
CITY OF CLAY, ALABAMA

PRE-COUNCIL MEETING AGENDA

City Hall Meeting Room - 2441 Old Springville Road

June 9, 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. Jacob “J.J.” Reach – candidate for Jefferson County Sheriff
2. Republic Services rate increase
3. Set Hearing Date

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
2441 Old Springville Rd
Birmingham, Al 35215

Dear Mayor,

It has been our pleasure to provide Garbage service to the citizens of the City of Clay and we look forward to a continued partnership with you and the city for many years to come.

The current Contract which governs the service we provide has provisions for modification of rates:

Annual Rate Adjustments. Company shall increase the rates for all Services effective on each anniversary of the Effective Date of this Agreement in an amount equal to the greater of (a) three (3) percent or (ii) the percentage increase in the Consumer Price Index for All Urban Consumers (Water, Sewer and Trash Collection Services) U.S. City Average, as published by United States Department of Labor, Bureau of Statistics (the "CPI"). For the CPI calculation, rates **will** be adjusted using the most recently available trailing twelve (12) months average CPI compared to the twelve (12) months preceding.

Attached is the CPI from the Bureau of Labor. Rate adjustment is as follows:

Old Rate \$81.84 x 1.048 = New Rate \$85.77(\$55.88 garbage/\$29.89 bulk)

Please accept this letter as our written notice of this change effective 7-1-26. If you have any questions, please don't hesitate to contact me at 205-902-2812.

Sincerely,

A handwritten signature in black ink that reads "Joy Sadler".

Joy Sadler
Republic Services
Manager of Municipal Services

**Consumer Price Index for All Urban Consumers (CPI-U)
12-Month Percent Change**

Series Id: CUUR0000SEHG,CUUS0000SEHG
 Not Seasonally Adjusted
 Series Title: Water and sewer and trash collection services in
 Area: U.S. city average
 Item: Water and sewer and trash collection services
 Base Period: DECEMBER 1997=100
 Years: 2024 to 2026

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2024	5.5	5.3	5.3	5.3	4.8	4.6	4.5	4.2	4.8	5.0	5.2	5.2	5.0	5.1	4.8
2025	4.4	4.9	4.9	4.9	5.2	5.4	5.3	5.3	4.8		4.3	4.7	4.8	5.0	4.8
2026	4.7	4.4	4.7												

CITY OF CLAY, ALABAMA

REGULAR COUNCIL MEETING AGENDA

City Hall Meeting Room - 2441 Old Springville Road

June 9, 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 26, 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

PUBLIC COMMENTS

ENTER UNANIMOUS CONSENT: CONSENT AGENDA

OLD BUSINESS:

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
11. Ordinance 2026-05-05: An Ordinance Establishing City Towing Contractor and Rotation Procedures
12. Ordinance 2026-05-06: An Ordinance Establishing Outside Agency Funding Policies and Procedures
13. Resolution 2026-05-05: A Resolution Adopting Towing and Abandoned Vehicle Abatement Policy and Procedures
14. Resolution 2026-05-07: A Resolution Authorizing Reconditioning of School Football Helmets and Payment of Invoice

NEW BUSINESS:

15. Resolution 2026-05-06: A Resolution Adopting the Division "G" Multi-Jurisdictional Hazard Mitigation Plan
16. Resolution 2026-06-01: A Resolution Declaring Certain Properties to be in apparent noncompliance with City Regulations
17. Resolution 2026-06-02: A Resolution to set a hearing

END UNANIMOUS CONSENT

ADJOURNMENT

NEXT CITY COUNCIL MEETING – TUESDAY, June 23, 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 26, 2026

CALL PRE-COUNCIL MEETING TO ORDER

Mayor Jane Anderton called the meeting to order at 6:03 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. Grace Klein

The spokesperson was absent.

2. Kent Mattox

Kent Mattox, pastor for Word Alive International Outreach, spoke regarding the partnership with Grace Klein and their plans for the old Clearview Baptist Church property.

Additional Discussion

Grant Hickman, EM Officer with Jefferson County EMA Office, explained the Multi-Jurisdictional Hazard Mitigation Plan that will be on the next agenda. FEMA and the State EMA are requesting each participating jurisdiction pass a formal resolution adopting the plan. This resolution is vital to ensure each specific jurisdiction in Jefferson County can receive federal hazard mitigation funds following an incident.

