



CITY OF FAIRHOPE

CITY COUNCIL PACKET

DISCLAIMER

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**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.**

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)(

The City Council met in a Work Session at 4:30 p.m.,
Fairhope Municipal Complex Council Chamber,
161 North Section Street, Fairhope, Alabama 36532,
on Tuesday, 29 May 2018.

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

Council President Burrell called the meeting to order at 4:34 p.m.

The following topics were discussed:

- The Impact Fee Study Discussion was first on the agenda and presented by Ben Griffin with TischlerBise, Inc. He said the key fundamentals are need (systems improvements), benefit, and proportionate. The fee impact methods are cost recovery, incremental expansion, and plan based. Mr. Griffin explained the process which includes evaluating need for credits. Councilmember Conyers commented this study will back the percentages we establish for impact fees. For more information see attached Power Point Presentation called “Impact Fee Study Overview.”
- The next item was the Fly Creek Sampling Report Presentation by Casi Calloway and Cade Kistler. Ms. Calloway thanked the City Council for moving forward with finding a cause and solution. Mr. Kistler explained briefly the results of the study and the recommendations for helping with this issue with the long-term solution being a monitoring program. Council President Burrell stated he sees a pattern with a great density of boats in the area. We need to look at these areas. Ms. Calloway stated this is not unique to Fairhope. She said citizens are making issues to dumping into sewer system. The consensus was DNA testing needs to be done, Richard Peterson and crew to work with Mobile Baykeeper, and collectively work together. Mr. Kistler stated he was thankful for Fairhope moving forward.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:30 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

Impact Fee Study Overview

Council Work Session



TischlerBise
FISCAL | ECONOMIC | PLANNING

- Impact fees/infrastructure financing strategies
- Fiscal/economic impact analyses
- Capital improvement planning
- Infrastructure finance/revenue enhancement
- Real estate and market feasibility



City of Fairhope Impact Fee Study

- Parks and Open Space
- Fire
- Police
- Transportation

Impact Fee Fundamentals

- One-time payment for growth-related infrastructure, usually collected at the time buildings permits are issued
- Can't be used for operations, maintenance, or replacement
- Not a tax but more like a contractual arrangement to build infrastructure, with three requirements
 - **Need** (system improvements, not project-level improvements)
 - **Benefit**
 - Short range expenditures
 - Geographic service areas and/or benefit districts
 - **Proportionate**

Common Impact Fee Methods

- Cost Recovery (past)
 - Oversized and unique facilities
 - Funds typically used for debt service
- Incremental Expansion (present)
 - Formula-based approach documents level of service with both quantitative and qualitative measures
- Plan-Based (future)
 - Common for utilities but can also be used for other public facilities with non-impact fee funding

Eligible Costs

- Facilities/improvements required to serve new development - Yes
- Maintenance and repairs – No
- Operating costs - No
- Excess capacity in existing facilities – Yes
- Improvements required to correct existing deficiencies – Maybe
 - Unless there is a funding plan in place to correct the existing development base share

Process

- Determine existing development base and project future growth/redevelopment
- Determine existing levels of service and capital needs due to new growth
- Determine appropriate indicators of demand
- Evaluate methodological alternatives
- Evaluate need for credits
- Calculate fees
- Adoption process

Evaluate Need for Credits

○ Site specific

- Developer constructs a capital facility included in fee calculations

○ Debt service

- Avoid double payment due to existing or future bonds

○ Dedicated revenues

- (e.g., property tax, excise tax, gas tax)

Summary of Growth Projections

- Development projected over the next 10 years:
 - 8,300 new residents
 - 3,710 new housing units
 - 4,050 new jobs
 - 1.58 million square feet of nonresidential space

Fire

- Incremental expansion methodology
- City will need over 10 years:
 - 8,369 square feet of station space at a cost of \$2.7 million
 - 8 apparatus at a cost of \$1.6 million

<i>Growth-Related Need for Facilities</i>						
<i>Year</i>		<i>Population</i>	<i>Nonres. Vehicle Trips</i>	<i>Residential Sq. Ft.</i>	<i>Nonres. Sq. Ft.</i>	<i>Total</i>
Base	2018	22,705	30,717	16,116	6,785	22,901
Year 1	2019	23,535	31,840	16,705	7,033	23,738
Year 2	2020	24,365	32,963	17,294	7,281	24,575
Year 3	2021	25,194	34,085	17,883	7,529	25,412
Year 4	2022	26,024	35,208	18,472	7,777	26,249
Year 5	2023	26,854	36,330	19,061	8,025	27,086
Year 6	2024	27,684	37,453	19,650	8,273	27,923
Year 7	2025	28,514	38,575	20,239	8,521	28,759
Year 8	2026	29,343	39,698	20,828	8,769	29,596
Year 9	2027	30,173	40,821	21,417	9,017	30,433
Year 10	2028	31,003	41,943	22,006	9,264	31,270
<i>Ten-Year Increase</i>		8,298	11,226	5,890	2,480	8,369
<i>Growth-Related Expenditure</i>				\$1,914,250	\$806,000	\$2,719,925

Draft Fire Impact Fee

<i>Fee Component</i>	<i>Cost per Person</i>	<i>Cost per Vehicle Trip</i>
Facilities	\$230.70	\$71.80
Apparatus	\$149.94	\$36.94
Fee Study	\$2.88	\$0.90
TOTAL	\$383.52	\$109.64

Residential (per household)

<i>Type of Household</i>	<i>Persons per Housing Unit*</i>	<i>Proposed Fee</i>	<i>Current Fee</i>	<i>Increase / Decrease</i>
Single-Family	2.32	\$891	\$805	\$86
Multi-Family	1.58	\$608	\$650	-\$42

Nonresidential (per 1,000 square feet)

<i>Type</i>	<i>Trips per 1,000 Sq. Ft.**</i>	<i>Trip Rate Adjustment</i>	<i>Proposed Fee</i>	<i>Current Fee</i>	<i>Increase / Decrease</i>
Commercial/Retail	37.75	33%	\$1,366	\$841	\$525
Industrial	4.96	50%	\$272	\$131	\$141
Office/Institutional	9.74	50%	\$534	\$250	\$284
Lodging (per room)	3.35	50%	\$184	\$106	\$78

Police

- Incremental expansion methodology
- City will need over 10 years:
 - 9,540 square feet of station space at a cost of \$3 million
 - 14 new vehicles at a cost of \$560,000
 - 4 new units of equipment at a cost of \$97,000

<i>Growth-Related Need for Facilities</i>						
<i>Year</i>		<i>Population</i>	<i>Nonres. Vehicle Trips</i>	<i>Residential Sq. Ft.</i>	<i>Nonresidential Sq. Ft.</i>	<i>Total</i>
Base	2018	22,705	30,717	18,370	7,734	26,104
Year 1	2019	23,535	31,840	19,041	8,017	27,058
Year 2	2020	24,365	32,963	19,713	8,299	28,012
Year 3	2021	25,194	34,085	20,384	8,582	28,966
Year 4	2022	26,024	35,208	21,055	8,864	29,920
Year 5	2023	26,854	36,330	21,727	9,147	30,874
Year 6	2024	27,684	37,453	22,398	9,430	31,828
Year 7	2025	28,514	38,575	23,070	9,712	32,782
Year 8	2026	29,343	39,698	23,741	9,995	33,736
Year 9	2027	30,173	40,821	24,412	10,278	34,690
Year 10	2028	31,003	41,943	25,084	10,560	35,644
<i>Ten-Year Increase</i>		8,298	11,226	6,713	2,826	9,540
<i>Growth-Related Expenditure</i>				\$2,114,595	\$890,190	\$3,005,100

Draft Police Impact Fee

<i>Fee Component</i>	<i>Cost per Person</i>	<i>Cost per Vehicle Trip</i>
Justice Center	\$254.84	\$79.30
Animal Shelter	\$11.27	\$0.00
Vehicles	\$48.12	\$14.23
Equipment	\$8.80	\$2.17
Fee Study	\$2.88	\$0.90
TOTAL	\$325.92	\$96.59

Residential (per household)

<i>Type of Household</i>	<i>Persons per Housing Unit*</i>	<i>Proposed Fee</i>	<i>Current Fee</i>	<i>Increase / Decrease</i>
Single-Family	2.32	\$757	\$149	\$608
Multi-Family	1.58	\$516	\$121	\$395

Nonresidential (per 1,000 square feet)

<i>Type</i>	<i>Trips per 1,000 Sq. Ft.**</i>	<i>Trip Rate Adjustment</i>	<i>Proposed Fee</i>	<i>Current Fee</i>	<i>Increase / Decrease</i>
Commercial/Retail	37.75	33%	\$1,203	\$182	\$1,021
Industrial	4.96	50%	\$240	\$28	\$212
Office/Other Services	9.74	50%	\$470	\$54	\$416
Lodging (per room)	3.35	50%	\$162	\$23	\$139

Parks and Recreation

- Incremental expansion methodology
- City will need over 10 years:
 - 75 acres of land at a cost of \$5.6 million
 - 16,091 square feet of recreation facilities at a cost of \$5.5 million
 - 3 park vehicles at a cost of \$73,500

Growth-Related Need for Park Land					
Year		Peak Park Population	Park Acres	Rec. Amenities	Rec Facility Sq. Ft.
Base	2018	23,566	214	82	45,700
Year 1	2019	24,395	221	85	47,309
Year 2	2020	25,225	229	88	48,918
Year 3	2021	26,055	236	91	50,527
Year 4	2022	26,885	244	94	52,137
Year 5	2023	27,714	251	96	53,746
Year 6	2024	28,544	259	99	55,355
Year 7	2025	29,374	266	102	56,964
Year 8	2026	30,204	274	105	58,573
Year 9	2027	31,034	281	108	60,182
Year 10	2028	31,863	289	111	61,791
Ten-Year Increase		8,298	75	29	16,091
Growth-Related Expenditure			\$3,654,077	\$1,936,245	\$5,515,657

Draft Parks and Recreation Impact Fee

<i>Fee Component</i>	<i>Cost per Person</i>
Park Land	\$440.37
Recreational Facilities	\$664.74
Park Amenities	\$232.33
Debt Service Credit	(\$56.90)
Park Vehicles	\$8.86
Fee Study	\$4.10
TOTAL	\$1,293.49

Residential (per household)

<i>Type of Household</i>	<i>Persons per Housing Unit*</i>	<i>Proposed Fee</i>	<i>Current Fee</i>	<i>Increase / Decrease</i>
Single-Family	2.32	\$3,005	\$2,286	\$719
Multi-Family	1.58	\$2,049	\$1,846	\$203

Nonresidential (per room)

<i>Type</i>	<i>Persons per Room**</i>	<i>Proposed Fee</i>	<i>Current Fee</i>	<i>Increase / Decrease</i>
Lodging	1.50	\$1,936	\$0	\$1,936

Transportation

- Transportation impact fees are the most complicated and the most legally challenged
- TischlerBise is still working with City staff to determine growth-related road needs
 - Parts of Fairhope are transitioning from a need to move vehicles to a need to move people
- The intent is to wrap this fee up within the next few weeks

Questions and Answers

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 Tuesday, 29 May 2018.

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

Council President Burrell called the meeting to order at 5:30 p.m. The City Council reviewed and discussed the agenda for their meeting to be held today at 6:00 p.m. Agenda Item Number 9: an Ordinance regarding Use of City Vehicles, specifically take-home vehicles for Police Officers, was discussed. Councilmember Robinson said we need to limit to Baldwin County and suggested 10 miles from the police jurisdiction (“PJ”). Councilmember Conyers said we should include the PJ since we work the PJ. Council President Burrell comment it must be a reasonable distant.

Council President Burrell explained Agenda Item Number 12: a resolution for purchasing and setting the selling price; and gave the formula for fuel purchases for the Fairhope Docks. Public Works Director Richard Johnson addressed Agenda Item Number 14: a resolution authorizing the execution of Change Order No. 3 Repairs to Quail Creek Clubhouse in the amount of \$16,898.80.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:58 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)

The City Council, City of Fairhope, met in regular session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Tuesday, 29 May 2018.

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

There being a quorum present, Council President Burrell called the meeting to order at 6:09 p.m. The invocation was given by John McIntosh, Pastor of United Church, and the Pledge of Allegiance was recited.

Council President Burrell said he was not in favor of walking on the resolution for the Dewberry Engineering, Inc. contract over \$200,000.00. He also stated that if someone wanted to walk on the resolution for the Van Antwerp building, he would vote against adding it on. Council President Burrell commented on the items just being brought to him prior to the meeting was not acceptable.

Councilmember Robinson moved to approve minutes of the 15 May 2018, regular meeting; minutes of the 15 May 2018, work session; and minutes of the 15 May 2018, agenda meeting. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

Mayor Wilson addressed the City Council regarding the following items:

- 1) Tropical Storm Alberto and being lucky the City missed the brunt of the storm;
- 2) Mobile Baykeeper and thanked them for the report. We need to keep an eye on septic tanks, the pump out station, and boaters needing to use the pump out station;
- 3) Breach of outfall to be repaired;
- 4) State of our infrastructure: degrading sewer lines, sewer upgrades, personnel funding, and ongoing maintenance;
- 5) City is total reactionary mode not rehabilitation mode;
- 6) Self-imposed procurement operations;
- 7) Special meetings needed for personnel needs: Police and Utilities; and to discuss Departmental Organizational Charts and needs;
- 8) Fairhope Schools received over \$82 million dollars in scholarships this year with Fairhope High School receiving the most with over \$20 million; and
- 9) Electric Department received the Certificate of Excellence in Reliability.

29 May 2018

The following individuals spoke during Public Participation for Agenda Items:

- 1) Cade Kistler, 19655 County Road 9, addressed the City Council on Agenda Item Number 19: a resolution that the City Council approves the selection of Volkert, Inc. to perform Professional Engineering Services for Urgent Bay Outfall Assessment and Repairs. He commented the treated sewage outfall needs to go the full 2,000 feet not just 400 feet.
- 2) Sandy Geddes, 11339 County Road 1, addressed the City Council on Agenda Item Number 19: a resolution that the City Council approves the selection of Volkert, Inc. to perform Professional Engineering Services for Urgent Bay Outfall Assessment and Repairs. She asked if the affluent was tested and to use concern for residents. The reply from Volkert representative was yes, it is tested before entering the outfall.
- 3) Dan Stankoski, 205 White Avenue, addressed the City Council on Agenda Item Number 27: a resolution to award bid for Fairhope Library Envelope Repairs with a total bid proposal of \$1,010,950.00. He asked the City Council to bite the bullet and pass the resolution. He urged them to adopt the bid.
- 4) Ron Allen, 6612 Willowbridge, addressed the City Council on Agenda Item #24: a resolution to approve the procurement of Flower Plantings in the amount of \$33,401.50. He urged the City Council to adopt this resolution and commented how beautiful Fairhope is because of the flowers.

Councilmember Robinson said he hoped everyone had a great Memorial Day. He commented this is not “a me agenda” or “my agenda”; and wants to move the City forward in the best positive way. He said infrastructure is our number one objective.

Councilmember Conyers announced the Historic Preservation Committee will meet Thursday at 9:30 a.m., the Fairhope Environmental Advisory Board meets June 8, 2018, and the Library Board meets June 18, 2018. He congratulated the teachers, students, and parents on this past school year.

Councilmember Brown thanked Mobile Baykeeper for their report and study. He asked citizens to come out and express their concerns. Councilmember Brown commented everything requested from staff has been approved.

Council President Burrell said he too was glad we had no impacts from Tropical Storm Alberto. He said that media regarding these storms hurt the economy for the City and the County and it hurts small businesses. Council President Burrell said he wished the State would not exaggerate storms.

