



**CITY OF FAIRHOPE**  
**CITY COUNCIL PACKET FOR PRESS**  
**DISCLAIMER**

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**IT IS SUBMITTED TO THE CITY COUNCIL FOR  
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FINAL AND/OR APPROVED  
MINUTES, RESOLUTIONS OR ORDINANCES.**

**CITY OF FAIRHOPE  
CITY COUNCIL WORK SESSION AGENDA**

**MONDAY, 28 NOVEMBER 2016 – 4:30 P.M. – DELCHAMPS ROOM**

1. Discussion of "Economic Impact of the Fairhope Airport"
2. Discussion of Job Positions: Operations Director and Economic & Community Development Director
3. HUD Grant Discussion
4. Committee Updates
5. Department Head Updates

**Next Regular Meeting Monday, December 12, 2016 Same Time and Place**

**CITY OF FAIRHOPE  
CITY COUNCIL AGENDA**

**MONDAY, 28 NOVEMBER 2016 - 6:00 P.M. - CITY COUNCIL CHAMBER**

**Invocation and Pledge of Allegiance**

1. Approve Minutes of 14 November 2016 Regular City Council Meeting, minutes of 14 November 2016 Work Session, and minutes of 14 November 2016 Agenda Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items
4. Council Comments
5. **Public Hearing** – Application for Lounge Liquor License by Daryl D. Wasp for Wasp Enterprise Incorporated d/b/a The Lionz Den, located at 17236 Greeno Road, Suite B, Fairhope, Alabama.
6. Resolution – That the City of Fairhope has voted to purchase (acquire) Microsoft Office 365 Business Premium and Microsoft Exchange Subscription Annual Licensing for the IT Department; and the type of licenses needed are on the National Cooperative Purchasing Alliance (NCPA) Buying Group Contract No. 01-65 and therefore does not have to be let out for bid. This has been nationally bid through the NCPA’s bid process. The cost will be \$35,800.80.
7. Resolution – To Reject all Bids for Shuttle Service for Downtown Fairhope Parking Garage for the City due to only one bid received (Bid No. 004-017).
8. Resolution – That the City of Fairhope hereby terminates the one year contract titled City Sketches Printing 2015, Bid No. 001-15, with Bay Graphics, Inc. d/b/a Nall Printing.
9. Resolution – To Authorize a One-Time Pay Increase for City Employees.
10. Resolution – That the City of Fairhope adopts and approves the Public Right-of-Way Accessibility Transition Plan - 2016.
11. Resolution – That the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved by Adding Job Positions; and the Job Descriptions and Grade of Pay for same.
12. Reappointment – Tree Committee
13. Pedestrian and Bicycle Committee – Appoint Council Liaison

14. Public Participation
15. Adjourn

**City Council Work Session - 4:30 p.m.  
on Monday, November 28, 2016 – Delchamps Room**

**City Council Agenda Meeting - 5:30 p.m.  
on Monday, November 28, 2016 – Delchamps Room**

**Next Regular Meeting - Monday, December 12, 2016 - Same Time and Place**

STATE OF ALABAMA            )  
  :  
COUNTY OF BALDWIN        )

The City Council, City of Fairhope, met in regular session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 14 November 2016.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson, Jimmy Conyers, Robert Brown, and Kevin Boone, Mayor Karin Wilson, City Attorney Marion E. Wynne, and City Clerk Lisa A. Hanks.

There being a quorum present, Council President Burrell called the meeting to order. The invocation was given by Reverend Tim Clark, Worship Pastor of Celebration Church, and the Pledge of Allegiance was recited. Councilmember Boone moved to approve minutes of the 24 October 2016, regular meeting; minutes of the 24 October 2016, work session; minutes of the 24 October 2016, agenda meeting; and minutes of the 07 November 2016, organizational meeting. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

Mayor Wilson addressed the City Council and said she appreciates the opportunity to speak to the City Council and our citizens. She stated it is something she looks forward to as we start together our work in Fairhope. Mayor Wilson said she recognizes that the Council and Mayor's offices are two separate and equal branches of government that must work together to fulfill our oath to the City of Fairhope. She said we work under a Code of Ordinances that can be confusing and sometimes contradictory. She also stated we have a bright future; and look forward to working with each of you over the next four years.

Mayor Wilson addressed the City Council and recognized Cori Yonge for all of her work and dedication for the Fairhope Education Enrichment Foundation. Mayor Wilson presented Ms. Yonge with a Certificate of Achievement with the following:

In special recognition of Cori Yonge for her service to the Fairhope Community as Executive Director of the Fairhope Education Enrichment Foundation (FEEF) over the past five years. Through FEEF, Cori, has provided quality performances to Fairhope students through Phantasy of the Arts, youth enrichment programs, classroom productions, and the Alabama Shakespeare company's performance at the Black Box Theatre at Fairhope High School.

Under Cori's leadership FEEF's primary fundraiser, Phantasy of the Arts, has increased earnings by over 65%, and she led increased revenues for the Mayor's Golf Tournament by 25%, all while growing a dedicated fund to FEEF provided by the Peter and Marty Wiese Foundation. Cori, also served as a contact through the various community education outreach forums such as the Education Advisory Committee (EAC), the Baldwin County Education Coalition, and the Baldwin County Community Education Task Force.

14 November 2016

Cori and her husband Lynn are longtime residents of Fairhope. They have two daughters who graduated from Fairhope public schools and are now students at the University of Alabama. Cori, feels a strong responsibility to allow children of ALL means the opportunities a good education can provide. As Executive Director of FEEF, Cori's biggest joys have been seeing students take pleasure and capitalize on the enrichment activities FEEF has made possible.

On behalf of the City of Fairhope, we are pleased to commend, Cori Yonge, Executive Director of FEEF on her efforts in helping the young people of this community and kindly extend this certificate of appreciation.

Jennifer Fidler, Public Works Director, and Joanne Hogan addressed the City Council regarding their trip to Communities in Bloom which was held in Canada. Ms. Fidler mentioned the Flag Exchange Ceremony that was held; and said we exchanged flags with Province of Saskatchewan which was presented to Mayor Wilson and the City of Fairhope. Ms. Fidler explained the competition and commented the City of Fairhope received 5 Bloom Silver with 87.25 total points. She said this was within two points of winning the overall competition for Year-Round Floral displays; one for every season. Ms. Fidler said the City of Fairhope is now recognized internationally.

Councilmember Robinson addressed the City Council and said this was the first time we have sat together as newly elected officials. Councilmember Robinson said he is looking forward to working together; and commented this is a good group who will be fair and respectful of each other.

Councilmember Conyers addressed the City Council and said his family appreciates the support from the Mayor, Councilmembers, and citizens following the tragic loss of his brother-in-law. Councilmember Conyers said he is very glad to be here tonight.

Councilmember Brown addressed the City Council and stated he was looking forward to working with everyone. He also stated he is looking forward to the Holiday Season.

Councilmember Boone addressed the City Council and reminded everyone of the "Lighting of the Trees" scheduled for Thursday evening; and said this is a wonderful event.

Councilmember Burrell addressed the City Council and recognized all of the scouts in attendance from Pack 47 which the Fairhope Cub Scout Pack: Scout Master Sean Sullivan, Ian Sullivan, Michael Brantley, Spencer Davis, James Sudduth, Brayden French, Gabe Hunter, David Kenny, Sam Curran, Ian Patton, Dominick Clark, and Nathan Franklin. The Den had one question for the City Council: "What is the biggest challenge facing our community?" Councilmember Robinson was chosen to answer this question and replied "the attendance of Lighting of the Trees."

14 November 2016

Cub Scout Gabe Hunter assisted Council President Burrell by inviting Nancy Anderson, Chair of the Recycling Committee, to the podium to give an update on America Recycles Day Art Project Contest. Ms. Anderson addressed the City Council and announced America Recycles Day is scheduled for tomorrow at 451 Pecan Avenue. She announced the winners for the America Recycles Day Art Project Contest winners: Bryce Boothe won first place for the Fairhope Intermediate School and Brooklyn Norris won first place for J. Larry Newton School.

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council approves the selection of Matthew C. McDonald with Jones Walker, LLP for Professional Legal Services for review of Pending Litigation; and authorizes Mayor Karin Wilson to negotiate a fee schedule between the City of Fairhope and Matthew C. McDonald. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

**RESOLUTION NO. 2614-16**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** that the City Council approves the selection of Matthew C. McDonald with Jones Walker, LLP for Professional Legal Services for review of Pending Litigation; and authorizes Mayor Karin Wilson to negotiate a fee schedule between the City of Fairhope and Matthew C. McDonald.

DULY ADOPTED THIS 14TH DAY OF NOVEMBER, 2016

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Karin Wilson, Mayor

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Karin Wilson is hereby authorized to execute Change Order No. 1 to Project No. PW013-16, Emergency Repairs Civic Center Brick Collapse, with a deduction from the contract in the amount of \$4,550.00, and award the Change Order to Youngblood-Barrett Construction & Engineering. The scope of work will be modified to exclude painting over the brick finish which resulted in a monetary deduction change to the Contract. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

14 November 2016

**RESOLUTION NO. 2615-16**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, That Mayor Karin Wilson is hereby authorized to execute Change Order No. 1 to Project No. PW013-16, Emergency Repairs Civic Center Brick Collapse, with a deduction from the contract in the amount of \$4,550.00, and award the Change Order to Youngblood-Barrett Construction & Engineering. The scope of work will be modified to exclude painting over the brick finish which resulted in a monetary deduction change to the Contract.

Adopted on this 14th day of November, 2016

\_\_\_\_\_  
Karin Wilson, Mayor

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution extending the Budget for the fiscal year through December 22, 2016 to allow invoices and expenditures to continue as needed. Seconded by Councilmember Robinson, motion passed unanimously by voice vote. Council President Burrell commented that we should have Mayor Wilson's recommendations real soon.

**RESOLUTION NO. 2616-16**

**WHEREAS**, the newly elected City Council officially took office on November 7, 2016; and

**WHEREAS**, the Budget for the fiscal year ending September 30, 2017 has not been adopted by the incumbent City Council; and

**WHEREAS**, Resolution No. 2593-16 was adopted on October 10, 2016 to allow invoices and expenditures to continue as needed through November 15, 2016; and

**WHEREAS**, the City invoices need to continue being paid on a weekly basis, in order to take advantage of any available discounts, and to more nearly match the outflow of cash to the receipt of revenue from the three utility billing cycles.

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14 November 2016

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE,** that the Budget for the fiscal year ending September 30, 2016 be extended through December 22, 2016 to allow the invoices and expenditures to continue as needed.

Adopted on this 14th day of November 2016

\_\_\_\_\_  
Karin Wilson, Mayor

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution That the City of Fairhope has voted to purchase Kronos Timekeeping System Maintenance Annual Renewal for December 2016 to December 2017 for the IT Department; and the type of maintenance renewal needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid. The cost will be \$16,982.34. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 2617-16**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** as follows:

[1] That the City of Fairhope has voted to purchase Kronos Timekeeping System Maintenance Annual Renewal for December 2016 to December 2017 for the IT Department; and the type of maintenance renewal needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid. The cost will be \$16,982.34.

