsalabama.gov

Betancourt Miguel Angel & Lopez Rocio Denae Roman

821 WOOD TRACE CIR
 LEEDS, AL 35094

Reference: 20-002810
 Parcel ID: 2500203003002001

NOTICE AND ORDER TO ABATE

NOTICE IS HEREBY GIVEN THAT Betancourt Miguel Angel & Lopez Rocio Denae Roman is in violation of Chapter 32 of the City of Leeds, Municipal Code. The violation has been investigated, declared a public nuisance by the City Enforcement Officer and must be abated immediately.

The public nuisance is on property located at: 7247 PRESIDENT ST LEEDS, AL 35094

YOU ARE HEREBY ORDERED TO ABATE SAID PUBLIC NUISANCE within ten (10) days consecutive calendar days from the issuance of this Order. The issuance date is specified below. You may abate the nuisance by REMOVE ITEMS IN VIOLATION OF ORD. 2016-02-04

Section: Appendix A Article VI
 Description: Zoning - District Use Regulations
 Corrective Action: Cease and Desist
 Comments: PUBLIC NUISANCE

If you fail to abate the public nuisance within ten (10) days, the City may order its abatement by public employees, private contractor, or other means, and the cost of said abatement may be levied and assessed against the property as a special assessment lien or billed directly to the property owner.

This Matter will be heard at a hearing before the City Council on 01/19/2021 at the Leeds City Hall Annex located at 1412 9th St., Leeds, Alabama. The decision of the City Council on this Matter will be final and conclusive.

YOU HAVE THE RIGHT TO BE HEARD at the hearing identified above. You have the right to:

1. Be present at the hearing and to present your evidence against this Order in writing prior to the hearing;
2. Provide your written statement against the Order and to specify the reasons not to enforce the Order, containing your name, address and telephone number,
3. Submit your written statement & request to be heard to the following address within at least 24 hours prior to the subject hearing: **1404 9th St, Leeds, Alabama. (205) 699-2585**

In the event that the hearing results in confirmation of a public nuisance, the City will take the necessary steps to abate the nuisance and assess all costs against the subject property. The City also reserves the right to forward the matter to the Municipal Court for further enforcement actions pursuant to Chapter 32 of the City Code.

If you have any questions regarding this matter, you may direct them to the City Enforcement Officer issuing this Notice at the address or telephone number listed above.

Signed: _____
 Enforcement Officer

ISSUANCE DATE: December 30, 2020



Document:

Date Taken:12/17/2020

Address:7247 PRESIDENT ST

Taken by:Kathy Capps

Case Number:20-002810



Document:

Date Taken:12/17/2020

Address:7247 PRESIDENT ST

Taken by:Kathy Capps

Case Number:20-002810



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Document:

Date Taken:12/17/2020
Address:7247 PRESIDENT ST

Taken by:Kathy Capps
Case Number:20-002810

File Attachments for Item:

Minutes from January 04, 2021



CITY OF LEEDS, ALABAMA

REGULAR COUNCIL MEETING MINUTES

Leeds Municipal Annex - 1412 9th Street; Leeds, Alabama 35094

January 04, 2021 @ 6:00 PM

CALL COUNCIL MEETING TO ORDER

Mayor David Miller called the meeting to order at 6:04 pm.

ROLL CALL / INVOCATION

PRESENT

Mayor David Miller
Council member Eric Turner
Council member Johnny Dutton
Council member Ryan Bell
Council member Devoris Ragland-Pierce

ABSENT

Council member Kenneth Washington

INVOCATION

Council member Eric Turner

APPROVE COUNCIL MINUTES

1. Minutes from December 14, 2020

Motion to approve minutes from December 14, 2020 made by Council member Turner, Seconded by Council member Dutton. Voting Yea: Mayor Miller, Council member Turner, Council member Dutton, Council member Ragland-Pierce. Voting Abstaining: Council member Bell

OLD BUSINESS:

There was none.

NEW BUSINESS:

2. Resolution 2021-01-01: Consider ratification and appointment to the Leeds Redevelopment Authority and Historic Preservation Commission
Motion to approve Resolution 2021-01-01 made by Council member Turner, Seconded by Council member Ragland-Pierce. Voting Yea: Mayor Miller, Council member Turner, Council member Dutton, Council member Bell, Council member Ragland-Pierce
3. Resolution 2021-01-02: Consider ratification and approval of one-time Covid-19 Hazard Pay

Motion to approve Resolution 2021-01-02 made by Council member Bell, Seconded by Council member Dutton. Voting Yea: Mayor Miller, Council member Turner, Council member Dutton, Council member Bell, Council member Ragland-Pierce.

City Attorney Scott Barnett recognized an error in the dollar amount on the document. It should read as \$250.

Motion to approve Resolution 2021-01-02 with Scribner's error made by Council member Dutton, Seconded by Council member Bell. Voting Yea: Mayor Miller, Council member Turner, Council member Dutton, Council member Bell, Council member Ragland-Pierce.

4. Resolution 2021-01-03: Consider Adoption and Ratification of November 2020 City Expenditures/Payables

Motion to approve Resolution 2021-01-03 made by Council member Dutton, Seconded by Council member Turner. Voting Yea: Mayor Miller, Council member Turner, Council member Dutton, Council member Bell, Council member Ragland-Pierce

PUBLIC COMMENTS

There was none.

ADJOURNMENT

Motion to adjourn made by Council member Turner, Seconded by Council member Dutton. Voting Yea: Mayor Miller, Council member Turner, Council member Dutton, Council member Bell, Council member Ragland-Pierce.

The meeting was adjourned at 6:09 pm.

David Miller, Mayor

Attest:

Toushi Artbitelle, City Clerk

File Attachments for Item:

3. Police Department: Chief Atkinson

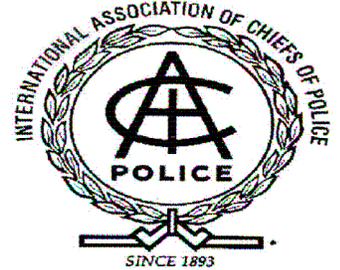
November and December 2020 Council Reports



J ATKINSON
CHIEF OF POLICE

THE CITY OF LEEDS
LEEDS POLICE DEPARTMENT

1040 PARK DRIVE
LEEDS, ALABAMA 35094-2213
BUS: (205) 699-2581
FAX: (205) 702-6556



DAVID MILLER
MAYOR

DATE: December 5, 2020

Mayor and Council:

The following is a summary of the Police Department activities for the month of November and the 2020 year-to-date totals.

Police Department Activity Summary

Category	*Calls Answered	Accidents Investigated	All Reports	Traffic Stops	Traffic Citations	Warning Citations	Non-Traffic Citations	Misd. Arrests	Felony Arrests	Warrants Served
Nov 2020	712	50	159	300	243	144	2	35	12	40
2020 YTD	8952	387	1875	3668	2985	1537	22	386	158	561
Nov 2019	785	42	199	275	202	109	2	27	5	55
2019 YTD	8646	418	2058	3192	2567	1367	20	295	103	763
Category	*Officer Assists	*Public Assists	Court Hours	Training Hours	Shifts Worked	Miles Driven	Dispatch CFS	Business Cks/Card		
Nov 2020	325	303	22	16	241	21,972	1428	243		
2020 YTD	3675	3522	246	582	2765	207,051	16001	2714		
Nov 2019	326	287	41	16	223	17,060	1596	199		
2019 YTD	3639	3168	374	358	2617	198,982	17758	2579		

*Calls answered, Officer Assists and Public Assists equal all calls.

Jail Expenses

Prisoner Transportation

No. of Inmate Days	44	Nov 2020	Miles =	950.4	Nov 2020	Hours =	37.0
Nov Expenses	\$1,430.00	2020 YTD	Miles =	13,160.7	2020 YTD	Hours =	478.0
2020 YTD	\$38,655.00						
2019 Total	\$72,930.00	2019 Total	Miles =	18,309.5	2019 Total	Hours =	635.0

False Alarms

False Alarms	Burglary Business	Burglary Residence	Robbery Business	Robbery Residence	Totals	Chargeable	
Nov 2020	21	8	1	0	30	30	
2020 YTD	142	109	13	1	265	265	
2019 Total	261	210	14	0	485	485	

Assigned Cases

Statistics for Leeds, Alabama	Homicide	Rape	Robbery	Assault	Burglary	Felony Theft	MVT
Nov 2020	0	0	0	3	4	12	2
2020 YTD	1	5	5	11	50	77	13
Cases Cleared YTD	1	4	0	8	22	34	3
Nov 2019	0	1	2	1	2	7	0
2019 YTD	1	7	13	19	33	91	28

Respectfully Submitted,

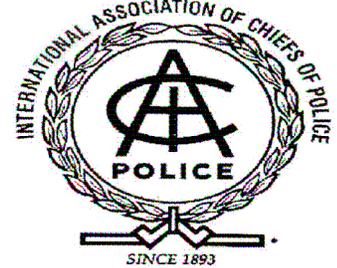
Lt. J E Loebler



J ATKINSON
CHIEF OF POLICE

THE CITY OF LEEDS
LEEDS POLICE DEPARTMENT

1040 PARK DRIVE
LEEDS, ALABAMA 35094-2213
BUS: (205) 699-2581
FAX: (205) 702-6556



DAVID MILLER
MAYOR

DATE: January 5, 2021

Mayor and Council:

The following is a summary of the Police Department activities for the month of December and the 2020 year-to-date totals.

Police Department Activity Summary

Category	*Calls Answered	Accidents Investigated	All Reports	Traffic Stops	Traffic Citations	Warning Citations	Non-Traffic Citations	Misd. Arrests	Felony Arrests	Warrants Served
Dec 2020	637	30	94	223	196	125	1	25	6	54
2020 YTD	9589	417	1969	3891	3181	1662	23	411	164	615
Dec 2019	772	38	155	244	180	74	1	24	3	53
2019 YTD	9418	456	2213	3436	2747	1441	21	319	106	816
Category	*Officer Assists	*Public Assists	Court Hours	Training Hours	Shifts Worked	Miles Driven	Dispatch CFS	Business Cks/Card		
Dec 2020	335	242	24	4	259	21,983	1475	270		
2020 YTD	4010	3764	270	586	3024	229,034	17476	2984		
Dec 2019	289	323	32	0	215	16,365	1493	231		
2019 YTD	3928	3491	406	358	2832	215,347	19251	2810		

*Calls answered, Officer Assists and Public Assists equal all calls.