A Public Hearing was held as advertised on a proposed ordinance to amend Zoning Ordinance No. 1253. Councilmember Robinson introduced in writing an ordinance to amend Ordinance No. 1362 known as Lot 19, Fairfield, Phase VI PUD.

29 May 2018

The property owned by BCL&L Acquisitions, Anil K. Vira, Stephen B. and Korokay Christensen, and Gal Majors generally located at 655 Norman Lane, Fairhope, Alabama. Tax PPIN: 298888. The Planning Commission gave a favorable recommendation of this ordinance. Council President Burrell read the proposed ordinance.

Planner Buford King briefly explained the proposed ordinance; and stated staff and the Planning Commission unanimously recommend this ordinance. Rick Davis explained the history of Lot 19 and the 15 initial lots.

Council President Burrell opened the Public Hearing at 6:40 p.m. No one present opposed the proposed ordinance, the Public Hearing closed at 6:41 p.m.

Due to lack of a motion for immediate consideration, this ordinance will layover until the June 11, 2018 City Council meeting.

Agenda Item Number 6: an Ordinance to Repeal and Replace Ordinance No. 1576 to Protect the Public Health, Safety and Welfare by providing Policy and Procedure for Sidewalk and/or Street Usage within the City of Fairhope. Josh Titford and Sherry-Lea Botop addressed the City Council and explained the recommended changes. Councilmember Robinson further explained the reason for simplifying the ordinance. Council President Burrell mentioned barricades and personnel; and gave examples of the need for barricades and a Wedding. It is a production to put out the barricades and stage. Councilmember Robinson said it is part of community service and a park for living here; and simpler is better for all.

Agenda Item Number 7: an Ordinance to Repeal and Replace Ordinance No. 1575 to Protect the Public Health, Safety and Welfare by providing Policy and Procedure for Park Usage within the City of Fairhope. Mr. Titford and Ms. Botop discussed the changes only.

Both ordinances were only explained and will be tweaked before coming back before the City Council. Councilmembers Robinson and Conyers, Mr. Titford, and Ms. Botop were requested to look over both of these ordinances regarding barricades, garbage cans, and the stage.

Councilmember Conyers introduced in writing an ordinance to amend Ordinance No. 1510 known as the Personnel Rules, Policies and Procedures Ordinance regarding Section III. Hours of Work and Attendance: 3.02 Recording Time Worked and 3.04 Breaks and Meal Periods; more specifically Exempt salaried employees and not required to clock in; and all Non-exempt employees (that is, employees paid for all hours worked in excess of 40 hours in a work week) to have an automatic deduction for unpaid meal period.

29 May 2018

Due to lack of a motion for immediate consideration, this ordinance will layover until the June 11, 2018 City Council meeting.

Councilmember Robinson introduced in writing an ordinance to amend Ordinance No. 1510 known as the Personnel Rules, Policies and Procedures Ordinance regarding Section VIII. Employee Responsibilities and Conduct: 8.11 Use of City Vehicles; more specifically the Police Department and authorization to “take home” City police vehicles who live outside the Police Jurisdiction: (1) within a 15-mile radius of the City of Fairhope police station located at 107 North Section Street; and (2) the 15-mile radius only applies within Baldwin County.

Due to lack of a motion for immediate consideration, this ordinance will layover until the June 11, 2018 City Council meeting.

Planner Buford King addressed the City Council to explain the Site Plan Review (SR 18.03) request of Robert Cummings, PE with Hutchinson Moore and Rauch for Site Plan Approval for Peter Van Lingen of Century Bank, generally located at Northwest corner of Edwards Avenue and N. Greeno Road; 861 Edwards Avenue, Fairhope, Alabama.

Councilmember Boone moved to approve the Site Plan property owned by Peter Van Lingen of Century Bank listed above. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby:

1. Authorizes the Mayor to sign all related application documents/agreements required to apply for Highway Safety Improvement Program (HSIP) Grant related to the Roundabout at the intersection of N. Section Street, Highway 104, Veterans Drive & Scenic Highway 98.
2. Acknowledges, if awarded the HSIP Grant, the City will be responsible for funding the 10% required Local Match (\$130,000.00) – with appropriation by future separate Resolution.
3. Affirms, if awarded HSIP Grant, Volkert, Inc. as the Engineer of Record and authorizes the Mayor to establish a not-to-exceed consultant fee to be set by ALDOT/FHWA required standards to be approved by Council Resolution.

Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

29 May 2018

RESOLUTION NO. 3078-18

WHEREAS, the intersection of N. Section Street, Highway 104, Veterans Drive & Scenic Highway 98 is located within the corporate limits of the City of Fairhope; and

WHEREAS, the intersection of N. Section Street, Highway 104, Veterans Drive & Scenic Highway 98 has been identified by the Alabama Department of Transportation (ALDOT) as a good candidate for a Highway Safety Improvement Program (HSIP) Grant; and

WHEREAS, HSIP Grant dollars are appropriated to mitigate safety issues, especially at intersections; and

WHEREAS, the crash data since 2012 indicates this intersection is one of the top candidates in the County for funding; and

WHEREAS, if funded, the safety mitigation would involve replacing the four-way intersection with a modern roundabout with appropriate street lighting; and

WHEREAS, in 2008 this same intersection was proposed for the installation a roundabout and the engineering firm of Volkert, Inc. worked on design documents to a relatively high level of completion; and

WHEREAS, ALDOT has stated that funding would be contingent on keeping Volkert, Inc. as the Engineer of Record (EOR) to avoid duplication and provide cost savings; and

WHEREAS, Volkert, Inc. has updated the estimates of probable cost and the total project is estimated at \$1,300,000.00; and

WHEREAS, if funded, the Federal/State (HSIP) portion of the project would be \$1,170,000.00 (90%) and the City of Fairhope's' local match would be \$130,000.00 (10%);

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

- SECTION 1. Authorizes the Mayor to sign all related application documents/agreements required to apply for Highway Safety Improvement Program (HSIP) Grant.
- SECTION 2. Acknowledges, if awarded the HSIP Grant, the City will be responsible for funding the 10% required Local Match – with appropriation by future separate Resolution.
- SECTION 3. Affirms, if awarded HSIP Grant, Volkert, Inc. as the Engineer of Record and authorizes the Mayor to establish a not-to-exceed consultant fee to be set by ALDOT/FHWA required standards to be approved by Council Resolution.

Adopted and Approved this 29th day of May, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

29 May 2018

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the Marina Manager is hereby authorized to purchase marina fuel (marine grade gas and diesel), as needed, to sell at Fairhope Docks and to establish the selling price of fuel based on an approved formula; and will report said fuel prices to the City Council in writing. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 3079-18

WHEREAS, the City of Fairhope owns and operates Fairhope Docks and will be selling marina fuel; and

WHEREAS, the City of Fairhope desires to authorize the Marina Manager to purchase marina fuel, as needed, to sell at Fairhope Docks and to establish the selling price of fuel based on an approved formula; and

WHEREAS, the Marina Manager will report said fuel prices to the City Council in writing; i.e. e-mail or memo.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the Marina Manager is hereby authorized to purchase marina fuel, as needed, to sell at Fairhope Docks and to establish the selling price of fuel based on an approved formula; and will report said fuel prices to the City Council in writing.

Adopted this the 29th day of May, 2018

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 that the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Add the Job Position of Special Projects Manager; and the Job Description and Grade of Pay for same; and amend the budget to fund this position and to defund the position of City Clerk's Assistant. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

29 May 2018

RESOLUTION NO. 3080-18

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Add the Job Position of Special Projects Manager; and the Job Description and Grade of Pay for same; and amend the budget to fund this position and to defund the position of City Clerk's Assistant.

Addition:	Job Positions	Grade of Pay
	Special Projects Manager	22

ADOPTED THIS 29TH DAY OF MAY, 2018

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 Change Order No. 3 to Bid Number 003-18 (GOLF003-17), Repairs to Quail Creek Clubhouse in the amount of \$16,898.80; and award of the Change Order to Platt Builders, Inc. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 3081-18

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute Change Order No. 3 to Bid Number 003-18 (GOLF003-17), Repairs to Quail Creek Clubhouse in the amount of \$16,898.80; and award of the Change Order to Platt Builders, Inc.

Adopted on this 29th day of May, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

29 May 2018

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 for Extension No. 1 of RFQ No. 003-17, Hydrofluorosilicic Acid for the Water Department, with Water and Waste Specialties, LLC, for an additional one year, as per the terms and conditions of the original contract. The cost is \$330.00 per 55-gallon drum. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 3082-18

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute a contract for Extension No. 1 of RFQ No. 003-17, Hydrofluorosilicic Acid for the Water Department, with Water and Waste Specialties, LLC, for an additional one year, as per the terms and conditions of the original contract. The cost is \$330.00 per 55-gallon drum.

Adopted on this 29th day of May, 2018

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 Governing Body of the City of Fairhope, Alabama, hereby rescinds Bid No. 014-18 for Travel Lift Cell Repair at Fairhope Docks for the Recreation Department due to no bids received; and authorizes the City to solicit for informal bids in accordance with the Public Works Bid Laws pursuant to Code of Alabama 1975, Section 39-2-6(b). Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

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*

29 May 2018

RESOLUTION NO. 3083-18

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 Travel Lift Cell Repair at Fairhope Docks for the Recreation Department (Bid Number 014-18) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] On May 17, 2017 when bids were to be received and opened, no bids were received; therefore, it is desirous that Bid Number 014-18 be rescinded and to authorize the City to solicit for informal bids in accordance with the Public Works Bid Laws pursuant to Code of Alabama 1975, Section 39-2-6(b).

[3] That the Governing Body of the City of Fairhope, Alabama, hereby rescinds Bid No. 014-18 for Travel Lift Cell Repair at Fairhope Docks for the Recreation Department due to no bids received; and authorizes the City to solicit for informal bids in accordance with the Public Works Bid Laws pursuant to Code of Alabama 1975, Section 39-2-6(b).

Adopted on this 29th day of May, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the Governing Body of the City of Fairhope, Alabama, hereby rejects Bid No. 012-18 for Light Packages for Five Tahoes for the Police Department; and authorizes the City to procure the lighting package through the Alabama State Law Enforcement Contract #T191L which includes installation. The equipment and installation are off the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid. The total cost is \$30,250.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

29 May 2018

RESOLUTION NO. 3084-18

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 Light Packages for Five Tahoes for the Police Department (Bid Number 012-18) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] After evaluating the bid proposal with the required bid specifications, only one bid was received; and it is desirous to reject the bid and procure the lighting package through the Alabama State Law Enforcement Contract #T191L which includes installation. The equipment and installation are off the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid. The total cost is \$30,250.00.

[3] That the Governing Body of the City of Fairhope, Alabama, hereby rejects Bid No. 012-18 for Light Packages for Five Tahoes for the Police Department; and authorizes the City to procure the lighting package through the Alabama State Law Enforcement Contract #T191L which includes installation. The equipment and installation are off the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid. The total cost is \$30,250.00.

Adopted on this 29th day of May, 2018

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 Safe Span, LLC to provide Professional Bridge Inspection Services for Bridge Inspections for RFQ No. PS017-18; with a not-to-exceed amount of \$7,500.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

29 May 2018

RESOLUTION NO. 3085-18

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 Safe Span, LLC to provide Professional Bridge Inspection Services for Bridge Inspections for RFQ No. PS017-18; with a not-to-exceed amount of \$7,500.00.

DULY ADOPTED THIS 29TH DAY OF MAY, 2018

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 Volkert, Inc. to perform Professional Engineering Services for Urgent Bay Outfall Assessment and Repairs (RFQ No. PS021-18); approves and accepts the not to exceed amount of \$25,000.00; and hereby authorizes Mayor Karin Wilson to execute a contract with Volkert, Inc. for same. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 3086-18

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves the selection of Volkert, Inc. to perform Professional Engineering Services for Urgent Bay Outfall Assessment and Repairs (RFQ No. PS021-18); approves and accepts the not to exceed amount of \$25,000.00; hereby authorizes Mayor Karin Wilson to execute a contract with Volkert, Inc. for same; and amends the budget for this expenditure.

DULY ADOPTED THIS 29TH DAY OF MAY, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

29 May 2018

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to purchase Twenty-Two Fire Hoses for the Fairhope Volunteer Fire department and the items are available for direct procurement through the Houston-Galveston Area Council (“HGAC”) Contract; and therefore, does not have to be let out for bid. This has been nationally bid through the HGAC’s bid process. The cost for the Fire Hoses is \$12,078.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 3087-18

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 Twenty-Two Fire Hoses for the Fairhope Volunteer Fire department and the items are available for direct procurement through the Houston-Galveston Area Council (“HGAC”) Contract; and therefore, do not have to be let out for bid. This has been nationally bid through the HGAC’s bid process. The cost for the Fire Hoses is \$12,078.00.

Adopted on this 29th day of May, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to purchase Four In Car and Six Body Camera Systems with applicable accessories for the Fairhope Police Department from Watch Guard, Inc.; and the vendor is the exclusive and Sole Source Manufacturer for this equipment. The system is available for procurement without formal bidding, provided by the Code of Alabama 1975, 41-16-51(a)(15). The total cost is \$31,320.00. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

29 May 2018

RESOLUTION NO. 3088-18

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) In Car and Six (6) Body Camera Systems with applicable accessories for the Fairhope Police Department from Watch Guard, Inc.; and the vendor is the exclusive and Sole Source Manufacturer for this equipment. The system is available for procurement without formal bidding, provided by the Code of Alabama 1975, 41-16-51(a)(15). The total cost is \$31,320.00.

Adopted on this 29th day of May, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to purchase Equipment and Installation for Four (4) 2018 Tahoes for the Police Department; and the type of Equipment is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid; with a cost not-to-exceed \$28,380.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 3089-18

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 Equipment and Installation for Four (4) 2018 Tahoes for the Police Department; and the type of Equipment is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid; and

[2] The following is the Alabama State Department of Purchasing contract information:

Bid Number: T-191L Alabama State Law Enforcement Contract

Equipment and Installation	Total Cost	\$28,380.00
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29 May 2018

Adopted on this 29th day of May, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to purchase SCADA System Annual Software/Maintenance Agreement for the Electric, Water, and Gas Departments, from Survalent Technology 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 \$21,000.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 3090-18

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 Annual Software/Maintenance Agreement for the Electric, Water, and Gas Departments, from Survalent Technology 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 \$21,000.00.

Adopted on this 29th day of May, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

29 May 2018

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution to approve the procurement of Flower Plantings for the Public Works Department in the amount of \$33,401.50. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 3091-18

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

[1] That the City of Fairhope approves the procurement of Flower Plantings for the Public Works Department. The total cost is \$33,401.50.

[2] That this procurement is allowed pursuant to Resolution No. 1650-10 adopted in May 2010 that declares flowers as Unique "Like Items" and the extension of this categorization to include any cultivated varieties, differentiated by scientific name. (None of the designated "like item" flora exceed the \$15,000.00 bid limit).

Adopted on this 29th day of May, 2018

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 of Fairhope has voted to procure the Municipal Court Module to the City's MUNIS System from Tyler Technologies for the Municipal Court. The estimated total cost is \$99,481.00 which includes software, implementation, conversion, maintenance, travel expenses, and annual recurring fees; and authorizes the use of Correction Funds for this expenditure up to \$50,000.00 and the remaining unbudgeted amount from the General Fund. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

29 May 2018

RESOLUTION NO. 3092-18

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

[1] That the City of Fairhope has voted to procure the Municipal Court Module to the City's MUNIS System from Tyler Technologies for the Municipal Court ("Incode"). The estimated total cost is \$99,481.00 which includes software, implementation, conversion, maintenance, travel expenses, and annual recurring fees; and authorizes the use of Correction Funds for this expenditure up to \$50,000.00 and the remaining unbudgeted amount from the General Fund.