ADJOURNMENT

The meeting adjourned at 6:17 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 26, 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

Mayor Anderton

PLEDGE OF ALLEGIANCE

Council member Harris

APPROVE COUNCIL MINUTES

Motion to approve Pre-Council and Regular Council Minutes from May 12, 2026, 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.

APPROVE MEETING AGENDA

Motion to approve May 26, 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 26, 2026, Consent Agenda (Check Register), 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.

COMMITTEE REPORTS

Mayor Anderton

Mayor Anderton reported that construction of the cell tower behind the Transformation Community building is underway. She also announced that splash pad employees have been hired and reminded residents that admission to the splash pad is free. Additionally, Mayor Anderton stated that she is currently conducting interviews for City Hall Administrative Intern positions and the Code Enforcement Officer position.

Council member Place 1

Council Member Thompson expressed appreciation for the strong attendance at the meeting. He reported that a meeting of the DYS Ad Hoc Committee has been scheduled to tour and review the property. He also extended his gratitude to all who have served in the armed forces, noting the significance of Memorial Day.

Council member Place 2

Council Member Youngblood reported that planning for City Fest is progressing well and that preparations continue for the event. She also stated that the Finance Committee is actively working on preparations for the FY2027 budget.

Council member Place 3

Council Member Nail thanked those in attendance for their participation in the meeting. He announced that the Clay-Chalkville High School Football Golf Tournament will be held on June 22. He also shared that a football camp featuring Jaylen Mbakwe is scheduled for July 18 at the Center Point Youth Ballpark.

Council member Place 4

Council Member Harris reported that, in the absence of representatives from the Sheriff's Office and the Fire Department, he presented the monthly crime statistics and fire activity reports. He also announced that the Center Point Fire District will host its annual golf tournament on August 17.

Council member Place 5

Council Member Rush reminded residents about the Library's Summer Reading Program and the variety of other programs offered throughout the summer. She encouraged citizens to visit the Library's website for a complete schedule of events and activities. She also reported that the Summer SOAR program for reading and math is currently underway and includes transportation for participants. Additionally, Council Member Rush announced that the Summer Reading Program Kickoff will be held on May 30 and will feature a foam party for attendees.

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

There was none.

PUBLIC HEARING

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

There were no comments from the public. The item was referred to Council for action

The Public Hearing closed at 6:42 pm.

PUBLIC COMMENTS

Mr. Kenn Galbreath, addressed Council asking for geese crossing signage at Cosby Lake.

Ms. Maureen Thompson, addressed Council asking for the sealed bids be opened at the Council meeting instead of the announced time/date on the bid advertisement.

APPROVE CONSENT AGENDA (Resolutions)

Motion to enter unanimous consent and approve Consent Agenda (Resolutions), 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.

OLD BUSINESS

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

Motion to remove Resolution 2026-05-03 from the table made by Council member Youngblood, 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.

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

NEW BUSINESS

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

Motion for discussion on Ordinance 2026-05-04 made by Council member Rush, Seconded by Council member Youngblood.

Motion to table Ordinance 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.

Ordinance 2026-05-05: An Ordinance Establishing City Towing Contractor and Rotation Procedures

This is the *FIRST READING*. No Action was taken.

Ordinance 2026-05-06: An Ordinance Establishing Outside Agency Funding Policies and Procedures

This is the *FIRST READING*. No Action was taken.

Resolution 2026-05-05: A Resolution Adopting Towing and Abandoned Vehicle Abatement Policy and Procedures

Motion for discussion on Resolution 2026-05-05 made by Council member Rush, Seconded by Council member Youngblood.

Resolution 2026-05-06 will be heard on June 9, 2026, meeting

Resolution 2026-05-07: A Resolution Authorizing Reconditioning of School Football Helmets and Payment of Invoice

Motion for discussion on Resolution 2026-05-07 made by Council member Youngblood, Seconded by Council member Nail.

Motion to suspend the rules and approve Resolution 2026-05-07 made by Council member Youngblood, Seconded by Council member Harris. Voting Yea: Council member Youngblood, Council member Nail, Council member Harris, Council member Rush and Mayor Anderton. Voting No: Council member Thompson.