Jail Expenses

Prisoner Transportation

No. of Inmate Days	57	Dec 2020 Miles =	1,001.5	Dec 2020 Hours =	44.0
Dec Expenses	\$1,852.50	2020 YTD Miles =	14,162.2	2020 YTD Hours =	522.0
2020 YTD	\$40,507.50				
2019 Total	\$72,930.00	2019 Total Miles =	18,309.5	2019 Total Hours =	635.0

False Alarms

False Alarms	Burglary Business	Burglary Residence	Robbery Business	Robbery Residence	Totals	Chargeable
Dec 2020	28	9	2	0	39	39
2020 YTD	170	118	15	1	304	304
2019 Total	261	210	14	0	485	485

Assigned Cases

Statistics for Leeds, Alabama	Homicide	Rape	Robbery	Assault	Burglary	Felony Theft	MVT
Dec 2020	0	2	0	1	2	11	0
2020 YTD	1	7	5	12	52	88	13
Cases Cleared YTD	1	4	0	9	23	44	4
Dec 2019	0	2	0	2	10	8	2
2019 YTD	1	9	13	21	43	99	30

Respectfully Submitted,

Lt. J E Loebler

File Attachments for Item:

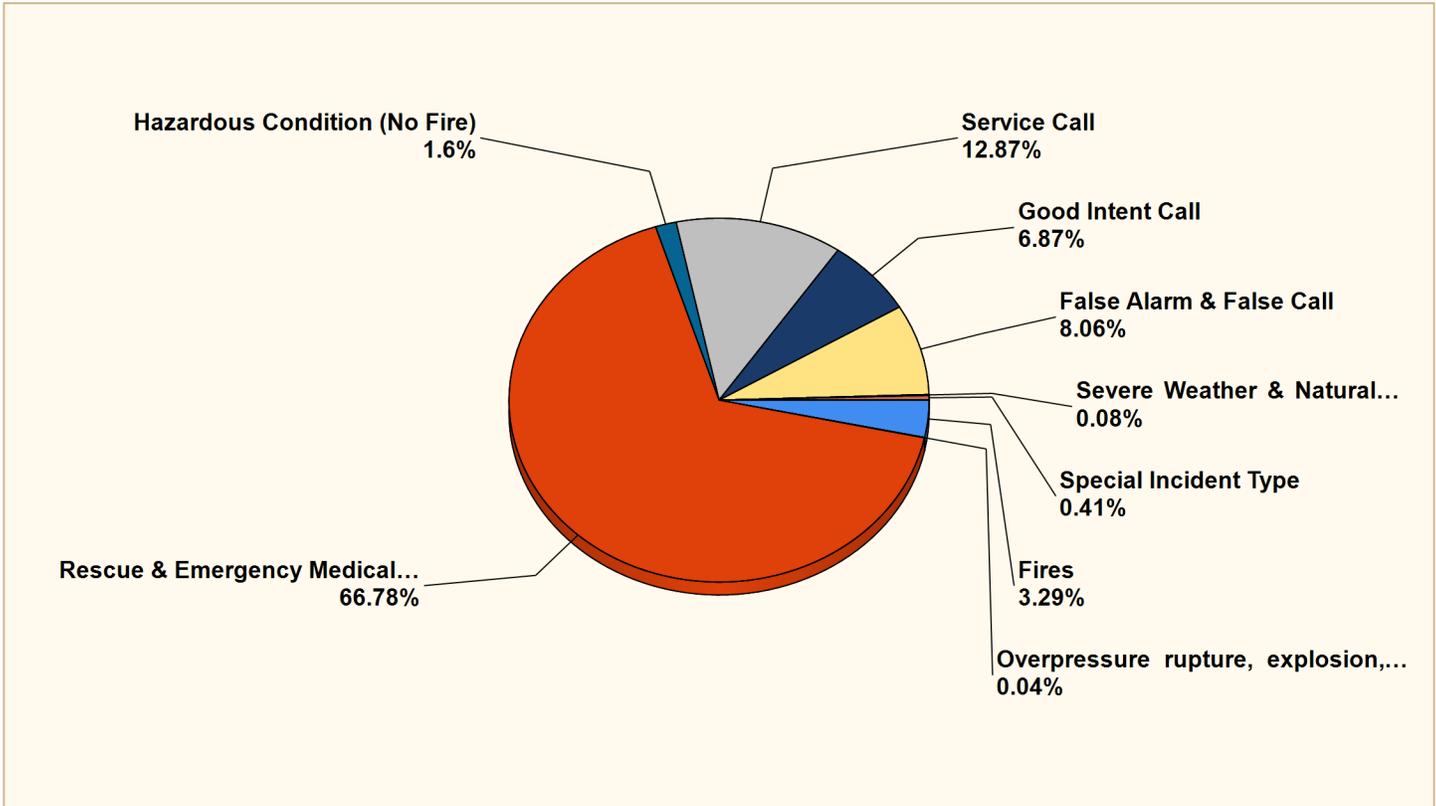
4. Fire Department: Chief Parsons
2020 Report for the year



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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2020 | End Date: 12/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	80	3.29%
Overpressure rupture, explosion, overheating - no fire	1	0.04%
Rescue & Emergency Medical Service	1624	66.78%
Hazardous Condition (No Fire)	39	1.6%
Service Call	313	12.87%
Good Intent Call	167	6.87%
False Alarm & False Call	196	8.06%
Severe Weather & Natural Disaster	2	0.08%
Special Incident Type	10	0.41%
TOTAL	2432	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	4	0.16%
111 - Building fire	11	0.45%
113 - Cooking fire, confined to container	3	0.12%
118 - Trash or rubbish fire, contained	12	0.49%
121 - Fire in mobile home used as fixed residence	1	0.04%
130 - Mobile property (vehicle) fire, other	2	0.08%
131 - Passenger vehicle fire	12	0.49%
132 - Road freight or transport vehicle fire	1	0.04%
134 - Water vehicle fire	1	0.04%
140 - Natural vegetation fire, other	5	0.21%
141 - Forest, woods or wildland fire	3	0.12%
142 - Brush or brush-and-grass mixture fire	5	0.21%
143 - Grass fire	3	0.12%
150 - Outside rubbish fire, other	6	0.25%
151 - Outside rubbish, trash or waste fire	8	0.33%
154 - Dumpster or other outside trash receptacle fire	1	0.04%
162 - Outside equipment fire	2	0.08%
251 - Excessive heat, scorch burns with no ignition	1	0.04%
300 - Rescue, EMS incident, other	1	0.04%
311 - Medical assist, assist EMS crew	14	0.58%
320 - Emergency medical service, other	4	0.16%
321 - EMS call, excluding vehicle accident with injury	1467	60.32%
322 - Motor vehicle accident with injuries	63	2.59%
323 - Motor vehicle/pedestrian accident (MV Ped)	3	0.12%
324 - Motor vehicle accident with no injuries.	69	2.84%
331 - Lock-in (if lock out , use 511)	2	0.08%
342 - Search for person in water	1	0.04%
400 - Hazardous condition, other	2	0.08%
411 - Gasoline or other flammable liquid spill	5	0.21%
412 - Gas leak (natural gas or LPG)	9	0.37%
421 - Chemical hazard (no spill or leak)	1	0.04%
422 - Chemical spill or leak	1	0.04%
424 - Carbon monoxide incident	2	0.08%
440 - Electrical wiring/equipment problem, other	3	0.12%
442 - Overheated motor	1	0.04%
443 - Breakdown of light ballast	1	0.04%
444 - Power line down	12	0.49%
445 - Arcing, shorted electrical equipment	1	0.04%
480 - Attempted burning, illegal action, other	1	0.04%
500 - Service Call, other	2	0.08%
510 - Person in distress, other	4	0.16%
511 - Lock-out	3	0.12%
520 - Water problem, other	1	0.04%
522 - Water or steam leak	2	0.08%
531 - Smoke or odor removal	1	0.04%
550 - Public service assistance, other	10	0.41%
551 - Assist police or other governmental agency	19	0.78%
552 - Police matter	20	0.82%
553 - Public service	85	3.5%
554 - Assist invalid	161	6.62%
561 - Unauthorized burning	5	0.21%
600 - Good intent call, other	17	0.7%
611 - Dispatched & cancelled en route	103	4.24%
621 - Wrong location	2	0.08%
622 - No incident found on arrival at dispatch address	33	1.36%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

26

INCIDENT TYPE	# INCIDENTS	% of TOTAL
631 - Authorized controlled burning	1	0.04%
650 - Steam, other gas mistaken for smoke, other	1	0.04%
651 - Smoke scare, odor of smoke	7	0.29%
661 - EMS call, party transported by non-fire agency	3	0.12%
700 - False alarm or false call, other	93	3.82%
710 - Malicious, mischievous false call, other	4	0.16%
711 - Municipal alarm system, malicious false alarm	2	0.08%
712 - Direct tie to FD, malicious false alarm	1	0.04%
713 - Telephone, malicious false alarm	2	0.08%
714 - Central station, malicious false alarm	1	0.04%
715 - Local alarm system, malicious false alarm	1	0.04%
730 - System malfunction, other	3	0.12%
731 - Sprinkler activation due to malfunction	1	0.04%
732 - Extinguishing system activation due to malfunction	1	0.04%
733 - Smoke detector activation due to malfunction	28	1.15%
735 - Alarm system sounded due to malfunction	7	0.29%
736 - CO detector activation due to malfunction	4	0.16%
740 - Unintentional transmission of alarm, other	5	0.21%
741 - Sprinkler activation, no fire - unintentional	2	0.08%
743 - Smoke detector activation, no fire - unintentional	26	1.07%
744 - Detector activation, no fire - unintentional	4	0.16%
745 - Alarm system activation, no fire - unintentional	7	0.29%
746 - Carbon monoxide detector activation, no CO	4	0.16%
800 - Severe weather or natural disaster, other	2	0.08%
900 - Special type of incident, other	5	0.21%
911 - Citizen complaint	5	0.21%
TOTAL INCIDENTS:	2432	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Leeds Fire & Rescue

