



CITY OF FAIRHOPE

CITY COUNCIL PACKET

DISCLAIMER

PLEASE TAKE NOTICE:

**THE INFORMATION IN THIS PACKET IS IN
PRELIMINARY FORM.**

**IT IS SUBMITTED TO THE CITY COUNCIL FOR
CONSIDERATION AND DISCUSSION.**

**THIS PACKET DOES NOT CONTAIN
FINAL AND/OR APPROVED
MINUTES, RESOLUTIONS OR ORDINANCES.**

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

MONDAY, 28 AUGUST 2017 – 4:00 P.M. – COUNCIL CHAMBERS

1. Discussion of Financial Advisory Committee
2. Budget Discussions: Various Remaining Departments
3. Report of Capacity Study for Gas, Water and Sewer Utilities – Richard Peterson
4. Committee Updates
5. Department Head Updates

**Next Regular Meeting Monday, September 11, 2017 Same Time and Place
Work Session Time unless Changed will be 4:30 p.m.**

**CITY OF FAIRHOPE
CITY COUNCIL AGENDA**

MONDAY, 28 AUGUST 2017 - 6:00 P.M. - CITY COUNCIL CHAMBER

Invocation and Pledge of Allegiance

1. Approve minutes of 10 August 2017 Work Session, 14 August 2017 Regular City Council Meeting, minutes of 14 August 2017 Work Session, and minutes of 14 August 2017 Agenda Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. Resolution – That the City Council approves the fee schedule of Stewart Engineering, Inc. to perform On-Call Professional Engineering Services for the Electric Department (RFQ No. PS036-17), and hereby authorizes Mayor Karin Wilson to execute the associated contract with a not to exceed amount limit of \$20,000.00.
6. Resolution – That Mayor Karin Wilson is hereby authorized to approve Amendment No. 2 to the Contract for Professional Engineering Services, for RFQ No. PS008-17, On-call for Planning Department Projects, with S.E. Civil Engineering, LLC, at a cost of the amendment not to exceed \$15,000.00; and a total cost not to exceed for RFQ No. PS008-17 of \$45,000.00.
7. Resolution - That the Mayor Karin Wilson is hereby authorized to amend Resolution No. 2755-17 to reduce the transformer testing amount from Emerald Transformer at a rate of \$4,521.39 to Riviera Utilities at a rate of \$1,080.00.
8. Resolution - That Mayor Karin Wilson is hereby authorized to select an engineer of record to evaluate the structural condition of the existing boat travel lift structure at the Fly Creek Marina (piling, beams, sheet piling, backfill and concrete) based on the rated capacity of the boat lift equipment and to establish a fee schedule.
9. Resolution – To Award RFQ for Regions Insurance and Excess Risk Reinsurance, Inc. an Ironshore Company the City’s FY 2018 stop loss insurance and insurance broker contracts, and hereby authorize Mayor Karin Wilson to execute a contract.
10. Resolution – To Award RFQ for Fire Extinguisher Service 2017 to Safety Extinguisher, LLC with a total RFQ proposal of \$13,500.00 (RFQ No. 004-17).

11. Resolution – That the City Council authorizes Mayor Karin Wilson to temporary fill the position of Purchasing Manager at a pay grade of 26, with a salary not to exceed the minimum of that grade. Temporary employees are regularly scheduled to work 29 hours or less each week and are not eligible for City benefits, *except* those required by law, per the City’s employee handbook Section 1, 1.05 & Section 6, 6.08. This temporary position is valid for 90 days or less, dependent upon the return of the Purchasing Manager.
12. Application for a Non-Profit Tax-Exempt License (Alcoholic Beverage License) by Fairhope Educational Enrichment Foundation Inc., for Phantasy of the Arts 2016, located at 161 N Section Street, Fairhope, Alabama on October 8, 2017.
13. Public Participation – (3 minutes maximum)
14. Adjourn

**City Council Work Session - 4:00 p.m.
on Monday, August 28, 2017 – Council Chambers**

**City Council Agenda Meeting - 5:30 p.m.
on Monday, August 14, 2017 – Council Chamber**

Next Regular Meeting – Monday, August 28, 2017 - Same Time and Place

STATE OF ALABAMA))(
 :
COUNTY OF BALDWIN))(
 :

The City Council met in a Work Session/Budget Meeting at 4:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Thursday, 10 August 2017.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson and Robert Brown, Mayor Karin Wilson (arrived at 4:11 p.m.), and City Clerk Lisa A. Hanks. Councilmembers: Jimmy Conyers and Kevin Boone, and City Attorney Marion E. Wynne were absent.

Council President Burrell called the meeting to order at 4:00 p.m.

The following topics were discussed:

- The first item on the agenda was the Budget Discussions for the Electric Department. Joe Wolchina, Electric Superintendent, addressed the City Council and explained his budget handout. See attached handout. Mr. Wolchina explained briefly the needs for his department specifically a new engineering department with a staff dedicated to the SCADA system and Mapping. The City Council questioned the unfilled positions for over a year, administrative costs, and traffic light project. Finance Director Jill Cabaniss explained that the Community Development will be in the General Fund budget with transfers from the Utilities back to the General Fund.
- Richard Peterson, Operations Director, addressed the City Council on behalf of Gas Superintendent Robert Rohm, and explained his budget handout. See attached handout. Mr. Peterson explained briefly the needs for the Gas Department specifically being DOT Compliant and a Safety Officer, replacement of cast iron pipe, exposed gas mains. Council President Burrell said we need to look at what doesn't transfer, rate adjustments, and transfers. Mr. Peterson mentioned they were predicting mild season in terms of revenue.
- Dan McCrory, Water and Sewer Superintendent, addressed the City Council and explained his budget handout. See attached handout. Mr. McCrory explained briefly the needs for the Water Department specifically training, school, and travel; painting of the water tower and the need to protect the tower. Council President Burrell said it would be helpful to see a demonstration of mapping.

Mr. McCrory then briefly explained the needs for the Sewer Department specifically converting one of his collection employees to an electrician and capital items; i.e. sewer camera. He said we need to hold off on lift stations upgrades until we get the Goodwyn, Mills and Cawood report. Mr. Peterson said the camera will help with breaches throughout the system.
- Tom Kuhl, Recreation Director, addressed the City Council and explained his budget handout. See attached handout. Mr. Kuhl explained briefly the needs for his department specifically a pay increase for life guards, other personnel needs, and fairway mowers.

Capital improvements were also briefly discussed. Council President Burrell stated we need to put a value on what we provide to Baldwin County Board of Education; and should remind them we should be appreciated for all we give the schools. Council President Burrell questioned the press box proposal with a new one for the Home Side as well as the Visitors Side.

Mayor Wilson left the meeting at 6:13 p.m.

- Jim Bates, James P. Nix Center, and Michael Stonehouse, Civic Center, addressed the City Council and each explained his budget handout. See attached handout. Mr. Bates and Mr. Stonehouse explained briefly the needs for their departments specifically HVAC budget needs and both went over priority lists. An increase in fees was also mentioned by Mr. Bates. Building Maintenance Technician Lance Cabaniss explained in more detail the HVAC issues at the Nix Center and its budgetary need.

There being no further business to come before the City Council, the meeting was duly adjourned at 6:47 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

JOE | NEXT YEAR BUDGET HISTORICAL COMPARISON
 PROJECTION: 20181 2018 budget

ACCOUNTS FOR:
 Electric Fund

	2014 ACTUALS	2015 ACTUALS	2016 ACTUALS	2017 ACTUALS	CY 2017 BUDGET	PROJECTION LEVEL 1 -2018
003 Electric						
003 42510 Sale of Electric Energy	20,192,746	20,100,698	19,843,950	17,410,021	20,829,000	20,250,000
003 42520 Revenue Late Charges	234,762	211,819	215,549	118,637	200,000	150,000
003 42530 Pole Rental-Telephone Co	27,280	27,280	31,040	31,040	30,000	31,040
003 42540 Pole Rental-Cable T.V.	44,740	44,740	40,980	40,980	40,000	40,980
003 42550 Pole Rental-Riviera	426	426	426	426	425	425
003 42560 Temp Service Charges	500	700	1,125	850	600	600
003 49010 Interest Earned	7,796	5,670	5,339	4,969	5,000	5,000
003 49035 Rebate Income	-	-	2,048	1,410	-	1,500
003 49040 Miscellaneous Revenue	524,502	78,094	40,545	14,902	30,000	20,000
003 49060 Connection Fees	23,528	54,508	34,092	35,623	35,000	35,000
003 49080 Community Development Revenue	793	8,767	9,186	6,318	1,000	1,500
003 50020 Purchased Power-Elec	13,216,564	13,098,448	12,084,585	10,083,643	12,951,484	12,750,000
003 50025 Collection Costs/Revenue Dept	85,000	85,000	148,500	135,000	162,000	70,000
003 50026 Administrative Costs	851,000	851,000	875,417	795,833	955,000	642,667
003 50040 Salaries	781,245	760,606	881,096	782,475	864,059	1,170,884

PERSONNEL NEEDED	2017	2018	2019	2020
SCADA Technician (New)		Create		
Lead Electrician		Grade 23		
Electrician		Grade 20		
(2) Groundman		Grade 18		
Groundman On Call		Grade 18		

003 50280 Legal Fees

-

-

-

-

2,500

2,500

003 50290 Professional Services

43,126

25,531

41,508

35,258

15,000

30,000

ITEM DESCRIPTION	2017	2018	2019	2020
Misc. Electrical Engineering		30,000		
TOTAL		30,000		

003 50300 Computer Expense

-

-

-

38,448

48,000

65,265

ITEM DESCRIPTION	2017	2018	2019	2020
Vehicle Computers/Hardware		5,000		
2x Support		1,000		
AWS Storage		3,360		
COLOCATION Data Center		2,400		
I.T Maintenance		5,400		
Server Support		2,300		
ESET Virus		1,200		
Microsoft Licenses		12,000		
KRONOS Support		3,400		
Teklinks		540		
Firewall Support		2,800		
Munis Support		9,800		
ESRI Support		1,000		
Online Mapping		11,664		
New Computer		1,668		

Automatic Gate For Warehouse								5,000			
Building/Cover For Bore Equipment								15,000			
Modify (2) Barn Door's								14,000			
TOTAL						-		99,000		-	-

003 50365 Maintenance-Plant 152,821 316,922 349,784 262,749 350,000 455,500

ITEM DESCRIPTION					2017	2018	2019	2020
Pole Inspections						63,100		
Tree Trimming						325,000		
Vegetation Spraying						2,225		
Transformer Repairs						10,000		
SCADA Maintenance						7,000		
Substation Maintenance						32,500		
Traffic Light Maintenance						5,000		
ALDOT Traffic Light Maintenance round						10,500		
TOTAL						455,500		-

003 50380 Telephone - - - 33,351 54,000 45,100

ITEM DESCRIPTION					2017	2018	2019	2020
Phone System Support						4,000		
Verizon						13,100		
Internet						7,000		
AT&T						14,200		
SouthernLINC						6,800		
TOTAL					54,000	45,100	-	-

		3,668	2,881	3,013	3,146	4,000	4,000	
003 50390 Dues-Memberships-Subscrip								
ITEM DESCRIPTION					2017	2018	2019	2020
AMEA								
Electric Cities								
IMSA								
TOTAL					-	4,000	-	-

003 50400 Miscellaneous	1,244	679	3	-	1,000	-	-
003 50410 Cash Over or Short	(110)	(62)	(12)	16	-	-	-
003 50420 Bad Debts	150,000	100,000	100,000	83,000	100,000	100,000	-
003 50430 Gasoline & Oil	93,440	38,904	43,975	63,586	35,000	40,000	-

003 50440 Maintenance-Vehicles & Equipment		70,798	72,295	75,225	79,039	75,000	100,000	
ITEM DESCRIPTION					2017	2018	2019	2020
						100,000		
TOTAL					-	100,000	-	-

003 50460 Uniforms		7,405	9,573	13,203	7,166	8,000	15,800	
ITEM DESCRIPTION					2017	2018	2019	2020
Uniforms						15,800		
TOTAL					-	15,800	-	-

003	50560 Credit Card Processing Fees	53,082	79,924	92,704	73,427	92,000	95,000
003	50580 Bank Fees	80,054	84,718	121,753	101,373	120,000	120,000
003	50590 Lease on cc terminals	1,165	1,165	699	466	1,500	1,000
003	52510 Utilities for City Use	1,122,906	1,091,317	1,122,052	218,839	250,000	254,000
	Transfers to General Fund	867,448	500,000	1,050,908	617,500	1,235,000	1,464,000

TOTAL REVENUE	ELECTRIC FUND	21,057,074	20,532,701	20,224,280	17,665,176	21,171,025	20,536,045	-	-
TOTAL EXPENSE	ELECTRIC FUND	19,236,179	18,730,855	18,707,785	14,878,207	19,263,210	19,129,580	-	-
NET EARNINGS		1,820,895	1,801,847	1,516,495	2,786,969	1,907,815	1,406,465		

CAPITAL ITEMS-ACCOUNTS 16030,16035,16050

ITEM DESCRIPTION	2017	2018	2019	2020
Derrick Truck	200,000			
46kV Switch	16,000			
Two (2) Pickups	50,000	50,000		
Magnolia Ave. Distribution Conversion		300,000		
Two (2) Sauber HDPE Trailers		24,000		
Pole Replacements From Inspection		100,000	100,000	
Pole Mount Transformers (Inventory)		66,800		
Single Phase Pad Mounted Transformers (Inventory)		61,000		
Three Phase Padmounted Transformers (Inventory)		162,600		
Distribution Switches (Inventory)		14,000		
North Greeno Rd Lighting Replacement (Inventory)		84,500		
Standard Roadway Lighting (Inventory)		50,000		

Substation Upgrades							4,000,000	3,000,000	2,000,000
Fault Indicators Replacement							25,560		
Laptops for Work Orders							9,000		
Pole Yard Rock Improvements							10,000		
Substation Security Cameras							20,000		
Weather Station							2,000		
Phase 1 Of Traffic Light Project							225,000		
Traffic Light Controller/Detection Upgrades							75,000		
TOTAL						-	5,279,460	-	-

105,000

5,174,460

1300 50330 Postage 215 250

1300 50340 General Supplies -

ITEM DESCRIPTION					2017	2018
TOTAL					-	-

1300 50360 General Maintenance 49,945 39,384 47,463 45,964 70,000 70,000

ITEM DESCRIPTION					2017	2018
Replace awnings/doors/windows					10,000	4,000
Exterior Paint					13,000	
Replace Carpet in card room					10,000	10,000
Landscaping to screen Nix parking lot						1,500
TOTAL					33,000	11,500