Since the vote was not unanimous, the item will be carried over to the June 9, 2026 meeting.

Resolution 2026-05-08: A Resolution Authorizing Contract for Animal Control and Pound Services with Greater Birmingham Humane Society

Motion to approve Resolution 2026-05-08 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 2026-05-09: A Resolution on Employee Disciplinary Appeal Decision

Motion to approve Resolution 2026-05-09 with Option B made by Council member Rush, Seconded by Council member Youngblood.

Motion to adjourn into Executive Session under Section 36-25A-7 (a)(9) made by Council member Thompson, Seconded by Council member Rush. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris and Council member Rush. Abstaining: Mayor Anderton.

The Council adjourned into Executive Session at 7:20 pm and returned at 7:56 pm.

Motion to approve Resolution 2026-05-09 with Option B with the following conditions: Reinstatement shall be subject to suspension from March 9, 2026, through May 29, 2026 and Reinstatement shall be without back pay, made by Council member Rush, Seconded by Council member Youngblood. Voting Yea: Council member Thompson, Council member Youngblood, Council member Nail, Council member Harris and Council member Rush. Abstaining: Mayor Anderton.

END UNANIMOUS CONSENT

Motion to end unanimous consent, 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

Mayor Anderton adjourned the meeting at 8:17 p.m.

The next Pre-Council Meeting will be held on Tuesday, June 9th, 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

Overtime Report	
05/21/2026 - 06/03/2026	
Departments	OT
Administration	
Ballpark	
Inspections	
Library	4.75
Senior Center	1
Public Works	

**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

Yeas: _____

Nays: _____

Abstain: _____

Absent: _____

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, 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. 2026-05-06**

**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

Yeas: _____

Nays: _____

Abstain: _____

Absent: _____

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
ORDINANCE NO. 2026-05-06
OUTSIDE AGENCY FUNDING ORDINANCE

AN ORDINANCE 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 ordinance 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 ordinance, 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 ordinance. 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 ordinance.

Section 10. Annual Appropriation; No Entitlement. All funding approved under this ordinance 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 ordinance 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 ordinance 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 ordinance 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 ordinances, 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 ordinance 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 ordinance.

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 ordinance.

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 ordinance, 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 ordinance 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

Yeas: _____

Nays: _____

Abstain: _____

Absent: _____

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

Yeas: _____

Nays: _____

Abstain: _____

Absent: _____

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
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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

RESOLUTION 2026-05-05
ADOPTING DIVISION "G" MULTI-JURISDICTIONAL HAZARD
MITIGATION PLAN.
IN FULFILLMENT
OF THE FEDERAL DISASTER MITIGATION ACT OF 2000 AND
THE
LOCAL MITIGATION PLAN REQUIREMENTS OF THE 44 C.F.R.
SECTION 201.6

CITY OF CLAY, ALABAMA

A RESOLUTION OF THE CITY OF CLAY, ALABAMA, ADOPTING THE DIVISION "G" MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN.

WHEREAS the City of Clay, Alabama, recognizes the threat that natural hazards pose to people and property within the city; and

WHEREAS the city has prepared a multi-hazard mitigation plan, hereby known as Division "G" Multi-Jurisdictional Hazard Mitigation Plan in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS Division "G" Multi-Jurisdictional Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the city from the impacts of future hazards and disasters; and

WHEREAS adoption by the City of Clay, Alabama, demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Division "G" Multi-Jurisdictional Hazard Mitigation Plan.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CLAY, AL THAT:

Section 1. In accordance with the City of Clay, Alabama, adopts the Division "G" Multi-Jurisdictional Hazard Mitigation Plan. While content related to the city may require revisions to meet plan approval requirements, changes made after adoption will not require re-adopting any further iterations of the plan. Subsequent plan updates following the plan's approval period will require separate adoption resolutions.

ADOPTED by a vote of ____ in favor and ____ against, and ____ abstaining, this 9th day of June 2026.

By: _____
Jane Anderton, Mayor

Attest: _____

Yea: _____

Nay: _____

Abstain: _____

Absent: _____

RESOLUTION NO. 2026-06-01

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CLAY, ALABAMA, DECLARING CERTAIN
PROPERTIES TO BE IN APPARENT NONCOMPLIANCE
WITH CITY REGULATIONS RELATING TO WEEDS,
OVERGROWN VEGETATION, JUNK VEHICLES, AND OTHER
NUISANCE CONDITIONS, SETTING A PUBLIC**

HEARING, AND DIRECTING NOTICE.