Adopted on this 29th day of May, 2018

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 Award Bid for Walking Floor Garbage Trailer for the Public Works Department (Bid No. 017-18) to Warren Truck and Trailer, Inc. with a total bid proposal of \$77,000.00. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 3093-18

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 Walking Floor Garbage Trailer for the Public Works Department (Bid Number 017-18) 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
Walking Floor Garbage Trailer
for the Public Works Department

29 May 2018

[3] After evaluating the bid proposals with the required bid specifications, Warren Truck and Trailer, Inc. with a total bid proposal of \$77,000.00, is now awarded the bid for Walking Floor Garbage Trailer for the Public Works Department.

Adopted on this 29th day of May, 2018

Karin Wilson, Mayor

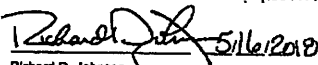
Attest:

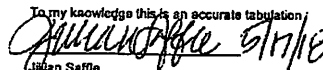
Lisa A. Hanks, MMC
City Clerk

CITY OF FAIRHOPE
BID TABULATION and Recommendation
BID NO: 017-18
BID NAME: Walking Floor Garbage Trailer
BID OPENED: May 16, 2018 10:00 A.m.
Note: Bid Bond WAIVED

VENDOR	Bid Proposal Executed / Signed / Notarized	ARO DAYS	Addenda #1 & #2 signed	Manufacturer Model	Total Bid per one each
MacTrailer Manufacturing	yes	120	no	Mac Trailer INSP48MF100-2019	\$82,774.00
SPECTOR Manufacturing, Inc.	yes	120-150	yes	Spector Manufacturing SPEC TEC AWO48100102	\$79,588.00
Gulf City Body and Trailer Works Inc.	yes	140	yes	TRAVIS Classic Body Style Live Floor Trailer	\$78,050.00
Warren Truck and Trailer, Inc.	yes	120	yes	WARREN Warren Moving Floor Trailer	\$77,000.00

Recommendation: Award Bid to WARREN TRK & Trailer, Inc in the amounts listed above.


Richard D. Johnson
Director of Public Works

To my knowledge this is an accurate tabulation

Julian Saffie
Purchasing Manager

29 May 2018

Lance Cabaniss and Goodwyn Mill Cawood representative addressed the City Council regarding the Fairhope Public Library. Mr. Cabaniss mentioned the building survey. This is a high profile and occupied building; and the bid was just for materials and labor costs not securing occupied building costs. Council President Burrell said public outcry has raised the costs; and contractors being busy. Councilmember Robinson stated this needs to be done, but not at the expense of other priorities. Council President Burrell said he does not like making us pay due to pressure of work. Councilmember Brown stated you explained no scope of work, but gave an estimate. Councilmember Robinson commented this is a budget buster; and said shutting down is not an option.

After further discussion, Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution to Award Bid for Fairhope Library Envelope Repairs (Bid No. 005-18) to M. W. Rogers Construction Co., LLC with a total bid proposal of \$1,010,950.00; and amends the budget to fund the overage of \$460,950.00. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 3094-18

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

[1] That the City of Fairhope, by and through Goodwyn, Mills, and Cawood, Inc., Project Engineer, did request, receive, and open bids for Fairhope Library Envelope Repairs (Bid Number 005-18).

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

Please see attached Bid Tabulation for
Fairhope Library Envelope Repairs

[3] After evaluating the bid proposals with the required bid specifications, M. W. Rogers Construction Co., LLC, with a total bid proposal of \$1,010,950.00, is now awarded the bid for Fairhope Library Envelope Repairs; and amends the 2018 budget to fund the overage of \$460,950.00.

Adopted on this 29th day of May, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

29 May 2018

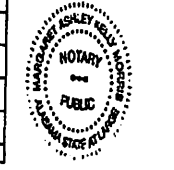
Fiddage Library Envelope Reopens 29th
 For the City of Fiddage
 FANNING, ALABAMA
 GSE PROJECT NO. A00270028

	G-Shape Co. LLC 2257 Canal Road Orange Beach, AL 36561	M of Rogers Construction Co LLC 20 Midway Park West Mossy, AL 36566			
	COLLEGE NO. 2144	COLLEGE NO. 2128	COLLEGE NO.	COLLEGE NO.	COLLEGE NO.
	NOTATIONS NONE	NOTATIONS NONE	NOTATIONS	NOTATIONS	NOTATIONS
May 4, 2018	SEAL ASSIGNED	SEAL RECEIVED	SEAL RECEIVED	SEAL RECEIVED	SEAL RECEIVED
	PROPOSAL FORM	PROPOSAL FORM	PROPOSAL FORM	PROPOSAL FORM	PROPOSAL FORM
2:30 P.M.	BID BOND - BY DAN STANKOSKI	SECURITY & DEPOSIT CERTIFICATE OF MARYLAND	BID BOND - BY	BID BOND - BY	BID BOND - BY
	ATTACHMENT A	ATTACHMENT A	ATTACHMENT A	ATTACHMENT A	ATTACHMENT A
	ACCOUNTING OF SALES TAX	ACCOUNTING OF SALES TAX	ACCOUNTING OF SALES TAX	ACCOUNTING OF SALES TAX	ACCOUNTING OF SALES TAX
	ENERGY	ENERGY	ENERGY	ENERGY	ENERGY
Page 1 of 1	ACKNOWLEDGMENT OF AWARD	ACKNOWLEDGMENT OF AWARD	ACKNOWLEDGMENT OF AWARD	ACKNOWLEDGMENT OF AWARD	ACKNOWLEDGMENT OF AWARD
BID FEE:	\$1,241,800.00	\$977,000.00			
BID PREPARATION FEE:	\$48,250.00	\$21,950.00			
BIDDER BASE BID:	\$1,250,115.00	\$998,950.00			
ALTERNATE:	\$0.00	\$12,000.00			
COVER AND OR FEELING:	\$0.00	\$0.00			
TOTAL:	\$1,250,115.00	\$1,010,950.00			

I certify that the above bids were received
 mailed and were publicly opened and read
 aloud at the time and place recorded on this
 bid and that the bid opened in public view
 received by the project

[Signature]
 JAMES H. RIDER
 Alabama Registration No. 3625

Sealed on the 18th day of May 2018
[Signature]
 My commission expires March 13, 2019



The following individuals spoke during Public Participation for Agenda Items:

- 1) Dan Stankoski, 205 White Avenue, addressed the City Council and thanked them for passing the bid award for the Library. He said the Library has been neglected for many years. Mr. Stankoski said the roundabout was mentioned back in 2008 too. He thanked the City Council for their service.

29 May 2018

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

There being no further business to come before the City Council, the meeting was duly adjourned at 7:54 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

4 June 2018

NOTICE AND CALL OF SPECIAL MEETING

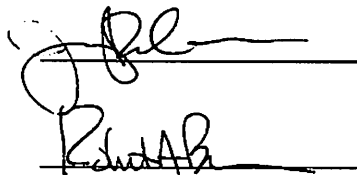
Notice is hereby given of a special meeting of the City Council of the City of Fairhope, Alabama, to be held at the Fairhope Municipal Complex on Monday, 04 June 2018, at 4:00 p.m., for the purpose to:

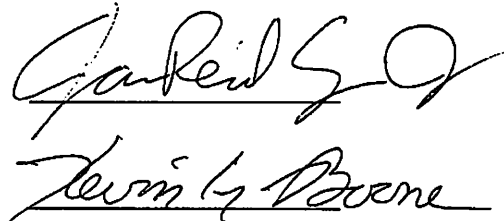
- ❖ Adopt a Resolution setting the sequence for the appointment of an Interim Chief of Police and a Chief of Police


Jack Burrell, Council President

CONSENT TO HOLDING OF MEETING

The undersigned members of the City Council of the City of Fairhope, Alabama, do hereby acknowledge service of the Notice and Call of Special Meeting hereinabout set forth and do hereby consent to the holding of such meeting as such time in such place for the purpose set forth therein.


Richard A. B.


Gerald S. O.

Attest:


Lisa A. Hanks, MMC
City Clerk

4 June 2018

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)(

The City Council, City of Fairhope, met in special session at 4:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 4 June 2018.

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

There being a quorum present, Council President Jack Burrell called the meeting to order at 4:00 p.m. The invocation was given by Reverend William Parsons, Pastor of Redeemer Lutheran Church, and the Pledge of Allegiance was recited.

Council President Jack Burrell announced that the Special Meeting was called to consider a resolution setting the sequence for the appointment of an Interim Chief of Police and a Chief of Police. He stated that there would be a 30-minute period for public participation, then Chief Petties will speak, and the City Council will have comments.

The following individuals spoke during Public Participation:

- 1) Jim Griggs, citizen of Fairhope, addressed the City Council and said the employees of the City made this Town what it is. Their dedication is non-existent in other Communities. He commended the Chief for his service. Mr. Griggs asked everyone to give Chief Petties a round of applause. He received a standing ovation.
- 2) Gary Wolfe, owner of two Fairhope businesses, addressed the City Council and said he has known Chief Petties and his family for years. He commented the Chief has been dealing with the administration and family; and this is an emotional time. Mr. Wolfe said the Chief needs time to think about it and needs time to take care of his family.

4 June 2018

- 3) Dr. Margaret Meyers, Greenwood Avenue, addressed the City Council and said Chief Petties needs to be given a leave of absence to take care for his family. She questioned if he has tender his resignation.
- 4) Alisa Valentim, Perdido Avenue, addressed the City Council and said Chief Petties has extreme ethics and knows the law and ordinances. Ms. Valentim said she feels safe because of Chief Petties. She requested the City Council to allow a leave of absence. Ms. Valentim said she knows him and loves him.
- 5) Lori Dubose Guy, WABF Radio and 415 White Avenue, addressed the City Council and said there are rumors around town questioning if Chief Petties actually submitted his resignation or not. Mayor Wilson responded that Chief Petties had turned in his RSA forms.
- 6) Alec Barnett, President of the Baldwin County NAACP, addressed the City Council and stated the City Council had already made their decision. He asked, "Do you care about his family?" Mr. Barnett told the City Council that they serve the Community. Council President Burrell replied no one here asked for his retirement; we have asked him to stay. Council President Burrell read the following: "The City Council will allow Chief Joseph Petties to remain Chief of Police if he decides prior to his retirement date to stay employed with the City of Fairhope."
- 7) Wayne Anderson, 107 Par Circle, and Pastor of South River Park Church addressed the City Council and said he had worked with Chief Petties on several movements such as "Path to Peace." He requested an accounting to what has led to Chief Petties' resignation.
- 8) Ben Smith, 217 South Mobile Street, addressed the City Council and said to keep Mrs. Petties in your minds too who has given Chief Petties 36 years of support.
- 9) John McDonald, 22761 High Ridge Road, addressed the City Council and said he has the utmost respect for Chief Petties. Mr. McDonald said Chief wanted to do what God wanted him to do. He worked with Chief as an officer with the Fairhope Police Department and said Chief is a Christian man.
- 10) Pastor of Good Samaritan Sanctuary addressed the City Council and stated he has known Chief Petties over 30 years. He also worked with Chief Petties on "Path to Peace;" and said Chief Petties would do anything for the young people and to keep our children out of trouble. He said Joe Petties was the first black Lieutenant, the first black Captain, and the first black Chief in the City of Fairhope. We need to know what is going on.
- 11) Missy Templeton addressed the City Council and said Chief Petties is a Fairhope man who understands each of us and supports our Town. She said if it is not his choice, make it to where he can stay.

4 June 2018

- 12) Pastor William Parsons, 20-year Pastor and Chaplain, addressed the City Council and said Chief is a Commander and the finest example of a Leader. Pastor Parsons said he is thoughtful and merciful; he does the right thing, and has the characteristics of a great leader. We need to find a way to retain him.
- 13) Sandy Whitley, owner of Sandra's Place, addressed the City Council and said this is the best Police Chief we have had in Fairhope. She said the Chief always is there for businesses, calls on the sick people in Fairhope, and is an asset to the City.
- 14) Johnny Chaney, citizen of Fairhope, addressed the City Council and Joe is a historical Chief. Mr. Chaney said he goes to all of the funerals in Fairhope. He is a great Chief to everyone. Mr. Chaney said he was surprised this is happening in Fairhope.
- 15) Marion "Tut" Wynne, 711 Greenwood, addressed the City Council and said it was an honor and privilege to work with Joe Petties for all of his 36 years. He always had integrity and never talked bad about anyone. Mr. Wynne said he loves Chief Petties and it would be great for the City if he stayed here.

Council President Burrell asked if everyone here was in support of Chief Petties; and everyone in the audience showed their support.

Chief Joseph Petties addressed the City Council and read the following statement with his wife finishing and then handed out a letter of resignation to all of the Councilmembers and Mayor Wilson:

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4 June 2018

June 4, 2018

Mayor and City Council:

First, I would like to thank you all for giving me the opportunity to serve the City of Fairhope for almost 36 years. For 27 of those years, as a police officer, I have had the pleasure of serving and protecting the citizens of Fairhope with great passion. They say if you have a passion for what you do, you will never work a day in your life. The reason I have been with the City for so long is because I enjoy what I do and I take great pride in serving the citizens of Fairhope until recently. There are times when you don't always see eye-to-eye with your supervisor, but the treatment that I have been subjected to has grown to a point that it can no longer be ignored. Mayor Wilson often speaks of transparency, so I would like to be very transparent as to why I have even entertained the thought of retiring.

My work and leadership, and most importantly, my integrity has come under attack by Mayor Karin Wilson and it has intensified over the past few months. I feel that these attacks have all been a ploy for me to surrender my position as Chief of Police. She constantly accuses me of not communicating with her. I have never had a problem with communicating with Mayor Wilson; however, there are some things that, by law, I cannot communicate with her. I meet with Mayor Wilson constantly, but she never seems to remember what we discuss. No matter what I do, it does not satisfy Mayor Wilson.

On Friday, May 25, 2018, I was called to Mayor Wilson's office and given my performance evaluation. I was accused of intimidating one employee at City Hall and harassing two others and told that if I had to go to their office that I needed to have one of my Lieutenants with me or better yet, let the Lieutenants handle it. I was accused of being disruptive in a mandatory called meeting with the Mayor and police department employees. I was accused of creating negativity and low morale within the police department. I was accused of failing to assist with backgrounds for the people painting the water tower. I was also accused of failing to take ownership and that I blame the Mayor and City Council for everything. These are just a few among a page and a half of accusations given by Mayor Wilson that are false. Never in my 36 years of employment with the City of Fairhope have I ever received a deplorable evaluation of this magnitude. This evaluation was filled with negative statements and lies and I feel that it was a personal attack against me, my integrity, and my character. There wasn't one positive thing listed within that evaluation.

On Tuesday, May 29, 2018, Mayor Wilson called one of my Lieutenants and stated that I needed to go ahead and retire while my integrity was still intact and that the police department was like the Titanic, a sinking ship. This confirmed my thoughts that Mayor Wilson is bound and determined to force me out. How can Mayor Wilson give a press release on my retiring before I turn in a resignation letter or complete retirement paperwork? My retirement should be a joyful one; when I am ready to leave and on my own terms. I would like to finish what I start. With that being said, I feel like I should be able to finish the rest of my term free from harassment and bullying. Unfortunately, unless my chain-of-command changes where I answer directly to the Council instead of Mayor Wilson, things will not change for me. I am being set up for failure and in order to protect my reputation and honor, the only option I have is to retire.