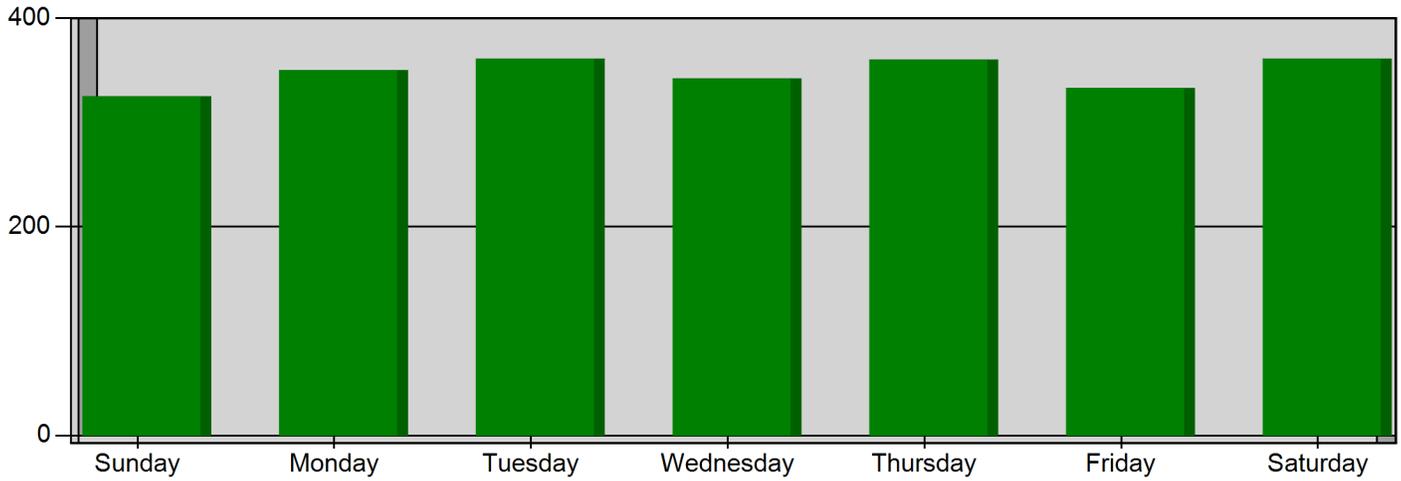
27
Leeds, AL



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Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 01/01/2020 | End Date: 12/31/2020



DAY OF THE WEEK	# INCIDENTS
Sunday	325
Monday	350
Tuesday	361
Wednesday	342
Thursday	360
Friday	333
Saturday	361
TOTAL	2432

Only Reviewed incidents included.



emergencyreporting.com

Doc Id: 1284

Page # 1 of 1

Leeds Fire & Rescue

Leeds, AL

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Incident Statistics

Start Date: 01/01/2020 | End Date: 12/31/2020

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		1624	
FIRE		808	
TOTAL		2432	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
0	0	0	0
2502	0	2	2
2503	12	21	21
2551	67	152	152
2552	180	319	319
2553	26	50	50
2571	2	4	4
2572	24	44	44
2591	511	904	905
TOTAL	822	1496	1497
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
424 - Carbon monoxide incident		2	
736 - CO detector activation due to malfunction		4	
746 - Carbon monoxide detector activation, no CO		4	
TOTAL		10	
MUTUAL AID			
Aid Type		Total	
Aid Given		9	
Aid Received		8	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
593		24.38	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:06:16	0:07:28	

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



29	Station 2	0:06:32	0:06:37
		AVERAGE FOR ALL CALLS	0:06:25
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
	Station	EMS	FIRE
	Station 1	0:01:57	0:02:27
	Station 2	0:01:47	0:01:52
		AVERAGE FOR ALL CALLS	0:01:54
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Leeds Fire & Rescue		16:59	

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



File Attachments for Item:

5. Library: Library Director Carden
November & December 2020 Reports
LSTA FY 2022 Grant - Notice of Intent



CITY COUNCIL REPORT - NOVEMBER 2020

DAYS OF OPERATION: 18

Revenue Collected: \$118.40

- Overdue Fines & Replacements: \$7.50
- Faxes (\$1.00 per page): \$61.00
- Copies/Prints (\$0.20 per page): \$49.90

Leeds Jane Culbreth Library Activity

- **3,404 physical transactions** at LJCL
 - 1,013 items requested for curbside pickup
 - 1,686 items borrowed from appointments & curbside pickup
 - 705 items returned in library return
- **15 Family Fun Packs** requested and fulfilled
- **61 pages faxed** by request at LJCL
- **249 pages copied or printed** by request at LJCL

Online Interactions

- Digital Collection Usage: **1,323 digital items borrowed**
 - 658 eBooks, 580 eAudiobooks, 15 comic books
 - 61 movies, 3 TV episodes, 6 music albums
- Facebook Statistics
 - 8,039 people reached by our posts
 - 1,267 people interacted with posts
 - 1,757 people liked our FB page; 1,846 total followers of our page
- Instagram Statistics
 - Posts viewed 1395 times this month



CITY COUNCIL REPORT - DECEMBER 2020

DAYS OF OPERATION: 18

Revenue Collected: \$118.40

- Overdue Fines & Replacements: \$43.65
- Faxes (\$1.00 per page): \$62.00
- Copies/Prints (\$0.20 per page): \$20.80

Leeds Jane Culbreth Library Activity

- **2,949 physical transactions** at LJCL
 - 911 items requested for curbside pickup
 - 1,416 items borrowed from appointments & curbside pickup
 - 622 items returned in library return
- **11 Family Fun Packs** requested and fulfilled
- **62 pages faxed** by request at LJCL
- **104 pages copied or printed** by request at LJCL

Online Interactions

- Digital Collection Usage: **1,339 digital items borrowed**
 - 684 eBooks, 587 eAudiobooks, 9 comic books
 - 35 movies, 11 TV episodes, 13 music albums
- Facebook Statistics
 - 4,885 people reached by our posts
 - 278 people interacted with posts
 - 1,757 people liked our FB page; 1,828 total followers of our page
- Instagram Statistics
 - Posts viewed 1609 times this month

**ALABAMA PUBLIC LIBRARY SERVICE
FY2022 LSTA NOTICE OF INTENT**

Library name (Where a system is administering a member's project, enter both the system and member name) Leeds Jane Culbreth Library		E-mail address of project administrator melanie.carden@leedslibrary.com	
Library address 8104 Parkway Drive		City / County Leeds / Jefferson, St. Clair & Shelby	Zip Code 35094
Project administrator Melanie Carden, Director		Phone number (205) 773 - 9364	FAX number (205) 699 -6843

A. GRANT PROGRAM: (Check one only)

GENERAL:

	PROGRAM	LSTA AWARD CAP	LOCAL MATCH
<input type="checkbox"/>	Collection Development	\$20,000	\$5,000 (25% of LSTA)**
<input type="checkbox"/>	Digitization of High-Demand Rare Library Materials	\$15,000	\$3,750 (25% of LSTA)**
<input type="checkbox"/>	Library Technology and Automation	\$50,000 (individual library) \$150,000 (library system)	\$12,500 (25% of LSTA)** \$37,500 (25% of LSTA)**
<input type="checkbox"/>	Library Vehicles	\$90,000	\$90,000 (100% of LSTA)***
<input type="checkbox"/>	Micrographic Equipment	\$5,000	\$1,250 (25% of LSTA)**
<input checked="" type="checkbox"/>	Strengthening Communities	\$20,000	\$5,000 (25% of LSTA)**
<input type="checkbox"/>	Strengthening Youth and Family	\$20,000	\$5,000 (25% of LSTA)**

SMALL LIBRARY DEVELOPMENT (Population 10,000 or less):

	PROGRAM	LSTA AWARD CAP	LOCAL MATCH
<input type="checkbox"/>	Collection Development (SLD)	\$10,000	\$2,500 (25% of LSTA)**
<input type="checkbox"/>	Library Technology and Automation (SLD)	\$20,000	\$5,000 (25% of LSTA)**
<input type="checkbox"/>	Strengthening Youth and Family (SLD)	\$10,000	\$2,500 (25% of LSTA)**

B. BUDGET SUMMARY: Enter the **estimated** budget summary totals for this project. Keep in mind that allowable costs differ from one program to another. If you are unclear on how to make the determination, please contact a member of the APLS Consultant Staff. ****For non-vehicle grants, project personnel salaries may comprise up to 25% of local match grand total. ***For Library Vehicles grants, the local match grand total must be in cash. Round all figures to the nearest dollar.**

BUDGET CATEGORY	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Salaries		\$	\$
Travel	\$	\$	\$
Equipment	\$15,000.00	\$3,750.00	\$18,750.00
Supplies	\$	\$	\$
Contractual	\$5,000.00	\$1,250.00	\$6,250.00
Library Materials	\$	\$	\$
GRAND TOTALS	\$20,000.00	\$5,000.00	\$25,000.00

C. CHILDREN'S INTERNET PROTECTION ACT: **All applicants must answer the following question:**

Will federal funds be used in this project 1) to purchase computers used by a public library or a public school library to access the Internet or 2) to pay for direct costs associated with a public library or a public school library accessing the Internet?

Yes No

D. REQUIRED DOCUMENTATION: **To be completed only by public libraries and public library systems:**

Are all required State Aid documents already on file at APLS?

Yes No

E. LIBRARY SYSTEM AND/OR NETWORK MEMBERS: Required only for members of public library systems and/or cooperative library networks.

