

November 4, 2013

The Mayor and Council of the City of Calera met on November 4, 2013 at 6:30 p.m. at Calera City Hall with the following present:

Mayor: Jon G. Graham

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

Department Heads: Roy Hadaway, Finance Director
Sean Kendrick, Fire Chief
Sean Lemley, Police Chief
Matt Worthen, IT Manager
Reggie Darden, Building Official
Chris Pappas, City Engineer
David Jones, Public Works Director
Doug Smedley, Sewer Operations
Janet Greathouse, Library Director

Guests: Harold Cole, Fred Hoskins, Jasper Levio, Sondra Coley and David Allison

David Allison called the meeting to order and opened with a Word of Prayer and the Pledge of Allegiance.

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

Regular Meeting – October 21, 2013
Work Session – October 21, 2013

Council Member Bradshaw seconded said motion which was carried unanimously.

REPORTS OF DEPARTMENT HEADS:

No reports given

COUNCIL MEMBER REPORTS:

Council Member Watts reported construction debris has been left at the residence of 232 17th Street. Mr. Darden advised he has spoken with the property owner and a dumpster has been ordered.

Council Member Busby congratulated the Calera High School Football Team on their 9 – 1 winning season and the upcoming playoffs.

MAYOR REPORT:

Mayor Graham requested approval to have the tree limbs picked up at the Post Office.

Council Member Phillips made a motion to approve picking up the tree limbs at the Post Office. Council Member Busby seconded said motion which was carried unanimously.

The Mayor and Council Members requested reservations be made for the upcoming League Convention to be held in Mobile.

OLD BUSINESS:

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2013-14

WHEREAS, a declaration signed by Calera Housing Authority, Calera Southeast Inc., and Glidewell Specialties owners of the lands abutting the hereinafter described portion of streets and/or alleys situated in the City of Calera, County of Shelby, State of Alabama, vacating said streets/alleys or portion of streets/alleys, has been duly presented to the City Council of the City of Calera, Alabama, for assent and approval of said governing body, said declaration attached being hereto affixed, marked "Exhibit A," and made a part hereof; and

WHEREAS, the street or alley referred to are more particularly described as follows:

See Attached Legal Description

Exhibit A

WHEREAS, it appears to the City Council of the City of Calera, Alabama that the vacations of said street/alley are in order and that convenient and reasonable means of ingress and egress is afforded to all other property owners owning properties in the subdivision embraced in said map of Dunstan's Survey of the City of Calera, Alabama. Subject, however to all existing right-of-ways or easements for public utilities and to all utility facilities presently situated in said area vacated, subject to this provision.

Council Member Bunn moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2013-14.

Council Member Bradshaw seconded said motion and upon vote, the results were as follows:

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

NAYS: None

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

Council Member Phillips moved that Resolution No. R-2013-14 be adopted. Council Member Watts seconded said motion and upon vote, the results were as follows:

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

NAYS: None

Mayor Graham declared Resolution No. R-2013-14 adopted.

Adopted this 4th day of November, 2013.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2013-15

WHEREAS, a declaration signed by Calera Housing Authority, Calera Southeast Inc., and Glidewell Specialties owners of the lands abutting the hereinafter described portion of streets and/or alleys situated in the City of Calera, County of Shelby, State of Alabama, vacating said streets/alleys or portion of streets/alleys, has been duly presented to the City Council of the City of Calera, Alabama, for assent and approval of said governing body, said declaration attached being hereto affixed, marked "Exhibit A," and made a part hereof; and

WHEREAS, the street or alley referred to are more particularly described as follows:

See Attached Legal Description

Exhibit A

WHEREAS, it appears to the City Council of the City of Calera, Alabama that the vacations of said street/alley are in order and that

convenient and reasonable means of ingress and egress is afforded to all other property owners owning properties in the subdivision embraced in said map of Dunstan's Survey of the City of Calera, Alabama. Subject, however to all existing right-of-ways or easements for public utilities and to all utility facilities presently situated in said area vacated, subject to this provision.

Council Member Bradshaw moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2013-15. Council Member Bunn seconded said motion and upon vote, the results were as follows:

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

NAYS: None

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

Council Member Montgomery moved that Resolution No. R-2013-15 be adopted. Council Member Watts seconded said motion and upon vote, the results were as follows:

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

NAYS: None

Mayor Graham declared Resolution No. R-2013-15 adopted.

Adopted this 4th day of November, 2013.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk

NEW BUSINESS:

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2013-17

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

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

City of Calera

Job Description

Job Title: Corporal

Department: Police

Effective Date: November 4, 2013

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

Relationships

Reports To: Sergeant, Lieutenant, Captain, Deputy Chief, Chief of Police

Subordinate Staff: Police Officers

Internal Contacts: Civilian Employees, Other City Departments

External Contacts: General Public; Media; Businesses; Other Law Enforcement Agencies; Community Agencies; Civic Groups; courts; schools

Job Summary

Under the direction of a Sergeant, the employee performs supervisory and some administrative duties relating to the patrol or criminal investigations divisions. Observes and corrects subordinate job performance and approves reports. Trains new officers as a Field Training Officer, performs patrol activities, answers calls, provides security and investigates crimes.