4 June 2018

Council President Burrell commented first I want to say I am sorry and if you would work for the City, we probably can put the finances for your Department under your supervision. He said we are willing to explore options and do not want you to go. Council President Burrell told Chief Petties that he was one of the finest men he knew.

Councilmember Boone said Joe Petties and I go way back; and said his health and family are more important. He said that "Joe is the finest gentlemen he has ever known." Councilmember Boone asked Chief Petties to consider staying until the City Council finds out what can be done for the Department. Chief Petties said he has respect for every one of them up here and will give them a chance to explore.

Council President Burrell stood up and said he was going to grandstand and asked the other Councilmembers to join him as he tore up the letter from Chief Petties.

Councilmember Robinson said it is hard to sit here and not be emotional. He said Chief Petties is truly a great person; and whatever he is doing is the best for the City. He told the Chief thank you and hope we can keep you.

Councilmember Conyers told the Chief he has the utmost integrity; and do whatever you need to do for your family.

Councilmember Brown told the Chief he appreciates his reconsideration.

Mayor Karin Wilson said she hated that it turned into something about her. Mayor Wilson said when she took office she knew Chief Petties was intending to retire. She said, "I am always the scapegoat." Mayor Wilson said she tried to do her very best; and only wants what is best for the City. She said the meeting we had was a two-part conversation; and does not speak about confidential information about employees. Mayor Wilson commented employees have been included in a political game; and this is not the way to do business.

Councilmember Boone replied it is about the Mayor; and this hostile work environment needs to stop. Mayor Wilson stated this is 100 percent political. She said there are a lot of employees that are thankful for the new administration.

Council President Burrell read the resolution to amend Resolution No. 2956-17 in its entirety.

*

*

4 June 2018

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council hereby adopts to set the following sequences for the appointment of an interim Chief of Police and a Chief of Police for the City of Fairhope:

[1] The City Council will be accepting applications from in-house, (i.e. Fairhope Police Officers only) until Friday, June 8, 2018, at 5:00 p.m.

[2] The City Council will conduct interviews on Monday, June 11, 2018 beginning at 9:00 a.m. 45-minutes apart with an Executive Session after the last interview.

[3] The City Council will name and appoint an Interim Chief of Police by the following Monday, June 18, 2018 at the applicant's current salary.

[4] The City Council will appoint a Chief of Police no later than 6 months after the interview at the salary range of a Grade 28.

[5] The City Council will allow Chief Joseph Petties to remain Chief of Police if he decides prior to his retirement date to stay employed with the City of Fairhope.

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution. The motion was seconded by Councilmember Robinson.

Council President Burrell commented there is no need to adopt and he would vote no.

After further discussion, Councilmember Brown moved to rescind his motion to adopt the resolution stated above.

Councilmember Boone moved to look into and investigate where the City Council can take over the Police Department. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

Councilmember Conyers stated we need a timeframe for the Police Department. Council President said he had notice of this on Thursday and the rest of the City Council through Friday. He said we had to get something in place, so I called the meeting to set the sequence for appointing an Interim Chief and a Chief. Council President Burrell stated we will get the City Attorney to look into this issue.

4 June 2018

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

There being no further business to come before the City Council, the meeting was duly adjourned at 4:58 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

Impact Fee Study Overview

Council Work Session



TischlerBise
FISCAL | ECONOMIC | PLANNING

- Impact fees/infrastructure financing strategies
- Fiscal/economic impact analyses
- Capital improvement planning
- Infrastructure finance/revenue enhancement
- Real estate and market feasibility



City of Fairhope Impact Fee Study

- Parks and Open Space
- Fire
- Police
- Transportation

Impact Fee Fundamentals

- One-time payment for growth-related infrastructure, usually collected at the time buildings permits are issued
- Can't be used for operations, maintenance, or replacement
- Not a tax but more like a contractual arrangement to build infrastructure, with three requirements
 - Need (system improvements, not project-level improvements)
 - Benefit
 - Short range expenditures
 - Geographic service areas and/or benefit districts
 - Proportionate

Common Impact Fee Methods

- Cost Recovery (past)
 - Oversized and unique facilities
 - Funds typically used for debt service
- Incremental Expansion (present)
 - Formula-based approach documents level of service with both quantitative and qualitative measures
- Plan-Based (future)
 - Common for utilities but can also be used for other public facilities with non-impact fee funding

Eligible Costs

- Facilities/improvements required to serve new development - Yes
- Maintenance and repairs – No
- Operating costs - No
- Excess capacity in existing facilities – Yes
- Improvements required to correct existing deficiencies – Maybe
 - Unless there is a funding plan in place to correct the existing development base share

Process

- Determine existing development base and project future growth/redevelopment
- Determine existing levels of service and capital needs due to new growth
- Determine appropriate indicators of demand
- Evaluate methodological alternatives
- Evaluate need for credits
- Calculate fees
- Adoption process

Evaluate Need for Credits

○ Site specific

- Developer constructs a capital facility included in fee calculations

○ Debt service

- Avoid double payment due to existing or future bonds

○ Dedicated revenues

- (e.g., property tax, excise tax, gas tax)

Summary of Growth Projections

- Development projected over the next 10 years:
 - 8,300 new residents
 - 3,710 new housing units
 - 4,050 new jobs
 - 1.58 million square feet of nonresidential space

Fire

- Incremental expansion methodology
- City will need over 10 years:
 - 8,369 square feet of station space at a cost of \$2.7 million
 - 8 apparatus at a cost of \$1.6 million

<i>Growth-Related Need for Facilities</i>						
<i>Year</i>		<i>Population</i>	<i>Nonres. Vehicle Trips</i>	<i>Residential Sq. Ft.</i>	<i>Nonres. Sq. Ft.</i>	<i>Total</i>
Base	2018	22,705	30,717	16,116	6,785	22,901
Year 1	2019	23,535	31,840	16,705	7,033	23,738
Year 2	2020	24,365	32,963	17,294	7,281	24,575
Year 3	2021	25,194	34,085	17,883	7,529	25,412
Year 4	2022	26,024	35,208	18,472	7,777	26,249
Year 5	2023	26,854	36,330	19,061	8,025	27,086
Year 6	2024	27,684	37,453	19,650	8,273	27,923
Year 7	2025	28,514	38,575	20,239	8,521	28,759
Year 8	2026	29,343	39,698	20,828	8,769	29,596
Year 9	2027	30,173	40,821	21,417	9,017	30,433
Year 10	2028	31,003	41,943	22,006	9,264	31,270
<i>Ten-Year Increase</i>		8,298	11,226	5,890	2,480	8,369
<i>Growth-Related Expenditure</i>				\$1,914,250	\$806,000	\$2,719,925

Draft Fire Impact Fee

<i>Fee Component</i>	<i>Cost per Person</i>	<i>Cost per Vehicle Trip</i>
Facilities	\$230.70	\$71.80
Apparatus	\$149.94	\$36.94
Fee Study	\$2.88	\$0.90
TOTAL	\$383.52	\$109.64

Residential (per household)

<i>Type of Household</i>	<i>Persons per Housing Unit*</i>	<i>Proposed Fee</i>	<i>Current Fee</i>	<i>Increase / Decrease</i>
Single-Family	2.32	\$891	\$805	\$86
Multi-Family	1.58	\$608	\$650	-\$42

Nonresidential (per 1,000 square feet)

<i>Type</i>	<i>Trips per 1,000 Sq. Ft.**</i>	<i>Trip Rate Adjustment</i>	<i>Proposed Fee</i>	<i>Current Fee</i>	<i>Increase / Decrease</i>
Commercial/Retail	37.75	33%	\$1,366	\$841	\$525
Industrial	4.96	50%	\$272	\$131	\$141
Office/Institutional	9.74	50%	\$534	\$250	\$284
Lodging (per room)	3.35	50%	\$184	\$106	\$78

Police

- Incremental expansion methodology
- City will need over 10 years:
 - 9,540 square feet of station space at a cost of \$3 million
 - 14 new vehicles at a cost of \$560,000
 - 4 new units of equipment at a cost of \$97,000

<i>Growth-Related Need for Facilities</i>						
<i>Year</i>		<i>Population</i>	<i>Nonres. Vehicle Trips</i>	<i>Residential Sq. Ft.</i>	<i>Nonresidential Sq. Ft.</i>	<i>Total</i>
Base	2018	22,705	30,717	18,370	7,734	26,104
Year 1	2019	23,535	31,840	19,041	8,017	27,058
Year 2	2020	24,365	32,963	19,713	8,299	28,012
Year 3	2021	25,194	34,085	20,384	8,582	28,966
Year 4	2022	26,024	35,208	21,055	8,864	29,920
Year 5	2023	26,854	36,330	21,727	9,147	30,874
Year 6	2024	27,684	37,453	22,398	9,430	31,828
Year 7	2025	28,514	38,575	23,070	9,712	32,782
Year 8	2026	29,343	39,698	23,741	9,995	33,736
Year 9	2027	30,173	40,821	24,412	10,278	34,690
Year 10	2028	31,003	41,943	25,084	10,560	35,644
<i>Ten-Year Increase</i>		8,298	11,226	6,713	2,826	9,540
<i>Growth-Related Expenditure</i>				\$2,114,595	\$890,190	\$3,005,100

Draft Police Impact Fee

<i>Fee Component</i>	<i>Cost per Person</i>	<i>Cost per Vehicle Trip</i>
Justice Center	\$254.84	\$79.30
Animal Shelter	\$11.27	\$0.00
Vehicles	\$48.12	\$14.23
Equipment	\$8.80	\$2.17
Fee Study	\$2.88	\$0.90
TOTAL	\$325.92	\$96.59

Residential (per household)

<i>Type of Household</i>	<i>Persons per Housing Unit*</i>	<i>Proposed Fee</i>	<i>Current Fee</i>	<i>Increase / Decrease</i>
Single-Family	2.32	\$757	\$149	\$608
Multi-Family	1.58	\$516	\$121	\$395

Nonresidential (per 1,000 square feet)

<i>Type</i>	<i>Trips per 1,000 Sq. Ft.**</i>	<i>Trip Rate Adjustment</i>	<i>Proposed Fee</i>	<i>Current Fee</i>	<i>Increase / Decrease</i>
Commercial/Retail	37.75	33%	\$1,203	\$182	\$1,021
Industrial	4.96	50%	\$240	\$28	\$212
Office/Other Services	9.74	50%	\$470	\$54	\$416
Lodging (per room)	3.35	50%	\$162	\$23	\$139

Parks and Recreation

- Incremental expansion methodology
- City will need over 10 years:
 - 75 acres of land at a cost of \$5.6 million
 - 16,091 square feet of recreation facilities at a cost of \$5.5 million
 - 3 park vehicles at a cost of \$73,500

Growth-Related Need for Park Land					
Year		Peak Park Population	Park Acres	Rec. Amenities	Rec Facility Sq. Ft.
Base	2018	23,566	214	82	45,700
Year 1	2019	24,395	221	85	47,309
Year 2	2020	25,225	229	88	48,918
Year 3	2021	26,055	236	91	50,527
Year 4	2022	26,885	244	94	52,137
Year 5	2023	27,714	251	96	53,746
Year 6	2024	28,544	259	99	55,355
Year 7	2025	29,374	266	102	56,964
Year 8	2026	30,204	274	105	58,573
Year 9	2027	31,034	281	108	60,182
Year 10	2028	31,863	289	111	61,791
Ten-Year Increase		8,298	75	29	16,091
Growth-Related Expenditure			\$3,654,077	\$1,936,245	\$5,515,657

Draft Parks and Recreation Impact Fee

Fee Component	Cost per Person
Park Land	\$440.37
Recreational Facilities	\$664.74
Park Amenities	\$232.33
Debt Service Credit	(\$56.90)
Park Vehicles	\$8.86
Fee Study	\$4.10

TOTAL \$1,293.49

Residential (per household)

Type of Household	Persons per Housing Unit*	Proposed Fee	Current Fee	Increase / Decrease
Single-Family	2.32	\$3,005	\$2,286	\$719
Multi-Family	1.58	\$2,049	\$1,846	\$203

Nonresidential (per room)

Type	Persons per Room**	Proposed Fee	Current Fee	Increase / Decrease
Lodging	1.50	\$1,936	\$0	\$1,936

Transportation

- Transportation impact fees are the most complicated and the most legally challenged
- TischlerBise is still working with City staff to determine growth-related road needs
 - Parts of Fairhope are transitioning from a need to move vehicles to a need to move people
- The intent is to wrap this fee up within the next few weeks

Questions and Answers

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

MONDAY, 6 JUNE 2018 – 4:30 P.M. – COUNCIL CHAMBER

1. iWellness Health Program Presentation – Pauline Martin of Infirmary Health
2. Fairhope Docks Proposed New Fees – Lynn Maser and Drew Craze
3. Utility Rate Discussion – Electric, Gas, Water, and Sewer – Richard Peterson
4. Discussion of Potential Purchase of Property for Substation – Richard Peterson
5. Committee Updates
6. Department Head Updates/Grant Updates

Next Regular Meeting Monday, June 25, 2018 at 4:30 p.m. and Same Place

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 1412 AND ORDINANCE NO. 1315 OF THE CITY OF FAIRHOPE, ALABAMA, BE AMENDED BY REVISION OF SECTION 21-21 BY THE ADOPTION OF THE FOLLOWING ELECTRIC RATES FOR ALL ELECTRIC CUSTOMERS OF THE CITY.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF FAIRHOPE, ALABAMA, as follows:

SECTION ONE. Code of Ordinances, City of Fairhope, Alabama, Section 21-21, is hereby revised as per the following monthly rates for all electric customers served by the City:

RESIDENTIAL - R1:

Applicable to single residences, individually metered mobile homes, and individual family apartments where cost of service is paid by the occupant.

Customer Charge: \$12.75 per month (Minimum), plus
First 3000 KWH/month @ \$0.11730, plus
All Over 3000 KWH/month @ \$0.11422, plus FCA & Tax

COMMERCIAL - C1:

Applicable to non-residential power service where the maximum 15-minute interval integrated demand does not exceed 49 KW.

Customer Charge: \$40.00 per month (Minimum), plus
ALL KWH/month @ \$0.11730, plus FCA & Tax

INDUSTRIAL - I1:

Applicable to non-residential electric service where the maximum 15-minute interval integrated demand is 50 KW or more.

Customer Charge: \$66.96 per month (Minimum), plus
Demand: All Demand @ \$7.84 per KW/month; Minimum Demand is 75% of highest demand imposed during preceding 11 months, but not less than 38 KW = \$297.92, plus
Energy: First 20,000 KWH/month @ \$0.08458, plus
All Over 20,000 KWH/month @ \$0.07886, plus FCA & Tax

SCHOOLS - M1

Applicable to public and private primary and secondary schools, regardless of size of their electrical requirements.

Customer Charge: \$9.22 per month (Minimum), plus
ALL KWH/month @ \$0.10337, plus FCA & Tax

ELEEMOSYNARY - M2

Applicable to churches and non-profit organizations who receive the majority of their support from charitable contributions.

Customer Charge: \$9.22 per month (Minimum), plus
ALL KWH/month @ \$0.10337, plus FCA & Tax

ELEEMOSYNARY - M2I

Applicable to churches and non-profit organizations where the maximum 15-minute interval integrated demand is 50 KW or more.