1300 50380 Telephone - - - 479 - 150

1300 50390 Dues-Memberships-Subscrip - - - 50 500 100

ITEM DESCRIPTION					2017	2018
Mobile Senior Coalitions						50
TOTAL					-	50

1300 50440 Equip & Vehicle Repair

ITEM DESCRIPTION					2017	2018
TOTAL					-	-

1300 50470 Purchases Vehicles & Equipment 7,708 51,910 25,652 - 72,000 330,500

ITEM DESCRIPTION					2017	2018
A/C Unit for Civic Center					40,000	40,000
Civic Center Runway					3,000	
Fire Alarm Upgrade					25,000	25,000
Bracing & Flooring for Civic Center Stage						35,000
Civic Center Stage Lighting controls-upgrade to LED						40,000
Floor replacement in auditorium and lobby						25,000
Floors replaced left and right dressing rooms						8,000
Chair carts and banquet tables						8,500
Awning for NW entrance						5,000
Commercial freezer for kitchen-Civic						5,500
Replace 45 yr old HVAC unit Council Chambers						20,000
Replace carpet in Council Chambers						6,500
Chairs-Nix Center					4,000	4,000
HVAC (make up air unit) - Nix (must)						30,000
Ballroom HVAC unit - Nix (must)						30,000
Billiards room front office unit-Nix						20,000
Replace small HVAC units						20,000
Replace front office cabinetry						8,000
TOTAL					72,000	330,500

1300 51145 Museum Maintenance - 1,000

ITEM DESCRIPTION					2017	2018
TOTAL						-

1300 51155 Welcome Center Maintenance 594 1,196 4,030 278 2,000 2,000

ITEM DESCRIPTION					2017	2018
TOTAL					-	-

1300 51160 Civic Center Maintenance 3,200

ITEM DESCRIPTION					2017	2018
TOTAL						

1300 51355 Kitchen Supplies 3,057 3,105 3,150 2,195 3,500 3,500

ITEM DESCRIPTION					2017	2018
TOTAL						

1300	51360 Special Programs	893	1,042	1,064	1,204	1,000	1,500
	ITEM DESCRIPTION					2017	2018
	TOTAL						

1300	51365 Dance Expense	8,044	7,718	8,312	8,810	8,000	8,000
	ITEM DESCRIPTION					2017	2018
	TOTAL						

1300	51370 Golf Expense	688	-	261	-	1,000	500
	ITEM DESCRIPTION					2017	2018
	TOTAL						

1300	51375 Office Expense	15,007	12,573	11,796	10,447	13,000	13,000
	ITEM DESCRIPTION					2017	2018
	TOTAL						

1300	51385 Shuttle Bus Expense	1,710	2,235	970	1,000	1,500	1,500
1300	51390 Other Expense	5,806	400	687	1,136	1,000	1,000
1300	52510 Utilities for City Use	-	-	-	59,551	87,000	87,000

TOTAL	Adult Rec/Special Services Department	573,708	633,248	657,539	682,700	956,219	1,105,962
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STATE OF ALABAMA)
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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 August 2017.

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

There being a quorum present, Council President Burrell called the meeting to order at 6:08 p.m. The invocation was given by Pastor John Martin, Family Pastor of Celebration Church, and the Pledge of Allegiance was recited.

Council President Burrell stated there was a need to add on two agenda items after Agenda Item Number 32: a Resolution that the Governing Body of the City of Fairhope, Alabama, hereby rescinds Bid No. 024-13 for the Installation of Seasonal Supplemental LED Lighting 2017 and authorizes to rebid; and a Resolution that the City Council hereby institutes a record retention policy. The policy is that no written, electronic or video record of the City shall be destroyed or removed from the control of the City Clerk without Council approval, beginning immediately.

Council President Burrell said that there was talk about businesses putting lights in trees and employees to install lights. Councilmember Robinson stated he wants to rebid and still wants Council to have the ability to reject if bids are too high. Mayor Wilson said that she spoke with one of the vendors and after seeing the scope of work did not bid. She commented we could use sponsorships. Councilmember Conyers said he wanted to continue using the Electric Department, but is willing to rebid and leave options for installing. Councilmember Boone commented if we rebid, the responses could indicate differences in cost. Council President Burrell said he was not opposed to rebidding, but still having the option to continue with City employees.

Councilmember Brown moved to add on the above-mentioned items **not** on the printed agenda. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

Councilmember Robinson moved to approve minutes of the 24 July 2017, regular meeting; minutes of the 24 July 2017, work session; and minutes of the 24 July 2017, agenda meeting. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

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Mayor Wilson addressed the City Council regarding the following items:

- 1) Booklets on the back table for responsible growth and the plan for the City's future were developed with citizens being engaged;
- 2) Complaints of flowers looking tired; and it has been very hot and rainy. Complaints are normal around this time of year;
- 3) FEMA flood maps are in and Erik Cortinas will be holding a public meeting to explain the changes in the maps;
- 4) 26% growth in the City and only 2.5% employee growth. Water and Sewer was the example given.
- 5) Police Department Back to School Event was a success; and the remaining backpacks can be found at Ecumenical Ministries, Fairhope United Methodist Church, and the Fairhope Police Department;
- 6) Recycle Program and the new routes were mentioned;
- 7) Geese issue has also been a success; and amber lights will be put at Quail Creek Golf Course next year;
- 8) New BRATS hub at the Parking Garage;
- 9) Recognized Jeff Montgomery for his hard work, especially his work on the new website which was all done in-house;
- 10) ESILL was recognized with a Proclamation who will be celebrating their 40th Anniversary. She declared August 20th as ESILL Day in the City of Fairhope.

The following individuals spoke during Public Participation for Agenda Items:

- 1) Francis "Paul" Ripp, 22985 High Ridge Road, addressed the City Council regarding Agenda Item No. 26: that the Fairhope City Council hereby authorizes Jay Robinson on behalf of the Council to request and obtain from Elias Technologies, Inc. documents and information regarding IT contract. He questioned why the resolution and also brought up the Fly Creek PUD. Mr. Ripp said he didn't understand why we are going down this road. Councilmember Robinson replied we have two claims and this may be relevant. He said no lawsuit has been filed; and our attorneys tried to retrieve documents and could not without a resolution. Mayor Wilson commented all documents were given to the City Clerk. Council President Burrell asked if all documents were received. City Clerk Hanks replied not all documents were received.

Councilmember Robinson commented on the Red, White, and Blue Back to School Event being successful. He announced that the Fairhope Youth Baseball Ozone All Stars won the Dixie Youth Baseball World Series, so they are the World Series Champion. He mentioned Fairhope Public Schools begin next week. He also stated a citizen spoke to him about receiving a flyer regarding the Recycle Program and called the Public Works Department.

14 August 2017

On Saturday, Dale Linder called them back to explain the new program. Councilmember Robinson thanked Dale Linder and Arthur Bosarge for their work in the Public Works Department.

Councilmember Conyers also stated public schools begin Monday, August 21, 2017; and asked for everyone to be careful when in traffic. He mentioned just returning from vacation and was glad to be back at home in Fairhope.

Councilmember Brown apologized to the citizens regarding the sewage spill; and said remedies are being done at this time. He stated preserving our waterfront is paramount as well as the Greeno Road corridor.

Councilmember Boone mentioned the appointment for the Personnel Board and asked for Diane Thomas and Lorenzo Howard to come forward and introduce the new appointee. Ms. Thomas introduced Genie Frazer as the new appointee for the Personnel Board. Ms. Thomas commented that Ms. Frazer was highly qualified with progressive discipline and employee evaluations among other traits.

Council President Burrell commented he was concerned with the sewage spills. Mayor Wilson said we will use Code Red for emergencies as well as other incidents. She said 80 percent of contacts are already included; and we can notify a particular area; and this will allow for many types of communications. IT Director Jeff Montgomery reiterated that 80 percent of the information was from a data mine based on home telephone numbers. He said citizens will have the ability to opt in or opt out; and can sign up for many different notifications. Mayor Wilson said we will have a campaign for sign up while launching our new website.

Councilmember Boone moved for final adoption of Ordinance No. 1599, an ordinance to Amend Ordinance No. 1586, Code of Ordinances to alter the Schedule of Fees for Construction and Building Permits. (Introduced at the July 24, 2017 City Council Meeting). Seconded by Councilmember Brown, motion for final adoption passed by the following voice votes: AYE – Burrell, Robinson, Conyers, Brown, and Boone. NAY - None.

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 a Third Extension of Agreement concerning Tolling of the Statute of Limitations between the Utilities Board of the City of Daphne and the City of Fairhope regarding jointly owned gas lines. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

14 August 2017

RESOLUTION NO. 2824-17

WHEREAS, the City Council adopted Resolution No. 2634-16 on December 12, 2016 which authorized the execution of the Agreement concerning Tolling of the Statute of Limitations between the Utilities Board of the City of Daphne and the City of Fairhope regarding jointly owned gas lines; and

WHEREAS, Fairhope and Daphne Utilities executed a first extension for an additional ninety (90) days effective January 15, 2017; and

WHEREAS, Fairhope and Daphne Utilities executed a second extension for an additional ninety-two (92) days effective April 14, 2017; and

WHEREAS, Fairhope and Daphne Utilities desire to extend the Tolling Agreement an additional ninety-one (91) days.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute a Third Extension of Agreement concerning Tolling of the Statute of Limitations between the Utilities Board of the City of Daphne and the City of Fairhope regarding jointly owned gas lines.

Adopted on this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution accepting the public streets, public right-of-ways, and all of Fairhope's public utilities located in public right-of-ways within Fox Hollow, Phase One for maintenance subject to the bond posted; and authorizes Mayor Karin Wilson to execute the Maintenance and Guaranty Agreements between the City of Fairhope, Montrose Properties, Inc., and Hill Brothers. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

14 August 2017

RESOLUTION NO. 2825-17

WHEREAS, the Owners of Fox Hollow, Phase One desire to have all public streets and public right-of-ways dedicated on the plat filed for record in the Probate Records of Baldwin County, Alabama, on Slide 2603-A and 2603-B, and all Fairhope public utilities located in public right-of-ways accepted for maintenance by the City of Fairhope, Alabama, and;

WHEREAS, the City of Fairhope, Alabama, has received notice from the engineers of the project that the design and capacity of the public improvements have been designed in conformance with City requirements, and;

WHEREAS, the Public Works Director has indicated that the improvements meet City requirements, and;

WHEREAS, the City of Fairhope, Alabama, has received from the owners of Fox Hollow, Phase One, maintenance bonds for the public improvements constructed for a period of 2 years, and;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRHOPE, ALABAMA that the public improvements indicated herein for Fox Hollow, Phase One are hereby accepted for public maintenance subject to the bond posted; and authorizes Mayor Karin Wilson to execute the Maintenance and Guaranty Agreements between the City of Fairhope, Montrose Properties, Inc., and Hill Brothers (the "Subdivider").

BE IT FURTHER RESOLVED this resolution of acceptance shall not obligate the City of Fairhope to maintain any utility or drainage facilities outside the limits of the right-of-way of the public streets, whether or not such may be located within dedicated easements in any of these developments.

Adopted this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

14 August 2017

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution accepting all of Fairhope's public utilities located in public right-of-ways within Colony Woods Subdivision for maintenance subject to the bond posted; and authorizes Mayor Karin Wilson to execute the Maintenance and Guaranty Agreements between the City of Fairhope, Jason Tickle, and Hill Brothers. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 2826-17

WHEREAS, the Owners of Colony Woods Subdivision desire to have all public utilities dedicated on the plat filed for record in the Probate Records of Baldwin County, Alabama, on Slide 2603-F, accepted for maintenance by the City of Fairhope, Alabama, and;

WHEREAS, the City of Fairhope, Alabama, has received notice from the engineers of the project that the design and capacity of the public improvements have been designed in conformance with City requirements, and;

WHEREAS, the Water and Sewer Superintendent has indicated that the improvements meet City requirements, and;

WHEREAS, the City of Fairhope, Alabama, has received from the owners of Colony Woods Subdivision, maintenance bonds for the public improvements constructed for a period of 2 years, and;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRHOPE, ALABAMA that the public improvements indicated herein for Colony Woods Subdivision are hereby accepted for public maintenance subject to the bond posted; and authorizes Mayor Karin Wilson to execute the Maintenance and Guaranty Agreements between the City of Fairhope, Jason Tickle, and Hill Brothers (the "Subdivider").

BE IT FURTHER RESOLVED this resolution of acceptance shall not obligate the City of Fairhope to maintain any utility or drainage facilities outside the limits of the right-of-way of the public streets, whether or not such may be located within dedicated easements in any of these developments.

Adopted this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

14 August 2017

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution accepting the public streets, public right-of-ways, and all of Fairhope's public utilities located in public right-of-ways within Woodlawn, Phase Three for maintenance subject to the bond posted; and authorizes Mayor Karin Wilson to execute the Maintenance and Guaranty Agreement between the City of Fairhope and Woodlawn Development Company 2014, Inc. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 2827-17

WHEREAS, the Owners of Woodlawn, Phase Three desire to have all public streets and public right-of-ways dedicated on the plat filed for record in the Probate Records of Baldwin County, Alabama, on Slide 2597-F, and all Fairhope public utilities located in public right-of-ways accepted for maintenance by the City of Fairhope, Alabama, and;

WHEREAS, the City of Fairhope, Alabama, has received notice from the engineers of the project that the design and capacity of the public improvements have been designed in conformance with City requirements, and;

WHEREAS, the Public Works Director has indicated that the improvements meet City requirements, and;

WHEREAS, the City of Fairhope, Alabama, has received from the owners of Woodlawn, Phase Three, maintenance bonds for the public improvements constructed for a period of 2 years, and;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRHOPE, ALABAMA that the public improvements indicated herein for Woodlawn, Phase Three are hereby accepted for public maintenance subject to the bond posted; and authorizes Mayor Karin Wilson to execute the Maintenance and Guaranty Agreement between the City of Fairhope and Woodlawn Development Company 2014, Inc. (the "Subdivider").

BE IT FURTHER RESOLVED this resolution of acceptance shall not obligate the City of Fairhope to maintain any utility or drainage facilities outside the limits of the right-of-way of the public streets, whether or not such may be located within dedicated easements in any of these developments.