← Check this box to indicate the proposed project has been discussed with the director of the system and/or network.

F. PROJECT SUMMARY: Briefly summarize the project, including objectives, activities, target populations and anticipated benefits:

Leeds Jane Culbreth Library is requesting display shelving and online literacy resources for juvenile library cardholders and a certain amount of Leeds City School students. LJCL and Leeds City School system were co-recipients of a Century Community Learning Center in Fall 2019. This grant program is a three year U.S. Department of Education program, administered through the states, awarding grants to schools, community and faith-based organizations, and youth development agencies, to provide high quality, expanded learning opportunities outside of regular school hours for children in a safe and secure educational environment. The main objective of the 21st CCLC program is to assist the K-5th students with core subjects, such as math, science, and reading. The library's job is to offer the

Deadline: January 15, 2021

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necessary tools and guidance to increase the reading levels of each enrolled 21st CCLC student. To support our goal, Leeds City Schools has agreed to an allotted book budget for our library. This fund will purchase new children's fiction for the K-5th reading levels and will be located in the library's Children's Department. Leeds City Schools asked that the items be housed in the public library so both the 21st CCLC students and our local library users can have access to the books. Our plan is for Leeds Jane Culbreth Library to use 25% of the total project cost to purchase shelving for these items. Furthermore, we would utilize the additional 75% to purchase subscriptions for a few online literacy programs with remote access, such as Tumblebooks, Capstone, etc. The 1,000 21st CCLC students & juvenile library cardholders will have access to these programs through Leeds City Schools Google Classroom and the library's website.

File Attachments for Item:

7. Development Services Department: City Administrator Watson

Department Hours- OT

12/01/20 to 12/14/20

Department	OT	COM	Totals
	312:20	18:00	330:20
ADMIN	2:58		2:58
COURT	3:36		3:36
DEV	10:49		10:49
FIRE	62:00		62:00
FIRE2	20:00		20:00
LIBRARY		18:00	18:00
POLICE	111:48		111:48
STREET	101:09		101:09

Department Hours- OT

12/15/20 to 12/28/20

Department	OT	COM	FDC	Totals
	82:27	24:49	2:15	109:31
ADMIN	3:57			3:57
FIRE	14:00		2:15	16:15
LIBRARY		24:49		24:49
POLICE	37:38			37:38
STREET	26:52			26:52

Department Hours- OT

12/29/20 to 01/11/21

Department	OT	PDC	Totals
	109:10	1:59	111:09
ADMIN	4:34		4:34
COURT	1:13		1:13
DEV	0:05		0:05
FIRE	58:00		58:00
FIRE2	21:15		21:15
POLICE	11:54	1:59	13:53
STREET	12:09		12:09

File Attachments for Item:

9. Resolution 20-002810: Consider Determination of Certain Conditions to be an Annoyance and Public Nuisance in Violation of Chapter 32 of the Code of Ordinances at 7247 President Street

CITY OF LEEDS RESOLUTION 20-002810

RESOLUTION IN DETERMINATION OF CERTAIN CONDITIONS TO BE AN ANNOYANCE AND PUBLIC NUISANCE IN VIOLATION OF CHAPTER 32 OF THE CODE OF ORDINANCES, FOR THE CITY OF LEEDS, AL.

WHEREAS, in accordance with, without limitation, Code of Ordinances for the city of Leeds, Alabama Chapter 32, §11-47-117, and 11-67-60 to 11-67-67 Code of Alabama 1975 (cumulatively referred to as the "Law"), the City Council of the City of Leeds has the authority to determined that certain conditions upon certain properties in the city of Leeds are offensive, produce an annoyance, constitute a threat to the general public health, safety and welfare of the City of Leeds, Alabama and are in fact a public nuisance; and

WHEREAS, employees or agents of the City of Leeds have identified certain conditions to be a nuisance in violation of the law as existing on certain property at 7247 PRESIDENT ST LEEDS, AL 35094, Parcel ID: 2500203003002001 which is identified in Exhibit A attached hereto and incorporated herein (the "Property"); and

WHEREAS, in accordance wit the Law, the City Council of the City of Leeds, after considering the report and the associated notices as presented by staff, may find that the subject conditions identified by the supporting information and documentation related to the subject Property(ies) are a public nuisance and order the immediate abatement of such conditions; and

WHEREAS, the City Council of the City of Leeds may hold a public hearing if requested by the property owner to have the opportunity of being heard and to discusses the conditions as presented; and

WHEREAS, in accordance with the Law, the City of Leeds is to keep an account of the cost of abating or removing the nuisance on any such property when the owner fails to comply with the provided notices; and

WHEREAS, in accordance with the Law, the City Council of the City of Leed desires to make a determination as to whether or not a public nuisance actually exists at the subject Property(ies), based on the information as presented, and potentially order the abatement of any such nuisance(s).

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

1. All of the Recitals above are true and correct and are hereby incorporated herein as if fully set forth
2. The conditions identified by the Notice(s) of the Public Nuisance, in relation to the Property(ies) identified on the report as Attached hereto as Exhibit A including the requisite notices and supporting information as provided to the Property owner and posted at the Property, and all hereby declared to be a public nuisance in the City of Leeds.
3. The identified public nuisance(s) is relation to the subject Property(ies) shall be abated and/or removed by the City, if necessary, with costs assessed to the subject Property.
4. City staff is to create a report of the related costs for abating or removing any remaining nuisance(s) from the Property and to provide such report back to the City Council for approval of the costs related to the same.
5. The provisions of the Resolution are severable. If any part of the Resolution is determined to be invalid, unenforceable or unconstitutional, such determination shall not affect any other part of this Resolution.
6. The City Budget is amended to fund the deceleration of public Nuisance abatements.

ADOPTED and APPROVED this the 01/19/2021
CITY OF LEEDS, ALABAMA

DAVID MILLER, MAYOR

DATE

ATTEST:

AYES	_____
NAYS	_____
ABSENT FROM VOTING	_____
ABSTAIN	_____

Toushi Arbitelle,
CITY CLERK

I, Toushi Arbitelle, City Clerk of the City of Leeds, hereby certify that the above Resolution was duly adopted by the City Council of the City of Leeds at a regular meeting held on 01/19/2021

Toushi Arbitelle, City Clerk

File Attachments for Item:

10. Resolution 2020-01-04: Consider Budget Amendments

CITY OF LEEDS

RESOLUTION NO.: 2021-01-04

RESOLUTION APPROVING AND AUTHORIZING BUDGET ADJUSTMENTS AND AMENDMENTS AND RELATED EXPENDITURES

WHEREAS, certain unanticipated expenditures in relation to the Administration, Fire Department, and Police Department accounts have been identified as set forth herein; and

WHEREAS, the projects and expenditures were not previously anticipated or provided for in the City’s 2020-2021 budget; and

WHEREAS, in order for these projects to be completed within the current fiscal year, the City Council would have to authorize the projects and the anticipated cost for said projects which would result in a reduction in the general fund balance.

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

1. The Recitals above are true, correct, and included herein as if fully set forth.
2. The budget amendment requests as set forth in the itemized list below are hereby authorized and approved in the amounts as set forth and to be expended from the City reserve account.

Item	Category	Cost Estimate
Administration – Workers Compensation Fund	Budget Amendment	Up to \$59,507
Fire Department – UV Disinfection System	Budget Amendment	Up to \$5,000
Police Department – Replacement vehicle	Budget Amendment	Up to \$30,000

3. The Mayor and staff shall have the full authority to do those things, perform those functions, make such decisions, and to sign necessary documentation in order to carry out and fully complete the actions so authorized herein.

ADOPTED and APPROVED this the 19th day of January 2021

CITY OF LEEDS, ALABAMA:

David Miller, Mayor

Date

AYES: _____

NAYS: _____

ABSENT FROM VOTING: _____

ABSTAIN: _____

ATTEST:

Toushi Arbitelle, City Clerk

I, Toushi Arbitelle, City Clerk of the City of Leeds, 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 19th day of January 2021

City Clerk



INSURANCE OFFICE OF AMERICA

3535 Grandview Parkway
Suite 400
Birmingham, AL 35243
Phone: (205) 968-3440
Fax: (205) 968-3528

INVOICE

ACCOUNT	LEEDS00-01
INVOICE	002
DATE	1/12/2021
PAGE	1 of 1

ACCOUNT EXECUTIVE
Richard Lott

ACCOUNT REPRESENTATIVE
April Davidson

City of Leeds
1040 Park Drive
Leeds, AL 35094

INSURED'S NAME
City of Leeds

POLICY NUMBER
TBD

POLICY PERIOD
1/31/2020 - 1/31/2021

TRANSACTION TYPE	EFFECTIVE	COMPANY	DESCRIPTION	AMOUNT
Renewal	1/31/2021	Municipal Workers Compensation Fund	Workers Compensation	\$159,507.00

Payment Options:

Traditional Wire or ACH: You can obtain IOA's wire or ACH instructions from your IOA service team.

SecurFee Payment Portal: <https://serviceapi.securfee.com/ioausa> Through this payment portal, we are able to accept credit card payment (fees apply) and initiate ACH payments (up to \$250,000) using your bank account number and bank routing number (no fees apply).