Customer Charge: \$9.33 per month (Minimum), plus
Demand: All Demand @ \$3.80 per KW/month; Minimum Demand is 75% of highest demand imposed during preceding 11 months, but not less than 38 KW = \$144.30, plus
Energy: ALL KWH/month @ \$0.05816, plus FCA & Tax

CITY USE - M3

Applicable only to City of Fairhope accounts and departments.

ALL KWH @ \$0.10287 per KWH, plus FCA & Tax, if not Exempt.
No Minimum, plus FCA & Tax

SECURITY LIGHTS

The following monthly security light rentals assume City ownership of treated pine pole, mounting brackets and hardware, open lighting fixture lamp, photoelectric control, and one span of # 6 aluminum overhead duplex cable. Customers shall be billed for additional installation costs for equipment and work which exceed the above standard installation. Customers shall be responsible for all charges due to vandalism or abuse.

Metal Halide or		
Mercury Vapor:	Lumens	Monthly Rental, plus Tax
175 W.	8,600	\$ 9.58
250 W.	12,100	\$13.71
400 W.	22,500	\$21.91
High Pressure Sodium:	Lumens	Monthly Rental, plus Tax
100 W.	9,500	\$ 9.58
150 W.	15,000	\$ 8.21
200 W.	22,000	\$11.55
250 W.	22,500	\$13.31
400 W.	50,000	\$21.91
LED		Monthly Rental, plus Tax
XNV		\$ 8.17
XNV2		\$13.65

TEMPORARY OR SEASONAL SERVICE SURCHARGE

When Commercial or Industrial service is provided for a period of less than one year continuously or is seasonal or temporary, a surcharge of twenty-five percent (25%) shall be added to each month=s bill, before applying Tax, after the bill has been computed in accordance with the applicable rate schedule. No monthly minimum or other charge is to be made during the period that service is disconnected. For each non-recurring temporary service where it is necessary for a temporary service pole to be set and/or a temporary service drop to be installed from existing utility facilities, the City may assess additional charges to recover the cost of installing and removing such service.

TAX

The 4% Alabama Utilities Gross Receipts Tax is applicable to all rates, except exempt accounts of City, State and Federal governments. Should any other State or Federal tax be levied, it shall be charged in addition.

SECTION TWO. *Schedule FCA* shall provide for the monthly fluctuation in wholesale “fuel adjustment cost” changes as currently reflected in the monthly purchased power invoice received from the Alabama Municipal Electric Authority (“AMEA”). In the event schedule FCA results in a negative factor, such negative FCA factor shall be applied to each customer's monthly bill. All FCA factors shall be rounded off to the nearest one-thousandth of a mill (\$0.000000).

The FCA shall be calculated from the total current billing period's wholesale fuel adjustment charges billed from supplier(s) and then billed at retail by the city, as follows:

$$FCA = (F+A)/R$$

Where:

F = Total estimated wholesale supplier fuel adjustment charges to be billed during the coming billing period(s) in dollars.

A = Adjustment to reflect any over/under recovery of the FCA during previous billing period(s) in dollars.

R = Total retail kWh sales estimated to be billed during the coming billing period(s).

SECTION THREE. *Labor Cost Adjustment (LCA) Factor.* The base rates set forth above may be adjusted periodically to account for permanent changes in labor-related revenue requirements (e.g., salaries and wages, pensions and benefits, etc.) that come about as a result of budget actions taken by the City Council for a fiscal year. Such adjustment, when approved by the City Council, shall be calculated as follows:

$$LCA = 1 + ((TLCB - TLCBR) / BRRR)$$

Where:

TLCB = The total annual labor cost, in dollars, that is reflected in the electric utility budget for the coming fiscal year, as approved by the Board.

TLCBR = The total annual labor cost, in dollars, that is reflected in the current base electric rates.

BRRR = The total revenue requirement, in dollars, that is reflected in current base electric rates.

The LCA factor so calculated shall be applied to each retail rate set forth above, excluding Schedule FCA, such that it will result in new base electric rates. Thus, when applied, a new TLCBR and BRRR will be established for future LCA calculations. The following accounts shall be used in the determination of total labor costs as reflected in TLCB and TLCBR:

Collection Costs / Revenue Department
Administrative Costs
Salaries
Payroll Taxes
Retirement Expense
Employee Retirement / Medical Insurance
Casualty / Workers Compensation Insurance

SECTION FOUR. Definitions.

- (1) *Billing period*: may include the coming monthly billing period or, if the City so elects, the six-month levelization period fuel cost adjustment as currently offered by AMEA.
- (2) *Supplier fuel adjustment charges*: Current period fuel adjustment charges by all wholesale suppliers.
- (3) *Retail kWh sales*: Total estimated billing period retail kWh sales recorded by the city to all residential customers, schools, churches, nonprofit organizations, commercial and industrial customers. Sales recorded by the city as sales to various city departments and facilities, except the water and sewer department, shall be excluded from retail kWh sales. Estimated kWh consumption associated with non-metered security lights shall also be excluded.

SECTION FIVE. GENERAL RULES AND REGULATIONS.

Payment: Bills are payable within ten (10) days from due date and, if not paid within such period, may be increased as determined by the Mayor and Council.

Service and Metering: Service to more than one premise shall not be combined, nor shall it be shared with or resold to others. Any customer receiving service at two different voltages or metering points will be considered as two separate customers for billing purposes. The type and location of metering is to be specified by the City. Rates in Section One contemplate City ownership of transformation facilities; however, rental or ownership of transformation by an industrial customer is subject to negotiation by and with the City.

SECTION SIX. If the wholesale rate goes up or down, the wholesale percentage will be passed through to the retail customer.

SECTION SEVEN. All ordinances in conflict herewith be and the same are hereby repealed.

SECTION EIGHT. This ordinance shall take effect as of the _____ Utility Billing Cycle after due adoption and publication required by law.

ADOPTED THIS THE 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Electric Rates:

(a) Base rates. The following monthly rates for all electric customers served by the city:

- (1) Residential R1: Applicable to single residences, individually metered mobile homes, and individual family apartments where cost of service is paid by the occupant.

Customer charge:	\$9.22 per month (minimum), plus
First	3000 KWH/month @ \$0.10337, plus
All over	3000 KWH/month @ \$0.11422, plus FCA & tax

- (2) Commercial C1: Applicable to nonresidential power service where the maximum fifteen-minute interval integrated demand does not exceed 49 kw.

Customer charge:	\$29.95 per month (minimum), plus
All	KWH/month @ \$0.1096, plus FCA & tax

- (3) Industrial I1: Applicable to nonresidential electric service where the maximum fifteen-minute interval integrated demand is 50 kw or more.

Customer charge:	\$66.96 per month (minimum), plus
Demand:	All demand @ \$8.46 per KW/month; minimum demand is 75% of highest demand imposed during preceding 11 months, but not less than 38 KW = \$321.44, plus
Energy:	
First	20,000 KWH/month @ \$0.08458, plus
All over	20,000 KWH/month @ \$0.07886, plus FCA & tax

- (4) Schools M1: Applicable to public and private primary and secondary schools, regardless of size of their electrical requirements.

Customer charge:	\$9.22 per month (minimum), plus
All	KWH/month @ \$0.10337, plus FCA & tax

- (5) Eleemosynary M2: Applicable to churches and nonprofit organizations who receive the majority of their support from charitable contributions.

Customer charge:	\$9.22 per month (minimum), plus
All	KWH/month @ \$0.10337, plus FCA & tax

- (6) Eleemosynary M2I: Applicable to churches and non-profit organizations where the maximum 15-minute interval integrated demand is 50 KW or more.

Customer charge:	\$9.33 per month (minimum), plus
Demand:	All demand @ \$3.80 per KW/month; minimum demand is 75% of highest demand imposed during preceding 11 months, but not less than 38 KW = \$144.30, plus
Energy:	
All	KWH/month @ \$0.05816, plus FCA & tax

- (7) City use M3: Applicable only to City of Fairhope accounts and departments.

ALL KWH @ \$0.10287 per KWH, plus FCA & tax, if not exempt. No minimum, plus FCA & tax.

- (8) Security lights: The following monthly security light rentals assume city ownership of treated pine pole, mounting brackets and hardware, open lighting fixture lamp, photoelectric control, and one (1) span of # six (6) aluminum overhead duplex cable. Customers shall be billed for additional installation costs for equipment and work which exceed the above standard installation. Customers shall be responsible for all charges due to vandalism or abuse.

Metal halide or mercury vapor:	Lumens	Monthly rental, plus tax.
175 W.	8,600	\$9.58
250 W.	12,100	13.71
400 W.	22,500	21.91

High pressure sodium:	Lumens	Monthly rental, plus tax.
100 W.	9,500	\$9.58
150 W.	15,000	8.21
200 W.	22,000	11.55
250 W.	22,500	13.71
400 W.	50,000	21.91

LED	Monthly rental, plus tax.
XNV	\$8.17
XNV2	\$13.65

- (9) Temporary or seasonal service surcharge: When commercial or industrial service is provided for a period of less than one (1) year continuously or is seasonal or temporary, a surcharge of twenty-five (25) per cent shall be added to each month's bill, before applying tax, after the bill has been computed in accordance with the applicable rate schedule. No monthly minimum or other charge is to be made during the period that service is disconnected. For each nonrecurring temporary service where it is necessary for a temporary service pole to be set and/or a temporary service drop to be installed from existing utility facilities, the city may assess additional charges to recover the cost of installing and removing such service.
- (10) Tax: The four (4) per cent Alabama Utilities Gross Receipts Tax is applicable to all rates, except exempt accounts of city, state and federal governments. Should any other state or federal tax be levied, it shall be charged in addition.
- (b) Schedule FCA. Schedule FCA shall provide for the monthly fluctuation in wholesale "fuel adjustment cost" changes as currently reflected in the monthly purchased power invoice received from the Alabama Municipal Electric Authority ("AMEA"). In the event schedule FCA results in a negative factor, such negative FCA factor shall be applied to each customer's monthly bill. All FCA factors shall be rounded off to the nearest one-thousandth of a mill (\$0.000000).

The FCA shall be calculated from the total current billing period's wholesale fuel adjustment charges billed from supplier(s) and then billed at retail by the city, as follows:

$$FCA = (F+A)/R$$

Where:

F = Total estimated wholesale supplier fuel adjustment charges to be billed during the coming billing period(s) in dollars.

A = Adjustment to reflect any over/under recovery of the FCA during previous billing period(s) in dollars.

R = Total retail kWh sales estimated to be billed during the coming billing period(s).

(c) Labor Cost Adjustment (LCA). The base rates set forth above may be adjusted periodically to

account for permanent changes in labor-related revenue requirements (e.g., salaries and wages, pensions and benefits, etc.) that come about as a result of budget actions taken by the City Council for a fiscal year. Such adjustment, when approved by the City Council, shall be calculated as follows:

$$LCA = 1 + ((TLCB - TLCPY) / BRRR)$$

Where:

TLCB = The total annual labor cost, in dollars, that is reflected in the electric utility budget for the coming fiscal year, as approved by the Board.

TLCPY = The total actual annual labor cost, in dollars, that was incurred by the electric utility for the prior fiscal year.

BRRR = The total estimated revenue requirement, in dollars, that is being recovered in current base rates.

The LCA so calculated shall be applied to each retail rate set forth above, excluding Schedule FCA, such that it will result in new base electric rates. Thus, when applied, a new TLCPY and BRRR will be established for future LCA calculations. The following accounts shall be used in the determination of total labor costs as reflected in TLCB and TLCPY:

- Salaries
- Payroll Taxes
- Retirement Expense
- Insurance – Employees Group
- Employee Retirement / Medical Insurance
- Casualty / Workers Compensation Insurance

Note: the listing of accounts used to determine TLCB and TLCPY may be modified from time-to-time as prescribed by the City's accounting and budget procedures.

(d) Definitions.

- (1) Billing period: may include the coming monthly billing period or, if the City so elects, the six-month levelization period fuel cost adjustment as currently offered by AMEA.
- (2) Supplier fuel adjustment charges: Current period fuel adjustment charges by all wholesale suppliers.
- (3) Retail kWh sales: Total estimated billing period retail kWh sales recorded by the city to all residential customers, schools, churches, nonprofit organizations, commercial and industrial customers. Sales recorded by the city as sales to various city departments and facilities, except the water and sewer department, shall be excluded from retail kWh sales. Estimated kWh consumption associated with non-metered security lights shall also be excluded.

(e) General rules and regulations.

Payment: Bills are payable within ten (10) days from due date and, if not paid within such period, may be increased as determined by the mayor and council.

Service and metering: Service to more than one (1) premise shall not be combined, nor shall it be shared with or resold to others. Any customer receiving service at two (2) different voltages or metering points will be considered as two (2) separate customers for billing purposes. The type and location of metering is to be specified by the city. Rates in subsection (a) contemplate city ownership of transformation facilities; however, rental or ownership of transformation by an industrial customer is subject to negotiation by and with the city.

- (f) Wholesale rate fluctuation. If the wholesale rate goes up or down, the wholesale percentage will be passed through to the retail customer.

The additional facilities charge rider shall apply to facilities and equipment that have been installed by the City of Fairhope at the request of an electric customer specifically for the provision of service to such customer. Such facilities and equipment, which shall be owned, operated and maintained by the city, provide services to the customer (e.g.,

special lighting) that are generally not billed under section 21-21, rates—regular service. The additional facilities charge shall be rendered monthly and shall appear on the customer's bill as "AFC Rider." The additional facilities charge shall be computed by applying a factor of one and one-half (1.5) percent to the original installed cost of the additional facilities serving the customer, illustrated as follows:

Additional Facilities Charge = .015 × Installed Cost

The installed cost of facilities shall include the cost of materials and equipment, labor costs, contractor mark-ups (when applicable), taxes and applicable city overhead charges.

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 700,
ORDINANCE NO. 1121, ORDINANCE NO. 1417, AND ORDINANCE NO. 1466
AN ORDINANCE TO AMEND AND ADD TO CHAPTER 21,
ARTICLE V, GAS, SECTION 21-61
FAIRHOPE CODE OF ORDINANCES.

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

Section 1. The Code of Ordinances, City of Fairhope, Alabama, Chapter 21,
Article V, Section 21-61 is hereby amended to reflect the
following changes and additions:

Article V. GAS

Section 21-61. Rates - Schedules.

The following rate designations, and rates, for all gas customers of the city are hereby established:

- (1) Residential *service within city limits*—G1: Applicable to individual dwellings and apartments whose physical location is within the corporate limits:
Monthly Rates
Customer Charge: \$10.46 per bill rendered
First 40 CCF (one hundred cubic feet): \$1.55 per CCF
Over 40 CCF (one hundred cubic feet): \$1.47 per CCF
- (2) Residential *service outside city limits*—G2: Applicable to individual dwellings and apartments whose physical location is outside the corporate limits:
Monthly Rates
Customer Charge: \$10.93 per bill rendered
First 40 CCF (one hundred cubic feet): \$1.63 per CCF
Over 40 CCF (one hundred cubic feet): \$1.54 per CCF
- (3) Small Commercial *service inside and outside city limits*—G2: Applicable to small commercial establishments whose physical location is inside or outside the corporate limits:
Monthly Rates
Customer Charge: \$10.93 per bill rendered
First 40 CCF (one hundred cubic feet): \$1.63 per CCF
Over 40 CCF (one hundred cubic feet): \$1.54 per CCF
- (4) *School service inside and outside city limits*—S1: Applicable to public and private schools regardless of physical location:
Monthly Rates
Customer Charge: \$17.25 per bill rendered
First 40 CCF (one hundred cubic feet): \$1.42 per CCF
Next 960 CCF (one hundred cubic feet): \$1.32 per CCF
Next 1,000 CCF (one hundred cubic feet): \$1.28 per CCF
Over 2000 CCF (one hundred cubic feet): \$1.21 per CCF
- (5) *Large commercial and industrial service inside and outside City* — G3 and G4: Applicable to large commercial and industrial customers whose median monthly consumption is 200 CCF or more on an interruptible basis:
Monthly Rates:
Customer Charge: \$16.54 per bill rendered
All CCF (one hundred cubic feet): \$1.57 per CCF
- (6) Special Wholesale Rate to the Town of Daphne, Alabama—G5: (Discontinued).