Adopted on this 14th day of November, 2016

\_\_\_\_\_  
Karin Wilson, Mayor

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

14 November 2016

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby approves and authorizes Mayor Karin Wilson to execute the attached Resolution for the State of Alabama, acting by and through the Alabama Department of Transportation regarding the construction and maintenance items for Project No. STPOA-0042 (529) for adaptive signal installation along SR-42 (US-98) in Baldwin County (28 intersections). The Alabama Department of Transportation is now or may later be desirous of receiving Federal Aid for improvement of said highway. The traffic signal layouts, diagrams and typical sections as submitted to the City are now on file in the office of the City Clerk. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

**RESOLUTION NO. 2618-16**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** that the City Council hereby approves and authorizes Mayor Karin Wilson to execute the attached Resolution for the State of Alabama, acting by and through the Alabama Department of Transportation regarding the construction and maintenance items for Project No. STPOA-0042 (529) for adaptive signal installation along SR-42 (US-98) in Baldwin County (28 intersections). The Alabama Department of Transportation is now or may later be desirous of receiving Federal Aid for improvement of said highway. The traffic signal layouts, diagrams and typical sections as submitted to the City are now on file in the office of the City Clerk.

Adopted and Approved this 14th day of November, 2016

\_\_\_\_\_  
Karin Wilson, Mayor

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby authorizes Mayor Karin Wilson to pay off the Utilities Revenue Warrants, Series 2009, in the principal amount of \$510,000.00. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

14 November 2016

**RESOLUTION NO. 2619-16**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE**, that the City Council of the City of Fairhope, Alabama, that the City's Utilities Revenue Warrants, Series 2009, dated April 2, 2009, are hereby called for redemption and payment on December 1, 2016, and, in connection with the said redemption, the City Council hereby finds and declares the City is not in default under its Trust Indenture to Regions Bank, dated as of November 1, 1996, as amended from time to time, pursuant to which the said warrants were issued; further, be it resolved by the City Council that the trustee under the said Trust Indenture is hereby authorized to give not less than ten (10) days prior written notice of such redemption, which redemption shall be at a redemption price equal to the par amount being redeemed (that is, \$390,000.00) plus accrued interest (if any) to the date fixed for redemption.

Adopted on this 14th day of November, 2016

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Karin Wilson, Mayor

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Karin Wilson is hereby authorized to execute a Contract with SEA Entertainment Booking Agency for the band known as "B Street Benny" for the New Year's Eve Downtown Celebration (Saturday, December 31, 2016) with a cost not to exceed \$5,000.00. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

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14 November 2016

**RESOLUTION NO. 2620-16**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, that Mayor Karin Wilson is hereby authorized to execute a Contract with SEA Entertainment Booking Agency for the band known as "B Street Benny" for the New Year's Eve Downtown Celebration (Saturday, December 31, 2019) with a cost not to exceed \$5,000.00.

DULY ADOPTED THIS 14TH DAY OF NOVEMBER, 2016

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Karin Wilson, Mayor

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution authorizing Mayor Wilson and the Fairhope Airport Authority/City of Fairhope to make application for airport improvement funding assistance from the State of Alabama Department of Transportation, for the purpose of undertaking a project to make improvements at the H. L. "Sonny" Callahan Airport. Seconded by Councilmember Robinson, motion passed unanimously by voice vote. Council President Burrell commented there is no expense to the City; and it is a \$2.3 million dollar Grant Application with \$300,000.00 allowed toward paying off debt. Airport Authority Chair Joe McEnerney explained Phase 2 and Phase 3 for FAA Grants which will be used for moving dirt, finish drainage, asphalt with new road access.

**RESOLUTION NO. 2621-16**

WHEREAS, the Fairhope Airport Authority/City of Fairhope intends to apply for State matching funds for an airport improvement project for the H. L. Sonny Callahan Airport during fiscal year 2017.

THEREFORE BE IT RESOLVED, by the Fairhope Airport Authority/City of Fairhope as follows:

1. That the Fairhope Airport Authority/City of Fairhope is authorized to make an application for airport improvement funding assistance from the State of Alabama Department of Transportation, for the purpose of undertaking a project in fiscal year 2017 to make improvements at the H. L. Sonny Callahan Airport.

14 November 2016

2. That the application be submitted for and on behalf of the Fairhope Airport Authority/City of Fairhope by its Chairman who is authorized by this resolution to sign the application and any related forms or documents on behalf of the Fairhope Airport Authority/City of Fairhope.
3. That the Fairhope Airport Authority/City of Fairhope is authorized to enter into an airport improvement funding agreement with the State of Alabama, acting by and through the Alabama Department of Transportation, for the purpose of undertaking a project to make improvements at the H. L. Sonny Callahan Airport, with partial funding provided by the State of Alabama.
4. That the agreement be executed in the name of the Fairhope Airport Authority/City of Fairhope for and on behalf of the Fairhope Airport Authority/City of Fairhope by its Chairman.
5. That the authority of the Fairhope Airport Authority/City of Fairhope to enter into contracts with the State of Alabama has been reviewed by the Fairhope Airport Authority/City of Fairhope attorney, and in his/her opinion, the Fairhope Airport Authority/City of Fairhope is duly authorized to commit the Fairhope Airport Authority/City of Fairhope to an agreement with the Alabama Department of Transportation.

BE IT FURTHER RESOLVED, that the Fairhope Airport Authority/City of Fairhope hereby affirms that the local matching share of funds in the amount required for this airport improvement project has been officially approved, placed into the budget of the airport and is available for expenditure upon execution of the State of Alabama's funding agreement and the start of the project.

I, the undersigned qualified and acting as the City Clerk of Fairhope Airport Authority/City of Fairhope, do hereby certify that the above and foregoing is a true copy of a resolution lawfully passed and adopted by the Fairhope Airport Authority/City of Fairhope named therein, at a regular meeting of such body held on the 14th day of November, 2016, and that such resolution is on file in the office of the Fairhope Airport Authority/City of Fairhope.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Fairhope Airport Authority/City of Fairhope on this 15th day of November, 2016.

Adopted on this 14th day of November, 2016

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Karin Wilson, Mayor

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Building Official Erik Cortinas addressed the City Council to explain the Site Plan Review of property owned by Brian Britt, Britt Properties, LLC, for approval of 455 Magnolia Avenue [proposed mixed use, three (3) story building] located on the north side of Magnolia Avenue between Bancroft Street and School Street. Councilmember Conyers recused himself from this agenda item.

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Councilmember Boone moved to approve the Site Plan property owned by Britt Properties, LLC listed above. Seconded by Councilmember Robinson, motion passed by the following voice vote: AYE – Burrell, Robinson, Brown, and Boone. NAY – None. ABSTAIN – Conyers.

Building Official Erik Cortinas addressed the City Council to explain the Site Plan by Robert Cummings, P.E. with Hutchinson, Moore & Rauch, LLC acting as the authorized agent for Knoll Park Flats, LLC, requesting a 180 day extension of the Site Plan approval that was granted for the property located at the southwest corner of Fairhope Avenue and South Bayview Street.

Councilmember Robinson moved to approve the Site Plan extension requested by Robert Cummings, P.E. acting as the authorized agent for Knoll Park Flats, LLC property listed above. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

Building Official Erik Cortinas addressed the City Council to explain the Site Plan by Pete Sikorowski with Dreamtech Design Services requesting a 180 day extension of the Site Plan approval that was granted for the property located at 406 Oak Street.

Councilmember Boone moved to approve the Site Plan extension by Pete Sikorowski with Dreamtech Design Services for property listed above. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

City Council reviewed an application for a Non-Profit Tax Exempt License (Alcoholic Beverage License) by the Baldwin County Humane Society, for the 2016 Christmas by the Bay located at 161 North Section Street, Fairhope, Alabama on December 1, 2016 from 6:00 p.m. to 11:00 p.m. Councilmember Boone moved to approve the issuance of the license. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

The following individual spoke during Public Participation:

1. Trae Corte, Fairhope Realty Group, LLC, addressed the City Council regarding the moratorium on subdivisions. Council President Burrell explained there was a long discussion during the Work Session; and was decided not to be put on the City Council agenda.
2. Paul Ripp, 22985 High Ridge Road addressed the City Council and commended the City Council on Agenda Item Number 5. He stated the number one problem is who has the power; the Mayor or the Council. He said it is the people. Mr. Ripp commented they cannot do business with the Council, the Mayor or any public official. He mentioned the abuse of adding items to the agenda at the last moment. Mr. Ripp also commented that the number one financial problem was with Planning and Zoning.

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3. Ed Hall, resident on Dove Lane, addressed the City Council regarding a loop fire system at the Fairhope Airport. He said they tried years ago to get this type of system, but never prevailed. He said there are no fire hydrants at the newly proposed road.

Councilmember Robinson addressed the City Council and requested that the winners of the Americas Recycling Day Art Project Contest winners to please stand to be recognized. He also wanted to recognize Fairhope Elementary School for their Veterans Day Program which was very well attended; and they did an excellent job.

Councilmember Boone moved to adjourn the meeting. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

There being no further business to come before the City Council, the meeting was duly adjourned at 6:54 p.m.

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Jack Burrell, Council President

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Lisa A. Hanks, MMC  
City Clerk

STATE OF ALABAMA                    )(  
  :  
COUNTY OF BALDWIN                )(

The City Council met in a Work Session at 4:30 p.m.,  
Delchamps Room, 161 North Section Street,  
161 North Section Street, Fairhope, Alabama 36532, on  
Monday, 14 November 2016.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson,  
Jimmy Conyers, Robert Brown, and Kevin Boone, Mayor Karin Wilson, City  
Attorney Marion E. Wynne, and City Clerk Lisa A. Hanks.

Council President Burrell called the meeting to order at 4:30 p.m.

The following topics were discussed:

- Council President Burrell said the first topic is the position and title for either a City Administrator/Manager, General Superintendent/Utilities Director or whatever a good title would be. He said the position is open for discussion. Mayor Wilson said she was looking at an Operations Superintendent to oversee this profit center; and possibly over all departments. Council President Burrell stated he had spoken to Mayor Wilson regarding the General Fund and Utilities Fund with setting and paying the salary. He said when the salary came up six months prior to election, the Mayor's salary was set. Mayor Wilson commented the Mayor's salary should be set to seek qualified candidates for the position. Council President Burrell replied what if the candidates think about running and have the impression they are going to get both. Councilmembers Robinson and Boone said we need to see credentials which is what we look at for pay. Council President Burrell stated we would like for Mayor Wilson to come up with a job description and present to the City Council.
- Council President Burrell brought up the Moratorium Ordinance for discussion and stated we need to be consistent. Councilmember Robinson questioned what stops an application after the moratorium. Building Official Erik Cortinas stated it must be a complete application. He said there is a DRC Review where all Department Heads involved go over the application and plans to make sure all items are complete. Mr. Cortinas commented there are exemptions like the developer cannot create more lots, but can increase a lot size. Council President Burrell questioned the PUD language left out of the ordinance. Mr. Cortinas said the ordinance does not need to specify PUDs. He said that the Planning Director Jonathan Smith would rather go forward now than to talk about placing a moratorium and have developers swamp the Planning Department. Mayor Wilson said we cannot deny some and approve others. She stated a Utilities Study is needed; need to look at our infrastructure. Councilmember Boone said we need to find issues and offer solutions. Mr. Cortinas said if you list all of these items, you must address and review each one. Councilmember Boone replied if we approve the ordinance, we are at least 16 months out to do studies and fix issues. Councilmember Robinson questioned the utilities being the reason for the moratorium; and said during our campaigning this was not the only issue. He said growth was the main one.



City Attorney Wynne stated you cannot deny an application if it meets all of the requirements. Councilmember Robinson questioned the possibility of approving subject to a Utility Review. Mayor Wilson said we need to service what we have now; and hold off on all approvals until the study is complete. Council President Burrell said we can always call another meeting if we need to for more discussion.

