
CITY OF CLAY, ALABAMA

PRE-COUNCIL MEETING AGENDA

City Hall Meeting Room - 2441 Old Springville Road

May 26, 2026 @ 6:00 PM

As a matter of convenience, members of the public are invited to listen and observe in public meetings by YouTube video. Presenters and others interested in a particular matter for discussion are encouraged to attend the meeting in-person. The City is not responsible for technical issues that may occur that interfere with the video. The City Council, at its sole discretion, may proceed with its in-person business meeting regardless of whether virtual attendees can hear and/or observe the proceedings. To access the YouTube video, go to www.YouTube.com and search cityofclay in the search bar. Click on the City of Clay logo and then click on “Live” to [view the meeting.](#)

1. Grace Klein
2. Kent Maddox

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 205-680-1223.

CITY OF CLAY, ALABAMA

REGULAR COUNCIL MEETING AGENDA

City Hall Meeting Room - 2441 Old Springville Road

May 26, 2026 @ 6:30 PM

As a matter of convenience, members of the public are invited to listen and observe in public meetings by YouTube video. Presenters and others interested in a particular matter for discussion are encouraged to attend the meeting in-person. The City is not responsible for technical issues that may occur that interfere with the video. The City Council, at its sole discretion, may proceed with its in-person business meeting regardless of whether virtual attendees can hear and/or observe the proceedings. To access the YouTube video, go to www.YouTube.com and search cityofclay in the search bar. Click on the City of Clay logo and then click on "Live" to view the meeting.

CALL TO ORDER

INVOCATION / PLEDGE OF ALLEGIANCE / ROLL CALL

APPROVE COUNCIL MINUTES

1. Pre-Council and Council Minutes from May 12, 2026

APPROVE AGENDAS

2. Meeting Agenda
3. Consent Agenda (Financial)

COMMITTEE REPORTS

4. Mayor Jane Anderton
5. Council member Nathan Thompson
6. Council member Carla Youngblood
7. Council member Chris Nail
8. Council member Joseph "Jody" Harris
9. Council member Orletta Jackson-Rush, Ed.D.

READING OF PETITIONS, APPLICATIONS, COMPLAINTS, APPEALS, COMMUNICATIONS, ETC

PUBLIC HEARINGS

10. Ordinance 2026-05-04: An Ordinance amending Ordinance 2005-56, as amended by Ordinance 2018-12 to Clarify the Nuisance and Abandoned Vehicle Abatement Procedures

PUBLIC COMMENTS

ENTER UNANIMOUS CONSENT: CONSENT AGENDA

OLD BUSINESS:

11. Resolution 2026-05-03: A Resolution to Consider Approval for Alcohol License to Liquor Discount Clay, LLC /dba/ Deerfoot Liquor at 6736 Deerfoot Parkway, Suite 102, Pinson 35126

NEW BUSINESS:

12. Ordinance 2026-05-04: An Ordinance amending Ordinance 2005-56, as amended by Ordinance 2018-12 to Clarify the Nuisance and Abandoned Vehicle Abatement Procedures (*First Reading*)
13. Ordinance 2026-05-05: An Ordinance Establishing City Towing Contractor and Rotation Procedures (*First Reading*)
14. Ordinance 2026-05-06: An Ordinance Establishing Outside Agency Funding Policies and Procedures (*First Reading*)
15. Resolution 2026-05-05: A Resolution Adopting Towing and Abandoned Vehicle Abatement Policy and Procedures
16. Resolution 2026-05-06: Will be heard on June 9, 2026, meeting
17. Resolution 2026-05-07: A Resolution Authorizing Reconditioning of School Football Helmets and Payment of Invoice
18. Resolution 2026-05-08: A Resolution Authorizing Contract for Animal Control and Pound Services with Greater Birmingham Humane Society
19. Resolution 2026-05-09: A Resolution on Employee Disciplinary Appeal Decision

END UNANIMOUS CONSENT

ADJOURNMENT

NEXT CITY COUNCIL MEETING – TUESDAY, June 9, 2026

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 205-680-1223.

City of Clay, Alabama

Pre-Council Meeting Minutes

City Hall Meeting Room – 2441 Old Springville Road
May 12, 2026

CALL PRE-COUNCIL MEETING TO ORDER

Mayor Jane Anderton called the meeting to order at 6:00 p.m.

PRESENT

Mayor Jane Anderton
Council member Nathan Thompson
Council member Carla Youngblood
Council member Chris Nail
Council member Joseph “Jody” Harris
Council member Orletta Jackson-Rush, E.D.

1. Ordinance 2026-05-02: Annexation at 5744 Cheryl Drive

2. Ordinance 2026-05-03: Adopt City’s Flood Damage Prevention Ordinance

This item is intended to update and revise the existing ordinance language, which is currently outdated, to align with the current State of Alabama model ordinance.

3. Resolution 2026-05-01: Award 2026 Asphalt/Paving Contract

Discussion was held regarding awarding the asphalt/paving contract to the lowest responsible bidder. The City Engineer prepared a recommendation letter, which was included in the Council packet for review.

4. Resolution 2026-05-02: Award 2026 Labor/Equipment Contract

Discussion was held regarding awarding the labor/equipment contract to the lowest responsible bidder. The City Engineer prepared a recommendation letter, which was included in the Council packet for review.

6. Resolution 2026-05-03: Approve Alcohol License at 6736 Deerfoot Parkway

Discussion was held regarding approval of an additional alcohol license application. It was noted that the City currently has four alcohol licenses, which is the maximum allowed under Ordinance 2025-01. This request is for a new license and not a transfer of an existing license. Further discussion will take place during the public hearing at the Council meeting.

7. Resolution 2026-05-04: To Amend Resolution 2026-25 to add fireworks at City Fest

Discussion was held regarding amending the previously approved resolution to include fireworks for the City Fest event scheduled for June 27.

Additional Discussion – Mayor Anderton Announcements

Mayor Anderton announced the members selected for the Ad Hoc Committee regarding the DYS property.

She also announced current job openings with the City, including City Hall interns, a part-time Library Helper for the summer reading program, a Code Enforcement Officer, and part-time Splash Pad workers.

Mayor Anderton stated that the splash pad will open Tuesday, May 26, 2026, and will operate Tuesday through Saturday from 9:00 a.m. to 6:00 p.m.

She further reported that the Library sign is currently experiencing network issues and that the school signs remain in progress.

ADJOURNMENT

The meeting adjourned at 6:16 p.m.

Attest:

Jane Anderton, Mayor

Toushi Arbitelle, City Clerk

City of Clay, Alabama

Regular Council Meeting Minutes

City Hall Meeting Room – 2441 Old Springville Road
May 12, 2026

CALL COUNCIL MEETING TO ORDER

Mayor Jane Anderton called the meeting to order at 6:30 p.m.

ROLL CALL / INVOCATION / PLEDGE OF ALLEGIANCE

PRESENT

Mayor Jane Anderton
Council member Place 1 – Nathan Thompson
Council member Place 2 – Carla Youngblood
Council member Place 3 – Chris Nail
Council member Place 4 – Joseph “Jody” Harris
Council member Place 5 – Orletta Jackson-Rush

INVOCATION

Ms. Polly McClure

PLEDGE OF ALLEGIANCE

Mayor Jane Anderton

APPROVE COUNCIL MINUTES

Motion to approve Pre-Council and Regular Council Minutes from April 21, 2026, made by Council member Rush, Seconded by Council member Youngblood. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush and Mayor Anderton.

APPROVE MEETING AGENDA

Motion to approve May 12, 2026, Meeting Agenda, made by Council member Rush, Seconded by Council member Youngblood. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush, and Mayor Anderton.

APPROVE CONSENT AGENDA (Check Register)

Motion to approve May 12, 2026, Consent Agenda (Check Register), made by Council member Thompson, Seconded by Council member Rush. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush and Mayor Anderton.

COMMITTEE REPORTS

Mayor Anderton

Mayor Anderton reported on a successful Second Saturday cleanup event at Cosby Lake in partnership with Cub Scout Pack 66. She noted that participants assisted with plantings along the walking trail.

She also shared that she transported senior citizens from the Senior Center to lunch in Oneonta at Charlie B’s Restaurant.

Mayor Anderton announced that the next Finance Committee meeting is scheduled for May 19.

Council member Place 1

Council Member Thompson expressed appreciation for the attendance of those present. He recognized the newly appointed Board of Zoning Adjustment members and referenced their meeting held the previous night.

He provided a brief recap of the Alabama League of Municipalities Convention held the previous week, including training content regarding how police stops can escalate, and extended appreciation to first responders for their service.

Council Member Thompson also reported that the DYS Ad Hoc Committee has been finalized and stated he looks forward to serving as its chair and working with the committee moving forward.

Council member Place 2

Council Member Youngblood expressed appreciation for the attendance of those present. She reported that the Finance Committee is preparing for the FY2027 budget process.

She also noted that June 27 marks the City's first City Fest and shared her hope that the event will bring the community together.

Council member Place 3

Council Member Nail expressed appreciation for the attendance of those present. He reported that he and Council Member Youngblood recently visited local schools and met with principals, who expressed appreciation for the City's support and continued maintenance of school grounds, particularly grass cutting services.

Council member Place 4

Council Member Harris reported that Sergeant Graham is being considered for promotion to Lieutenant, with his interview scheduled for the following day. Sergeant Graham provided a report covering the previous month's activity, including traffic stops and calls for service.

In the absence of Chief Dahlen, Council Member Harris presented the Fire Department report. He stated that the department has received their refurbished rescue truck. He emphasized the importance of smoke detectors, referencing a recent incident in which smoke detectors helped save a family from a house fire. He noted that smoke detectors are available through the Center Point Fire District, and staff will install them upon request. Residents may contact the CPFD business office to schedule an installation appointment.

Council member Place 5

Council Member Rush expressed appreciation for those in attendance. She announced that the Summer Reading Program is ready for kickoff and will include additional activities throughout the summer.

She also noted that Clay-Chalkville High School graduation is scheduled for May 17 at the BJCC, as the new field is not yet ready for use.

Additionally, she stated that the Council would need to review their schedules to establish a date for the upcoming appeal hearing. The Council agreed to hold the appeal hearing on Monday, May 18 at 6:00 p.m.

READING OF PETITIONS, APPLICATIONS, COMPLAINTS, APPEALS, or COMMUNICATIONS

There was none.

PUBLIC HEARING

Ordinance 2026-02: An Ordinance to levy an additional Five (5) Mill Ad Valorem Tax with money designated and appropriated for Public Education Program

Mr. Bill McAllister stated opposition to what he described as a new tax, indicating he does not support new taxes. Mayor Anderton clarified that the ordinance does not establish a new tax, but rather reinstates a tax originally enacted in 2012. She explained that the previous administration repealed the tax as a "refund" related to increased garbage fees; however, she noted that such a refund structure is not permissible.

Ms. Polly McClure asked whether the ordinance would result in funds being added to the money currently set aside for the schools. Mayor Anderton responded that the funds would replace the current allocations provided to the schools. She explained that the amount presently taken from the General Fund would be depleted by December.

Mr. Matt Clay asked whether there is a mechanism to track how the schools use the funds provided under the ordinance. Mayor Anderton responded that accountability measures are built into the ordinance due to the funds being public in nature. She stated that expenditures must be traceable, reviewable, and used for lawful public purposes, and that the City would be entitled to records documenting how the funds are spent.

Mr. Mark Howell stated that the previous administration had intended to use the repeal of the tax as a credit in response to increased garbage fees. He explained that the tax is collected based on property values and remitted to the City, and noted that citizens are responsible for paying their own garbage service fees directly.

Mr. Eddie Dawson stated that all of his children are graduates of Clay-Chalkville High School. He expressed support for the ordinance and noted that he would prefer the allocation to be greater than five percent. He also emphasized the importance of accountability in how both the City and the school system utilize funds. Mr. Dawson encouraged citizens of Clay to take a more active role in supporting the City's children and schools.

Ordinance 2026-05-03: An Ordinance to Adopt the City's Flood Damage Prevention Ordinance

There was no public comment.

ALC-2026-002: Alcoholic Beverage License to Liquor Discount Clay, LLC /dba/ Deerfoot Liquor at 6736 Deerfoot Parkway, Suite 102, Pinson AL 35126

Mr. Philip Lagat, the applicant, stated his request to petition for a fifth alcohol license location. He noted that he has been in business for over five years and owns and operates both a gas station and package store. Council Member Thompson reminded those present that Ordinance 2025-01 limits the City to four alcohol licenses.

Mayor Anderton referenced a case from the City of Mobile indicating that municipalities cannot limit the number of liquor licenses.

Mr. Kavine Ochieng, a Clay resident and property owner, stated that he leases property to Mr. Philip Lagat. He noted that, in accordance with Alabama Alcoholic Beverage Control (ABC) rules and procedures, property owner permission is required for the transfer of an alcohol license to another location.

Mr. Matt Clay, who serves on the City's Planning and Zoning Board, stated that he is aware of the City's limit of four alcohol licenses. He expressed opposition as a citizen and asked the Council to consider the proximity of the proposed location to surrounding properties.

The Public Hearing closed at 7:24 pm.

PUBLIC COMMENTS

Ms. Linda Habig, representing Grace Klein, announced the opening of a new location in Clay at 5271 Old Springville Road. She also stated that a ribbon cutting ceremony will be held on June 5 at 10:00 a.m.

Mr. Hunter Merola stated that a warrant for his arrest was sworn out by Mayor Anderton and indicated he believed it had been rescinded; however, he reported that he was subsequently taken into custody by the Jefferson County Sheriff's Office at his residence. He stated that he has a criminal hearing scheduled for Thursday in the case *State of Alabama v. Merola*.

Mr. Merola stated that he understands an offer has been made by the Mayor, which she confirmed. He questioned whether it was necessary for additional legal counsel to be involved in prosecuting the City's hearing.

APPROVE CONSENT AGENDA (Resolutions)

Motion to enter unanimous consent and approve Consent Agenda (Resolutions), made by Council member Harris, Seconded by Council member Rush. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush, and Mayor Anderton.

OLD BUSINESS

Ordinance 2026-02: An Ordinance to levy an additional Five (5) Mill Ad Valorem Tax with money designated and appropriated for Public Education Program

Motion to approve Ordinance 2026-02 made by Council member Rush, Seconded by Council member Youngblood.

Motion to amend Ordinance 2026-02 as was discussed made by Council member Harris, Seconded by Council member Youngblood. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush and Mayor Anderton.

Motion to approve Ordinance 2026-02 as amended made by Council member Harris, Seconded by Council member Youngblood. Voting Yea: Council member Youngblood, Council member Nail, Council member Harris, Council member Rush and Mayor Anderton. Voting Nay: Council member Thompson.

NEW BUSINESS

Ordinance 2026-05-02: An Ordinance to annex property located at 5744 Cheryl Drive, Pinson AL 35126

This item was pulled from the agenda and will first need to be reviewed by the Planning & Zoning Commission.

Ordinance 2026-05-03: An Ordinance to Adopt the City's Flood Damage Prevention Ordinance

Motion to approve Ordinance 2026-05-03 made by Council member Thompson, Seconded by Council member Nail. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush and Mayor Anderton.

Resolution 2026-05-01: A Resolution Awarding the 2026 Annual Asphalt/Paving Contract

Motion to approve Resolution 2026-05-01 made by Council member Harris, Seconded by Council member Nail. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush and Mayor Anderton.

Resolution 2026-05-02: A Resolution Awarding the 2026 Annual Labor, Material & Equipment Contract

Motion to approve Resolution 2026-05-02 made by Council member Harris, Seconded by Council member Thompson. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush and Mayor Anderton.

Resolution 2026-05-03: A Resolution to Consider Approval for Alcohol License to Liquor Discount Clay, LLC /dba/ Deerfoot Liquor at 6736 Deerfoot Parkway, Suite 102, Pinson AL 35126

Motion to approve Resolution 2026-05-03 made by Council member Harris, Seconded by Mayor Anderton after she passed the gavel to Mayor Pro Tem Rush.

After the discussion, Mayor Pro Tem Rush passed the gavel back to Mayor Anderton.