WHEREAS, the City of Clay, Alabama (the "City") has adopted ordinances and regulations prohibiting public nuisances and regulating weeds, overgrown grass, rank vegetation, and non-ornamental vegetation on property located within the City;

WHEREAS, City staff, code enforcement personnel, or other authorized representatives have inspected or received reports concerning the properties listed in Exhibit A attached hereto, and have reported that weeds, overgrown grass, rank vegetation, or non-ornamental vegetation exist or appear to exist on those properties in violation of applicable City regulations;

WHEREAS, the City Council finds that the staff reports, inspection records, photographs, complaints, or other documentation presented or maintained by the City are sufficient to identify the properties listed in Exhibit A as proposed noncompliant properties and proposed public nuisances for purposes of notice and public hearing;

WHEREAS, the City Council desires to set a public hearing to receive evidence, objections, protests, and comments from property owners, persons responsible for the properties, City staff, and any other interested persons concerning the alleged violations and proposed nuisance conditions;

WHEREAS, this Resolution is intended to provide notice and establish the hearing process, and is not intended to be a final order authorizing abatement before the affected property owners and interested persons have an opportunity to be heard; and

WHEREAS, if, after the public hearing, the City Council determines that one or more properties are in violation of applicable City regulations or constitute public nuisances, the City Council may take further lawful action, including ordering correction or abatement, authorizing City employees, agents, or contractors to abate the nuisance, and seeking cost recovery or assessment to the extent authorized by City ordinance and Alabama law.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Clay, Alabama, while in a regular session on June 9, 2026, a quorum duly assembled as follows:

Section 1. Incorporation of Recitals. The above-stated recitals and any exhibits, staff reports, inspection records, photographs, notices, and other documentation considered by the City Council are hereby adopted, ratified, and incorporated as if fully set forth herein.

Section 2. Properties Identified for Notice and Hearing. The City Council hereby identifies the properties listed in Exhibit A as properties that appear to be in noncompliance with City regulations relating to weeds, overgrown grass, rank vegetation, or non-ornamental vegetation. The identification of these properties is made for purposes of notice, public hearing, and further consideration by the City Council.

Section 3. Public Hearing. A public hearing shall be held before the City Council on June 23, 2026, at 6:00 p.m. at Clay City Hall, or at such other location as may be lawfully noticed, for the purpose of determining whether the conditions on the properties listed in Exhibit A violate applicable City regulations, constitute public nuisances, should be ordered corrected or abated, and whether any lawful cost-recovery, assessment, lien, or related action should be authorized.

Section 4. Notice. The Mayor, City Clerk, Code Enforcement Officer, Building Official, City Attorney, and other appropriate City officials, employees, or agents are authorized and directed to provide notice of the public

hearing to the property owners and persons responsible for the properties listed in Exhibit A in the manner required by City ordinance and Alabama law. Notice may include certified mail, regular mail, posting on or near the property, publication, property signage, hand delivery, or any other lawful method reasonably calculated to provide notice, as applicable.

Section 5. Contents of Notice. The notice shall identify the property involved, describe the alleged weeds or overgrown vegetation condition, state the date, time, and location of the public hearing, advise that interested persons may appear and be heard, and advise that the City Council may consider whether to declare the condition a public nuisance, order correction or abatement, authorize City abatement, and pursue lawful cost recovery or assessment.

Section 6. Voluntary Correction Before Hearing. A property owner or person responsible may voluntarily correct the alleged violation before the public hearing. Any person claiming that a property has been corrected should contact the City before the hearing and provide photographs, documentation, or other information sufficient for City staff to verify compliance. The City may remove a corrected property from further consideration or report the corrected status to the City Council at the hearing.

Section 7. Hearing Procedure and Further Action. At the public hearing, the City Council may receive staff reports, photographs, inspection records, ownership records, witness statements, owner or resident statements, documents, objections, protests, and any other information relevant to the alleged violations. After the public hearing, the City Council may take any action authorized by City ordinance and Alabama law, including adoption of a subsequent resolution declaring a public nuisance, setting a correction deadline, ordering abatement, authorizing City employees, agents, or contractors to abate the nuisance, directing preparation of a cost report, confirming costs, or pursuing any other lawful remedy.