Adopted this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

14 August 2017

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope hereby terminates the contract for On-Line Utility Payments for an Internet Connection to the City's Website, between the City of Fairhope and Paymentus; and approves Mayor Karin Wilson to sign the necessary paperwork. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 2828-17

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

[1] That on November 14, 2011 the City of Fairhope did award Paymentus the RFQ for On-Line Utility Payments for any Internet Connection to City's Website.

[2] Per Item 9.1, Term, of the contract, the City is required to give written notice to Paymentus not less than six (6) months prior to the automatic renewal date of April 2, 2018. The contract termination date will therefore be April 1, 2018.

[3] That the City of Fairhope hereby terminates the contract for On-Line Utility Payments for an Internet Connection to the City's Website, between the City of Fairhope and Paymentus; and approve Mayor Karin Wilson to sign the necessary paperwork.

Adopted on this 14th day of August, 2017

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 to Reject all Bids for Pool Building Façade Repair for the Recreation Department (Bid No. 007-017). Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

14 August 2017

RESOLUTION NO. 2829-17

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 Pool Building Façade Repair for the Recreation Department (Bid No. 007-17) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] After evaluation of the bid response(s) and additional discovery has revealed that it would be in the best interest of the City to change the Scope and Specifications of the project, and include additional work in the project; therefore, the recommendation is to reject all bid(s) for Bid No. 007-17.

Adopted on this 14th day of August, 2017

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 approves the selection of Neel-Schaffer, Inc. to perform Design Engineering Services for Sidewalks Between U. S. 98 and County Road 13 (RFQ No. PS037-17); ALDOT TAP Grant No. TAPAA-TA17 (937); and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule; and establish a not-to-exceed limit with this firm. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

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14 August 2017

RESOLUTION NO. 2830-17

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves the selection of Neel-Schaffer, Inc. to perform Design Engineering Services for Sidewalks Between U. S. 98 and County Road 13 (RFQ No. PS037-17); ALDOT TAP Grant No. TAPAA-TA17 (937); and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule; and establish a not-to-exceed limit with this firm.

DULY ADOPTED THIS 14TH DAY OF AUGUST, 2017

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 approves the selection of Mott MacDonald, LLC to perform Professional Engineering Services for MPO Downtown Traffic, Pedestrian Safety and Wayfinding Signage and Parking Study (RFQ No. PS039-17), and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule, and establish a not-to-exceed limit with this firm. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 2831-17

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves the selection of Mott MacDonald, LLC to perform Professional Engineering Services for MPO Downtown Traffic, Pedestrian Safety and Wayfinding Signage and Parking Study (RFQ No. PS039-17), and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule, and establish a not-to-exceed limit with this firm.

DULY ADOPTED THIS 14TH DAY OF AUGUST, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

14 August 2017

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council approves the selection of Goodwyn Mills Cawood, Inc. to perform Professional Engineering Services to replace the HVAC Unit on Roof of Civic Center for RFQ No. PS040-17, and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule, and establish a not-to-exceed limit with this firm. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 2832-17

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves the selection of Goodwyn Mills Cawood, Inc. to perform Professional Engineering Services to replace the HVAC Unit on Roof of Civic Center for RFQ No. PS040-17, and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule, and establish a not-to-exceed limit with this firm.

DULY ADOPTED THIS 14TH DAY OF AUGUST, 2017

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 Mayor Karin Wilson is hereby authorized to execute a contract with Keet Consulting Services, LLC, for RFQ No. PS026-17, Professional Consulting Services to Upgrade City's GIS with Online Mapping System, with a not to exceed amount of \$54,700.00 – (\$25,900.00 year 1, \$14,400.00 year 2, and \$14,400.00 year 3). Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

14 August 2017

RESOLUTION NO. 2833-17

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 Keet Consulting Services, LLC, for RFQ No. PS026-17, Professional Consulting Services to Upgrade City's GIS with Online Mapping System, with a not to exceed amount of \$54,700.00 – (\$25,900.00 year 1, \$14,400.00 year 2, and \$14,400.00 year 3).

DULY ADOPTED THIS 14TH DAY OF AUGUST, 2017

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 Mayor Karin Wilson is hereby authorized to execute a contract with International Code Council to perform On-Call Professional Consulting Services for Construction Plan Review for the Building Department (RFQ No. PS035-17), with a not to exceed \$40,000.00. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 2834-17

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 International Code Council to perform On-Call Professional Consulting Services for Construction Plan Review for the Building Department (RFQ No. PS035-17), with a not to exceed \$40,000.00.

DULY ADOPTED THIS 14TH DAY OF AUGUST, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

14 August 2017

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to Award Bid for Painting Roof of Fire Station No. 1 to Domoni Inc. with a total bid proposal of \$17,541.60 (Bid Number 019-17). Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 2835-17

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 Painting Roof of Fire Station No. 1 for the Fire Department (Bid Number 019-17) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] At the appointed time and place, the following bids were opened and tabulated as follows:

Please see attached Bid Tabulation for
Painting Roof of Fire Station No. 1
for the Fire Department

[3] After evaluating the bid proposals with the required bid specifications, Domoni Inc., with the total bid proposal of \$17,541.60 is now awarded the bid for Painting Roof of Fire Station No. 1 for the Fire Department.

Adopted on this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

14 August 2017

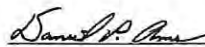
CITY OF FAIRHOPE
 BID TAB AND RECOMMENDATION
 BID NO: 019-17
 BID NAME: PAINTING ROOF OF FIRE STATION #1
 BID OPENED: JULY 20, 2017 at 9:00 A.M.
 Note: Bid Bond 5% (not required on less than \$10,000)

VENDOR	Bid Proposal Executed / Signed / Notarized	BID BOND	Addenda 1	BID AMOUNT
Domoni Inc. dba CERTAPRO Painters	yes	yes ck	yes	\$17,541.80
HAWKINS B THOMAS				No Response
PRO 1 PAINTERS, LLC				No Response
PITTSBURG TANK & TOWER MAINTENANCE CO. INC				No Response
SYCAMORE CONSTRUCTION, INC.				No Response
RYAN BENSON				No Response
BAY AREA HOME IMPROVEMENT				No Response
THE GARLAND COMPANY, INC				No Response
INS CONSTRUCTION				No Response
ALL-SOUTH SUBCONTRACTORS, INC.				No Response
MID-WESTERN COMMERCIAL ROOFERS, INC.				No Response
THOMAS ROOFING				No Response
WEATHERSEAL COATINGS				No Response
SUNSET ENGINEERING SYSTEMS				No Response
ULTRA COATINGS AND WATERPROOFING, INC.				No Response
DURABALE COATINGS				No Response
5-STAR ROOFING AND RESTORATION, LLC				No Response
UNIFLEX ROOFING SYSTEMS				No Response

RECOMMENDATION: Award to Domoni Inc. dba CERTAPRO Painters in the amount of \$17,541.80


 08/03/2017
 John Saraceno
 Fire Station Maintenance Superintendent

To my knowledge this is an accurate bid tabulation.


 08/03/17
 Daniel P. Ames
 Purchasing Manager

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution to Award Bid for Python III FS Dash Mounted Radar System to Emergency Lighting by Haynes with the total bid proposal of \$6,475.00; and to DANA Safety Supply for all other items per attached schedule with the total bid proposal of \$18,740.28 (Bid Number (021-17). Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

14 August 2017

RESOLUTION NO. 2836-17

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 Equipment for Outfitting Five (5) Police Department Vehicles (Bid Number 021-17) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] At the appointed time and place, the following bids were opened and tabulated as follows:

Please see attached Bid Tabulation for
Equipment for Outfitting Five Police Department Vehicles

[3] After evaluating the bid proposals with the required bid specifications, Emergency Lighting by Haynes with the total bid proposal of \$6,475.00 for Python III FS Dash Mounted Radar System; and DANA Safety Supply for all other items per attached schedule with the total bid proposal of \$18,740.28, are now awarded the bid for Equipment for Outfitting Five (5) Police Department Vehicles.

Adopted on this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

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14 August 2017

CITY OF FAIRHOPE
 BID TABULATION AND RECOMMENDATION
 BID NO: 021-17
 BID NAME: Equipment for Outfitting 5 Police Vehicles
 Date Bid Issued: JULY 25, 2017
 Date Bid Opened: AUGUST 2, 2017-9:00 am
 Bid Band Waived

VENDOR: EMERGENCY LIGHTING BY HAYNES (21955 Hilbidge Lane, Robertsdale, AL)		MANUFACTURER	Number of Items	Price per unit	Extended price
Non-Collusion/ proposal/Proposal Executed /Signed /Notarized		yes			
ITEM #	ARO DAYS				
			31		
1	Setina 10VS/RP 3-Piece Horizontal Self-Locking Sliding Center SUV Partition with Lower Ext. Panel				
2	#GK10301S1USVSCA	Pro-Gard PSSP5704T715A	5	\$594.00	\$2,970.00
3	Setina #12 VS Rear Cargo Partition with Expanded Metal, Vinyl Coated	Pro-Gard GVPMS7150-H	4	\$349.00	\$1,396.00
4	Federal 51" Integrity LED Light Bar with Alley Lights, Takedown Lights with Rear Amber Traffic Advisor Bar and Full Front Flood and All Mounting Hardware, Color: Blue	Pro-Gard B570S115	5	\$339.00	\$1,695.00
6	Federal #SSP2000B Smart Siren/Controller	Whelen 6 BZSP33 54" Legacy Duo Bar Pkg Includes	4	\$2,204.00	\$8,816.00
7	Federal ES100C Dyna-Max 100 Watt Speaker with Bracket	Whelen CCRN3	4	Included	
8	Superior Signal SYFLAT6B LED (Running Boards)	Whelen SA31501 5AK63bxt	4	Included	
9	Whacker WT-LH818B 2 each side rear windows	Whelen TLTB	20	\$66.00	\$1,320.00
10	Whacker "L" Brackets for WT-LH81	Whelen WIONB	20	\$70.00	\$1,400.00
11	Sound Off#ETHHTAH0-07+ Plug & Play Headlight Flasher	Included	20	Included	
12	Sho/Me #14.0553 3-Accessory Outlets	Sound off THHTAH0-07	3	\$50.00	\$150.00
13	Star #274-DLXT-6-RL License Plate Mount Bracket	American Technology 12V3	4	\$8.50	\$34.00
14	Star #DLX-6B Versa Star LED Grille Module Light with Black Bezel Color: Blue	Whelen WIONBRT1	5	\$16.00	\$80.00
15	Federal MPS600-U-BB Microplus LED Light Heads (6-LED's per Head) Rear Spoiler Kit complete with MPSMG-TARS Installation Kit 2016 Tahoe	Whelen WIONB	20	\$70.00	\$1,400.00
16	HAVIS C-1810 Console's with Tahoe Tunnel Mount with Base, Accessory Pocket, Arm Rest Cup Holder and All Hardware and Face Plates	Whelen CELS4S	5 (pr)	\$500.00	\$2,500.00
17	Havis C-HDM-204 Computer Stand with Heavy Duty Swing Arm C-MD-102 and C-3090 Universal Laptop Tray	HAVIS C-1810, C-TMN 03 C-AP004S, C-ap-004S, acv102	5	\$476.00	\$2,380.00
18	Havis C-MC Radio mic clip	HAVIS-C-HDM-204, MD-102, C-3090	5	\$434.00	\$2,170.00
19	Havis C-MCB Radio mic clip bracket	HAVIS C-MC	10	\$8.00	\$80.00
20	American Aluminum SUV Tahoe Law Enforcement Storage Vault with two drawers, Dividers & Slide Out Tray and All Mounting Hardware	HAVIS C-MCB	10	\$10.00	\$100.00
	Python III FS dash mounted radar system with front and rear antennas	AMERICAN ALUMINIUM EZ SUV Vault	5	\$1,840.00	\$9,200.00
		MPH Python III	5	\$1,295.00	\$6,475.00

VENDOR: DANA SAFETY SUPPLY INC. 3810 W. Osborn Av, Tampa, FL 33614		MANUFACTURER	Number of Items	Price per unit	Extended price
Non-Collusion/ proposal/Proposal Executed /Signed /Notarized		yes			
ITEM #	ARO DAYS				
			30		
1	Setina 10VS/RP 3-Piece Horizontal Self-Locking Sliding Center SUV Partition with Lower Ext. Panel	SETINA	5	\$ 530.52	\$ 2,652.60
2	#GK10301S1USVSCA	SETINA	4	\$ 258.96	\$ 1,035.84
3	Setina #12 VS Rear Cargo Partition with Expanded Metal, Vinyl Coated	SETINA	5	\$ 273.96	\$ 1,369.80
4	Federal 51" Integrity LED Light Bar with Alley Lights, Takedown Lights with Rear Amber Traffic Advisor Bar and Full Front Flood and All Mounting Hardware, Color: Blue	NO BID	4		NO BID
6	Federal #SSP2000B Smart Siren/Controller	NO BID	4		NO BID
7	Federal ES100C Dyna-Max 100 Watt Speaker with Bracket	NO BID	4		NO BID
8	Superior Signal SYFLAT6B LED (Running Boards)	NO BID	4		NO BID
9	Whacker WT-LH818B 2 each side rear windows	SUPERIOR SIGNAL	20	\$ 54.95	\$ 1,099.00
10	Whacker "L" Brackets for WT-LH81	NO BID	20		NO BID
11	Sound Off#ETHHTAH0-07+ Plug & Play Headlight Flasher	NO BID	20		NO BID
12	Sho/Me #14.0553 3-Accessory Outlets	SOUND-OFF	3	\$ 46.84	\$ 140.52
13	Star #274-DLXT-6-RL License Plate Mount Bracket	SHO-ME	4	\$ 18.33	\$ 73.32
14	Star #DLX-6B Versa Star LED Grille Module Light with Black Bezel Color: Blue	STAR	5	\$ 13.09	\$ 65.45
15	Federal MPS600-U-BB Microplus LED Light Heads (6-LED's per Head) Rear Spoiler Kit complete with MPSMG-TARS Installation Kit 2016 Tahoe	STAR	20	\$ 59.00	\$ 1,180.00
16	HAVIS C-1810 Console's with Tahoe Tunnel Mount with Base, Accessory Pocket, Arm Rest Cup Holder and All Hardware and Face Plates	NO BID	5 pr		NO BID
17	Havis C-HDM-204 Computer Stand with Heavy Duty Swing Arm C-MD-102 and C-3090 Universal Laptop Tray	HAVIS	5	\$ 383.05	\$ 1,915.25
18	Havis C-MC Radio mic clip	HAVIS	5	\$ 388.04	\$ 1,940.20
19	Havis C-MCB Radio mic clip bracket	HAVIS	10	\$ 7.17	\$ 71.70
20	Slide Out Tray and All Mounting Hardware	HAVIS	10	\$ 9.99	\$ 99.90
	Python III FS dash mounted radar system with front and rear antennas	AMERICAN ALUMINIUM	5	\$ 1,419.34	\$ 7,096.70
		NO BID	5		NO BID

Recommendation:

AWARD line item 20 to EMERGENCY LIGHTING BY HAYNES in the amount listed in their Bid Response, totaling \$6,475

AWARD line items 1-3, 7, 10-13 and 15-19 to DANA SAFETY SUPPLY INC. in the amounts listed in their Bid Response, totaling \$18,740.28

Joseph H. Pettes 08/03-2017
 Joseph Pettes, Chief of Police

To my knowledge this is an accurate Bid Tabulation.
Daniel P. Amas 8/3/2017
 Daniel P. Amas, Purchasing Manager

14 August 2017

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to Reject all Bids for Printing of Calendar 2017 for the Economic and Community Development Department (Bid Number 023-17). Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 2837-17

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 Printing of Calendar 2017 for the Economic and Community Development Department (Bid No. 023-17) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] After evaluation of the bid response(s) and additional discovery has revealed that it would be in the best interest of the City to change the Scope and Specifications of the project, and include additional work in the project; therefore, the recommendation is to reject all bid(s) for Bid No. 023-17.