Motion to table Resolution 2026-05-03 made by Council member Rush, Seconded by Council member Thompson. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush and Mayor Anderton.

Resolution 2026-05-04: A Resolution to Amend Resolution 2026-25 to Authorize funds for Fireworks display at Clay City Fest

Motion to approve Resolution 2026-05-04 made by Council member Rush, Seconded by Council member Youngblood. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush and Mayor Anderton.

END UNANIMOUS CONSENT

Motion to end unanimous consent, made by Council member Thompson, Seconded by Council member Nail. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush and Mayor Anderton.

ADJOURNMENT

Motion to adjourn made by Council member Nail, Seconded by Council member Youngblood. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush, and Mayor Anderton.

The meeting adjourned at 8:17 p.m.

The next Pre-Council Meeting will be held on Tuesday, May 26th, 2026, at 6:00 p.m. at City Hall followed by the City Council meeting at 6:30 p.m.

Attest:

Jane Anderton, Mayor

Toushi Arbitelle, City Clerk

City of Clay, Alabama

Regular Council Meeting Minutes

City Hall Meeting Room – 2441 Old Springville Road
May 18, 2026

CALL COUNCIL MEETING TO ORDER

Mayor Jane Anderton called the meeting to order at 6:00 p.m.

ROLL CALL / INVOCATION / PLEDGE OF ALLEGIANCE

PRESENT

Mayor Jane Anderton
Council member Place 1 – Nathan Thompson
Council member Place 2 – Carla Youngblood
Council member Place 3 – Chris Nail
Council member Place 4 – Joseph “Jody” Harris
Council member Place 5 – Orletta Jackson-Rush

INVOCATION

Mayor Jane Anderton

PLEDGE OF ALLEGIANCE

Mayor Jane Anderton

EXECUTIVE SESSION

Council member Thompson read Section 36-25-7(a)(9) as the basis for entering into Executive Session. Mayor Anderton passed the gavel to Mayor Pro Tem Rush. Motion to adjourn the meeting into Executive Session made by Council member Thompson, Seconded by Council member Harris. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris, Council member Rush, and Mayor Anderton.

ADJOURNMENT

The meeting adjourned into executive session at 6:05 p.m.

Attest:

Jane Anderton, Mayor

Toushi Arbitelle, City Clerk

Overtime Report	
05/07/2026 - 05/20/2026	
Departments	OT
Administration	0.25
Ballpark	10
Inspections	
Library	2.75
Public Works	6
Senior Center	1



CITY OF CLAY, ALABAMA

RESOLUTION NO. 2026-05-03

CASE NO. ALC 2026-02

A RESOLUTION APPROVING THE ALABAMA ALCOHOLIC BEVERAGE CONTROL BOARD RETAIL LIQUOR LICENSE APPLICATION OF LIQUOR DISCOUNT CLAY LLC, D/B/A DEERFOOT LIQUOR, FOR THE PREMISES LOCATED AT 6736 DEERFOOT PARKWAY, SUITE 102, PINSON, ALABAMA 35126; AND AUTHORIZING WRITTEN CONFIRMATION OF THE CITY'S DECISION TO THE ALABAMA ALCOHOLIC BEVERAGE CONTROL BOARD.

WHEREAS, the City Council of the City of Clay, Alabama (the "City"), is the governing authority of the municipality and is authorized to consider and act upon alcoholic beverage license applications requiring municipal consent or approval under the Alabama Alcoholic Beverage Licensing Code and the rules of the Alabama Alcoholic Beverage Control Board (the "ABC Board"); and

WHEREAS, Alabama law provides that a retail liquor license application for premises located in a municipality must be presented to the governing authority of the municipality and must obtain the municipality's consent and approval before the ABC Board may issue the license; and

WHEREAS, Alabama law further provides that each retail liquor license application must be approved by the governing authority of the municipality, if the retailer is located in a municipality, before the ABC Board has authority to grant the license; and

WHEREAS, the ABC Board's license-application procedure requires the applicant to provide a copy of the completed application to the appropriate local governmental authority for processing and requires the local governmental authority to provide the ABC Board written confirmation of its decision; and

WHEREAS, Liquor Discount Clay LLC, d/b/a Deerfoot Liquor (the "Applicant"), has submitted to the City an Alabama Alcoholic Beverage Control Board Alcohol License Application, identified by the City as Case No. ALC 2026-02 and by the ABC Board as Confirmation Number 20260413113313691, requesting approval for a Type 011 Lounge Retail Liquor - Class II (Package) license for the premises located at 6736 Deerfoot Parkway, Suite 102, Pinson, Alabama 35126 (the "Premises"); and

WHEREAS, the application identifies the Premises as being within city/town limits, identifies police protection as City, describes the proposed operation as primarily a package-store operation, and identifies the Premises as a shopping-center location containing approximately 1,200 square feet; and

WHEREAS, the City Council has considered the application and finds that it is in the best interest of the City to approve the application for purposes of municipal consent and local governing authority action, subject to the conditions, limitations, and continuing compliance obligations set forth below.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clay, Alabama, as follows:

SECTION 1. APPROVAL OF APPLICATION

The City Council hereby approves, for purposes of local governing authority consent and approval, the alcoholic beverage license application described below:

City Case No.	ALC 2026-02
ABC Confirmation No.	20260413113313691
Applicant	Liquor Discount Clay LLC
Trade Name	Deerfoot Liquor
Premises	6736 Deerfoot Parkway, Suite 102, Pinson, Alabama 35126
Requested Beverage License	Type 011 - Lounge Retail Liquor - Class II (Package)

SECTION 2. LOCAL GOVERNING AUTHORITY CONSENT

The approval granted by this Resolution is intended to constitute the City's consent, approval, and written local governing authority action required for the ABC Board's consideration of the application. This Resolution does not represent that the Applicant has satisfied every state requirement for issuance of the requested license, and final issuance, renewal, suspension, revocation, or enforcement of the state license remains within the jurisdiction of the ABC Board and other agencies having lawful authority.

SECTION 3. CONDITIONS AND LIMITATIONS

This approval is expressly conditioned upon the Applicant's continuing compliance with all applicable federal, state, county, and municipal laws, ordinances, rules, regulations, licenses, permits, and lawful orders, including but not limited to the following:

1. Final issuance and continued good standing of the applicable ABC Board license;
2. Obtaining and maintaining any required City business license, tax registration, zoning approval, certificate of occupancy, building, fire, sign, health, and other required local or state approvals;
3. Payment of all lawful license fees, taxes, permit fees, charges, and other amounts owed to the City or other governmental authorities;
4. Operation only at the Premises and only under the license type and scope approved by the ABC Board and by this Resolution;
5. No material change in ownership, location, license type, floor plan, business name, or nature of operation without any further approval required by law;

- 6. No possession, sale, service, or dispensing of alcoholic beverages before the effective issuance of the required ABC Board license; and
- 7. Compliance with all applicable public-safety, nuisance, police, zoning, building, fire, and revenue requirements of the City.

SECTION 4. NO WAIVER OR SEPARATE PERMIT APPROVAL

Nothing in this Resolution shall be construed as a waiver of the City's police powers, zoning authority, business-license authority, tax authority, nuisance-abatement authority, inspection authority, or enforcement authority. This Resolution does not approve any separate tobacco, alternative nicotine product, sales tax, health, building, fire, sign, zoning, occupancy, or other license or permit, except to the limited extent that local governing authority approval is required for the alcoholic beverage license application identified above.

SECTION 5. AUTHORIZATION TO TRANSMIT DECISION

The Mayor, City Clerk, City Manager, and other appropriate City officials, employees, and agents are hereby authorized and directed to execute, certify, transmit, and deliver to the ABC Board, the Applicant, or any other appropriate governmental authority any certificate, letter, form, minutes, confirmation, or other written communication reasonably necessary to evidence the City's action and to carry out the intent of this Resolution.

SECTION 6. EFFECTIVE DATE

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

ADOPTED AND APPROVED this ____ day of _____, 2026.

CITY OF CLAY, ALABAMA

Jane Anderton, Mayor
Mayor

Toushi Arbitelle, City Clerk
ATTEST

VOTING RESULTS:

Yeas: _____	Nays: _____	Abstain: _____	Absent: _____
-------------	-------------	----------------	---------------

CERTIFICATION

I, the undersigned City Clerk of the City of Clay, Alabama, do hereby certify that the foregoing is a true and correct copy of a Resolution lawfully passed and adopted by the City Council of the City of Clay, Alabama, at a regular or special meeting of such Council held on the ____ day of _____, 2026, and that the same is on file in the City Clerk's Office.

I further certify that the City's action on the above-described alcoholic beverage license application has been or may be transmitted to the Alabama Alcoholic Beverage Control Board as the written confirmation of the City's decision.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City on this ____ day of _____, 2026.

Toushi Arbitelle, City Clerk
City of Clay, Alabama

**CITY OF CLAY, ALABAMA
ORDINANCE NO. 2026-05-04**

AN ORDINANCE AMENDING ORDINANCE 2005-56, AS AMENDED BY ORDINANCE 2018-02, TO CLARIFY AND AUTHORIZE THE REMOVAL, TOWING, IMPOUNDMENT, STORAGE, DISPOSITION, AND COST RECOVERY OF NUISANCE, ABANDONED, UNCLAIMED, JUNKED, WRECKED, DISCARDED, AND NON-OPERATING VEHICLES, EQUIPMENT, MACHINERY, IMPLEMENTS, AND OTHER TOWABLE NUISANCE PROPERTY; TO PROVIDE FOR CITY COUNCIL ABATEMENT PROCEDURES; TO AUTHORIZE THE USE OF PRIVATE TOWING CONTRACTORS; TO PRESERVE ALABAMA ABANDONED AND UNCLAIMED MOTOR VEHICLE LAW; TO CLARIFY THAT THE ORDINANCE DOES NOT CREATE OR REQUIRE A POLICE DEPARTMENT OR MUNICIPAL COURT; AND FOR RELATED PURPOSES.

WHEREAS, the City of Clay, Alabama (the "City") has previously adopted Ordinance 2005-56 regulating the exterior storage of vehicles, machinery, implements, equipment, and other personal property, and Ordinance 2018-02 amending Ordinance 2005-56;

WHEREAS, Ordinance 2018-02 provides that unused, partially dismantled, wrecked, junked, discarded, or otherwise non-operating motor vehicles and other vehicles, machinery, implements, equipment, and personal property may not remain on premises in the City longer than ten (10) days after citation by a municipal official;

WHEREAS, Ordinance 2018-02 further provides a City Council nuisance-abatement process, including notice, public hearing, authorization for employees or private contractors to abate nuisances, cost reporting, confirmation of costs, and recording of abatement liens where authorized by law;

WHEREAS, the City does not maintain a municipal police department and does not maintain a municipal court, and the City Council desires to clarify that nuisance-vehicle abatement may proceed through civil, administrative, contractor, and City Council nuisance-abatement authority without creating or requiring either a municipal police department or a municipal court;

WHEREAS, the City Council finds that abandoned, unclaimed, junked, wrecked, inoperable, improperly stored, or nuisance vehicles and other towable nuisance property may create blight, safety hazards, fire hazards, vermin harborage, stagnant water, environmental hazards, drainage issues, access obstructions, and other conditions injurious to the public health, safety, welfare, comfort, and convenience;

WHEREAS, the City Council desires to authorize the City to use qualified private towing companies and other contractors to remove, tow, impound, store, and dispose of towable nuisance property in a legally compliant manner after required process; and

WHEREAS, the City Council finds that this Ordinance is necessary and proper to protect the health, safety, welfare, order, comfort, and convenience of the inhabitants of the City and to carry into effect the powers and duties of the City under Alabama law.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Clay, Alabama, as follows:

Section 1. Findings and Intent.

The recitals set forth above are incorporated as findings of the City Council. This Ordinance is intended to supplement and clarify Ordinance 2005-56, as amended by Ordinance 2018-02, and to provide a practical mechanism for towing and removal in nuisance-abatement and abandoned/unclaimed vehicle cases. This Ordinance shall be construed cumulatively with all existing City nuisance, zoning, building, property-maintenance, right-of-way, public-property, and civil-enforcement authority.

Section 2. Amendment to Prohibited Conditions.

Section 1 of Ordinance 2005-56, as amended by Ordinance 2018-02, is hereby supplemented and clarified to provide as follows:

No person in charge of or in control of premises located within the City of Clay, whether as owner, lessee, tenant, occupant, agent, manager, or otherwise, shall allow any unused, disabled, partially dismantled, wrecked, junked, discarded, abandoned, unclaimed, improperly stored, or otherwise non-operating motor vehicle, trailer, machinery, implement, equipment, appliance, or other personal property to remain on such property longer than ten (10) days after notice or citation by a City Enforcement Official, unless the condition is corrected, removed, lawfully screened or stored where permitted by law, or otherwise brought into compliance.

For purposes of this Section, a vehicle that is not capable of lawful operation, does not display a current and valid license plate where required, is partially dismantled, has flat or missing tires, is wrecked or materially damaged, is used for storage, is located in a manner that creates a nuisance condition, or is otherwise visibly non-operating may be treated as evidence of a violation, subject to the property owner or responsible person providing contrary documentation or proof.

Section 3. Definitions.

The following definitions are added for purposes of Ordinance 2005-56, as amended, and this Ordinance:

1. Abandoned or Unclaimed Motor Vehicle means a motor vehicle meeting the criteria of Alabama Code Title 32, Chapter 13, Alabama Department of Revenue procedures, or any successor law or regulation governing unclaimed or abandoned motor vehicles.
2. City Enforcement Official means the Mayor, City Manager, City Clerk, Building Official, Code Enforcement Officer, public works official, inspector, employee, consultant, contractor, agent, or other person designated by the Mayor, City Manager, or City Council to administer, document, inspect, notice, or enforce nuisance-abatement matters on behalf of the City.
3. Qualified Towing Company means a towing, wrecker, rollback, recovery, hauling, or storage service approved, selected, contracted, placed on rotation, or otherwise authorized by the City to perform towing, removal, impoundment, storage, recovery, transport, disposal, documentation, notice, lien, or related services for City-requested or City-authorized matters.
4. Towable Nuisance Property means any motor vehicle, trailer, machinery, implement, equipment, appliance, structure, item, material, or personal property capable of removal by towing, winching, hauling, rollback, flatbed, loader, or similar means and that constitutes, contributes to, or is involved in a nuisance, abandoned-vehicle condition, unclaimed-vehicle condition, obstruction, drainage impairment, City-property violation, right-of-way violation, public-safety condition, or other condition subject to lawful abatement by the City.

Section 4. Notice to Correct; Posting; Certified Mail.

Except for emergency conditions, public-safety conditions, right-of-way obstructions, vehicles or property located on City property without consent, or circumstances governed by a separate state-law process, the City shall provide written notice or citation before towing or removing Towable Nuisance Property from private property. Notice may be provided by posting on the property, posting on or near the vehicle or towable item, certified mail to the owner of the property as shown by tax-assessor records, regular mail, hand delivery, or any additional method reasonably calculated to provide notice and permitted by law.

The notice shall identify, as reasonably available, the property address or location, the vehicle or towable item, the nature of the violation, the corrective action required, the deadline to correct, the right to contact the City, and the possibility of City Council nuisance proceedings, towing, removal, storage, cost recovery, lien, civil action, and other lawful remedies.

Section 5. City Council Abatement Authority.

The procedures contained in Sections 3 through 8 of Ordinance 2018-02 are reaffirmed and supplemented. If a responsible person fails or refuses to correct a violation, the City Council may, by resolution, declare the condition to be a public nuisance, set a public hearing, hear evidence, consider objections and protests, and, by subsequent resolution, order the nuisance removed, towed, stored, disposed of, or otherwise abated as allowed by law.

Section 6. Towing and Removal Authority After Abatement Order.

After the City Council adopts a resolution finding a nuisance and ordering abatement, the City may authorize City employees, agents, contractors, Qualified Towing Companies, or other designated persons to enter upon the property and remove, tow, impound, store, dispose of, or otherwise abate the nuisance, subject to Alabama law, constitutional limitations, and the advice of the City Attorney. The City Council may identify the contractor or Qualified Towing Company in the abatement resolution or may authorize the Mayor, City Manager, or designee to select a contractor or Qualified Towing Company from an approved list or rotation adopted by resolution.

Section 7. No Creation of Police Department, Peace Officer Authority, or Municipal Court Requirement.

Nothing in this Ordinance shall be construed to create a municipal police department, confer law-enforcement powers on any City employee, official, contractor, towing company, or agent, or require the existence of a municipal court. City Enforcement Officials and Qualified Towing Companies act only within the civil, administrative, nuisance-abatement, contractual, property-owner, and contractor authority lawfully available to the City. Where Alabama law requires removal or direction by a law-enforcement officer, the City may request assistance from the Jefferson County Sheriff Office or another law-enforcement agency having jurisdiction.

Section 8. City Property, Rights-of-Way, Easements, Drainage Facilities, and Emergency Conditions.

When Towable Nuisance Property is located on City property, within a public right-of-way, drainage facility, easement, public access area, or other area in which the City has ownership, custody, control, maintenance responsibility, or legal authority, and the property obstructs access, interferes with drainage, creates a traffic or safety hazard, interferes with public services, blocks City work, or is present without consent, the City may take reasonable action to protect the public and abate the

condition. If state law requires law-enforcement involvement for a vehicle located on a public street, road, or highway, the City shall coordinate with the appropriate law-enforcement agency.

Section 9. Abandoned and Unclaimed Motor Vehicle Law Preserved.

The towing, storage, notice, lien, sale, title, redemption, reporting, and disposition of motor vehicles shall comply with Alabama Code Title 32, Chapter 13, Alabama Department of Revenue unclaimed/abandoned motor vehicle procedures, and all other applicable state and federal laws. A Qualified Towing Company in possession of a motor vehicle shall be responsible for all legally required abandoned/unclaimed vehicle reports, notices, portal filings, lien procedures, sale procedures, title documentation, and records applicable to that company and vehicle. The City shall not be deemed to authorize any sale or disposition contrary to Alabama law.

Section 10. Documentation and Records.

For each City-requested or City-authorized tow or removal, the City or Qualified Towing Company shall document, when reasonably available: date and time; requesting official; property address or location; reason for removal; description of vehicle or towable item; make, model, color, license plate, VIN, serial number, or other identifiers if visible; photographs before removal; towing company and operator; storage location; notices given; itemized charges; and final disposition.

Section 11. Cost Recovery; Abatement Lien.

The City may recover reasonable towing, removal, storage, administrative, legal, contractor, publication, posting, mailing, inspection, and abatement costs from any person creating, causing, maintaining, permitting, or responsible for the nuisance; from the owner of the Towable Nuisance Property; from the owner of the real property where the nuisance existed; or from any other person liable under Alabama law. When authorized by law and after the cost-report and confirmation process required by City ordinance, confirmed abatement costs may constitute an abatement lien against the property and may be recorded in the Jefferson County Probate Court or otherwise collected as allowed by law.

Section 12. Right of Entry; Limitations.

This Ordinance does not authorize unlawful entry, breach of the peace, forced entry, entry into a constitutionally protected area without lawful authority, or removal from private property without consent, City Council abatement authority after required process, emergency authority, warrant, court order, or other legal basis. The City Attorney may require additional process, consent, warrant, or court order before abatement in any case.

Section 13. Civil Actions and Cumulative Remedies.

The remedies in this Ordinance are cumulative. The City may pursue civil action, injunctive relief, nuisance abatement, administrative abatement, contractor abatement, cost recovery, liens where authorized by law, right-of-way remedies, public-property remedies, and any other lawful remedies available under City ordinance, Alabama law, or court order.

Section 14. Codification.

The City Clerk / City Manager, municipal codifier, or City Attorney is authorized to renumber, codify, format, and conform references in this Ordinance without changing substantive meaning.

Section 15. Repealer.

All ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

Section 16. Severability.

If any provision, phrase, sentence, clause, subsection, or application of this Ordinance is held invalid, the remaining provisions and applications shall remain in full force and effect.

Section 17. Effective Date.

This Ordinance shall become effective upon adoption, publication, posting, recordation, and/or other action required by Alabama law.

ADOPTED AND APPROVED this ____ day of _____, 2026.

CITY OF CLAY, ALABAMA

ATTEST:

Mayor

City Clerk / City Manager

CERTIFICATION

I, the undersigned City Clerk / City Manager of the City of Clay, Alabama, do hereby certify that the above and foregoing is a true and correct copy of an ordinance or resolution lawfully passed and adopted by the City Council of the City of Clay, Alabama, at a regular or properly called meeting of the City Council, and that the same is on file in the official records of the City.

I further certify that the same was published, posted, recorded, or otherwise made effective as required by Alabama law.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this ____ day of _____, 2026.

City Clerk / City Manager

CITY OF CLAY, ALABAMA

ORDINANCE NO. 2026-05-05

AN ORDINANCE ESTABLISHING CITY TOWING CONTRACTOR QUALIFICATIONS, APPROVED-LIST AND ROTATION AUTHORITY, ADMINISTRATIVE REQUIREMENTS, DOCUMENTATION REQUIREMENTS, RATE-SCHEDULE AUTHORITY, AND COMPLIANCE REQUIREMENTS FOR CITY-REQUESTED OR CITY-AUTHORIZED TOWING, REMOVAL, IMPOUNDMENT, STORAGE, AND DISPOSITION SERVICES.

WHEREAS, the City Council desires to establish a fair, transparent, and legally compliant process for the use of private towing companies and related contractors in City nuisance-abatement, abandoned-vehicle, unclaimed-vehicle, City-property, right-of-way, emergency, and public-safety matters;

WHEREAS, the City Council finds that qualified towing companies must maintain appropriate licensing, insurance, equipment, storage facilities, records, and compliance procedures before performing City-requested towing services;

WHEREAS, the City Council desires to authorize the adoption and amendment of towing policies, forms, rates, and approved towing lists by resolution so that administrative details may be updated without amending this Ordinance; and

WHEREAS, the City Council finds that this Ordinance promotes the health, safety, welfare, order, comfort, and convenience of the City and its residents.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Clay, Alabama, as follows:

Section 1. Purpose.

The purpose of this Ordinance is to establish minimum qualifications and administrative requirements for towing companies and contractors used by the City for City-requested or City-authorized towing, removal, impoundment, storage, recovery, transport, and related services.

Section 2. Scope.

This Ordinance applies only to City-requested or City-authorized towing and removal services. It does not regulate private consensual towing, private-property towing not requested by the City, towing requested by a law-enforcement agency other than the City, or any matter outside the City authority.

Section 3. Approved Towing Companies.

The City Council may, by resolution, approve one or more Qualified Towing Companies, adopt a towing rotation, approve a primary towing contractor, authorize standby contractors, approve a rate schedule, adopt administrative forms, and authorize the Mayor, City Manager, or designee to execute towing service agreements consistent with this Ordinance.

Section 4. Minimum Qualifications.

A towing company shall not perform City-requested towing services unless approved by the City and unless the company satisfies the following minimum qualifications, unless waived or modified by the City Council for good cause and consistent with law:

5. Maintain all licenses, registrations, permits, business licenses, and legal authority required to provide towing, wrecker, recovery, storage, lien, sale, and related services in Alabama and in the City.
6. Maintain workers compensation coverage where required, commercial general liability insurance, automobile liability insurance, garagekeepers or on-hook coverage where applicable, and any other insurance required by the City.
7. Maintain towing, recovery, hauling, rollback, or related equipment adequate for the type of City work assigned.
8. Maintain or have lawful access to a secure storage facility for vehicles and towable property, with procedures for inventory, release, access, and recordkeeping.
9. Comply with Alabama abandoned/unclaimed motor vehicle law, Alabama Department of Revenue procedures, lien requirements, notice requirements, sale requirements, title requirements, and recordkeeping requirements.
10. Provide itemized invoices and records to the City upon request.
11. Agree not to pay, offer, solicit, or accept any fee, gratuity, kickback, rebate, referral payment, or thing of value in exchange for City towing assignments.
12. Agree to indemnify and hold harmless the City to the extent permitted by law and contract.
13. Agree that City approval creates no franchise, property right, exclusive right, vested right, or entitlement to towing assignments.

Section 5. Towing Service Agreements.

The Mayor, City Manager, or designee may execute towing service agreements with Qualified Towing Companies when authorized by resolution. Each agreement may include insurance requirements, response expectations, equipment requirements, storage requirements, documentation requirements, indemnity provisions, termination provisions, rate schedules, compliance obligations, and other terms approved by the City Attorney.

Section 6. Rates and Charges.

The City Council may adopt, amend, or replace a rate schedule by resolution. Unless otherwise approved in writing by the City, a Qualified Towing Company shall not charge more than the City-approved rate schedule for City-requested or City-authorized services. The rate schedule may provide different rates for standard towing, rollback service, heavy-duty towing, winching, recovery, storage, administrative processing, after-hours service, cleanup, special equipment, mileage, or other approved categories.

Section 7. No Unlawful Charges to City.

A Qualified Towing Company shall not charge the City for services unless the City has agreed in writing to pay the charge, a City Council resolution authorizes payment, an emergency procurement or service authorization applies, or the City is otherwise legally responsible. This section does not prevent a towing company from pursuing lawful charges, liens, storage fees, or recovery from the vehicle owner or other legally responsible person as allowed by Alabama law.

Section 8. Records and Reporting.

For each City-requested or City-authorized tow, the towing company shall maintain and provide upon request a complete record including authorization, location, reason for tow, vehicle or property

description, VIN or serial number if visible, photographs, inventory, tow ticket, storage location, notices, owner contacts, ALDOR or other filings, itemized charges, release, sale, disposal, and final disposition.

Section 9. Suspension or Removal From Approved List.

The Mayor, City Manager, or designee may temporarily suspend a Qualified Towing Company from City assignments for failure to comply with this Ordinance, City policy, a towing agreement, insurance requirements, law, or direction from authorized City personnel. The City Council may remove a towing company from the approved list or rotation by resolution, with or without cause unless a written agreement provides otherwise.

Section 10. Contractor Status; No Police Power.

A Qualified Towing Company acts as an independent contractor and not as a police officer, peace officer, City employee, municipal court officer, or law-enforcement agency. No towing company may represent that it possesses law-enforcement authority by virtue of City approval or City assignment.

Section 11. Compliance With Law.

All City-requested towing services shall be performed in compliance with Alabama law, City ordinances, applicable federal law, constitutional requirements, City policy, City Council resolutions, and written towing agreements. If any conflict exists, controlling law shall govern.

Section 12. Severability; Repealer; Effective Date.

All ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only. If any part of this Ordinance is held invalid, the remainder shall remain in effect. This Ordinance shall become effective upon adoption, publication, posting, recordation, and/or other action required by Alabama law.

ADOPTED AND APPROVED this ____ day of _____, 2026.

CITY OF CLAY, ALABAMA

ATTEST:

Mayor

City Clerk

CERTIFICATION

I, the undersigned City Clerk / City Manager of the City of Clay, Alabama, do hereby certify that the above and foregoing is a true and correct copy of an ordinance or resolution lawfully passed and adopted by the City Council of the City of Clay, Alabama, at a regular or properly called meeting of the City Council, and that the same is on file in the official records of the City.

I further certify that the same was published, posted, recorded, or otherwise made effective as required by Alabama law.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this ____ day of _____, 2026.

City Clerk

**CITY OF CLAY, ALABAMA
RESOLUTION NO. 2026-05-05**

**A RESOLUTION ADOPTING A TOWING, ABANDONED VEHICLE, AND NUISANCE
ABATEMENT ADMINISTRATIVE POLICY; AUTHORIZING THE MAYOR, CITY MANAGER,
CITY ATTORNEY, AND CITY STAFF TO IMPLEMENT APPROVED TOWING SERVICES;
AUTHORIZING THE SELECTION AND USE OF QUALIFIED TOWING COMPANIES;
APPROVING FORMS; AND PROVIDING FOR RELATED MATTERS.**

WHEREAS, the City Council of the City of Clay, Alabama (the "City") has adopted ordinances regulating nuisance vehicles, non-operating vehicles, machinery, implements, equipment, and other personal property;

WHEREAS, the City Council has adopted or is considering ordinances clarifying the City ability to remove, tow, impound, store, dispose of, and recover costs for nuisance, abandoned, unclaimed, non-operating, and towable nuisance property;

WHEREAS, the City does not maintain a municipal police department or municipal court, and the City Council desires to implement towing and abatement through civil, administrative, contractor, City-property, nuisance-abatement, and lawful coordination procedures;

WHEREAS, the City Council desires to adopt an administrative policy, approve implementation forms, authorize the selection and use of Qualified Towing Companies, and authorize City officials to carry out the intent of the City ordinances; and

WHEREAS, the City Council finds that the following action is in the best interest of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clay, Alabama, as follows:

Section 1. Adoption of Administrative Policy.

The City Council hereby adopts the Towing, Abandoned Vehicle, and Nuisance Abatement Administrative Policy attached as Exhibit A. The policy is administrative and shall be interpreted consistently with Alabama law, City ordinances, and any advice or direction from the City Attorney.

Section 2. Authorization of City Officials.

The Mayor, City Manager, City Clerk, Building Official, Code Enforcement Officer, public works officials, inspectors, and other designated personnel are authorized to administer notices, inspections, documentation, council agenda materials, towing requests, contractor coordination, cost reports, and other administrative actions necessary to implement City nuisance-abatement and towing ordinances.

Section 3. Authorization to Select and Use Qualified Towing Companies.

The Mayor and City Manager are authorized, subject to City Attorney review, to solicit, evaluate, approve, and use one or more Qualified Towing Companies for City-requested or City-authorized towing, removal, impoundment, storage, recovery, transport, and related services. The Mayor and City Manager may execute towing service agreements and related documents consistent with City ordinances, this Resolution, and the policy adopted herein.

Section 4. Approved Towing List / Rotation.

The initial approved towing list or rotation shall be maintained administratively by the City Manager or designee. The City Manager may assign work based on rotation, availability, equipment, location, response time, nature of the tow, conflict of interest, contractor performance, or other reasonable administrative factors. The City Council may approve, amend, suspend, or replace the list or rotation by later resolution.

Section 5. Rate Schedule.

The City Council approves the rate-schedule framework attached in Exhibit A. Specific rates may be inserted before adoption, approved in a separate schedule, or approved in towing service agreements. No rate shall be effective unless approved by the City Council, the Mayor and City Manager acting under delegated authority, or another method approved by the City Attorney and consistent with law.

Section 6. Forms Approved.

The City Council approves the forms attached as Exhibits B through G, with authority for the Mayor, City Manager, City Attorney, or designee to make non-substantive edits, formatting changes, case-specific insertions, and legally required revisions before use.

Section 7. Law-Enforcement Coordination.

Where Alabama law requires action by a law-enforcement officer, or where City staff determine that safety, traffic, breach-of-peace, access, entry, or enforcement concerns require law-enforcement assistance, City staff are authorized to request assistance from the Jefferson County Sheriff Office or other law-enforcement agency having jurisdiction.

Section 8. City Attorney Review.

The City Attorney is authorized to review and approve forms, towing agreements, notices, warrant or court-order procedures, civil actions, contractor terms, and any other legal documents necessary to implement this Resolution and related ordinances.

Section 9. No Creation of Police Department or Municipal Court.

This Resolution shall not be construed to create a municipal police department, confer law-enforcement powers on any City employee or contractor, or require the existence of a municipal court.

Section 10. Effective Date.

This Resolution shall become effective immediately upon its adoption.

ADOPTED AND APPROVED this ____ day of _____, 2026.

CITY OF CLAY, ALABAMA

ATTEST:

Mayor

City Clerk

CERTIFICATION

I, the undersigned City Clerk / City Manager of the City of Clay, Alabama, do hereby certify that the above and foregoing is a true and correct copy of an ordinance or resolution lawfully passed and

adopted by the City Council of the City of Clay, Alabama, at a regular or properly called meeting of the City Council, and that the same is on file in the official records of the City.