(7) *City of Fairhope Use—G6:* Rates for city use shall be the above set out for G1, Residential Service rates.

(8) *Interruptible 1,000+ Mcf industrial rate—G7:* Applicable to all large commercial and industrial customers whose median monthly consumption is one thousand (1,000) Mcf or above on an interruptible basis. Service to more than one (1) premises shall not be combined (unless served through one (1) meter), nor shall it be shared with or resold to others.

Monthly rate:

The monthly rate applied to all consumption shall be the monthly *Interruptible Gas* rate charged by BP Energy (stated in dollars per MCF) delivered to the City of Fairhope; plus a surcharge of \$0.50 per Mcf.

If consumption is less than 1,000+ Mcf, the rate shall be G2. Service hereunder shall be for a minimum initial period and thereafter from day to day until terminated. A notice of time of usage must be given to the city not less than twenty-four (24) hours prior to said usage time.

(9) *Manufacturing service rate—G8:* Applicable to all industrial customers involved in the manufacture of various equipment items and other products, located inside and outside the corporate limits.

Monthly rate:

Customer charge: \$274.06 per bill rendered.

All CCF (one hundred cubic feet): \$1.42 per CCF

(10) *General rules and regulations:*

(a) The above rates are those charged by the city and any additional charges levied by state or federal authorities, such as the four (4) per cent state utilities tax, shall be in addition to said rates.

(b) Bills are payable within ten (10) days from due date and, if not paid within such period, may be increased by an amount to be determined by council.

(c) When applicable, a service charge will be applied by the city gas department for calls made when interruption of service is not the fault of the city.

(d) Retail service to more than one premises (unless served through one meter) shall not be combined, nor shall it be shared with or resold to others.

(e) In the event the supply of natural gas to the city is curtailed or if the total supply is inadequate, only high-priority customers shall continue to receive service in accordance with the city's curtailment plan. A high-priority customer includes users of gas in a residence, small commercial establishment, school, hospital or similar institution, or any use where curtailment would endanger life, health, welfare or maintenance of physical property due to the unavailability of an alternate energy supply.

(f) Normal service and delivery pressure to the customer shall be determined by the pressure available in the city's mains at the customer's location and may be reduced as necessary by the city to comply with supplier and regulatory curtailment directives under the current Modified IV Category Plan. Where the customer's normal operational pressure requirements exceed the delivery pressure available, thus requiring the installation of increased compressor capacity, a pressure factor (corresponding to the psig) will be used to calculate the actual monthly consumption to be billed.

(g) In the event a maximum daily quantity (MDQ) overrun penalty is levied against the city, due, in part or in whole, to industrial delivery overruns, the industry will pay a daily overrun penalty of one dollar (\$1.00) per hundred (100) cubic feet against all units in excess of the industry's established MDQ in addition to the established rate.

(11) *Gas rate adjustments*: The foregoing retail rate schedules shall be subject to adjustment, if the wholesale rate goes up or down, the wholesale percentage will be passed through to the retail customer. Adjustments to the base retail rate schedules listed above shall be performed, in the absence of a formal rate hearing, in accordance with either one or both of the formulas set out below in subsection (10)(a) Gas Cost Adjustment (GCA) and (10)(b) Revenue Requirement Adjustment. A formal rate hearing shall be held at least once every two (2) years, or in the event that total adjustments to the base retail rate schedules reach or exceed twenty cents (\$0.20) per hundred (100) cubic feet, to review and adjust the base retail rates above, and also the adjustment formulas as required.

(a) Gas Cost Adjustment (GCA):

Schedule GCA shall provide for the monthly fluctuation in wholesale purchased gas costs as reflected in the monthly quote received from BP Energy Company ("BP"). The GCA shall also account for any changes in monthly gas transportation costs. In the event schedule GCA results in a negative factor, such negative GCA factor shall be applied to each customer's monthly bill. All GCA factors shall be rounded off to the nearest one-hundredth of a cent (\$0.00) per one hundred cubic feet sold. The GCA shall be calculated based on the current billing period's wholesale gas cost anticipated to be billed by supplier(s) (e.g., BP), plus anticipated gas transportation charges, adjusted to the retail billing level as follows:

$$GCA = [(PGC + GTC) \times 1.032 \times (1/1-RAF) / 10] - BGC$$

Where:

PGC = Purchased Gas Cost for the coming billing period stated in dollars per MMBtu (million British Thermal Units). PGC includes the commodity cost of gas and all applicable taxes and surcharges.

GTC = Gas Transportation Cost for the coming billing period stated in dollars per MMBtu.

RAF = Retail Adjustment Factor to adjust the dollars per MCF charge to the retail billing level, currently 0.05. RAF may be adjusted from time to time based on actual experience.

BGC = the cost of delivered gas in current base rates (\$0.56 per CCF). BGC shall remain unchanged until the next revision to base rates.

(b) Revenue Requirement Adjustment (RRA)

$$RRA = (EO - \$5,986,000) + (EG - \$1,307,600) / RS$$

EG is new or budgeted annual contributions to the Fairhope general fund;

EO is estimated or budgeted annual operation and maintenance costs for the next twelve (12) months;

RS is *total* annual Fairhope retail sales, excluding city use, in CCF estimated for the next twelve months.

(c) Labor Cost Adjustment (LCA) Factor. The base rates set forth above may be adjusted periodically to account for permanent changes in labor-related revenue requirements (e.g., salaries and wages, pensions and benefits, etc.) that come about as a result of budget actions taken by the City Council for a fiscal year. Such adjustment, when approved by the City Council, shall be calculated as follows:

$$LCA = 1 + ((TLCB - TLCBR) / BRRR)$$

Where:

TLCB = The total annual labor cost, in dollars, that is reflected in the gas utility budget for the coming fiscal year, as approved by the Board.

TLCBR = The total annual labor cost, in dollars, that is reflected in the current base gas rates.

BRRR = The total revenue requirement, in dollars, that is reflected in current base gas rates.

The LCA factor so calculated shall be applied to each retail rate set forth above, excluding Schedule GCA, such that it will result in new base gas rates. Thus, when applied, a new TLCBR and BRRR will be established for future LCA calculations. The following accounts shall be used in the determination of total labor costs as reflected in TLCB and TLCBR:

Collection Costs / Revenue Department
Administrative Costs
Salaries
Payroll Taxes
Retirement Expense
Employee Retirement / Medical Insurance
Casualty / Workers Compensation Insurance

- (12) The foregoing retail rate schedule shall be further subject to adjustment in certain areas defined and specified as subject to the competitive rate environment. Such areas are those in which the city is competing or will have to compete with other gas suppliers for market share. The purpose of this discretion to adjust rates in the defined area or areas is to enhance the municipal utility's ability to successfully compete and gain market share.

Section 2. The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by a court of competent jurisdiction, then such ruling shall not affect any other paragraphs and sections, since the same would have been enacted by the municipality council without the incorporation of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 3. This ordinance shall take effect immediately upon its due adoption and publication as required by law.

ADOPTED THIS THE 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Gas Rates:

The following rate designations, and rates, for all gas customers of the city are hereby established:

- (1) Residential service within city limits—G1: Applicable to individual dwellings and apartments whose physical location is within the corporate limits:

Monthly Rates:

Customer charge: \$8.96 per bill rendered.

First 40 CCF (one hundred cubic feet): \$1.51 per CCF.

Over 40 CCF (one hundred cubic feet): \$1.43 per CCF.

- (2) Residential service outside city limits—G2: Applicable to individual dwellings and apartments whose physical location is outside the corporate limits:

Monthly Rates:

Customer charge: \$9.43 per bill rendered.

First 40 CCF (one hundred cubic feet): \$1.59 per CCF.

Over 40 CCF (one hundred cubic feet): \$1.50 per CCF.

- (3) Small commercial service inside and outside city limits—G2: Applicable to small commercial establishments whose physical location is inside or outside the corporate limits:

Monthly Rates:

Customer charge: \$9.43 per bill rendered.

First 40 CCF (one hundred cubic feet): \$1.59 per CCF.

Over 40 CCF (one hundred cubic feet): \$1.50 per CCF.

- (4) School service inside and outside city limits—S1: Applicable to public and private schools regardless of physical location:

Monthly Rates:

Customer charge: \$17.25 per bill rendered.

First 40 CCF (one hundred cubic feet); \$1.42 per CCF.

Next 960 CCF (one hundred cubic feet): \$1.32 per CCF.

Next 1,000 CCF (one hundred cubic feet): \$1.28 per CCF.

Over 2000 CCF (one hundred cubic feet): \$1.21 per CCF.

- (5) Large commercial and industrial service inside and outside City—G3 and G4: Applicable to large commercial and industrial customers whose median monthly consumption is 200 CCF or more on an interruptible basis:

Monthly Rates:

Customer charge: \$16.54 per bill rendered.

All CCF (one hundred cubic feet): \$1.57 per CCF.

- (6) Special wholesale rate to the Town of Daphne, Alabama—G5: (Discontinued).

- (7) City of Fairhope use—G6: Rates for city use shall be the above set out for G1 residential service rates.

- (8) Interruptible 1,000+ Mcf industrial rate—G7: Applicable to all large commercial and industrial customers whose median monthly consumption is one thousand (1,000) Mcf or above on an interruptible basis. Service to more than one (1) premises shall not be combined (unless served through one (1) meter), nor shall it be shared with or resold to others.

Monthly Rates:

The monthly rate applied to all consumption shall be the monthly interruptible gas rate charged by BP Energy (stated in dollars per MCF) delivered to the City of Fairhope; plus a surcharge of \$0.50 per Mcf.

If consumption is less than 1,000+ Mcf, the rate shall be G2. Service hereunder shall be for a minimum initial period and thereafter from day to day until terminated. A notice of time of usage must be given to the city not less than twenty-four (24) hours prior to said usage time.

- (9) Manufacturing service rate—G8: Applicable to all industrial customers involved in the manufacture of various equipment items and other products, located inside and outside the corporate limits.

Monthly Rates:

Customer charge: \$274.06 per bill rendered.

All CCF (one hundred cubic feet): \$1.42 per CCF.

- (10) General rules and regulations:

- a. The above rates are those charged by the city and any additional charges levied by state or federal authorities, such as the four (4) per cent state utilities tax, shall be in addition to said rates.
- b. Bills are payable within ten (10) days from due date and, if not paid within such period, may be increased by an amount to be determined by council.
- c. When applicable, a service charge will be applied by the city gas department for calls made when interruption of service is not the fault of the city.
- d. Retail service to more than one premises (unless served through one meter) shall not be combined, nor shall it be shared with or resold to others.
- e. In the event the supply of natural gas to the city is curtailed or if the total supply is inadequate, only high-priority customers shall continue to receive service in accordance with the city's curtailment plan. A high-priority customer includes users of gas in a residence, small commercial establishment, school, hospital or similar institution, or any use where curtailment would endanger life, health, welfare or maintenance of physical property due to the unavailability of an alternate energy supply.
- f. Normal service and delivery pressure to the customer shall be determined by the pressure available in the city's mains at the customer's location and may be reduced as necessary by the city to comply with supplier and regulatory curtailment directives under the current Modified IV Category Plan. Where the customer's normal operational pressure requirements exceed the delivery pressure available, thus requiring the installation of increased compressor capacity, a pressure factor (corresponding to the psig) will be used to calculate the actual monthly consumption to be billed.
- g. In the event a maximum daily quantity (MDQ) overrun penalty is levied against the city, due, in part or in whole, to industrial delivery overruns, the industry will pay a daily overrun penalty of one dollar (\$1.00) per one hundred (100) cubic feet against all units in excess of the industry's established MDQ in addition to the established rate.

- (11) Gas rate adjustments: The foregoing retail rate schedules shall be subject to adjustment, if the wholesale rate goes up or down, the wholesale percentage will be passed through to the retail customer. Adjustments to the base retail rate schedules listed above shall be performed, in the absence of a formal rate hearing, in accordance with either one or both of the formulas set out below in subsection (10)a, gas cost adjustment (GCA), 10(b) labor cost adjustment (LCA), and (10)b, revenue requirement adjustment. A formal rate hearing shall be held at least once every two (2) years, or in the event that total adjustments to the base retail rate schedules reach or exceed twenty cents (\$0.20) per one hundred (100) cubic feet, to review and adjust the base retail rates above, and also the adjustment formulas as required.

- a. Gas cost adjustment (GCA):

Schedule GCA shall provide for the monthly fluctuation in wholesale purchased gas costs as reflected in the monthly quote received from BP Energy Company ("BP"). The GCA shall also account for any changes in monthly gas transportation costs. In the event schedule GCA results in a negative factor, such negative GCA factor shall be applied to each customer's monthly bill. All GCA factors shall be rounded off to the nearest one-hundredth of a cent (\$0.00) per one hundred (100) cubic feet sold.

The GCA shall be calculated based on the current billing period's wholesale gas cost anticipated to be billed by supplier(s) (e.g., BP), plus anticipated gas transportation charges, adjusted to the retail billing level as follows:

$$GCA = [(PGC + GTC) \times 1.032 \times (1/1-RAF) / 10] - BGC$$

Where:

PGC = Purchased gas cost for the coming billing period stated in dollars per MMBtu (million British Thermal Units). PGC includes the commodity cost of gas and all applicable taxes and surcharges.

GTC = Gas transportation cost for the coming billing period stated in dollars per MMBtu.

RAF = Retail adjustment factor to adjust the dollars per MCF charge to the retail billing level, currently 0.05. RAF may be adjusted from time to time based on actual experience.

BGC = The cost of delivered gas in current base rates (\$0.56 per CCF). BGC shall remain unchanged until the next the revision to base rates.

- b. Labor Cost Adjustment (LCA). The base rates set forth above may be adjusted periodically to account for permanent changes in labor-related revenue requirements (e.g., salaries and wages, pensions and benefits, etc.) that come about as a result of budget actions taken by the City Council for a fiscal year. Such adjustment, when approved by the City Council, shall be calculated as follows:

$$LCA = 1 + ((TLCB - TLCPY) / BRRR)$$

Where:

TLCB = The total annual labor cost, in dollars, that is reflected in the electric utility budget for the coming fiscal year, as approved by the Board.

TLCPY = The total actual annual labor cost, in dollars, that was incurred by the electric utility for the prior fiscal year.

BRRR = The total estimated revenue requirement, in dollars, that is being recovered in current base rates.

The LCA factor so calculated shall be applied to each retail rate set forth above, excluding Schedule GCA, such that it will result in new base gas rates. Thus, when applied, a new TLCPY and BRRR will be established for future LCA calculations. The following accounts shall be used in the determination of total labor costs as reflected in TLCB and TLCPY:

- Salaries
- Payroll Taxes
- Retirement Expense
- Insurance – Employees Group
- Employee Retirement / Medical Insurance
- Casualty / Workers Compensation Insurance

Note: the listing of accounts used to determine TLCB and TLCPY may be modified from time-to-time as prescribed by the City's accounting and budget procedures.