- Councilmember Robinson gave an update on the Tree Committee and said Arbor Day and trees that need attending to was part of the discussion.
- Councilmember Brown gave an update on the Education Advisory Committee. He stated they are working on the next plan to move forward.
- Council President Burrell commented that the Airport Authority has a resolution on the agenda tonight and will meet tomorrow evening.
- City Treasurer Deborah Smith gave a brief explanation on the Utility Revenue Warrant (“URW”) payoff and recalling the bonds.
- Golf Director Bobby Hall commented they had a great tournament on Sunday.
- Water and Sewer Superintendent Dan McCrory commented that all water hydrants has been tested and serviced.
- Building Official Erik Cortinas announced that the City of Fairhope has 530 designated “Gold Certified Homes.”
- Chief Petties said the Police Department was getting ready for the Lighting of the Trees.
- Public Works Director Jennifer Fidler said the TAP Grants are still going forward. She mentioned the Landscape Plan for De La Mare; and BRATS Transit Hub funding for Fairhope in 2018.
- Council President Burrell mentioned only one bid was received for the Shuttle Service and it was over \$300,000.00. A resolution to reject all bids will be on the next agenda.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:38 p.m.

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Jack Burrell, Council President

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Lisa A. Hanks, MMC  
City Clerk

STATE OF ALABAMA            )  
  :  
COUNTY OF BALDWIN        )

The City Council met in an Agenda Meeting at 5:30 p.m.,  
Delchamps Room, 161 North Section Street,  
Fairhope, Alabama 36532, on Monday, 14 November 2016.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson, Jimmy Conyers, Robert Brown, and Kevin Boone, Mayor Karin Wilson, City Attorney Marion E. Wynne, and City Clerk Lisa A. Hanks.

Council President Burrell called the meeting to order at 5:38 p.m. The City Council reviewed and discussed the agenda for their meeting to be held today at 6:00 p.m. Agenda Item Number 5: a resolution that the City Council approves the selection of Matthew C. McDonald with Jones Walker, LLP for Professional Legal Services for review of Pending Litigation; and authorizes Mayor Karin Wilson to negotiate a fee schedule between the City of Fairhope and Matthew C. McDonald was briefly discussed. Mayor Wilson said he would look at what we have pending now; and commented she trusted him and he would have the best interest for citizens. Councilmember Robinson stated he spoke with Mr. McDonald and has no issue legally, but what will this do financially for the City. Council President Burrell said we will have a fresh set of eyes looking at pending litigation. Councilmember Conyers stated this is a reputable firm. City Attorney Wynne agreed a fresh set of eyes would be good, a confidentiality agreement is needed; and the would be attorney/client privileged information.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:53 p.m.

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Jack Burrell, Council President

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Lisa A. Hanks, MMC  
City Clerk

PUBLISH ONCE, LEGALS, IN COURIER ONLY, ON  
Friday, November 11 and November 18, 2016.

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PLEASE BILL APPLICANT: Daryl D. Wasp, 6405 Ponder Road  
Fairhope, AL 36532  
Applicant's name, billing address, & telephone number

Telephone Number 251-554-3418

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IF YOU HAVE ANY QUESTIONS, PLEASE CALL LISA A. HANKS AT  
251/928-2136 EXT. 208.

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**NOTICE OF PUBLIC HEARING PENDING APPLICATION FOR  
APPROVAL OF ISSUANCE OF AN ALCOHOLIC BEVERAGE LICENSE.**

Notice is hereby given that Daryl D. Wasp, Wasp Enterprise Incorporated doing business as The Lionz Den, located at 17236 Greeno Road, Suite B, Fairhope, AL has made application to the Fairhope City Council to approve the issuance of a Lounge Retail Liquor – Class I License by the Alabama Alcoholic Beverage Control Board and that the 28th of November, 2016, at 6:00 p.m. has been set for the hearing thereof at the Fairhope City Council meeting, 161 North Section Street, City Administrative Building. Any interested persons may appear at said time and place and be heard for or against the granting of such approval.

Lisa A. Hanks, MMC  
City Clerk

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**Instructions:** All applicants applying for a **PACKAGE STORE LICENSE, LOUNGE LIQUOR LICENSE, OR CLUB LIQUOR LICENSE** shall publish notice of the filing of the application, and of the date and time set for the hearing thereof, once a week for two consecutive weeks in the newspaper of general circulation. The notice shall be published at no cost to the City and the applicant shall present proof of publications.



A DIVISION OF OPC NEWS, LLC  
PO BOX 1677 • SUMTER, SC 29150

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**PROOF OF PUBLICATION  
STATE OF ALABAMA • BALDWIN COUNTY**

Before me, the undersigned authority in and for said County, in said State, personally appeared April M. Wallace who, by me duly sworn, deposes and says that: she is the Legal Representative of the following newspaper listed below, a newspaper of GENERAL CIRCULATION, PUBLISHED and PRINTED in Baldwin County, Alabama, and that there was published in The Courier, The Islander, The Onlooker, & or The Baldwin Times in the issue/s of:

11/11/2016, 11/18/2016

a legal notice, a copy of which is hereto attached. The sum charged by the Newspaper for said publication does not exceed the lowest classified rate paid by commercial customers for an advertisement of similar size and frequency in the same newspaper(s) in which the public notice appeared.

There are no agreements between the Newspaper and the officer or attorney charged with the duty of placing the attached legal advertising notices whereby any advantage, gain or profit accrued to said officer or attorney.

x Am Wallace  
April M. Wallace, Legal Ad Representative

x Amber Kimbler  
Amber Kimbler, Notary Public  
Baldwin County, Alabama  
My commission expires April 10, 2018



**AMBER KIMBLER**  
My Commission Expires  
APRIL 10, 2018

Sworn and subscribed to on 11/18/2016.

DARYL D. WASP – LEGAL ACCOUNT

Acct#: 990659

Ad#: 260932

LiqLic: The LionZ Den CK #183

Amount of Ad: \$50.00

Legal File# LiqLic: The Lio

**NOTICE OF PUBLIC HEARING  
PENDING APPLICATION  
FOR APPROVAL OF  
ISSUANCE OF AN  
ALCOHOLIC BEVERAGE LICENSE.**  
Notice is hereby given that Daryl D. Wasp, Wasp Enterprise Incorporated doing business as The LionZ Den, located at 17238 Greeno Road, Suite B, Fairhope, AL has made application to the Fairhope City Council to approve the issuance of a Lounge Retail Liquor Class I License by the Alabama Alcoholic Beverage Control Board and that the 28th of November, 2016, at 8:00 p.m. has been set for the hearing thereof at the Fairhope City Council meeting, 161 North Section Street, City Administrative Building. Any interested persons may appear at said time and place and be heard for or against the granting of such approval.  
Lisa A. Hanks, MMC  
City Clerk  
November 11-18, 2016



10-27-16P04:22 RCVD  
 CITY OF FAIRHOPE  
 P.O. DRAWER 429  
 FAIRHOPE, AL 36533  
 251/928-2136

LAW

ALCOHOLIC BEVERAGE LICENSE APPLICATION

PLEASE PRINT

We hereby apply for a license to sell Alcoholic Beverages in the City of Fairhope or its Police Jurisdiction. We agree to abide by all applicable Ordinances of the City, or any amendments to same, and to promptly furnish all reports required by the City.

APPLICANT'S NAME Daryl D. Wasp SSN# \_\_\_\_\_

AGE 50 DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH Alabama

MAILING ADDRESS 6405 Ponder Rd Fairhope, AL 36532

HOME # \_\_\_\_\_ WORK # 251-554-3418

CELL # \_\_\_\_\_ FAX # 251-517-7704

RESIDENCE ADDRESS Same

NO. YEARS AT PRESENT ADDRESS 16 NO. YEARS AT PREVIOUS ADDRESS 6

PREVIOUS ADDRESS 17460 Wasp Pl Point Clear, AL 36561

NAME AND ADDRESS OF BUSINESS The Lionz Den

17236 Greeno Rd Suite B Fairhope, AL 36532

NAME OF CORPORATION Wasp Enterprise Inc.

BUSINESS LOCATION 17236 Greeno Rd Suite A Fairhope, AL 36532

HAS APPLICANT EVER HAD AN ALCOHOLIC BEVERAGE LICENSE BEFORE NO

IF SO, WHERE \_\_\_\_\_ UNDER WHAT NAME \_\_\_\_\_

HAS APPLICANT EVER BEEN ARRESTED NO IF SO, WHERE \_\_\_\_\_

WHEN \_\_\_\_\_ WHAT WAS CHARGE \_\_\_\_\_

DISPOSITION \_\_\_\_\_

LIST THREE REFERENCES:

NAME	ADDRESS	PHONE NUMBER
Tracey Miller	Fairhope AL	
Tia Brown	Robertsdale AL	
James Stanley	Fairhope, AL	

City of Fairhope  
Alcoholic Beverage  
License Application  
Page -2-

**PLEASE SELECT TYPE OF LICENSE APPLYING FOR:**

011 - PACKAGE STORE LICENSE – Allows sale of liquor, wine, or beer at Retail, TO GO only. No one under age 21 allowed on premises. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10<sup>th</sup> of each month on the purchase price paid for all liquor for use or resale by the licensee.

010- LOUNGE LIQUOR LICENSE – Allows sale of liquor, wine, or beer for on and off consumption. No one under age 21 allowed on the premises. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10<sup>th</sup> of each month on the purchase price paid for all liquor for use or resale by the licensee.

031- CLUB LIQUOR LICENSE – Allows sale of liquor, wine, or beer but must meet ABC Board's "club" regulations. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10<sup>th</sup> of each month on the purchase price paid for all liquor for use or resale by the licensee.

020 - RESTAURANT LIQUOR LICENSE – Allows sale of liquor, wine, or beer for on-premises consumption only and 51% of gross receipts must come from the sale of food. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10<sup>th</sup> of each month on the purchase price paid for all liquor for use or resale by the licensee.

140 - SPECIAL EVENTS LICENSE

160 - SPECIAL RETAIL LICENSE – More than 30 days

040 - BEER ON/OFF PREMISES LICENSE – Allows sale of Beer Only, on and off consumption.

050 - BEER OFF-PREMISES LICENSE – Allows sale of Beer Only, TO GO only.

060 - WINE ON/OFF PREMISES LICENSE – Allows sale of Wine Only, on and off consumption.

070 - WINE OFF-PREMISES LICENSE – Allows sale of Wine Only, TO GO, only.

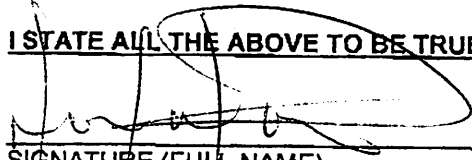
100 - WINE WHOLESALE LICENSE

210 - WINE IMPORTER LICENSE

200 - WINE MANUFACTURER LICENSE

240 - NON-PROFIT TAX EXEMPT LICENSE

**I STATE ALL THE ABOVE TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

  
SIGNATURE (FULL NAME)

10/26/2016  
DATE

NOT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
Chief of Police

NOT APPROVED  
BY COUNCIL \_\_\_\_\_ DATE \_\_\_\_\_  
City Clerk

APPROVED Joseph H. Pettit DATE 11-01-2016  
Chief of Police

APPROVED  
BY COUNCIL \_\_\_\_\_ DATE \_\_\_\_\_  
City Clerk

\*\* The Chief of Police is only acquiring a background check on the owners, partners, or corporate officers of the business for the City of Fairhope. The Alabama Alcoholic Beverage Control Board does a thorough Federal and State background check before issuing the License.