Adopted on this 14th day of August, 2017

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 to purchase One (1) One Way Phase over Phase Type G 46 kV Gang Switch for the Electric Department; and authorizes procurement without formal bid based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7). The cost will be \$15,416.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

14 August 2017

RESOLUTION NO. 2838-17

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 One (1) One Way Phase over Phase Type G 46 kV Gang Switch for the Electric Department; and authorizes procurement without formal bid based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7). The cost will be \$15,416.00.

Adopted on this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to purchase a 2018 Freightliner M2 106 Chassis Set Back Axle with 16' Body (Flower Watering Truck) for the Public Works Department and the equipment is available for direct procurement through the National Joint Powers Alliance ("NJPA") Buying Group Contract; and therefore, does not have to be let out for bid. This has been nationally bid through the NJPA's bid process. The total cost is \$89,731.00. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

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14 August 2017

RESOLUTION NO. 2839-17

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 a 2018 Freightliner M2 106 Chassis Set Back Axle with 16' Body (Flower Watering Truck) for the Public Works Department and the equipment is available for direct procurement through the National Joint Powers Alliance ("NJPA") Buying Group Contract; and therefore, does not have to be let out for bid. This has been nationally bid through the NJPA's bid process. The total cost is \$89,731.00.

Adopted on this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution to purchase a 2018 Freightliner 122SC Chassis Forward Axle 18-Wheeler Truck for the Public Works Department (Sanitation) and the equipment is available for direct procurement through the National Joint Powers Alliance ("NJPA") Buying Group Contract; and therefore, does not have to be let out for bid. This has been nationally bid through the NJPA's bid process. The total cost is \$119,725.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 2840-17

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 a 2018 Freightliner 122SC Chassis Forward Axle 18-Wheeler Truck for the Public Works Department (Sanitation) and the equipment is available for direct procurement through the National Joint Powers Alliance ("NJPA") Buying Group Contract; and therefore, does not have to be let out for bid. This has been nationally bid through the NJPA's bid process. The total cost is \$119,725.00.

Adopted on this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

14 August 2017

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution to purchase Fire Fighting Gear for the Fire Department; and the items are available for purchase from NAFECO, as quotes were obtained. The cost will be \$10,907.50. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 2841-17

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 Fire Fighting Gear for the Fire Department; and the items are available for purchase from NAFECO, as quotes were obtained. The cost will be \$10,907.50.

Adopted on this 14th day of August, 2017

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 to purchase the Interfacing of the Paymentus payment processing system with the City's MUNIS financial system for the IT Department, from Paymentus Corporation as Sole Source Distributor; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(13). The cost will be \$7,500.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

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14 August 2017

RESOLUTION NO. 2842-17

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 the Interfacing of the Paymentus payment processing system with the City's MUNIS financial system for the IT Department, from Paymentus Corporation as Sole Source Distributor; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(13): "Contractual services and purchases of commodities for which there is only one vendor or supplier and contractual services and purchases of personal property which by their very nature are impossible to award by competitive bidding." The cost will be \$7,500.00.

Adopted on this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to purchase SCADA System Sensors for the Water Department; and the items are available for purchase from WESCO Distribution, as quotes were obtained. The cost will be \$14,922.60. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

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14 August 2017

RESOLUTION NO. 2843-17

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 SCADA System Sensors for the Water Department; and the items are available for purchase from WESCO Distribution, as quotes were obtained. The cost will be \$14,922.60.

Adopted on this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Council President Burrell said there was some language that needed to be added to the resolution: "The release of the requested information by Elias Technologies pursuant to this resolution shall not be construed as a breach of the terms of the contract and shall leave all provisions of the contract in force." City Clerk Lisa Hanks stated that an amendment needed to be voted on first and then adopt the resolution as amended.

Councilmember Boone moved to amend the resolution by adding the following: "The release of the requested information by Elias Technologies pursuant to this resolution shall not be construed as a breach of the terms of the contract and shall leave all provisions of the contract in force." Seconded by Councilmember Brown, motion passed unanimously by voice vote.

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution as amended, a resolution that the Fairhope City Council hereby authorizes Jay Robinson on behalf of the Council to request and obtain from Elias Technologies, Inc. documents and information regarding IT contract. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

14 August 2017

Councilmember Robinson questioned why his name was on the resolution. Council President Burrell replied City Attorney Wynne recommended you gather and give to the City Clerk to disseminate.

RESOLUTION NO. 2844-17

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the Fairhope City Council hereby authorizes Jay Robinson (on behalf of the City Council) to request and obtain from Elias Technologies, Inc. the following documents and electronic records: the key words searched on Jennifer Fidler's and Sherry Sullivan's computers and phones, (2) all documents and electronic records produced by the search, (3) all communications written or electronic between Mayor Wilson, Jeff Montgomery and Elias Technologies, Inc. or its agents and employees regarding the search of Sherry Sullivan's and Jennifer Fidler's computers and phones, (4) an answer to the questions, (a) What was Elias told to look for, (b) what were the results of the searches, (c) who told Elias what to look for. Elias is specifically authorized to disclose said information to Jay Robinson (on behalf of the City Council) and said disclosure does not violate any contractual confidentiality provision contained in the contract between the City of Fairhope and Elias Technologies, Inc.

The release of the requested information by Elias Technologies pursuant to this resolution shall not be construed as a breach of the terms of the contract and shall leave all provisions of the contract in force.

BE IT FURTHER RESOLVED, that a City Council Subpoena be issued to Elias Technologies, Inc. for the records and electronic files described above pursuant to the City Council's subpoena power set out in Section 11-43-163 of the Code of Alabama.

Adopted on this 14th day of August, 2017

Jack Burrell, City Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

14 August 2017

Councilmember Boone moved to appoint Genie Frazer to the Personnel Board replacing Jenny Erdoes whose term will expire December 2019. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

City Council reviewed an application for a Restaurant Liquor License by Jessie Patterson for Old Bay Steamer, Inc. d/b/a Old Bay Steamer, located at 14 N. Church Street, Fairhope, Alabama. Councilmember Conyers moved to approve the issuance of the license. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

City Council reviewed an application for a Restaurant Liquor License by Alison Johnson for El Camino Taco Shack, LLC d/b/a El Camino Taco Shack, located at 212 one half Fairhope Avenue, Fairhope, Alabama. Councilmember Conyers moved to approve the issuance of the license. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

City Council reviewed an application for a Beer and Wine On/Off Premises License by Kimberly Fontenot for Bay House Bistro, LLC d/b/a Bay House Bistro, located at 151 S. Mobile Street, Fairhope, Alabama. Councilmember Robinson moved to approve the issuance of the license. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

City Council reviewed an application for a Non-Profit Tax Exempt License (Alcoholic Beverage License) by Matthew Wilkins for the National Wild Turkey Federation, Inc., for their National Wild Turkey Federation Banquet, located at 161 North Section Street, Fairhope, Alabama on August 18, 2017 from 6:00 p.m. to 10:00 p.m. Councilmember Conyers moved to approve the issuance of the license. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

Councilmember Conyers moved to grant the request of Katja Palumbo on behalf of the Fairhope K-6 Parent Teacher Corporation requesting permission to close the streets in downtown Fairhope on Saturday, January 27, 2018 from 6:00 a.m. to 10:00 a.m. for a 5K Run and 1 Mile Fun Run ("The Pirate Dash") to raise money for the educational needs of the Fairhope Elementary and Fairhope Intermediate Schools. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the Governing Body of the City of Fairhope, Alabama, hereby rescinds Bid No. 024-13 for the Installation of Seasonal Supplemental LED Lighting 2017 and authorizes to rebid. Seconded by Councilmember Brown, motion passed unanimously by voice vote. Councilmember Conyers commented even if we rebid, we reserve the right to reject bids. City Treasurer Deborah Smith replied that as long as this is written in the bid, we reserve the right to reject the bids.

14 August 2017

RESOLUTION NO. 2845-17

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

[1] That the City of Fairhope did request bids for the Installation of Seasonal Supplemental LED Lighting 2017 (Bid Number 024-17) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] On August 9, 2017 when bids were to be received and opened, no bids were received.

[3] That the Governing Body of the City of Fairhope, Alabama, hereby rescinds Bid No. 024-13 for the Installation of Seasonal Supplemental LED Lighting 2017 and authorizes to rebid.

Adopted on this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby institutes a record retention policy. The policy is that no written, electronic or video record of the City shall be destroyed or removed from the control of the City Clerk without Council approval, beginning immediately. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

*

*

14 August 2017

RESOLUTION NO. 2846-17

That the City Council hereby institutes a record retention policy. The policy is that no written, electronic or video record of the City shall be destroyed or removed from the control of the City Clerk without Council approval, beginning immediately.

Adopted on this 14th day of August, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

The following individuals spoke during Public Participation for Non-Agenda Items:

- 1) Erik Cortinas, President of Fairhope Pirate Booster Club, addressed the City Council regarding the event to introduce the Football team: Saturday, August 19, 2017 from 6:00 p.m. to 8:00 p.m. at the stadium; and at the High school in case of a rain out. He announced the first home game being on August 25, 2017. Mr. Cortinas thanked the City Council for all of their help and support.
- 2) Francis "Paul" Ripp, 22985 High Ridge Road, addressed the City Council and reiterated that Mayor Wilson had given all of the information regarding Elias Technologies; and eluded that Councilmember Robinson did not know his name was on the resolution.
- 3) Elizabeth Tonsmeire, citizen of Fairhope, addressed the City Council regarding the sewage spill. She told the City Council that she gave her son his first swimming lesson at Fly Creek. Ms. Tonsmeire stated her son went under 10 to 20 times. She said later that afternoon; around 4:14 p.m., she found out that the Woodlands lift station had sewage overflow. She said first we must stop the sewage overflows; and second we need quick and reliable communication.
- 4) Yael Girard, Executive Director of Weeks Bay Foundation, addressed the City Council regarding the sewage spill. She said they had tested several locations; and they tested 5 to 9 times higher than EPA allows for swimming. She said Code Red should help, but these actions are not proactive. She stated we have knowledgeable people who want to help.

14 August 2017

- 5) Tom Yeager, 859 Creek Drive, addressed the City Council regarding the sewage spill. Mr. Yeager said that he had addressed the City Council years ago about the Woodlands lift station. He said we need signs made to place throughout the City when a spill happens. Mr. Yeager said he ran into ten boaters at Fly Creek and seven did not know about the spill. He also mentioned the holding pond behind the lift station was full of sand.

Councilmember Brown said the locations of the lift stations are located at the lowest point for gravity feed. He said dual pumps are at each lift station; and we could possibly put in some permanent generators. Mayor Wilson commented the study will be presented on August 28, 2017.

- 6) Brenda Shaw, 300 Creek Drive, addressed the City Council regarding the crew working on the bulkhead with no safety equipment; not steel toed shoes; and the orange fence for silt control had holes in it. She said no one knew who was working on the bulkhead. Ms. Shaw said the buckets of material being dumped on land are now contaminated. Ms. Shaw commented she found about the sewage spill four days after it happened.

Mayor Wilson stated there is a communication specialist in the budget; and the study has been completed and we will need more infrastructure.

Councilmember Boone commented that there are security cameras located at the Woodlands lift station.

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

There being no further business to come before the City Council, the meeting was duly adjourned at 7:49 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

Work Session
Monday, 14 August 2017
Page -2-

Mr. Linder said at the rate of consumption we have right now, the landfill would last maybe eight to thirteen years. He said we need to try and save the landfill. The Council questioned how do you tell the difference between commercial and residential; landscape companies dropping debris on streets; and decals being given out. Council President Burrell commented employees should enforce all ordinances. Mayor Wilson said MUNIS system will help; and hopefully driver's license identification to determine inside and outside City limits.

Mayor Wilson commented on the new Recycle route now being Monday thru Friday; and said employees are back by noon each day which also a twenty percent savings.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:35 p.m.