INVOICE TOTAL
\$159,507.00

2306
01-4110

Fund	Department	Function	Modifier
KO	Ja	GF	
Clerk	Purchase Order	Pay Group	Check Sort
			Finance



Municipal Workers Compensation Fund, Inc.
P.O. Box 1270
Montgomery, AL 36102

Revised Estimated Contribution Billing

Name Of Insured:
City of Leeds
1400 9th Street
Leeds, AL 35094

Policy Effective Date	2/1/2021
Policy Terminate Date	1/31/2022
PolicyNumber	001-2021-00906-00
Risk ID	014198474
Printed	1/7/2021 6:52 AM

DUE UPON RECEIPT

TOTAL AMOUNT DUE	\$ 159,507.00
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Policy Contact: David Miller

Agent: INSURANCE OFFICE OF AMERICA (Richard Lott)
3535 Grandview Parkway, Suite 400, BIRMINGHAM, AL, 35243

Rate Code	Payroll Description	Rate	Basis	Payroll	Manual Premium
5506 AL	Paving or Repaving & Drivers	9.04%	Payroll	458,307	\$ 41,431.00
7710 AL	Firefighters and drivers	4.84%	Payroll	1,794,099	\$ 86,834.00
7720 AL	Police officers & drivers	5.28%	Payroll	1,865,786	\$ 98,514.00
8810 AL	Clerical office employees NOC	0.24%	Payroll	530,122	\$ 1,272.00
9101 AL	Library Workers/College Schools Other employees	4.53%	Payroll	212,389	\$ 9,621.00
9410 AL	Building Inspection and Code Enforcement	3.44%	Payroll	115,066	\$ 3,958.00
Subcontractors					
8810 AL	Clerical office employees NOC	0.24%	Payroll	30,000	\$ 72.00
9102 AL	Park NOC-all employees & drivers	4.2%	Payroll	57,155	\$ 2,401.00
Total				5,062,924	\$ 244,103.00

Premium Factors	Factor	Amount	Premium
Experience Modifier	1.06		\$ 258,749.00
Drug Free	3.00 %	\$ -7,762.00	
Scheduled Discount	16.00 %	\$ -41,400.00	
Medical Protocol	3.00 %	\$ -7,762.00	
Volume Discount	4.40 %	\$ -11,385.00	
Renewal Dividend			
Annual Premium			\$ -30,932.00
Total			\$ 190,439.00
			\$ 159,507.00

Make Check Payable and Remit to:

Municipal Workers Compensation Fund, Inc., P.O. Box 1270, Montgomery, AL 36102

Total Now Due:	\$ 159,507.00
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47 **ty of Leeds Workers Compensation Renewal 1/1/2021 & Invoice**

April Davidson (BIRM) <April.Davidson@ioausa.com>

Tue 1/12/2021 12:01 PM

To: Toushi Arbitelle <tarbitelle@leedsalabama.gov>

Cc: Jenia Lucas (BIRM) <Jenia.Lucas@ioausa.com>

1 attachments (70 KB)

WC Invoice.PDF;

Coverage: Workers' Compensation
Carrier: Municipal Worker's Compensation Fund
Policy Term: 1/31/2021 - 1/31/2022

Toushi,

Your **Workers' Compensation** policy with Municipal Worker's Compensation Fund will renew on **1/31/2021**. The renewal premium has increased as well as your annual payroll.

We have updated payrolls based off the 1/2/2021 email from Brad which we have outlined below along with the policy limits. I have also attached the invoice for your remittance.

The limits shown below are for your renewal policy:

COVERAGE	LIMIT
Workers' Compensation	
Bodily Injury by Accident	\$1,000,000
Bodily Injury by Disease Policy	\$1,000,000
Bodily Injury by Disease Each Employee	\$1,000,000

Payroll

State	Code	Classification	Rate	2021 to 2022
AL	5506	Paving or Repaving & Drivers	9.04	\$458,307
AL	7710	Firefighters & Drivers	4.84	\$1,794,099
AL	7720	Police Office & Drivers	5.28	\$1,865,786
AL	8810	Clerical Office Employees NOC	0.24	\$530,122
AL	9101	Library Workers / College Schools Other Employees	4.53	\$212,389
AL	9410	Building Inspections & Code Enforcement	3.44	\$115,066
AL	4459	Plastics Mfg Sheets / Rods or Tubes	1.97	\$250,000
Subcontractors				
AL	8810	Clerical Office Employees NOC	0.24	\$30,000
AL	9102	Park NOC - All Employees & Drivers	4.20	\$57,155

Let us know if you have any questions, Otherwise remit payment upon receipt to:

Insurance Office of America

3535 Grandview Parkway, Suite 400

Birmingham, AL 35243

Thanks!

48 **April Davidson**, CISR

Team Operations Leader

Account Manager, National Accounts

3535 Grandview Parkway | Suite 400 | Birmingham, AL 35243

P: (205) 263-6877 | F: (205) 968-3528

April.Davidson@ioausa.com



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Edwards, Virginia	17.7100	9101	Library	Library	2080	\$36,836.80	
Hurst, Kenneth	13.2200	9101	Library	Library	2080	\$27,497.60	
Ingram, Arthur	10.8800	9101	Library	Library	2080	\$22,630.40	
Sessions, Patrick	20.5200	9101	Library	Library	2080	\$42,681.60	
Shorter, Amy	12.3100	9101	Library	Library	2080	\$25,604.80	
Carden, Melanie	27.4700	9101	Library	Library	2080	\$57,137.60	
Capps, Kathy	24.3200	9401	Building Inspection	Development	2080	\$50,585.60	\$212,388.80
Williams, Glen	31.0000	9401	Building Inspection	Development	2080	\$64,480.00	
Clarke, Rodrez	12.9300	5506	Street or Road Construction: Paving or	Streets	2080	\$26,894.40	\$115,065.60
Craig, Samuel	12.9300	5506	Street or Road Construction: Paving or	Streets	2080	\$26,894.40	
Jones, Aaron	15.6900	5506	Street or Road Construction: Paving or	Streets	2080	\$32,635.20	
Kerr, Rickey	19.6600	5506	Street or Road Construction: Paving or	Streets	2080	\$40,892.80	
Smith, Mark	20.0000	5506	Street or Road Construction: Paving or	Streets	2080	\$41,600.00	
SULLIVAN, MARCUS	12.9300	5506	Street or Road Construction: Paving or	Streets	2080	\$26,894.40	
Warren, Johnny	28.1300	5506	Street or Road Construction: Paving or	Streets	2080	\$58,510.40	
Washburn, Johnny	19.8600	5506	Street or Road Construction: Paving or	Streets	2080	\$41,308.80	
Weeks, Ben	12.9300	5506	Street or Road Construction: Paving or	Streets	2080	\$26,894.40	
Wideman, Jason	12.9300	5506	Street or Road Construction: Paving or	Streets	2080	\$26,894.40	
Willis, Jeffrey	13.5600	5506	Street or Road Construction: Paving or	Streets	2080	\$28,204.80	
Isbell, Brett A	12.9300	5506	Street or Road Construction: Paving or	Streets	2080	\$26,894.40	
Sullivan, Jacob Tyler	12.9300	5506	Street or Road Construction: Paving or	Streets	2080	\$26,894.40	
Morris, Tishia	12.9300	5506	Street or Road Construction: Paving or	Streets	2080	\$26,894.40	
Armstrong, Michael	22.9300	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$59,618.00	\$458,307.20
Blount, Lafredrick	20.8100	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$54,106.00	
Bush, Parker	15.5200	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$40,352.00	
Clayton, Paul	15.5200	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$40,352.00	
Courington, Christopher	34.8200	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$90,532.00	
Davis, Phillip	19.9400	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$51,844.00	
Dunsker, Bret	14.7700	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$38,402.00	
Ford, Jon	20.8100	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$54,106.00	
Hannah, Christian	24.0700	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$62,582.00	

Holcombe, Jacob	15.5200	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$40,352.00	
Jenkins, Michael	24.2200	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$62,972.00	
Johnson, Benjamin	15.6300	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$40,638.00	
Mizell, Dunn	21.8400	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$56,784.00	
Mollica, Charles	15.5200	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$40,352.00	
Norsworthy, Morgan	17.9700	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$46,722.00	
Parsons, Charles	51.4100	7704	Firefighters & Drivers - Paid	Fire Station 1	2080	\$106,932.80	
Paterno, Tyler	18.8800	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$49,088.00	
Roberson, Brandon	16.2900	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$42,354.00	
Rossetti, Joshua	17.9800	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$46,748.00	
Smith, Robert Jake	15.5200	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$40,352.00	
Smootherman, Johnathon	16.2900	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$42,354.00	
Templeton, Ryan	16.4200	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$42,692.00	
Williams, Cortney	21.8400	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$56,784.00	
Green, Micah	14.0900	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$36,634.00	
Sims, Michael	13.4300	7704	Firefighters & Drivers - Paid	Fire Station 1	2600	\$34,918.00	
Borrello, Joseph	17.1100	7704	Firefighters & Drivers - Paid	First Station 2	2600	\$44,486.00	
Bullard, Daniel	18.8600	7704	Firefighters & Drivers - Paid	First Station 2	2600	\$49,036.00	
Davis, Joshua	24.0700	7704	Firefighters & Drivers - Paid	First Station 2	2600	\$62,582.00	
Harris, Nathan	17.1100	7704	Firefighters & Drivers - Paid	First Station 2	2600	\$44,486.00	
Howard, Mark	21.8400	7704	Firefighters & Drivers - Paid	First Station 2	2600	\$56,784.00	
Kearns, David	24.0700	7704	Firefighters & Drivers - Paid	First Station 2	2600	\$62,582.00	
Moman, Justin	17.1100	7704	Firefighters & Drivers - Paid	First Station 2	2600	\$44,486.00	
Shell, Kyle	38.2900	7704	Firefighters & Drivers - Paid	First Station 2	2600	\$99,554.00	
Tipton, Christopher	19.8200	7704	Firefighters & Drivers - Paid	First Station 2	2600	\$51,532.00	
							\$1,794,098.80
Atkinson, James	51.4100	7720	Police Officers & Drivers	Police	2080	\$106,932.80	
Baxter, Peggy	10.8800	7720	Police Officers & Drivers	Police	2600	\$28,288.00	
Chalian, Brian	27.3000	7720	Police Officers & Drivers	Police	2600	\$70,980.00	
Eagan, Connor	21.5400	7720	Police Officers & Drivers	Police	2600	\$56,004.00	
Griffin, Wilbert	36.5600	7720	Police Officers & Drivers	Police	2600	\$95,056.00	
Hagan, Dwain	28.6500	7720	Police Officers & Drivers	Police	2600	\$74,490.00	
HARRISON, ZACK	18.6000	7720	Police Officers & Drivers	Police	2600	\$48,360.00	
Huguenard, Caleb	21.5400	7720	Police Officers & Drivers	Police	2600	\$56,004.00	

