

MINUTES

Montevallo City Council Work Session

March 11, 2013

5:30 p.m. at City Hall

Mayor Hollie Cost, Council Member Rusty Nix, Council Member Willie Goldsmith, Council Member Sharon Gilbert, Council Member Don Hughes and Council Member Dee Woodham were in attendance.

Mayor Cost called the work session to order at 5:33 p.m.

Ms. Jenise Hosey with Commute Smart addressed the council and discussed her organization's programs. She said their purpose is to encourage commuters to shire rides, walk or bike to work, etc. Mayor Cost reminded the council that last year the council signed a cooperative agreement with Commute Smart.

Chief Reid reported that everything is going as well as can be expected. He said the rescue truck is painted and the light package is being added. It should be ready in 3 weeks. He pointed out that a new truck would have cost us \$114,000 instead of the \$40,000 we paid to replace the chassis and repaint the box.

Chief Littleton presented his report:

Council Meeting March 11, 2013

Continuing foot patrols in schools

Calls for service: **764**

Misdemeanor arrest: **27**

Felony arrest: **1**

Traffic Citations: **75**

Domestic related: **15**

Burglaries: **4**

Auto Burglaries: **3**

Traffic Accidents: **16**

Investigations Report

9 new felony cases this month and 1 closed

19 total cases being investigated

Enjoyed visit by the LOT group today

Need ammo surplus for sealed bid

Hornady 308 Win 168 gr BTHP

10 boxes 200 rounds

Council Member Goldsmith asked if the Chief had hired new officers yet. The Chief said they were hired and should start shortly.

Council Member Nix asked if we focus our employment efforts within the city limits or if we hire from outside Montevallo. The Chief explained we look at candidates who live here, as well as those outside of Montevallo. However, we only hire APOST Certified Officers.

Council Member Hughes brought up the request to purchase a used bucket truck. David Belk said the hydraulic system on the truck was inspected recently and that everything appears in working order. Council Member Hughes said he looked at a similar truck that was around \$2,000 more than this truck, but it also had a lot of extra work which needed to be done. As such, he felt this was a good price. He said that owning our truck would give us the option to use it for a lot more things than we are able to use the equipment we rent.

Council Member Woodham asked about costs to maintain the truck. Council Member Hughes explained the truck will be insured as part of our fleet and will not cost us much more in that regard. He said it will have to be maintained, but that too should not be cost prohibitive.

Council Member Hughes reported that the Sustainability Committee discussed the idea of establishing standards for repairing potholes. He said the Street Department and Water & Sewer Board are working together on those standards. Council Member Nix added that these standards would also apply to outside contractors. The Mayor noted these contractors are already required to obtain a street cut permit before they do their work.

Herschel Hale reported that on March 18th the applications for the Spring Beautification Awards will go out. Judging will take place after April 8th and the winners will be announced on the 12th. Mayor Cost said we can add the Beautification Awards to the Website too.

Mr. Belk reported that the traffic engineers with Shelby County will provide a report to the Council at the meeting on the 25th. He said their study indicates that neither light on Oak Street is necessary given the current traffic count arts those intersections, or at the intersection of Valley & Middle.

Council Member Hughes asked if they recommend replacing those lights with stop signs. Mr. Belk said they do and will explain the reasoning behind their recommendation at the upcoming meeting.

Mayor Cost said they would phase into the change.

Council Member Woodham asked if this would address the problem with the control panel. Mr. Belk said that if the council decides to keep the lights that panel would have to be replaced.

Council Member Hughes said the lights on Middle Street were added because years ago the public expressed concerns regarding morning traffic backing up on that road.

Mr. Belk said the engineers will be able to address issues such as those at the next meeting.

Council Member Nix reported on Park & Recreation. He reminded everyone about the Easter Egg Hunt the Saturday before Easter. Activities start at 10:00 and the hunt is at 11:00 a.m. He

also mentioned that we need to upgrade our trash can at the park. Council Member Woodham suggested they use the same cans as along the Promenade and that this may be something the MDCD could help with.

Council Member Nix mentioned that the pavilion next to the creek needs to be either torn down or repaired. Mr. Belk said it has become a trouble spot in the park for our police. He suggested it may be best just to tear it down. Rather than tearing them down, Council Member Nix suggested we may be able to bolt down the tables or take other steps to keep the pavilions from being misused. Council Member Hughes said we need to be careful about removing any plants or trees along the creek because that helps to prevent erosion.

Herschel Hale interjected that the old bridge also needs to be repaired. He said there are also a number of dead or dying trees in the park which need to be taken down.

Council Member Woodham mentioned she has talked with Reed Prince with Shelby County about the possibility of replacing that bridge.

Council Member Nix reported that he attended the Golf Board meeting last week and they are working on a solution to address the council's concerns regarding their financial condition. He also mentioned that baseball and softball seasons are about to begin. Since Adrian left, he also noted that the Historical Commission needs a representative from City Hall. Mayor Cost noted that Ms. Raymond has been working with the State Historical Commission regarding our designation application.

Council Member Nix said the Planning Commission is still working on the Residential Lease Code. In addition, he suggested the council hold off on approving the park rental fee increase until after the janitorial bid comes in.

Mr. Belk informed the council that we received a bill from UM for some materials they had to buy to improve our park restrooms. He asked the council to request that bill be paid on our behalf by the MDCD. He said UM still donated other materials and all of their labor.

Mayor Cost asked about the condition of the scoreboards. Mr. Belk said he is looking into that.

Montevallo City Council Meeting

March 11, 2013

6:00 p.m. at City Hall

Mayor Hollie Cost, Council Member Rusty Nix, Council Member Willie Goldsmith, Council Member Sharon Gilbert, Council Member Don Hughes and Council Member Dee Woodham were in attendance.

As the first order of business, Mayor Cost informed everyone that the council needs to hold a Public Hearing regarding the Wade Zoning request.

PLEASE
SIGN IN
3/11/13
R. BLVD. APARTMENTS
NAME APARTMENTS
1 Denise Hoban
2 Thomas J. Hoban
3 H. G. McLaughlin
4 Z. C. Zick
5 Allie
6 Jason Peter
7 Charles Carter

Mayor Cost called the Public Hearing to order at 7:00 p.m. Tom Wilkins with Shelby County Development Services presented the following report:

STAFF REPORT
MONTEVALLO CITY COUNCIL
REGULAR MEETING
March 11, 2013
City Hall
545 Main Street
Montevallo, AL 35115

Case No. Z13-003; Wade Home Day and Nighttime Care – Conditional Use

This is the request of Priscilla Wade for the approval of a *conditional use* to permit the operation of a child home day and night time care in an R-1, Single Family District. The subject property is located at 455 Pineview Road, and situated in the SE ¼ of Section 21, Township 22 South, Range 3 West; Parcel Identification No. 27-5-21-4-001-005.000.

Note:

This Conditional Use was approved by the Planning Commission on November 18, 2010 to be valid for 18 months from the date of the resolution (November 19, 2010). This approval was made pursuant Article VI. Use Regulations of the former Zoning Ordinance of the City of Montevallo.

On July 19, 2012, the Planning Commission granted a six (6) month extension of this time limit. This extension was granted pursuant to Article 25, Section 25.04(E)(2) of the current Zoning Ordinance, which states that the applicant may request an extension of time and the Planning Commission “may grant extensions to such time allotments not exceeding six (6) months each without notice or hearing.”

The Planning Commission advised the applicant to apply for the establishment of a home day care at 455 Pineview Road, with no time limitation.

DISCUSSION

Site Description and Surrounding Land Uses

The subject property is located on the north side of Pineview Road, east off of Ashville Road (SR 119) and south of University Baptist Church. As stated above, the subject property is located on Pineview Road in the Arden Subdivision, recorded in 1949, and currently zoned R-1. The subject property is *not* located in a special flood hazard area.

The area surrounding the subject property is generally a single family residential neighborhood composed of mostly older housing in the R-1, Single Family Residential District. The University Baptist Church abuts the subject property to the north in the O&I, Office and Institutional District. To the northwest are vacant properties in the R-2 SD, Single Family Special District and multi-family residential properties in the R-4, Multiple Dwelling District. To the northeast are vacant properties and multi-family residential properties in the R-2 SD, Single Family Special District and the R-4, Multiple Dwelling District. Further north are single family residential homes in the R-1, Single Family District.

Proposed Development

The applicant applied for a *conditional use* to permit the operation of a home day and nighttime care service from her residence located at 455 Pineview Road in 2010. According to Ms. Wade, this was to be a temporary location that would allow her to access the community's needs for child care services before moving to a more permanent facility. She has maintained her residency at this location as required by the Department of Human Resources (DHR). The proposed hours of operation are for day care from 6:00 a.m. until 5:30 p.m. and for afternoon or nighttime care from 3:30 p.m. until 7:30 a.m. Both, day care and nighttime care are available Monday through Friday.

The Planning Commission granted this *conditional use* on November 18, 2010 with an *18 month limitation* pursuant to the former Zoning Ordinance of the City of Montevallo. Section 11 Conditional Uses, of Article XVII Administration provided specific standards for the approval of a *conditional use* and guidelines for conditions and restrictions on that approval. To wit: ***Conditions and restrictions on approval.*** *In approving a conditional use, the Planning Commission may impose conditions and restrictions upon the property benefited by the conditional use as may be necessary to comply with the standards set out above, to reduce or minimize any potentially injurious effect of such conditional use upon other property in the neighborhood, and to carry out the general purpose and intent of these regulations. In approving any conditional use, the Planning Commission may specify the period of time for which such approval is valid for the commencement of the proposed conditional use. The Planning Commission may, upon written request, grant extensions to such time allotments not exceeding six (6) months each without notice or hearing. Failure to comply with any such condition or restriction imposed by the Planning Commission shall constitute a violation of these regulations. Those conditional uses which the Planning Commission approves subject to conditions shall have specified by the Planning Commission the time allotted to satisfy such conditions.*

On February 14, 2012, the City of Montevallo adopted the *revised* Zoning Ordinance. Article 25, Section 25.04(E)(2) of the Zoning Ordinance provides generally the same standards and guidelines for *conditional uses* as the previous regulations, although *conditional uses* now require the approval of the City Council.

In July of 2012, the end of the 18 month time period for this *conditional use*, Ms. Wade returned to the Planning Commission to request an extension of this *conditional use*. As stated above, the Commission was limited by the new Zoning Ordinance code that only permitted "...*grant*

extensions to such time allotments not exceeding six (6) months each...” The Commission granted a six month extension of the *conditional use*. The Commission also suggested that she reapply to the City Council for the approval of the *conditional use* under the terms of the new Zoning Ordinance with no time limitation rather than return every six months to petition for another extension.

It should be noted that the Zoning Ordinance provides “*In approving any conditional use, the Planning Commission **may** specify the period of time for which such approval is valid...*” The specification of a time period as a conditional approval of a *conditional use* is an option when conditions warrant this to be necessary. Furthermore, §25.04 of the Zoning Ordinance states “... *the city... reserves **full authority** ... to impose conditions on the use, **or to revoke approval** at any time, upon a finding that the permitted conditional use will or has become unsuitable and incompatible in its location as a result of any nuisance or activity generated by the use.*”

Ms. Wade has been licensed by the State of Alabama Department of Human Resources (DHR) to operate this child care facility for over two (2) years without incident or complaint from any adjoining residents. Ms. Wade is currently involved in the planning phase for a new permanent facility and is meeting with an architect and builder.

RECOMMENDATION

Ms. Priscilla Wade is providing child care facilities for the community and has demonstrated her ability follow the regulations and procedures of the Department of Human Resources, as well as the City of Montevallo. It is the recommendation of the staff of the Shelby County Department of Development Services that this request for the approval of a *conditional use* to operate a child day and night time care home be **Approval** subject to the following conditions:

- Parking for this facility will be limited to onsite parking only. The applicant shall not allow parking on Pineview Road.
- Operation of day care services from 6:00 a.m. until 5:30 p.m. and nighttime care services from 3:30 p.m. until 7:30 a.m. Monday through Friday.
- The City reserves full authority to revoke the approval of this *conditional use* at any time, upon a finding that the permitted conditional use will or has become unsuitable and incompatible in its location as a result of any nuisance or activity generated by the use.
- Compliance with the regulations, policies and procedures of the State of Alabama Department of Human Resources.
- Compliance with the regulations, policies and guidelines of the City of Montevallo.



Z10-009

Wade Home Day Care

455 Pineview Road

Request for Conditional Use Approval



435

455

479

475

PINEVIEW RD

CRESTVIEW DR

Home Day and Evening ChildCare

My name is Priscilla Wade I live at 455 Pine view Rd Montevallo Al. I am applying for zoning approval for conditional use of this property for a home day care. The child care will be provided within my residence, I will be the primary child care provider with substitutes meeting DHR requirements, available and on call to fill in when needed. The land owners written, signed and dated statement granting permission for operating a child care home and parking arrangements at this residence are enclosed.

This use will be temporary use to get started based on the communities needs, and then to move on to be establish in a more permanent facility. The home will continue to be my place of residence after establishing the facility else where. Hours of operation will be from 6:00-5:30 and evening hours.(see parent hand book page 2).

This day care will be set up and operated under DHR guidelines for a daycare home licensed for 6 children or for the number of children that I have adequate space for. DHR requires 32 square feet of usable indoor floor space for each child the home is licensed or permitted to serve. The space I have available for use is two rooms side by side one measuring 12.9x11.2 ft and one measuring 12x17.2 ft.

Out door requirement for play area is at least 300 square feet on the ground, enclosed by a fence or wall at least 4 feet in height. The yard is enclosed with a fence of 4 ft.

At the time of initial application for applying for a home day care, a written statement of compliance with zoning requirements is requested and is to be submitted to the Department of DHR as part of the required documentation to accompany the application, before the licensing procedure can be started and completed.

Your consideration would be greatly appreciated in this matter.

Thank You,
Priscilla Wade

Mr. Wilkins also mentioned that Ms. Wade is discussing plans with an architect to build a permanent facility elsewhere.

Council Member Woodham asked if the Conditional Use approval would end once she relocates. Mr. Wilkins said it will.

The Mayor asked for public comment. No one commented. She then closed the hearing at 6:05 p.m.

Meeting Call to Order – Mayor Cost called the meeting to order at 6:05 p.m.

Approval and/or corrections of the minutes – Council Member Nix made a motion to approve the Minutes from February 25, 2013 as corrected. Council Member Woodham seconded. ALL AYES . . . MOTION APPROVED.

Opportunities for citizens to speak to the Council – Mary, a student who lives on Hwy 25, said she suggested last year that the signs at Ebenezer Swamp be printed to include brail. Mayor Cost said she thought that was a good idea and would pass that suggestion along to UM, which owns the swamp.

Committee Reports and Consideration of Bills:

Public Health & Safety (Police, Fire, Code Enforcement, Housing Abatement)– Discussed earlier.

Sustainability (Streets & Sanitation, Recycling, Arbor & Beautification, ValloCycle, Environmental Preservation Initiatives) – Discussed earlier.

Recreation, Preservation and Community Development (Parks & recreation, Golf Course, Youth Athletics, Trails, Historical Commission, Planning & Zoning, Annexations) – Discussed earlier.

Education, Arts & Outreach (Schools, UM, Boys & Girls Club, Library, American Village, Sister City Commission, Artwalk, Middle School Grant) –

Allie Williams provided the Library Report:

PARNELL MEMORIAL LIBRARY MONTHLY REPORT FEBRUARY 2013

CIRCULATION:	4005 Items Charged (Decreased by 27% from last year)		
EXPRESS CHECK OUT:	254 Items Checked Out (Decreased by 4%)		
COMPUTER USE:	1028 Users (Increased by 3%)		
STORYTIME/3:	42 Children		
MOVIES/3:	101 People Attended		
CHILDREN'S PROGRAMS/4:	53 People Attended		
ADULT PROGRAMS/4:	89 People Attended		
ESOL CLASSES/2:	40 People Attended		
TAX HELP:	25 Patrons Assisted through March 2nd		
WEBSITE VISITS	February 12 - March 11: 1,512 visits		
DEPOSITS:	2/1/2013	\$1070.25	State Aid
	2/4/2013	\$105.90	
	2/5/2013	\$125.30	
	2/8/2013	\$63.99	
	2/11/2013	\$97.90	
	2/13/2013	\$52.15	
	2/15/2013	\$43.6	
	2/19/2013	\$69.60	
	2/21/2013	\$139.80	
	2/26/2013	\$99.17	
	2/28/2013	\$116.50	
	2/28/2013	\$120.95	
	Total	\$2105.11	

Ms. Williams also asked the council to approve the submittal of a LSTA Grant:

Deadline: April 5, 2013

**ALABAMA PUBLIC LIBRARY SERVICE
FY2014 LSTA GRANT APPLICATION**

PRINT AND READ THE INSTRUCTIONS PRIOR TO COMPLETING THIS FORM

Name of library applying (Where a system is administering a member's project, enter both the system and member name) Parnell Memorial Library		E-mail address of project administrator awilliams@shelbycounty-al.org	
Library Address 277 Park Drive	City Montevallo	Zip Code + 4 35115	
Project administrator Allie Williams, Director	Phone Number (205) 665-9207 x 3	FAX Number (205) 665-9214	

A. GRANT PROGRAM: (You may select one program per application. Do not apply for the same program under General and Small Library Development.)

GENERAL:

<input type="checkbox"/>	1. Collection Development (Award cap: \$10,000)	<input type="checkbox"/>	7. Library Vehicles (Award cap: \$90,000)
<input type="checkbox"/>	2. Cooperative Library Network Planning (Award cap: \$5,000)	<input type="checkbox"/>	8. Micrographic Equipment (Award cap: \$4,500)
<input type="checkbox"/>	3. Cultural Diversity (Award cap: \$20,000)	<input type="checkbox"/>	9. Services for the Disabled (Award cap: \$15,000)
<input type="checkbox"/>	4. Digitization of High-Demand Rare Library Materials (Award cap: \$15,000)	<input type="checkbox"/>	10. Services for Those Having Difficulty Using a Library (Award cap: \$20,000)
<input type="checkbox"/>	5. High-Speed Connectivity (Award cap: \$13,000)	<input type="checkbox"/>	11. Strengthening Communities (Award cap: \$20,000)
<input type="checkbox"/>	6. Library Technology and Automation (Award cap: \$60,000 for individual / \$150,000 for system)	<input type="checkbox"/>	12. Strengthening Youth and Family (Award cap: \$20,000)

SMALL LIBRARY DEVELOPMENT:

<input checked="" type="checkbox"/>	1. Collection Development (Population 10,000 or less) (Award cap: \$7,000)
<input type="checkbox"/>	2. Library Technology and Automation (Population 10,000 or less) (Award cap: \$15,000)
<input type="checkbox"/>	3. Strengthening Youth and Family (Population 10,000 or less) (Award cap: \$5,000)

B. BUDGET SUMMARY: Enter here the budget category totals after you have completed Section E (Budget Information). For non-vehicle grants, the local match grand total must be equal to 25% of the LSTA grand total and project personnel salaries may comprise up to 25% of match. For vehicle grants, the local match grand total must be equal to 100% of the LSTA grand total and must be in cash. Round all figures to the nearest dollar.

BUDGET CATEGORY	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Salaries		\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$100	\$50	\$
Contractual	\$	\$	\$
Library Materials	\$2900	\$800	\$

FY2014 LSTA GRANT APPLICATION

GRAND TOTALS	\$3000	\$850	\$3850
--------------	--------	-------	--------

C. POPULATION INFORMATION: Enter the name of the county or counties served and the estimated number of persons to be served by this project.

1. County or counties served: Shelby County.
2. Estimated total number of persons to be served by this project: 3,500

D. DISTRICT INFORMATION: Enter the number(s) for each specified district.

1. Congressional District: 6
2. State House District: 41, 42, 43, 49
3. State Senate District: 14, 16

E. PROJECT SUMMARY: Give a brief description of the project including project purpose and objectives. Limit response to 150 words or less.

The purpose of this grant would be to do some much-needed collection development in our juvenile fiction section. Currently, Parnell Memorial Library houses around 4400 items in our juvenile fiction section, 77% of which were purchased prior to 2007. We badly need to weed a large portion of these titles and replace them with fresh material to entice young readers and improve our circulation. We hope that doing this will also help us to retain our avid picture book audience as they grow and mature and encourage them to become lifelong readers. We plan to spend \$3700 purchasing juvenile books to enhance and update our collection, and \$150 on supplies to process the materials.

F. PROJECT NARRATIVE: Limit response to 1,000 words or less. Narrative should include:

1. Justification:

- a. What community need(s) does your project address?
- b. What audience are you targeting with this project?
- c. How does this project relate to your 5-year plan and mission statement?

The purpose of this grant is to improve our services to children by offering an outstanding children’s collection to the youth of Montevallo, surrounding communities, and greater Shelby County. According to Reading is Fundamental, children need year-round access to books to increase their reading motivation. Offering a current, relevant selection of juvenile books will promote literacy to children in our area and help us especially to improve services to at-risk and low-income youth. Per United States Census information from 2011, 28.2% of persons living in Montevallo are below the poverty line.

Parnell Memorial Library serves as the public library facility as well as a cultural arts center for the community of Montevallo, AL. The library building also houses three meeting rooms, a stadium-seating theatre and an art gallery with changing monthly exhibits. We are conveniently located right next door to Montevallo Elementary School, a K-5, Title 1 school with around 700 students, and we are just a short walk from Montevallo High School. The Library is ideally located to be a hub of activity for our community, especially children. Parnell Memorial Library currently has nearly 400 patrons ages 6-11, and our collection is available to many hundreds of other children through our regional library system. According to the 2012 Alabama Kids Count Data Book, Shelby County is home to around 14,000 children in that age group.

Last year, we circulated more than 13,800 items from our Juvenile collection—representing nearly 32% of our total circulation. We also hosted 145 juvenile programs last year, with an attendance of 3,668 children at those events, including a well-attended summer reading program. Throughout the year, our children’s programs include monthly craft times, a themed literacy club for boys and girls featuring the Magic Tree House books, a

FY2014 LSTA GRANT APPLICATION

Lego Club, weekly movies, and board game nights. Clearly our library is a thriving center for children. However, our juvenile collection is in need of updating, with 77% of the collection having been purchased prior to 2007.

In order to encourage children to read more books, more frequently during the summer and all year long, our collection is greatly in need of improvement. We plan to spend \$3600 purchasing more than 160 juvenile titles, allowing us to weed outdated or non-circulating items, replace worn out books, and add many new and outstanding popular titles to our collection. A 2010 Meta-Analysis of 108 relevant studies conducted by Reading is Fundamental showed that “when children have greater access to books and other print materials—through either borrowing books or receiving books to own—they develop more positive attitudes toward reading and learning.”

It is our goal to provide greater access to the children of our community and surrounding communities to foster these positive attitudes and encourage life-long learning.

This project relates to Parnell Memorial Library’s five year plan by allowing us to:

1. Ensure that the Library’s collection of books and other materials are relevant to the needs and interests of our patrons.

Objective 1.1: To continually analyze the collection, identifying any areas of weakness.

Objective 1.2: To weed the collection throughout the year to remove materials in poor, non-repairable condition or that are low-interest and/or non-circulating.

Objective 1.3: To pursue grant funding in the public and private sectors for the purchase of library materials.

2. Project Planning/Description:

- a. Describe the planning for this project. Provide a timeline that includes planning and implementation. Remember, funds are not available before **October 1, 2013** and request for final payment must be requested by **June 15, 2014**.
- b. List goals and objectives of the project. What do you plan to do, and how will you do it? Give specific information about the types of activities or resources this grant will make available.
- c. Provide a list of the project personnel, their duties for this project and qualifications as they relate to the project.
- d. Will there be institutional partners? What role will each of the partners play? Include a letter of support from each partner.
- e. What are the expected outcomes and how do they relate to the need? (For example, how will the project affect the skills, attitude, knowledge, behavior, and/or life condition of your patrons?)
- f. How will the targeted audience participate in or use this project? How will you publicize this project?

Project Goal: To expand and enhance library services to our community by updating our juvenile book collection to provide the best quality materials to children between the ages of 6-11. Such a collection will promote literacy, encourage reading for entertainment as well as education, and help us to retain the children we reach through weekly storytimes, our Summer Reading Program, and crafts and other activities throughout the year.

Objective 1: Library Director to weed the current juvenile collection, removing titles that are in poor repair, low-interest, and/or non-circulating and identify titles that need to be replaced with new copies.

Objective 2: To compile a list of 160+ juvenile titles to purchase for the library, including popular titles that need to be replaced due to wear as well as bestsellers and well-reviewed and award-winning titles (over and above Newbery and Caldecott winners, which we already purchase).

Objective 3: Purchase all items on the list mentioned above.

FY2014 LSTA GRANT APPLICATION

Objective 4: Process and shelve all items in our juvenile section.

Objective 5: Heavily promote our new and improved juvenile book section through: notices on our web pages on the City's web site; Facebook; the Chamber of Commerce Newsletter; asking local churches to display flyers on their bulletin boards; flyers posted within the library; booktalks and 'hand-selling' by library personnel to parents and children; notices distributed to the elementary school to go home in parents' weekly information packets; and information to be shared with local groups such as Boys and Girls Clubs of Montevallo, Head Start, and the University Baptist Day Care Center.

Objective 6: Increase circulation of children's juvenile books by 15% by July 2013.

Timeline:

October 2013-November 2014: Analyze current juvenile collection, weeding as necessary and identifying popular series that need updating or completion, and areas/genres for improvement and expansion.

December 2013: Compile list of desired materials (using resources such as Booklist and Kirkus book reviews as well as bestseller lists), research pricing and order books. Order processing materials such as book covers and labels

January 2014-February 2014: Process all new books and add to juvenile section.

March 2014: Promote new acquisitions heavily via Facebook, web site, flyers in the library and community sites, and word of mouth.

April 2014: Finish requesting any additional funds for grant purposes. Submit paperwork accordingly.

June 2014: Evaluate project for success and prepare/submit report.

Allie Williams, Library Director, will oversee all aspects of weeding, book selection and purchasing, as well as grant administration, financial documentation, and project evaluation.

3. Evaluation/Continuation:

- a. Describe what tool(s) or method(s) you will use to evaluate the project.
- b. State whether the project will be continued with local funds when the grant period has ended and describe the provisions for continuing of services. If the project will not be continued, explain why.

The success of this grant project will be determined by analyzing circulation statistics in the juvenile print collection. With such an overhaul to the section, and by providing outstanding new materials as well as heavily promoting them, we feel we can raise circulation in this section by 15% within the time period of the grant. Investing in this section with the LSTA grant funds will demonstrate to our community that we are committed to constantly improving our collection and our services to children. We hope to encourage the city to increase funding for the library's collection development budget, especially in the juvenile section.

FY2014 LSTA GRANT APPLICATION

G. BUDGET INFORMATION: If more budget lines are needed: (1) position your mouse pointer in the right margin at the end of an existing line, outside the table, (2) click the left button on your mouse, and (3) press "Enter". Round all figures to the nearest dollar. Enter the totals for each category in section B, Budget Summary, on page 1.

1. Salaries: Only project-related salaries for non-Library Vehicle projects may be used for 25% of required local match amount. **Add more lines as needed.**

PROJECT-RELATED TASKS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
TOTALS	\$	\$	\$

2. Travel: All LSTA eligible travel must be directly related to furthering the purpose of this project. **Add more lines as needed.**

TRIPS FROM/TO	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
TOTALS	\$	\$	\$

3. Equipment: Describe all equipment (including hardware and software) to be purchased for the project. If an individual item costs \$5,000 or more, its technical specifications must be attached to the signature page. **Add more lines as needed.**

← Check this box to indicate that the specifications, if required, have been attached to the signature page.

EQUIPMENT ITEMS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
TOTALS	\$	\$	\$

4. Supplies: Include all supplies to be purchased for the project. **Add more lines as needed.**

SUPPLY ITEMS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Paperfold Book Jacket Cover	100	35	
Classification Labels (Juvenile)	10	5	
TOTALS	\$110	\$40	\$150

5. Contractual: Contractual includes services from a company or agency, such as training. **Add more lines as needed.**

SERVICES PROVIDED	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
TOTALS	\$	\$	\$

FY2014 LSTA GRANT APPLICATION

6. **Library Materials:** List by subject and format categories. List quantities and average unit costs. Unit costs may include preprocessing packets. Add more lines as needed.

MATERIAL TYPES	QTY	UNIT COST	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
	185	\$20.00	\$2900	\$800	
TOTALS			\$2900	\$800	\$3700

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

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

Yes No

I. COLLECTION DEVELOPMENT: To be completed only by applicants for the program, "Collection Development". Check one or more of the target population categories:

1) children and youth at risk, 2) older adults, 3) persons with disadvantages, 4) persons who are institutionalized, 5) persons with limited literacy or English language skills, 6) persons in under-served areas.

Enter the regular **local funds** for library materials in FY2011 and FY2012, and enter the projected regular local funds for library materials for FY2013 and FY2014.

FY2011: \$ 3500 FY2012: \$ 3950 FY2013: \$ 4500 FY2014: \$ 4500

Present collection size (use the materials definitions used for your annual APLS statistical report):

Printed book volumes: 24,228 Video recordings: 2,366 Audio materials: 585

J. LETTERS FROM SYSTEM AND NETWORK DIRECTORS: Required only for members of public library systems and/or cooperative library networks (see the instructions).

← Check this box to indicate that copies of the letter(s) if required above have been attached to the signature page.

FY2014 LSTA GRANT APPLICATION

K. PARTNERING LIBRARIES OR AGENCIES: If you are partnering with one or more libraries or agencies, enter the number below. If not, skip this section.

Number	Type or Kind	Number	Type or Kind
	Public Libraries		Academic/College
	Schools		Other

List all partnering agencies, indicating the type or kind. Include the name, address and phone number of each:

Attach their endorsement letters to the signature page.

← Check this box to indicate that copies of the letter(s) if required above have been attached to the signature page.