RESOLUTION NO. \_\_\_\_\_

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, as follows:

[1] That the City of Fairhope has voted to purchase (acquire) Microsoft Office 365 Business Premium and Microsoft Exchange Subscription Annual Licensing for the IT Department; and the type of licenses needed are on the National Cooperative Purchasing Alliance (NCPA) Buying Group Contract No. 01-65 and therefore does not have to be let out for bid. This has been nationally bid through the NCPA's bid process. The cost will be \$35,800.80.

Adopted on this 28th day of November, 2016

\_\_\_\_\_  
Karin Wilson, Mayor

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

*LAH*  
1100

COF Project No. \_\_\_\_\_

# City of Fairhope Project Funding Request

Issuing Date 11/16/2016

Please return this Routing Sheet to Treasurer by

11/18/2016

Project Name: Microsoft Office 365 Business Premium & Microsoft Exchange Subscription Annual Licensing

Project Location: City-wide

Presented to City Council: 11/28/2016      Approved \_\_\_\_\_ Changed \_\_\_\_\_ Rejected \_\_\_\_\_

Project Cash Requirement Submitted for Approval:	Cost: <u>\$35,800.80</u>	<b>Total Cost</b>
	<u>\$16,891.20</u>	120 devices x 140.76 <b>Microsoft Office 365 Business Prem</b>
	<u>\$18,909.60</u>	240 devices x 78.79 <b>Microsoft Exchange Online Plan</b>

Providers: SHI International Corp  
from the NCPA Buying Group Contract No. 01-65

Project Engineer: n/a

Order Date: \_\_\_\_\_ Lead Time: n/a

Department Funding This Project							
General XX	Gas	Electric	Water	Sewer	Gas Tax	Cap, Proj.	Impact

Division of General Fund Funding This Project							
Admin 10	XX	Police 15	Fire 20	Rec 25	Adult Rec 30	Street 35	Debt Service 85

Expense Code <u>001-10-50300</u>	Revenue Code _____
----------------------------------	--------------------

Project will be:      Expensed xx  
                            Capitalized \_\_\_\_\_

Project Financed By:  
Grant: \_\_\_\_\_ Federal - not to exceed amount  
                            \_\_\_\_\_ State  
                            \_\_\_\_\_ City

Project Budgeted: \$25,000.00  
                            Included in 2017 proposed budget

(Over) Under budget amount: (\$10,800.80)

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Capital Lease: \_\_\_\_\_ Payment \_\_\_\_\_ Term \_\_\_\_\_

Funding: General Fund Operating Funds

City Council prior approval	<u>n/a</u>	Request approved by City Treasurer	<i>Debra Smith</i>
Request received by City Treasurer	<u>11/16/2016</u>	Request approved by Finance Director	<i>[Signature]</i>
Received by Finance Department	<u>11/18/16</u>	Request approved by Mayor	<i>[Signature]</i>
Received by Mayor	<u>11/18/16</u>		

Contact Person: Jeff Montgomery





## MEMO

To: Deborah Smith, Treasurer  
From: *Daniel P. Ames*  
Daniel P. Ames, Purchasing Manager

Date: November 16, 2016

Re: Approving procuring over \$15,000 – licenses for email storage and Microsoft Office service off the NCPA Contract

The IT Department Director, Jeff Montgomery, requests acquiring licenses for email storage and Microsoft Office service off the NCPA Buying Group Contract number 01-65. The cost of acquisition is: \$35,800.80 per year.

Please see attached quotations and summary spreadsheet.

**Please place on the next available City Council Agenda this request to approve the acquisition of licenses for email storage and Microsoft Office, off the NCPA Buying Group Contract number 01-65, at a cost of Thirty Five Thousand Eight Hundred Dollars and Eighty Cents (\$35,800.80) per year.**

Cc: file

Karin Wilson  
Mayor

*Council Members*

Kevin G. Boone

Robert A. Brown

Jack Burrell, ACOMO

Jimmy Conyers

Jay Robinson

Lisa A. Hanks, MMC  
City Clerk

Deborah A. Smith, CPA  
City Treasurer

161 North Section Street

P.O. Drawer 429

Fairhope, Alabama 36553

251-928-2136

251-928-6776 Fax

[www.fairhopeal.gov](http://www.fairhopeal.gov)

Printed on recycled paper



Pricing Proposal  
 Quotation #: 12540147  
 Created On: 11/15/2016  
 Valid Until: 12/15/2016

**City of Fairhope AL**

**Jeff Montgomery**  
 555 South Section street  
 P.O. Drawer 429  
 Fairhope, Al 36533  
 UNITED STATES  
 Phone: (251) 990-0135  
 Fax:  
 Email: jeff.montgomery@cofairhope.com

**IAE**

**Kevin Mariano**  
 300 Davidson Avenue  
 Somerset, NJ 08873  
 Phone: 732-564-8516  
 Fax: 732-564-8224  
 Email: Kevin\_Mariano@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft Exchange Online Plan 2 - Subscription license ( 1 year ) - 1 user - hosted - local, Microsoft Qualified - MOLP: Government - Open - English Microsoft - Part#: Q6Z-00007	240	\$78.79	\$18,909.60
2 Microsoft Office 365 Business Premium - Subscription license ( 1 year ) - 1 user - hosted - Microsoft Qualified - MOLP: Open Business - Open, 300 users maximum, Microsoft OneNote/Publisher (Windows only) - Single Language Microsoft - Part#: 9F4-00003	120	\$140.76	\$16,891.20
		Subtotal	\$35,800.80
		Total	\$35,800.80

**Additional Comments**

NCPA (National Cooperative Purchasing Alliance) - SHI is an authorized reseller under Synnex Corporation - Contract Number: 01-65


*The Products offered under this proposal are subject to the SHI Return Policy posted at [www.shi.com/returnpolicy](http://www.shi.com/returnpolicy), unless there is an existing agreement between SHI and the Customer.*



800.808.4239

## Shopping Cart

Item	Quantity	Availability	Unit Price	Item Total
 <p>Microsoft Exchange Online Plan 2 - subscription license</p> <p>MFG Part#: AAA-04065-CCD-12MD                      CDW Part#: 3446349                      UNSPSC: 43233204                      Pricing Option Applied: NJPA 100614#CDW Technology Catalog</p>	240	In Stock	\$89.78	\$21,547.20






 <p>Microsoft Office 365 Business Premium - subscription license (1 year )</p> <p>MFG Part#: 9F4-00003                      CDW Part#: 3505612                      UNSPSC: 43231513                      Pricing Option Applied: NJPA 100614#CDW Technology Catalog</p>	120	In Stock	\$141.76	\$17,011.20
--	-----	----------	----------	-------------

Subtotal: \$38,558.40  
 Lease Option (\$1,134.39 /month)

Tax and shipping will be calculated in checkout.



### Customers Who Viewed These Items Also Viewed (12)

				
<p>Microsoft Windows 10 Professional Single Upgrade</p> <p>Lowest Price  <b>\$177.68</b>                      NJPA 100614#CDW Technology Catalog</p>	<p>Microsoft Office 365 (Plan E3) - subscription license ( 1...</p> <p>Lowest Price  <b>\$226.82</b>                      NJPA 100614#CDW</p>	<p>Microsoft Windows Server 2016 Standard - license</p> <p>Lowest Price  <b>\$110.57</b>                      NJPA 100614#CDW Technology Catalog</p>	<p>Microsoft Windows Enterprise Upgrade and Software Assurance...</p> <p>Lowest Price  <b>\$300.55</b>                      NJPA 100614#CDW</p>	<p>Microsoft SQL Server 2016 Standard - license</p> <p>Lowest Price  <b>\$849.66</b>                      NJPA 100614#CDW Technology Catalog</p>



Search CDW...

HARDWARE SOFTWARE SOLUTIONS CLOUD BRANDS BLOG DEALS


# Shopping Cart


Continue Shopping

Save, View and Share

Add Item to Cart: Enter CDW# or MFG#

Add

Item	Quantity	Availability	Unit Price	Item Total	
 <p><b>Microsoft Exchange Online Plan 2 - subscription license</b>  MFG Part#: AAA-04065-CCD-12MO  CDW Part#: 3446349  UNSPSC: 43233204</p> <p>Extranet Price: \$94.04</p> <p>Ships same day if ordered before 4 PM CT</p>	240 Update	In Stock	\$94.04	\$22,569.60	Remove

 <p><b>Microsoft Office 365 Business Premium - subscription license (1 year)</b>  MFG Part#: 9F4-00003  CDW Part#: 3505512  UNSPSC: 43231513</p> <p>Extranet Price: \$148.49</p> <p>Ships same day if ordered before 4 PM CT</p>	120 Update	In Stock	\$148.49	\$17,818.80	Remove
--	---------------	----------	----------	-------------	--------

Update All | Remove All

Subtotal: \$40,388.40  
Lease Option (\$1,188.23 /month)

Quote Checkout

Tax and shipping will be calculated in checkout.



## Customers Who Bought Products in Your Cart Also Bought... (12)

Licenses for Email Storage and Microsoft Office

Quotation Summary

11/16/2016

Vendor	price per year	
<b>SHI International Corp (NCPA Buying Group)</b>	\$ <b>35,800.80</b>	
CDW-G (NJPA Buying Group)	\$ 38,558.40	
CDW-G (MSRP)	\$ 40,388.40	



State of Alabama  
Department of  
**Examiners of Public Accounts**

Telephone (334) 242-9200  
FAX (334) 242-1775

Ronald L. Jones  
Chief Examiner


*Mailing Address:*  
P.O. Box 302251  
Montgomery, AL 36130-2251

June 13, 2016

*Location:*  
Gordon Persons Building  
50 North Ripley Street, Room 3201  
Montgomery, AL 36104-3833

**MEMORANDUM**

To: Alabama Municipalities  
County Commissions  
City and County Boards of Education  
Alabama Community College System  
Other Entities subject to the *Code of Alabama 1975*, Section 41-16-50

From: Ronald L. Jones   
CHIEF EXAMINER

Subject: Purchasing Cooperative Update – Act 2016-298, Acts of Alabama

This memorandum is being issued to update guidance previously issued by this Department due to the passage of Act 2016-298, Acts of Alabama. It supersedes and replaces letters issued by this Department dated October 19, 2015 for the following national purchasing cooperatives:

- U.S. Communities
- The Cooperative Purchasing Network (TCPN)
- National IPA
- National Joint Powers Alliance (NJPA)
- National Cooperative Purchasing Alliance (NCPA)
- Houston-Galveston Area Council (H-GAC) and
- E&I Cooperative Services (For Board of Education use only)

We previously reviewed the competitive bidding process utilized by these national purchasing cooperatives and based on those reviews our approval for the above named cooperatives remains in effect until November 30, 2017. The *Code of Alabama 1975*, Sections 41-16-51 and 16-13B-2, was amended by Act 2016-298, Acts of Alabama, to allow affected entities to purchase goods or services, other than voice or data wireless communication services, from purchasing cooperatives. Therefore, you are authorized to purchase goods or services, other than voice or data wireless communication services, using any of purchasing cooperatives mentioned above.

Please do not hesitate to call us, should you have any questions regarding the application of this guidance.

**RESOLUTION NO. \_\_\_\_\_**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:**

[1] That the City of Fairhope did request, receive, and open bids for Shuttle Service for Downtown Fairhope Parking Garage for the City (Bid No. 004-17) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] After further consideration and only one bid received, the recommendation is to reject all bids for Bid No. 004-17.