Job Domains

A. Supervision

1. Assists Sergeants with personnel evaluations
2. Checks and approves subordinates' work for accuracy
3. Approves subordinates overtime in the absents of the Sergeant
4. Approves and completes subordinates payroll in the absents of the Sergeant
5. Receives or recommends letters of commendation
6. Assists employees with work related problems
7. Reports internal and public complaints
8. Communicates personnel issues to the Sergeant
9. Conducts verbal coaching to subordinates
10. Reports and recommends disciplinary actions to the Sergeant
11. May issue written warnings or reprimands, when approved through the chain of command
12. Ensures policies and procedures are followed and reports violations to the Sergeant
13. Ensures adequate shift coverage and assigns patrol areas in the absents of the Sergeant
14. Schedules coverage for holidays and special activities in the absents of the Sergeant
15. Reviews all reports for accuracy and completeness in the absents of the Sergeant
16. Supervises incidents involving probable high risks
17. Provides back-up to units as necessary

B. Patrol

1. Patrols within the city jurisdiction
2. Enforces local ordinances, state and federal laws
3. Performs citizen welfare checks
4. Performs security check of local businesses

5. Responds to all calls for service
6. Interviews complainants, witnesses and suspects; resolves disputes if possible
7. Renders first aid
8. Refers individuals to appropriate social services
9. Preserves crime scene; minimizes the number of people allowed into the area, keeps records, collects and documents evidence.
10. Calls out and assists investigators on appropriate cases and felonies
11. Arrests and transports suspects
12. Books suspects into jail; fills out necessary paperwork, fingerprints, determines if medical/mental health services are needed and arranges for treatment or medical checks, and assigns cell and personal items
13. Testifies in court
14. Provides courtroom security
15. Serves warrants and subpoenas

C. Traffic

1. Assists stranded motorists
2. Directs traffic as needed at community events or traffic accidents
3. Observes traffic, makes stops, observes suspicious activity and conditions
4. Enforces rules of the road; issues traffic citations and parking tickets
5. Responds to traffic accidents; assists victims, assesses accident scene, interviews motorists and witnesses and coordinates rescue services
6. Secures accident scenes, collects and tags evidence, takes photographs when appropriate

D. Reports

1. Prepares incident offense reports

2. Prepares accident reports
3. Completes arrest reports
4. Prepares fatality reports as needed
5. Prepares repair orders for vehicles and equipment
6. Enters reports into computers

E. Miscellaneous

1. Work as a Field Training Officer, training new officers within the department in accordance within the FTO guide lines
2. Assists the department in developing good community relations; visits businesses and other groups
3. Participates in crime related awareness programs with schools and to the community

F. Special Details

1. May be assigned any special detail afforded to the Officer Position

G. Investigations

1. May be assigned to work in Investigations as a Detective
2. Prepare reports and affidavits
3. Work with the District attorney's office
4. Attend and testify at grand-jury and court
5. Investigate crime scenes
6. Conduct criminal and victim interviews
7. Attend and document autopsies
8. Conduct undercover operations

Required Knowledge, Skills and Abilities

- Knowledge of modern law enforcement principles
- Knowledge of relevant city ordinances, federal and state laws
- Knowledge of basic first aid and CPR

- Working knowledge of the physical layout of the city and county
- Ability to react quickly and effectively to problem situations
- Ability to demonstrate mature judgment
- Ability to work under stressful circumstances
- Ability to deal calmly and effectively with difficult or belligerent individuals
- Ability to communicate effectively with coworkers, general public, supervisors, subordinates, court personnel, in person, by phone and two-way-radio
- Ability to complete basic mathematical calculations
- Ability to read and write
- Ability to complete clear and neat reports, forms and records
- Ability to comprehend department rules and regulation, directive, policies and procedures
- Ability to operate a motor vehicle properly and safely under adverse condition
- Ability to properly operate and qualify with firearms
- Ability to perform physical activities; apprehending suspects by using physical force, running, climbing and jumping
- Ability to operate computers, communications and radio equipment
- Ability to work overtime and non-standard hours, weekends, and holidays
- Ability to remain emotionally stable and function in high stress situations
- Ability to complete all required training and certifications

Job Eligibility

- Must possess a high school diploma or equivalent
- Must possess a valid Alabama Driver's License
- Must possess a current APOST certification
- Must have three or more years of sworn law enforcement experience with the Calera Police Department

- Must successfully pass or complete any and all testing and or interview process for promotion

I have been issued a copy of the Corporal's job description and have read and understand the requirements of the corporal's position

Signature: _____ Date: _____

Print Name: _____

Chief of Police: _____

Council Member Bradshaw moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2013-17. Council Member Bunn seconded said motion and upon vote, the results were as follows:

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

NAYS: None

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

Council Member Montgomery moved that Resolution No. R-2013-17 be adopted. Council Member Busby seconded said motion and upon vote, the results were as follows:

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

NAYS: None

Mayor Graham declared Resolution No. R-2013-17 adopted.