I further certify that the same was published, posted, recorded, or otherwise made effective as required by Alabama law.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this ____ day of _____, 2026.

City Clerk

EXHIBIT A
CITY OF CLAY, ALABAMA
TOWING, ABANDONED VEHICLE, AND NUISANCE ABATEMENT ADMINISTRATIVE
POLICY

1. Purpose

This Policy establishes administrative procedures for City-requested or City-authorized towing, removal, impoundment, storage, and related services involving nuisance, abandoned, unclaimed, non-operating, and towable nuisance property. This Policy is subordinate to Alabama law, City ordinances, City Council resolutions, and City Attorney direction.

2. Designated City Personnel

The Mayor, City Manager, City Clerk, Building Official, Code Enforcement Officer, public works officials, inspectors, and other persons designated by the Mayor or City Manager may act as City Enforcement Officials for purposes of inspection, documentation, notice, council agenda preparation, contractor coordination, and administrative enforcement.

3. Case Categories

City staff should classify each case into one or more of the following categories before requesting a tow:

14. Private-property nuisance case: a vehicle or towable item located on private property and alleged to violate City nuisance ordinances.
15. City-property case: a vehicle or towable item located on City-owned or City-controlled property without consent or lawful authority.
16. Right-of-way / public-road case: a vehicle or towable item located in a street, road, right-of-way, sidewalk, public easement, drainage area, or similar public area.
17. Emergency or safety case: a vehicle or towable item creating an immediate threat to health, safety, drainage, emergency access, traffic, public infrastructure, or City operations.
18. Abandoned / unclaimed motor vehicle case: a vehicle subject to Alabama abandoned or unclaimed motor vehicle procedures.

4. Ordinary Private-Property Nuisance Procedure

19. Inspect and document the condition from lawful vantage points. Take photographs and record visible vehicle or property identifiers when available.
20. Issue a courtesy notice, notice to correct, or citation consistent with City ordinance. Include a correction deadline unless an emergency or special circumstance applies.
21. If unresolved, prepare a City Council agenda item and proposed resolution declaring the condition a public nuisance and setting a public hearing.
22. Provide required hearing notice by certified mail, posting, publication, property signage, or other method required by City ordinance and law.
23. At the hearing, present staff reports, photographs, notices, owner responses, and other evidence. Allow affected persons to be heard.
24. If the Council orders abatement, issue a written tow/removal authorization to a Qualified Towing Company or other contractor.

25. After removal, obtain an itemized invoice and cost report. Post and submit the cost report for Council confirmation as required by City ordinance.
26. After confirmation, record liens and pursue cost recovery only as authorized by law and approved by the City Attorney.

5. City Property and Right-of-Way Procedure

For vehicles or towable property located on City property, in rights-of-way, in drainage facilities, or in public easements, staff should document the condition, determine whether law-enforcement assistance is legally required or practically necessary, and obtain approval from the Mayor, City Manager, or designee before requesting towing, unless emergency conditions require immediate action.

For vehicles left unattended on a public street, road, or highway where Alabama law requires law-enforcement action, City staff shall request assistance from the Jefferson County Sheriff Office or another law-enforcement agency having jurisdiction.

6. Emergency or Safety Procedure

If a vehicle or towable item creates an immediate threat to public safety, emergency access, drainage, public infrastructure, or City operations, staff may request immediate assistance from a Qualified Towing Company, public works contractor, or law-enforcement agency as appropriate. Staff should document the emergency, the reason immediate action was necessary, photographs when safe, and the approval obtained. For private-property entry, staff should consult the City Attorney when practicable and obtain consent, warrant, court order, or other legal authority when required.

7. Abandoned / Unclaimed Motor Vehicle Compliance

The towing company in possession of a motor vehicle is responsible for compliance with Alabama unclaimed/abandoned motor vehicle law, including required ALDOR reporting, owner and lienholder notice, holding periods, lien procedures, sale procedures, title documentation, and final disposition records. City staff should require confirmation of compliance before recognizing final disposition.

8. Required Documentation

Each City tow or removal file should include, when applicable:

- Case number, property address, parcel number, and location description.
- Owner, occupant, complainant, and responsible-person information, when known.
- Photographs before removal and, when useful, after removal.
- Notice to correct, citation, posting photographs, certified mail receipts, publication proof, and hearing signage proof.
- City Council resolutions and minutes.
- Tow authorization form.
- Tow ticket, invoice, storage location, and itemized charges.
- ALDOR or abandoned/unclaimed vehicle documentation when applicable.
- Cost report, posting proof, Council confirmation, lien recording, and collection records.

9. Rate-Schedule Framework

The following rates are placeholders and should be completed before adoption or incorporated by reference from towing service agreements:

Service Category	Approved Rate	When Applicable	Notes
Standard passenger vehicle tow	\$ _____	Ordinary tow within City	Complete before adoption
Rollback / flatbed service	\$ _____	When required by vehicle condition	
Winching / recovery	\$ _____ per ____	When needed	
Heavy-duty tow	\$ _____	Large vehicle/equipment	
Storage	\$ _____ per day	After tow	
Administrative / abandoned vehicle processing	\$ _____	If allowed by law/agreement	
After-hours / emergency response	\$ _____	If approved	
Mileage outside City	\$ _____ per mile	If approved	

10. Contractor Performance Standards

- Respond within the time requested when available; if unavailable, promptly notify City staff.
- Use safe and lawful towing and storage practices.
- Avoid unnecessary damage to private property, public property, vehicles, and towable items.
- Maintain complete records and provide copies upon request.
- Treat property owners, vehicle owners, residents, and City personnel professionally.
- Do not release, sell, dispose of, or destroy motor vehicles contrary to law.
- Immediately notify the City of complaints, claims, litigation threats, damage claims, or legal notices arising from a City tow.

EXHIBIT B
CITY OF CLAY, ALABAMA
CITY-REQUESTED TOW / REMOVAL AUTHORIZATION FORM

Case No.	
Date / Time Requested	
Requesting City Official	
Authority for Tow	Council abatement order / City property / ROW / emergency / law-enforcement coordination / other
Property Address or Location	
Parcel No. if applicable	
Owner / Occupant if known	
Vehicle or Towable Item Description	
Color / Make / Model	
Tag No.	
VIN / Serial No. if visible	
Reason for Tow or Removal	
Towing Company Assigned	
Operator Name	
Storage Location	
Photographs Taken	Yes / No
Law-Enforcement Agency Involved if any	
Special Instructions	
City Official Signature	
Tow Operator Signature	

Certification: The undersigned City official certifies that this tow/removal request is made for a City-requested or City-authorized purpose and that available documentation has been placed in the case file. This form does not authorize any action contrary to Alabama law, City ordinance, court order, or City Attorney direction.

EXHIBIT C
CITY OF CLAY, ALABAMA
ABATEMENT COST REPORT AND CONFIRMATION TEMPLATE

Property Address: _____

Parcel No.: _____ Case No.: _____

Property Owner: _____

Description of nuisance abated:

Cost Item	Vendor / Staff	Amount	Notes

Total Proposed Abatement Cost: \$ _____

Posting Certification: A copy of this report and notice of the time when the report will be submitted to the City Council for confirmation was posted on or near the chamber door of the City Council for at least five (5) days before submission, as required by City ordinance.

Posted by: _____ Date: _____

Council Action: On _____, 2026, the City Council considered this report and any objections, made any modifications deemed necessary, and confirmed the report by motion or resolution in the amount of \$_____.

Certified by: _____ Title: _____

EXHIBIT D
CITY OF CLAY, ALABAMA
NOTICE OF PUBLIC HEARING - NUISANCE VEHICLE / TOWABLE NUISANCE
PROPERTY

TO: [Property Owner / Responsible Person]

PROPERTY: [Address / Parcel / Legal Description or Common Description]

DATE OF HEARING: _____ TIME: _____ LOCATION:

Notice is hereby given that the City Council of the City of Clay, Alabama will hold a public hearing to determine whether the condition described below constitutes a public nuisance and whether the City Council should order removal, towing, storage, disposal, cost recovery, lien, civil action, or other lawful abatement action:

[Describe vehicle, trailer, machinery, equipment, appliance, or other towable nuisance property; include color, make, model, tag, VIN if available, location on property, and nuisance conditions.]

You may appear at the hearing and be heard. You may present photographs, documents, testimony, proof of correction, proof of ownership, proof of operability, registration information, or other relevant information. Failure to appear does not prevent the City Council from proceeding if notice has been provided as required by law.

If the City Council determines that the condition constitutes a public nuisance and orders abatement, the City may authorize City employees, agents, private contractors, or qualified towing companies to enter upon the property and remove, tow, store, dispose of, or otherwise abate the nuisance as allowed by law. The City may seek recovery of abatement costs, including towing, storage, administrative, legal, publication, posting, mailing, and contractor costs, and confirmed costs may be assessed or recorded as allowed by law.

Issued this ____ day of _____, 2026.

City Clerk / City Manager / Authorized Official

EXHIBIT E
CITY OF CLAY, ALABAMA

NOTICE TO CORRECT - INOPERABLE VEHICLE / TOWABLE NUISANCE PROPERTY

Date: _____ Correction Deadline: _____

Property Address: _____

Resident / Property Owner: _____

Vehicle / Item Description: _____

The City of Clay has observed a vehicle, trailer, machinery, equipment, appliance, or other item of personal property at the above location that appears to be unused, disabled, improperly stored, without a current valid tag where required, partially dismantled, wrecked, junked, discarded, abandoned, unclaimed, or otherwise non-operating. This condition may constitute a public nuisance and may violate City ordinance.

Please correct the condition by the deadline above by taking one or more of the following actions:

27. Repair the vehicle or item so that it is operable, lawful, and properly maintained.
28. Remove the vehicle or item from the property.
29. Lawfully store, screen, or enclose the vehicle or item if permitted by applicable law.
30. Contact the City if you believe the notice is incorrect or if you have documentation showing compliance.

If the condition is not corrected, the City may proceed with nuisance-abatement action. Possible consequences include City Council public hearing, declaration of public nuisance, removal, towing, storage, contractor abatement, cost recovery, abatement lien where authorized by law, civil action, and other lawful remedies.

City Contact: _____ Phone / Email: _____

Issued by: _____ Title: _____

EXHIBIT F
TEMPLATE CASE-SPECIFIC RESOLUTION
DECLARING PROPOSED NUISANCE AND SETTING PUBLIC HEARING
RESOLUTION NO. 2026-____

A RESOLUTION DECLARING A PROPOSED PUBLIC NUISANCE AT [ADDRESS / PARCEL / LOCATION], SETTING A PUBLIC HEARING, AND DIRECTING NOTICE.

WHEREAS, City staff has reported the existence of an unused, disabled, partially dismantled, wrecked, junked, discarded, abandoned, unclaimed, non-operating, or otherwise nuisance vehicle or towable nuisance property located at or near [ADDRESS / PARCEL / LOCATION];

WHEREAS, the reported condition may violate City ordinances regulating nuisance vehicles, exterior storage, abandoned or towable nuisance property, and public nuisances; and

WHEREAS, the City Council desires to set a public hearing to receive evidence, objections, protests, and comments regarding the proposed nuisance and possible abatement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clay, Alabama, as follows:

Section 1. Proposed Nuisance.

The City Council preliminarily identifies the condition described in the staff report at [ADDRESS / PARCEL / LOCATION] as a proposed public nuisance for purposes of notice and hearing.

Section 2. Public Hearing.

A public hearing shall be held on _____, 2026, at _____ p.m. at _____, or at such other time and place as may be lawfully noticed.

Section 3. Notice.

City staff is directed to provide notice of the hearing by certified mail, publication or posting, property signage, and any other method required by City ordinance or Alabama law.

Section 4. Effective Date.

This Resolution shall become effective immediately upon adoption.

EXHIBIT G
TEMPLATE CASE-SPECIFIC RESOLUTION
ORDERING ABATEMENT AND AUTHORIZING TOWING / REMOVAL
RESOLUTION NO. 2026-_____

**A RESOLUTION FINDING A PUBLIC NUISANCE AT [ADDRESS / PARCEL / LOCATION],
ORDERING ABATEMENT, AUTHORIZING TOWING OR REMOVAL, AND DIRECTING COST
REPORTING.**

WHEREAS, the City Council previously adopted Resolution No. 2026-_____ setting a public hearing concerning a proposed nuisance at [ADDRESS / PARCEL / LOCATION];

WHEREAS, notice of the public hearing was provided as required by City ordinance and Alabama law;

WHEREAS, the City Council conducted a public hearing on _____, 2026, received evidence, heard objections and protests, if any, and considered the staff report and case file;

WHEREAS, the City Council finds that the condition described in the record constitutes a public nuisance and should be abated; and

WHEREAS, the City Council finds that removal, towing, storage, disposal, contractor abatement, cost recovery, and related action are appropriate to abate the nuisance, subject to Alabama law and City Attorney direction.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clay, Alabama, as follows:

Section 1. Finding of Public Nuisance.

The City Council finds and declares that the condition located at [ADDRESS / PARCEL / LOCATION], described as [DESCRIPTION], constitutes a public nuisance under City ordinance.

Section 2. Order of Abatement.

The nuisance is ordered abated. The owner or responsible person may voluntarily remove or correct the nuisance before City abatement begins. If the nuisance is not voluntarily corrected, City employees, agents, contractors, or Qualified Towing Companies are authorized to enter, remove, tow, impound, store, dispose of, or otherwise abate the nuisance to the extent allowed by law.

Section 3. Contractor Authorization.

[Name of towing company / contractor] is authorized to perform the work, or the Mayor / City Manager / designee is authorized to select a Qualified Towing Company or contractor from the approved list or rotation.

Section 4. Cost Report and Confirmation.

City staff shall maintain an account of the cost of abatement and submit an itemized cost report to the City Council for confirmation as required by City ordinance. Confirmed costs may be assessed, recorded, or collected as allowed by law.

Section 5. Law-Enforcement or Court Assistance.

If law-enforcement assistance, a warrant, a court order, or civil action is required or recommended, City staff and the City Attorney are authorized to request, seek, or coordinate such assistance before or during abatement.

Section 6. Effective Date.

This Resolution shall become effective immediately upon adoption.

**CITY OF CLAY, ALABAMA
ORDINANCE NO. 2026-05-06**

**AN ORDINANCE ESTABLISHING CITY TOWING CONTRACTOR QUALIFICATIONS,
APPROVED-LIST AND ROTATION AUTHORITY, ADMINISTRATIVE REQUIREMENTS,
DOCUMENTATION REQUIREMENTS, RATE-SCHEDULE AUTHORITY, AND
COMPLIANCE REQUIREMENTS FOR CITY-REQUESTED OR CITY-AUTHORIZED
TOWING, REMOVAL, IMPOUNDMENT, STORAGE, AND DISPOSITION SERVICES.**

WHEREAS, the City Council desires to establish a fair, transparent, and legally compliant process for the use of private towing companies and related contractors in City nuisance-abatement, abandoned-vehicle, unclaimed-vehicle, City-property, right-of-way, emergency, and public-safety matters;

WHEREAS, the City Council finds that qualified towing companies must maintain appropriate licensing, insurance, equipment, storage facilities, records, and compliance procedures before performing City-requested towing services;

WHEREAS, the City Council desires to authorize the adoption and amendment of towing policies, forms, rates, and approved towing lists by resolution so that administrative details may be updated without amending this Ordinance; and

WHEREAS, the City Council finds that this Ordinance promotes the health, safety, welfare, order, comfort, and convenience of the city and its residents.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Clay, Alabama, as follows:

Section 1. Purpose.

The purpose of this Ordinance is to establish minimum qualifications and administrative requirements for towing companies and contractors used by the City-requested or City-authorized towing, removal, impoundment, storage, recovery, transport, and related services.

Section 2. Scope.

This Ordinance applies only to City-requested or City-authorized towing and removal services. It does not regulate private consensual towing, private-property towing not requested by the City, towing requested by a law-enforcement agency other than the City, or any matter outside the City authority.

Section 3. Approved Towing Companies.