- c. Revenue requirement adjustment (RRA):

$$RRA = (EO - \$5,986,000) + (EG - \$1,307,600) / RS$$

EG is new or budgeted annual contributions to the Fairhope general fund;

EO is estimated or budgeted annual operation and maintenance costs for the next twelve (12) months;

RS is total annual Fairhope retail sales, excluding city use, in CCF estimated for the next twelve (12) months.

- (12) The foregoing retail rate schedule shall be further subject to adjustment in certain areas defined and specified as subject to the competitive rate environment. Such areas are those in which the city is competing or will have to compete with other gas suppliers for market share. The purpose of this discretion to adjust rates in the defined area or areas is to enhance the municipal utility's ability to successfully compete and gain market share.

ORDINANCE NO. _____

AN ORDINANCE TO ESTABLISH WASTEWATER (SEWER) RATES FOR ALL CUSTOMERS OF THE CITY OF FAIRHOPE WASTEWATER SYSTEMS. THIS ORDINANCE AMENDS ORDINANCE 953, AND REPEALS ORDINANCE NO. 1122 AND ORDINANCE NO. 1383.

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

ARTICLE IV. SEWERS*

(Sec. 21: 50-51 remain as written)

AMEND - Sec. 21-52 CONNECTION REQUIREMENTS AND CONNECTION FEES (SEWER)

(a) The specifications for connecting to the sanitary sewer system of the City of Fairhope include the following:

1. All connections shall be made at, or near, the boundary between the private property being served and the edge of the Right of Way of Easement. The customer is responsible for all maintenance of the service line from the connection up to and within the premises being served.
2. All service line pipe material shall be Schedule 40 PVC or Ductile Iron pipe. A cleanout shall be provided at the point of connection.
3. All work shall be in strict accordance with the current plumbing codes and guidelines adopted by the City of Fairhope. This includes the size of the service line material and the grade it is installed on to meet the flow requirements of the premises. Confirmation of available slope shall be determined by the owner prior to any work.
4. Grease traps, grit traps and other protective devices shall be installed by the owner, subject to approval of the City of Fairhope Building Official or the Operations Director for Utilities. All work must be inspected and approved prior to being backfilled and covered.
5. In no case shall any collection of rain water be allowed to enter the sewer system at any location on the property being served.

(b) Connection Fees and Expenses.

1. The Connection Fee schedule is established to recover costs relating to capital needs for treatment and transmission systems. This Capacity Asset Fee is based on an equivalent residential connection, ERC, using 225 gallons per day per ERC.

Meter Size	Capacity Asset Fee	ERC (Commercial)	Max ERC Units Multi-Family
3/4"	\$ 2,000.00	1	1
1"	\$ 5,000.00	2.5	4
2"	\$15,050.00	7.5	28
3"	\$24,000.00	12	75
4"	\$36,000.00	18	125
>4"	As Determined by the Superintendent or Operations Director		

For multi-residential, master metered complexed, the Capacity Asset Fee shall not be less than either: 1) The fee(s) stated above or 2) \$1,500.00 multiplied by 2/3 (Apartments or Condos) or 1/2 (Hotels or RV Parks) the number of units proposed. Installation Fee is based on meter size.

Ordinance No. _____

Sewer Rates

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(c) Additional Provisions.

1. Outside the City of Fairhope City Limits:

A multiplier of 2.0 shall be applied to the Capacity Asset Fee to determine the fee for connections out of the City of Fairhope City limits.

2. Connection Requirements:

When a gravity connection (later) is not available to the property requesting service, the owner shall be responsible for all costs relating to providing said service. The City of Fairhope, when possible, may provide a cost estimate of labor, materials and any repair of concrete or asphalt to the owner for this work. The owner may elect to use a licensed plumber, at his or her expense, for the installation if so desired. All such work must be inspected and approved prior to acceptance. The outside the City multiplier does not apply to any connection related costs required in this paragraph.

3. Miscellaneous Fees and Charges:

Where sewer main extensions are required to serve a customer or a new development, the cost to provide the minimum needed sewer capacity, including all subsequent phases of the proposed project, will be the responsibility of the customer or developer. The City of Fairhope may elect to upgrade, or upsize, the minimum requirement to accommodate future growth potential at no additional cost to the customer or developer. Properties served from said upgrades, or where existing infrastructure has been provided by others, shall pay a Wastewater Access Fee, at the time of development, equal to \$35.00 per equivalent front foot of the property along the Right of Way from which the property is served. Equivalent front foot shall be equal to the frontage along the Right of Way from which service is provided or the square root of the area of the property, in feet, times \$35.00. When developments connect to an existing force main, the developer shall pay a Wastewater Access Fee equal to \$15.00 per equivalent front foot as defined above. A single family residential connection (gravity or force main) shall be allowed on a single property with a maximum Wastewater Access Fee equal to a footage of 150 linear feet applied to an Access Fess of \$35.00 per linear foot. The outside City multiplier does not apply to any Wastewater Access Fee.

(Sec. 21-53 remains as written)

AMEND - Sec. 21-54 WASTEWATER (SEWER) RATES SCHEDULE

1. S1: Inside the City limits

First 1,000 gallons (minimum).....	\$ 13.74
All usage over 1,000 gallons.....	\$ 4.07 per 1,000 gallons
Plus Tax.	

Fixed sewer = \$ 18.32

S2 & S3 Outside the City limits

First 1,000 gallons (minimum).....	\$ 15.77
All usage over 1,000 gallons.....	\$ 5.01 per 1,000 gallons
Plus Tax.	

Fixed sewer = \$ 28.49

Ordinance No. _____

Sewer Rates

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2. Labor Cost Adjustment (LCA) Factor. The base rates set forth above may be adjusted periodically to account for permanent changes in labor-related revenue requirements (e.g., salaries and wages, pensions and benefits, etc.) that come about as a result of budget actions taken by the City Council for a fiscal year. Such adjustment, when approved by the City Council, shall be calculated as follows:

$$LCA = 1 + ((TLCB - TLCBR) / BRRR)$$

Where:

TLCB = The total annual labor cost, in dollars, that is reflected in the sewer utility budget for the coming fiscal year, as approved by the Board.

TLCBR = The total annual labor cost, in dollars, that is reflected in the current base sewer rates.

BRRR = The total revenue requirement, in dollars, that is reflected in current base sewer rates.

The LCA factor so calculated shall be applied to each retail rate set forth above such that it will result in new base sewer rates. Thus, when applied, a new TLCBR and BRRR will be established for future LCA calculations. The following accounts shall be used in the determination of total labor costs as reflected in TLCB and TLCBR:

- Collection Costs / Revenue Department
- Administrative Costs
- Salaries
- Payroll Taxes
- Retirement Expense
- Employee Retirement / Medical Insurance
- Casualty / Workers Compensation Insurance

(Sec. 21: 55-57 remain as written)

SEVERABILITY

The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by a court of competent jurisdiction, then such ruling shall not affect any other paragraphs and sections, since the same would have been enacted by the municipality council without the incorporation of any such unconstitutional phrase, clause, sentence, paragraph or section.

EFFECTIVE DATE

This ordinance shall take effect immediately upon its due adoption and publication as required by law.

ADOPTED THIS THE 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Sec. 21 – 52. Connection requirements and Connection Fees (SEWER)

(a) The Specifications for connecting to the sanitary sewer system of the City of Fairhope include:

1. All connections shall be made at, or near, the boundary between the private property being served and the edge of the Right of Way or Easement. The customer is responsible for all maintenance of the service line from the connection up to and within the premises being served.
2. All service line pipe material shall be Schedule 40 PVC or Ductile Iron pipe. A cleanout shall be provided at the point of connection.
3. All work shall be in strict accordance with the current plumbing codes and guidelines adopted by the city of Fairhope. This includes the size of the service line material and the grade it is installed on to meet the flow requirements of the premises. Confirmation of available slope shall be determined by the owner prior to any work.
4. Grease traps, Grit traps and other protective devices shall be installed by the owner, subject to approval of the city of Fairhope building official or the Director of Operations for Utilities. All work must be inspected and approved prior to being backfilled and covered.
5. In no case shall any collection of rain water be allowed to enter the sewer system at any location on the property being served.

(b) Connection Fees and Expenses.

1. The Connection Fee schedule is established to recover costs relating to capital needs for treatment and transmission systems. This Capacity Asset Fee is based on an equivalent residential connection, ERC, using 225 gallons per day per ERC.
2. Inside the City of Fairhope city limits:

Meter Size	Capacity Asset Fee	ERC	Max ERC
		(Commercial)	Multi-Family
¾"	\$ 2,000.00	1	1
1"	\$ 5,000.00	2.5	4
2"	\$ 15,000.00	7.5	28
3"	\$ 24,000.00	12	75
4"	\$ 36,000.00	18	125
>4"	As Determined by the Superintendent or Director of Operations		

For multi residential complexes, the Capacity Asset Fee shall not be less than either, 1.) The fee(s) stated above, or 2.) \$2,000.00 multiplied by 2/3 (Apartments or Condos) or ½ (Hotels or RV Parks) the number of units proposed.

(c) Additional Provisions

1. Outside the City of Fairhope city limits:

A multiplier of 2.0 shall be applied to the Capacity Asset Fee to determine the fee for connections out of the City of Fairhope city limits.

2. Connection Requirements:

When a gravity connection (lateral) is not available to the property requesting service, the owner shall be responsible for all costs relating to providing said service. The City of Fairhope, when possible, may provide a cost estimate of labor, materials and any repair of concrete or asphalt to the owner for this work. The owner may elect to use a licensed plumber, at his expense, for the installation if so desired. All such work must be inspected and approved prior to acceptance. The outside the city multiplier does not apply to any connection related costs required in this paragraph.

3. Miscellaneous Fees and Charges:

Where sewer main extensions are required to serve a customer or a new development, the cost to provide the minimum needed sewer capacity, including all subsequent phases of the proposed project, will be the responsibility of the customer or developer. The City of Fairhope may elect to upgrade, or upsize, the minimum requirement to accommodate future growth potential at no additional cost to the customer or developer. Properties served from said upgrades, or where existing infrastructure has been provided by others, shall pay a Wastewater Access Fee, at the time of development, equal to \$35.00 per equivalent front foot of the property along the Right of Way from which the property is served. Equivalent front foot shall be equal to the frontage along the Right of Way from which service is provided or the square root of the area of the property, in feet, times \$35.00. When developments connect to an existing force main, the developer shall pay a Wastewater Access Fee equal to \$15.00 per equivalent front foot as defined above. A single family residential connection (gravity or force main) shall be allowed on a single property with a maximum Wastewater Access Fee equal to a footage of 150 linear feet applied to an Access Fee of \$35.00 per linear foot. The outside the city multiplier does not apply to any Wastewater Access Fee.

Sec. 21-52 – Sewer Rates Schedule

1.) S – 1 Inside the City Limits

First 1,000 gallons (minimum) \$13.74

All usage over 1,000 gallons\$ 4.07 per 1,000 gallons

Plus Tax

2.) S – 2 and S – 3 Outside the City Limits

First 1,000 gallons (minimum) \$ 15.77

All usage over 1,000 gallons \$ 5.01 per 1,000 gallons

Plus Tax

Sec. 21-54. - Rate—schedule.

(a) Wastewater (sewer) rates schedule:.

(1) S1: Inside the city limits.

First 2,000 gallons (minimum)13.74

Plus all over 2,000 gallons, per each additional 1,000 gallons4.07

Fixed sewer = \$18.32

(2) S2 & S3 outside the city limits.

First 2,000 gallons (minimum)15.77

Plus all over 2,000 gallons, per each additional 1,000 gallons5.01

Fixed sewer = \$28.49

(b) Labor Cost Adjustment (LCA) Factor. The base rates set forth above may be adjusted periodically to account for permanent changes in labor-related revenue requirements (e.g., salaries and wages, pensions and benefits, etc.) that come about as a result of budget actions taken by the City Council for a fiscal year. Such adjustment, when approved by the City Council, shall be calculated as follows:

$$LCA = 1 + ((TLCB - TLCPY) / BRRR)$$

Where:

TLCB = The total annual labor cost, in dollars, that is reflected in the electric utility budget for the coming fiscal year, as approved by the Board.

TLCPY = The total actual annual labor cost, in dollars, that was incurred by the electric utility for the prior fiscal year.

BRRR = The total estimated revenue requirement, in dollars, that is being recovered in current base rates.

The LCA factor so calculated shall be applied to each retail rate set forth above such that it will result in new base wastewater (sewer) rates. Thus, when applied, a new TLCPY and BRRR will be established for future LCA calculations. The following accounts shall be used in the determination of total labor costs as reflected in TLCB and TLCPY:

- Salaries
- Payroll Taxes
- Retirement Expense
- Insurance – Employees Group
- Employee Retirement / Medical Insurance
- Casualty / Workers Compensation Insurance

Note: the listing of accounts used to determine TLCB and TLCPY may be modified from time-to-time as prescribed by the City's accounting and budget procedures.

ORDINANCE NO. _____

AN ORDINANCE TO ESTABLISH WATER RATES; AND CAPACITY ASSET FEES AND INSTALLATION FEES FOR ALL CUSTOMERS OF THE CITY OF FAIRHOPE WATER SYSTEMS. THIS ORDINANCE AMENDS ORDINANCE 953, AND REPEALS ORDINANCE NO. 1122 AND ORDINANCE NO. 1383.

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

ARTICLE III. WATER

(Sec. 21: 30–31 remain as written)

AMEND - Sec. 21-32 CONNECTION FEES AND EXPENSES:

- (a) The City of Fairhope has established fees for metered connections to the water system based on an equivalent residential connection, ERC, using an average daily volume of 250 gallons. The total connection fee is a combination of costs that include a Capacity Asset Fee and an Installation Fee. The Capacity Asset Fee, for each new service, is to recover cost relating to the capital investment required to provide the source water (groundwater wells), treatment facilities and ground or elevated storage tanks and capital funding necessary to maintain said facilities. The fee will also provide capital funding for capacity improvement projects where growth or hydraulic capacity requirements to support needed fire flows are recommended.
- (b) The Installation Fee, if required, is to recover the material and labor costs to install the service when an existing service to the property is not available. The Capacity Asset Fee and the Installation Fee are on-time fees to provide water service to a specific location and cannot be transferred to another site. Any water service upgrades to a location will be determined as the difference between the existing Capacity Asset Fee and the proposed Capacity Asset Fee. Installation upgrades will be based on the Installation Fee schedule for the Meter size of the requested upgrade.
- (c) There are hereby established connection fees for new connections to City water service as follows:

1. Inside the City of Fairhope City Limits:

Meter Size	Capacity Asset Fee	ERC	Max ERC Units		Installation Fee (In Required)
		(Commercial)	Multi-Family		
3/4"	\$ 1,500.00	1	1		\$ 500.00
1"	\$ 3,000.00	2.5	4		\$ 750.00
2"	\$11,250.00	7.5	28		\$2,000.00
3"	\$18,000.00	12	75		\$2,500.00
4"	\$27,000.00	18	125		\$3,500.00
>4"	As Determined by the Superintendent or Operations Director				

For multi-residential, master metered complexed, the Capacity Asset Fee shall not be less than either: 1) The fee(s) stated above or 2) \$1,500.00 multiplied by 2/3 (Apartments or Condos) or 1/2 (Hotels or RV Parks) the number of units proposed. Installation Fee is based on meter size.

Ordinance No. _____

Water Rates

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2. Outside the City of Fairhope City Limits:

A multiplier of 2.0 shall be used to determine the fee for connections outside of the City of Fairhope City limits using the fee calculated, based on meter size and any required Installation Fee determined in 1. above.