Jones, Erwin	33,1600	7720	Police Officers & Drivers	Police	2600	\$86,216.00	
Ledbetter, David	27,3000	7720	Police Officers & Drivers	Police	2600	\$70,980.00	
Lepore, Nicholas	18,7400	7720	Police Officers & Drivers	Police	2600	\$48,724.00	
Loebler, Jeffrey	36,5600	7720	Police Officers & Drivers	Police	2600	\$95,056.00	
Moncrief, Forney	10,8800	7720	Police Officers & Drivers	Police	2600	\$28,288.00	
Nelson, Scott	26,0000	7720	Police Officers & Drivers	Police	2600	\$67,600.00	
Palmer, Jordan	22,4800	7720	Police Officers & Drivers	Police	2600	\$58,448.00	
Parsons, Charles Brian	20,3700	7720	Police Officers & Drivers	Police	2600	\$52,962.00	
Reeves, Ronald	40,3000	7720	Police Officers & Drivers	Police	2600	\$104,780.00	
Scott, Jacob	30,0800	7720	Police Officers & Drivers	Police	2600	\$78,208.00	
Shorter, Garland	27,3000	7720	Police Officers & Drivers	Police	2600	\$70,980.00	
Smith, Patrick	27,3000	7720	Police Officers & Drivers	Police	2600	\$70,980.00	
Smith, Robert A	26,0000	7720	Police Officers & Drivers	Police	2600	\$67,600.00	
Staggs, Michael	27,3000	7720	Police Officers & Drivers	Police	2600	\$70,980.00	
Stills, Mark	19,4100	7720	Police Officers & Drivers	Police	2600	\$50,466.00	
Thomas, Paula	19,9000	7720	Police Officers & Drivers	Police	2600	\$51,740.00	
Waldrop, Richard	27,3000	7720	Police Officers & Drivers	Police	2600	\$70,980.00	
Weirich, Michael	19,4100	7720	Police Officers & Drivers	Police	2600	\$50,466.00	
McLaughlin, Joseph	14,6000	7720	Police Officers & Drivers	Police	2600	\$37,960.00	
Turnbloom, Jacob D	19,4100	7720	Police Officers & Drivers	Police	2600	\$50,466.00	
Cato, Clayton Alexis	18,6000	7720	Police Officers & Drivers	Police	2600	\$48,360.00	
White, James Hunter	18,6000	7720	Police Officers & Drivers	Police	2600	\$48,360.00	
Hooks, Mark	21,5400	7720	Police Officers & Drivers	Police	2600	\$56,004.00	
Arbitelle, Toshi	32,5600	8810	Clerical Office Employees	Administration	2080	\$67,724.80	\$1,865,786.00
Willis, Marquetta	24,3200	8810	Clerical Office Employees	Administration	2080	\$50,585.60	
Courington, Michaelann	14,2200	8810	Clerical Office Employees	Administration	2080	\$29,577.60	
Moman, Joy	21,0100	8810	Clerical Office Employees	Court	2080	\$43,700.80	
Roberts, Laura	37,2000	8810	Clerical Office Employees	Court	2080	\$77,376.00	
Menesses Radlilo, Beatriz Adriana	12,0300	8810	Clerical Office Employees	Court	2080	\$25,022.40	
Duchock, Anna G	12,9300	8810	Clerical Office Employees	Court	2080	\$26,894.40	
Dozier, Denise	20,0000	8810	Clerical Office Employees	Court	2080	\$41,600.00	
Watson, Bradley Wayne	48,0700	8810	Clerical Office Employees	Development	2080	\$99,985.60	
Villier, David	17,5965	8810	Clerical Office Employees	Mayor	2080	\$36,600.72	

Ports, Martha	14,9300	8810	Clerical Office Employees	Streets	2080	\$31,054.40	\$530,122.32
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Lantern

UV Disinfection System



Reliable. Durable. Easy to Use.
High-level disinfection without the high-level price tag

ClorDiSys Solutions, Inc
 50 Tannery Road, Suite 1
 Branchburg, NJ 08876
 Ph: 908-236-4100
 Fax: 908-236-2222
 Prepared by: Joe Ferro
 Email: joeferro@ClorDiSys.com

Date	12/29/2020
Quote#	JF-12292020-CLFD
Valid For	60 Days

Customer
Charles Parsons City of Leeds Fire Dept 205-699-0912 cparsons@leedsalabama.gov

Payment Terms	Net 30
Availability	1-2 Weeks
F.O.B. Point	Factory
Freight Terms	PP&A

Item #	Qty	Part	Unit Price	Extended Price
1	1	Lantern UV Disinfection System	\$3,900	\$3,900
Does Not Include: Shipping, Taxes, or Tariffs			TOTAL	\$3,900

The purchase price includes:

- 1 year warranty on all parts and labor

Additional items commonly purchased with the Lantern

- Lantern Protective Transport Case (\$450/each)
- Lantern UV-C Bulbs (\$75/each)



Terms and Conditions.....Effective January 1, 2020

Acceptance

Acceptance of this quotation shall constitute the entire agreement between Seller and Buyer and may not be rescinded or modified in any way except in writing signed and accepted by both parties.

Invoices

ClorDiSys Solutions, Inc. welcomes Master Card, Visa, and corporate check as payment for services. All invoicing is subject to applicable state sales tax unless a valid sales tax exemption certificate is provided upon acceptance of quotation.

If customers are granted credit, payment is due in net 30 days from date of invoice.

Invoices not paid when due are subject to a service charge of 1.5% monthly on the unpaid balance or the maximum rate permitted by law and adjusted as necessary to reflect the cost of carrying past due receivables. Acceptance of this offer is conditioned on acceptance of the payment terms set forth in this quotation and any additional or different language regarding time of payment contained in a response to this offer is hereby deemed rejected by ClorDiSys Solutions, Inc. and will not become a part of this agreement. These payment terms are important to ClorDiSys Solutions, Inc. and will be a part of any final agreement.

A non-refundable payment for custom parts shall be made upon placement of order.

Standard Interpretation

Any agreement between Seller and Buyer shall be governed by and construed according to the laws of the State of Delaware.

Confidentiality

Buyer agrees that any pricing revealed by the Seller during the negotiation process shall remain the confidential property of the Seller.

Force Majeure

If the Seller suffers delay or interruptions in the performance and/or completion of its work due to any cause beyond its control such as an act of God, war, act of government, flood, fire, cyclone, earthquake, epidemic, or other calamity, by any strike, sabotage, riots, or insurrection then the delivery date of service specified in this purchase order or agreement shall be extended for a period of time equal to the period of delay and its consequences. Buyer shall give Seller notice in writing of the cause of any such delay within a reasonable time after Buyer has knowledge a delay will result.

Change Orders

The prices quoted are based on stated quantities. Changes to equipment quantities may result in changes to unit pricing.

Postponements and Cancellations

Minimum charge of 20% of the PO value may be invoiced for services postponed or cancelled. Once a product is delivered, any return requests require notification within 30 days from purchase date. Only unused products will be considered for returns.

The Lantern™ is an easily transportable UV-C generator with emphasis on use within emergency response vehicles. It is used to provide a rapid and highly effective method to disinfect surfaces and components to reduce the transfer of dangerous organisms.

The Lantern™ provides a chemical free method of disinfection, leaving vehicles safe to enter immediately after use.



Time required for 99% reduction*

Organism	Time
Bacillus anthracis	1 min
Escherichia coli	1 min
Klebsiella pneumoniae	2 min
Mycobacterium tuberculosis	2 min
Pseudomonas aeruginosa	2 min
Staphylococcus aureus	1 min
Hepatitis A	2 min
Influenza	1 min
Poliovirus 1	2 min

*within 4 ft distance

Specifications:

Size: 10" W x 10" D x 14" H

Weight: 10 lbs

Power: 115-227 VAC, 4 Amps

Lamps: 9,000 hour lifespan

UV-C light is proven effective against viruses, bacteria, molds and spores.

The Lantern produces an efficient UV-C output of over 130 $\mu\text{w}/\text{cm}^2$ to get a calculated 99% reduction of MRSA in 1 minute and spores like C. diff in 6 minutes within a 4 ft distance.

In addition, testing at Ohio State University has demonstrated that UV-C kills bed bug eggs, nymphs, and reduces their host-seeking ability.

Features

Lightweight, easily portable and easily adaptable.

Contains 4 protected UV-C lamps to provide increased disinfection coverage of items and surfaces.

The Lantern can be used in both the upright and inverted positions such that it can be hung from railings or hooks.

UV-C intensity of over $22 \mu\text{W}/\text{cm}^2$ at 10ft.

Easily operated with minimal training

UV-C intensity of over $130 \mu\text{W}/\text{cm}^2$ at 4ft.

For added safety, the programmable delay timer allows you to set the amount of time between when the start button is pressed and when the UV-C lamps illuminate.

Programmable exposure timer allows you to set the amount of time that the UV-C bulbs are kept on.



File Attachments for Item:

11. Resolution 2021-01-05: Consider COVID-19 Vaccination Policy for City Employees

CITY OF LEEDS

RESOLUTION NO. 2021-01-05

COVID-19 VACCINATION POLICY FOR ALL CITY EMPLOYEES

WHEREAS, the health, security and safety of City employees and citizens remains one of the first orders of business for the Leeds City Council; and

WHEREAS, in this time of pandemic, health and safety continues to guide most all decisions of the County; and

WHEREAS, given that there now exists an available vaccine for COVID-19, it is prudent that the City Council make such vaccine available to all City employees as it becomes available to the City.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEEDS, ALABAMA, AS FOLLOWS:

1. The above Recitals are true and correct and included herein as if fully set forth.
2. The City of Leeds hereby implements the following COVID-19 Vaccination Policy for all City employees:
 - a. **PURPOSE:** The purpose of this policy is to protect the health and safety of the City staff, citizens, and others who visit and who work in our City.
 - b. **COVID-19 Vaccination Requirement:** The policy requires that all City of Leeds (“City”) personnel to either actually receive the available COVID-19 vaccine or to affirmatively opt out of COVID-19 vaccination by completing the attached Vaccine Declination Form.
3. This policy supplements, and does not replace, existing policies of the City of Leeds.
4. The Mayor and City staff, shall have the full authority to do those things, perform those functions, and to sign necessary documentation in order to carry out the actions so authorized herein.

APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Leeds, Alabama on this the 19th day of January 2021.

AYES:	_____
NAYS:	_____
ABSENT FROM VOTING:	_____
ABSTAIN:	_____

CITY OF LEEDS, ALABAMA

David Miller, MAYOR

DATE

ATTEST:

City Clerk

In my capacity as the 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 19th day of January 2021.

Toushi Arbitelle, City Clerk

CITY OF LEEDS
VACCINE DECLINATION FORM

I _____(employee name) do hereby acknowledge and confirm that the CDC and the City of Leeds has recommended that I receive the COVID-19 vaccination to protect myself, other employees, and other individuals with whom I may interact as part of my employment with the City of Leeds, and this vaccination is a condition of employment for all City employees.

I further acknowledge that I am aware of the following:

- The subject vaccination is recommended for me to prevent the spread of COVID-19.
- The results of contracting the disease may result in numerous health complications including death.
- If I become infected with COVID-19, even when my symptoms are mild, I can spread the illness to others.
- The consequences of my refusing to be vaccinated could potentially endanger my health and the health of those with whom I have contact.

Despite these facts, I am choosing to decline the COVID-19 vaccination for one of the following reasons:

_____(initials) Based on a sincerely held religious belief which would not allow such vaccination.

_____(initials) Based on verifiable medical reasons which would disallow such vaccination, and I am requesting reasonable accommodations if available.

I understand that I may change my mind at any time and accept the COVID vaccination if the vaccine remains available.

I have read and fully understand the information on this declination form.

Signature: _____

Date: _____

Department: _____

File Attachments for Item:

12. Resolution 2021-01-06: Consider Supplemental Holiday Carry-over Policy

CITY OF LEEDS

RESOLUTION NUMBER 2021-01-06

SUPPLEMENTAL POLICY IN REGARD TO THE ACCUMULATION OF HOLIDAY HOURS BY EMPLOYEES OF THE CITY OF LEEDS, ALABAMA

WHEREAS, it is the goal of the City Council to ensure that all employees enjoy the full benefits of the holiday leave time which is provided by the City during any one calendar year without excessive accumulation; and

WHEREAS, due to various reasons, all employees may not be able to observe the same exact holiday schedule, which was adopted by the Council, however, it is intended that those holidays be enjoyed during the respective calendar year; and

WHEREAS, in order to accommodate this issue, it is the desire of the City to supplement the holiday leave policy.

WHEREAS, the Mayor and City Council have reviewed the recommendation and find it is in the best public interest to approve that the recommended supplemental changes to the City's holiday leave accumulation policy.

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

1. In addition to the current City Holiday Leave Accumulation Policies, the following policies are hereby adopted:
 - In regard to all City employees:
 - Based on a showing of; a) good cause; b) a showing of diligence to actually observe the subject holidays and leave time; c), and the approval of both the Department Head and the Mayor, employees may receive cash compensation in lieu of holiday hours which have been accumulated during any calendar year and are in excess of the currently allowed maximum carryover amount.
 - Any such in-lieu compensation actually approved shall only be available one time annually and only if submitted for approval no later than January 15. Any excess amount of holiday leave time which is not approved for in-lieu compensation or is not timely submitted, shall expire, without appeal and not allowed to be carried forward.
 - In regard to employees of both the Fire Department and Police Department:
 - The employees of both the City Fire Department and the Police department, at the beginning of each calendar year, shall be allotted an equivalent number of holiday leave hours as are provided to other City employee; however, all such hours shall be

immediately available at the beginning of each calendar year to be utilized at any time during the subject year.

- 2. This Policy shall be supplemental in nature. In the event of conflict between this Policy and others previously adopted, this Policy shall govern.
- 3. This Resolution shall become effective immediately upon adoption and approval.
- 4.

APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Leeds, Alabama on this the 19th day of January 2021.

AYES: _____
NAYS: _____
ABSENT FROM VOTING: _____
ABSTAIN: _____

CITY OF LEEDS, ALABAMA

David Miller, MAYOR

DATE

ATTEST:

City Clerk

In my capacity as the 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 19th day of January 2021.

Toushi Arbitelle, City Clerk

Personnel Board Policy Number: 6.4

**Title: Employee Vacation & Sick Leave Usage Policy Author of Policy:
Administration - Business Office Effective Date: September 13, 2016
Approved by Board Members: September 13, 2016 Last
Revised: New**

PURPOSE

Regular, predictable attendance is a key element to ensuring appropriate staffing levels for the completion of work and supporting the Personnel Board' s customers. This policy intends to promote effective organizational performance through appropriate management of employee leave accrual and usage. This policy provides information on leave accruals and restrictions and guidance on the usage of leave.

VACATION LEAVE ACCRUAL

Annual leave with pay is available for vacation and personal matters for full-time classified employees. Paid vacation leave will accrue according to the following schedule:

<u>Years of Service</u>	<u>Hours of Vacation Accrued per Month</u>
Less than 12	8 hours
At least 12, but less than 25	12 hours
25 or more	16 hours

An employee shall not accrue vacation leave during any month in which, for more than fifteen (15) business days of the month, the employee is on a leave of absence without pay, is suspended or is otherwise in a non-pay status.

VACATION LEAVE USAGE

Vacation cannot be taken in advance of the monthly accrual. Vacation leave accrued but not used may be accumulated during the calendar year with no maximum amount. However, no more than 320 hours of accrued vacation leave may be carried forward from one calendar year to the next, except based on extenuating circumstances and with the documented approval of the Director or his designee. Probationary employees are eligible to use accrued vacation time, in accordance with this policy, after ninety (90) days of continuous service.

To schedule vacation time, an employee must submit in writing his/her request to his immediate supervisor/manager. The supervisor/manager shall determine his/her preferred method of communicating the request in writing (e.g., an Outlook meeting request, an email, etc.) While reasonable efforts will be made to accommodate vacation requests, supervisors /managers will make time off decisions based on a number of factors, including work & staffing requirements, seniority, and the date the request was submitted. It is the responsibility of the employee to ensure that they have enough accrued leave available to cover the dates requested and the responsibility of the manager to ensure enough leave is available for dates approved. Employees are expected to request scheduled time away from work with as much advance notice as possible. If a request is denied, the supervisor/manager will communicate the reason for denial to the employee. Vacation requests made within less than one week of the desired vacation leave may be denied without further communication of the reason for denial.

SICK LEAVE ACCRUAL

Sick leave with pay is not a right for which employees may make demand, but a privilege granted. Sick leave may be granted only for qualified absences due to personal illness, personal dental/doctor appointments, attendance upon members of the immediate family whose illness requires the care of the employee, bereavement, treatment/care/counseling for the employee and any other reason related to the health and wellness of the employee which has been approved by the Director or designee. Immediate family is defined as the employee's spouse, children, parents, grandparents, grandchildren, siblings, legal guardians and legal residents of the employee's household, as well as the employee's spouse's "immediate family" and includes step-relationships. All regular employees shall accrue sick leave at the rate of eight (8) hours per month of service. An employee shall not accrue sick leave during any month in which, for more than fifteen (15) days of the month, the employee is on a leave of absence without pay, is suspended or is otherwise in a non-pay status.

SICK LEAVE USAGE

Sick leave cannot be taken in advance of the monthly accrual. Sick leave accrued but not used may be accumulated during the calendar year with no maximum amount. Probationary employees are eligible to use accrued sick time qualified absences, in accordance with this policy, after ninety (90) days of continuous service. Any approved absence from work due to illness will be charged against the employee's sick time. If the employee has insufficient accrued sick leave, then the time will be charged against the employee's accrued vacation leave or available variable days at the employee's discretion.

When requesting sick leave, the supervisor/manager reserves the right to require an employee to provide a doctor's statement or written evidence prior to and/or immediately upon return to work in order to document the need for and/or length of the requested leave. If this information is requested and the employee does not submit the requested documentation, the employee may be subject to corrective action in accordance with the policy on progressive discipline.

An employee who is unable to report for work due to their own illness or illness of an immediate family member must contact his/her direct supervisor at least 30 minutes before his/her scheduled start time. An employee may report his/her inability to attend work by phone call, to the direct supervisor (leaving a voicemail and then calling the second level supervisor if the direct supervisor does not answer), email directed to both the direct and second level supervisors, or text directed to both the direct and second level supervisors. Employees must continue to call, email or text on a daily basis to report any inability to attend work for consecutive days' absences. If an employee's absence exceeds seven (7) consecutive workdays, please refer to the Personnel Board's Family and Medical Leave Policy for information on requirements under that policy. Failure to adhere to the requirements of this policy may result in disciplinary action, up to and including termination of employment.

Employee absences will be tracked over each calendar year starting January 1st. If an employee exceeds five (5) sick leave occurrences within the calendar year (January 1st through December 31st), the employee will be required to produce an original doctor's note for the absence to be excused. Employees failing to produce a required doctor's note will be subject to discipline under the progressive discipline policy. An "occurrence" is an unscheduled absence from work of more than four hours. If an employee has multiple absences across consecutive workdays due to an extended illness, this event will be treated as a single occurrence. If the single occurrence exceeds seven (7) days, please refer to the Personnel Board's Family and Medical Leave Policy for information on requirements under that policy. Failure to adhere to the requirements of this policy may result in disciplinary action, up to and including termination of employment.