The City Council may, by resolution, approve one or more Qualified Towing Companies, adopt a towing rotation, approve a primary towing contractor, authorize standby contractors, approve a rate schedule, adopt administrative forms, and authorize the Mayor, City Manager, or designee to execute towing service agreements consistent with this Ordinance.

Section 4. Minimum Qualifications.

A towing company shall not perform City-requested towing services unless approved by the City and unless the company satisfies the following minimum qualifications, unless waived or modified by the City Council for good cause and consistent with law:

1. Maintain all licenses, registrations, permits, business licenses, and legal authority required to provide towing, wrecker, recovery, storage, lien, sale, and related services in Alabama and in the City.
2. Maintain workers' compensation coverage where required, commercial general liability insurance, automobile liability insurance, garage keepers or on-hook coverage where applicable, and any other insurance required by the City.
3. Maintain towing, recovery, hauling, rollback, or related equipment adequate for the type of City work assigned.
4. Maintain or have lawful access to a secure storage facility for vehicles and towable property, with procedures for inventory, release, access, and recordkeeping.
5. Comply with Alabama abandoned/unclaimed motor vehicle law, Alabama Department of Revenue procedures, lien requirements, notice requirements, sale requirements, title requirements, and recordkeeping requirements.
6. Provide itemized invoices and records to the City upon request.
7. Agree not to pay, offer, solicit, or accept any fee, gratuity, kickback, rebate, referral payment, or thing of value in exchange for City towing assignments.
8. Agree to indemnify and hold harmless the City to the extent permitted by law and contract.
9. Agree that City approval creates no franchise, property right, exclusive right, vested right, or entitlement to towing assignments.

Section 5. Towing Service Agreements.

The Mayor, City Manager, or designee may execute towing service agreements with Qualified Towing Companies when authorized by resolution. Each agreement may include insurance requirements, response expectations, equipment requirements, storage requirements, documentation requirements, indemnity provisions, termination provisions, rate schedules, compliance obligations, and other terms approved by the City Attorney.

Section 6. Rates and Charges.

The City Council may adopt, amend, or replace a rate schedule by resolution. Unless otherwise approved in writing by the City, a Qualified Towing Company shall not charge more than the City-approved rate schedule for City-requested or City-authorized services. The rate schedule may provide different rates for standard towing, rollback service, heavy-duty towing, winching, recovery, storage, administrative processing, after-hours service, cleanup, special equipment, mileage, or other approved categories.

Section 7. No Unlawful Charges to City.

A Qualified Towing Company shall not charge the City for services unless the City has agreed in writing to pay the charge, a City Council resolution authorizes payment, an emergency

procurement or service authorization applies, or the City is otherwise legally responsible. This section does not prevent a towing company from pursuing lawful charges, liens, storage fees, or recovery from the vehicle owner or another legally responsible person, as permitted by Alabama law.

Section 8. Records and Reporting.

For each City-requested or City-authorized tow, the towing company shall maintain and provide upon request a complete record, including authorization, location, reason for tow, vehicle or property description, VIN or serial number if visible, photographs, inventory, tow ticket, storage location, notices, owner contacts, ALDOR or other filings, itemized charges, release, sale, disposal, and final disposition.

Section 9. Suspension or Removal From Approved List.

The Mayor, City Manager, or designee may temporarily suspend a Qualified Towing Company from City assignments for failure to comply with this Ordinance, City policy, a towing agreement, insurance requirements, law, or direction from authorized City personnel. The City Council may remove a towing company from the approved list or rotation by resolution, with or without cause, unless a written agreement provides otherwise.

Section 10. Contractor Status: No Police Power.

A Qualified Towing Company acts as an independent contractor and not as a police officer, peace officer, City employee, municipal court officer, or law-enforcement agency. No towing company may represent that it possesses law-enforcement authority by virtue of City approval or City assignment.

Section 11. Compliance With Law.

All City-requested towing services shall be performed in compliance with Alabama law, City ordinances, applicable federal law, constitutional requirements, City policy, City Council resolutions, and written towing agreements. If any conflict exists, the controlling law shall govern.

Section 12. Severability; Repealer; Effective Date.

All ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only. If any part of this Ordinance is held invalid, the remainder shall remain in effect. This Ordinance shall become effective upon adoption, publication, posting, recordation, and/or other action required by Alabama law.

ADOPTED AND APPROVED this ____ day of _____, 2026.

CITY OF CLAY, ALABAMA

ATTEST:

Mayor

City Clerk

CERTIFICATION

I, the undersigned City Clerk / City Manager of the City of Clay, Alabama, do hereby certify that the above and foregoing is a true and correct copy of an ordinance or resolution lawfully passed and adopted by the City Council of the City of Clay, Alabama, at a regular or properly called meeting of the City Council, and that the same is on file in the official records of the City.

I further certify that the same was published, posted, recorded, or otherwise made effective as required by Alabama law.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this ____ day of _____, 2026.

City Clerk

CITY OF CLAY, ALABAMA
RESOLUTION NO. 2026-05-06
OUTSIDE AGENCY FUNDING RESOLUTION

A RESOLUTION ADOPTING AN OUTSIDE AGENCY FUNDING POLICY AND PROCEDURES; ESTABLISHING PUBLIC PURPOSE, DOCUMENTATION, REPORTING, AUDIT, REPAYMENT, AND ACCOUNTABILITY REQUIREMENTS FOR APPROPRIATIONS OR OTHER CITY SUPPORT TO OUTSIDE AGENCIES; AUTHORIZING FLEXIBLE APPLICATION TIMING AND TIERED REVIEW BASED ON AMOUNT AND REVIEW NEEDS; APPROVING A SMALL-DOLLAR REQUEST SHORT FORM; AUTHORIZING CITY OFFICIALS TO ADMINISTER THE POLICY; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City Council of the City of Clay, Alabama (the "City") is authorized to expend municipal funds only for lawful public purposes in accordance with Section 94 of the Constitution of Alabama of 1901, as amended, and other applicable law; and

WHEREAS, the City Council finds that appropriations, reimbursements, sponsorships, grants, in-kind support, and other things of value provided to outside agencies must be structured in a manner that ensures accountability, transparency, adequate consideration, and a demonstrable public benefit; and

WHEREAS, the City Council desires to establish uniform standards governing the appropriation and expenditure of municipal funds to outside agencies in order to protect the public interest, support consistent review, and ensure compliance with applicable law; and

WHEREAS, the City Council further desires to administer those standards in a practical manner that does not impose the same process on every request regardless of amount, timing, purpose, recipient, or review needs; and

WHEREAS, the City Council finds that small-dollar and straightforward requests may be reviewed through a simplified process while larger, recurring, or more complex requests may require more detailed documentation and formal agreement terms; and

WHEREAS, the City Council finds that adoption of an outside agency funding policy is in the best interest of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clay, Alabama, as follows:

Section 1. Recitals Approved. The foregoing recitals are true and correct, are approved by the City Council, and are incorporated herein by reference as findings of the City Council.

Section 2. Authority; Public Purpose. The City Council finds that it has authority to regulate the expenditure of municipal funds and to impose conditions ensuring that such expenditures comply with constitutional and statutory requirements. No funds or other City support shall be approved, appropriated, or expended for an Outside Agency unless the City Council determines that the action serves a clear and substantial public purpose, provides adequate consideration or an identifiable public benefit, and advances a lawful municipal purpose.

Section 3. Adoption of Outside Agency Funding Policy. The City Council hereby adopts the Outside Agency Funding Policy and Procedures attached as Exhibit A and incorporated herein by reference. The policy shall guide City review, documentation, approval, administration, reporting, audit, repayment, and follow-up for City support to Outside Agencies.

Section 4. No Unrestricted Donations or Gifts. City support for an Outside Agency must be tied to adequate consideration or a lawful, identifiable public benefit. All expenditures must be structured as contractual exchanges, restricted-use public-purpose expenditures, reimbursements, sponsorships, or other

lawful transactions in which the City receives identifiable services, activities, deliverables, or public benefits. No waiver, exception, or simplified procedure shall authorize an unrestricted donation or gift of public funds.

Section 5. Funding Instruments Required. Each appropriation or other City support approved for an Outside Agency shall be documented by an appropriate Funding Instrument approved by the City Council or otherwise authorized under this Resolution and the policy adopted herein. The form of documentation may be scaled based on the amount requested, the nature of the recipient, the public purpose, the type of support, and the City's review needs. No funds shall be disbursed until the required Funding Instrument for that award is completed, unless the Council expressly authorizes reimbursement or payment after sufficient documentation is provided.

Section 6. Application Timing: Tiered Review. Outside Agency funding requests should ordinarily be submitted during the City's annual budget preparation process. However, the City Council may consider out-of-cycle requests when justified by time-sensitive public purpose, unanticipated community need, small-dollar request, public event, school-related program, matching grant, regional partnership, or other circumstance the Council determines to be in the best interest of the City. The City may apply a tiered review process for Small-Dollar Requests, Standard Requests, and Larger Dollar-Review Requests as described in Exhibit A.

Section 7. Performance, Documentation, and Reporting. The City shall require funded activities to meet performance, documentation, completion, or reporting standards designed to ensure that public funds are traceable, are used for the approved purpose, and produce a documented public benefit. Reporting requirements shall be scaled to the amount and review needs of the award, but may include receipts, invoices, proof of purchase, event documentation, completion statements, beneficiary information, final reports, expenditure documentation, performance data, and any additional documentation required by the Funding Instrument.

Section 8. Audit, Inspection, Repayment, and Remedies. The City shall have the right to audit, inspect, and examine financial records, documents, and data related to the use of City funds or City support, with the scope reasonably tailored to the amount, type, and review needs of the award. Any funds used outside this Resolution, the policy, the applicable Funding Instrument, or the approved public purpose shall be subject to repayment to the City, and the City may pursue all available legal and equitable remedies.

Section 9. Administration; Council Discretion. The City Council retains sole authority to approve appropriations and Funding Instruments under this Resolution. The Mayor, City Clerk, Finance Officer, City Attorney, and other designated City personnel are authorized to receive applications, review requests for completeness, prepare recommendations, monitor compliance, review reports, maintain records, prepare forms, and administer the policy adopted herein. The City Council may approve, deny, reduce, condition, defer, refer, waive, or modify procedural requirements for any Outside Agency request when consistent with law and this Resolution.

Section 10. Annual Appropriation; No Entitlement. All funding approved under this Resolution shall be subject to annual appropriation by the City Council. No Funding Instrument shall create a binding financial obligation beyond the current fiscal year unless expressly authorized by law and Council action. Prior-year funding shall not create any entitlement, expectation, or presumption of future funding.

Section 11. Severability. If any provision, phrase, sentence, clause, section, or application of this Resolution or the policy adopted herein is held invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions and applications shall not be affected or impaired thereby.

Section 12. Effective Date. This Resolution shall become effective immediately upon its adoption and approval.

ADOPTED AND APPROVED this ____ day of _____, 2026.

CITY OF CLAY, ALABAMA

ATTEST:

By: _____
Jane Anderton, Mayor
Date: _____

Toushi Arbitelle, City Clerk

VOTING RESULTS:

Yeas: _____
Nays: _____
Abstain: _____
Absent: _____

CERTIFICATION

I, the undersigned City Clerk of the City of Clay, Alabama, do hereby certify that the foregoing is a true and correct copy of a Resolution lawfully passed and adopted by the City Council of the City of Clay, Alabama, at a regular or special meeting of such Council held on the ____ day of _____, 2026, and that the same is on file in the City Clerk's Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City on this ____ day of _____, 2026.

Toushi Arbitelle, City Clerk
City of Clay, Alabama

EXHIBIT A
CITY OF CLAY, ALABAMA
OUTSIDE AGENCY FUNDING POLICY AND PROCEDURES

1. Purpose and Authority

This Policy establishes standards and procedures governing the appropriation and expenditure of municipal funds and other City support to Outside Agencies. The purpose of this Policy is to ensure that such support is lawful, transparent, accountable, adequately documented, and demonstrably beneficial to residents of the City of Clay.

This Policy shall be administered consistently with the Constitution of Alabama of 1901, as amended, including Section 94, applicable provisions of the Code of Alabama, City ordinances, City Council resolutions, and direction from the City Attorney.

2. Definitions

Outside Agency. Any nonprofit organization, quasi-governmental entity, public agency, charitable organization, civic organization, educational or cultural organization, public corporation, private organization, or other external entity not under the direct control of the City.

Funding. Money, grants, sponsorships, reimbursements, waivers, in-kind support, use of City property or facilities without ordinary charge, or any other thing of value provided by the City.

Public Purpose. A use or activity that provides a direct, substantial, and demonstrable benefit to the residents of the City or advances a lawful municipal purpose.

Funding Instrument. A written agreement, memorandum of understanding, service contract, restricted-use award letter, reimbursement authorization, short-form funding approval, or Council resolution that identifies the recipient, amount or value of support, public purpose, permitted use, and applicable accountability requirements.

Funding Agreement. A written, legally binding contract between the City and an Outside Agency specifying obligations, deliverables, conditions, reporting requirements, audit rights, and remedies.

Appropriation. The formal allocation of funds by the City Council by budget adoption, motion, resolution, ordinance, or other lawful Council action.

Performance Standards. Measurable or documentable criteria used to evaluate the effectiveness, completion, permitted use, resident benefit, and compliance of funded activities.

Small-Dollar Request. A request for Funding in an amount of two thousand five hundred dollars (\$2,500.00) or less, unless the City Council establishes a different threshold by resolution.

Standard Request. A request for Funding that exceeds the Small-Dollar Request threshold but does not exceed ten thousand dollars (\$10,000.00), unless the City Council establishes different thresholds by resolution.

Larger Dollar - Review Request. A request exceeding ten thousand dollars (\$10,000.00), a recurring annual request, a request involving significant use of City property or facilities, a request involving material insurance or public exposure, or any request that the City Council or Finance Committee determines warrants a large-dollar review based on amount, activity, recipient, compliance history, or review needs.

3. Public Purpose Requirement; No Unrestricted Donations or Gifts

No funds shall be appropriated or expended unless the City Council makes an explicit finding, documented in the approving motion, resolution, ordinance, budget action, or Funding Instrument, that the expenditure serves a clear and substantial public purpose.

City support for an Outside Agency must be tied to adequate consideration or a lawful, identifiable public benefit. All expenditures must be structured as contractual exchanges, restricted-use public-purpose expenditures, reimbursements, sponsorships, or other lawful transactions in which the City receives identifiable services, activities, deliverables, or public benefits. A transaction that does not meet this requirement shall be subject to correction, repayment, or other appropriate action to the fullest extent permitted by law.

4. Required Funding Instrument; Agreement Requirements Scaled to Amount and Review Needs

All appropriations to Outside Agencies shall be documented by an appropriate Funding Instrument approved by the City Council or otherwise authorized under this Policy. The form of documentation may be scaled based on the amount requested, the nature of the recipient, the public purpose, the type of support, and the City's review needs.

For Small-Dollar Requests, the City may use a simplified application, short-form award letter, reimbursement form, purchase authorization, event sponsorship form, short-form funding approval, or Council resolution, provided the document identifies the recipient, approved amount or value, public purpose, permitted use, required documentation, non-allowable uses, and repayment obligation for use outside the approved purpose or undocumented use.

For Standard Requests, the City should use a written Funding Agreement, memorandum of understanding, restricted-use award letter, service contract, or Council resolution that states the scope of services or activities, permitted uses, reporting requirements, records-retention obligations, and repayment remedies.

For Larger Dollar Review Requests, the City should require a formal Funding Agreement approved by the City Council. Each such agreement should include, as applicable, a detailed scope of services, performance standards, budget, reporting requirements, audit provisions, repayment provisions, term and closeout provisions, insurance or indemnity requirements, and any other measurable conditions attached to the appropriation.

No funds shall be disbursed until the required Funding Instrument for that award is completed, unless the Council expressly authorizes reimbursement or payment after sufficient documentation is provided.

5. Application Timing; Budget-Cycle and Out-of-Cycle Requests

Outside Agency Funding requests should ordinarily be submitted during the City's annual budget preparation process so that the Mayor, City Council, Finance Committee, and City staff may evaluate requests in an orderly and comparable manner. The City may announce an annual application period and preferred submission deadline for requests to be considered for the upcoming fiscal-year budget.

Failure to submit a request during the annual budget process shall not automatically bar consideration. The City Council may consider an out-of-cycle request when the Council determines that one or more of the following circumstances exist:

- The request addresses an unanticipated community need, public safety concern, public health issue, emergency condition, or other time-sensitive public purpose.
- The requesting agency did not have a reasonable opportunity to submit the request during the regular budget cycle.
- The request involves a new program, event, opportunity, or service that became available after the regular application period.
- The request is a Small-Dollar Request that can be reviewed without materially disrupting the City's budget process.
- The request is connected to a matching grant, regional partnership, intergovernmental program, school-related program, public event, civic event, or community-service opportunity with a deadline outside the City's normal budget calendar.
- The Council otherwise determines, in its discretion, that consideration of the request is in the best interest of the City.

Out-of-cycle consideration shall not create any entitlement to funding, shall not excuse compliance with Alabama law, and shall not permit any unrestricted donation, gift, or grant of public funds.

6. Tiered Review Based on Dollar Amount, Review Needs, and Type of Request

Small-Dollar Requests. Small-Dollar Requests may be reviewed using a simplified application process. At a minimum, the applicant may provide the organization name and contact information, the amount or value requested, a brief description of the event or public purpose, an explanation of how the request benefits City residents, a proposed use of City funds or support, a statement concerning prohibited uses, and an acknowledgment of documentation or repayment requirements.

Standard Requests. Standard Requests should generally include a completed application, organizational status and contact information, statement of public purpose, description of services or activities benefiting Clay residents, requested amount and proposed budget, identification of other funding sources, proof of nonprofit, governmental, or legal status if applicable, conflict-of-interest disclosure, insurance information if applicable, and final report or reimbursement documentation after funds are used.

Larger Dollar-Review Requests. Larger Dollar-Review Requests may require, as determined by the Finance Committee, a detailed scope of services, detailed line-item budget, recent financial statements or IRS Form 990 if applicable, board roster and governing documents, proof of insurance and additional-insured endorsement where appropriate, Clay-specific beneficiary data or service-area information, performance measures or deliverables, interim reporting, final expenditure and performance reporting, and a formal Funding Agreement approved by the City Council.

Large-dollar When Warranted. The City may require a full application, formal Funding Agreement, insurance documentation, or reporting for any request, regardless of amount, if the request involves unusual circumstances, use of City facilities, recurring funding, services to vulnerable populations, public-facing activities, political or advocacy concerns, prior documentation or compliance concerns, or any question about whether the expenditure serves a lawful municipal public purpose.

7. Annual Appropriation and Non-Obligatory Nature

All funding under this Policy shall be subject to annual appropriation by the City Council. No Funding Instrument shall create a binding financial obligation beyond the current fiscal year, and all agreements or approvals shall expressly state, where applicable, that continuation of funding is contingent upon future appropriations. Prior-year funding shall not create any entitlement, expectation, or presumption of future funding.

8. Performance Thresholds and Accountability

The City shall require funded activities to meet performance, documentation, or completion standards designed to ensure that public funds are used efficiently, are traceable, and produce a documented public benefit. Unless a different standard is expressly approved by the City Council in the approving action or Funding Instrument based on written findings, the following default thresholds shall apply to Standard Requests and Larger Dollar-Review Requests. The City may modify, simplify, or waive these thresholds for Small-Dollar Requests when the Council determines that a simplified process is reasonable and sufficient.

Direct Program Use Threshold. At least sixty percent (60%) of City funds shall be used for direct program services, direct service personnel, direct program materials, or capital items directly tied to the approved public purpose, unless the Council approves a different standard based on the nature of the funded activity.

Administrative Cost Threshold. No more than twenty percent (20%) of City funds shall be used for administrative overhead, management, or indirect support costs unless the City Council approves a different cap in writing based on the nature of the funded activity.

Non-Allowable Cost Threshold. Zero percent (0%) of City funds shall be used for lobbying, political activity, campaign activity, fundraising expenses, entertainment, gifts, bonuses, penalties, fines, or any purpose not stated in the Funding Instrument.

Documentation Threshold. Expenditures of City funds shall be supported by contemporaneous invoices, receipts, payroll records, contracts, proof of event, proof of completion, photographs, attendance information, or other records acceptable to the City, with the level of documentation scaled to the amount and review needs of the award.

Performance Attainment Threshold. The Outside Agency shall substantially achieve the output measures, service units, milestones, completion requirements, or other deliverables stated in the Funding Instrument unless the City Council approves a waiver based on documented circumstances.

Clay-Benefit Threshold. Where services are delivered to identifiable persons, facilities, or locations, the Outside Agency shall maintain records reasonably showing that the City-funded portion of the program benefits residents of the City of Clay or facilities, programs, or activities serving the City. If a recipient serves multiple jurisdictions, the recipient shall allocate costs on a reasonable and documented basis when practical.

Equipment and Capital Threshold. Any equipment or durable item purchased in whole or in part with City funds having a useful life of more than one year and a cost of five hundred dollars (\$500.00) or more shall be inventoried and used only for the approved public purpose unless otherwise approved by the City.

Unexpended Funds Threshold. Unspent City funds remaining at the end of the contract term, or at the end of the funded project if earlier, shall be returned to the City within thirty (30) days unless the City approves a different disposition in writing.

9. Reporting Requirements Scaled to the Award

Reporting requirements shall be scaled to the amount and review needs of the award.

Small-Dollar Requests. The City may require only a receipt, invoice, proof of purchase, event flyer, attendance estimate, completion statement, photograph, brief written confirmation, or other simple documentation showing that funds were used for the approved public purpose.

Standard Requests. The City may require a final report describing how funds were spent, what services or activities were provided, and how Clay residents or the Clay community benefited.

Larger or Dollar-Review Requests. The city may require interim reports, final reports, itemized expenditure documentation, performance data, beneficiary information, and any additional documentation required by the Funding Agreement.

Noncompliance. Failure to provide required documentation may be treated as material noncompliance and may affect future funding eligibility, allow the City to hold unpaid balances pending completion of documentation, end the funding arrangement, or require repayment of funds, depending on the circumstances.

10. Audit and Inspection Rights

The City shall have the right to audit, inspect, and examine financial records, documents, and data related to the use of funds or City support. The scope of audit or inspection may be reasonably tailored to the amount, type, and review needs of the award, as determined by the Finance Committee. The Outside Agency shall maintain records in a manner that facilitates such review and shall cooperate with any audit, inspection, or verification conducted by or on behalf of the City.

11. Repayment Safeguards and Remedies

Any funds used outside this Policy, the applicable Funding Instrument, or the approved public purpose shall be subject to repayment to the City. The City may pursue all available legal and equitable remedies, including ending agreements, holding unpaid balances, declining future funding where warranted, offsetting future amounts otherwise payable, and requiring the return of funds used outside the approved purpose or not reasonably documented.

12. Non-Allowable Uses

Funds or City support provided under this Policy shall not be used for private benefit unrelated to the approved public purpose; excessive or unrelated administrative overhead; political activities, campaign activities, or lobbying; gifts, entertainment, bonuses, penalties, fines, or fundraising expenses unless expressly authorized by law and approved by the City Council as part of the public purpose; or any activity not expressly authorized in the Funding Instrument.

13. Administration, Follow-Up, and Council Discretion

The City Council retains sole authority to approve appropriations and Funding Instruments under this Policy. The City may designate administrative personnel to receive applications, review requests for completeness, prepare recommendations, monitor compliance, review reports, and administer and apply this Policy.

The City Council may approve, deny, reduce, condition, defer, or refer any Outside Agency request. The Council may also waive or modify procedural application requirements when the Council determines that strict compliance is unnecessary due to the amount of the request, the public nature of the recipient, the limited review needs involved, the time-sensitive nature of the public purpose, or the existence of other reliable documentation.

No waiver or modification shall permit an unrestricted donation or gift of public funds, a payment that lacks a lawful public purpose, use of City funds for private benefit unrelated to the approved public purpose, political

activity, campaign activity, lobbying, gifts, entertainment, or disbursement without sufficient documentation to show the amount approved, the recipient, the public purpose, and the permitted use.

APPENDIX 1 TO EXHIBIT A OPTIONAL SMALL-DOLLAR REQUEST SHORT FORM

The City may use the following short-form content for Small-Dollar Requests or other straightforward requests approved for simplified review:

Field	Information to be Provided
Recipient	Name of agency, organization, school, civic group, or other requester.
Contact Information	Name, mailing address, email, and phone number for responsible representative.
Amount or Value Requested	Dollar amount or description of in-kind City support requested.
Public Purpose	Brief description of the public purpose served by the request.
Clay Resident or Community Benefit	Brief description of how City of Clay residents, facilities, programs, or the community will benefit.
Permitted Use	Specific use of funds or City support.
Documentation Required	Receipts, invoice, proof of event, photograph, attendance estimate, completion statement, or other simple proof required by the City.
Non-Allowable Uses	Political activity, private benefit, gifts, entertainment, or any use outside the approved purpose.
Repayment Acknowledgment	Funds used outside the approved purpose or not reasonably documented may be subject to repayment.
Applicant Certification	Signature certifying that the information is true and that the request will comply with the approved purpose and City requirements.

Applicant: _____ Date: _____

City Review / Approval: _____ Date: _____

Approved Amount or Value: \$ _____ GL Account: _____

Required Documentation / Conditions: _____

**CITY OF CLAY, ALABAMA
RESOLUTION NO. 2026-05-05**

A RESOLUTION ADOPTING A TOWING, ABANDONED VEHICLE, AND NUISANCE ABATEMENT ADMINISTRATIVE POLICY; AUTHORIZING THE MAYOR, , CITY ATTORNEY, AND CITY STAFF TO IMPLEMENT APPROVED TOWING SERVICES; AUTHORIZING THE SELECTION AND USE OF QUALIFIED TOWING COMPANIES; APPROVING FORMS; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City Council of the City of Clay, Alabama (the "City") has adopted ordinances regulating nuisance vehicles, non-operating vehicles, machinery, implements, equipment, and other personal property;

WHEREAS, the City Council has adopted or is considering ordinances clarifying the City ability to remove, tow, impound, store, dispose of, and recover costs for nuisance, abandoned, unclaimed, non-operating, and towable nuisance property;

WHEREAS, the City does not maintain a municipal police department or municipal court, and the City Council desires to implement towing and abatement through civil, administrative, contractor, City-property, nuisance-abatement, and lawful coordination procedures;

WHEREAS, the City Council desires to adopt an administrative policy, approve implementation forms, authorize the selection and use of Qualified Towing Companies, and authorize City officials to carry out the intent of the City ordinances; and

WHEREAS, the City Council finds that the following action is in the best interest of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clay, Alabama, as follows:

Section 1. Adoption of Administrative Policy.

The City Council hereby adopts the Towing, Abandoned Vehicle, and Nuisance Abatement Administrative Policy attached as Exhibit A. The policy is administrative and shall be interpreted consistently with Alabama law, City ordinances, and any advice or direction from the City Attorney.

Section 2. Authorization of City Officials.

The Mayor, City Clerk, Building Official, Code Enforcement Officer, public works officials, inspectors, and other designated personnel are authorized to administer notices, inspections, documentation, council agenda materials, towing requests, contractor coordination, cost reports, and other administrative actions necessary to implement City nuisance-abatement and towing ordinances.

Section 3. Authorization to Select and Use Qualified Towing Companies.

The Mayor are authorized, subject to City Attorney review, to solicit, evaluate, approve, and use one or more Qualified Towing Companies for City-requested or City-authorized towing, removal, impoundment, storage, recovery, transport, and related services. The Mayor may

execute towing service agreements and related documents consistent with City ordinances, this Resolution, and the policy adopted herein.

Section 4. Approved Towing List / Rotation.

The initial approved towing list or rotation shall be maintained administratively by the mayor or designee. The mayor may assign work based on rotation, availability, equipment, location, response time, nature of the tow, conflict of interest, contractor performance, or other reasonable administrative factors. The City Council may approve, amend, suspend, or replace the list or rotation by later resolution.

Section 5. Rate Schedule.

The City Council approves the rate-schedule framework attached to Exhibit A. Specific rates may be inserted before adoption, approved in a separate schedule, or approved in towing service agreements. No rate shall be effective unless approved by the City Council, the mayor acting under delegated authority, or another method approved by the City Attorney and consistent with law.

Section 6. Forms Approved.

The City Council approves the forms attached as Exhibits B through G, with authority for the Mayor, City Attorney, or designee to make non-substantive edits, formatting changes, case-specific insertions, and legally required revisions before use.

Section 7. Law-Enforcement Coordination.

Where Alabama law requires action by a law-enforcement officer, or where City staff determine that safety, traffic, breach-of-peace, access, entry, or enforcement concerns require law-enforcement assistance, City staff are authorized to request assistance from the Jefferson County Sheriff's Office or other law-enforcement agency having jurisdiction.

Section 8. City Attorney Review.

The City Attorney is authorized to review and approve forms, towing agreements, notices, warrant or court-order procedures, civil actions, contractor terms, and any other legal documents necessary to implement this Resolution and related ordinances.

Section 9. No Creation of Police Department or Municipal Court.

This Resolution shall not be construed to create a municipal police department, confer law-enforcement powers on any City employee or contractor, or require the existence of a municipal court.

Section 10. Effective Date.

This Resolution shall become effective immediately upon its adoption.

ADOPTED AND APPROVED this ____ day of _____, 2026.

CITY OF CLAY, ALABAMA

ATTEST:

Mayor

City Clerk

CERTIFICATION

I, the undersigned City Clerk / of the City of Clay, Alabama, do hereby certify that the above and foregoing is a true and correct copy of an ordinance or resolution lawfully passed and adopted by the City Council of the City of Clay, Alabama, at a regular or properly called meeting of the City Council, and that the same is on file in the official records of the City.

I further certify that the same was published, posted, recorded, or otherwise made effective as required by Alabama law.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this ____ day of _____, 2026.

City Clerk

EXHIBIT A
CITY OF CLAY, ALABAMA
TOWING, ABANDONED VEHICLE, AND NUISANCE ABATEMENT
ADMINISTRATIVE POLICY

1. Purpose

This Policy establishes administrative procedures for City-requested or City-authorized towing, removal, impoundment, storage, and related services involving nuisance, abandoned, unclaimed, non-operating, and towable nuisance property. This Policy is subordinate to Alabama law, City ordinances, City Council resolutions, and City Attorney direction.

2. Designated City Personnel

The mayor, , City Clerk, Building Official, Code Enforcement Officer, public works officials, inspectors, and other persons designated by the Mayor or may act as City Enforcement Officials for purposes of inspection, documentation, notice, council agenda preparation, contractor coordination, and administrative enforcement.

3. Case Categories

City staff should classify each case into one or more of the following categories before requesting a tow:

1. Private-property nuisance case: a vehicle or towable item located on private property and alleged to violate City nuisance ordinances.
2. City-property case: a vehicle or towable item located on City-owned or City-controlled property without consent or lawful authority.
3. Right-of-way / public-road case: a vehicle or towable item located in a street, road, right-of-way, sidewalk, public easement, drainage area, or similar public area.
4. Emergency or safety case: a vehicle or towable item creating an immediate threat to health, safety, drainage, emergency access, traffic, public infrastructure, or City operations.
5. Abandoned / unclaimed motor vehicle case: a vehicle subject to Alabama abandoned or unclaimed motor vehicle procedures.

4. Ordinary Private-Property Nuisance Procedure

6. Inspect and document the condition from lawful vantage points. Take photographs and record visible vehicles or property identifiers when available.
7. Issue a courtesy notice, notice to correct, or citation consistent with City ordinance. Include a correction deadline unless an emergency or special circumstance applies.
8. If unresolved, prepare a City Council agenda item and proposed resolution declaring the condition a public nuisance and setting a public hearing.
9. Provide required hearing notice by certified mail, posting, publication, property signage, or other method required by City ordinance and law.
10. At the hearing, present staff reports, photographs, notices, owner responses, and other evidence. Allow affected persons to be heard.

