

**HENRY COUNTY COMMISSION
ROAD DEPARTMENT ORIENTATION
NOVEMBER, 2020**

State Law

1. Organization
 - a) District, Unit, Modified Unit
 - b) County Engineer
 - c) Assistant Engineer/Engineer Trainee
 - d) Salary Participation

2. Funding, Budget
 - a) Gasoline Fund, 7¢ Gas Tax, p. 35
 - b) RRR Gas Fund, 4¢, 2¢, 5¢, Motor Vehicle License Taxes/Tag Fees, p. 45
 - c) Road and Bridge Ad Valorem Tax, 4 mills, p. 41
 - d) Public Highway and Traffic, p. 42
 - e) Rebuild Alabama Act
 1. County Rebuild Alabama Funds (CRAF)
 2. Federal Aid Exchange Funds (FAEF)
 3. ATRIP II
 4. Annual Grant Program
 5. Reporting Requirements
 - f) Budget, RRR Transfers

3. County Commission – Road Department Powers and Duties, Alabama Code Section 23-1-80

Henry County Road Department

1. Maintenance Department
 - a) Paved Road Right-of-Way Maintenance
 - b) Pavement Maintenance
 - c) Bridges
 - d) Driveways
 - e) Dirt Road Maintenance
 - f) Miscellaneous

2. Engineering Department
 - a) Projects
 - b) Surveying
 - c) Road Maintenance and Bridge Inspections
 - d) Traffic Signs and Herbicide Spraying
 - e) Subdivision Development, Regulations/Inspections
 - f) Engineering for Road Maintenance Department
 - g) NFIP Administrator
 - h) E911 Representative
 - i) Record Keeping
 - j) Fuel Management for County Departments

3. Employee Flow Chart
4. After Hours/On-Call System
5. Disaster Management
6. Bid Laws: Materials, Public Works
7. Equipment Purchases, Fleet Management
8. Road Department “Issues”

9. C/D Landfill Operation
10. Management Philosophy: Commission, Commission Office, Employees
11. Long Range Vision