Section 8. Limitations. This Resolution does not authorize abatement, private-property entry for abatement, forced entry, or the assessment of costs before completion of any hearing, notice, resolution, warrant, court order, consent, or other legal prerequisite required by City ordinance, Alabama law, or constitutional due-process requirements.

Section 9. Effective Date. This Resolution shall become effective immediately upon its adoption.

Adopted this 9th day of June 2026.

CITY OF CLAY, ALABAMA

Jane Anderton
Mayor

Attest:

Toushi Arbitelle, City Clerk

Yeas: _____

Nays: _____

Abstain: _____

Absent: _____

EXHIBIT A
PROPERTIES IDENTIFIED FOR CODE ENFORCEMENT HEARING

No.	Property Address	TPID	Reported Condition / Matter for Hearing
1	8053 Lizmore Lane Pinson, AL 35126	1000084000030.000	Weeds, overgrown grass, rank vegetation, and/or non-ornamental vegetation allegedly not in compliance with City regulations, subject to evidence and objections presented at the public hearing.
2	5192 Yorkshire Drive Pinson, AL 35126	1200093000028.015	Weeds, overgrown grass, rank vegetation, and/or non-ornamental vegetation allegedly not in compliance with City regulations, subject to evidence and objections presented at the public hearing.
3	5198 Yorkshire Drive Pinson, AL 35126	1200093000028.016	Weeds, overgrown grass, rank vegetation, and/or non-ornamental vegetation allegedly not in compliance with City regulations, subject to evidence and objections presented at the public hearing.
4	5300 Baggett Drive Pinson, AL 35126	1200092008001.000	Junk, inoperable, or abandoned vehicles allegedly not in compliance with City regulations, subject to evidence and objections presented at the public hearing.
5	6511 Self Lane Pinson, AL 35126	0900252000011.002	Weeds, overgrown grass, rank vegetation, and/or non-ornamental vegetation allegedly not in compliance with City regulations, subject to evidence and objections presented at the public hearing.
6	6439 Chrissy Drive Pinson, AL 35126	0900341000044.000	Weeds, overgrown grass, rank vegetation, and/or non-ornamental vegetation allegedly not in compliance with City regulations, subject to evidence and objections presented at the public hearing.
7	6263 Clay Palmerdale Road Pinson, AL 35126	0900262000019.000	Junk, debris, or nuisance conditions allegedly not in compliance with City regulations, subject to evidence and objections presented at the public hearing.
8	5901 Nuthatch Circle Pinson, AL 35126	0900341000143.000	Weeds, overgrown grass, rank vegetation, and/or non-ornamental vegetation allegedly not in compliance with City regulations, subject to evidence and objections presented at the public hearing.
9	5904 Elizabeth Drive Pinson, AL 35126	1000174004010.000	Weeds, overgrown grass, rank vegetation, and/or non-ornamental vegetation allegedly not in compliance with City regulations, subject to evidence and objections presented at the public hearing.
10	5910 Elizabeth Drive Pinson, AL 35126	1000174004007.000	Weeds, overgrown grass, rank vegetation, and/or non-ornamental vegetation allegedly not in compliance with City regulations, subject to evidence and objections presented at the public hearing.
11	7048 Old Spring Road Pinson, AL 35126 Wear Cemetery	1000193000003003	Weeds, overgrown grass, rank vegetation, and/or non-ornamental vegetation allegedly not in compliance with City regulations, subject to evidence and objections presented at the public hearing.

Note: The listed conditions are identified for purposes of notice and public hearing. Final findings, correction requirements, abatement authorization, cost confirmation, and any assessment or lien shall be determined only after completion of all required notice, hearing, and legal procedures.

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 having occurred on the 9th day of June 2026.

Witness my hand and seal of office this 9th day of June 2026.

Toushi Arbitelle, City Clerk

RESOLUTION NO. 2026-06-02

A RESOLUTION SETTING THE DATE AND TIME FOR THE CITY COUNCIL OF THE CITY OF CLAY, ALABAMA, TO CONDUCT A HEARING REGARDING A PERSONNEL MATTER AND SETTING FORTH THE RULES THERETO.