Adopted this 4th day of November, 2013.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2013-18

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

WHEREAS, the City of Calera, Alabama has inventoried the Fire Department equipment allocated to serve the City of Calera; and

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

Two MRL Heart Monitors
One Life Pack Heart Monitor
Two AED's
Assorted Batteries and Parts
Several Rolls of 5" Fire Hose

Council Member Watts moved that Resolution No. R-2013-18 is adopted. Council Member Bradshaw seconded said motion and upon vote, the results were as follows:

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

NAYS: None

Mayor Graham declared Resolution No. R-2013-18 adopted.

Adopted this 4th day of November, 2013.

Connie Payton, City Clerk

Jon G. Graham, Mayor

Mayor Graham introduced the following Ordinance:

ORDINANCE NO. 2013-17

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

WHEREAS, Section 4-10 of the City of Calera Code of Ordinances is hereby amended by adding the following section:

PERMIT FEE CHARGES

(m) Commercial Communication Cable Installation Permits shall be computed as follows:

Construction Cost x 2% = Permit Cost

General Contractor will provide copy of contract with any subcontractors listed with the permit application.

Council Member Bunn moved that unanimous consent of the Council be given for immediate action upon Ordinance No. 2013-17. Council Member Bradshaw seconded said motion and upon vote, the results were as follows:

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

NAYS: None

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

Council Member Phillips moved that Ordinance No. 2013-17 is adopted. Council Member Bradshaw seconded said motion and upon vote, the results were as follows:

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

NAYS: None

Mayor Graham declared Ordinance No. 2013-17 adopted.

Connie B. Payton, City Clerk

Jon G. Graham, Mayor

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2013-19

A RESOLUTION ACCEPTING A BID FOR THE EAGLE SPORTS COMPLEX SOCCER FENCING AND NETTING PROJECT FOR THE CITY OF CALERA, ALABAMA.

WHEREAS, the City of Calera has solicited sealed bids as required under the Alabama bid law; and

WHEREAS, bids were opened at Calera City Hall on October 25, 2013 at 10:00 a.m.; and

WHEREAS, bids were as follows:

Company

Amount

Tusco, Inc.	\$151,611.00
Coston General Contractors, Inc.	\$164,180.00

WHEREAS, the Mayor and Council of the City of Calera, at the Regular Meeting on November 4 2013, considers the recommendation of the City Engineer, Mr. Chris Pappas. The Mayor and Council will award the bid for the Eagle Sports Complex Soccer Field Fencing and Netting Project in the amount of \$151,611.00 to Tusco, Inc.

(Copy of City Engineer’s recommendation letter attached to this Resolution)
(Bid Tabulation attached to this Resolution)

Council Member Montgomery moved that Resolution No. R-2013-19 be adopted. Council Member Watts seconded said motion and upon vote, the results were as follows:

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

NAYS: None

Mayor Graham declared Resolution No. R-2013-19 adopted.

Adopted this 4th day of November, 2013.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk

Mayor Graham introduced the following Ordinance:

ORDINANCE NO. 2013-18

AN ORDINANCE OF THE CITY OF CALERA, ALABAMA, TO EXEMPT CERTAIN “COVERED ITEMS” FROM THE MUNICIPAL SALES AND USE TAX DURING THE LISTED WEEKEND IN FEBRUARY, 2014, AS AUTHORIZED BY ACT 2012-256, GENERALLY REFERRED TO AS THE STATE SEVERE WEATHER PREPAREDNESS SALES TAX HOLIDAY LEGISLATION.

BE IT ORDAINED BY THE CITY COUNCIL OF CALERA, ALABAMA, AS FOLLOWS:

Section 1. In conformity with the provisions Act 2012-256 enacted by the Alabama Legislature during the 2012 Regular Session, providing for a State Severe Weather Preparedness Sales Tax Holiday, the City of Calera, Alabama, exempts “covered items” from municipal sales and use tax during the same period, beginning at 12:01 a.m. on Friday February 21, 2014 and ending at twelve midnight the following Sunday (February

23, 2014).

Section 2. This ordinance shall be subject to all terms, conditions, definitions, time periods, and rules as provided by Act 2012-256, except that the time period shall only be as specified in Section 1 above **and not for all years thereafter**.

Section 3. The City Clerk is hereby authorized and directed to certify a copy of this ordinance under the seal of the City of Calera, Alabama, and to forward said certified copy to the Alabama Department of Revenue to be recorded and posted on the Department website.

Section 4. This ordinance shall become effective on November 4, 2013.

Council Member Bradshaw moved that unanimous consent of the Council be given for the immediate action upon said Ordinance. Council Member Bunn seconded said motion and upon vote the results were:

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

NAYS: None

The Mayor declared said motion carried and unanimous consent given.

Council Member Busby moved that Ordinance No. 2013-18 be adopted, which motion was seconded by Council Member Bradshaw and upon vote the results were as follows:

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

NAYS: None

Adopted this 4th day of November, 2013.

Mayor declared Ordinance No. 2013-18 adopted.

Connie B. Payton, City Clerk

Jon G. Graham, Mayor

Council Member Phillips made a motion to adjourn the meeting at 6:44 p.m.

Approved this 18th day of November, 2013.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk