



April 21, 2025

Work Session Time: 5:45 p.m.

Reports of Department Heads

Brian Kilgore, City Attorney

Council Member Reports

Debbie Byers

Kenny Dale Cost

Ernest Montgomery

Calvin Morgan

Kay Snowden Turner

Alan Watts

Mayor Report

Council Meeting Time: 6:30 p.m.

CITY OF CALERA - COUNCIL AGENDA

Call to Order

Word of Prayer & Pledge of Allegiance

Approval of Agenda

Approval of Minutes

Regular Meeting and Work Session for April 7, 2025

Old Business

New Business

David Hyche, Police Chief
Swearing in Ceremony for Officer David Conley
Presentation of the New Calera Portal for Sex Offenders through ALEA

Resolution No. 2025-25
Adoption of Police Policies, 432 Body-Worn Cameras, 320 Information Technology Use, 1019 Personal Appearance Standards, 1020 Uniforms and Civilian Attire, 1027 Wellness Program

Resolution No. 2025-26
State of Alabama, Department of Transportation
Agreement for the Installation and/or Operation and/or Maintenance of Traffic Control Signals and/or Roadway Lighting

State of Alabama Alcoholic Beverage Control Board
Alcohol License Application
Type License: 140 Special Events Retail
Trade Name: First Friday Festival Series
Applicant: Mama Coco Cantina LLC
Location: 1120 17th Avenue Calera AL

Stacy Walkup, HR Administrator
Amnesty Day Announcement

James Fuller, IT Director
Upgrade Server

Guests:

Jackie Batson
Main Street

Public Comments

Motion to Adjourn

City of Calera – City Council
Work Session Minutes

April 7, 2025

The members of the Calera City Council met on April 7, 2025, at 5:45 p.m. with Mayor Graham presiding. The meeting was held at Calera City Hall.

The following members were present:

Mayor: Jon G. Graham

Mayor Pro Tem: Ernest Montgomery

Council Members: Debbie Byers, Kenny Dale Cost, Calvin Morgan,
Kay Snowden Turner, Alan Watts

City Attorney: Brian Kilgore

Department Heads: James Fuller, David Hyche, Sean Kendrick, Reggie Darden, Kelly
Ellison, Bill Hilyer, Seth Gandy, Kevin Shirey, Alison Powers, Stacy
Walkup

Guests: Richard Byers, Noah Wortham, Dennis Torrealba, Dee Starkey,
Blake Atkins, Dawn Cost, Stephen and Casey Horton, Brett Taylor,
Katie Horton, Jessica Davis

The meeting was called to order.

Reports from the following:

Department Heads
Council Members
Mayor

The Council discussed the agenda for the Council meeting.

There being no further business, the meeting was adjourned at 6:30 p.m.

Respectfully Submitted:

Connie B. Payton, City Clerk

Approved:

Jon G. Graham, Mayor



Minutes of the City of Calera Council Meeting April 7, 2025

The Council of the City of Calera met in the Council Chambers of the City Hall at 7901 Highway 31 on Monday, April 7, 2025, at 6:30 p.m. in a regular meeting. Mayor Graham presiding.

Mayor and Council Members Present:

Jon G. Graham, Mayor
Debbie Byers, Council Member
Kenny Dale Cost, Council Member
Ernest Montgomery, Mayor Pro Tem
Calvin Morgan, Council Member
Kay Snowden Turner, Council Member
Alan Watts, Council Member

Attorney:

Brian Kilgore

Department Heads:

James Fuller, David Hyche, Sean Kendrick, Reggie Darden, Kelly Ellison, Bill Hilyer, Seth Gandy, Kevin Shirey, Alison Powers, Stacy Walkup

Guests:

Richard Byers, Noah Wortham, Dennis Torrealba, Dee Starkey, Blake Atkins, Dawn Cost, Stephen and Casey Horton, Brett Taylor, Katie Horton, Jessica Davis

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

Word of Prayer and Pledge of Allegiance:

Council Member Morgan opened the meeting with prayer and the Pledge of Allegiance.

Approval of Agenda:

Council Member Cost made a motion to approve the Agenda for April 7, 2025. Council Meeting. Council Member Watts seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Motion Passed

Approval of Minutes:

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

Regular Meeting – March 17, 2025

Work Session – March 17, 2025

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

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Motion Passed

Old Business:

No old business

New Business:

James Fuller, IT Director – Upgrade Server - Removed Item from Agenda

David Hyche, Police Chief – Introduction of Dispatcher Katie Horton and Dispatch Supervisor, Jessica Davis, Drug Awareness Video



Streetlight Request – Hidden Lane and Highway 304, Limestone Parkway Intersection (See Attached Documents)

Council Member Montgomery made a motion to approve the Streetlight Requests. Council Member Turner seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Motion Passed

Resolution No. 2025-19 MWPP Program – Camp Branch

Council Member Byers made a motion to approve Resolution No. 2025-19. Council Member Turner seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Motion Passed

Resolution No. 2025-20 MWPP Program – Buxahatchee

Council Member Watts made a motion to approve Resolution No. 2025-20. Council Member Morgan seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Motion Passed

Resolution No. 2025-21 Adoption of Police Policies, 324 Subpoenas and Court Appearances, 335 Public Safety Video Surveillance System, 424 Portable Audio / Video Recorders, 423 Mobile Data Terminal Use, 422 Mobile Audio / Video

Council Member Cost moved that unanimous consent of the Council be given for immediate action upon Resolution No. 2025-21. Council Member Turner seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

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

Council Member Watts made a motion to approve Resolution No. 2025-21. Council Member Morgan seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Motion Passed

Resolution No. 2025-22 Contract Bid Award – Calera Collection System Pump Station Upgrades

Council Member Turner made a motion to approve Resolution No. 2025-22. Council Member Cost seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Motion Passed

Resolution No. 2025-23 Authorizing the Acceptance of a State Energy Program Grant for Improvements to the Wastewater Treatment Facility

Council Member Watts made a motion to approve Resolution No. 2025-23. Council Member Morgan seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Motion Passed

Alabama League of Municipalities – Annual Convention Voting Delegate Authorization Form

Voting Members will be as follows:

Voting Delegate:	Ernest Montgomery
1 st Alternate Voting Delegate:	Kenny Dale Cost
2 nd Alternate Voting Delegate:	Calvin Morgan

Resolution No. 2025-24 Request to Vacate Street / Alley RNB Properties, LLC, Joel & Salvador Quinonez, Roberto Jose Recinos

Council Member Cost moved that unanimous consent of the Council be given for immediate action upon Resolution No. 2025-24. Council Member Byers seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

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

Council Member Morgan made a motion to approve Resolution No. 2025-24. Council Member Cost seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Motion Passed

Kelly Ellison, Finance Director GFOA Budget Award, Five Year Projections – (See Attached Documents)

Public Comments:

Brett Taylor

Council Member Cost made a motion to adjourn the meeting at 7:25 p.m.

Approved this 21st day of April 2025.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk



Lighting Services Agreement
NESC® Governmental



Master Project #:

Customer Legal Name CITY OF CALERA DBA STREET LIGHTS
Service Address 0 STREET LIGHTS CALERA AL 35040 County Shelby - AL
Mailing Address 10947 HIGHWAY 25 CALERA AL 35040
Email _____ Tel # _____ Alt Tel # _____
Tax ID# XXX-XX-1214

Existing Customer Yes ☒ No ☐ If Yes (and if possible), does customer want the Service added to an existing account? Yes ☒ No ☐ If Yes, which Account Number? 78602-97004

This Lighting Services Agreement states the agreed terms and conditions upon which Alabama Power Company ("APC") will provide Lighting Services, and where APC deems necessary, related electric service to the customer identified above ("Customer") at the location(s) set forth in the applicable Lighting Services Authorization (the "Premises").

The precise "Lighting Services" to be furnished, the term for which they will be furnished, and applicable pricing therefor shall be set forth in a **Lighting Services Authorization** in a form similar to Exhibit B hereto, executed by both parties. The parties may execute one or more Lighting Services Authorizations from time to time under this Lighting Services Agreement. The term of this Lighting Services Agreement begins on the date it is signed by the last party and ends upon the termination of the last Lighting Services Authorization issued hereunder.

Each executed Lighting Services Authorization shall be considered a separate and independent contract between APC and Customer, and unless expressly stated otherwise therein, shall not be deemed to modify, supersede, or replace any previously executed Lighting Services Authorization. Each executed Lighting Services Authorization shall be governed by and subject to the terms and conditions of this Lighting Services Agreement, including the Terms and Conditions set forth in Exhibit A.

For ease of reference, each executed Lighting Services Authorization, together with the terms and conditions of this Lighting Services Agreement, including the Terms and Conditions set forth in Exhibit A, shall be referred to as the "Contract".

Intending to be legally bound, the parties have caused this Lighting Services Agreement to be executed by their duly authorized representatives on the dates set forth below. This Agreement (and any Lighting Services Authorizations) may be circulated electronically for signature and the signatures appearing on those electronically transmitted documents shall be deemed originals.

Customer	Alabama Power Company
Signature:	Signature:
Print Name:	Print Name: Emily Breaseale
Date:	Date:

Attachments
Lighting Services Authorization
Terms and Conditions

Lighting Services Authorization

This Lighting Services Authorization is issued pursuant to the Lighting Services Agreement between the Customer (identified below) and Alabama Power Company (APC) dated as of the Effective date and is subject to and governed by the terms and conditions thereof. Under this Lighting Services Authorization, APC shall furnish and perform the following Lighting Services at the Premises described below. In exchange for the Lighting Services, Customer agrees to pay APC for such services in accordance with Pricing provisions below and the other terms of the Contract and perform its other obligations under the Contract.

Description of Lighting Services
TO INSTALL (1) LED AREA FIXTURE AND ASSOCIATED POLE AND WIRE AT INTERSECTION OF HWY 304 AND HIDDEN LN. DELIVERED LUMENS TO RANGE FROM 8500-11000.

Description/Location of Premises
0 STREET LIGHTS CALERA, AL 35040 Shelby - AL County

Selected Components				
QTY	Watts	Type	OH/UG	Description
1	73	LED	OH	Gray 4000K

Pricing for Lighting Services			
Service Cost (\$)	Regulated Cost (\$)*	Monthly Cost (\$)	Buydown (\$)
\$25.08	\$1.63	\$26.71	\$0.00

Pricing for Non-Routine Maintenance and Repair Services (if applicable)	Initial Term**
	36

* NOTE: The Regulated Cost is subject to change at any time as dictated by the Alabama Public Service Commission. The amount shown is an estimate based on the applicable rate in effect at time of Contract proposal; actual charges may vary.

** NOTE: The initial term of this Letter of Authorization is calculated from the start date of the first monthly billing service period for lighting service under this Contract. After the initial term, this Contract automatically renews on a month-to-month basis until terminated by either party by providing written notice of intent to terminate to the other party at least 30 days before the desired termination date. APC's address for notice is P.O. Box 2641, Birmingham, Alabama 35203; Customer's mailing address is noted on Page 1.

Customer	Alabama Power Company
Signature:	Signature:
Print Name:	Print Name: Emily Breaseale
Date:	Date:

Terms and Conditions

1. **Scope.** The Contract concerns the provision of lighting services to Customer by APC and is not a sale, lease or licensing of goods, equipment, property or assets of any kind.
2. **Payment and Taxes.** APC will invoice Customer per the terms stated in the Contract, and if applicable, subject to any change in the electric service charge dictated by the Alabama Public Service Commission. During the term of the Contract, the actual Regulated Cost will be calculated using the tariffs approved by Alabama Public Service Commission (the "Commission") at the time of billing. Alabama state law and the rules, regulations and applicable rate schedules of APC as may be filed with and regulated by the Commission govern electric service and are incorporated herein by reference. Such laws, rules, regulations and rate schedules are subject to change during the term of the Contract as provided by law. Copies of current rules, regulations and applicable rate schedules are available for viewing on APC's website <http://www.alabamapower.com>. Customer agrees to pay the amount billed before Customer's next bill is issued by APC. Applicable taxes included in the Service Cost are subject to change at any time. If a balance is outstanding past the due date, Customer agrees to pay the greater of 1.5% of the unpaid balance or \$2.00 and acknowledges that APC may require Customer to pay a deposit of up to two times the Estimated Monthly Charge in order to continue service. If applicable, Customer must provide a copy of its Alabama sales tax exemption certificate. APC makes no representation or warranty regarding treatment of this transaction by the Internal Revenue Service or the status of this Agreement under any federal or state tax law. Customer enters into this Agreement in sole reliance upon Customer's own legal, accounting, and tax advisors.
3. **APC Assets.** APC may install, update, modify, remove, or replace the Selected Components, if any, stated in the Contract, along with any poles, bases, wiring, conduit, fixtures, controls, and related items (collectively, the "APC Assets") as necessary or convenient in order to address regulatory requirements or for other reasons related to the provision of the Lighting Services. APC retains the sole and exclusive right, title and interest in and to all of the APC Assets utilized in connection with the Lighting Services, even if attached or affixed to the property of Customer. Moreover, APC may remove the APC Assets upon termination of the Contract.
4. **Premises Activity.** Customer grants APC and its contractors and representatives the right and license to enter the Premises and to furnish and perform the Lighting Services, including the right to, as applicable: (i) access the Premises with vehicles, the APC Assets, and other tools, equipment, and machinery; (ii) remove and disconnect pre-existing equipment where it is necessary or convenient to do so for the provision of Services; (iii) install, connect, inspect, test, maintain, repair, replace, disconnect, and remove APC Assets; (iv) provide electric energy in relation to the Services where APC deems necessary; and (v) conduct all other activities reasonably related to the performance of the Lighting Services Authorization or provision of Services (activity items (i) – (v) collectively, the "APC Activity"). Customer represents that it has express authority from all Premises owners (and any other party with rights in the Premises) to enter into this Agreement and to authorize the APC Activity on the Premises.
5. **Installation.** Customer recognizes that as part of APC's installation of the APC Assets, it may be necessary to perform digging, trenching, and excavation at the Premises. Customer represents that: (i) the Premises' final grade will vary no more than 6 inches from the grade existing at the time of installation; and (ii) if applicable and required for proper installation, Premises property lines will be clearly marked before installation. If APC, upon Customer's request, allows Customer to itself or through a third party perform any part of the activities related to the installation of APC Assets at the Premises, Customer warrants that the work will meet APC's installation specifications (which APC will provide to Customer and are incorporated by this reference). Customer is responsible for all reasonable additional costs arising from Customer's non-compliance with APC's specifications or lack of timely (i.e., 10 days') notice to APC that APC Activity related to the installation and connection of APC Assets can commence. Because APC Activity may require excavation not subject to the Alabama's Underground Damage Prevention Legislation (Ala. Code §§ 37-15-1 - 37-15-11) ("Dig Law"), Customer must mark any private utility or facility (e.g., gas/water/sewer line; irrigation facility; low voltage data/communication line) or other underground obstruction at the Premises that is not subject to the Dig Law. If APC causes or incurs damage due to Customer's failure to mark a private facility or obstruction before APC commences the APC Activity, Customer is responsible for all damages and any resulting delay. The Pricing for Lighting Services stated in the Contract includes no allowance for any subsurface rock, wetland, underground stream, buried waste, unsuitable soil, underground obstruction, archaeological artifact, burial ground, threatened or endangered species, hazardous substance, etc. encountered during the APC Activity ("Unforeseen Condition"). If APC encounters an Unforeseen Condition, APC, in its sole discretion, may stop all APC Activity until Customer either remedies the condition or agrees to reimburse all APC costs arising from the condition. Customer is responsible for all costs of modification or change to the APC Assets requested by Customer or dictated by an Unforeseen Condition or circumstance outside APC's control. APC, at its sole discretion, may remove, relocate or re-position APC Assets to address any installation issues. Customer is responsible for all cost of installation modifications requested by Customer.
6. **Maintenance and Repair.** If expressly stated in the Lighting Services Authorization, APC will perform all routine maintenance and repair of the APC Assets and will bear the costs thereof. Any non-routine maintenance or repair can be performed by APC, upon Customer's written request and subject to the availability of equipment, materials, and labor, with the cost of such maintenance and repair to be billed to the Customer at APC's then current rates or as otherwise set forth in the Lighting Services Authorization.
7. **Customer Authority: Applicable Laws.** Customer has full power and authority to execute this Contract and has been duly authorized to undertake the obligations and commitments herein. Customer or its governing authorities or bodies have taken all necessary action and obtained all necessary internal, governmental, and regulatory approvals necessary to execute this Contract and is in compliance with all laws governing the same, including but not limited to the Alabama Competitive Bid Law and Public Works Law. Each Party agrees to comply with all applicable federal, state, and local laws, rules, and regulations.
8. **APC Asset Protection and Damage.** After installation and throughout the Contract's term, in the event of any work or digging near the APC Assets, Customer (or any person or entity working on Customer's behalf) must: (i) provide notices and locate requests by calling Alabama 811 or 1-800-292-8525; and (ii) provide notices to other utilities or operators as required by the Dig Law. As between Customer and APC, Customer is responsible for all damages arising from failure to comply with applicable law. Notwithstanding any other provision to the contrary herein, in the event any APC Asset is damaged, stolen, or destroyed through the acts or omission of Customer or a third party, Customer shall reimburse APC the cost to repair or replace that APC Asset.
9. **Interruption of Service.** Customer understands that the Lighting Services and any related electric service are provided on an "as is" and "as available" basis and may be interrupted. Customer is responsible for notifying APC if there is an interruption in the Lighting Services. Customer can provide such notice by calling the Business Service Center at 1-888-430-5787.
10. **Disclaimer: Damages.** Except as expressly set forth in this Contract, APC makes no covenant, warranty, or representation of any kind (including warranty of fitness for a particular purpose, safety, security, or merchantability) regarding the Lighting Services, the APC Assets, or the APC Activities. Customer also acknowledges that, due to the unique characteristics of the Premises, Customer's needs, or APC Assets choice, the Lighting Services may not follow IESNA guidelines. Customer waives any right to consequential, special, indirect, treble, exemplary, incidental, punitive, loss of business reputation, or loss of use (including loss of revenue, profits, or capital costs) damages in connection with the Lighting Services, the APC Assets, and APC Activities, and this Contract; or arising from damage, hindrance, or delay involving the Lighting Services or this Contract, whether or not reasonable, foreseeable, contemplated, or avoidable. **CUSTOMER IS SOLELY RESPONSIBLE FOR SAFETY OF THE PREMISES AND AGREES THAT APC HAS NO OBLIGATION (AND HAS ASSUMED NO OBLIGATION) TO ENSURE THE SAFETY OF THE PREMISES.**
11. **Liability.** To the fullest extent permitted by applicable law, each party shall be responsible for its own negligent acts or omissions in connection with this Contract and its performance. It is understood and agreed that neither party shall be liable for any negligent act or omission of the other party in connection with this Contract, its performance, or subject matter.
12. **Default.** Each of the following shall constitute a default: (i) Customer does not pay the entire amount owed within forty-five (45) days of billing, or (ii) Customer's negligent, willful or intentional misconduct or violation of any law, regulation, code or ordinance. If a default occurs, APC, at its discretion, may immediately terminate this Contract, collect all past due amounts (including late fees) and all amounts due for the Lighting Services during the remaining term, remove the APC Assets from the Premises, and seek any other available legal or equitable remedy.
13. **Miscellaneous.** This Contract contains the parties' complete and entire agreement relating to the Lighting Services, the APC Assets, and the APC Activities. Subject to applicable law, Customer will not assign, in whole or in part, this Contract or its Contract rights or obligations. Any such assignment without APC's prior written consent will be void and of no effect. No assignment, whether with or without consent, relieves Customer of its Contract obligations. Customer must provide advance notice of a change in control of all, or substantially all, of Customer's ownership or interest in the Premises. In this Contract, "including" means "including, but not limited to." Alabama law governs this Contract. If a court rules an Contract provision unenforceable to any extent, the rest of that provision and all other provisions remain effective.

END OF TERMS AND CONDITIONS

Page 34 of 1214

CUSTOMER AND SALES CONTRACT DATA SHEET

LAMP Project #	67966	Contract Date:	3/12/2025
Project Name:	HIDDEN LN AND HWY 304 - CITY OF CALERA	NAICS Code:	921110
Lighting Services Rep:	Emily Breaseale		
Engineer:	Tammie Williams		
Division:	Birmingham		
Customer Type:	Streetlight		
Create new lighting only account?	No		
Remove all fixtures from CSS account on contract?	No, Connect Only		
Removals needed on additional accounts?	No		
If account will final when lights are removed, add lights to another account?	No		

Manufacturer	Signify	Style	Roadway	Color	Gray	Quantity	1
Notes							
Date	Name	Type	Description				

Lighting Services Agreement
NESC® Governmental



Master Project #:

Customer Legal Name CITY OF CALERA DBA STREET LIGHTS
Service Address 0 STREET LIGHTS CALERA AL 35040 County Shelby - AL
Mailing Address 10947 HIGHWAY 25 CALERA AL 35040
Email _____ Tel # _____ Alt Tel # _____
Tax ID# XXX-XX-1214

Existing Customer Yes ☒ No ☐ If Yes (and if possible), does customer want the Service added to an existing account? Yes ☒ No ☐ If Yes, which Account Number? 78602-97004

This Lighting Services Agreement states the agreed terms and conditions upon which Alabama Power Company ("APC") will provide Lighting Services, and where APC deems necessary, related electric service to the customer identified above ("Customer") at the location(s) set forth in the applicable Lighting Services Authorization (the "Premises").

The precise "Lighting Services" to be furnished, the term for which they will be furnished, and applicable pricing therefor shall be set forth in a **Lighting Services Authorization** in a form similar to Exhibit B hereto, executed by both parties. The parties may execute one or more Lighting Services Authorizations from time to time under this Lighting Services Agreement. The term of this Lighting Services Agreement begins on the date it is signed by the last party and ends upon the termination of the last Lighting Services Authorization issued hereunder.

Each executed Lighting Services Authorization shall be considered a separate and independent contract between APC and Customer, and unless expressly stated otherwise therein, shall not be deemed to modify, supersede, or replace any previously executed Lighting Services Authorization. Each executed Lighting Services Authorization shall be governed by and subject to the terms and conditions of this Lighting Services Agreement, including the Terms and Conditions set forth in Exhibit A.

For ease of reference, each executed Lighting Services Authorization, together with the terms and conditions of this Lighting Services Agreement, including the Terms and Conditions set forth in Exhibit A, shall be referred to as the "Contract".

Intending to be legally bound, the parties have caused this Lighting Services Agreement to be executed by their duly authorized representatives on the dates set forth below. This Agreement (and any Lighting Services Authorizations) may be circulated electronically for signature and the signatures appearing on those electronically transmitted documents shall be deemed originals.

Customer	Alabama Power Company
Signature:	Signature:
Print Name:	Print Name: Emily Breaseale
Date:	Date:

Attachments
Lighting Services Authorization
Terms and Conditions

Lighting Services Authorization

This Lighting Services Authorization is issued pursuant to the Lighting Services Agreement between the Customer (identified below) and Alabama Power Company (APC) dated as of the Effective date and is subject to and governed by the terms and conditions thereof. Under this Lighting Services Authorization, APC shall furnish and perform the following Lighting Services at the Premises described below. In exchange for the Lighting Services, Customer agrees to pay APC for such services in accordance with Pricing provisions below and the other terms of the Contract and perform its other obligations under the Contract.

Description of Lighting Services
TO INSTALL (1) LED AREA FIXTURE WITH ASSOCIATED POLE AND WIRE AT THE LIMESTONE PARKWAY INTERSECTION. DELIVERED LUMENS TO RANGE FROM 27000-34000.

Description/Location of Premises
0 STREET LIGHTS CALERA, AL 35040 Shelby - AL County

Selected Components				
QTY	Watts	Type	OH/UG	Description
1	207	LED	OH	Gray 4000K

Pricing for Lighting Services			
Service Cost (\$)	Regulated Cost (\$)*	Monthly Cost (\$)	Buydown (\$)
\$40.14	\$4.62	\$44.76	\$0.00

Pricing for Non-Routine Maintenance and Repair Services (if applicable)	Initial Term**
	36

* NOTE: The Regulated Cost is subject to change at any time as dictated by the Alabama Public Service Commission. The amount shown is an estimate based on the applicable rate in effect at time of Contract proposal; actual charges may vary.

** NOTE: The initial term of this Letter of Authorization is calculated from the start date of the first monthly billing service period for lighting service under this Contract. After the initial term, this Contract automatically renews on a month-to-month basis until terminated by either party by providing written notice of intent to terminate to the other party at least 30 days before the desired termination date. APC's address for notice is P.O. Box 2641, Birmingham, Alabama 35203; Customer's mailing address is noted on Page 1.

Customer	Alabama Power Company
Signature:	Signature:
Print Name:	Print Name: Emily Breaseale
Date:	Date:

Terms and Conditions

1. **Scope.** The Contract concerns the provision of lighting services to Customer by APC and is not a sale, lease or licensing of goods, equipment, property or assets of any kind.
2. **Payment and Taxes.** APC will invoice Customer per the terms stated in the Contract, and if applicable, subject to any change in the electric service charge dictated by the Alabama Public Service Commission. During the term of the Contract, the actual Regulated Cost will be calculated using the tariffs approved by Alabama Public Service Commission (the "Commission") at the time of billing. Alabama state law and the rules, regulations and applicable rate schedules of APC as may be filed with and regulated by the Commission govern electric service and are incorporated herein by reference. Such laws, rules, regulations and rate schedules are subject to change during the term of the Contract as provided by law. Copies of current rules, regulations and applicable rate schedules are available for viewing on APC's website <http://www.alabamapower.com>. Customer agrees to pay the amount billed before Customer's next bill is issued by APC. Applicable taxes included in the Service Cost are subject to change at any time. If a balance is outstanding past the due date, Customer agrees to pay the greater of 1.5% of the unpaid balance or \$2.00 and acknowledges that APC may require Customer to pay a deposit of up to two times the Estimated Monthly Charge in order to continue service. If applicable, Customer must provide a copy of its Alabama sales tax exemption certificate. APC makes no representation or warranty regarding treatment of this transaction by the Internal Revenue Service or the status of this Agreement under any federal or state tax law. Customer enters into this Agreement in sole reliance upon Customer's own legal, accounting, and tax advisors.
3. **APC Assets.** APC may install, update, modify, remove, or replace the Selected Components, if any, stated in the Contract, along with any poles, bases, wiring, conduit, fixtures, controls, and related items (collectively, the "APC Assets") as necessary or convenient in order to address regulatory requirements or for other reasons related to the provision of the Lighting Services. APC retains the sole and exclusive right, title and interest in and to all of the APC Assets utilized in connection with the Lighting Services, even if attached or affixed to the property of Customer. Moreover, APC may remove the APC Assets upon termination of the Contract.
4. **Premises Activity.** Customer grants APC and its contractors and representatives the right and license to enter the Premises and to furnish and perform the Lighting Services, including the right to, as applicable: (i) access the Premises with vehicles, the APC Assets, and other tools, equipment, and machinery; (ii) remove and disconnect pre-existing equipment where it is necessary or convenient to do so for the provision of Services; (iii) install, connect, inspect, test, maintain, repair, replace, disconnect, and remove APC Assets; (iv) provide electric energy in relation to the Services where APC deems necessary; and (v) conduct all other activities reasonably related to the performance of the Lighting Services Authorization or provision of Services (activity items (i) – (v) collectively, the "APC Activity"). Customer represents that it has express authority from all Premises owners (and any other party with rights in the Premises) to enter into this Agreement and to authorize the APC Activity on the Premises.
5. **Installation.** Customer recognizes that as part of APC's installation of the APC Assets, it may be necessary to perform digging, trenching, and excavation at the Premises. Customer represents that: (i) the Premises' final grade will vary no more than 6 inches from the grade existing at the time of installation; and (ii) if applicable and required for proper installation, Premises property lines will be clearly marked before installation. If APC, upon Customer's request, allows Customer to itself or through a third party perform any part of the activities related to the installation of APC Assets at the Premises, Customer warrants that the work will meet APC's installation specifications (which APC will provide to Customer and are incorporated by this reference). Customer is responsible for all reasonable additional costs arising from Customer's non-compliance with APC's specifications or lack of timely (i.e., 10 days') notice to APC that APC Activity related to the installation and connection of APC Assets can commence. Because APC Activity may require excavation not subject to the Alabama's Underground Damage Prevention Legislation (Ala. Code §§ 37-15-1 - 37-15-11) ("Dig Law"), Customer must mark any private utility or facility (e.g., gas/water/sewer line; irrigation facility; low voltage data/communication line) or other underground obstruction at the Premises that is not subject to the Dig Law. If APC causes or incurs damage due to Customer's failure to mark a private facility or obstruction before APC commences the APC Activity, Customer is responsible for all damages and any resulting delay. The Pricing for Lighting Services stated in the Contract includes no allowance for any subsurface rock, wetland, underground stream, buried waste, unsuitable soil, underground obstruction, archeological artifact, burial ground, threatened or endangered species, hazardous substance, etc. encountered during the APC Activity ("Unforeseen Condition"). If APC encounters an Unforeseen Condition, APC, in its sole discretion, may stop all APC Activity until Customer either remedies the condition or agrees to reimburse all APC costs arising from the condition. Customer is responsible for all costs of modification or change to the APC Assets requested by Customer or dictated by an Unforeseen Condition or circumstance outside APC's control. APC, at its sole discretion, may remove, relocate or re-position APC Assets to address any installation issues. Customer is responsible for all cost of installation modifications requested by Customer.
6. **Maintenance and Repair.** If expressly stated in the Lighting Services Authorization, APC will perform all routine maintenance and repair of the APC Assets and will bear the costs thereof. Any non-routine maintenance or repair can be performed by APC, upon Customer's written request and subject to the availability of equipment, materials, and labor, with the cost of such maintenance and repair to be billed to the Customer at APC's then current rates or as otherwise set forth in the Lighting Services Authorization.
7. **Customer Authority: Applicable Laws.** Customer has full power and authority to execute this Contract and has been duly authorized to undertake the obligations and commitments herein. Customer or its governing authorities or bodies have taken all necessary action and obtained all necessary internal, governmental, and regulatory approvals necessary to execute this Contract and is in compliance with all laws governing the same, including but not limited to the Alabama Competitive Bid Law and Public Works Law. Each Party agrees to comply with all applicable federal, state, and local laws, rules, and regulations.
8. **APC Asset Protection and Damage.** After installation and throughout the Contract's term, in the event of any work or digging near the APC Assets, Customer (or any person or entity working on Customer's behalf) must: (i) provide notices and locate requests by calling Alabama 811 or 1-800-292-8525; and (ii) provide notices to other utilities or operators as required by the Dig Law. As between Customer and APC, Customer is responsible for all damages arising from failure to comply with applicable law. Notwithstanding any other provision to the contrary herein, in the event any APC Asset is damaged, stolen, or destroyed through the acts or omission of Customer or a third party, Customer shall reimburse APC the cost to repair or replace that APC Asset.
9. **Interruption of Service.** Customer understands that the Lighting Services and any related electric service are provided on an "as is" and "as available" basis and may be interrupted. Customer is responsible for notifying APC if there is an interruption in the Lighting Services. Customer can provide such notice by calling the Business Service Center at 1-888-430-5787.
10. **Disclaimer: Damages.** Except as expressly set forth in this Contract, APC makes no covenant, warranty, or representation of any kind (including warranty of fitness for a particular purpose, safety, security, or merchantability) regarding the Lighting Services, the APC Assets, or the APC Activities. Customer also acknowledges that, due to the unique characteristics of the Premises, Customer's needs, or APC Assets choice, the Lighting Services may not follow IESNA guidelines. Customer waives any right to consequential, special, indirect, treble, exemplary, incidental, punitive, loss of business reputation, or loss of use (including loss of revenue, profits, or capital costs) damages in connection with the Lighting Services, the APC Assets, and APC Activities, and this Contract; or arising from damage, hindrance, or delay involving the Lighting Services or this Contract, whether or not reasonable, foreseeable, contemplated, or avoidable. **CUSTOMER IS SOLELY RESPONSIBLE FOR SAFETY OF THE PREMISES AND AGREES THAT APC HAS NO OBLIGATION (AND HAS ASSUMED NO OBLIGATION) TO ENSURE THE SAFETY OF THE PREMISES.**
11. **Liability.** To the fullest extent permitted by applicable law, each party shall be responsible for its own negligent acts or omissions in connection with this Contract and its performance. It is understood and agreed that neither party shall be liable for any negligent act or omission of the other party in connection with this Contract, its performance, or subject matter.
12. **Default.** Each of the following shall constitute a default: (i) Customer does not pay the entire amount owed within forty-five (45) days of billing, or (ii) Customer's negligent, willful or intentional misconduct or violation of any law, regulation, code or ordinance. If a default occurs, APC, at its discretion, may immediately terminate this Contract, collect all past due amounts (including late fees) and all amounts due for the Lighting Services during the remaining term, remove the APC Assets from the Premises, and seek any other available legal or equitable remedy.
13. **Miscellaneous.** This Contract contains the parties' complete and entire agreement relating to the Lighting Services, the APC Assets, and the APC Activities. Subject to applicable law, Customer will not assign, in whole or in part, this Contract or its Contract rights or obligations. Any such assignment without APC's prior written consent will be void and of no effect. No assignment, whether with or without consent, relieves Customer of its Contract obligations. Customer must provide advance notice of a change in control of all, or substantially all, of Customer's ownership or interest in the Premises. In this Contract, "including" means "including, but not limited to." Alabama law governs this Contract. If a court rules an Contract provision unenforceable to any extent, the rest of that provision and all other provisions remain effective.

END OF TERMS AND CONDITIONS

Page 39 of 1214

CUSTOMER AND SALES CONTRACT DATA SHEET

LAMP Project #	67965	Contract Date:	3/12/2025
Project Name:	LIMESTONE PKWY INTERSECTION - CITY OF CALERA	NAICS Code:	921110
Lighting Services Rep:	Emily Breaseale		
Engineer:	Tammie Williams		
Division:	Birmingham		
Customer Type:	Streetlight		
Create new lighting only account?	No		
Remove all fixtures from CSS account on contract?	No, Connect Only		
Removals needed on additional accounts?	No		
If account will final when lights are removed, add lights to another account?	No		

Manufacturer	Signify	Style	Roadway	Color	Gray	Quantity	1
Notes							
Date	Name	Type	Description				

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2025-19

MUNICIPAL WATER POLLUTION PREVENTION (MWPP) PROGRAM

Resolved that the City of Calera informs the Department of Environmental Management that the following actions were taken by Calera City Council.

1. Reviewed the MWPP Annual Report which is attached to this resolution.
2. Set forth the following actions and schedule necessary to maintain effluent requirements contained in the NPDES Permit, and to prevent the bypass and overflow of raw sewage within the collection system or at the treatment plant:
 - (a) Continue to operate and maintain the Camp Branch Water Reclamation Plant to its highest standards while looking for and eliminating sources of inflow and infiltration.

Council Member Byers moved that Resolution No. R-2025-19 be adopted. Council Member Turner seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Mayor Graham declared Resolution No. R-2025-19 adopted.

Adopted this 7th day of April 2025.

Jon G. Graham, Mayor

ATTEST:

Connie Payton, City Clerk

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2025-20

MUNICIPAL WATER POLLUTION PREVENTION (MWPP) PROGRAM

Resolved that the City of Calera informs the Department of Environmental Management that the following actions were taken by Calera City Council.

1. Reviewed the MWPP Annual Report which is attached to this resolution.
2. Set forth the following actions and schedule necessary to maintain effluent requirements contained in the NPDES Permit, and to prevent the bypass and overflow of raw sewage within the collection system or at the treatment plant:
 - (a) Continue to operate and maintain the Buxahatchee Pollution Control Plant to its highest standards while looking for and eliminating sources of inflow and infiltration.

Council Member Watts moved that Resolution No. R-2025-20 be adopted. Council Member Morgan seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Mayor Graham declared Resolution No. R-2025-20 adopted.

Adopted this 7th day of April 2025.

Jon G. Graham, Mayor

ATTEST:

Connie Payton, City Clerk

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2025-21

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

WHEREAS, the Calera Police Department is reviewing and adopting New Department Policies and Procedures through Lexipol

WHEREAS, during the Fiscal Year needs may arise to amend the Calera Police Department's Policies and Procedures; and

WHEREAS, these new Policies and Procedures are needed for the day-to-day operations of this department; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Calera that the following policies, as attached to this Resolution and incorporated herein, are approved and adopted, to take effect immediately;

- 324 Subpoenas and Court Appearances
- 335 Public Safety Video Surveillance System
- 424 Portable Audio/Video Recorders
- 423 Mobile Data Terminal Use
- 422 Mobile Audio/Video

Council Member Cost moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2025-21. Council Member Turner seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Council Member Watts moved that Resolution No. R-2025-21 be adopted. Council Member Morgan seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Mayor Graham declared Resolution No. R-2025-21 adopted.

Adopted this 7th day of April 2025.

Connie B. Payton, City Clerk

Jon G. Graham, Mayor

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2025-22

A RESOLUTION ACCEPTING A BID FOR CALERA COLLECTION SYSTEM PUMP STATION UPGRADES FOR THE CITY OF CALERA, ALABAMA.

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

WHEREAS, bids were opened at Calera City Hall on September 6, 2024 at 10:00 a.m.; and

WHEREAS bids were as follows:

Global Construction& Engineering, Inc.	\$2,100,534.00
REV Construction, Inc.	\$2,667,660.00

WHEREAS, the Mayor and Council of the City of Calera, at the Regular Meeting on April 7, 2025, considers the recommendation of Insite Engineering, LLC, B. Alex Kirkland, Engineer. The Mayor and Council will award the bid for the Calera Collection System Pump Station Upgrades to Global Construction & Engineering Inc. in the amount of \$2,100,534.00

(Copy of recommendation letter attached to this Resolution)

Council Member Turner moved that Resolution No. R-2025-22 be adopted. Council Member Cost seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Mayor Graham declared Resolution No. R-2025-22 adopted.

Adopted this 7th day of April 2025.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk



March 25, 2024

Mr. Bill Hilyer
City of Calera, Alabama
7901 Highway 31
Calera, Alabama 35040

Subject: RECOMMENDATION OF AWARD
CALERA COLLECTION SYSTEM PUMP STATION UPGRADES
City of Calera, Alabama
InSite Project No. 21148.00
CWSRF Project No. CS010880-01

Mr. Hilyer:

At 10:00 a.m. on Friday, September 6, 2024, bids were received for the above referenced project. Two (2) bids were received and are summarized as follows:

<u>Contractor</u>	<u>Total of Project Bid</u>
Global Construction & Engineering, Inc.	\$2,100,534.00
REV Construction, Inc.	\$2,667,660.00

We have reviewed the bids received and spoken with the low bidder and determined that the apparent low Base Bid bidder Global Construction & Engineering, Inc. meets the requirements of a "responsive, responsible" bidder for this project. We recommend that the City of Calera award the contract for the Calera Collection System Pump Station Upgrades for the amount of their low tendered Project Bid of Two Million One Hundred Thousand Five Hundred Thirty-Four Dollars and Zero Cents (\$2,100,534.00).

If you have any questions or need any additional information, please give us a call at 205-733-9696.

Sincerely,
Insite Engineering, LLC

A handwritten signature in blue ink that reads 'Alex Kirkland'.

B. Alex Kirkland, P.E.

Copy InSite File 21148.00/03.43

5800 Feldspar Way
Hoover, Alabama 35244

www.insiteengineering.org

Phone 205.733.9696
Fax 205.733.9697

Page 111 of 121

Mayor Graham introduced the following Resolution:

**RESOLUTION NO. 2025-23
AUTHORIZING THE ACCEPTANCE OF A
STATE ENERGY PROGRAM GRANT
FOR IMPROVEMENTS TO THE WASTEWATER TREATMENT FACILITY**

WHEREAS, the Alabama Department of Economic and Community Affairs (ADECA) State Energy Program has awarded a grant for \$31,660 for energy efficiency improvements to the pumps at the Waste Water Treatment Facility; and

WHEREAS, the City of Calera will provide \$1664 of cash matching funds for a total project construction cost of \$33,323; and

WHEREAS, the City of Calera will provide for the long-term operation and maintenance costs of the project.

THEREFORE, BE IT RESOLVED BY the City of Calera, IN REGULAR SESSION ASSEMBLED, that by this Resolution the City of Calera accepts a State Energy Program grant from ADECA for improvements to the Waste Water Treatment Facility; and

BE IT FURTHER RESOLVED that the City Council authorizes the Mayor to sign all required grant start up documents on behalf of the City.

BE IT FURTHER RESOLVED, that upon the adoption and execution of this resolution, a copy of this policy be kept on record by the City Clerk.

Council Member Watts made a motion to adopt Resolution No. R-2025-23. Council Member Morgan seconded said motion and upon vote, results were as follows:

AYES: Montgomery, Watts, Morgan, Graham, Cost, Byers, Turner

NAYS: None

The Mayor declared Resolution No. R-2025-23 adopted this the 7th day of April 2025.

Jon G. Graham, Mayor

ATTESTED BY:

Connie B. Payton, City Clerk

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2025-24

WHEREAS, a declaration signed RNB Properties LLC, Joel & Salvador Quinonez and Roberto Jose Recinos owners of the lands abutting the hereinafter described portion of streets and/or alleys situated in the City of Calera, County of Shelby, State of Alabama, vacating said streets/alleys or portion of streets/alleys, has been duly presented to the City Council of the City of Calera, Alabama, for assent and approval of said governing body, said declaration attached being hereto affixed, marked “Exhibit A,” and made a part hereof; and

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

**See Attached Legal Description
Exhibit A**

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

Council Member Cost moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2025-24. Council Member Byers seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Watts, Morgan, Graham, Cost, Byers, Turner

NAYS: None

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

Council Member Morgan moved that Resolution No. R-2025-24 be adopted. Council Member Cost seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Morgan, Graham, Cost, Byers, Turner, Watts

NAYS: None

Mayor Graham declared Resolution No. R-2025-24 adopted.

Adopted this 7th day of April 2025.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk

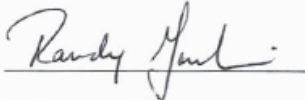
REQUEST TO VACATE STREET/ALLEY

I, RNB Properties LLC, Joel & Salvador Quinonez and Roberto Jose Recinos do hereby request the Mayor and Council of the City of Calera, Alabama to vacate the following described alley:

Description

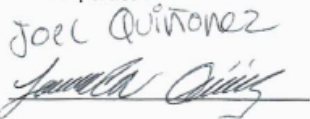
**All of 15th Street between Block 42, 33 and Block 32 of the J.H. Dunstan Map
(See attached Legal Description)**

We further certify that we are the sole property owners adjacent to said street and the vacation of this street would deny ingress and egress to other property owners owning properties in subdivision embraced in said map of J.H. Dunstan's Survey of the Town of Calera.



Date: 1-3-2025

RNB Properties LLC



Date: 1-3-2025

Joel & Salvador Quinonez



Date: 2-22-25

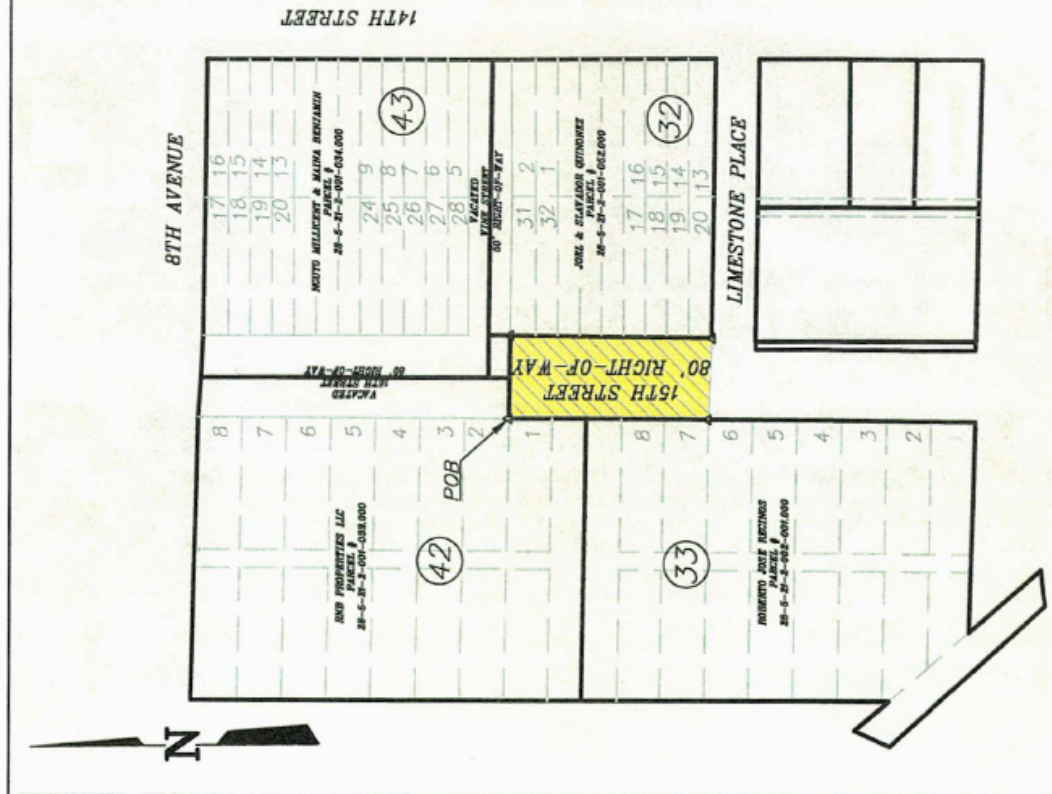
Roberto Jose Recinos

**STREET CLOSINGS
STATE OF ALABAMA
SHELBY COUNTY**

All of 15 Street being in between Block 42, Block 33 and Block 32 according to J. H. Dunstan's Map of the Town of Calera shall be closed. The aforementioned streets of said Map is located in the City of Calera, Shelby County, Alabama and is described as follows:

15th Street Closing described as follows:

Begin at the Northeast corner of Lot 1, Block 42 of the J. H. Dunstan Map, said point also being on the west right-of-way of 15th Street; thence south along the west right-of-way line of said 15th Street to the southeast corner of Lot 7 of Block 33; thence east a distance of 80 feet to the northwest corner of Lot 20 Block 32 of said Dunstan Map, said point also being on the north right-of-way of Limestone Place; thence north along the east right-of-way of Limestone Place; thence north along the east right-of-way of 15th Street to the northeast corner of Lot 31, Block 32 of the J.H. Dunstan Map, said point also being on the south right-of-way of vacated Vine Street; thence west a distance of 80' to the Point of Beginning.



LEGEND
POC POINT OF COMMENCEMENT
POB POINT OF BEGINNING
Δ POINT



GRAPHIC SCALE
1"=150'

CALERA
ALABAMA

CITY OF CALERA
ENGINEERING DEPARTMENT
1000 VINE STREET, SUITE 200
CALERA, ALABAMA 35540
PHONE (205) 685-3014 FAX (205) 685-3021



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Calera
Alabama**

For the Fiscal Year Beginning

October 01, 2024

Christopher P. Morill

Executive Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

3/13/2025

For more information, contact:
Technical Services Center
Phone: (312) 977-9700
Email: budgetaward@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association is pleased to announce that City of Calera, Alabama received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 22,500 members and the communities they serve.

203 NORTH LASALLE STREET, SUITE 2700, CHICAGO, ILLINOIS 60601-1210

Page 121 of 121

General Fund Projections	2025 Budgeted	Projected Increase	2026	2027	2028	2029	2030
Sales and Use Tax	\$ 14,638,592.00	3.00%	\$ 15,077,749.76	\$ 15,530,082.25	\$ 15,995,984.72	\$ 16,475,864.26	\$ 16,970,140.19
Ad Valorem Taxes with vehicle	\$ 3,762,347.00	7.50%	\$ 4,044,523.03	\$ 4,347,862.25	\$ 4,673,951.92	\$ 5,024,498.31	\$ 5,401,335.69
Simplified Sellers	\$ 1,334,265.00	10.00%	\$ 1,467,691.50	\$ 1,614,460.65	\$ 1,775,906.72	\$ 1,953,497.39	\$ 2,148,847.13
Licenses	\$ 2,890,050.00	3.00%	\$ 2,976,751.50	\$ 3,066,054.05	\$ 3,158,035.67	\$ 3,252,776.74	\$ 3,350,360.04
Permits	\$ 279,263.00	0.50%	\$ 280,659.32	\$ 282,062.61	\$ 283,472.92	\$ 284,890.29	\$ 286,314.74
Other General Fund Revenues	\$ 4,654,057.00	1.00%	\$ 4,700,597.57	\$ 4,747,603.55	\$ 4,795,079.58	\$ 4,843,030.38	\$ 4,891,460.68
Total General Fund Revenues	\$ 27,558,574.00		\$ 28,547,972.67	\$ 29,588,125.36	\$ 30,682,431.53	\$ 31,834,557.37	\$ 33,048,458.46
 Transfer Into General Fund	 \$ 466,927.00		 \$ 466,927.00	 \$ 466,927.00	 \$ 466,927.00	 \$ 466,927.00	 \$ 466,927.00
 Major Expenditures General Fund							
Personnel Costs	\$ 15,602,851.24	8.50%	\$ 16,929,093.60	\$ 18,368,066.55	\$ 19,929,352.21	\$ 21,623,347.15	\$ 23,461,331.65
Operating	\$ 5,160,722.00	8.90%	\$ 5,620,026.26	\$ 6,120,208.59	\$ 6,664,907.16	\$ 7,258,083.90	\$ 7,904,053.36
General Fund Capital	\$ 919,007.82	5.00%	\$ 964,958.21	\$ 1,013,206.12	\$ 1,063,866.43	\$ 1,117,059.75	\$ 1,172,912.74
Transfer to Capital Project Fund	\$ 3,712,303.41		\$ 3,449,958.61	\$ 2,493,304.86	\$ 1,482,591.84	\$ 750,341.34	\$ -
Donations	\$ 44,700.00	3.00%	\$ 46,041.00	\$ 47,422.23	\$ 48,844.90	\$ 50,310.24	\$ 51,819.55
Debt Includes Debt Transfer	\$ 2,542,432.00	0.00%	\$ 2,004,822.00	\$ 2,012,844.00	\$ 1,959,796.00	\$ 1,502,342.00	\$ 1,522,975.00
Total Expenses and Transfer Out	\$ 27,982,016.47		\$ 29,014,899.67	\$ 30,055,052.35	\$ 31,149,358.53	\$ 32,301,484.37	\$ 34,113,092.30
 Change in Fund Balance	 \$ 43,484.53		 \$ 0.00	 \$ 0.00	 \$ 0.00	 \$ 0.00	 \$ (597,706.84)

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2025-25

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

WHEREAS, the Calera Police Department is reviewing and adopting New Department Policies and Procedures through Lexipol

WHEREAS, during the Fiscal Year needs may arise to amend the Calera Police Department's Policies and Procedures; and

WHEREAS, these new Policies and Procedures are needed for the day-to-day operations of this department; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Calera that the following policies, as attached to this Resolution and incorporated herein, are approved and adopted, to take effect immediately;

- 432 Body-Worn Cameras
- 320 Information Technology Use
- 1019 Personal Appearance Standards
- 1020 Uniforms and Civilian Attire
- 1027 Wellness Program

Council Member _____ moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2025-25. Council Member _____ seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Council Member _____ moved that Resolution No. R-2025-25 be adopted. Council Member _____ seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Mayor Graham declared Resolution No. R-2025-25 adopted.

Adopted this 21ST day of April 2025.

Connie B. Payton, City Clerk

Jon G. Graham, Mayor

Body-Worn Cameras

432.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of a body-worn camera (BWC) by members of this department and for the access, use, and retention of department BWC media.

The provisions of this policy, including notice, documentation, access, and retention, also apply to other portable audio/video recording devices used by members, where applicable.

This policy does not apply to undercover operations, wiretaps, or eavesdropping (concealed listening devices).

432.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - To place a BWC in active mode (also called event mode). In active mode, the BWC records both video and audio.

BWC media - The video, audio, and images captured by department BWCs and the associated metadata.

BWC media systems - Any software, including web-based programs and mobile applications, used by the Department to upload/download, store, view, transfer, and otherwise maintain BWC media.

Deactivate - To place a BWC in buffering mode (also called ready or pre-event mode). In buffering mode, the BWC records video (without audio) in short, predetermined intervals that are retained only temporarily. However, when a BWC is activated, the interval recorded immediately prior to activation is then stored as part of the BWC media. Deactivate does not mean powering off the BWC.

Event - A general term referring to a set of circumstances that may, but does not necessarily, correlate directly to a single public safety incident.

432.2 POLICY

It is the policy of the Department to use BWCs and BWC media for evidence collection and to accurately document events in a way that promotes member safety and department accountability and transparency while also protecting the privacy of members of the public.

432.3 RESPONSIBILITIES

432.3.1 PATROL LIEUTENANT RESPONSIBILITIES

The responsibilities of the Lieutenant include:

- (a) Serving as a liaison between the Department and the BWC manufacturer/distributor and any third-party media storage vendor.

Calera Police Department

Calera Police Department Policy Manual

Body-Worn Cameras

- (b) Developing inventory procedures for issuing and tracking BWC equipment, including properly marking BWCs as property of the Department and recording the date each BWC is placed into or taken out of service.
- (c) Assisting with troubleshooting and maintenance of BWC equipment and media systems and, when necessary, coordinating the repair or replacement of BWCs.
- (d) Managing BWC media systems so that:
 - 1. Access is limited to the minimum necessary authorized users and user privileges are restricted to those necessary for the member to conduct assigned department duties.
 - 2. Security requirements, such as two-factor authentication and appropriate password parameters, are in place for user credentials.
- (e) Configuring BWC media systems, or developing manual procedures, so that media is appropriately categorized and retained according to the event type tagged by members.
- (f) Retaining audit logs or records of all access, alteration, and deletion of BWC media and media systems, and conducting periodic audits to ensure compliance with applicable laws, regulations, and department policy.
- (g) Developing and updating BWC training for members who are assigned a BWC or given access to BWC media systems.
- (h) Coordinating with the Records Clerk to (see the Records Division and Records Maintenance and Release policies):
 - 1. Determine and apply proper retention periods to BWC media.
 - 2. Develop procedures for the appropriate release of BWC media.
- (i) Coordinating with the Property Division to develop procedures for the transfer, storage, and backup of evidentiary BWC media (see the Property Division Policy).