WHEREAS, on or about June 2, 2026, the Mayor provided a current city employee, H. Merola, with a written notice of termination outlining the alleged rule and policy violations of the City of Clay, Alabama, ("City") (a copy of which is attached hereto as Exhibit 'A'); and

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

WHEREAS, the City Council having received Mr. Merola's Notice of Appeal and in compliance with the City's Employee Handbook, the City Council shall hear the appeal in accordance with its own procedure.

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

Section 1. The above stated preamble and exhibits are hereby adopted and ratified and incorporated as if fully set forth herein.

Section 2. In accordance with the City's employee handbook, the City Council shall hear Mr. Hunter Merola's appeal of the mayor's finding that Mr. Merola violated the City's rules, regulations policies, as identified in Exhibit A and the Mayor's subsequent decision to terminate Mr. Merola for violation of those rules as identified in Exhibit B.

Section 3. The City Council hereby sets _____, at _____, as the date and time for its hearing of this appeal. The Clerk shall provide notice of this hearing as required.

Section 4. The City Council hereby imposes the following rules upon the hearing:

a. The City Council shall convene the meeting and proceed to hear the matter in an executive session.

b. The City shall proceed first and introduce all evidence used to establish Mr. Merola violated the City's rules; the City may provide verbal testimony of same or call any witnesses he deems necessary to establish the purported violations.

c. Following the City's presentation of evidence. Merola shall be provided with an opportunity to respond to the evidence presented through either witnesses, documents, or verbal response to the City presentation.

d. Each party shall provide to the other a list of witnesses intended to testify by _____ PM on _____, June 2026..

e. Each party shall have at least seven (7) copies of any exhibit that he intends to introduce.

Mr. Hunter Merola is permitted to utilize the city copier to make copies of any exhibits.

g. Mr. Hunter Merola is permitted to be represented by his attorney who shall notice his appearance through written correspondence to the mayor or city clerk no later than _____.

h. The City Council is allotting two (2) hours for the hearing and presentation of all evidence allowing each side one (1) hour for the presentation of their respective cases; if a party does not think this is enough time, that party is directed to submit in writing a requested time frame needed by _____; the Council will consider the appropriate time frame prior to commencing the hearing.

i. Following the presentation of the evidence, the council will excuse the parties and deliberate the decision in executive session prior to reconvening in an open meeting to issue the decision. This may or may not occur on the same day as the hearing.

j. The issues to be heard by the City Council are strictly limited to whether Hunter Merola violated the City's policies and City of Clay procedures as outlined in Exhibit A and Exhibit B, and whether the disciplinary action imposed was appropriate in addition to any related issues which may arise. No new allegations, incidents, or unrelated matters shall be introduced or considered.

Following its vote, the city council will within ten (10) days provide written notice of its decision to the Mayor and Mr. Merola.

l. All testimony, evidence, and argument shall be strictly limited to matters directly relevant to the allegations contained in Exhibit A and the disciplinary action contained in Exhibit B and to any other related issues as permitted in section j above. Evidence or testimony not directly related to the charges shall be excluded.

m. No testimony or evidence shall be permitted concerning the conduct, character, or actions of any person not directly related to the allegations at issue. The City Council shall not consider statements regarding individuals who are not the subject of the charges unless such evidence is directly necessary to establish or refute the alleged violations.

n. The Mayor pro tem, as presiding officer, shall have the authority to rule on the admissibility of evidence and testimony and may exclude any statements, questions, or evidence deemed irrelevant, repetitive, immaterial, or unduly prejudicial and is permitted to vote.

q. All parties, witnesses, and representatives shall conduct themselves in a professional manner. The presiding officer may remove or restrict any individual whose conduct disrupts the proceedings.

Section 5. The mayor is permitted to vote on the decision.

Section 6. Any matter not covered herein may be decided by the mayor with any council member entitled to request a point of order to review the decision of the mayor as provided in its rules.

Section 7. The City Clerk shall provide a copy of this Resolution to both the mayor and Mr. Merola.

Section 8. This Resolution shall become effective immediately upon its adoption and publication as required by law.

Adopted this 9th day of June 2026.

Jane Anderton
Mayor

Attest:

Toushi Arbitelle
City Clerk

Yeas: _____

Nays: _____

Abstain: _____

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 an Ordinance duly adopted by the City Council of the City of Clay, Alabama, during a regularly scheduled council meeting having occurred on the 9th day of June 2026.