Adopted on this 28th day of November, 2016

\_\_\_\_\_  
Karin Wilson, Mayor

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk



# MEMO

Karin Wilson  
Mayor

*Council Members*

Kevin G. Boone

Robert A. Brown

Jack Burrell, ACMO

Jimmy Conyers

Jay Robinson

Lisa A. Hanks, MMC  
City Clerk

Deborah A. Smith, CPA  
City Treasurer

To: Deborah Smith, Treasurer

From: *Daniel P. Ames*  
Daniel P. Ames, Purchasing Manager

Date: November 14, 2016

Re: Requesting City Council reject bid to Bid No. 004-17, Shuttle Service for Downtown Fairhope Parking Garage

Bid No. 004-17, Shuttle Service for Downtown Fairhope Parking Garage, was issued on October 20, 2016, to multiple vendors, and properly advertised. Responses were received until 9:00 AM, Thursday, November 3, 2016. One bidder responded with a bid, one with a "no bid" (see attached Bid Tabulation and Recommendation).

**Please place on the next City Council Agenda this request to Reject the bid response to Bid No. 004-17, Shuttle Service for Downtown Fairhope Parking Garage.**

Cc: file

161 North Section Street

P.O. Drawer 429

Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax

www.fairhopeal.gov

Printed on recycled paper



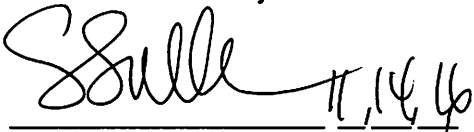
**CITY OF FAIRHOPE  
 BID TABULATION**

**Shuttle Service for Downtown  
 Fairhope Parking Garage  
 004-17  
 11/3/2016 2:00 PM**

**Bid Name:  
 Bid Number:  
 Date Opened:**

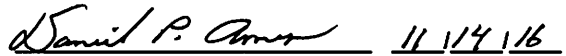
<b>Vendor</b>	<b>Bid Proposal Executed / Signed / Notarized/Non-Collusion Statement Signed / Notarized</b>	<b>Addenda: 1,2,3</b>	<b>Vendor Compliance</b>	<b>Total Annual Price</b>	
<b>MLB Transportation Inc.</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>\$335,913.60</b>	
<b>Carts By the Bay</b>	<b>NO BID</b>	<b>NO BID</b>	<b>NO BID</b>	<b>NO BID</b>	
<b>SHUX on the Pier</b>	<b>No Response</b>	<b>No Response</b>	<b>No Response</b>	<b>No Response</b>	
<b>Eastern Shore Watersports</b>	<b>No Response</b>	<b>No Response</b>	<b>No Response</b>	<b>No Response</b>	
<b>Terry Thompson Chevrolet</b>	<b>No Response</b>	<b>No Response</b>	<b>No Response</b>	<b>No Response</b>	
<b>C-MAC Services</b>	<b>No Response</b>	<b>No Response</b>	<b>No Response</b>	<b>No Response</b>	
<b>HOTARD Coaches</b>	<b>No Response</b>	<b>No Response</b>	<b>No Response</b>	<b>No Response</b>	

**Recommendation: Reject all bids.**

  
 11, 14, 16

**Sherry Sullivan  
 Director of Community Affairs and Recreation**

**To my knowledge this is an accurate bid tabulation**

  
 11/14/16

**Daniel P. Ames,  
 Purchasing Manager**

**ADDENDUM NO 03**  
CITY OF FAIRHOPE

**Bid No. 004-17 Shuttle Service for Fairhope Downtown Parking Garage**

The following questions have been submitted by potential bidders and answers have been provided by the Purchasing Manager:

**Question 1:** Can you provide the address for the Downtown Parking Garage, please?

**Answer 1:** See attached Item VIII rev1. The address is highlighted.

**REMOVE AND DISCARD PAGE 18 (Item VIII) Scope of Work and Specifications**

**REPLACE WITH ITEM VIII rev1.**

Bidders are to sign and include signed Addendum No. 3 with submitted bid documents.

Acknowledged:

MLB Transportation, Inc.

Company

By

Daniel P. Ames  
Purchasing Manager  
City of Fairhope  
Posted: 10/31/16

**ADDENDUM NO 02**  
CITY OF FAIRHOPE

**Bid No. 004-17 Shuttle Service for Fairhope Downtown Parking Garage**

The following questions have been submitted by potential bidders and answers have been provided by the Purchasing Manager:

**Question 1:** Approximately how many people will be utilizing this shuttle service per day?

**Answer 1:** Approximately 250 parking spaces are available in the three tier parking garage, of the available parking spaces, 164 are designated for the public and the rest are reserved for the Hampton Inn.

There are no usage statistics available as this will be the first time this service is offered.

Bidders are to sign and include signed Addendum No. 2 with submitted bid documents.

Acknowledged:

MLB Transportation, Inc.

Company



By

Daniel P. Ames  
Purchasing Manager  
City of Fairhope  
Posted: 10/31/16

**ADDENDUM NO 01**  
CITY OF FAIRHOPE

**Bid No. 004-17 Shuttle Service for Fairhope Downtown Parking Garage**

The following questions have been submitted by potential bidders and answers have been provided by the Purchasing Manager:

**Question 1:** What are the daily hours of operation?

**Answer 1:** This is answered in Bid Response Form, 3.2.3 :

*Shuttle will operate, at a minimum, Monday – Friday from 9:30 a.m. to 4:00 p.m. and on Saturdays from 10 a.m. to 4 p.m. with the exception of events when the specific streets are closed. For example, Annual Arts & Crafts Festival, Tree Lighting Celebration, Movie in the Street, Mardi Gras. Shuttle may not run within the confines of the closed area but may operate outside the closed area in the Central Business District*

**Question 2:** Please specify the days of operation. Monday through Friday? Weekends? Year around?

**Answer 2:** Please see response to Question 1. And YES, the service is to be year-round.

**Question 3:** How many buses are required?

**Answer 3:** None. Street legal, shuttle carts are the vehicle of choice. Four parking spaces are being allocated by the City.

**Question 4:** Annual hours billed for the previous year?

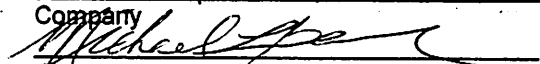
**Answer 4:** -0- This is a new service being considered by the City.

**Question 5:** Total contract amount for the last twelve months.

**Answer 5:** -0-

Bidders are to sign and include signed Addendum No.1 with submitted bid documents.

Acknowledged:

MLB Transportation, Inc.  
Company  
  
By

Daniel P. Ames  
Purchasing Manager  
City of Fairhope  
Posted: 10/27/16

**ITEM III  
BID RESPONSE FORM**

Date: 11 / 01 / 2016

**Bid Number: 004-17**

**Bid Name: SHUTTLE SERVICE FOR THE FAIRHOPE PARKING GARAGE**

**3.0 BID**

**We propose to meet or exceed the bid specifications for the sum of:**

**Annual Total Price: \$ 335,913.60**

**3.0.1 Award Duration:**

One (1) year from signing date of contract, with the option to renew bid or contract for up to two (2) additional years if terms and conditions, including pricing remain the same, and both parties are in agreement to renewing the bid or contract.

3.0.2 The Vendor agrees to complete all the work within timeframe stated in contract. Base bid will include all labor, materials, equipment, shipping, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within this contract and scope of work. The owner agrees to provide the following: (see ITEM VIII SCOPE OF WORK)

**3.1 BID EVALUATION:**

Each response will be reviewed prior to the selection process for completeness and adherence to format. Failure to complete all instructions and supply all required submittals may result in the vendor being declared non-responsive.

**3.2 VENDOR COMPLIANCE TO SPECIFICATIONS**

Vendor must acknowledge VENDOR COMPLIANCE. If No is selected, a full explanation must be made on an extra sheet attached to back of bid form. Attach support data for substitution being equal to or better than specified. If vendor does not acknowledge VENDOR COMPLIANCE, it will be understood that vendor cannot fulfill said specifications. When doing this, be sure your description references the appropriate question number.

VENDOR COMPLIANCE  
YES/NO

3.2.1 Shuttle service originating at the Fairhope Parking Deck, to residents and guests of downtown Fairhope within the Central Business District (CBD), YES X NO     

3.2.2 Promotion of the City Parking Garage and public parking lots. YES X NO     

3.2.3 Shuttle will operate, at a minimum, Monday – Friday from 9:30 a.m. to 4 p.m. and on Saturdays from 10 a.m. to 4 p.m. with the exception of events when the specific streets are closed. For example Annual Arts & Crafts Festival, Tree Lighting Celebration, Movie in the Street, Mardi Gras. Shuttle may not run within the confines of the closed area but may operate outside the closed area in the Central Business District. YES X NO     

3.2.4 All maintenance to the shuttles is the responsibility of Awarded Vendor. YES X NO     

3.2.5 All security of the shuttles is the responsibility of Awarded Vendor. YES X NO     

3.2.6 Shuttles meeting all safety, ADA and all requirements set forth by law is the responsibility of the Awarded Vendor. YES X NO



Primary e-mail address \_\_\_\_\_

Alabama Contractor's License No. \_\_\_\_\_ Foreign Corporation Entity ID \_\_\_\_\_

**If Corporation or LLC**

Company MLB Transportation, Inc. State of Incorporation Georgia

Company Representative Michael L. Baker, CFO  
(Print Name of Representative Authorized to sign Bids and Contracts for the firm)

Company Representative *Michael L. Baker*  
(Signature of Representative Authorized to sign Bids and Contracts for the firm)

Address 1902 Tucker Industrial Road  
Tucker, GA 30084

Phone Number ( 770 ) 270-1600 Fax Number( 770 ) 270-0932

Primary e-mail address mlbphoto9@gmail.com

Alabama Contractor's License No. \_\_\_\_\_ Foreign Corporation Entity ID \_\_\_\_\_

**THIS MUST BE NOTARIZED!**

**NOTARY FOR CORPORATION OR INDIVIDUAL**

STATE OF Georgia }  
COUNTY OF DeKalb }

I, the undersigned authority in and for said State and County, hereby certify that Michael L. Baker  
\_\_\_\_\_ as CFO \_\_\_\_\_ respectively, of MLB Transportation, Inc., whose  
name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being  
informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this 31st day of October, 2016

*Pearlene M. Williams*  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: 10/18/2019

PEARLENE M WILLIAMS  
NOTARY PUBLIC  
DEKALB COUNTY  
State of Georgia  
My Commission Expires October 18, 2019

**Individual or Partnership**

\_\_\_\_\_  
(Individual or Partnership)

\_\_\_\_\_  
(Print Name of Partner)

\_\_\_\_\_  
(Print Name of Representative Authorized to sign Bids and Contracts for the firm)

\_\_\_\_\_  
(Print Name of Partner)

\_\_\_\_\_  
(Signature of Representative Authorized to sign Bids and Contracts for the firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Primary e-mail address \_\_\_\_\_

Alabama CONTRACTOR's Licen. No. \_\_\_\_\_ Foreign Corporation Entity ID \_\_\_\_\_  
(If required)

**If Corporation or LLC**

Company MLB Transportation, Inc.