432.3.2 MEMBER RESPONSIBILITIES

Every member issued a BWC is responsible for its proper use, safekeeping, and maintenance.

At the beginning of each shift or period of BWC use, the member should inspect their assigned BWC to confirm it is charged and in good working order.

Members should wear their assigned BWC on their outermost garment positioned at or near chest level and as close to the center of their body as practicable. Members are responsible for ensuring there are no obstructions and that the BWC remains in a position suitable for recording.

When a BWC is not in the physical possession of the member to which it is assigned, it should be placed on the charging dock and stored in a secure location.

Members shall report any malfunction or damage to the BWC coordinator or on-duty supervisor as soon as practicable and, if possible, obtain a functioning BWC to use either temporarily while repairs are being made to the member's BWC or as a permanent replacement. Members shall also notify IT of the malfunction by completing a work order ticket.

Calera Police Department

Calera Police Department Policy Manual

Body-Worn Cameras

432.4 BWC USE

The following guidelines apply to the use of BWCs:

- (a) Only department-issued BWCs should be used without the express consent of the Chief of Police or the authorized designee.
- (b) BWCs should only be used by the member or members to whom it was issued unless otherwise authorized by a supervisor.
- (c) The use of department-issued BWCs shall be strictly limited to department-related activities.
- (d) Members shall not use BWCs or BWC media systems for which they have not received prior authorization and appropriate training.
- (e) Members shall immediately report unauthorized access or use of BWCs or BWC media systems by another member to their supervisor or the Chief of Police.

432.4.1 PROHIBITIONS

BWCs should not be used to record:

- (a) Routine administrative activities of the Department that do not involve interactions with the public. Care should be taken to avoid incidentally recording confidential documents that the Department has a duty to keep secure (i.e., criminal justice information).
- (b) Areas within the department facilities where members have a reasonable expectation of privacy (e.g., locker rooms or dressing areas, breakrooms) unless responding to a call for service or conducting an investigation.
- (c) Conversations of other members without their knowledge.
- (d) When a member is taking an authorized break or otherwise engaged in personal activities.
- (e) In a courtroom unless responding to a call for service or emergency situation.
- (f) Interactions with undercover officers or confidential informants.
- (g) Strip searches.

BWCs shall not be used for the purpose of embarrassment, harassment, or ridicule of any individual or group.

432.5 ACTIVATION OF BWC

Members should activate their BWC during all calls for service and the performance of law enforcement-related functions. Members are not required to activate their BWC during casual or informal contacts with members of the public that are not part of or related to law enforcement functions. However, members should activate their BWC any time a contact with an individual becomes hostile or adversarial.

Unless otherwise authorized by this policy or approved by a supervisor, BWCs should remain activated until the call for service or law enforcement-related function has concluded. A member

Calera Police Department

Calera Police Department Policy Manual

Body-Worn Cameras

may cease recording if they are simply waiting for a tow truck or a family member to arrive, or in other similar situations.

At no time is a member expected to jeopardize their safety to activate their BWC. However, the BWC should be activated as soon as reasonably practicable in required situations.

If a member attempts to activate their BWC but the BWC fails to record an event, the member should notify their supervisor as soon as practicable.

432.5.1 NOTICE OF RECORDING

Unless otherwise approved based on unique circumstances, a member should wear the BWC in a manner that is conspicuous and shall answer truthfully if asked whether they are equipped with a BWC or if their BWC is activated.

432.5.2 LIVESTREAMING

Livestreaming enables authorized individuals to remotely view the audio and video captured by a member's BWC in real time. Only supervisors and communications operators approved by the Chief of Police or the authorized designee shall have access to livestreaming capabilities.

Livestreaming should only be activated:

- (a) For purposes of member safety when the member is not responding to their radio or there is some other indication of distress.
- (b) To assist with situational awareness or tactical decisions during a significant incident.
- (c) When requested by the member.

432.5.3 DOCUMENTATION

Members are encouraged to provide narration while using a BWC when it would be useful to provide context or clarification of the events being recorded. However, the use of a BWC is not a replacement for written reports and should not be referred to in a written report in place of detailing the event.

Every report prepared by a member who is issued a BWC should state "BWC available" or "BWC unavailable," as applicable, and should document:

- (a) To the extent practicable and relevant, the identity of individuals appearing in the BWC media.
- (b) An explanation of why BWC media is unavailable including any malfunction, damage, or battery issue that resulted in the failure of the BWC to capture all or part of the event.
- (c) Any exigency or other circumstances that prevented the member from immediately activating the recording at the beginning of the event.
- (d) Any period of the event in which the member deactivated or muted their BWC and the reason for such action.
- (e) If livestreaming was activated during the event, the reason for livestreaming and the members who communicated or participated in the event through BWC livestreaming.

Calera Police Department

Calera Police Department Policy Manual

Body-Worn Cameras

432.6 UPLOADING BWC MEDIA

Unless otherwise authorized by a supervisor, all media from a member's BWC should be properly uploaded and tagged before the end of their shift. BWC media related to a serious or high-profile event (e.g., search for a missing child, active shooter situation) should be uploaded and tagged as soon as practicable upon returning to the Department.

Following an officer involved shooting or death or other event deemed necessary, a supervisor should take possession of the BWC for each member present and upload and tag the BWC media.

432.6.1 TAGGING BWC MEDIA

Members should tag all media captured by their BWC with their name and/or identification number, the case or incident number, and the event type. BWC media should be tagged upon uploading or, if capabilities permit tagging in the field, as close to the time of the event as possible. If more than one event type applies to BWC media, it should be tagged with each event type. If BWC media can only be tagged with a single event type, the media should be tagged using the event type with the longest retention period.

BWC media depicting sensitive circumstances or events should be tagged as restricted. BWC media should be flagged for supervisor review when it pertains to a significant event such as:

- (a) An incident that is the basis of a formal or informal complaint or is likely to result in a complaint.
- (b) When a member has sustained a serious injury or a line-of-duty death has occurred.
- (c) When a firearm discharge or use of force incident has occurred.
- (d) An event that has attracted or is likely to attract significant media attention.

Supervisors should conduct audits at regular intervals to confirm BWC media is being properly uploaded and tagged by their subordinates.

432.7 BWC MEDIA

All BWC media is the sole property of the Department. Members shall have no expectation of privacy or ownership interest in the content of BWC media.

All BWC media shall be stored and transferred in a manner that is physically and digitally secure with appropriate safeguards to prevent unauthorized modification, use, release, or transfer. Contracts with any third-party vendors for the storage of BWC media should include provisions specifying that all BWC media remains the property of the Department and shall not be used by the vendor for any purpose without explicit approval of the Chief of Police or the authorized designee.

Members shall not alter, copy, delete, release, or permit access to BWC media other than as permitted in this policy without the express consent of the Chief of Police or the authorized designee.

BWC media systems should not be accessed using personal devices unless authorized by the Chief of Police or the authorized designee.

Calera Police Department

Calera Police Department Policy Manual

Body-Worn Cameras

432.7.1 ACCESS AND USE OF BWC MEDIA

BWC media systems shall only be accessed by authorized members using the member's own login credentials and in accordance with the Information Technology Use Policy.

BWC media shall only be accessed and viewed for legitimate department-related purposes in accordance with the following guidelines:

- (a) BWC media tagged as restricted should only be accessible by those designated by the Chief of Police or the authorized designee.
- (b) Members may review their own BWC media for department-related purposes. Members should document in their report if they reviewed BWC media before completing the report.
- (c) Investigators may review BWC media pertaining to their assigned cases.
- (d) A member testifying regarding a department-related event may review the pertinent BWC media before testifying.
- (e) Supervisors are permitted to access and view BWC media of their subordinates.
 - 1. Supervisors should review BWC media that is tagged as a significant event or that the supervisor is aware pertains to a significant event.
 - 2. Supervisors should conduct documented reviews of their subordinate's BWC media at least monthly to evaluate the member's performance, verify compliance with department procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review BWC media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member.
 - 3. Supervisors should conduct periodic reviews of a sample of each subordinate's BWC media to evaluate BWC use and ensure compliance with this policy.
- (f) The Administration Sergeant is permitted to access and view BWC media for training purposes.
 - 1. The Administration Sergeant should conduct a quarterly review of a random sampling of BWC media to evaluate department performance and effectiveness and to identify specific areas where additional training or changes to protocols would be beneficial. Training Committee members may review BWC media as part of their review to identify training needs.
 - 2. The Administration Sergeant may use BWC media for training purposes with the approval of the Chief of Police or the authorized designee. The Administration Sergeant should use caution to avoid embarrassing or singling out a member and, to the extent practicable, should seek consent from the members appearing in the BWC media before its use for training. When practicable, sensitive issues depicted in BWC media should be redacted before being used for training.
- (g) The Administrative Specialist may access BWC media when necessary to conduct department-related duties.

Calera Police Department

Calera Police Department Policy Manual

Body-Worn Cameras

- (h) The BWC coordinator may access BWC media and the BWC media system as needed to ensure the system is functioning properly, provide troubleshooting assistance, conduct audits, and fulfill other responsibilities related to their role.

432.7.2 PUBLIC ACCESS

Unless required by law or a court order, BWC media should not be released to the public if it unreasonably violates a person's privacy or sense of dignity or depicts the interior of:

- (a) A private residence.
- (b) A facility that offers health care, mental health or substance abuse treatment, or social services.
- (c) A school building.
- (d) Any other building in which public access is restricted or which implicates heightened security concerns.

Requests for the release of BWC media shall be processed in accordance with the Records Maintenance and Release Policy. The Records Clerk should review BWC media before public release.

432.8 RETENTION OF BWC MEDIA

Non-evidentiary BWC media should be retained in accordance with state records retention laws but in no event for a period less than six months.

Unless circumstances justify continued retention, BWC media should be permanently deleted upon the expiration of the retention period in a way that it cannot be retrieved. BWC media shall not otherwise be deleted by any person without the authorization of the Chief of Police or the authorized designee.

432.8.1 EVIDENTIARY BWC MEDIA

BWC media relevant to a criminal prosecution should be exported from the BWC media system and securely transferred to digital evidence storage according to established department procedures. Evidentiary BWC media is subject to the same laws, policies, and procedures as all other evidence, including chain of custody, accessibility, and retention periods (see the Property Division Policy).

432.9 TRAINING

The BWC coordinator should ensure that each member issued a BWC receives initial training before use, and periodic refresher training thereafter. Training should include:

- (a) Proper use of the BWC device and accessories.
- (b) When BWC activation is required, permitted, and prohibited.
- (c) How to respond to an individual's request to stop recording.
- (d) Proper use of the BWC media systems, including uploading and tagging procedures.
- (e) Security procedures for BWC media, including appropriate access and use.

Calera Police Department

Calera Police Department Policy Manual

Body-Worn Cameras

Members who are not issued a BWC but who have access to BWC media systems shall receive training on the BWC media system, including appropriate access, use, and security procedures.

Information Technology Use

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources including computers, electronic devices, hardware, software and systems.

320.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Calera Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

320.2 POLICY

It is the policy of the Calera Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

320.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all key strokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

Calera Police Department

Calera Police Department Policy Manual

Information Technology Use

320.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Patrol Sergeants.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

320.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

320.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

320.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain

Calera Police Department

Calera Police Department Policy Manual

Information Technology Use

exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

320.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

320.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

320.6 INSPECTION AND REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download, or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

Calera Police Department
Calera Police Department Policy Manual

Information Technology Use

Personal Appearance Standards

1019.1 PURPOSE AND SCOPE

Discretionary

This policy provides guidelines for the personal appearance of members of the Calera Police Department.

Requirements for department uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1019.2 POLICY

Discretionary

Calera Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

1019.3 GROOMING

Discretionary

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief of Police has granted an exception.

1019.3.1 PERSONAL HYGIENE

Discretionary **MODIFIED**

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police. Additionally, all employees are to avoid extreme or faddish styles.

1019.3.2 HAIR

Discretionary

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

Calera Police Department

Calera Police Department Policy Manual

Personal Appearance Standards

When working a field assignment, hairstyles for female department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

1019.3.3 MUSTACHES

Discretionary **MODIFIED**

Mustaches must not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upwards from the corner of the mouth.

1019.3.4 SIDEBURNS

Discretionary **MODIFIED**

Sideburns shall not extend below the bottom of the earlobe and must be trimmed straight with an even width (ie, not flared). Additionally they must terminate in a clean-shaven horizontal line.

1019.3.5 FACIAL HAIR

Discretionary **MODIFIED**

All facial hair shall be a maximum of 3/4 inch in length, kept clean, and trimmed to present a professional appearance. All facial hair must be grown in naturally and maintain a natural hair color. Additionally, no braids, bows, or other accessories are permitted to be worn or attached to facial hair.

Employees in plainclothes or undercover assignments may be excused from conforming to the grooming standards set forth in this directive at the discretion of the Chief of Police or his designee. Additionally, certain assignments may not be suitable for employees with facial hair and may be barred at the discretion of the Chief of Police or his designee.

1019.3.6 FINGERNAILS

Discretionary

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1019.3.7 GOATEES

Agency Content

When worn, the goatee must always be attached to a mustache. The goatee and mustache shall be uniform in length with no portion of it noticeable longer than the rest. Goatees should not extend more than a quarter-inch below the bottom of the chin.