Jack Burrell, Council President

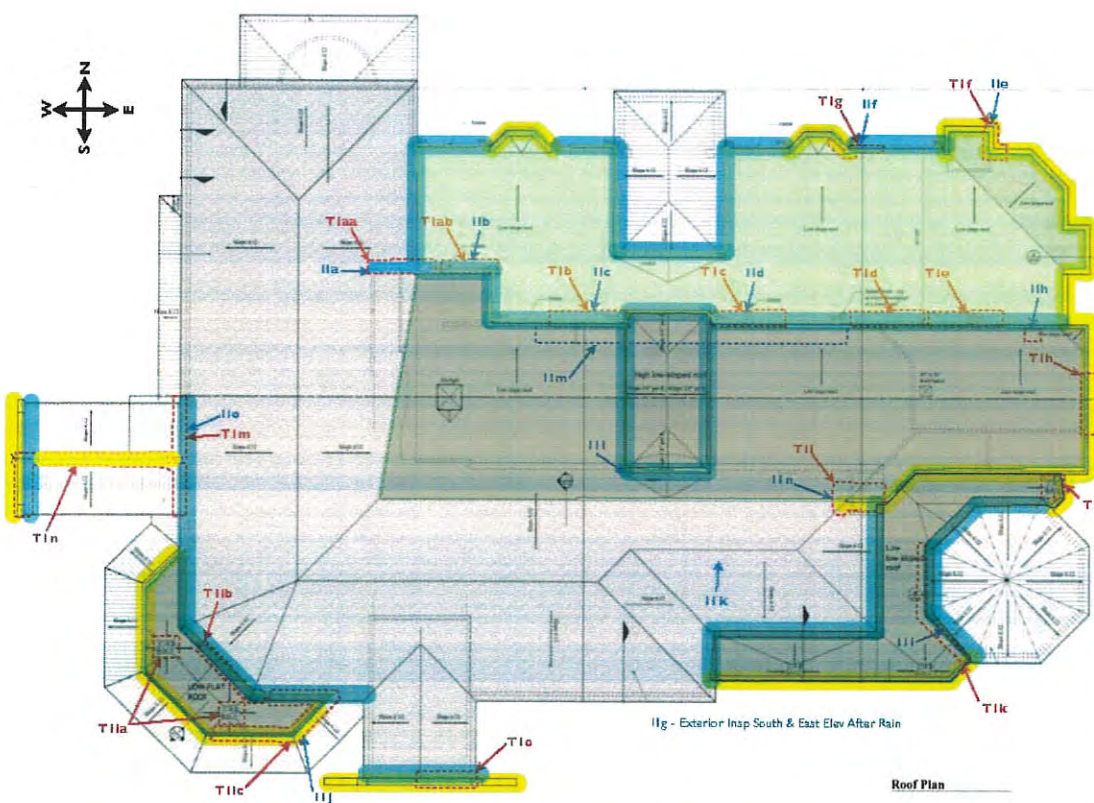
Lisa A. Hanks, MMC
City Clerk

WATER LEAKAGE
INVESTIGATION AT
FAIRHOPE PUBLIC LIBRARY

THE CITY OF
FAIRHOPE, ALABAMA
AUGUST 14, 2017



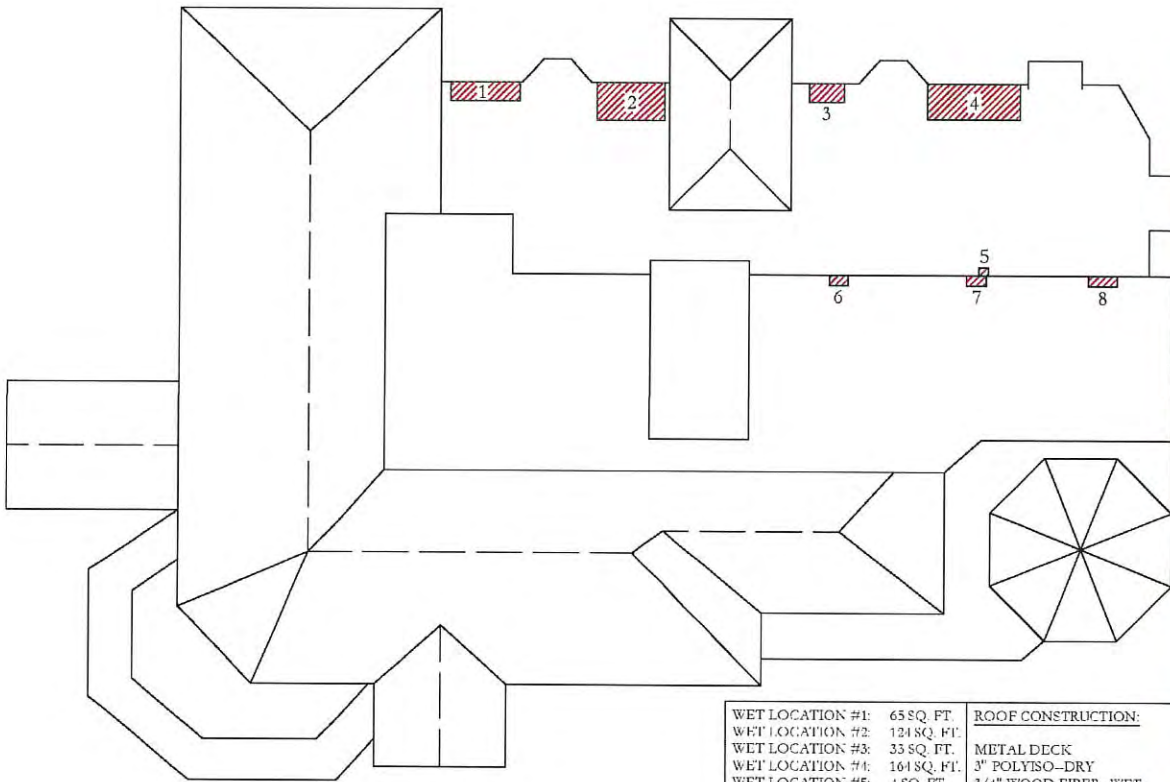
GMC



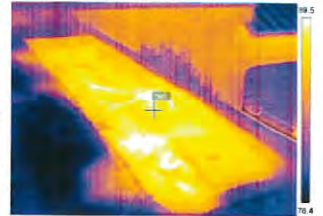
SQUARE FOOTAGES	
• LOW ROOF:	+/- 5,500 SF
• HIGH ROOF:	+/- 6,900 SF
• LOW ROOF	
• @ CHILDRENS:	+/- 1,440 SF
• LOW ROOF	
• @ GIDDENS:	+/- 800 SF
TOTAL:	+/- 14,640 SF

LEGEND	
	FLASHING
	PARAPET
	ROOF REPLACEMENT
	ROOF COATING

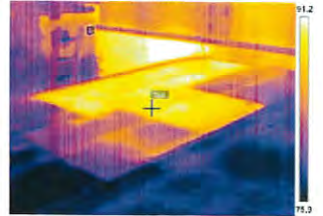
ROOF TEST AND INSPECTION LOCATIONS **GMC**



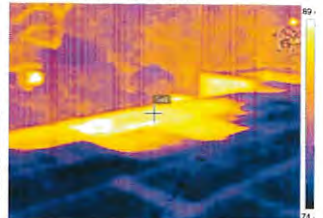
WET LOCATION #1



WET LOCATION #2



WET LOCATION #4



WET LOCATION #1:	65 SQ. FT.	ROOF CONSTRUCTION:
WET LOCATION #2:	124 SQ. FT.	METAL DECK
WET LOCATION #3:	33 SQ. FT.	3" POLYISO-DRY
WET LOCATION #4:	164 SQ. FT.	3/4" WOOD FIBER--WET
WET LOCATION #5:	4 SQ. FT.	3PLY MODIFIED MEMBRANE
WET LOCATION #6:	9 SQ. FT.	
WET LOCATION #7:	9 SQ. FT.	
WET LOCATION #8:	14 SQ. FT.	
TOTAL WET:	422 SQ. FT.	

WET INSULATION LOCATIONS

GMC



NORTH ELEVATION (MAGNOLIA AVENUE)



EAST ELEVATION (SCHOOL STREET)

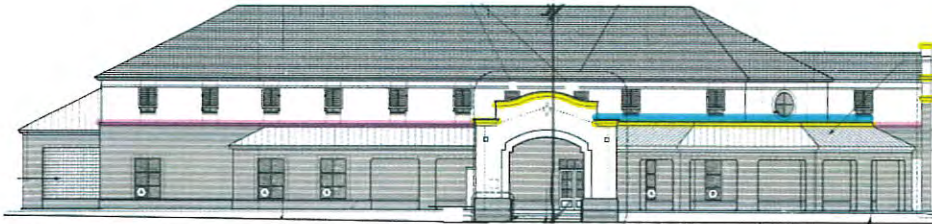
APROX. SQUARE FOOTAGE	
STUCCO:	+/- 12,000 SF
BRICK:	+/- 23,000 SF
LEGEND	
■	FLASHING
■	PARAPET
■	ROOF
■	EIFS FOAM

EXTERIOR WALL TESTING AND INSPECTION





GMC



SOUTH ELEVATION (FAIRHOPE AVENUE)



WEST ELEVATION (BANCROFT STREET)

APROX. SQUARE FOOTAGE	
STUCCO:	+/- 12,000 SF
BRICK:	+/- 23,000 SF
LEGEND	
	FLASHING
	PARAPET
	ROOF
	EIFS FOAM

EXTERIOR WALL TESTING AND INSPECTION



STATE OF ALABAMA)(
 :
COUNTY OF BALDWIN)(

The City Council met in an Agenda Meeting at 5:30 p.m.,
Fairhope Municipal Complex Council Chamber,
161 North Section Street, Fairhope, Alabama 36532,
on Monday, August 14, 2017.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson and Robert Brown, Mayor Karin Wilson, Marcus McDowell, attending for City Attorney, and City Clerk Lisa A. Hanks. Councilmember Jimmy Conyers and City Attorney Marion E. Wynne were absent.

Council President Burrell called the meeting to order at 5:35 p.m. The City Council reviewed and discussed the agenda for their meeting to be held today at 6:00 p.m. Planning Director Wayne Dyess and IT Director Jeff Montgomery briefly explained the need for On-Call Consulting Services to Upgrade City's GIS with Online Mapping System. They explained this would be used City-wide and will be used with MUNIS system for GPS location. This is not a budgeted item, but a GIS computer is in the 2017 budget and those funds could be used.

Council President Burrell requested Water and Sewer Superintendent Dan McCrory to explain what caused the recent sewage spill and remedies being put in place. Mr. McCrory addressed the City Council and stated they were going through all of the lift stations to check out the breakers and fuses. They will be removing and replacing each one with the design flaw which caused the lift station to fail.

There being no further business to come before the City Council, the meeting was duly adjourned at 6:00 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council approves the fee schedule of Stewart Engineering, Inc. to perform On-Call Professional Engineering Services for the Electric Department (RFQ No. PS036-17), and hereby authorizes Mayor Karin Wilson to execute the associated contract with a not to exceed amount limit of \$20,000.00.

DULY ADOPTED THIS 28TH DAY OF AUGUST, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope Project Funding Request

Issuing Date 8/16/2017

Please return this Routing Sheet to Treasurer by

8/16/2017

Project Name: <u>Professional Engineering Services for Electric Department Projects, as needed</u>	PS 036-17
--	-----------

Project Location: Electric Dept.

Presented to City Council: 8/24/2017 Approved _____ Changed _____ Rejected _____

Project Cash Requirement Submitted for Approval: Cost: \$20,000.00 Not to exceed annual amount

Providers: Stewart Engineering, Inc.
Anniston, AL

Project Engineer: n/a

Order Date: _____ Lead Time: _____

Department Funding This Project							
General	Gas	Electric <u>xx</u>	Water	Sewer	Gas Tax	Cap. Proj.	Impact

Division of General Fund Funding This Project							
Admin 10 _____	Police 15 _____	Fire 20 _____	Rec 25 _____	Adult Rec 30 _____	Street 35 _____		
	San 40 _____	Golf 50 _____	Golf Grounds 55 _____	Debt Service 85 _____			

Expense Code: <u>003-50290</u>	Revenue Code _____
--------------------------------	--------------------

Project will be: Expensed xx
 Capitalized _____

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

Project Budgeted: No

(Over) Under budget amount: _____

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____
Capital Lease: _____ Payment _____ Term _____

Funding: Operating funds

City Council prior approval	<u>4/24/2017</u>	
Request received by City Treasurer	<u>8/16/2017</u>	Request approved by City Treasurer <i>Deborah Sample</i>
Received by Finance Department	<u>8/16/17</u>	Request approved by Finance Director <i>[Signature]</i>
Received by Mayor <i>(received green sheet)</i>	<u>8/17/17</u>	Request approved by Mayor <i>[Signature]</i>

Contact Person: Joe Wolchina



MEMO

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

Date: July 31, 2017

Re: RFQ No. PS036-17, On-Call Professional Engineering Services for Electric Department Projects

The Electric Department has requested hiring a professional firm for RFQ No. PS036-17, On-Call Professional Engineering Services for Electric Department Projects. Per our Procedure for Procuring Professional Services, under Variants to Procedure, the Mayor exercised option #1, Stewart Engineering, Inc., of Anniston, AL.

Per Resolution No. 2790-17, City Council selected the referenced firm, and authorized the Mayor to negotiate a fee schedule and establish the not-to-exceed amount.

Please place on the next available City Council Agenda this request to approve the fee schedule and not-to-exceed amount of \$20,000.00, and to authorize the Mayor to sign the associated contract with Stewart Engineering, Inc., of Anniston, AL, for RFQ No. 036-17, On-Call Professional Engineering Services for Electric Department Projects.

Cc: file

*B-1-17- FEE SCHEDULE TO
RICHARD J. MAYOR TO
NEGOTIATE.*

*NEED FEE SCH. SIGNED
BY MAYOR TO ATTACH TO
THIS 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



Stewart Engineering, Inc. • P. O. Box 2233 • 300 E. 7th St. • Anniston, AL 36202

Phone 256-237-0891
Fax 256-237-1077
E-Mail services@stewartengineering.org

ELECTRICAL
CONSULTANTS

EFFECTIVE:
June 1, 2017

ENGINEERING RATES

Hourly Work

Payment is to be for Direct Personnel Expense including Taxes and Insurance plus,

one point five (1.5) times Direct Personnel Expense for overhead and profit plus,

reimbursable expenses.

Direct Personnel Expense

Professional Engineer	\$ 54.25	per hour
Electrical Engineer	\$ 44.50	per hour
Engineering Aide I	\$ 41.50	per hour
Engineering Aide	\$ 31.00	per hour
Inspector	\$ 33.00	per hour
CAD Operator (Maximum)	\$ 25.00	per hour
CAD Operator (Minimum)	\$ 17.75	per hour
Secretary	\$ 31.75	per hour

plus Payroll Expenses and Insurance, presently 15%

DIRECT PERSONNEL EXPENSE

Direct Personnel Expense is the cost of salaries and mandatory and customary benefits, such as Social Security, Unemployment Compensation, Workman's Compensation and other statutory benefits, insurance, sick leave, holidays, vacations, pension plans and similar and customary benefits for employees of the ENGINEER engaged on the Project, including architects, engineers, designers, job captains, draftsmen, specification writers and typists engaged in computation, research and design, production of drawings, specifications and other documents pertaining to the Project, and in rendering services during construction at the site.