State of Incorporation Georgia

Company Representative Michael L. Baker  
(Print Name of Representative Authorized to sign Bids and Contracts for the firm)

Company Representative \_\_\_\_\_  
(Signature of Representative Authorized to sign Bids and Contracts for the firm)

Address 1902 Tucker Industrial Road  
Tucker, GA 30084

Phone Number ( 770 ) 270-1600 Fax Number( 770 ) 270-0903

Primary e-mail address info@mibtrans.com

Alabama CONTRACTOR's Licen. No. (If Required) \_\_\_\_\_ Foreign Corporation Entity ID \_\_\_\_\_



**Notary for Individual or Corporation**

STATE OF Georgia }

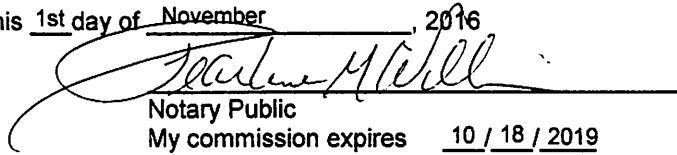
COUNTY OF DeKalb }

I, the undersigned authority in and for said State and County, hereby certify that Michael L. Baker

as CFO respectively, of MLB Transportation, Inc.  
title company name

whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this 1st day of November, 2016

  
Notary Public  
My commission expires 10 / 18 / 2019

PEARLENE M WILLIAMS  
NOTARY PUBLIC  
DEKALB COUNTY  
State of Georgia  
My Commission Expires October 18, 2019

RESOLUTION NO. \_\_\_\_\_

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, as follows:

[1] That on March 5, 2015 the City of Fairhope did award Bay Graphics, Inc. d/b/a Nall Printing (Bid No. 001-15), a one year contract titled City Sketches Printing 2015.

[2] That the City of Fairhope hereby terminates the one year contract titled City Sketches Printing 2015, between the City of Fairhope and Bay Graphics, Inc. d/b/a Nall Printing, Inc. due to Clause No. 7.2 Termination for Convenience: Any contract/agreement/purchase order may be terminated for convenience by the City of Fairhope, in whole or in part, by written notification to the awarded vendor.

Adopted on this 28th day of November, 2016

\_\_\_\_\_  
Karin Wilson, Mayor

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk



MEMO

Received 11/15/16  
12:37p.m.  
LPA

To: Deborah Smith, Treasurer  
From: Daniel P. Ames  
Daniel P. Ames, Purchasing Manager

Date: November 14, 2016

Re: Terminating contract extension for Bid No. 001-15, City Sketches Printing 2015

The Community Development Department is requesting termination of the current contract for Bid No. 001-15, City Sketches Printing 2015, per terms and conditions of the contract between the City of Fairhope and Bay Graphics, Inc. dba Nall Printing, of Fairhope, AL. The original contract was dated March 5, 2015, and the current extension (Extension No. 1) was set to expire on March 5, 2017.

The applicable contract clause is 7.2:

7.2 **Termination for Convenience:** Any Contract / Agreement / Purchase Order may be terminated for convenience by the City of Fairhope, in whole or in part, by written notification to the awarded vendor.

**Please place on the next City Council agenda this request to terminate the contract between the City of Fairhope and Bay Graphics, Inc. dba Nall Printing, of Fairhope, AL., dated March 5, 2015, and approve the Mayor to sign the necessary paperwork.**

Cc: file

Karin Wilson  
Mayor

Council Members

Kevin G. Boone

Robert A. Brown

Jack Burrell, ACOMO

Jimmy Conyers

Jay Robinson

Lisa A. Hanks, MMC  
City Clerk

Deborah A. Smith, CPA  
City Treasurer

City of Fairhope

Extension No. 1 of Contract  
for  
Bid No 001-15 CITY SKETCHES PRINTING 2015

This EXTENSION NO.1 of CONTRACT ("Extension") is made this 26<sup>th</sup> day of FEBRUARY, 2016, for the purpose of extending the contract known as Bid No. 001-15 City Sketches Printing 2015 dated March 7, 2015, ("Original Contract") between the City of Fairhope and Bay Graphics, Inc. dba NALL PRINTING (the "Parties").

1. The Original Contract, which is attached hereto as a part of this Extension, is described below:

**Bid No. 001-15 CITY SKETCHES PRINTING 2015**

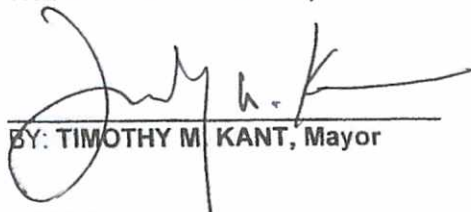
and will end on **March 6, 2016.**

2. The Parties agree to extend the Original Contract for an additional period, which will begin immediately upon the expiration of the original time period, and will end on **March 5, 2017**

3. This Extension binds and benefits both Parties and any successors or assigns. This document, including the attached Original Contract, is the entire agreement between the Parties. All other terms and conditions of the Original Contract, including pricing, remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Extension as of the day and year first above written.

THE CITY OF FAIRHOPE, ALABAMA

  
BY: TIMOTHY M. KANT, Mayor

NOTARY FOR THE CITY

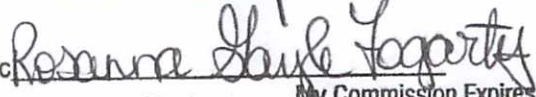
ATTEST:

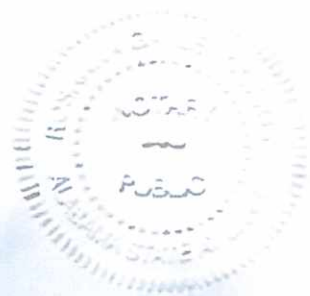
  
BY: Lisa A. Hanks, MMC  
City Clerk

STATE OF ALABAMA }  
COUNTY OF BALDWIN }

I, the undersigned authority in and for said State and County, hereby certify that TIMOTHY M. KANT as Mayor of the City of Fairhope whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document he executed the same voluntarily on the date the same bears date.

Given under my hand and Notary Seal on this 26<sup>th</sup> day of February, 2016

Notary Public   
My Commission Expires: My Commission Expires 03/23/2016





**If Corporation, Partnership, or Joint Venture**

Bay Graphics Inc. db/a Nall Printing  
(Name of Corporation, Partnership, or Joint Venture)

BY: Owen H. Byrd President  
(Signature of Officer Authorized to sign Bids and Contracts for the Firm) (Position or Title)

360 Commercial Park Drive  
(Business Mailing Address)

Fairhope, AL 36532 251-928-1139  
(City, State, Zip Code) Phone

\_\_\_\_\_  
(General Contractor's License Number) Foreign Corporation Entity ID  
(Required of out-of-state-vendors)

**THIS MUST BE NOTARIZED!**

STATE OF Alabama }  
COUNTY OF Baldwin } ss:

I, the undersigned authority in and for said State and County, hereby certify that,  
Owen H. Byrd as President  
(Type or Print name of bid signer here) (Type or Print bid signers Title here)

respectively, of Bay Graphics Inc. db/a Nall Printing  
(Type or Print company name here)

whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notaries Seal on this 25<sup>th</sup> day of Feb. 2016

Notary Public G. N. Byrd  
My Commission Expires 6/17/17



**RESOLUTION NO. \_\_\_\_\_**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, That each Full Time employee shall receive a One Time Pay Increase for the period 1 December 2015 through 30 November 2016; each qualifying employee shall receive \$20.00 per month of employment during said period. To qualify, an employee must be a Full-Time Employee during this period. An employee hired on or before the fifteenth (15th) day of a month will be given credit for the full month; an employee hired on or after the sixteenth (16th) day of a month will not be given credit for that month. In order to receive this One Time Pay Increase, an employee must be employed on the 30th of November; and

For the same time period, and hiring rule, each qualifying Part-time employee shall receive the following: First year - \$ 25.00; Second year - \$ 50.00; Third year - \$ 75.00; and Fourth year - \$100.00  
The maximum amount for Part-time employees is \$100.00.

This One-Time Pay Increase will be awarded on Friday, 2 December 2016.

ADOPTED THIS 28TH DAY OF NOVEMBER, 2016

\_\_\_\_\_  
Karin Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the City of Fairhope has an expansive pedestrian system that links neighborhoods, recreational resources, government facilities, retail centers and business establishments; and

**WHEREAS**, Pedestrian Accessibility provides benefits not only for people with disabilities, but for the community at large; and

**WHEREAS**, the City of Fairhope desires to adopt the Public Right-of-Way Accessibility Transition Plan which was prepared in accordance with the Americans with Disabilities Act (ADA).

**NOW BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, that the City of Fairhope adopts and approves the Public Right-of-Way Accessibility Transition Plan - 2016.

DULY ADOPTED THIS 28TH DAY OF NOVEMBER, 2016

\_\_\_\_\_  
Karin Wilson, Mayor

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

# PUBLIC RIGHT-OF-WAY ACCESSIBILITY TRANSITION PLAN



Prepared By:  
Engineering Design Technologies, Inc.  
9786-B Timber Circle  
Spanish Fort, Alabama 36527  
251-415-4636







## PUBLIC RIGHT-OF-WAY ACCESSIBILITY TRANSITION PLANS - 2016

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## PUBLIC RIGHT-OF-WAY ACCESSIBILITY TRANSITION PLANS - 2016

### Introduction

The City of Fairhope has an expansive pedestrian system that links neighborhoods, recreational resources, government facilities, retail centers and business establishments. Pedestrian accessibility provides benefits not only for people with disabilities, but for the community at large. In an effort to continuously improve the pedestrian system, this document was prepared in accordance with the Americans with Disabilities Act to serve as the Public Right-of-way Accessibility Transition Plan for the City of Fairhope. Included in this document are the results of a self-evaluation that addresses accessibility barriers to the City's programs, activities and services.

### Legal Requirements

The federal legislation known as the American with Disabilities Act (ADA), enacted on July 26, 1990 and later amended effective January 1, 2009, provides comprehensive civil rights protections to qualified persons with disabilities from discrimination on the basis of disability. Title II of the ADA prohibits discrimination in all services, programs, and activities provided to persons with disabilities by State and local governments, including transportation. City's with more than 50 full or part-time employees are required to perform self-evaluations of their current facilities relative to the accessibility requirements of the ADA and then establish a plan to correct any deficiencies. A self-evaluation is also required by Section 504 of the Rehabilitation Act for all entities receiving federal financial assistance, including federal highway aid for transportation projects. The process of self-evaluation for accessibility provides a framework for communities to develop a Transition Plan that identifies barriers, prioritizes actions to address barriers and then sets forth a schedule to implement those actions.

The Transition Plan used to implement compliance must include the following elements:

- Determine the physical barriers in the public right of way that limit accessibility
- Provide public notice and opportunity for public participation
- Develop a grievance procedure
- Adopt design standards and guidelines
- Prepare a self-evaluation
- Designate officials responsible for implementation



## PUBLIC RIGHT-OF-WAY ACCESSIBILITY TRANSITION PLANS - 2016

This Transition Plan incorporates these elements and provides a method for the City of Fairhope to schedule and implement ADA required improvements to existing pedestrian sidewalks and pathways.

### Officials Responsible for Implementation

The official Responsible for the implementation of the City of Fairhope's ADA Transition Plan for pedestrian facilities in the right of way is:

Mr. Jonathan I. Smith  
ADA Coordinator/Planning Director  
Address:  
555 S. Section Street  
Fairhope, Alabama 36533  
Phone:  
Office Number: 251-990-2884  
Fax Number: 251-990-2879

Mrs. Jennifer Fidler  
Public Works  
Address:  
555 S. Section Street  
Fairhope, Alabama 36533  
Phone:  
Office Number: 251-928-9003  
Fax Number: 251-990-2879

### Public Input

The City of Fairhope provided the opportunity for individual s to comment on this Transition Plan. The Transition Plan was made available on the City's website at [www.cofairhope.com](http://www.cofairhope.com) and by request to the ADA coordinator or the City Clerk's Office. Any resident of the City of Fairhope may address their concerns or comments to the ADA Coordinator listed in this document.