LEAVE WITHOUT PAY

The Board encourages employees to appropriately manage leave time and discourages the use of leave without pay (unless approved under the Personnel Board's Family Medical Leave policy). In situations where an employee who calls in sick, or is otherwise absent, and has insufficient accrued leave time (sick, vacation, or variable days) to cover the hours missed, the employee must submit a request for leave without pay to the Director. Leave without pay will only be approved under extenuating circumstances. The Director may consider the reason for the unpaid leave request, historical patterns of leave usage, or any other factors deemed relevant to the situation in determining whether to approve a leave without pay request. An employee found to be in abuse of leave time and leave policies may be subject to disciplinary actions up to and including termination of employment. Please refer to the Board's Progressive Discipline Policy.

REPORTING REQUIREMENTS

The Board also requires accurate reporting and recordkeeping of hours worked by all staff. Not submitting an accurate report of time worked or time away from work may result in corrective action. It is the responsibility of the employee and the supervisor to track his/her available leave balances before requesting vacation or sick leave. It is the responsibility of supervisors/managers to provide appropriate corrective action when an employee's attendance is unsatisfactory. Corrective action for attendance-related issues will follow the Board's Progressive Disciplinary Policy.

File Attachments for Item:

13. Resolution 2021-01-07: Consider COVID-19 Leave Policy

CITY OF LEEDS

RESOLUTION NO. 2021-01-07

COVID-19 EMPLOYEE LEAVE EXTENSION AND GUIDANCE FOR ALL CITY EMPLOYEES

WHEREAS, the Families First Coronavirus Response Act’s (FFCRA paid sick leave and expanded family and medical leave requirements will expire on Dec. 31, 2020; and

WHEREAS, the City acknowledges that difficulties remain in spite of the expiration of the FFCRA; and

WHEREAS, although the City is under no obligation to do so, the Council wishes to provide additional temporary leave benefits and guidance to some who may be affected by the ongoing pandemic.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEEDS, ALABAMA, AS FOLLOWS:

1. The above Recitals are true and correct and included herein as if fully set forth.
2. The following is intended to provide basic Guidelines for employees effected by Covid-19 in the absence of the FFCRA mandatory FMLA leave requirements for employers:
 - a. FMLA rules still apply to all City employment positions as applicable.
 - b. As always, if leave benefits have been accumulated, full-time employees will be able to take PAID COVID-19 related leave by using such accumulated leave benefits from any combination of their annual, sick, comp, or personal leave, if any.
 - c. For those employees who have no accumulated leave benefits (e.g. part-time employees, full-time employees who have exhausted their leave, and probationary employees) such employees will be able to maintain job status in compliance normal FMLA guidelines for COVID-19 sickness or quarantine requirements.
 - d. During any COVID-19 leave, the City will continue to make available normal benefits for eligible employees, subject to any applicable benefit deductions amount.
 - e. If necessary, the City will extend leave benefits (paid or unpaid depending on available leave accumulation) to those employees who are required to care for school age children during times when only virtual teaching is available to their student. Such granted leave, subject to prior approval, will be extended for the normal 12-week period as allowed by FMLA.
 - f. Employees will not be allowed to work, and will be required to exhaust accumulated leave benefits, if they are exhibiting any symptoms of COVID-19 as defined by the CDC guidelines, they can return to work upon receiving NEGATIVE test results.
3. This policy supplements, and does not replace, existing policies of the City of Leeds.
4. In the event that additional Federal or State legislation is provided which would conflict with this policy, the provisions of the applicable legislation shall govern, and the conflicting terms of this policy will be of no effect.
5. The Mayor and City staff, shall have the full authority to do those things, perform those functions, and to sign necessary documentation in order to carry out the actions so authorized herein.

APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Leeds, Alabama on this the 19th day of January 2021.

AYES:	_____
NAYS:	_____
ABSENT FROM VOTING:	_____
ABSTAIN:	_____

CITY OF LEEDS, ALABAMA

David Miller, MAYOR

DATE

ATTEST:

City Clerk

In my capacity as the 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 19th day of January 2021.

Toushi Arbitelle, City Clerk

File Attachments for Item:

14. Resolution 2021-01-08: Consider a Facility Access Key Control Policy

CITY OF LEEDS

RESOLUTION NUMBER 2021-01-08

APPROVAL OF CITY FACILITY ACCESS KEY POLICY AGREEMENT

Whereas, it is often necessary that individuals other than City staff have access to certain City facilities; and

Whereas, the City is currently without a system to maintain a list of who exactly has such access to those facilities; and

Whereas, for the security of the City facilities and for those who utilize those facilities, it is prudent that the City adopt a system to capture information about those who have been given access and about the purpose that the access was provided; and

Whereas, in order to resolve this issue, an agreement has been provided to hold accountable and to continuously identify all non-City employees who have been provided access to City facilities.

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

1. The following shall be policy to control key access to City facilities:
 - Any non-City employee or contractor shall be required to first sign the City’s Key Access Control Agreement (e.g. attached Agreement) as a condition of receiving any key, access code, scan card, or similar information which would allow such individual to gain access to a City facility through any entrance.
 - In the event that an individual has not executed the subject Agreement, then such person shall not be allowed to possess any key, access code, scan card or similar information which would allow such individual to gain access to a City facility through any entrance.
 - All completed Agreements shall be maintained by the City Clerk.
 - All completed Agreements shall be limited in duration which shall not be in excess of one year. At the end of such duration, the Agreement must be submitted for renewal.

2. This Resolution shall become effective immediately upon adoption and approval.

APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Leeds, Alabama on this the 19th day of January 2021.

AYES: _____
NAYS: _____
ABSENT FROM VOTING: _____
ABSTAIN: _____

CITY OF LEEDS, ALABAMA

David Miller, MAYOR

DATE

ATTEST:

City Clerk

In my capacity as the 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 19th day of January 2021.

Toushi Arbitelle, City Clerk

CITY OF LEEDS - Key and Access Control Agreement

RESPONSIBLE INDIVIDUAL	ADDRESS	PERSONAL CONTACT NUMBER	DESCRIPTION OF KEY PROVIDED

This Key and Access Control Agreement, (the "Agreement") is entered into this ____ day of _____, 20__ between the above named individual (the "Responsible Individual") and the City of Leeds (the "City").

Whereas, this key and access control is designed to ensure that the Responsible Individual understand their responsibility of possessing a Key and to provide added protections protect the safety and security of visiting citizens, students, employees, as well as the security of the City facilities; and

Whereas, the Responsible Individual will be allowed to either maintain possession or to have access to City key cards, access codes, or similar device (the "Key") which allows them to open a locked door to obtain entry into a City facility; and

Whereas, possessing of such a Key is a privilege and significant responsibility for the Responsible Individual as well as a potential liability for the City in the event that such responsibility is not taken seriously.

Now Therefore, in consideration of the mutual covenants contained herein, the sufficiency of which are hereby acknowledged, the City and the Responsible Individual enter into this Agreement as follows:

1. All locks, keys, electronic access devices and access codes are the sole property of the City of Leeds.
2. The City will allow the Responsible Individual to utilize a Key for the following limited purposes only: _____
(the "Limited Purpose").
3. The Limited Purpose will only be allowable during or at the following specific times: _____
(the "Limited Times").
4. The Keys which are issued are only issued for the Limited Purpose at the following location: _____
(the "Limited Location").
5. The City reserves the right to control, limit, change or to completely revoke all privileges for the Responsible Individual to possess the Key and the right to change locks, keys and access codes for any reasons whatsoever including, without limitation, the Limited Purpose at any time whatsoever and for any reason whatsoever.
6. All Keys, including access codes and access devices, must be returned to the City immediately upon demand of a City official or City authorized representative.
7. The Responsible Individual Shall:
 - a. Maintain possession and security of issued Keys without any lending or duplication of Keys.
 - b. Immediately report lost or stolen Keys which may result in termination of Agreement.
 - c. Not prop open doors nor unlock a building or room for another individual unless the individual is known by them to have a Key or to otherwise have authorized access to enter.
 - d. Not attempt to access any other City facility with the Keys.
 - e. Be directly responsible for any person gaining access as a result of the use of the Keys.
8. Acknowledgment of Responsible Individual. In addition to the commitments contained herein and in further exchange for being allowed to possess the privileged access for the Limited Purpose and Time, the Responsible Individual further agrees and acknowledges their agreement and understanding that they shall indemnify and hold the City harmless for any and all disputes, claims, actions, demand, damages, injuries which occurs in any manner as a result of the Responsible Individual's improper use of a Key pursuant to this Agreement

I acknowledge that I have read, understood and agreed to this Agreement.

Print Name: _____

Signature: _____ Date: _____

Door Access Card Number: _____ Issued By: _____

File Attachments for Item:

Resolution 2021-01-09: Consider Re-appointment to the City of Leeds Board of Education

CITY OF LEEDS

RESOLUTION NO.: 2021-01-09

RE-APPOINTMENT OF MEMBERS TO THE CITY OF LEEDS BOARD OF EDUCATION

WHEREAS, by Title 16 Chapter 11 of Code of Alabama, 1975, the City Council is authorized to re-appoint members to the City of Leeds Board of Education; and

WHEREAS, the City Council is desirous of making the necessary re-appointment of one (1) citizen to the City of Leeds Board of Education; and

WHEREAS, City Council has determined that the candidate possesses the necessary qualifications to serve this entity; and

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 following named persons are hereby re-appointed to serve on the City of Leeds Board of Education:

APPOINTEE	EXPIRATION OF TERM
1. Mrs. Kathy Dutton	May 31, 2026

- C. The Clerk is hereby directed to notify the above-named persons of their re-appointment and to further notify the respective board of said appointment.
- D. 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.

BE IT FURTHER RESOLVED that the Mayor shall have the full authority to do those things, perform those functions, and to sign necessary documentation in order to carry out the actions so authorized herein.

ADOPTED and **APPROVED** this the 19th day of January 2021.

AYES: _____

NAYS: _____

ABSENT FROM VOTING: _____

ABSTAIN: _____

CITY OF LEEDS, ALABAMA

David Miller, Mayor

DATE

ATTEST:

Toushi Arbitelle, City Clerk

I, Toushi Arbitelle, City Clerk of the City of Leeds, 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 19th day of January 2021