OVERHEAD AND PROFIT FACTOR

The indirect expenses of the ENGINEER, which comprise his General Overhead and Profit and which are allocable to Overhead and Profit include, but are not limited to, the cost of the following items to the extent not directly chargeable to particular projects and in accordance with standard accounting principles and procedures: Drafting materials and supplies; reproduction; travel, photographs; normal selling expenses, brochures, etc.; rent; amortization of leasehold improvements; utilities, general office salaries; stenographic fees; stationery; postage, supplies; telephone and telegraph; registrations, licenses, dues; books and periodicals; insurance (exclusive of insurance on lives of principals with the exception of Group Insurance); legal and accounting; all taxes except income and excise taxes; depreciation of office furniture, fixtures and equipment; depreciation of office autos; general expenses; retirement plans; bonus in accordance with general office practice; participation in firm net income in accordance with formal employment agreements; profit and other justifiable expenses.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the fees for Basic and Additional Service. Reimbursables include actual expenditures made by the ENGINEER, his employees, or his consultants in the interest of the Project and are the expenses listed in the following subparagraphs:

Expense of transportation, subsistence, and lodging when traveling in connection with the Project.

Expense of long distance telephone calls, telegrams and field office expenses.

Expense of reproductions, postage and handling of Drawings and Specifications and fees paid for securing approval of regulatory agencies having jurisdiction over the Project. When authorized in advance by the OWNER, the expenses of any premium portion of the overtime services at premium rates; the cost of preparing perspectives or models for the OWNER'S use; and authorized expenses incurred for performing any service that is normally the OWNER'S responsibility.

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to approve Amendment No. 2 to the Contract for Professional Engineering Services, for RFQ No. PS008-17, On-call for Planning Department Projects, with S.E. Civil Engineering, LLC, at a cost of the amendment not to exceed \$15,000.00; and a total cost not to exceed for RFQ No. PS008-17 of \$45,000.00.

DULY ADOPTED THIS 28TH DAY OF AUGUST, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope Project Funding Request

Issuing Date 8/16/2017

Please return this Routing Sheet to Treasurer by

8/16/2017

AUG 21 '17 AM 11:18

Project Name: <u>Professional Engineering Services for Planning Dept., as needed Amendment No. 2</u>	PS 008-17
<u>\$15,000 previously approved on 10/24/16 - Original request</u>	
<u>\$15,000 previously approved on 2/6/17 - Amendment No. 1</u>	

Project Location: Planning Department

Presented to City Council: 8/24/2017 Approved _____ Changed _____ Rejected _____

Project Cash Requirement Submitted for Approval: Cost: \$45,000.00 Total not to exceed amount
Previously approved amount = \$30,000
Hourly rates per schedule.

Providers: S.E. Civil Engineering, LLC
Fairhope, AL

Project Engineer: n/a

Order Date: _____ Lead Time: _____

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

Division of General Fund Funding This Project							
Admin 10 __xx__	Police 15 __xx__	Fire 20 __xx__	Rec 25 __xx__	Adult Rec 30 __xx__	Street 35 __xx__		
	San 40 __xx__	Golf 50 __xx__	Golf Grounds 55	Debt Service 85			

Expense Code: <u>001-10-50290</u>	Revenue Code _____
-----------------------------------	--------------------

Project will be: Expensed xx Project Financed By: _____
Capitalized _____ Grant: _____ Federal - not to exceed amount
State
City

Project Budgeted: No

(Over) Under budget amount: _____ Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____
Funding: Operating funds Capital Lease: _____ Payment _____ Term _____

City Council prior approval	<u>4/24/2017</u>	Request approved by City Treasurer	
Request received by City Treasurer	<u>8/16/2017</u>	Request approved by Finance Director	
Received by Finance Department	<u>8/16/17</u>	Request approved by Mayor	
Received by Mayor	<u>8/17/17</u>		

Contact Person: Wayne Dyess



MEMO

To: Deborah Smith, Treasurer
From: Delores A. Brandt
Daniel P. Ames, Purchasing Manager
By Delores A. Brandt

Date: August 10, 2017

Re: Requesting greensheet and City Council approval of **Amendment No. 2** to the Contract for RFQ No. PS008-17, On-call Professional Engineering Services for Planning Department Projects

The Planning Department has requested amending the Contract for RFQ No. PS008-17, On-call Professional Engineering Services for Planning Department Projects for a **second time** (see attached), with S.E. Civil, LLC. The purpose of this amendment is to extend the consulting services to cover additional needed engineering services for the Planning Department. **The cost of this Amendment is not to exceed Fifteen Thousand Dollars (\$15,000.00).** The original Contract was also for fifteen thousand dollars (\$15,000), was then increased by an additional fifteen thousand dollars (\$15,000) by **Amendment #1** increasing NTE to \$30,000 and continues through November 1, 2017. This **Amendment # 2 will increase NTE amount to FORTY-FIVE THOUSAND DOLLARS (\$45,000).**

Please compose a greensheet and move this forward to the next available City Council agenda to approve Amendment No. 2 to the contract for RFQ No. PS008-17, On-call Professional Engineering Services for Planning Department, at a cost not to exceed \$45,000.00.

Cc: file

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

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

**AMENDMENT NO. 2
TO CONTRACT
RFQ PS008-17
ON-CALL ENGINEERING SERVICES
FOR PLANNING DEPARTMENT
FOR
CITY OF FAIRHOPE**

**Karin Wilson, Mayor
Jack Burrell, Council President**

Set_____

AMENDMENT #2 TO CONTRACT

RFQ PS008-17 ON-CALL PROFESSIONAL ENGINEERING SERVICES FOR PLANNING DEPARTMENT

This Amendment #1 to the Contract is made and entered in to by, and between, the CITY OF FAIRHOPE, AL. and S.E. Civil LLC, of 1 S. School Street, Fairhope, AL 36532 on this ____ day of _____, 2017.

RECITALS

WHEREAS, S.E. CIVIL, LLC was awarded a Contract to perform On-Call Professional Engineering Services to the Planning Department for the City of Fairhope on November 1, 2016, and

WHEREAS, S.E. CIVIL, LLC has submitted a Fee Schedule, Exhibit A, Not-To-Exceed FIFTEEN THOUSAND DOLLARS (\$15,000) to Fairhope for those additional related On-Call Professional Engineering Services for the Planning Department;

WHEREAS, the City of Fairhope, Alabama has need for additional related On-Call Professional Engineering Services for the Planning Department; and

AGREEMENT

NOW, THEREFORE, the parties hereto agree, covenant and promise as follows:

AMEND this CONTRACT to increase the Not-To-Exceed amount from THIRTY THOUSAND DOLLARS, as per Amendment #1, to FORTY-FIVE THOUSAND Dollars.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date stated.

CITY SIGNATURE

CITY OF FAIRHOPE, ALABAMA

BY: _____
Karen Wilson, Mayor

ATTEST: _____
Lisa A. Hanks, MMC, City Clerk

Date _____

Date _____

NOTARY FOR THE CITY OF FAIRHOPE:

STATE OF ALABAMA]
COUNTY OF BALDWIN]

I, _____, a Notary Public in and for said State and County, hereby certify that Karin Wilson, whose name as Mayor of the City of Fairhope, is signed to the foregoing conveyance and who is known to me, acknowledged before me on this day, that, being informed of the contents of the conveyance, she as such officer and with full authority, executed the same voluntarily on the day the same bears date.

Given under my hand and notarial seal on this the ____ day of _____ 2017

Notary Public _____

My Commission Expires ____ / ____ / ____

CONSULTANT SIGNATURE

If a Corporation _____
(CORPORATION NAME)

BY: _____
(CONSULTANT SIGNATURE)

ATTEST: _____

As Its: _____

NOTARY FOR CONSULTANT:

STATE OF _____]

COUNTY OF _____]

I, _____, a Notary Public in and for said State and County,
hereby certify that _____, whose title as _____

of _____ is signed to the foregoing conveyance and who is
(Company name)

known to me, acknowledged before me on this day, that, being informed of the contents of the conveyance, they as such officer and with full authority, executed the same voluntarily on the day the same bears date.

Given under my hand and notarial seal on this the ____ day of _____, 2017.

Notary Public _____

My Commission Expires ____ / ____ / ____

RESOLUTION NO. 2676-17

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to approve Amendment No. 1 to the Contract for Professional Engineering Services, for RFQ No. PS008-17, On-call for Planning Department Projects, with S.E. Civil Engineering, LLC, at a cost of the amendment not to exceed \$15,000.00.

DULY ADOPTED THIS 13TH DAY OF FEBRUARY, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

Pursuant to Resolution No. 2755-17, adopted by the City Council on May 18, 2017, the City of Fairhope voted to purchase Four (4) Used Single Phase Substation Transformers from the Utilities Board of the City of Sylacauga, which included transforming testing by Emerald Transformer at a rate of \$4,521.39.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the Mayor Karin Wilson is hereby authorized to amend Resolution No. 2755-17 to reduce the transformer testing amount from Emerald Transformer at a rate of \$4,521.39 to Riviera Utilities at a rate of \$1,080.00.

DULY ADOPTED ON THIS 28TH DAY OF AUGUST, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope Project Funding Request

Issuing Date 8/23/2017

Please return this Routing Sheet to Treasurer by 8/23/2017

Project Name: Purchase 4 ea. Single Phase Substation Transformers (used) for Electric Dept.
Amend Resolution 2755-17 to change vendor and amount for "Test after Install"

Project Location: City Substations

Presented to City Council: 8/28/2017 Approved _____ Changed _____ Rejected _____

Project Cash Requirement Submitted for Approval: **Cost:**

\$13,332.00	Transformers
\$4,500.00	Pre-testing of transformers
\$5,205.00	Load crane and haul
\$4,500.00	Unload crane service
\$1,808.00	Test after install - Riviera Utilities
<u>\$29,345.00</u>	

Providers: City of Sylacauga, Alabama and others as attached

Project Engineer: n/a

Order Date: _____ Lead Time: _____

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

Division of General Fund Funding This Project					
Admin 10 _____	Police 15 _____	Fire 20 _____	Rec 25 _____	Adult Rec 30 _____	Street 35 _____
	San 40 _____	Golf 50 _____		Debt Service 85 _____	

Expense Code 003-16050 Revenue Code _____

Project will be: Expensed _____
 Capitalized xx




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

Project Budgeted: No

(Over) Under budget amount: _____

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____
Capital Lease: _____ Payment _____ Term _____

Funding: Operating funds

City Council prior approval <u>4/24/2017</u>	
Request received by City Treasurer <u>8/23/2017</u>	Request approved by City Treasurer 
Received by Finance Department <u>8/24/17</u>	Request approved by Finance Director 
Received by Mayor <u>8/24/17</u>	Request approved by Mayor 

Contact Person: Joe Wolchina



RIVIERA UTILITIES

413 E. LAUREL AVE. • P.O. DRAWER 2050 • FOLEY, AL 36536
PHONE (251) 943-5001 • FAX (251) 943-5275

August 23, 2017

Joe Wolchina
Fairhope Utilities
161 North Section Street
Fairhope, AL 36532

Re: Transformer Testing

Dear Joe,

Riviera Utilities offers the rate of \$1,080.00 to test Fairhope Utilities' transformers. The rate schedule is as follows:

\$45.00/HR Per Person Regular Rate and \$67.50/HR Per Person Overtime Rate

\$45.00 X 2 People = \$135.00/HR

\$135.00 X 8 Hours = \$1,080.00

In addition, Riviera is willing to assist in reconnecting, changing out regulators, etc. at no additional charge as a goodwill gesture for Fairhope Utilities being another AMEA member.

If you have any questions, please feel free to call our office during normal business hours.

Sincerely,

Scott H. Singh
Riviera Utilities Chief Engineer

"Our Service Turns You On"

City of Fairhope
Project Funding Request

MAY 12 '17 PM 2:32
5/10/2017 *JAA*

Issuing Date 5/10/2017

Please return this Routing Sheet to Treasurer by

Project Name: Purchase 4 ea. Single Phase Substation Transformers (used) for Electric Dept.

Project Location: City Substations

Presented to City Council: 5/18/2017 Approved Changed Rejected

Project Cash Requirement Submitted for Approval: Cost: \$32,058.39 Total, please see detail

Providers: City of Sylacauga, Alabama

Project Engineer: n/a

Order Date: _____ Lead Time: _____

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

Division of General Fund Funding This Project							
Admin 10	Police 15	Fire 20	Rec 25	Adult Rec 30	Street 35		
	San 40	Golf 50	Debt Service 85				

Expense Code 003-160⁵0 Revenue Code _____

Project will be: Expensed _____ Capitalized xx

Project Budgeted: No

(Over) Under budget amount: _____

Funding: Operating funds

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

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____
Capital Lease: _____ Payment _____ Term _____

City Council prior approval	<u>4/24/2017</u>	Request approved by City Treasurer	<i>Deborah Smith</i>
Request received by City Treasurer	<u>5/10/2017</u>	Request approved by Finance Director	<i>[Signature]</i>
Received by Finance Department	<u>5/12/17</u>	Request approved by Mayor	<i>[Signature]</i>
Received by Mayor	<u>5/12/17</u>		

Contact Person: Jimmy Cluster



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

MEMO

To: Deborah Smith, Treasurer

From: 
Daniel P. Ames, Purchasing Manager

Date: May 11, 2017

Re: Greensheet approval – Purchase 4 (four) Single Phase Substation Transformers for the Electric Department

The Electric Department requests procurement of four (4) Single Phase Substation Transformers (see attached quotations). The procurement of these items is allowed without formal bid by Code of Alabama 1975, Section 41-16-51(b)(7).

The transformers are in surplus inventory of the Utilities Board of the City of Sylacauga, in Sylacauga, AL. The quoted price is \$1.00 per kVA, and each of the four units is 3333kVA, which totals Thirteen Thousand, Three Hundred Thirty-Two Dollars (\$13,332.00).

Transformers	\$13,332.00
Pre-testing of transformers	\$ 4,500.00
Load crane and haul	\$ 5,205.00
Unload crane service	\$ 4,500.00
Test after install	\$ 4,521.39
Total	\$32,058.39

This procurement is over the greensheet approval benchmark of \$7,500, and over the \$10,000 limit for City Council approval. It is recommended that the City of Fairhope procure the requested transformers from the City of Sylacauga.