If applicable, (1) show how cash-sharing arrangements and formulas were developed, and (2) show the anticipated budget expenditures by each library or agency:

L. STATE AID COMPLIANCE CHECKLIST:

- x Current State Aid contract on file at APLS
- x Current by-laws on file at APLS
- x Current policy and procedures manual on file at APLS
- x Current list of Board of Trustees on file at APLS
- x Current Five-Year Plan on file at APLS
- x Current statistical report on file at APLS
- x Current audit or financial statement on file at APLS

FY2014 LSTA GRANT APPLICATION

M. AUTHORIZATION OF REQUEST: We, the undersigned, (1) understand the conditions and requirements set forth in the "Federal Public Library Programs" section of the Alabama Public Library Service Administrative Code effective April 22, 2010, (2) on behalf of the state agency or city and/or county governments which support this library, agree to adhere to them, and (3) certify that this application has been approved by the Board of Trustees of the Library or, if a library agency or department, by the appropriate governing authority. We understand the following conditions:

- Failure to include required information in the application or failure to submit any required attachments with the signed signature page of the application may cause the application to not be funded.
- To be **on time** the application(s) must be submitted **by email** to kralya@apls.state.al.us by **April 5, 2013** and one (1) paper application with original signatures and any required attachments **must also** be submitted (postmark deadline: **April 5, 2013**). Send to: LSTA Grants, ATTN: Kelyn Ralya, 6030 Monticello Dr., Montgomery, AL 36130. **A faxed signature page or attachments shall not be accepted.**

Library: _____ Grant Program: _____

(Signed) _____
 Project administrator _____ Date _____
 Printed Name: _____

(Signed) _____
 Library director _____ Date _____
 Printed Name: _____

(Signed) _____
 Governmental official authorized to receive _____ Date _____
 and disburse funds, if different from the above
 Printed Name: _____

(Signed) _____
 Chair or Vice-Chair, Board of Trustees _____ Date _____
 Printed Name: _____

FY2014 LSTA GRANT APPLICATION

APPENDIX A: FOR LIBRARY TECHNOLOGY AND AUTOMATION APPLICATIONS ONLY

N. TECHNOLOGY INFORMATION:

Table 1	Yes	No
Are you applying for e-rate for equipment and/or wiring to support this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you apply for e-rate to continue services put in place by this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is your library a member of a system or network? If yes, enter its name below:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
System or Network: Harrison Regional Library		
Technical maintenance is the responsibility of: <input type="checkbox"/> library director, <input type="checkbox"/> library staff member, <input type="checkbox"/> part-time technical staff, <input type="checkbox"/> full-time library technical staff, <input type="checkbox"/> local computer dealer, <input checked="" type="checkbox"/> city/county technical staff		

Table 2 Equipment	Number Currently in place	Number LSTA project will place	Total number in place by end of project
PCs used by the public			
PCs used by staff only			
Total PCs (public and staff)			
Printers			
Servers			
Other (Identify):			

Table 3 Connection, Network, and Software Information	Library has?			Will project place?	
	Yes	No		Yes	No
Basic dial-in connection	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
DSL/Cable	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
T1 connection	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Other connections (Identify):	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Local area network	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Wide area network	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Public access catalog software	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Web catalog software	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Cataloging software	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Circulation software	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Other software (Identify):	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

The LSTA rules require that an applicant for a Library Technology and Automation grant include a diagram or diagrams of the proposed overall network configuration. Attach one (1) copy of the diagram or diagrams to the signature page. See the instructions for more information.

← Check this box to indicate that the diagram (or diagrams) as required above has been attached to the signature page.

FY2014 LSTA GRANT APPLICATION

APPENDIX B: FOR LIBRARY VEHICLE APPLICATIONS ONLY

O. PROPOSED USES OF VEHICLE AND VEHICLE DESCRIPTION:

1. What is the estimated number of years the vehicle will remain in service? _____
2. Will the vehicle be used exclusively to provide direct personal services to patrons?
 Yes No If yes, please answer the following:
 - a. How will direct personal services be provided?
 - b. What is the average number of hours per week that the vehicle will be used for direct service to patrons? _____
3. Will the vehicle be used exclusively for the transport of library materials between library buildings or between other buildings in which patrons are served (with no direct personal services to patrons from the vehicle)?
 Yes No If yes, please answer the following:
 - a. How will the vehicle be used for transporting library materials between buildings?
 - b. What is the average number of hours per week that the vehicle will be used for the transportation of library materials? _____
4. Will the vehicle be used for the dual purpose of (1) providing direct personal services to patrons and (2) transporting library materials between library buildings or between other buildings in which patrons are served (with no direct service to patrons from the vehicle)?
 Yes No If yes, please answer the following:
 - a. How will direct personal services to patrons be provided?
 - b. What is the average number of hours per week that the vehicle will be used for direct service to patrons and for transportation of library materials?
Direct service: _____
Transportation of materials: _____
 - c. How will the vehicle be used for transporting library materials between buildings?
5. Describe the specifications of the proposed vehicle and its equipment:
6. Provide photograph(s) or drawing(s) of the proposed vehicle:
 ← Check this box to indicate that photograph(s) or drawing(s) have been attached to the signature page.

Council Member Woodham made a motion to approve the LSTA Grant Application. Council Member Gilbert seconded. ALL AYES . . . MOTION APPROVED.

Council Member Gilbert reported the Big Event at UM will be April 6th from 8 a.m. to 12 p.m.

Mayor Cost said she received an email from the Board of Education and that they have revised their plans to include sidewalks. That is all the new information we have at this point.

Finance, Economic Development & Tourism (Finance, MDCD, IDB, Chamber) –

Council Member Woodham pointed out the larger bills, including \$2,400 for engineering expense related to the CDBG grant and FEMA. She also noted that we had good sales tax receipts in January – up around \$12,000. At the Finance Committee meeting, we discussed refinancing our loan, sale of surplus ammo, and our paving bonds, which we are still working on. Mayor Cost provided a summary for January. The Committee also met with representatives of the Golf Board to discuss their financial outlook. We also discussed having our Code Enforcement Officer help with business licenses. We looked at the utility track proposal and discussed cost accounting methods.

Council Member Woodham also reminded everyone we had our Strategic Planning meeting last week along with many representatives from the community.

Mayor Cost said she met with local business owners last week to get their input about the city. She said our goal is to be more supportive to their businesses. She said we want to hold those meetings quarterly, if possible.

Council Member Hughes made a motion to approve payment of the bills as presented. Council Member Nix seconded. ALL AYES . . . MOTION APPROVED.