### Public Complaint Process

The public complaint process is an integral part of the Transition Plan. This process is established to meet the requirements of the Americans with Disabilities Act of 1990. Public complaints or requests may often drive prioritization of improvements.

It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of accessibility of a curb ramp or sidewalk located in the City of Fairhope. The complaint should be in writing and contain information about the alleged accessibility issue such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request. The complaint should be submitted



## PUBLIC RIGHT-OF-WAY ACCESSIBILITY TRANSITION PLANS - 2016

by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Coordinator.

The ADA Coordinator or their designee will route the complaint to the appropriate City department head for inspection and possible action. Within 15 calendar days of receipt of the complaint, the ADA Coordinator or their designee will respond in writing, in a format accessible to the complainant, such as large print, Braille or audio tape. The response will explain the position of the City of Fairhope and offer options for substantive resolution of the complaint. All written complaints received by the ADA Coordinator, and responses from these offices will be retained by the City for at least three years.

### Self-Evaluation

#### IDENTIFYING BARRIERS

An element of ADA Title II compliance requires the City of Fairhope examine its services, policies, and practices and the effects thereof to determine whether there are barriers to participation by people with disabilities. For this Public Right-of-way Accessibility Transition Plan, the process includes the identification of existing and planned accessible paths of travel for public facilities and programs to facilitate prioritization.

For cities with responsibility or authority over streets, roads and walkways, the self-evaluation and Transition Plan must include curb ramps and other pedestrian facilities. Curb ramps, sidewalks, pedestrian signals, driveway crossings and other pedestrian facilities are to be reviewed for compliance with recent design standards. For example, specific items for curb ramps that are to be reviewed include the presence of appropriate detectable warnings, slopes, level landings, and algebraic slope changes from the ramp to the street surface.

The City of Fairhope has identified and assessed barriers in the public right of way through the use of an inventory tool. In order to remove these barriers to accessibility, Fairhope utilizes many different approaches including proactively identifying and eliminating the barrier, responding to public complaints, and ensuring the appropriate design and build-out of new construction follows the most recent design guidelines.

#### BARRIER REMOVAL PRIORITIES

The City bases barrier removal priorities are curb ramps first then sidewalks and are based on two factors: location and the accessibility condition of the intersection.

##### Location Priority

The City has identified its location priority as follows:

1. Intersections serving government facilities and Public Use Facilities



## PUBLIC RIGHT-OF-WAY ACCESSIBILITY TRANSITION PLANS - 2016

- State and Local Government Buildings
  - Hospital/Medical Clinics
  - Schools
  - Access to Public Parks/Transit
2. Intersections serving commercial and employment centers (downtown area)
  3. Intersections serving other areas (such as residential)

### PRIORITY RANK

In order to determine the overall priority of an intersection, the City is using a Red, Yellow, and Green ranking system.

1. Red – Non ADA-Compliant needing replacement or not having a curb ramp
2. Yellow – Non ADA-Compliant needing repair
3. Green – ADA-Compliant

Note: Repairs to intersections and sidewalks will be dependent upon the annual budget and the location ranking of each intersection, each fiscal year the city shall prepare a list of proposed items to be considered in the upcoming fiscal year for the City Council to vote and approve. Ramp and sidewalk replacement and/or repairs for compliance may be grouped within a geographic location in order to maximize the use of potential funds.

### NEW CONSTRUCTION & ALTERATIONS

In order to ensure the correct design of curb ramps, sidewalks, and crosswalks in new construction and alterations, the City follows the Alabama Department of Transportation design specifications and drawings. The City has also incorporated minimum design standards and drawings to its subdivision regulations and requires the developer of a new subdivision to construct curb ramps, landings, sidewalks and crosswalks during the construction of its roadway infrastructure to meet current ADA design guidelines. Whenever there is an intersection improvement project, resurfacing project or new construction project, any affected curb ramp, sidewalk, and crosswalk will be rebuilt to these ADA design guidelines.

## Schedule

The City of Fairhope has approximately 104 miles of existing sidewalks, 424 Crosswalks and 956 Curb Ramps. There is an estimated \$8,600,000.00 in repairs and replacements needed to bring the existing pedestrian infrastructure into ADA compliance. The City of Fairhope has committed to budget a minimum of \$50,000.00 per fiscal years 2017-2022, to fund the repairs needed to correct its existing infrastructure. The first 3 years (fy 2017-2019) the City will focus on installing truncated domes to existing curb ramps that meet cross slope and longitudinal slope requirements totaling nearly 300. Also in year in year 3 the City will begin to repair and replace



## PUBLIC RIGHT-OF-WAY ACCESSIBILITY TRANSITION PLANS - 2016

remaining existing curb ramps that exceed ADA cross slope or longitudinal slope requirements. In addition to replacing non ADA compliant curb ramps, the City will repair or replace sidewalk segments between intersections correcting cross slope, cracking, and obstruction issues.

The City will review progress on the ADA program at each budgeting period and add additional funds depending on financial constraints. The City will increase a minimum of \$25,000.00 every 5 years. Focus will continue to be based on barrier removal around government facilities, then hospitals facilities, schools, downtown, etc.

The entire sidewalk system was field surveyed in 2016 and mapped as part of the Self-Evaluation on the City's Arc GIS computer system. The City can evaluate the current status of the ADA program at any time. Projects will be selected each fiscal year based on funding and proposed to the City Council for approval. At the end of each ADA project, the City GIS staff will update the data to include the year the item/items were repaired or replaced and update its condition from Non-compliant to Compliant.

As opportunity allows, the City of Fairhope will make efforts to improve the ADA Accessibility of pedestrian facilities in the public right of way. However, there will be times when it is technically infeasible to provide technical compliance: for example, if clear space at the top of the ramp is obstructed by a building or the slope of a hill is so extreme as to prevent a reasonable slope for a ramp in both directions. The inventory process may not account for such situations and could show a high-priority rating when all feasible actions have been taken. In situations such as previously described the City shall document its findings.

The City of Fairhope has invested in upgrading its ADA Accessibility over the last several years by including ADA upgrades to roads being resurfaced as well as requiring developers to install ADA compliant curb ramps and landings in newly constructed subdivisions. Improvements include replacing/ repairing curb ramps, landings, sidewalks and crosswalks have been included on projects such as Resurfacing and Median Improvements to Fairhope Avenue. Included in this project, the City utilized in-house personnel to construct and install 5 new ADA compliant crosswalks with median safe zones located between Bancroft and Greeno Road. The City relocated roadway drainage structures to other locations to remove the ADA Barrier and allow sidewalks to be straightened out and brought into compliance, added truncated domes to all curb ramps and restriped the crosswalks as well.

Additionally, given a program as broad as the city of Fairhope's pedestrian network, the City will follow the concept of Program Access under Title II of the ADA. Program Access does not necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities, as long as the program as a whole is accessible. Under this concept, the City may choose not to install a sidewalk at some locations, or install them as a lower priority later, as long as a reasonable path of travel is available even without the sidewalk.



## PUBLIC RIGHT-OF-WAY ACCESSIBILITY TRANSITION PLANS - 2016

### Monitor Progress

In order to be effective, the Public Right-of-Way Accessibility Transition Plan needs to be utilized in planning and funding decisions. Therefore, it is important to update the Plan regularly to reflect changes in real world conditions and to address any possible new areas of non-compliance. Regular updates will also result in monitoring compliance and the effectiveness of priorities set in the plan itself.

The City of Fairhope intends to implement this Plan effective immediately from the date of this document. The City is committed to acting on the guidelines set forth in this document and also to actively revising and amending the Plan as progress is made.



## City of Fairhope ADA Complaint/Grievance Form

Please complete and return to: City of Fairhope, ADA Coordinator,  
555 South Section Street, Fairhope, Alabama 36533. By request,  
reasonable accommodation will be provided in completing this form, or  
copies of the form will be provided in alternative formats. Contact the  
ADA Coordinator at the address listed above, via telephone  
(251) 990-2884, fax (251) 990-2879,  
e-mail: [jonathan.smith@cofairhope.com](mailto:jonathan.smith@cofairhope.com)  
[jennifer.fidler@cofairhope.com](mailto:jennifer.fidler@cofairhope.com)

Name of Complainant: \_\_\_\_\_

(If someone other than complainant is filling out form, please state relationship above)

Street Address of Complainant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Street Address/Location of Complaint – Please be as specific as possible as to the location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe complaint (attach additional pages, if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe below what you think may be done to resolve the complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## City of Fairhope ADA Comment Form

Please complete and return to: City of Fairhope, ADA Coordinator,  
555 South Section Street, Fairhope, Alabama 36533. By request,  
reasonable accommodation will be provided in completing this form, or  
copies of the form will be provided in alternative formats. Contact the  
ADA Coordinator at the address listed above, via telephone  
(251) 990-2884, fax (251) 990-2879,  
e-mail: [jonathan.smith@cofairhope.com](mailto:jonathan.smith@cofairhope.com)  
[jennifer.fidler@cofairhope.com](mailto:jennifer.fidler@cofairhope.com)

Date of Comment: \_\_\_\_\_

### **Contact Information of Individual Submitting Comment**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Method of Contact:  E-Mail  Telephone  Mail

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**Please provide any comments that you have on the City of Fairhope's ADA Transition Plan (please use additional attachments as necessary):**

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**Response (for the City of Fairhope use only) and Date of Response:**

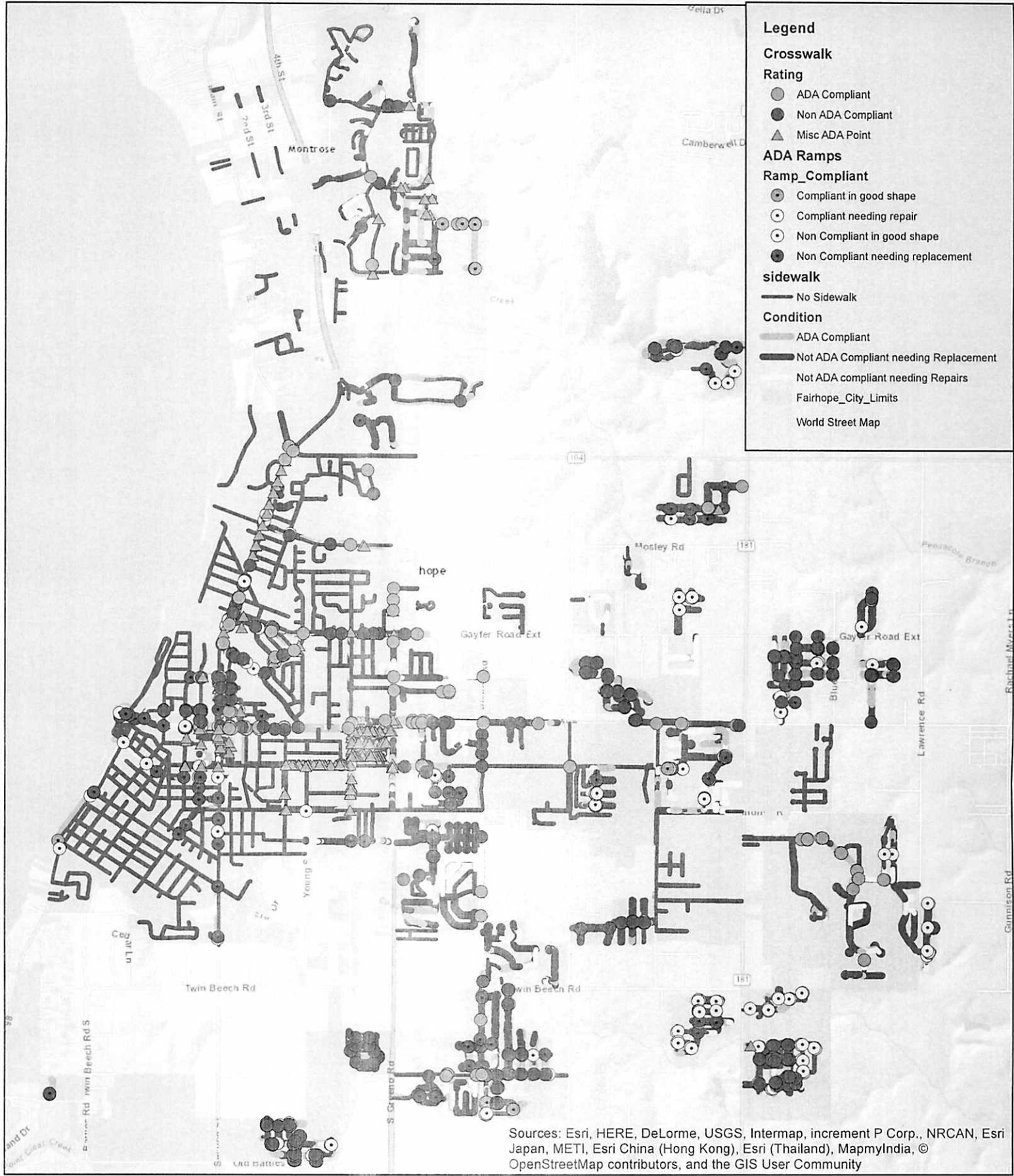
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**For Office Use:** Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