1019.3.8 BEARDS

Agency Content

When worn, the beard must always be attached to a mustache. The beard and mustache shall be uniform in length with no portion of it noticeably longer than the rest. Beards should cover below the jaw line but should terminate before the downward curve of the neck. Additionally, the beard must be trimmed and clean shaven above the cheek line on the face.

Calera Police Department

Calera Police Department Policy Manual

Personal Appearance Standards

1019.4 APPEARANCE

Discretionary

1019.4.1 JEWELRY

Discretionary

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1019.4.2 TATTOOS

Discretionary **MODIFIED**

Tattoos are prohibited to be displayed from the collar bone to the crown of the head. Tattoos are also prohibited to be displayed from the wrist to the fingertips of either hand with the exception of a single tattoo on the left ring finger depicting a wedding band. Tattoos will be permitted to be displayed from the forearm and extending to the upper forearm.

Tattoos that will not be permitted to be displayed are:

- a. Those that represent gang affiliation or associated with gang activity
- b. Those that are inconsistent with current professional law enforcement standards.
- c. Those that contain nudity or are sexually suggestive.
- d. Those that contain obscenities or vulgarities.
- e. Those that are alcohol or drug related.
- f. Those that advocate racial, ethnic, religious, or sexual hatred, or discrimination in any form or undermines the values or mission of the Calera Police Department.

Applicants applying for employment with the Calera Police Department may be disqualified from employment based on these requirements. If already employed, the employee must gain approval

Calera Police Department

Calera Police Department Policy Manual

Personal Appearance Standards

from the Chief of Police or his designee before getting a tattoo, obtaining body art, intentional mutilation, or performing body modifications.

1019.4.3 BODY PIERCING OR ALTERATION

Discretionary **MODIFIED**

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Calera Police Department in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
- (c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).

1019.4.4 DENTAL ORNAMENTATION

Discretionary

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Calera Police Department in any official capacity. Such ornamentation includes, but is not limited to:

- (a) Objects that are bonded to front teeth.
- (b) Gold, platinum or other veneers or caps used for decorative purposes.
- (c) Orthodontic appliances that are colored for decorative purposes.

1019.4.5 GLASSES AND CONTACT LENSES

Discretionary

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Calera Police Department in any official capacity.

1019.4.6 COSMETICS AND FRAGRANCES

Discretionary

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

1019.4.7 UNDERGARMENTS

Discretionary

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

Calera Police Department

Calera Police Department Policy Manual

Personal Appearance Standards

1019.5 RELIGIOUS ACCOMMODATION

Best Practice

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

Uniforms and Civilian Attire

1020.1 PURPOSE AND SCOPE

Discretionary

This policy provides guidelines for Calera Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Badges, Patches and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies.

1020.2 POLICY

Best Practice

The Calera Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's memorandum of understanding. The Department may provide other department members with uniforms at the direction of the Chief of Police.

All uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation.

1020.3 UNIFORMS

Discretionary **MODIFIED**

The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear department-issued uniforms:

- (a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat and clean at the start of shift.
- (b) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Uniforms shall be worn in compliance with any applicable department specifications.
- (d) Members shall wear only the uniforms specified for their ranks and assignments.
- (e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.

Calera Police Department

Calera Police Department Policy Manual

Uniforms and Civilian Attire

- (f) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.
- (g) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.
- (h) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

1020.3.1 ACCESSORIES

Best Practice **MODIFIED**

Members shall adhere to the following when wearing department uniforms:

- (a) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy.

1020.3.2 INSIGNIA, PATCHES AND BADGE

Discretionary **MODIFIED**

Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

- (a) Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets.
- (b) Badge - The department-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.
- (c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.
 - 1. When a jacket is worn, the nameplate, or an authorized sewn-on cloth nameplate, shall be affixed to the jacket in the same manner as the uniform.
- (d) Rank insignia - The designated insignia indicating the member's rank must be worn at all times while in uniform.
- (e) Assignment insignias - Assignment insignias (e.g., Crisis Response Team (CRT), Field Training Officer (FTO)) may be worn as designated by the Chief of Police.
- (f) American flag pin - An American flag pin may be worn, centered above the nameplate.
- (g) Award/commendation insignia - Insignia representing an award or commendation received under the Commendations and Awards Policy, or other recognition authorized by the Chief of Police, may be worn, centered above the nameplate. If more than one award is worn, or an American flag pin is worn, the insignia shall be equally spaced in one or two horizontal rows centered above the nameplate in a manner that provides a balanced appearance.

1020.3.3 MOURNING BAND

Best Practice

Calera Police Department

Calera Police Department Policy Manual

Uniforms and Civilian Attire

Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods will be observed:

- (a) Calera Police Department officer - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.
- (d) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

1020.4 UNIFORM CLASSES

Discretionary **MODIFIED**

The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized.

Uniforms are classified as follows:

- (a) Class A - Full dress uniform to be worn by designated department members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Chief of Police or the authorized designee.
- (b) Class B - Standard issue uniform to be worn daily by designated department members.
- (c) Class C - General utility uniform to be worn by designated Department members, including the Criminal Investigations Division, Administration, Dispatch, and Records.
- (d) Specialized assignment - Specific uniforms to be worn by members in special assignments or sections.

1020.4.1 CLASS A UNIFORM (DRESS UNIFORM)

Discretionary **MODIFIED**

The Class A uniform consists of the following:

- (a) Long-sleeve shirt
- (b) Tie pin
- (c) Trousers or skirt
- (d) Black belt
 - 1. Belts shall be equipped as needed for the member's assignment.
- (e) Dark blue or black socks
 - 1. Natural colored hose must be worn with the skirt.
- (f) Black polished dress shoes

Calera Police Department

Calera Police Department Policy Manual

Uniforms and Civilian Attire

1. Boots with pointed toes are not permitted.

1020.4.2 CLASS B UNIFORM (PATROL UNIFORM)

Discretionary **MODIFIED**

The Class B uniform consists of the following:

- (a) Long- or short-sleeve shirt with the collar open and no tie
 1. A crew neck t-shirt must be worn under the uniform shirt.
 2. All shirt buttons must remain buttoned except for the top button at the neck.
 3. Long sleeves must be buttoned at the cuff.
- (b) Trousers or skirt
- (c) Black belt
 1. Belts shall be equipped as needed for the member's assignment.
- (d) Dark blue or black socks
 1. Natural colored hose must be worn with the skirt.
- (e) Black polished dress shoes or approved duty boots
 1. Approved black unpolished shoes may be worn.
 2. Boots with pointed toes are not permitted.
 3. Decorative stitching or adornment is not permitted.
- (f) Weather-appropriate items
 1. Hat
 2. Dark blue or black mock turtleneck may be worn under the long-sleeve uniform shirt
 3. Jacket
 4. Rain gear

1020.4.3 CLASS C UNIFORM (CRIMINAL INVESTIGATIONS DIVISION, ADMINISTRATION, DISPATCH, RECORDS)

Discretionary **MODIFIED**

The Chief of Police or the authorized designee will establish the specifications, regulations and conditions for wearing the Class C uniform. Criminal Investigations Division, Administrations, Dispatch and Records will wear Class C uniforms.

Criminal Investigations Division

- Detectives assigned to CID will be issued a \$300 clothing allowance annually. This allowance will be for the purchase of required professional business attire.
- Class C uniform consisting of department polo, 5.11 style tactical pants and boots may be worn when not in scheduled court or grand jury.

Calera Police Department

Calera Police Department Policy Manual

Uniforms and Civilian Attire

Administration Positions

- Class C uniform consisting of department polo, khakis or blue jeans, in good condition with no holes or stains, closed toe shoes or boots, or business casual attire shall be worn.

Dispatch and Records

- Class C uniform consisting of department polo, khakis or blue jeans, in good condition with no holes or stains, department jacket or plain dark or neutral colored jacket/sweater/hooded sweatshirt, with no offensive slogans or designs, and closed toed shoes or boots shall be worn.

1020.4.4 SPECIALIZED ASSIGNMENT UNIFORM

Discretionary

The Chief of Police or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, the CRT, bicycle patrol, motor officers and other specific assignments.

1020.5 CIVILIAN ATTIRE

Discretionary **MODIFIED**

There are assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

- (a) Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.
- (b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.
- (c) Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.
- (d) No item of civilian attire that would adversely affect the reputation of the Calera Police Department or the morale of the members may be worn while on-duty.
- (e) The following items shall not be worn while on-duty or when representing the Department in any official capacity:
 1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
 2. T-shirt alone or exposed undergarments
 3. Swimsuits, tank tops, tube tops or halter tops
 4. Sweatshirts, sweatpants or similar exercise clothing
 5. Spandex-type pants or transparent clothing
 6. Shorts
 7. Open-toed shoes

Calera Police Department
Calera Police Department Policy Manual

Uniforms and Civilian Attire

8. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

1020.6 OPTIONAL EQUIPMENT

Discretionary

Any items that are allowed by the Calera Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

- (a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.
- (b) When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

1020.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Discretionary

Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

Department members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Chief of Police or the authorized designee.

Wellness Program

1027.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

1027.1.1 DEFINITIONS

Definitions related to this policy include:

Certified peer support member – An emergency responder or chaplain who is assigned by the Calera Police Department and certified as a peer support member by the Alabama State Law Enforcement Agency (ALEA) to provide emotional and moral support to officers or communications operators after an incident in which they were acting within the scope of their employment or because of job-related stress (Ala. Code § 36-21-14).

Critical incident – An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

Critical Incident Stress Debriefing (CISD) – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

Peer support event – Any debriefing, defusing, or coaching session conducted by a certified peer support member that involves the emotional or moral support of an officer because of job-related stress or an incident in which the emergency responder was involved while acting in an official capacity (Ala. Code § 36-21-14).

1027.2 POLICY

It is the policy of the Calera Police Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1027.3 WELLNESS COORDINATOR

The Chief of Police should appoint a trained wellness coordinator. The coordinator should report directly to the Chief of Police or the authorized designee and should collaborate with advisers (e.g., City Clerk, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

Calera Police Department

Calera Police Department Policy Manual

Wellness Program

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
 - 1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
 - 2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.
- (b) Developing management and operational procedures for department peer support members, such as:
 - 1. Peer support member selection and retention.
 - 2. Training and applicable certification requirements.
 - 3. Deployment.
 - 4. Managing potential conflicts between peer support members and those seeking service.
 - 5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
 - 6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support, as appropriate.
- (c) Verifying members have reasonable access to peer support or licensed psychotherapist support.
- (d) Establishing procedures for CISDs, including:
 - 1. Defining the types of incidents that may initiate debriefings.
 - 2. Steps for organizing debriefings.
- (e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- (f) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
 - 1. Obtaining a written description of the program services.
 - 2. Providing for the methods to obtain program services.
 - 3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
 - 4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
 - 5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

Calera Police Department

Calera Police Department Policy Manual

Wellness Program

- (g) Assisting members who have become disabled with application for federal government benefits such as those offered through the Public Safety Officers' Benefits Program (34 USC § 10281 et seq.).
 - 1. The coordinator should work with appropriate Department liaisons to assist qualified members and survivors with benefits, wellness support, and counseling services, as applicable, when there has been a member death (see the Line-of-Duty Deaths Policy for additional guidance).

1027.4 DEPARTMENT PEER SUPPORT

1027.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of a department peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.

Only officers or chaplains shall be eligible to become certified peer support members (Ala. Code § 36-21-14).

1027.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of department peer support members include:

- (a) Providing pre- and post-critical incident support.
- (b) Presenting department members with periodic training on wellness topics, including but not limited to:
 - 1. Stress management.
 - 2. Suicide prevention.
 - 3. How to access support resources.
- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.
 - 1. Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support member's training.

1027.4.3 PEER SUPPORT MEMBER TRAINING

A department peer support member should complete department-approved training prior to being assigned.

Calera Police Department

Calera Police Department Policy Manual

Wellness Program

1027.4.4 CERTIFIED PEER SUPPORT MEMBER REQUIREMENTS

A certified peer support member providing moral or emotional support to an officer because of job-related stress or an incident that occurred within the officer's scope of employment shall meet the following requirements (Ala. Code § 36-21-14):

- (a) Complete training in critical stress management or peer support by a recognized training agency (e.g., International Critical Incident Stress Foundation, National Organization for Victim Assistance, American Red Cross, Regional Counterdrug Training Academy).
- (b) Certification from ALEA.
- (c) Designated in writing as a certified peer support member by the Chief of Police or the authorized designee.

Only one certified peer support member shall be assigned to any specific peer support session (Ala. Code § 36-21-14).

1027.5 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support members, and/or certified peer support members and those directly involved in the incident.

1027.6 PEER SUPPORT COMMUNICATIONS

Although the Department will honor the sensitivity of communications with peer support members, there is no legal privilege to such communications.

Communications between officers and certified peer support members are privileged unless an exception applies (Ala. Code § 36-21-14).

1027.7 PHYSICAL WELLNESS PROGRAM

The coordinator is responsible for establishing guidelines for any on-duty physical wellness program, including the following:

- (a) Voluntary participation by members
- (b) Allowable physical fitness activities
- (c) Permitted times and locations for physical fitness activities
- (d) Acceptable use of department-provided physical fitness facilities and equipment

Calera Police Department

Calera Police Department Policy Manual

Wellness Program

- (e) Individual health screening and fitness assessment
- (f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting
- (g) Standards for fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)
- (i) Ongoing support and evaluation

1027.8 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the department's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Chief of Police for review and consideration of updates to improve program effectiveness.

1027.9 TRAINING

The coordinator or the authorized designee should collaborate with the Administration Sergeant to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.

Calera Police Department

Calera Police Department Policy Manual

Wellness Program

- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Administration Sergeant as appropriate for inclusion in training records.