11. If the Council orders abatement, issue a written tow/removal authorization to a Qualified Towing Company or other contractor.
12. After removal, obtain an itemized invoice and cost report. Post and submit the cost report for Council confirmation as required by City ordinance.
13. After confirmation, record liens and pursue cost recovery only as authorized by law and approved by the City Attorney.

5. City Property and Right-of-Way Procedure

For vehicles or towable property located on City property, in rights-of-way, in drainage facilities, or in public easements, staff should document the condition, determine whether law-enforcement assistance is legally required or practically necessary, and obtain approval from the Mayor or designee before requesting towing, unless emergency conditions require immediate action.

For vehicles left unattended on a public street, road, or highway where Alabama law requires law-enforcement action, City staff shall request assistance from the Jefferson County Sheriff's Office or another law-enforcement agency having jurisdiction.

6. Emergency or Safety Procedure

If a vehicle or towable item creates an immediate threat to public safety, emergency access, drainage, public infrastructure, or City operations, staff may request immediate assistance from a Qualified Towing Company, public works contractor, or law-enforcement agency as appropriate. Staff should document the emergency, the reason immediate action was necessary, photographs when safe, and the approval obtained. For private-property entry, staff should consult the City Attorney when practicable and obtain consent, warrant, court order, or other legal authority when required.

7. Abandoned / Unclaimed Motor Vehicle Compliance

The towing company in possession of a motor vehicle is responsible for compliance with Alabama unclaimed/abandoned motor vehicle law, including required ALDOR reporting, owner and lienholder notice, holding periods, lien procedures, sale procedures, title documentation, and final disposition records. City staff should require confirmation of compliance before recognizing final disposition.

8. Required Documentation

Each City tow or removal file should include, when applicable:

- Case number, property address, parcel number, and location description.
- Owner, occupant, complainant, and responsible-person information, when known.
- Photographs before removal and, when useful, after removal.
- Notice to correct, citation, posting photographs, certified mail receipts, publication proof, and hearing signage proof.
- City Council resolutions and minutes.
- Tow authorization form.

- Tow ticket, invoice, storage location, and itemized charges.
- ALDOR or abandoned/unclaimed vehicle documentation when applicable.
- Cost report, posting proof, Council confirmation, lien recording, and collection records.

9. Rate-Schedule Framework

The following rates are placeholders and should be completed before adoption or incorporated by reference from towing service agreements:

Service Category	Approved Rate	When Applicable	Notes
Standard passenger vehicle tow	\$ _____	Ordinary tow within City	Complete before adoption
Rollback / flatbed service	\$ _____	When required by vehicle condition	
Winching / recovery	\$ _____ per ____	When needed	
Heavy-duty tow	\$ _____	Large vehicle/equipment	
Storage	\$ _____ per day	After tow	
Administrative / abandoned vehicle processing	\$ _____	If allowed by law/agreement	
After-hours / emergency response	\$ _____	If approved	
Mileage outside City	\$ _____ per mile	If approved	

10. Contractor Performance Standards

- Respond within the time requested when available; if unavailable, promptly notify City staff.
- Use safe and lawful towing and storage practices.
- Avoid unnecessary damage to private property, public property, vehicles, and towable items.
- Maintain complete records and provide copies upon request.
- Treat property owners, vehicle owners, residents, and City personnel professionally.
- Do not release, sell, dispose of, or destroy motor vehicles contrary to law.
- Immediately notify the City of complaints, claims, litigation threats, damage claims, or legal notices arising from a City tow.

EXHIBIT B
CITY OF CLAY, ALABAMA
CITY-REQUESTED TOW / REMOVAL AUTHORIZATION FORM

Case No.	
Date / Time Requested	
Requesting City Official	
Authority for Tow	Council abatement order / City property / ROW / emergency / law-enforcement coordination / other
Property Address or Location	
Parcel No. if applicable	
Owner / Occupant if known	
Vehicle or Towable Item Description	
Color / Make / Model	
Tag No.	
VIN / Serial No. if visible	
Reason for Tow or Removal	
Towing Company Assigned	
Operator Name	
Storage Location	
Photographs Taken	Yes / No
Law-Enforcement Agency Involved if any	
Special Instructions	
City Official Signature	
Tow Operator Signature	

Certification: The undersigned City official certifies that this tow/removal request is made for a City-requested or City-authorized purpose and that available documentation has been placed in the case file. This form does not authorize any action contrary to Alabama law, City ordinance, court order, or City Attorney direction.

EXHIBIT C
CITY OF CLAY, ALABAMA
ABATEMENT COST REPORT AND CONFIRMATION TEMPLATE

Property Address: _____

Parcel No.: _____ Case No.: _____

Property Owner: _____

Description of nuisance abated:

Cost Item	Vendor / Staff	Amount	Notes

Total Proposed Abatement Cost: \$ _____

Posting Certification: A copy of this report and notice of the time when the report will be submitted to the City Council for confirmation was posted on or near the chamber door of the City Council for at least five (5) days before submission, as required by City ordinance.

Posted by: _____ Date: _____

Council Action: On _____, 2026, the City Council considered this report and any objections, made any modifications deemed necessary, and confirmed the report by motion or resolution in the amount of \$ _____.

Certified by: _____ Title: _____

EXHIBIT D
CITY OF CLAY, ALABAMA
NOTICE OF PUBLIC HEARING - NUISANCE VEHICLE / TOWABLE NUISANCE
PROPERTY

TO: [Property Owner / Responsible Person]

PROPERTY: [Address / Parcel / Legal Description or Common Description]

DATE OF HEARING: _____ TIME: _____ LOCATION:

Notice is hereby given that the City Council of the City of Clay, Alabama will hold a public hearing to determine whether the condition described below constitutes a public nuisance and whether the City Council should order removal, towing, storage, disposal, cost recovery, lien, civil action, or other lawful abatement action:

[Describe vehicle, trailer, machinery, equipment, appliance, or other towable nuisance property; include color, make, model, tag, VIN if available, location on property, and nuisance conditions.]

You may appear at the hearing and be heard. You may present photographs, documents, testimony, proof of correction, proof of ownership, proof of operability, registration information, or other relevant information. Failure to appear does not prevent the City Council from proceeding if notice has been provided as required by law.

If the City Council determines that the condition constitutes a public nuisance and orders abatement, the City may authorize City employees, agents, private contractors, or qualified towing companies to enter upon the property and remove, tow, store, dispose of, or otherwise abate the nuisance as allowed by law. The City may seek recovery of abatement costs, including towing, storage, administrative, legal, publication, posting, mailing, and contractor costs, and confirmed costs may be assessed or recorded as allowed by law.

Issued this ____ day of _____, 2026.

City Clerk / / Authorized Official

EXHIBIT E
CITY OF CLAY, ALABAMA
NOTICE TO CORRECT - INOPERABLE VEHICLE / TOWABLE NUISANCE
PROPERTY

Date: _____ Correction Deadline: _____

Property Address: _____

Resident / Property Owner: _____

Vehicle / Item Description: _____

The City of Clay has observed a vehicle, trailer, machinery, equipment, appliance, or other item of personal property at the above location that appears to be unused, disabled, improperly stored, without a current valid tag where required, partially dismantled, wrecked, junked, discarded, abandoned, unclaimed, or otherwise non-operating. This condition may constitute a public nuisance and may violate City ordinance.

Please correct the condition by the deadline above by taking one or more of the following actions:

14. Repair the vehicle or item so that it is operable, lawful, and properly maintained.
15. Remove the vehicle or item from the property.
16. Lawfully store, screen, or enclose the vehicle or item if permitted by applicable law.
17. Contact the City if you believe the notice is incorrect or if you have documentation showing compliance.

If the condition is not corrected, the City may proceed with nuisance-abatement action. Possible consequences include City Council public hearing, declaration of public nuisance, removal, towing, storage, contractor abatement, cost recovery, abatement lien where authorized by law, civil action, and other lawful remedies.

City Contact: _____ Phone / Email:

Issued by: _____ Title: _____

EXHIBIT F
TEMPLATE CASE-SPECIFIC RESOLUTION
DECLARING PROPOSED NUISANCE AND SETTING PUBLIC HEARING
RESOLUTION NO. 2026-_____

A RESOLUTION DECLARING A PROPOSED PUBLIC NUISANCE AT [ADDRESS / PARCEL / LOCATION], SETTING A PUBLIC HEARING, AND DIRECTING NOTICE.

WHEREAS, City staff has reported the existence of an unused, disabled, partially dismantled, wrecked, junked, discarded, abandoned, unclaimed, non-operating, or otherwise nuisance vehicle or towable nuisance property located at or near [ADDRESS / PARCEL / LOCATION];

WHEREAS, the reported condition may violate City ordinances regulating nuisance vehicles, exterior storage, abandoned or towable nuisance property, and public nuisances; and

WHEREAS, the City Council desires to set a public hearing to receive evidence, objections, protests, and comments regarding the proposed nuisance and possible abatement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clay, Alabama, as follows:

Section 1. Proposed Nuisance.

The City Council preliminarily identifies the condition described in the staff report at [ADDRESS / PARCEL / LOCATION] as a proposed public nuisance for purposes of notice and hearing.

Section 2. Public Hearing.

A public hearing shall be held on _____, 2026, at _____ p.m. at _____, or at such other time and place as may be lawfully noticed.

Section 3. Notice.

City staff is directed to provide notice of the hearing by certified mail, publication or posting, property signage, and any other method required by City ordinance or Alabama law.

Section 4. Effective Date.

This Resolution shall become effective immediately upon adoption.

EXHIBIT G
TEMPLATE CASE-SPECIFIC RESOLUTION
ORDERING ABATEMENT AND AUTHORIZING TOWING / REMOVAL
RESOLUTION NO. 2026-____

**A RESOLUTION FINDING A PUBLIC NUISANCE AT [ADDRESS / PARCEL / LOCATION],
ORDERING ABATEMENT, AUTHORIZING TOWING OR REMOVAL, AND DIRECTING
COST REPORTING.**

WHEREAS, the City Council previously adopted Resolution No. 2026-____ setting a public hearing concerning a proposed nuisance at [ADDRESS / PARCEL / LOCATION];

WHEREAS, notice of the public hearing was provided as required by City ordinance and Alabama law;

WHEREAS, the City Council conducted a public hearing on _____, 2026, received evidence, heard objections and protests, if any, and considered the staff report and case file;

WHEREAS, the City Council finds that the condition described in the record constitutes a public nuisance and should be abated; and

WHEREAS, the City Council finds that removal, towing, storage, disposal, contractor abatement, cost recovery, and related action are appropriate to abate the nuisance, subject to Alabama law and City Attorney direction.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clay, Alabama, as follows:

Section 1. Finding of Public Nuisance.

The City Council finds and declares that the condition located at [ADDRESS / PARCEL / LOCATION], described as [DESCRIPTION], constitutes a public nuisance under City ordinance.

Section 2. Order of Abatement.

The nuisance is ordered abated. The owner or responsible person may voluntarily remove or correct the nuisance before City abatement begins. If the nuisance is not voluntarily corrected, City employees, agents, contractors, or Qualified Towing Companies are authorized to enter, remove, tow, impound, store, dispose of, or otherwise abate the nuisance to the extent allowed by law.

Section 3. Contractor Authorization.

[Name of towing company / contractor] is authorized to perform the work, or the mayor or/designee is authorized to select a Qualified Towing Company or contractor from the approved list or rotation.

Section 4. Cost Report and Confirmation.

City staff shall maintain an account of the abatement costs and submit an itemized cost report to the City Council for confirmation, as required by City ordinance. Confirmed costs may be assessed, recorded, or collected as allowed by law.

Section 5. Law-Enforcement or Court Assistance.

If law-enforcement assistance, a warrant, a court order, or civil action is required or recommended, City staff and the City Attorney are authorized to request, seek, or coordinate such assistance before or during abatement.

Section 6. Effective Date.

This Resolution shall take effect

RESOLUTION NO. 2026-05-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAY, ALABAMA, DETERMINING THAT THE RECONDITIONING OF FOOTBALL HELMETS FOR CLAY-CHALKVILLE HIGH SCHOOL SERVES A PUBLIC PURPOSE; APPROVING PAYMENT OF INVOICE NO. 2968557; AND AUTHORIZING PAYMENT FROM THE APPROPRIATE GENERAL LEDGER ACCOUNT TO BE PROVIDED BY THE CITY.

WHEREAS, the City of Clay, Alabama, has a legitimate interest in promoting the health, safety, welfare, recreation, education, and positive development of students and youth within the community; and

WHEREAS, Clay-Chalkville High School serves students and families within the City of Clay community, and its athletic programs provide educational, recreational, physical fitness, leadership, teamwork, discipline, school engagement, and community-building benefits; and

WHEREAS, the City has received Invoice No. 2968557 from Schutt Sports/Certor Sports, dated February 25, 2026, in the total amount of Sixteen Thousand Seven Hundred Eighty and 00/100 Dollars (\$16,780.00), for the reconditioning of varsity football helmets, related reconditioning charges, and freight; and

WHEREAS, the City Council finds that the reconditioning of football helmets is directly related to the safety and protection of student-athletes participating in school athletic activities; and

WHEREAS, the City Council further finds that supporting the use of properly reconditioned athletic safety equipment promotes the public health, safety, welfare, and general well-being of students and families served by Clay-Chalkville High School; and

WHEREAS, the City Council determines that the expenditure authorized by this Resolution serves a valid and sufficient public purpose by supporting student safety, youth recreation, physical fitness, educational extracurricular activities, and the general welfare of the Clay community; and

WHEREAS, the City Council further determines that any private or incidental benefit resulting from the payment of the invoice is subordinate and incidental to the public purposes served by the expenditure.

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

Section 1. Public Purpose Determination.

The City Council hereby determines that the reconditioning of football helmets for use by Clay-Chalkville High School student-athletes serves a valid and sufficient public purpose.

Section 2. Statement of Public Purpose.

The City Council specifically finds that the activity serves a public purpose because it promotes student-athlete safety, supports youth recreation and physical fitness, assists educational extracurricular programming, encourages student engagement, and advances the general welfare of the Clay community.

Section 3. Approval of Invoice.

The City Council hereby approves payment of Invoice No. 2968557 from Schutt Sports/Certor Sports in the amount of Sixteen Thousand Seven Hundred Eighty and 00/100 Dollars (\$16,780.00).

Section 4. Authorization of Payment.

The Mayor, City Clerk, Finance Officer, and any other appropriate City officials are hereby authorized and directed to process and issue payment of the invoice in the amount of \$16,780.00 from GL Account No. _____, to be inserted by the City before payment is processed.

Section 5. Authorization to Take Necessary Actions.

The Mayor, City Clerk, Finance Officer, and any other appropriate City officials are hereby authorized to take all actions necessary to carry out the intent of this Resolution, including confirming the appropriate GL account number, processing the payment, and maintaining supporting documentation in the City's records.

Section 6. Effective Date.

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

ADOPTED AND APPROVED this ____ day of _____, 2026.

CITY OF CLAY, ALABAMA

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

certor

DBA

VICIS schutt TUCCI

Certor Sports, Distribution Center
9400 Bradford Rd, Plainfield IN 46168
www.certorsports.com

Phone: 800.426.9784
Fax: 217.324.2732
Email: customerservice@certorsports.com

Remittance Address
Schutt Sports, LLC PO Box 88315 Milwaukee, WI 53288-8315

INVOICE 2968557

SALES ORDER NUMBER 2661523		DATE INVOICED 02/25/26	
PACKING SLIP NUMBER 1		DATE SHIPPED 02/25/26	
CUSTOMER PURCHASE ORDER NUMBER 26001656			SOURCE 4
SHIPPED VIA FedEx Ground		PPD X	COL
PAYMENT TERMS NET 30		TAX 0	TAX CODE

BILL TO	13629 CLAY-CHALKVILLE H S 6623 ROE CHANDLER ROAD PINSON AL 35126 US	SHIP TO	13629 CLAY-CHALKVILLE H S 6623 ROE CHANDLER ROAD ATTN: COACH FLOYD PINSON AL 35126 US
----------------	---	----------------	--

LINE	PRODUCT / DESCRIPTION	QTY ORDERED	QTY SHIPPED	QTY B.O.	UNIT PRICE	EXTENDED PRICE	NET PRICE
001	R0001 RECON SCHUTT VARSITYHELMETS	197	197		65.00000	\$12,805.00	12,805.00
Chg	REJ Recon-Rejected Recon-Rejected		1			10.00	
Chg	RS27 Recon-FG Redip Recon-FG Redip		133			1,995.00	
Chg	SFT FREIGHT FREIGHT		197			1,970.00	

* All invoices not paid within terms of invoice are PAST DUE and subject to a FINANCE CHARGE at a monthly rate of 1.5%, which is an ANNUAL PERCENTAGE RATE of 18%. Discrepancies with any shipment MUST be reported within 10 days of invoice date. Schutt Sports will not be responsible for any claim thereafter.