\*Please mail or Submit to: ADA Coordinator, City of Fairhope, 555 S. Section Street, Fairhope, AL 36533



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



# City of Fairhope ADA Transition Plan



1 in = 1 miles

RESOLUTION NO. \_\_\_\_\_

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, that the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Add the following Job Positions; and the Job Descriptions and Grade of Pay for same:

<b>Additions:</b>	<b>Job Positions</b>	<b>Grade of Pay</b>
	Operations Director	34
	Economic & Community Development Director	34

ADOPTED THIS 28TH DAY OF NOVEMBER, 2016

\_\_\_\_\_  
Karin Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

# **TREE COMMITTEE**

## **NOMINEE (S)**

**3-Year Term**

APPOINTMENTS\_\_\_\_\_.

REAPPOINTMENTS\_\_\_\_\_.

Joanne Hogan

The term shall end November 2019.



# CITY OF FAIRHOPE



## APPLICATION FOR APPOINTMENT TO A CITY BOARD OR COMMITTEE

City Council seeks to have diversity in making appointment to boards and committees. It is the policy of the City Council to make appointments based on the needs of the City as well as the interests and qualifications of each applicant. In accordance with the Code of Alabama, all applicants must be qualified electors and taxpayers in the City, excluding the Planning Commission. All applications filed with the City Clerk will be public record.

Please return this application to the Fairhope City Clerk at City Hall, 161 North Section Street, Fairhope, Alabama 36532 or mail to City of Fairhope, Attention Fairhope City Clerk, P. O. Drawer 429, Fairhope, Alabama 36533.

PLEASE PRINT CLEARLY

Last Name: HOGAN First Name: JOANNE

Phone Number: — Cell: 251-776-4291 Email: joglasshogan@gmail.com

Home Address: 407 ROTHLEY AVENUE

City: FAIRHOPE State: AL Zip: 36532

Business Address: —

City: — State: — Zip: —

Name of Board or Committee: TREE COMMITTEE

EDUCATIONAL BACKGROUND: B.F.A.: SCHOOL OF THE ART INSTITUTE OF CHICAGO

(PHOTOGRAPHY, PAINTING, ART HISTORY, GENERAL EDUCATION); NORTHWESTERN UNIVERSITY;

MASTER OF SCIENCE IN EDUCATION, STAFF DEVELOPMENT IN EDUCATIONAL AND CORPORATE SETTINGS;  
90+ GRADUATE HOURS. PLEASE SEE ATTACHED RESUME.

PROFESSIONAL LICENSES AND/OR ASSOCIATIONS: TYPE 75 GENERAL ADMINISTRATIVE ENDORSEMENT

(STATE OF ILLINOIS); K-12 (ART) (STATE OF ILLINOIS); FORMER MEMBER OF ASSOCIATION FOR SUPERVISION AND  
CURRICULUM DEVELOPMENT; NATIONAL ART EDUCATION; ILLINOIS ART EDUCATION; ILLINOIS ALLIANCE FOR ARTS  
EDUCATION; PHI DELTA KAPPA - NORTHWESTERN UNIVERSITY

PROFESSIONAL EXPERIENCE: 32 YEARS OF HIGH SCHOOL ART TEACHING EXPERIENCE OF

WHICH 19 INCLUDED VARIOUS DEPARTMENT CHAIRMAN SHIPS (INCLUDING VISUAL, PERFORMING, AND  
BROADCASTING ARTS); CHAIR OF MANY FINE ARTS FESTIVALS; ART SHOW JUDGE; CLINICAL SUPERVISION  
OF TEACHERS; CURRICULUM DEVELOPMENT; MANAGEMENT OF BUDGET; MULTIPLE COMMITTEES; TAUGHT  
ADVANCED PLACEMENT STUDIO ART; PAINTING; DRAWING; ART HISTORY; FOUNDATION ART.

CIVIC INTERESTS AND/OR SERVICE MEMBERSHIPS:

BALDWIN COUNTY MASTER GARDENERS - 2008 TO PRESENT; NEWCOMERS OF THE EASTERN SHORE  
(2007 TO PRESENT) PRESIDENT - 2 YEARS; LOCATIONS CHAIR; PROGRAMS CHAIR; CHAIR OF "DOWN & DIRTY" GARDEN  
CLUB - 3 YEARS; EASTERN SHORE REPUBLICAN WOMEN (2009 - 2015); FAIRHOPE GARDEN CLUB (2010 TO PRESENT -  
CURRENT PRESIDENT); ST. MARGARET OF SCOTLAND / ST. LAWRENCE CATHOLIC CHURCH; NEIGHBORHOOD BOOK CLUB

HOW WILL YOUR QUALIFICATIONS BEST SERVE THE NEEDS OF THE COMMUNITY?

A BACKGROUND IN EDUCATION AND MANAGEMENT IS USEFUL IN DEALING WITH A MYRIAD OF ISSUES AND SITUATIONS.  
I HAVE EXPERIENCE WITH STUDENTS, PARENTS, TEACHERS, AND ADMINISTRATORS. I UNDERSTAND THE POSITION OF THOSE  
"IN THE TRENCHES" AND ALSO THE CHALLENGES OF ADMINISTRATION AND SUPERVISION. I THINK THAT WITH MY

Signature: Joanne Hogan Date: 10-19-16

You may attach a resume with this application.

VARIOUS INVOLVEMENTS IN MANY AREAS OF THE COMMUNITY, I CAN OFFER ASSISTANCE ON MANY LEVELS.  
I AM LOOKING FORWARD TO ATTENDING THE "CITIES IN BLOOM" CONFERENCE IN REGINA, SASKATCHEWAN, CANADA  
AS A REPRESENTATIVE OF FAIRHOPE NEXT WEEK WITH MS. JENNIFER FIDLER.

PLEASE ATTACHED RESUME - 2 PAGES

THANK YOU FOR YOUR CONSIDERATION!

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## **JOANNE GLASS HOGAN**

407 Rothley Avenue  
Fairhope, Alabama 36532  
251-776-4291  
[joglasshogan@gmail.com](mailto:joglasshogan@gmail.com)

### **EDUCATION**

- **Northwestern University**, Evanston, Illinois  
Master of Science in Education, Concentration in Staff Development, 1985  
Business management segment, Kellogg Graduate School of Management  
Type 75 General Administrative Endorsement, August, 1986
- **School of the Art Institute of Chicago**, Chicago, Illinois  
Bachelor Fine Arts, 1974  
Includes 100 semester hours of studio art. Academic course work completed at the **University of Chicago**.

### **CERTIFICATION**

- State of Illinois, Type 75, General Administrative Endorsement
- State of Illinois, K-12 (Art)

### **EXPERIENCE**

#### **Glenbrook North High School, Northbrook, Illinois**

- Instructional Supervisor, Visual and Broadcasting Arts Department, 2000-2007
- Instructional Supervisor, Visual and Performing Arts Department, 1996-2000
- Instructional Supervisor, Art Department, 1988-1996

#### **Duties included:**

- Clinical supervision of teachers
- Curriculum development for all instructional areas
- Management of budget
- Direction of technology implementation
- Chair of Central Suburban League Art Exhibit (12 High Schools)
- Chair of Springfest (All School Fine and Applied Arts Festival)
- Judging of various professional and student art exhibitions

- Multiple committees
- Taught Advanced Placement Studio Art, Drawing, Painting, Art History, Art Foundation

**Carl Sandburg High School, Orland Park, Illinois**

- Teacher, Art Department, 1975-1988  
Taught Drawing, Painting, Art History, Photography I and II, Independent Study, Graphic Design, Illustration, Printmaking, Foundation Art (Drawing, Color Theory, Two/Three Dimensional Design)

**PREVIOUS PROFESSIONAL AFFILIATIONS**

- Association for Supervision and Curriculum Development
- National Art Education Association
- Illinois Art Education Association
- Illinois Alliance for Arts Education
- Phi Delta Kappa- Northwestern University

**CURRENT ACTIVITIES**

**Newcomers of the Eastern Shore, 2007 to present**

- Chair, Down 'n Dirty Garden Club, 2008- 2011
- Second Vice-President, Locations, 2009-2010
- First Vice-President, Programs, 2011-2012

**Baldwin County Master Gardeners, 2008 to present- over 600 volunteer hours**

- Member of 2014 Alabama Master Gardeners State Conference Committee

**Eastern Shore Republican Women, 2009-2015**

**Fairhope Garden Club, 2010 to present**

- President- 2016-2017

**RothleyPlusOne Neighborhood Book Club, 2009 to present**

**St. Lawrence Catholic Church, Fairhope, Alabama**

**St. Margaret of Scotland Catholic Church, Foley, Alabama**



## Lisa Hanks

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**From:** Patrick Waldrop <aufy78@aol.com>  
**Sent:** Tuesday, September 27, 2016 10:13 AM  
**To:** Lisa Hanks; gdsiland@yahoo.com  
**Subject:** Fwd: Tree Committee  
**Attachments:** CCE09262016.pdf

| Lisa,

|

| The Fairhope Tree Committe currently has one position open from the resignation of member Allsion Chang. Our recommendation to the City Council is to fill this slot with Craig Tappan. He is a retired Plant Pathologist and current Fairhope resident. We feel like his background would be a great addition to the committee. His application is attached and the original is on file with Gayle Fogarty. I have also requested Jo Hogan and Harriet Gutknecht to reapply and get the membership application to you as soon as possible for reappointment. I will be delivering my application also.

|

| Thank you.

| Patrick Waldrop

aufy78@aol.com

-----Original Message-----

From: Gayle Fogarty <gayle.fogarty@cofairhope.com>  
To: Patrick Waldrop <aufy78@aol.com>  
Sent: Mon, Sep 26, 2016 2:45 pm  
Subject: Tree Committee

November 10, 2016      Next Meeting  
February 11, 2017      Arbor Day