Please compose a greensheet and place on the next available City Council Agenda this request to approve this procurement of for transformers for the Fairhope Electric Department from the Utilities Board of Sylacauga, at a tested and delivered price of Thirty-Two Thousand Fifty Eight Dollars and Thirty-Nine Cents (\$32,058.39).

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

Cc: file,

RESOLUTION NO. 2755-17

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 Four (4) Used Single Phase Substation Transformers for the Electric Department from the Utilities Board of Sylacauga; at a tested and delivered price of Thirty-Two Thousand Fifty-Eight Dollars and Thirty-Nine Cents (32,058.39). The procurement of these items is allowed without formal bid by Code of Alabama 1975, Section 41-16-51(b)(7).

Adopted on this 18th day of May, 2017



Karin Wilson, Mayor

Attest:



Lisa A. Hanks, MMC
City Clerk



UTILITIES BOARD
City of Sylacauga
301 N. Elm Ave.
P.O. Box 207
Sylacauga, AL 35150
(256) 249-8501

UTILITIES BOARD
OPERATIONS CENTER
1414 Edwards St.
Sylacauga, AL 35150
(256) 249-0372

5/10/2017

RE: Substation transformers 46kv – 7200v

Sylacauga Utilities Board offers any/all of the following used single phase substation transformers for sale at \$1.00 per kva:

1. WESTINGHOUSE	UAV4863-03	3333 KVA
2. WESTINGHOUSE	UAV4863-04	3333 KVA
3. WESTINGHOUSE	UAV4863-05	3333 KVA
4. WESTINGHOUSE	UAV4863-06	3333 KVA
5. DELTA STAR	E29036	3333 KVA
6. DELTA STAR	E29053	3333 KVA
7. DELTA STAR	E29066	3333 KVA
8. DELTA STAR	E39000	3333 KVA
9. GE	H8818882A	3333 KVA
10. SS	100222-13	3333 KVA
11. GE	H8818882C	3333 KVA
12. GE	H8818882D	3333 KVA

Let me know if you need any other information.

Thank you,

Eric Carithers
Electric Superintendent
Sylacauga Utilities Board
PO Box 207
1414 Edwards ST
Sylacauga, AL 35150
256-510-6541 (cell)



May 9, 2017

Joe Wolchina
Fairhope Public Utilities
555 South Section Street
Fairhope, Alabama 36533

SUBJECT: Quotation T062JW517
Transformer Testing

Dear Mr. Wolchina:

Thank you for allowing Substation Service Company the opportunity to serve you in this manner. Please accept the following as our quotation to your company.

Work Scope and Pricing:

Item One - Substation Service Company proposes to provide non-union labor and equipment necessary to perform Doble Power Factor, Ratio, and Megger testing of four (4) single phase transformers located in Sylacauga, Alabama. We will also retrieve and test oil samples for complete oil screening, moisture and dissolved gases. These services can be performed for the price of \$4600.

A certificate of analysis will be provided for each oil sample and will include the above referenced concentrations along with nameplate information for each transformer. A summary will also be provided with suggestions for corrective action for any questionable results.

Contingencies - Pricing is based on the following contingencies and is valid for 90 days:

- Additional charges will be incurred if Davis Bacon Act or prevailing wages are required.
- Clear and free access to the pad with no overhead obstructions and good access of road to site. Also, it is assumed trailer can be spotted adjacent to the pad.
- Test reports and other documentation submittal will be accomplished as soon as reasonably possible after returning to SSC office, usually within five to ten days. SSC will only address work scope performed by SSC personnel for any contractor, subcontractor or customer specific documentation.
- Work scope for all above quoted items being performed during the same mobilization consecutively without delays between each unit (if multiple units). An additional charge will be incurred if work scope is performed during separate mobilizations and demobilizations.

Mr. Joe Wolchina – Fairhope Public Utilities
Transformer Testing

May 9, 2017
Quotation T062JW517

Contingencies – *continued*

- Delays beyond the control of SSC, including but not limited to inclement weather, parts or oil not arriving as scheduled, will be billed at appropriate rates.
- SSC or its contractors are not responsible for any underground utilities, driveways, landscapes, curbing and asphalt parking lots. Equipment is very heavy and may damage these areas.
- Payment terms are Net 30. Accounts not paid by payment due date will be subject to a Finance Charge of 1.5% per month. In the event the account is not paid after demand is made then customer will be responsible for reasonable attorney's fees and costs of collection.

Your business is very important to us and we will always make every effort to earn your continued confidence and goodwill. Please let me know if additional information is required. We look forward to hearing from you soon.

Sincerely,


Don Marcrum
President

/dgd



CONN EQUIPMENT RENTAL CO., INC.
CRANE SERVICE

P.O. BOX 2157
SYLACAUGA, AL 35150

JOB QUOTE

Sylacauga Office (256) 245-4741
Montgomery Office (334) 834-9567

DATE 05.10.17

COMPANY NAME: _____ CONTACT: JOE WOLCHINA

BILLING ADDRESS: _____

PHONE NUMBER: 251.928.8003 joe.wolchina@cofairhope.com

JOB LOCATION: Sylacauga Fairhope tbd DURATION 1 day

JOB DESCRIPTION Load and haul 4 single phase transformers from Sylacauga to Fairhope.

LIFT DESCRIPTION _____

WEIGHT 18,000 Each LENGTH na WIDTH na HIGH na

WORKING RADIUS _____ WORKING HEIGHT _____ UNDER ROOF HEIGHT _____

RIGGING REQUIRED _____

CRANE REQUIRED _____ BOOM LENGTH _____ JIB LENGTH _____

Operated Bare Rent

RENTAL RATE _____ OVERTIME RATE _____

PERDIEM _____

CONTRACT PRICE: 5,205.00

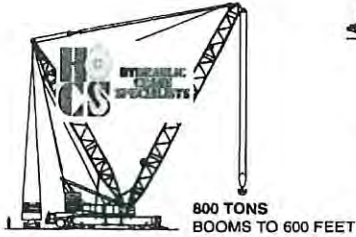
Thank you for your business,

CRANE SERVICE UP TO 250 TONS • HEAVY HAULING • MACHINERY MOVING & RIGGING
READY MIXED CONCRETE

HYDRAULIC CRANE SPECIALISTS, INC.

SERVING THE GULF COAST SINCE 1971
 POST OFFICE BOX 11453
 MOBILE, ALABAMA 36671
 PHONE: (251) 675-0000

5/11/2017



HYDRAULIC PLATFORM TRAILERS TO 600 TONS
 RIGGING & SPREADER BARS TO 500 TONS

QUOTED BY: Larry Jackson
 P.O. # : _____

Operated and Maintained
RENTAL QUOTE

EQUIPMENT IS BASED ON AVAILABILITY

Visit us on the Web:
www.HydraulicCraneSpecialists.com

COMPANY: Fairhope Public Utilities WEBSITE: _____
 PHONE # : (251) 331-4397 FAX # : _____
 BILLING ADDRESS: 555 S. Section St. E-MAIL: _____

CONTACT NAME: Joe Wolchina DATE REQ. Will Call
 JOB LOCATION: Volanta Street Sub Station TIME: Will Call

TO HANDLE: Transformer WEIGHT: 44,000# DIMENSIONS: _____
 STRUCTURE HT. N/A 25' RADIUS: 40'

CRANE (S): _____

BOOM: 73' JIB: N/A CWT: 32,000#

MOBILIZATION \$600.00 Mob Cwts DEMOBILIZATION \$600.00 Demob Cwts

HOURLY RATE \$250.00 Portal WEEKLY: _____ MONTHLY: _____

HOURLY O/T: \$275.00 SATURDAY & SUNDAY: SEE OT

RIGGING: (4) Nylon slings D-Rings _____

CONTRACT PRICE: Crane has an eight hour min per day portal to portal from our yard , Saraland, Al. Our normal work hours are from 7:00am to 3:30Pm Mon thru Fri . Any hours worked outside of these hours will be billed at the overtime rate indicated. Customer to provide all traffic logistics and a clear and open site to accommodate crane setup.
An estimated T&M cost to mob to adjacent site before dark, set up lift (1) 44,000# transformer off to side, and set (4) single phase transformers, disassemble , move to adjacent site and demob back to Saraland next morning would be approx \$4,500.00 . Any additional hours needed beyound the estimated T&M cost would be billed at the houly rates and mins indicated.

(X) _____
 AUTHORIZED AGENT (SIGNATURE)

(X) _____
 DATE ACCEPTED

P. O. # _____



UPON ACCEPTANCE OF QUOTE, PLEASE SIGN & FAX TO US (251) 675-0003

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to select an engineer of record to evaluate the structural condition of the existing boat travel lift structure at the Fly Creek Marina (piling, beams, sheet piling, backfill and concrete) based on the rated capacity of the boat lift equipment and to establish a fee schedule.

DULY ADOPTED THIS 28TH DAY OF AUGUST, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

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 and receive RFQs for the City's stop loss insurance contract and insurance broker contract for FY 2018.

[2] Attached is the RFQ tabulation sheet.

[3] After evaluating the RFQ responses with the required specifications, Regions Insurance and Excess Risk Reinsurance, Inc. an Ironshore Company are now awarded the RFQ for the City's FY 2018 stop loss insurance and insurance broker contracts, and hereby authorize Mayor Karin Wilson to execute a contract.

DULY ADPOTED ON THIS 28TH DAY OF AUGUST, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope Project Funding Request

Issuing Date 8/23/2017

Please return this Routing Sheet to Treasurer by

8/23/2017

Project Name: Approve RFQ for contracts for FY2018 stop loss insurance and FY2018 insurance brokerage firm

Project Location: City Wide

Presented to City Council: 8/28/2017 Approved _____ Changed _____ Rejected _____

Project Cash Requirement Submitted for Approval: **Cost:** See attached per employee fee schedule

Providers: Excess Risk Reinsurance, Inc. an Ironshore Company
Regions Insurance

Project Engineer: n/a

Order Date: _____ **Lead Time:** _____

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

Division of General Fund Funding This Project							
Admin 10 __xx__	Police 15 __xx__	Fire 20 __xx__	Rec 25 __xx__	Adult Rec 30 __xx__	Street 35 __xx__		
	San 40 __xx__	Golf 50 __xx__	Golf Grounds 55 __xx__	Debt Service 85			

Expense Code: xxx-xx-50210 Revenue Code _____

Project will be: Expensed xx
Capitalized _____

Project Budgeted: Yes

(Over) Under budget amount: _____

Funding: Operating funds

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

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____
Capital Lease: _____ Payment _____ Term _____

City Council prior approval	<u>4/24/2017</u>	Request approved by City Treasurer	<u>Deborah Smith</u>
Request received by City Treasurer	<u>8/23/2017</u>	Request approved by Finance Director	<u>[Signature]</u>
Received by Finance Department	<u>8/23/17</u>	Request approved by Mayor	_____
Received by Mayor	_____		

Contact Person: Treasurer



MEMO

To: Deborah Smith, Treasurer
From: Delores A Brandt
Delores A Brandt, Purchasing Clerk
for Daniel P. Ames, Purchasing Manager

Date: August 24, 2017

Re: Approve RFQ for FY2018 Stop-Loss Insurance, and FY2018 Insurance Brokerage Firm contracts

The Treasury Department is requesting approval of FY2018 Insurance Brokerage Firm and Insurance Brokerage Firm Stop-Loss Insurance contracts.

After evaluating the RFQ responses with the required specifications, Regions Insurance of Birmingham, Alabama and Excess Risk Reinsurance, Inc. an Ironshore Company have been selected as the recommended firms.

Please see the Request for Quote tabulation sheet for per employee fee schedule.

Please compose a greensheet and place on the next available City Council Agenda to award Regions Insurance, of Birmingham, AL and Excess Risk Reinsurance, Inc., an Ironshore Company the FY 2018 brokerage firm and stop loss insurance contracts, according to the attached fee schedule with per employee pricing.

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

Stop Loss Insurance Contract Renewal
 Comparison of Quotes Received
 Contract Year: 10/1/17 - 9/30/18

Broker Insurance Carrier	FY 2017	FY 2018		
	Regions Ironshore	Regions Ironshore	Cobbs Allen Partners MGU	Willis NO QUOTE
Specific deductible	70,000	80,000	80,000	
Contract Basis	24 / 12	36 / 12	24 / 12	
Commission Rate	12%	10%	10%	
No New Laser Option	Y	Y	Y	
Maximum Renewal Rate Cap	39%	39%	45%	
Alternative Rate Cap **			25%	
Specific Premium Rate - Single	78.41	68.87	70.30	
Specific Premium Rate - Family	196.03	172.18	175.33	
Aggregate Premium Rate	7.97	7.00	6.39	
Totals recalculated - based on current No. of Employees				
Number of Single / Family Employees		72 / 220	72 / 220	
Specific Gross Premium		514,059	523,610	
Aggregate Gross Premium		24,528	22,391	
Total Estimated Gross Premium		538,587	546,001	
Lower Annual Premium ?		Y		

** Carrier states that if gross loss ratio is performing at or below 45% with claims through 6/30/18, carrier will agree to renewal cap of no more than 25%

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 and receive RFQs for Fire Extinguisher Service 2017 (RFQ No. 004-17) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] At the appointed time and place, the following RFQs were received and tabulated as follows:

Please see attached RFQ Tabulation
Fire Extinguisher Service 2017

[3] At the appointed time and place; after evaluating the RFQ proposal with the required specifications, Safety Extinguisher, LLC of Fairhope, AL, with a total proposal of \$13,500.00, is now awarded the RFQ for Fire Extinguisher Service 2017.