Consent Agenda: NONE

New Business:

Leaders of Tomorrow - Mayor Cost introduced the Leaders of Tomorrow from Montevallo Middle School. Catherine Legg said we had 15 students and their advisor, Mr. ‘Chiaramonte, in attendance. She said this is the programs 13th year.

Boys & Girls Club Presentation – Members of the Boys & Girls Club discussed their efforts to help with a food drive at SEA. They also mentioned a \$250 grant to install a table in Orr Park. Mayor Cost thanked them for all of their efforts.

Council Member Woodham asked their sponsor to remind everyone about the luncheon. Freda said the Youth of the Year Luncheon, which supports Boys & Girl Clubs, will be at The Club on Thursday. Tickets are \$50.

CommuteSmart Presentation – Discussed earlier.

Wade Home Conditional Use Request – Council Member Nix made a motion to approve the resolution. Council Member Hughes seconded. ALL AYES . . . MOTION APPROVED.

RESOLUTION 03112023-400

Case No. Z13-003

Wade Home Day and Nighttime Care – *Conditional Use*

WHEREAS, Priscilla Wade, representing the owner, Casey Bassett, has petitioned the City of Montevallo for the approval of a *conditional use* to permit the establishment of a child day/nighttime care home in an R-1, Single Family District; and,

WHEREAS, the subject property, 455 Pineview Road, Lot 5, Block 2, Arden Subdivision, is situated in the SE ¼ of Section 21, Township 22 South, Range 3 West; Parcel Identification No. 27-5-21-4-001-005.000; and,

WHEREAS, the proposed child home day and nighttime care meets the minimum requirements of a “day care home” as defined in the Zoning Ordinance of the City of Montevallo; and,

WHEREAS, the establishment of a child day/nighttime care home in the R-1, Single Family District requires the approval of a *conditional use* by the City of Montevallo; and,

WHEREAS, the evidence and testimony presented provide justification for the approval of this *conditional use*;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Montevallo that the application of Priscilla Wade, representing the owner, Casey Bassett, for the approval of a *conditional use* to permit the establishment of a child home day and nighttime care home in an R-1, Single Family District located at 455 Pineview Road and situated in the SE ¼ of Section 21, Township 22 South, Range 3 West; Parcel Identification No. 27-5-21-4-001-005.000 be, and the same is hereby **Approved** subject to:

- Parking for this facility will be limited to onsite parking only. The applicant shall not allow parking on Pineview Road.
- Operation of day care services from 6:00 a.m. until 5:30 p.m. and nighttime care services from 3:30 p.m. until 7:30 a.m. Monday through Friday.
- The City reserves full authority to revoke the approval of this *conditional use* at any time, upon a finding that the permitted conditional use will or has become unsuitable and incompatible in its location as a result of any nuisance or activity generated by the use.
- Compliance with the regulations, policies and procedures of the State of Alabama Department of Human Resources.
- Compliance with the regulations, policies and guidelines of the City of Montevallo.

ADOPTED AND APPROVED THIS 11th DAY OF MARCH, 2011.

Mayor

ATTEST:

City Clerk

**STATE OF ALABAMA
CITY OF MONTEVALLO**

I, Herman Lehman, City Clerk of the City of Montevallo, do hereby certify that the above is a true and correct copy of a resolution adopted by the City Council of the City of Montevallo at its meeting held on March 11, 2013.

GIVEN UNDER MY HAND on this the 11th day of March 2013.

Herman Lehman,
City Clerk

Finance Committee Recommendations:

Police Dept Copier Lease with Berney – Chief Littleton explained the proposed lease would be around \$100 a month cheaper than their existing lease. The old lease expires and the new one would go into effect in August. Council Member Goldsmith made a motion to approve the lease. Council Member Gilbert seconded. **ALL AYES . . . MOTION APPROVED.**

Shelby One – Request MDCD Contribute \$500 on behalf of City – Council Member Nix made a motion to approve the request. Council Member Hughes seconded. **ALL AYES . . . MOTION APPROVED.**

UtilityTrac / Facility Dude Agreement – Council Member Woodham said this could save us \$2,000 to \$5,000 per year in utility costs. It costs nothing for the first year and around \$1,000 the second year. Council Member Hughes made a motion to authorize the mayor to enter into this agreement. Council Member Gilbert seconded. In discussion, the Mayor said we will keep track of the renewal date so that it will not cost us more money if we do not see the savings anticipated. **ALL AYES . . . MOTION APPROVED.**



UtilityTrac PLUS

FACILITY DUDE

1/16/2013

Herman Lehman
City of Montevillo

Dear Herman,

Thank you for your interest in UtilityTrac Plus, a simple, affordable online tool that enables facilities across the country to track, analyze and report on utility consumption. FacilityDude is dedicated to providing you with online tools that will help you save money, increase efficiency and improve services. Through our partnership with Johnson Controls we look forward to providing you with new, innovative ways to conserve resources, reduce operating costs and go green.

Pricing for UtilityTrac Plus is based on the total number of meters:
Estimated Meters*: 30

**Totals added above those documented will be charged accordingly.*

	Frequency	Total
UtilityTrac Plus Quick Start & First Year Annual Investment	Now - February 28, 2014	\$2,126.00 = \$0
Annual Renewal	March 1, 2014 and subsequent years	\$1,065.00
Subscription includes unlimited users, training and support.		

In return for taking part in the Johnson Controls program you agree to:

1. Work with FacilityDude to get your organizational information and 24 months of billing history populated in your account within the first 120 days of signing this agreement.
2. Allow FacilityDude to provide Johnson Controls:
 - a. Branding and ad space on your UtilityTrac login and application pages.
 - b. Access to your data to present you with energy savings ideas and proposals.
 - c. Access to your data for anonymous use in their research

UtilityTrac Plus Import Services

UtilityTrac Plus includes account set up and data imports. This service is comprised of two main components.