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2025-26

**STATE OF ALABAMA acting by and through the ALABAMA DEPARTMENT
OF TRANSPORTATION: AGREEMENT FOR THE INSTALLATION AND/OR
OPERATION AND/OR MAINTENANCE OF TRAFFIC CONTROL SIGNALS
AND/OR ROADWAY LIGHTING AND CITY OF CALERA, CALERA, ALABAMA**

**BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF CALERA,
ALABAMA**

WHEREAS, the Council hereby agrees to authorize the Mayor to sign the Agreement with State of Alabama, Alabama Department of Transportation Agreement for the Installation and/or Operation and/or Maintenance of Traffic Control Signals and/or Roadway Lighting. Said contract listed below.

For Official Use Only: ALDOT Agreement Number: _____

Region Tracking Number: N/A Project Number: N/A

Region: ECR- BIRMINGHAM County: SHELBY

**STATE OF ALABAMA acting by and through the
ALABAMA DEPARTMENT OF TRANSPORTATION: AGREEMENT for the
INSTALLATION and/or OPERATION and/or MAINTENANCE OF TRAFFIC CONTROL SIGNALS and/or
ROADWAY LIGHTING**

This Agreement, in accordance with resolution number N/A dated (or minutes dated) N/A attached hereto and made part of this Agreement, is made and entered into by and between the Alabama Department of Transportation (herein referred to as STATE) and the CITY OF CALERA (herein referred to as MAINTAINING AGENCY) for the accomplishment of the following work as hereinafter indicated by the alphabetic letter of "X" marked in the check-boxes below, to wit:

	(A) New Installation	(B) Equipment Upgrade	(C) Complete Removal	(D) Operation	(E) Maintenance
Traffic Control Signal:	☐	☐	☐	☐	☐
Intersection Flashing Signal/Beacon:	☐	☐	☐	☐	☐
Roadway Lighting:	☐	☒	☐	☒	☒
Other: _____	☐	☐	☐	☐	☐

The accomplishment of the work indicated by the alphabetic letter of "X" marked in the check-box(es) above and hereinafter signified by the use of the corresponding alphabetic letter A, B, C, D, and/or E as applicable, will be at the following location(s): {Example: AL-3/US-31 @ Main Street [A, D, & E] denotes the installation, operation, and maintenance of the equipment installed} **NOTE** – if more space is needed, please use continuation sheets.

AL-3, AL-25, AL-70 (B, D, E)

- For the purposes of this Agreement, "equipment and/or associated hardware" shall refer to the equipment and/or associated hardware used to install, upgrade, maintain, and/or operate traffic control signals, intersection flashing signals/beacons, roadway lighting, and/or other as specified in the chart above.
- In the event the work to be accomplished above is identified by (A) and/or (B), the ☐ STATE ☒ MAINTAINING AGENCY will furnish and the ☐ STATE ☒ MAINTAINING AGENCY will install the equipment and/or associated

hardware utilized in the accomplishment of the work. In the event the STATE contributes funds to the work and the MAINTAINING AGENCY will be credited or debited for under-runs or overruns respectively, the "*Exhibit O*" is attached to and made part of this Agreement.

3. The equipment and/or associated hardware shall be installed in accordance with the applicable portions of the:
 - A. Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), current ALDOT approved edition.
 - B. State of Alabama Project Details and Special and Standard Highway Drawings, current year version.
 - C. National Electrical Code, current edition.
 - D. Alabama Department of Transportation (ALDOT) Standard Specifications for Highway Construction, current edition and applicable special provisions.
 - E. Code of Alabama, 1975 (as Amended) with specific reference to:
 - (1) §23-1-113, Municipal Connecting Link Roads – Stipulations and Conditions [specifically sub-paragraphs (6) and (7)].
 - (2) §32-5A-32, Traffic – Control signal legend.
 - (3) §32-5A-33, Pedestrian – Control signals.
 - (4) §32-5A-34, Flashing signals.
 - (5) §32-5A-35, Lane – Direction – Control signals.
4. The STATE shall determine the quantity of the equipment and/or associated hardware to be utilized in the accomplishment of the work identified by (A) and/or (B) above. In the event the MAINTAINING AGENCY furnishes the equipment and/or associated hardware to be utilized in the accomplishment of the work identified by (A) and/or (B) above, the MAINTAINING AGENCY shall ascertain that the type and quality of the equipment and/or associated hardware is in accordance with the STATE's Materials, Sources, and Devices with Special Acceptance Requirements (APL) as maintained by the STATE's Bureau of Materials and Tests.
5. It is the sole responsibility of the MAINTAINING AGENCY to locate and/or relocate any and all utilities in conflict with the installation, upgrade, and/or maintenance of equipment and associated hardware prior to commencing work to install, upgrade, and/or maintain equipment and associated hardware. The MAINTAINING AGENCY will locate and/or relocate such utilities in accordance with all applicable Federal and State laws, regulations, and procedures. Associated utility costs will be at the sole expense of the MAINTAINING AGENCY. In the event utilities are damaged during the installation, upgrade, and/or maintenance of equipment and associated hardware due to failure of the MAINTAINING AGENCY to relocate and/or relocate such utilities, the MAINTAINING AGENCY shall be responsible for providing the funding to pay for any and all associated costs to repair the utilities.
6. Title to any and all equipment and/or associated hardware furnished by the STATE shall remain in the STATE and the STATE is deemed to be the sole owner of such equipment and/or hardware.
7. The equipment and/or associated hardware shall be operated and maintained at the sole expense of the MAINTAINING AGENCY. The MAINTAINING AGENCY agrees to provide electrical energy on a continuing basis as required, beginning at the time of the initial electrical service connection during the construction of the system. The MAINTAINING AGENCY agrees further to maintain the equipment and/or associated hardware in a good state of repair at all times, as required in

accordance with the applicable documents: Manual on Uniform Traffic Control Devices for Streets and Highways and the Alabama Department of Transportation Standard Specifications for Highway Construction and applicable special provisions. Any traffic control signal equipment and/or associated hardware must also be maintained in accordance with any traffic signal operating plan of the STATE which is in effect at the applicable time of the maintenance. If a malfunction of the equipment and/or associated hardware should ever occur, the MAINTAINING AGENCY shall make or cause to be made any repairs immediately. If a malfunction presents a potential hazard to the motoring public and the MAINTAINING AGENCY is unable to repair the equipment and/or associated hardware in a timely manner as determined by the STATE, the MAINTAINING AGENCY agrees that the STATE reserves the right to and may repair the equipment and/or associated hardware, and invoice the MAINTAINING AGENCY for all costs incurred. The MAINTAINING AGENCY agrees to pay the STATE all such costs incurred by the STATE promptly upon receipt of the invoice from the STATE.

- 7a. In instances where ALDOT maintains a fiber-optic trunk line that is used in conjunction with a closed-loop signal system, the MAINTAINING AGENCY shall maintain the fiber-optic cable from the splice point in the trunk line out to the traffic control equipment.
- 8a. Installation requests made by the MAINTAINING AGENCY and identified on page one as "(A) New Installation" with "Traffic Control Signal" marked must follow the Traffic Signal Warrant and Justification procedure as identified in the Alabama Department of Transportation Traffic Signal Design Guide and Timing Manual, latest edition. For any warrant study/analysis which does not satisfy a traffic signal warrant or warrants, the MAINTAINING AGENCY agrees to accept any and all responsibility for any damage or injury that may be caused by or related to the installation, location, operation, sequencing, and/or maintenance of the equipment and/or associated hardware and shall defend, indemnify, and hold harmless the State of Alabama, the Alabama Department of Transportation, and its agents, servants, employees, in their official or individual capacities and/or facilities from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the installation, operation, and maintenance of the equipment and/or associated hardware, or any claim, damage, loss, or expense to the person or property caused. A copy of the warrant study/analysis shall be attached to and made part of this Agreement.
- 8b. Check one:

The ☒ CITY (Incorporated Municipality)

Subject to the limitations on damages applicable to municipal corporations under Alabama Code § 11-47-190(1975), the CITY shall indemnify and hold harmless the State of Alabama, the Alabama Department of Transportation, its officers, officials, agents, servants, and employees from and against (1) claims, damages, losses, and expenses, including but not limited to attorney's fees arising out of, connected with, resulting from, or related to the work performed by the CITY, or its officers, employees, contracts, agents or assigns (2) the provision of any services or expenditure of funds required, authorized, or undertaken by the CITY pursuant to the terms of this Agreement, or (3) any damage, loss, expense, bodily injury, or death, or injury or destruction or tangible property (other than the work itself), including loss of use therefrom, and including but not limited

to attorney's fees, caused by the willful, negligent, careless, or unskillful acts of the CITY, its agents, servants, representatives, or employees, or the misuse, misappropriation, misapplication, or misexpenditure of any source of funding, compensation, or reimbursement by the CITY, its agents, servants, representatives, or employees, or anyone for whose acts the CITY may be liable.

The ☐ COUNTY (County Government or Agency)

The COUNTY shall be responsible at all times for all of the work performed under this agreement and, as provided in Alabama Code § 11-93-2(1975), the COUNTY shall indemnify and hold harmless the State of Alabama, the Alabama Department of Transportation, its officers, officials, agents, servants, and employees.

For all claims not subject to Alabama Code § 11-93-2(1975), the COUNTY shall indemnify and hold harmless the State of Alabama, the Alabama Department of Transportation, its officers, officials, agents, servants, and employees from and against any and all damages, claims, loss, liabilities, attorney's fees or expense whatsoever, or any amount paid in compromise thereof arising out of, connected with, or related to (1) work performed under this Agreement, (2) the provision of any services or expenditure of funds required, authorized, or undertaken by the COUNTY pursuant to the terms of this Agreement, or (3) misuse, misappropriation, misapplication, or misexpenditure of any source of funding, compensation or reimbursement by the COUNTY, its officers, officials, agents, servants, and employees.

The term "hold harmless" includes the obligation of the MAINTAINING AGENCY to pay damages on behalf of the State of Alabama, the Alabama Department of Transportation, and its agents, servants, and/or employees.

Complete removal of the equipment and/or associated hardware, hereinabove identified by (C), will be at the sole expense of the ☐ STATE ☐ MAINTAINING AGENCY.

- J. The STATE reserves the right to demand the removal of the equipment and/or associated hardware should the STATE determine that the signal is no longer required or deem its condition or operation hazardous. Further, the STATE shall have the right to remove the equipment and/or associated hardware should the MAINTAINING AGENCY fail to do so upon demand by the STATE. The MAINTAINING AGENCY agrees to reimburse the STATE for its costs associated with the removal. Any equipment and/or associated hardware which is deemed by the STATE to be non-uniform or obsolete will be removed and disposed of by the MAINTAINING AGENCY. None of the non-uniform or obsolete equipment and/or associated hardware which has been removed shall be reused on the STATE highway system.
- K. If future traffic conditions require changes and/or adjustments to said equipment and/or associated hardware (other than ordinary timing), the MAINTAINING AGENCY shall obtain the approval of the STATE before such changes are implemented and the STATE shall make a determination on whether a new Agreement is required to be submitted for the UPGRADING, OPERATION, and MAINTENANCE of the new equipment and/or associated hardware. All such changes shall be at the sole cost and expense of the MAINTAINING AGENCY.

12. At such time as a warrant study is conducted on an existing signalized intersection and the results differ from the previous warrant study conducted at that signalized intersection, a new Agreement for Installation and/or Operation and/or Maintenance of Traffic Control Signals and/or Roadway Lighting shall be executed with the MAINTAINING AGENCY.

13. In the event Federal funds are utilized in the accomplishment of the work hereinbefore described, "**Exhibit M**" is attached to and made a part of this Agreement.

14. FUNDS SHALL NOT BE CONSTITUTED AS A DEBT

It is agreed that the terms and commitments contained herein shall not be construed as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this Agreement shall contravene any statute or Constitutional Provision or Amendment, then the conflicting provision in this Agreement shall be deemed null and void.

For any and all disputes arising under the terms of this Agreement, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Attorney General's Office of Administrative Hearings or where appropriate, private mediators.

15. The type and number of signal & pedestrian heads per intersection or roadway lighting hardware are as follows: {Example: 5 – 3 sec, 12", red ball, yellow/green left arrow. OPTION: If plans are available to convey information below, just enter "SEE ATTACHED PLANS".} **NOTE – If more space is needed, please use continuation sheets.**

N/A

TYPE OF SIGNAL		CONTROLLER	
☐ Traffic Control	☐ Pedestrian Control	Make:	Model #:
☐ Flashing	☐ Lane Control	☐ Fixed Time	☐ Two Phase
☐ School Flasher	☐ Railroad Crossing	☐ Semi Actuated	☐ Four Phase
☐ Other: _____		☐ Full Actuated	☐ Eight Phase
_____		☐ Other: _____	

		SYSTEM ☐ YES ☐ NO	

16. In the event the work to be accomplished is identified by (A), (B), and/or (C) and [1] in part or wholly constitutes an interconnected, coordinated, fixed time relationship, signal control operation between two or more intersections (herein referred to as a SYSTEM and hereinabove indicated by the SYSTEM check-box for YES marked in the controller box above), [2] is located within the limits of a SYSTEM, or [3] is within close proximity as to adjoin a SYSTEM, the ☐ STATE ☐ MAINTAINING AGENCY shall substantiate the work identified by (A), (B), and/or (C) to be SYSTEM compatible.
17. By entering into this agreement, the MAINTAINING AGENCY is not an agent of the State, its officers, employees, agents or assigns. The MAINTAINING AGENCY is an independent entity from the State and nothing in this agreement creates an agency relationship between the parties.
18. By signing this contract, the contracting parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by those officers, officials, and persons thereunto duly authorized, and the Agreement is deemed to be dated and to be effective on the date stated hereinafter as the date of the approval of the Region Engineer.