SUBTOTAL	16,780.00
TAX	
DEPOSIT	0.00
DISCOUNT	0.00



TOTAL IF PAID WITHIN TERMS	16,780.00
-----------------------------------	------------------

Customer Copy

All amounts shown in US CURRENCY

CITY OF CLAY, ALABAMA
RESOLUTION NO. 2026-05-08

A RESOLUTION AUTHORIZING THE CITY OF CLAY, ALABAMA TO CONTRACT WITH THE GREATER BIRMINGHAM HUMANE SOCIETY, INC. FOR ANIMAL CONTROL AND POUND SERVICES; APPROVING AN ANIMAL CONTROL SERVICES FEE FOR SERVICE CONTRACT; AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT; APPROVING USE OF THE SUBCONTRACTOR IDENTIFIED IN THE INVITATION TO BID; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, in November 2024, the Jefferson County Commission issued Invitation to Bid No. 22-25 (the "ITB") on behalf of the Purchasing Association of Central Alabama ("PACA") and its members, whereby sealed bids would be accepted for animal control and pound services pursuant to the ITB; and

WHEREAS, in February 2025, Jefferson County awarded the bid pursuant to ITB No. 22-25, as amended, to The Greater Birmingham Humane Society, Inc. ("GBHS"); and

WHEREAS, the services to be performed under the ITB may be performed by a subcontractor of GBHS, which subcontractor is The Greater Birmingham Humane Society Animal Care and Control, LLC (the "Subcontractor"); and

WHEREAS, the City of Clay, Alabama (the "City"), as a member of PACA, is entitled to enter into an agreement for animal control services as set out in the ITB (the "Services"); and

WHEREAS, the ITB includes pound services to be paid on a pro-rata basis to Jefferson County (the "Pound Services"), but does not include animal-control field services for municipalities with a population over 5,000 pursuant to Code of Alabama 1975, Section 3-7A-7; and

WHEREAS, the City desires to retain GBHS to perform the Services, excluding where applicable Pound Services, and to approve a fee-for-service agreement for such Services; and

WHEREAS, the City Council finds that approving the Services and authorizing the agreement described in this Resolution will serve a public purpose and is necessary, desirable, and in the best interest of the City and the health, safety, and welfare of its inhabitants.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clay, Alabama, as follows:

Section 1. Recitals Approved. The foregoing recitals are true and correct, are approved by the City Council, and are incorporated herein by reference as an integral part of this Resolution.

Section 2. Invitation to Bid No. 22-25. GBHS has acknowledged that the terms of ITB No. 22-25 are offered to the City and shall be incorporated into the provision of the Services approved by this Resolution.

Section 3. Public Purpose. The City Council hereby ascertains, determines, declares, and finds that the provision of the Services by GBHS, and the City's entry into the agreement authorized in Section 5 of this Resolution, will serve a public purpose and is necessary and desirable and in the best interest of the City and the health, safety, and welfare of its inhabitants by allowing for humane animal control, care of animals in the City, and access to pound facilities. The City Council further finds that the above-described items constitute important public benefits to the City and its citizens.

Section 4. Approval to Perform Services; Price Sheet. GBHS submitted a price sheet in response to the ITB, which price sheet is attached or to be attached as Exhibit A and incorporated herein by reference as if set out fully herein (the "Price Sheet"). The City Council hereby approves and authorizes GBHS to perform the Services as set out in the ITB within the City, and the City shall pay GBHS costs not to exceed the amounts set forth in the Price Sheet, excluding where applicable Pound Services paid pro-rata to Jefferson County, as provided in the ITB.

Section 5. Agreement for Services Authorized. The Price Sheet sets forth the prices for the Services to be performed by GBHS in the City. The Mayor is hereby authorized and directed to negotiate, execute, and deliver on behalf of the City an animal control services agreement in substantially the form attached or to be attached as Exhibit B, with such non-material changes, completions, or additions as the Mayor may approve, such approval to be conclusively evidenced by the Mayor's execution of the agreement and attestation by the City Clerk.

Section 6. Approved Subcontractor. The Subcontractor was identified in the response to the ITB to perform services for GBHS as a subcontractor. The Subcontractor is hereby approved to perform all or a portion of the Services for the City, provided that GBHS and the Subcontractor comply with the ITB, the agreement, this Resolution, and applicable law.

Section 7. Authority of City Officials. The Mayor, City Clerk, City Attorney, and appropriate City officials, employees, and agents are hereby authorized to take such actions, execute such documents, issue such notices, process such invoices, coordinate such services, and perform such other acts as may be necessary or desirable to carry out the intent and provisions of this Resolution.

Section 8. Independent Contractor Relationship. GBHS is an independent contractor of the City. This Resolution does not create any partnership, joint venture, principal-agent relationship, employment relationship, or law-enforcement relationship between the City and GBHS, the Subcontractor, or any of their employees, subcontractors, or representatives. The City retains no control over the means and methods by which GBHS or the Subcontractor performs the Services, except as provided in the ITB, the agreement, this Resolution, and applicable law.

Section 9. Provisions of Resolution as Contract Authority. The terms, provisions, and conditions set forth in this Resolution confer the necessary authority for GBHS to perform the Services in the City and shall remain in effect until an agreement is executed in accordance with Section 5 of this Resolution or for one (1) year from the effective date of this Resolution, whichever occurs first, unless otherwise extended or superseded by later action of the City Council.

Section 10. Compliance With Law and Agreement. All Services shall be performed in accordance with the ITB, the Price Sheet, the agreement, applicable insurance requirements, applicable City requirements, and all federal, state, county, and municipal laws, rules, and regulations.

Section 11. Severability. If any provision, phrase, sentence, clause, section, or application of this Resolution is held invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions and applications shall not in any way be affected or impaired thereby.

Section 12. Effective Date. This Resolution shall become effective immediately upon its adoption and approval.

ADOPTED AND APPROVED this ____ day of _____, 2026.

CITY OF CLAY, ALABAMA

ATTEST:

By: _____

Jane Anderton, Mayor

Toushi Arbitelle, City Clerk

Date: _____

VOTING RESULTS:

Yeas: _____

Nays: _____

Abstain: _____

Absent: _____

CERTIFICATION

I, the undersigned City Clerk of the City of Clay, Alabama, do hereby certify that the foregoing is a true and correct copy of a Resolution lawfully passed and adopted by the City Council of the City of Clay, Alabama, at a regular or special meeting of such Council held on the ____ day of _____, 2026, and that the same is on file in the City Clerk's Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City on this ____ day of _____, 2026.

Toushi Arbitelle, City Clerk
City of Clay, Alabama



Animal Control Services Report

City of Clay | January 1 – December 31, 2025

Prepared for: City of Clay Finance Committee

Greater Birmingham Humane Society (GBHS) provides animal control and care services to the City of Clay under contract, fulfilling the City's obligations under Alabama Code § 3-7A-7. The following summarizes all services rendered during the 2025 calendar year. All 12 monthly invoices were paid in full with no outstanding balance.

Dispatch & Field Services — 117 Cases

Case Type	Cases
Stray (Roaming / Confined / Aggressive)	91
Cruelty / Neglect	10
Assist (Owner or Police)	6
Welfare Check	4
Bite Investigation	4
Abandonment Investigation	2

Case Resolutions	Cases
Unable to Locate	32
Impound	26
Compliance Achieved	8
No Violation Observed	7
Warning Issued	5
Animal Surrendered	5
Owner Educated	5
Left Notice	3

After-Hours Services

Item	Total
After-Hours Hours Logged	13 hrs
Emergency Medical Charges	\$0.00

Animal Intake — 134 Animals

Intake Source	Count
Public Drop-Off	67
Animal Control Pickup	35
Owner Surrender	16
TNVR – Feral Cat	7
Bite Quarantine / Born in Care / Other	9

Animal Outcomes — 134 Animals

Outcome	Count
Adoption	38
Euthanasia – Unhealthy / Untreatable	32
Euthanasia – Healthy / Other	29
Returned to Owner	12
Transfer to Rescue / Transport	10
TNVR – Released to Feral Colony	9
Unassisted Death in Custody	2
Still in Care	2

* Healthy euthanasia reflects cases where placement was not achievable due to shelter capacity or behavioral concerns.

Financial Summary

Item	Amount
Total Billed (12 monthly invoices)	\$15,449.36

Services provided in accordance with Alabama Code § 3-7A-7. GBHS operates as a dual shelter providing both animal control response and humane care for all impounded animals. For questions regarding this report or contract renewal, contact Katherine Lenn (kl@gbhs.org) or Amanda Price, Dispatch/Billing (205-591-6522).

Price Sheet

**Greater Birmingham Humane Society
Animal Control and Pound Services
Price Sheet**

1	Patrol /Pound Services		
A.	Price per ACO Vehicle	\$41.00	per Hour
B.	Price per ACO After-hours rounded to the nearest half hour minimum of a half hour	\$65.00	per Hour
C.	Pound Services (Prorated fee depending on usage)	\$65.51	per Month
2	Animal Boarding		
A	Dog or Cat (regular stray hold will be 7 days)	\$ 8.00	per day
B	Quarantined (hold will be 10 days)	\$ 10.00	per day
C	Livestock (regular stray hold will be 30 days)	\$ 30.00	per day
D	Pocket Pet	\$ 30.00	per day
E	Preventative Vaccines	\$ 19.00	total cost
F	Emergency Medical Care	cost + %10	per pet
3	Euthanasia Service		
A	Euthanasia	\$ 10.00	per animal
4	Pricing for Animals Seized Under the Authority of the Pet Protection Act		
A	Boarding (unlimited days till court release)	\$ 8.00	per day
B	Dangerous Dog Boarding (dog is seized on dangerous dog investigation)	\$ 30.00	per day
C	Medical Care	cost + %10	per month
D	Emergency Medical Care	cost + %10	pet pet
E	Preventative Vaccines	\$ 19.00	per pet
5	Rabies Test Preparation		
A	Office Bring In	\$ 40.00	per animal
B	Field Pick Up	\$ 50.00	per animal
C	Animals other than Dogs/Cats	\$ 50.00	per animal
6	Law Enforcement Requested Service Not Mandated by Law or Local Ordinance		
A	Boarding	\$ 28.00	per day
B	Emergency Medical Care	cost + %10	pet pet
7	Medical Services		
A	Rabies Vaccine	\$ 10.00	per animal
B	Preventative Vaccines	\$ 17.00	per animal
C	Microchip	\$ 20.00	per animal
8	TNR Only (trap neuter release)		
A	Neuter/Spay	\$ 35.00	per animal
B	Rabies Vaccine	\$ 10.00	per animal
C	Preventative Vaccines	\$ 19.00	per animal
C	Microchip	\$ 20.00	per animal

RESOLUTION NO. 2026-____
A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CLAY, ALABAMA, RENDERING A DECISION
ON AN EMPLOYEE DISCIPLINARY APPEAL

WHEREAS, on or about March 9, 2026, the Mayor provided Hunter Merola, a City employee, with written notice of termination outlining alleged violations of the rules, policies, and procedures of the City of Clay, Alabama (the "City"); and

WHEREAS, following the notice of termination, Mr. Merola provided written notice to the Mayor of his intent to appeal the Mayor's decision to the City Council of the City of Clay, Alabama (the "City Council"); and

WHEREAS, the City Council received Mr. Merola's Notice of Appeal and, in compliance with the City's Employee Handbook, set the matter for hearing in accordance with the City Council's procedures; and

WHEREAS, by Resolution No. 2026-42, the City Council set the date and time for the hearing, established the rules governing the hearing, identified the issues to be heard, and limited the matter to whether Mr. Merola violated the City's policies and procedures and whether the disciplinary action imposed was appropriate; and

WHEREAS, the City Council conducted a hearing on the appeal on May 18, 2026, at which the City and Mr. Merola were provided the opportunity to present testimony, documents, evidence, and argument; and

WHEREAS, following the presentation of the evidence, the City Council deliberated and thereafter reconvened in an open meeting to issue its decision by vote of the Council; and

WHEREAS, the City Council now desires to enter a written resolution confirming its decision in this matter.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clay, Alabama, while in a _____ session on _____, 2026, a quorum duly assembled, as follows:

Section 1. Incorporation of Recitals.

The above-stated recitals, together with any exhibits admitted or considered by the City Council, are hereby adopted, ratified, and incorporated as if fully set forth herein.

Section 2. Notice, Hearing, and Record Considered.

The City Council finds that Mr. Merola was provided notice of the hearing and an opportunity to be heard. The City Council further finds that it considered the Mayor's written notice of termination, Mr. Merola's appeal, any exhibits admitted or considered, the testimony and statements presented, the applicable City rules, regulations, policies, and procedures, and the arguments of the parties.

Section 3. Decision of the City Council.

The City Council hereby renders its decision. The City Council shall indicate its decision by marking only one of the options below:

OPTION A - CONFIRMATION OF MAYOR'S NOTICE OF TERMINATION. The City Council hereby confirms and upholds the Mayor's written notice of termination and the disciplinary decision to terminate Hunter Merola's employment. The City Council finds that, based upon the evidence and information presented, the Mayor's decision is supported by the record and that termination is an appropriate disciplinary action under the applicable City rules, regulations, policies, procedures, and standards of conduct. The termination is hereby affirmed and shall remain effective as of _____, 2026.

OPTION B - REINSTATEMENT OF EMPLOYEE. The City Council hereby declines to confirm the Mayor's written notice of termination and disciplinary decision. Hunter Merola is hereby reinstated to employment with the City of Clay, Alabama, subject to the terms selected below and any additional lawful administrative action necessary to implement this Resolution.

If Option B is selected, the City Council further directs as follows, as applicable:

Reinstatement shall be effective as of _____, 2026.

Reinstatement shall be subject to suspension from March 9, 2026, through _____, 2026.

Reinstatement shall be subject to lesser discipline as follows:

Reinstatement shall be without back pay.

Reinstatement shall include back pay from _____ through _____, less lawful deductions and any offsets required by applicable law or City policy.

Section 4. Notice of Decision.

The City Clerk shall provide written notice of the City Council's decision to the Mayor and to Mr. Merola within ten (10) days of the City Council's vote, unless a different time is required by applicable City policy or law.

Section 5. Limited Scope of Decision.

The City Council's decision is limited to the issues properly before it in this disciplinary appeal. This Resolution shall not be construed as a finding on any unrelated allegation, incident, employee matter, department matter, or issue not properly presented as part of the hearing.

Section 6. Implementation.

The Mayor, City Clerk, City Attorney, payroll personnel, human resources personnel, and any other appropriate City officials or employees are authorized to take any administrative action necessary to implement the decision selected in Section 3 of this Resolution.

Section 7. Effective Date.

This Resolution shall become effective immediately upon its adoption and publication or posting as required by law.

ADOPTED this ____ day of _____, 2026.

ATTEST:

Toushi Arbitelle
City Clerk

Jane Anderton
Mayor

Yeas: _____

Nays: _____

Abstentions: _____

Absent: _____

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, Toushi Arbitelle, City Clerk of the City of Clay, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Clay, Alabama, during a duly called or regularly scheduled council meeting held on the ____ day of _____, 2026.

Witness my hand and seal of office this ____ day of _____, 2026.

Toushi Arbitelle
City Clerk