Witness my hand and seal of office this the 9th day of June 2026.

Toushi Arbitelle

City Clerk



OFFICE OF THE MAYOR

June 2, 2026

Mr. Hunter Merola

RE: Notice of Termination of Employment for Cause -- Building Inspector

Dear Mr. Merola:

This letter serves as formal written notice that your employment with the City of Clay, Alabama, as Building Inspector is terminated for cause, effective Tuesday, June 2, 2026, at 8:17 a.m.

This action is based on your repeated refusal to comply with direct, lawful, and reasonable instructions related to your employment duties and required City documentation.

On Monday, June 1, 2026, you returned to work following a prior suspension for insubordination. Upon your return, you were directed by the Mayor to complete basic employment-related documentation associated with your position as Building Inspector. The requested documentation is necessary for the City to maintain accurate employment and building-code enforcement records and is directly related to the City's Building Code Effectiveness Grading Schedule ("BCEGS") review and classification. BCEGS evaluates a community's building-code administration, plan review, and field-inspection practices, and the information requested from building-code enforcement employees is part of the City's ability to document effective code administration and enforcement.

You refused to comply with that directive. As a result, you were placed on unpaid administrative leave and were provided a written directive dated June 1, 2026, instructing you to report to City Hall on Tuesday, June 2, 2026, at 8:00 a.m. to complete the required documentation.

You reported to City Hall on Tuesday, June 2, 2026. You were again directed to complete the required employment and BCEGS-related documentation. You again refused to comply.

Your conduct constitutes a repeated refusal to follow a direct, lawful, and reasonable order from a superior official. It also constitutes insubordination and a failure or refusal to perform duties reasonably required of your position. The City considers this conduct especially serious because it occurred immediately after your return from suspension for insubordination and after you were given a written directive and an opportunity to comply.

The City of Clay Personnel Handbook, Ordinance No. 2020-06, Section 11, "Disciplinary Action and Appeals," provides that permanent employees may be dismissed, demoted, or suspended for cause or for any other reason deemed to be in the best interest of the public service. Section 11 further identifies causes for discipline, including, but not limited to:

- (c) Conduct unbecoming an employee in the public service;
- (h) Incompetence or inefficiency;
- (i) Insubordination;
- (k) Neglect of duty; and
- (m) Violation of any lawful or reasonable regulation or order made and given by a superior officer.

Section 11 also provides that the City reserves the right to combine or skip steps in progressive discipline depending on the facts of each situation and the nature of the offense. Based on the repeated nature of your refusal, the prior suspension for related conduct, the directive issued to you on June 1, 2026, and your refusal to comply again on June 2, 2026, termination is warranted and is in the best interest of the City's public service.

This notice is issued under the authority of the Mayor as chief executive officer of the City and as the official responsible for the supervision and administration of City affairs, subject to the City of Clay Personnel Handbook, applicable City ordinances and procedures, and applicable Alabama law.

You are directed to immediately return all City property in your possession, custody, or control, including any keys, access cards, identification, files, records, electronic devices, equipment, uniforms, documents, passwords, permits, inspection materials, or other City property. You are further directed not to access City files, systems, records, property, or work areas except as specifically authorized by the Mayor, City Clerk, City Attorney, or other designated City official.

Your final compensation and any benefits-related matters will be handled in accordance with the City of Clay Personnel Handbook, applicable City policy, and applicable law.

You have the right to file any appeal or grievance available under Section 11 of the City of Clay Personnel Handbook. Any such appeal or grievance must be submitted in writing within ten (10) days of receipt of this notice, unless a different period is required by applicable law. The written appeal should be delivered to the City official or office

designated under the City's personnel procedures. Failure to file a timely written appeal may result in waiver of appeal rights under the Personnel Handbook.

Nothing in this letter is intended to waive, limit, or deny any hearing, appeal, grievance, or other right that may be available to you under the City of Clay Personnel Handbook, applicable City ordinances, Alabama law, or federal law.

Sincerely,

A handwritten signature in blue ink that reads "Jane Anderton". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jane Anderton
Mayor
City of Clay, Alabama

cc: Personnel File
City Clerk
City Attorney