Adopted on this 28TH day of AUGUST, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope Project Funding Request

Issuing Date 8/16/2017

Please return this Routing Sheet to Treasurer by

AUG 21 11:18 AM '17
8/16/2017

Handwritten initials/signature

Project Name: <u>Services for mandatory annual inspection of all city fire extinguishers</u>	RFQ 004 17
--	------------

Project Location: City-Wide

Presented to City Council: 8/24/2017 Approved _____ Changed _____ Rejected _____

Project Cash Requirement Submitted for Approval: Cost: \$13,500.00 Annual estimate

Providers: Safety Extinguisher, LLC

Project Engineer: n/a

Order Date: _____ Lead Time: _____

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

Division of General Fund Funding This Project							
Admin 10 xx	Police 15 xx	Fire 20 xx	Rec 25 xx	Adult Rec 30 xx	Street 35 xx	San 40 xx	Debt Service 85

Expense Code:	<u>All City departments</u> <u>50360</u>	Revenue Code _____
---------------	---	--------------------

Project will be: Expensed xx
 Capitalized _____

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

Project Budgeted: Yes

(Over) Under budget amount: _____

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____
Capital Lease: _____ Payment _____ Term _____

Funding: Operating funds

City Council prior approval	<u>4/24/2017</u>	Request approved by City Treasurer <u>[Signature]</u>
Request received by City Treasurer	<u>8/16/2017</u>	Request approved by Finance Director <u>[Signature]</u>
Received by Finance Department	<u>8/16/17</u>	Request approved by Mayor <u>[Signature]</u>
Received by Mayor	<u>8/17/17</u>	

Contact Person: John Saraceno



MEMO

To: Deborah Smith, Treasurer
From: Delores A Brandt
Delores A Brandt, Purchasing Clerk
For Daniel P. Ames, Purchasing Manager

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

Date: August 15, 2017

Re: Request Green Sheet approvals for **RFQ No. 004-17, Fire Extinguisher Service 2017**

On August 15, 2017, quotations were received for **RFQ No. 004-17, Fire Extinguisher Services 2017**. The RFQ was sent to twelve vendors. A tabulation and recommendation was composed (see attached). The total cost of this budgeted procurement is over \$10,000.00. This requires a greensheet, and the approval of City Council. This is mandatory annual inspection and servicing of all the fire extinguishers in the City. The anticipated cost will run approximately \$13,500.00.

Please compose a greensheet and have this procurement of Fire Extinguisher Services 2017 approved and awarded to Safety Extinguisher, LLC in the amounts listed on there quotation response sheet.

Cc, file

161 North Section Street

P.O. Drawer 429

Fairhope, Alabama 36535

251-928-2136

251-928-6776 Fax

www.fairhopeal.gov

Printed on recycled paper

	Safety Extinguisher, LLC	FYRE-FYTER SALES	R Carter and Associates	Hiller Systems Inc	Firehouse sales and Service	International Fire Protection, Inc	The Fire Pro	Sunbelt Fire Protection, Inc	NAEVM	S & S Sprinkler Company, LLC	VSC Fire & Security, Inc	Certified Hood & Fire Specialists, Inc.
Responders												
ANNUAL INSPECTION COSTS (1EA)	Price Each		Price Each	Price Each	Price Each	Price Each	Price Each	Price Each	Price Each	Price Each	Price Each	Price Each
1 Annual Inspections (Sticker Tags on all extinguishers exposed to elements)	\$3.50	\$6.00	No response	No Response	No Response	No Response	No Response	No Response	No Response	No Response	No Response	No Response
2 2.5# ABC, BC recharge	\$6.50	\$15.00										
3 5# ABC, BC recharge	\$9.50	\$24.00										
4 10# ABC, BC recharge	\$12.50	\$36.00										
5 20# ABC, BC recharge	\$23.50	\$53.00										
6 2.5# Halatron recharge	\$4.50	\$81.80										
7 5# Halatron recharge	\$9.50	\$148.00										
8 11# Halatron recharge	\$14.50	\$309.00										
9 30# class D recharge	\$29.50	\$92.00										
10 2.5 gallon recharge H2o	\$4.50	\$12.00										
11 5# CO2 recharge	\$4.50	\$22.00										
12 10# CO2 recharge	\$6.50	\$27.00										
13 20# CO2 recharge	\$8.50	\$38.00										
14 2.5# ABC, BC six (6) year	\$6.50	\$21.00										
15 5# ABC, BC six (6) year	\$9.50	\$30.00										
16 10# ABC, BC six (6) year	\$12.50	\$42.00										
17 20# ABC, BC six (6) year	\$23.50	\$59.00										
18 ABC, BC six (6) year	\$2.00	\$21.00										
19 2.5 # Halatron six (6) year	\$4.50	\$81.80										
20 5# Halatron six (6) year	\$9.50	\$133.00										
21 11# Halatron six (6) year	\$14.50	\$294.00										
22 2.5# Hydro BC ABC	\$9.50	\$29.00										
23 5# Hydro BC ABC	\$14.50	\$42.00										
24 10# Hydro BC ABC	\$14.50	\$52.50										
25 20# Hydro BC ABC	\$14.50	\$68.00										
26 10# Hydro CO2	\$19.50	\$47.00										
27 20# Hydro CO2	\$19.50	\$58.00										
28 30# class D Hydro	\$19.50	\$148.00										
29 2.5 gallon Hydro H2o	\$9.50	\$25.00										
30 2.5 # Halatron Hydro	\$9.50	\$81.80										
31 5# Halatron Hydro	\$9.50	\$133.00										
32 11# Halatron Hydro	\$9.50	\$294.00										
33 New ABC, BC 2.5#	\$30.00	\$29.75										
34 New ABC, BC 5#	\$40.00	\$42.75										
35 New ABC, BC 10#	\$60.00	\$62.45										
36 New ABC, BC 20#	\$120.00	\$114.45										
37 New 6L K class	\$140.00	\$150.55										
38 New Co2 5#	\$127.00	\$128.00										
39 New Co2 10#	\$172.00	\$165.00										
40 New Co2 15#	\$197.00	\$196.00										
41 New Co2 20#	\$237.00	\$238.00										
42 New Halatron 2.5#	\$90.00	\$99.50										
43 New Halatron 5#	\$145.00	\$175.00										
44 New Halatron 11#	\$260.00	\$332.00										
46 Valve	\$8.00	\$49.00										
47 Gauge	\$7.00	\$5.75										
48 Suppression System service	\$85.00	\$125.00										
49 Fusible Links	\$9.00	\$12.00										
50 Pins	\$1.00	\$0.75										
51 Hood Cleaning per Sq Ft	\$8.25	\$100.00										
52 Hood cleaning per each Nozzle		\$200.00										
O ring included	included											
TOTAL ANNUAL INSPECTION	\$2,085.75	\$4,749.85										
PICK UP / DELIVERY CHARGE (PER ROUND TRIP)	\$15.00	\$60.00										
Service charge for callouts other than Annual Inspection. (if any)	\$15.00	\$75.00										

Recommendation: Award bid to Safety Extinguisher, LLC in the amounts listed in their Quote.

Chris Ellis 8/15/17
 Chris Ellis, Fire Chief

To my knowledge this is an accurate tabulation of quotations submitted.

Clint Steadham 8/15/17
 Clint Steadham, Buyer
 for Daniel P. Ames, Purchasing Manager

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council authorizes Mayor Karin Wilson to temporary fill the position of Purchasing Manager at a pay grade of 26 with a salary not to exceed the minimum of that grade. Temporary employees are regularly scheduled to work 29 hours or less each week and are not eligible for City benefits, *except* those required by law, per the City's employee handbook Section 1, 1.05 and Section 6, 6.08. This temporary position is valid for 90 days or less, dependent upon the return of the Purchasing Manager.

ADOPTED THIS 28TH DAY OF AUGUST, 2017

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk



CITY OF FAIRHOPE

Uniform Job Description

Position Title: **Purchasing Manager** Pay Range: **\$51,108.98-
\$66,441.68-
\$81,774.38**

Department: Purchasing Pay Grade: 26

Reports To: City Treasurer Effective Date: _____

Supervises: Purchasing Clerk Supercedes: _____

Approvals: _____	
Supervisor	Human Resources Director
_____	_____
Date	Date
FLSA Exempt: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No DOT Regulated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

I BASIC PURPOSE OF THE POSITION

To oversee the centralized purchasing functions of the City including the development or review of bid packages and contract negotiation and administration; to analyze opportunities to improve purchasing system effectiveness; and to prepare a variety of financial reports involving City purchasing activities.

II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

The Purchasing Manager works under the direct supervision of the City Treasurer, and is primarily responsible for supervising, assigning, reviewing and participating in the work of staff responsible for providing purchasing services within the Finance & Administration Department; performing a variety of technical tasks relative to assigned area of responsibility; performing all of the assigned duties in accordance with the City of Fairhope's ordinances and the Laws of the State of Alabama. In addition the Purchasing Manager must develop and maintain collaborative and respectful working relationships with team members and others; and consistently provide quality service to the citizens of Fairhope.

As a key employee in disaster recovery operations, the Purchasing Manager must remain in town during hurricanes, even if evacuation orders are issued for the general population.

Purchasing Manager

III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversee the centralized purchasing functions of the City; recommend and administer policies and procedures.
- Oversee the maintenance of procurement records and files associated with the centralized procurement activity.
- Develop, review and assist departments in developing bid specifications and contracts; consult with departments to ensure that specifications describe essential items or features.
- Prepare bid forms and advertise for bids; formulate bid recommendations and recommend awards; establish escrow accounts and disposition of bid bonds and security deposits; prepare bid reports.
- Analyze procurement requirements and determine procurement procedures for blanket purchase arrangements, competitive bid processes and consolidated purchases.
- Review and approve invoices covering purchases to ensure agreement with purchase orders; work with finance staff to resolve billing problems; approve and sign all purchase orders for the City.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of governmental purchasing.
- Oversee and participate in the development and administration of the division budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Compile information for statistical, financial and analytical reports on budget preparation; assist departments in evaluating line items for budget preparation.
- Report status of fixed asset inventory items to appropriate staff; notify City departments of reusable items available; identify items with appropriate tags; dispose of surplus goods according to applicable laws and regulations.
- Provide a high level of customer service at all times;
- Project and maintain a positive image on behalf of the City of Fairhope with those contacted in the course of work.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Prepare various reports on operations and activities.
- Confer with department representatives to determine purchasing requirements and bid specifications.
- Apply for FCC Licenses and post as required

IV OTHER DUTIES AND RESPONSIBILITIES

- Attend City Council meetings and present purchasing recommendations as necessary.
- Perform related duties and responsibilities as required.

- Remain subject to recall to work during hurricane or other emergency incidents.

V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Purchasing procedures and negotiation techniques.
- Inventory control procedures.
- Operations, services and activities of a purchasing program.
- Principles of supervision, training and performance evaluation.
- Materials, supplies and equipment typically used in municipal services and the sources for such products.
- Pertinent Federal, State, and local laws, codes and regulations including general laws and regulations applicable to bidding procedures and purchasing operations.
- Modern office procedures, methods and computer equipment.
- Municipal budgetary process.

Ability to:

- Evaluate quality and price of products to judge suitability of goods and alternatives offered.
- Develop new sources of supply.
- Analyze, evaluate and modify purchasing methods and procedures.
- Analyze problems and situations and adapt effective course of action.
- Supervise, organize, and review the work of professional, technical, and clerical personnel.
- Read and interpret construction documents.
- Implement purchasing plan and policies of the City.
- Maintain accurate records and controls.
- Work effectively with others to achieve personal, team, department and Citywide goals.
- Demonstrate respect and cooperation in all interactions; support and reinforce team decisions.
- Anticipate customer needs and give high priority to customer service and satisfaction.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Be insured by the City's vehicle liability insurance carrier.

VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

Bachelor's degree in finance, business administration, or related field and five or more years of experience in governmental purchasing, preferably in an Alabama municipal setting, or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

Purchasing Manager

Possession and maintenance of a valid Alabama Drivers' License is required.

VII EXTENT OF PUBLIC CONTACT

An employee in this position must be able to communicate effectively with fellow City of Fairhope employees, outside vendors and the general public. He or she must be comfortable in addressing groups and making presentations to the City Council meetings.

VIII PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required use hands to handle, feel or operate objects, tools, or controls; reach and stretch with hands and arms. The employee frequently is required to sit, stand, walk, talk and hear. The employee is occasionally required to balance, stoop, kneel, or crouch.

The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employees in this position must have:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively and to understand department rules and regulations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, typewriter, telephone, copier, and other similar or related office equipment;
- Sufficient strength, personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to sit, walk, stand and talk in order to perform required tasks.

IX WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable

Purchasing Manager

accommodations may be made to enable individuals with disabilities to perform these essential functions.

Work in an office environment; sustained posture in a seated position; continual answering of phones; work at public counter; repeatedly rise, sit and bend in a confined area in order to retrieve and replace files; work with computer equipment for prolonged periods of time; deal with unfriendly customers in a courteous manner.

This job description does not constitute either a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change this job description, as the City deems necessary.

MA



CITY OF FAIRHOPE
P.O. DRAWER 429
FAIRHOPE, AL 36533
251/928-2136

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.

Paula White

APPLICANT'S NAME Fairhope Educational Enrichment Foundation SSN# _____

AGE _____ DATE OF BIRTH _____ PLACE OF BIRTH Mobile, AL

MAILING ADDRESS 82 Plantation Pointe #307

HOME # N/A WORK # 251-990-3333

CELL # _____ FAX # N/A

RESIDENCE ADDRESS _____

NO. YEARS AT PRESENT ADDRESS 10 NO. YEARS AT PREVIOUS ADDRESS 3

PREVIOUS ADDRESS _____

NAME AND ADDRESS OF BUSINESS Fairhope Educational Enrichment Foundation
82 Plantation Pointe #307 Fairhope, AL 36532

NAME OF CORPORATION Fairhope Educational Enrichment Foundation

BUSINESS LOCATION Phantasy of the Arts 2017
1101 North Section Street, Fairhope AL 36532

HAS APPLICANT EVER HAD AN ALCOHOLIC BEVERAGE LICENSE BEFORE yes

IF SO, WHERE Fairhope UNDER WHAT NAME Fairhope Educational Enrichment Foundation

HAS APPLICANT EVER BEEN ARRESTED NO IF SO, WHERE _____

WHEN _____ WHAT WAS CHARGE _____

DISPOSITION _____

LIST THREE REFERENCES:

NAME	ADDRESS	PHONE NUMBER
<u>Amy Foley</u>	<u>Fairhope AL 36532</u>	
<u>Ashley Gordon</u>	<u>Fairhope AL 36532</u>	
<u>Stephen Searcy</u>	<u>Fairhope, AL 36532</u>	

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 10th 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 10th 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 10th 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 10th 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 WHOLESALER 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.

Paula Marie White
SIGNATURE (FULL NAME)

8/8/17
DATE

NOT APPROVED _____ DATE _____
Chief of Police

NOT APPROVED _____ DATE _____
BY COUNCIL _____
City Clerk

APPROVED Joseph A. Peth DATE 08-16-17
Chief of Police

APPROVED _____ DATE _____
BY COUNCIL _____
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.