(Seal of MAINTAINING AGENCY)

	Legal Name of MAINTAINING AGENCY
Attest:	By:
(Seal or notary signature)	Authorized Signature for MAINTAINING AGENCY

Agreement Recommended for approval:

By:

Area Traffic Engineer Signature

STATE OF ALABAMA acting by and through the ALABAMA DEPARTMENT OF TRANSPORTATION

The within and foregoing Agreement is hereby approved on this day of , 20 .

APPROVED:	RECORDED:
By:	By:
Region Engineer Signature	State Traffic Engineer Signature
	Date:
	(Added to Archive)

Council Member _____ moved that Resolution No. R-2025-26 be adopted. Council Member _____ seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Watts, Morgan, Graham, Cost, Byers, Turner

NAYS: None

Mayor Graham declared Resolution No. R-2025-26 adopted.

Adopted this the 21st of April 2025.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION



Confirmation Number: 20250411142650785

Type License: 140 - SPECIAL EVENTS RETAIL

State: \$150.00 **County:** \$150.00

Type License:

State: **County:**

Trade Name: FIRST FRIDAY FESTIVAL SERIES

Filing Fee: \$50.00

Applicant: MAMA COCO CANTINA LLC

Transfer Fee:

Location Address: 1120 17TH AVENUE CALERA, AL 35040

Mailing Address: 8176 HIGHWAY 31 CALERA, AL 35040

County: SHELBY **Tobacco sales:** NO

Tobacco Vending Machines:

Product Type:

Type Ownership: LLC

Book, Page, or Document info: 777-204

Do you sell Draft Beer?:

Date Incorporated: 10/13/2020 **State incorporated:** AL

County Incorporated:

Date of Authority:

Federal Tax ID: 85-3369259

Alabama State Sales Tax ID: R010853614

Name:	Title:	Date and Place of Birth:	Residence Address:
JORGE IVAN SANCHEZ-PERALTA 8659678 - AL	PARTNER	07/11/1993 MEXICO	1937 POPLAR DR SW CULLMAN, AL 35056
JULIO CESAR LAZARO-PERALTA 8960233 - AL	PARTNER	06/12/1981 MEXICO	1853 ARBORETUM CIR VESTAVIA HILLS, AL 35216

Has applicant complied with financial responsibility ABC RR 20-X-5-.14? YES

Does ABC have any actions pending against the current licensee? NO

Has anyone, including manager or applicant, had a Federal/State permit or license suspended or revoked? NO

Has a liquor, wine, malt or brewed license for these premises ever been denied, suspended, or revoked? NO

Are the applicant(s) named above, the only person(s), in any manner interested in the business sought to be licensed? YES

Are any of the applicants, whether individual, member of a partnership or association, or officers and directors of a corporation itself, in any manner monetarily interested, either directly or indirectly, in the profits of any other class of business regulated under authority of this act? NO

Does applicant own or control, directly or indirectly, hold lien against any real or personal property which is rented, leased or used in the conduct of business by the holder of any vinous, malt or brewed beverage, or distilled liquors permit or license issued under authority of this act? NO

Is applicant receiving, either directly or indirectly, any loan, credit, money, or the equivalent thereof from or through a subsidiary or affiliate or other licensee, or from any firm, association or corporation operating under or regulated by the authority of this act? NO

Contact Person: JULIO LAZARO PERLTA

Home Phone: 205-604-3710

Business Phone: 205-604-3710

Cell Phone:

Fax:

E-mail: JULIOLAZARO@ICLOUD.COM

PREVIOUS LICENSE INFORMATION:

Previous License Number(s)

Trade Name:

License 1:

Applicant:

License 2:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20250411142650785



If applicant is leasing the property, is a copy of the lease agreement attached? **YES**
Name of Property owner/lessor and phone number: **CALERA MAIN STREET INC 205-690-0069**
What is lessors primary business? **OWNER**
Is lessor involved in any way with the alcoholic beverage business? **NO**
Is there any further interest, or connection with, the licensee's business by the lessor? **NO**

Does the premise have a fully equipped kitchen? **NO**
Is the business used to habitually and principally provide food to the public? **YES**
Does the establishment have restroom facilities? **YES**
Is the premise equipped with services and facilities for on premises consumption of alcoholic beverages? **NO**

Will the business be operated primarily as a package store? **NO**
Building Dimensions Square Footage: **1800** Display Square Footage:
Building seating capacity: **0** Does Licensed premises include a patio area? **NO**
License Structure: **ONE STORY** License covers: **PORTION OF**
Number of licenses in the vicinity: Nearest:
Nearest school: Nearest church: Nearest residence: **0 blocks**
Location is within: **CITY LIMITS** Police protection: **CITY**

Has any person(s) with any interest, including manager, whether as sole applicant, officer, member, or partner been charged (whether convicted or not) of any law violation(s)? **YES**

Name:	Violation & Date:	Arresting Agency:	Disposition:
JULIO CESAR LAZARO-PERALTA	DUI; LIQUOR POSSESS.; RESSPASSING 04/04/2009	CULLMAN COUNTY SHERIFF	FINES, ARREST OVER TEN YEARS OLD



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20250411142650785



Initial each

JP

In reference to law violations, I attest to the truthfulness of the responses given within the application.

JP

In reference to the Lease/property ownership, I attest to the truthfulness of the responses given within the application.

JP

In reference to ACT No. 80-529, I understand that if my application is denied or discontinued, I will not be refunded the filing fee required by this application.

JP

In reference to Special Retail or Special Events retail license, Wine Festival and Wine Festival Participant Licenses, and Food or Beverage Truck Licenses, I agree to comply with all applicable laws and regulations concerning this class of license, and to observe the special terms and conditions as indicated within the application.

JP

In reference to the Club Application information, I attest to the truthfulness of the responses given within the application.

JP

In reference to the transfer of license/location, I attest to the truthfulness of the information listed on the attached transfer agreement.

JP

In accordance with Alabama Rules & Regulations 20-X-5-.01(4), any social security number disclosed under this regulation shall be used for the purpose of investigation or verification by the ABC Board and shall not be a matter of public record.

JP

The undersigned agree, if a license is issued as herein applied for, to comply at all times with and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as appears in Code of Alabama, Title 28, and all laws of the State of Alabama relative to the handling of alcoholic beverages.

The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the board relative to all alcoholic beverages received in this State. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County or Municipality in which the license premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him or her in connection with said licensed premises. The undersigned hereby understands that he or she violate any provisions of the aforementioned laws his or her license shall be subject to revocation and no license can be again issued to said licensee for a period of one year. The undersigned further understands and agrees that no changes in the manner of operation and no deletion or discontinuance of any services or facilities as described in this application will be allowed without written approval of the proper governing body and the Alabama Alcoholic Beverage Control Board.

JP

I hereby swear and affirm that I have read the application and all statements therein and facts set forth are true and correct, and that the applicant is the only person interested in the business for which the license is required.

Applicant Name (print):

Mio Lazaro Peralta

Signature of Applicant:

[Handwritten Signature]

Notary Name (print):

Amy Casas Flores

Notary Signature:

[Handwritten Signature]

Commission expires: DEC 08 2025

Application Taken:

App. Inv. Completed:

Forwarded to District Office:

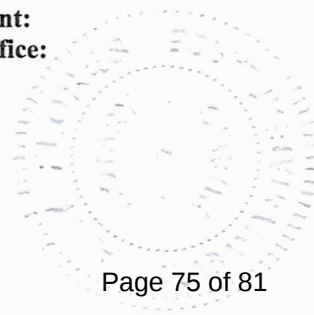
Submitted to Local Government:

Received from Local Government:

Received in District Office:

Reviewed by Supervisor:

Forwarded to Central Office:





STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION



Confirmation Number: 20250411142650785

Private Clubs / Special Retail / Special Events / Wine Festival or Wine Festival
Participants licenses ONLY

Private Club

Does the club charge and collect dues from elected members?

Number of paid up members:

Are meetings regularly held?

How often?

Is business conducted through officers regularly elected?

Are members admitted by written application, investigation, and ballot?

Has Agent verified membership applications for each member listed?

Has at least 10% of members listed been confirmed and highlighted?

Agent's Initials:

For what purpose is the club organized?

Does the property used, as well as the advantages, belong to all the members?

Do the operations of the club benefit any individual member(s), officer(s), director(s), agent(s), or employee(s) of the club rather than to benefit of the entire membership?

Special Retail

Is it for 30 days or less?

More than 30 days?

Franchisee or Concessionaire of above?

Other valid responsible organization:

Explanation:

Special Events / Special Retail (7 days or less)

Starting Date: 05/02/2025 Ending Date: 05/03/2025

Special terms and conditions for special event/special retail:

**TWO DAY EVENT, NOT TO BE RENEWED, ONLY FOR SPECIFIED
AREA/PREMISES.**

Wine Festival / Wine Festival Participant licenses (5 Days or Less)

Starting Date: Ending Date:

Special terms and conditions for special event/special retail:

Other Explanations

Receipt Confirmation Page

Receipt Confirmation Number: **20250411142650785**
Application Payment Confirmation Number: 108459832

Payment Summary	
Payment Item	Fee
Application Fee for License 140	\$50.00
Total Amount to be Charged	\$50.00

License Payment Confirmation Number:

Payment Summary			
Payment Item	County Fee	State Fee	Total Fee
140 - SPECIAL EVENTS RETAIL	\$150.00	\$150.00	\$300.00
			\$0.00
Total Amount to be Charged	\$150.00	\$150.00	\$300.00

Application Type

Application Type: APPLICATION

Applicant Information

License Type 1: 140 - SPECIAL EVENTS RETAIL

License Type 2:

License County: SHELBY

Business Type: LLC

Trade Name: **FIRST FRIDAY FESTIVAL SERIES**

Applicant Name: **MAMA COCO CANTINA LLC**

Location Address: 1120 17TH AVENUE
CALERA, AL 35040

Mailing Address: 8176 HIGHWAY 31
CALERA , AL 35040

Contact Person: JULIO LAZARO PERLTA

Contact Home Phone: 205-604-3710

Contact Business Phone: 205-604-3710

Contact Fax:

Contact Cell Phone:

Contact Email Address:

Contact Web Address:

Contact Relationship to Applicant: PARTNER



DRIVER LICENSE

ALABAMA



NO. 8960233 CLASS D
D.O.B. 06-12-1981 EXP 05-20-2028

JULIO CESAR
LAZARO PERALTA

1853 ARBORETUM CIR APT C
VESTAVIA HILLS AL 35216-3132

ENDORSEMENTS

ISS 02-19-2025

REST

SEX M

HT 5-11

EYES BRO

WT 207

HAIR BLK

Secretary Hai Taylor
Secretary of Law Enforcement



CALERA
Alabama



**MUNICIPAL COURT
AMNESTY
DAYS**

SATURDAY, APRIL 12 8:00 AM – NOON
SATURDAY, APRIL 26 1:00 PM – 5 PM

Do you believe that the City of Calera has a warrant for your arrest? Have you forgotten to go to court after receiving a ticket, or failed to pay off your balances? During April, Calera Municipal Court is offering AMNESTY for anyone with an outstanding alias or FTA warrant through Calera Municipal Court Office on the days listed above to clear the warrant & any warrant fees associated with the outstanding warrant will be waived.

Questions?

Call 205.668.3841 or 205.668.3801



CALERA
Alabama



**MUNICIPAL COURT
AMNESTY
DAYS**

SATURDAY, APRIL 12 8:00 AM – NOON
SATURDAY, APRIL 26 1:00 PM – 5 PM

Do you believe that the City of Calera has a warrant for your arrest? Have you forgotten to go to court after receiving a ticket, or failed to pay off your balances? During April, Calera Municipal Court is offering AMNESTY for anyone with an outstanding alias or FTA warrant through Calera Municipal Court Office on the days listed above to clear the warrant & any warrant fees associated with the outstanding warrant will be waived.

Questions?

Call 205.668.3841 or 205.668.3801

From: [James Fuller](#)
To: [Connie Payton](#)
Cc: [David Hyche](#); [Jon Graham](#)
Subject: Agenda Request
Date: Monday, March 31, 2025 11:35:05 AM

Please add me on the next council agenda to discuss police video evidence storage. We will have to upgrade our current server or transition the fleet to Axon like the newer vehicles. I will discuss options along with pros and cons of both. I'm waiting on some finalized numbers before completing my presentation. Once I get that completed, I will send it to you for the packet.



James Fuller | Director of IT Services

a: 7901 Hwy 31 | Calera, AL 35040
e: jfuller@calera.org | **w:** www.cityofcalera.org
p: 205-668-3874

Request to be Added to Council Agenda

04/16/2025 4:48 PM (EDT)

Request to be Added to Council Agenda

REQUEST TO BE ADDED TO THE CITY COUNCIL AGENDA

Form must be completed no later than 5:00 p.m. on the Monday prior to the council meeting.

SPEAKING POLICY REQUIREMENTS

- 1. All individuals wishing to address the Council must complete the request form.
- 2. Verbal comments and interruptions from the floor will not be allowed.
- 3. Each speaker will be limited to five (5) minutes. For groups of individuals that wish to address the Council on the same topic, they will be limited to three (3) minutes per speaker. In cases where there are multiple speakers on the same topic, speakers are encouraged not to repeat the same information presented by previous speakers.

Date of Request	04/16/2025
Meeting Date	April 21, 2025
Speaker's Name	Jackie Batson
Speakers Address	10874 AL-25
City	Calera
State	Alabama
Zip Code	35040
Telephone #	4042684102
Email Address	jackie@downtowncalera.org
Briefly explain the topic or issue that you would like to discuss	Main Street