- 1. Account Set Up** - FacilityDude will setup your UtilityTrac account with your building, vendor, account, and meter information (based on information you provide to us). We will provide you with a spreadsheet to provide us with the following basic information:
 - Building name
 - Building square footage
 - Service address
 - Building primary use
 - Vendor name
 - Account number
 - Meter number
 - Commodity type
 - Unit of measure
- 2. Historical Data Import** - FacilityDude will populate your account with 24 months of historical data. You will need to provide 24 months of utility information (**electric, water/sewer, and natural gas**) to FacilityDude in Excel format, within 45 days of signing the agreement. The data required in the billing history should include: account number, meter number, start date, end date, usage by meter, and cost by meter. This can be provided in a few different ways:
 - **Data from utility companies** - You can request 2 years of historical summary data from the utility companies (please note summary data is needed, not billing data). Be sure to request summary data not billing data. Upon receiving that information we will import that data into your account. Please note that not all utility companies can provide this data and when it is available it may take a few months to receive.
 - **Data in spreadsheets** - If you have been tracking your utilities in spreadsheets, we will accept those for importing. Please remember that not all Excel spreadsheets are created equal; if you have your data in an Excel Spreadsheet, we will need to review your layout to determine if it is in a format that will allow us to import the data. If we are unable to use your data to provide an import, please use one of the other methods listed.
 - **Copies of bills** - If the first two options are not available we will accept hard copies of bills for the 24 month history at an additional charge of \$1.30 per bill. Please note that this option takes longer to process.

Once your UtilityTrac account is setup with your organization information and the 24 month history, FacilityDude will perform trainings for your staff on how to use UtilityTrac for ongoing bill entry and bill analysis.

Please provide FacilityDude with a main contact, should any questions about the account set up arise.

General Conditions

- Proposal has been prepared for City of Montevallo.
- Proposal is valid for 30 days.
- Agreement is effective per the date listed on page one.
- Initial term: year to year.
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Payment: Terms are net 30 days.
- Applicable sales taxes are in addition to the quoted price.
- Subscription begins upon written acceptance of terms and conditions of the proposal.
- All required data is to be provided by you prior to setup.
- Technical support is available from 8am to 6pm Eastern Standard Time at 877-655-3833 or support@facilitydude.com.
- A quote will be provided for any assistance outside the scope of this proposal.
- Although the terms of this document control, all other conditions of use can be found at <http://facilitydude.com/privacy-terms-of-use/>.

The undersigned accepts the above detail and agrees to the terms herein.

SUBMITTED BY:

Ryan Herzberg
Representative Name

1/16/2013
Date

ACCEPTED BY:

Customer Signature

Date

Print Name

Position

Please address the purchase order to:
FacilityDude.com
11000 Regency Parkway, Suite 200
Cary, NC 27518

*** Please mail the original and fax or email a copy of the signed proposal and purchase order to 919-674-8515 or sales@facilitydude.com.

In partnership with:



Duke Net Rental Agreement – Referred to Finance Committee.

HVAC Upgrade – Referred to Finance Committee.

Electrical Upgrade – Referred to Finance Committee.

Old Business:

Janitorial Service – Bid coming up.

Bucket Truck Purchase - \$12,000, 1/3 from Sanitation Account, 2/3 from Capital Reserve – Council Member Hughes made a motion to approve the purchase as described. Council Member Nix seconded. ALL AYES . . . MOTION APPROVED.

Council Member Hughes noted this purchase is subject to Mr. Belk inspecting the truck to make sure everything is in proper working order.

Victory Building Purchase – NO ACTION

Steam Cleaning Library Carpets & Chairs – NO ACTION

Approval of increased rental rates to cover cleaning fee for park rentals – Increase of \$50 per event – NO ACTION

Mayor’s Administrative Appointment to Planning Commission – NO ACTION

Mayor’s Representative on Planning Commission – NO ACTION

Emergency Policy – NO ACTION

Residential Leased / Rental Property Code – NO ACTION

Complete Streets Initiative – NO ACTION Council Member Hughes said his committee will look into this.

Council Member Hughes informed the council that ValloCycle is discussing ways to make their program more viable.

Board Appointments

Mayor Cost said that Cindy is finishing up with the board list where Adrian left off. She said we will soon have openings posted on the website. In the meantime, she informed the Council she has asked Tim Dollins to serve on the ad hoc Trail Committee. She also reminded the council that the Historical Commission has requested they reappoint Henry Emfinger and Marshall Goggins to that board. Council Member Nix made a motion to approve the reappointments. Council Member Woodham seconded. ALL AYES . . . MOTION APPROVED.

Other Business

The Mayor informed the council that Shelby County has completed its IT Assessment. She said she was very pleased that they believe they can get us in good shape without costing us a great deal of money. They mentioned the need to add IT to our Strategic Plan. We need to set our priorities and move to next step soon.

The Mayor also noted Chief Littleton's request to declare ammo as surplus and to authorize its sale through sealed bid or otherwise. Council Member Goldsmith made a motion to approve the Chief's request. Council Member Nix seconded. ALL AYES . . . MOTION APPROVED.

**CITY OF MONTEVALLO
AUTHORIZATION FOR MOVEMENT OR REMOVAL OF CITY OF MONTEVALLO
PROPERTY**

INSTRUCTIONS: Maintain completed form in City Hall. Provide Copy of completed form to person moving or removing property.
REFERENCE: City of Montevallo Fixed Asset and Inventory Policy

Date: March 11, 2013

TO WHOM IT MAY CONCERN:

Mayor Cost + City Council

Name of Individual

Title

is authorized to () move () remove the following equipment:

	Description	Asset Label #	Serial #
1	Hornady 308 Win 168gr BTHP	NA	NA
2	Ammo 10 boxes 100 Rounds		
3			
4			
5			

This authorization is valid for movement or removal of the above described property under the following conditions:

Move/Removal Date:	<u>Declare Surplus</u>
Scheduled Return Date:	
Location Moved/ Removed From:	
Location Moved to: (address)	
Purpose of Equipment Relocation:	<u>Sealed bid for purchase</u>

Custodian of Equipment:

Employee

Date

AUTHORIZED BY:


Department Head

March 13, 2013
Date

Citizen Participation: Mr. Franklin Bell asked the council to explain what Shelby One is and what they do. The Mayor explained Shelby One is a new initiative with the Greater Shelby County Chamber of Commerce which seeks to promote our communities and businesses within them. She said they are asking every community in Shelby County for their support and have asked Montevallo for \$2,000. We have agreed to support their efforts, but have asked the MDCD to contribute \$500 to them.

There being no other business before the council, the meeting was adjourned by acclamation at 7:47 p.m.

Submitted by:

Herman Lehman
City Clerk