3. Irrigation:

Where an existing water customer desires a separate water meter for irrigation, the City of Fairhope may install a second water meter, using the existing service main at a cost equal to the Installation Fee stated above, to be used with an automatic sprinkler system. The size of the irrigation meter shall be no larger than the existing meter. The irrigation (water only) service shall be bill at the W-5 Irrigation Rate of the existing service, and the usage will not be included in the sewer portion of the bill for the account.

4. Miscellaneous Fees and Charges:

Where water main extensions or upgrades are required to serve a customer or a new development, the cost to provide the minimum needed water capacity, including fire protection, will be the responsibility of the customer or developer. The City of Fairhope may elect to upgrade, or upsize the minimum requirement at no additional cost to the customer or developer.

(Sec. 21: 33-37 remain as written)

AMEND - Sec. 21-38 WATER RATES SCHEDULE:

- 1. W1: Inside the city limits

First 1,000 gallons (minimum).....	\$ 10.70
Plus All over 1,000 gallons, per each additional 1,000 gallons.....	\$ 3.05
Plus Tax.	

- 2. W2, W3, and W4: Outside the city limits

First 1,000 gallons (minimum).....	\$ 13.75
Plus All over 1,000 gallons, per each additional 1,000 gallons.....	\$ 4.25
Plus Tax.	

- 3. W5: Irrigation (no sewer)

Base Charge (no usage).....	\$ 6.00
All usage.....	\$ 4.25
Plus Tax.	

- 4. Labor Cost Adjustment (LCA) Factor. The base rates set forth above may be adjusted periodically to account for permanent changes in labor-related revenue requirements (e.g., salaries and wages, pensions and benefits, etc.) that come about as a result of budget actions taken by the City Council for a fiscal year. Such adjustment, when approved by the City Council, shall be calculated as follows:

$$LCA = 1 + ((TLCB - TLCBR) / BRRR)$$

Where:

TLCB = The total annual labor cost, in dollars, that is reflected in the water utility budget for the coming fiscal year, as approved by the Board.

TLCBR = The total annual labor cost, in dollars, that is reflected in the current base water rates.

Ordinance No. _____

Water Rates

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BRRR = The total revenue requirement, in dollars, that is reflected in current base water rates.

The LCA factor so calculated shall be applied to each retail rate set forth above such that it will result in new base water rates. Thus, when applied, a new TLCBR and BRRR will be established for future LCA calculations. The following accounts shall be used in the determination of total labor costs as reflected in TLCB and TLCBR:

- Collection Costs / Revenue Department
- Administrative Costs
- Salaries
- Payroll Taxes
- Retirement Expense
- Employee Retirement / Medical Insurance
- Casualty / Workers Compensation Insurance

(Sec. 21-39. RESERVED)

(Sec. 21: 40-49 remain as written)

SEVERABILITY

The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by a court of competent jurisdiction, then such ruling shall not affect any other paragraphs and sections, since the same would have been enacted by the municipality council without the incorporation of any such unconstitutional phrase, clause, sentence, paragraph or section.

EFFECTIVE DATE

This ordinance shall take effect immediately upon its due adoption and publication as required by law.

ADOPTED THIS THE 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Sec. 21-32. – Connection Fees and Expenses (WATER)

- (a) The City of Fairhope has established fees for metered connections to the water system based on an equivalent residential connection, ERC, using an average daily volume of 250 gallons. The total connection fee is a combination of costs that include a Capacity Asset Fee and an Installation Fee. The Capacity Asset Fee, for each new service, is to recover cost relating to the capital investment required to provide the source water (groundwater wells), treatment facilities and ground or elevated storage tanks and capital funding necessary to maintain said facilities. The fee will also provide capital funding for capacity improvement projects where growth or hydraulic capacity requirements to support needed fire flows are recommended.

- (b) The Installation Fee, if required, is to recover the material and labor costs to install the service when an existing service to the property is not available. The Capacity Asset Fee and the Installation Fee are one-time fees to provide water service to a specific location and cannot be transferred to another site. Any water service upgrades to a location will be determined as the difference between the existing Capacity Asset Fee and the proposed Capacity Asset Fee. Installation upgrades will be based on the Installation Fee schedule for the Meter size of the requested upgrade.

- (c) There are hereby established connection fees for new connections to city water service as follows:

1. Inside the City of Fairhope city limits:

Meter Size	Capacity Asset Fee	ERC (Commercial)	Max ERC Units Multi-Family	Installation Fee (If Required)
¾"	\$1,500.00	1	1	\$ 500.00
1"	\$3,000.00	2.5	4	\$ 750.00
2"	\$11,250.00	7.5	28	\$ 2,000.00
3"	\$18,000.00	12	75	\$ 2,500.00
4"	\$27,000.00	18	125	\$ 3,500.00
>4"	As Determined by the Superintendent or Director of Operations			

For multi-residential, master metered complexes, the Capacity Asset Fee shall not be less than the either, 1.) The fee(s) stated above, or 2.) \$1,500 multiplied by 2/3 (Apartments or Condos) or ½ (Hotels or RV Parks) the number of units proposed. Installation Fee is based on meter size.

2. Outside the City of Fairhope city limits:

A multiplier of 2.0 shall be used to determine the fee for connections out of the City of Fairhope city limits using the fee calculated, based on meter size and any required installation fee determined in 1. above.

3. Irrigation:

Where an existing water customer desires a separate water meter for irrigation, the City of Fairhope may install a second water meter, using the existing service main at a cost equal to the Installation Fee stated above, to be used with an automatic sprinkler system. The size of the Irrigation meter shall be no larger than the existing meter. The Irrigation (water only) service shall be billed at the W-5 Irrigation Rate of the existing service, and the usage will not be included in the sewer portion of the bill for the account.

4. Miscellaneous Fees and Charges:

Where water main extensions or upgrades are required to serve a customer or a new development, the cost to provide the minimum needed water capacity, including fire protection, will be the responsibility of the customer or developer. The City of Fairhope may elect to upgrade, or upsize the minimum requirement at no additional cost to the customer or developer.

Sec. 21-38 – Rates Schedule

1.) W – 1 Inside the City Limits

First 1,000 gallons (minimum) \$10.70

All usage over 1,000 gallons\$ 3.05 per 1,000 gallons

Plus tax

2.) W – 2, W – 3 and W – 4 Outside the City Limits

First 1,000 gallons (minimum) \$ 13.75

All usage over 1,000 gallons \$ 4.25 per 1,000 gallons

Plus Tax

3.) W – 5 Irrigation (no sewer)

Base Charge (no Usage) \$ 6.00

All usage \$ 4.25

Plus Tax

Water Rates:

(1) W1: Inside the city limits.

First 2,000 gallons (minimum)\$10.63

Plus all over 2,000 gallons, per each additional 1,000 gallons3.04

Plus tax.

(2) W2 & W3: Outside the city limits excluding Marlow.

First 2,000 gallons (minimum)13.67

Plus all over 2,000 gallons, per each additional 1,000 gallons4.21

Plus tax.

(3) W4: Outside the city limits Marlow.

First 2,000 gallons (minimum)13.67

Plus all over 2,000 gallons, per each additional 1,000 gallons4.21

Plus tax.

(4) Labor Cost Adjustment (LCA). The base rates set forth above may be adjusted periodically to account for permanent changes in labor-related revenue requirements (e.g., salaries and wages, pensions and benefits, etc.) that come about as a result of budget actions taken by the City Council for a fiscal year. Such adjustment, when approved by the City Council, shall be calculated as follows:

$$LCA = 1 + ((TLCB - TLCPY) / BRRR)$$

Where:

TLCB = The total annual labor cost, in dollars, that is reflected in the electric utility budget for the coming fiscal year, as approved by the Board.

TLCPY = The total actual annual labor cost, in dollars, that was incurred by the electric utility for the prior fiscal year.

BRRR = The total estimated revenue requirement, in dollars, that is being recovered in current base rates.

The LCA factor so calculated shall be applied to each retail rate set forth above such that it will result in new base water rates. Thus, when applied, a new TLCPY and BRRR will be established for future LCA calculations. The following accounts shall be used in the determination of total labor costs as reflected in TLCB and TLCPY:

- Salaries
- Payroll Taxes
- Retirement Expense
- Insurance – Employees Group
- Employee Retirement / Medical Insurance
- Casualty / Workers Compensation Insurance

Note: the listing of accounts used to determine TLCB and TLCPY may be modified from time-to-time as prescribed by the City's accounting and budget procedures.

**CITY OF FAIRHOPE
CITY COUNCIL AGENDA**

MONDAY, 11 JUNE 2018 - 6:00 P.M. - CITY COUNCIL CHAMBER

Invocation and Pledge of Allegiance

1. Approve minutes of 29 May 2018 Regular City Council Meeting, minutes of 29 May 2018 Work Session, minutes of 29 May 2018 Agenda Meeting; and minutes of 4 June 2018 Special Called City Council Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. **Final Adoption** – Ordinance – Amend Zoning Ordinance No. 1253.
Request to amend Ordinance No. 1362 known as Lot 19, Fairfield, Phase VI PUD. The property owned by BCL&L Acquisitions, Anil K. Vira, Stephen B. and Korokay Christensen, and Gal Majors generally located at 655 Norman Lane, Fairhope, Alabama. Tax PPIN: 298888.
6. **Final Adoption** – An Ordinance to amend Ordinance No. 1510 known as the Personnel Rules, Policies and Procedures Ordinance regarding Section III. Hours of Work and Attendance: 3.02 Recording Time Worked and 3.04 Breaks and Meal Periods; more specifically Exempt salaried employees and not required to clock in; and all Non-exempt employees (that is, employees paid for all hours worked in excess of 40 hours in a work week) to have an automatic deduction for unpaid meal period.
7. **Final Adoption** – An Ordinance to amend Ordinance No. 1510 known as the Personnel Rules, Policies and Procedures Ordinance regarding Section VIII. Employee Responsibilities and Conduct: 8.11 Use of City Vehicles; more specifically the Police Department and authorization to “take home” City police vehicles who live outside the Police Jurisdiction: (1) within a 15-mile radius of the City of Fairhope police station located at 107 North Section Street; and (2) the 15-mile radius only applies within Baldwin County.
8. Resolution – That City Attorney Marcus McDowell and City Clerk Lisa Hanks are authorized to send a Request for an Attorney General’s opinion regarding Alabama law on the following question: “Can the City of Fairhope enter into a contract for brokerage services with an out of state corporation if the entity will not modify its contract to include mandatory clauses from The Beason-Hammon Alabama Taxpayer and Citizen Protection Act, E-Verify, and Certification Pursuant to Act No. 2006-557 Alabama Law.

9. Resolution – That the City Council finds that improved water distribution systems in and around the City of Fairhope serve a valuable public purpose; and the City Council desires to provide a second connection to a proposed water system for the Van Antwerp Subdivision in Fairhope, Alabama; authorizes the Water Department to provide said second connection for residents in Blocks 4, 8, 9, 10, 16, and 17 of the Volanta Subdivision; and furthermore Mayor Karin Wilson to enter into a contract for services not to exceed \$15,464.45 with Van Antwerp, LLC (cash or in-kind services); and said sum it to reimburse the developer for performing the necessary work in and on the Van Antwerp Subdivision to accommodate the secondary water line.
10. Resolution – That the City Council approves the selection of Stewart Engineering, Inc. to perform Professional Engineering Services for Electrical services at Fairhope Docks (RFQ No. PS023-18), and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule, and establish a not-to-exceed limit with this firm.
11. Resolution – That Mayor Karin Wilson is hereby authorized to execute a contract with Sawgrass Consulting, LLC to perform Professional Engineering Services for Project Number 1: Church Street Outfall Transmission System for the Sewer Department (RFQ No. PS014-18) with a not-to-exceed amount of \$351,921.00.
12. Resolution – That Mayor Karin Wilson is hereby authorized to execute a contract with Dewberry Engineers, Inc. to perform Professional Engineering Services for Project Number 2: Bayou Drive, Fairwood Blvd., and Fairhope Avenue Transmission System for the Sewer Department (RFQ No. PS014-18) with a not-to-exceed amount of \$237,000.00.
13. Resolution – That Mayor Karin Wilson is hereby authorized to execute a contract with Volkert, Inc. to perform Professional Engineering Services for Project Number 3: GIS Mapping for Asset Management & Modeling Capability for the Sewer Department (RFQ No. PS014-18) with a not-to-exceed amount of \$55,000.00.
14. Resolution – That Mayor Karin Wilson is hereby authorized to execute Extension No. 1, Zinc Orthophosphate and TKKP Chemicals for the Water Department, with Thornton Musso Bellemin, Inc., for an additional one year, as per the terms and conditions of the original contract. The cost is \$1.03 per pound for Zinc Orthophosphate and \$1.34 per pound for TKKP Chemicals; with a total annual cost not to exceed \$51,000.00.
15. Resolution – To Award Bid for Fitness Equipment for the Recreation Department (Bid No. 015-18) to Fitness Master with a total bid proposal of \$54,485.95.
16. Resolution – To Award Bid to Replace HVAC Unit Phase II at the Civic Center (Bid No. 004-18) to Worth Industries, Inc. with a total bid proposal of \$56,650.00.
17. Resolution – That the City of Fairhope has voted to procure a Portable Generator for the Water Department; and the equipment is available for direct procurement through the National Joint Powers Alliance (“NJPA”) [Contract No. 0080613-CAT]; and therefore, does not have to be let out for bid. This has been nationally bid through the NJPA’s bid process. The cost will be \$85,536.00.

18. Resolution – That the City of Fairhope has voted to purchase Server and Disk Storage Hardware for the IT Department, and the equipment is available for direct procurement through “National IPA” Buying Group Contract; and therefore, does not have to be let out for bid. This has been nationally bid through the National IPA’s bid process. The total cost is \$94,974.73.
19. Resolution – That the City of Fairhope has voted to purchase 24 Single-Phased for the Electric Department with a total cost of \$29,224.00. The procurement of these items is allowed without formal bid by Code of Alabama 1975, Section 41-16-51(b)(7).
20. Resolution – That the City of approves the selection of Dell Consulting, LLC to perform Professional Consulting Services for the Police Building: Upgrade the Information Technology Infrastructure and the HVAC (address the envelope and ventilation; and ceiling tiles and lighting fixtures) for the Facilities Maintenance Department (RFQ), and hereby authorizes Mayor Karin Wilson to establish a not-to-exceed limit of \$3,500.00; and to execute the associated contract.
21. Request – Linda Phelps on behalf of the Fairhope Film Festival requesting permission to close S. Summit Street (between Fairhope Avenue and S. Summit near St. James) on Saturday, November 10, 2018 from 5:00 p.m. until 10:00 p.m. for the Red Carpet Party; use of 10 barricades, 4 trash cans, and electric power hook-up on S. Summit Street; and permission to sell and serve beer and wine, contingent upon getting approval and licenses from the Alabama Alcoholic Beverage Control Board and the City of Fairhope) with all appropriate security during event.
22. Application for a Restaurant Liquor License by John B. Lindeman, Jr. for It’s All Greek to Me, d/b/a It’s All Greek to Me, Inc., located at 108 North Section Street, Building C, Suite 2, Fairhope, Alabama.
23. Public Participation – (3 minutes maximum)
24. Adjourn

**City Council Work Session - 4:30 p.m.
on Monday, June 11, 2018 – Council Chambers**

**City Council Agenda Meeting - 5:30 p.m.
on Monday, June 11, 2018 – Council Chambers**

Next Regular Meeting – Monday, June 25, 2018 - Same Time and Place

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 1253 KNOWN AS THE ZONING ORDINANCE TO AMEND ORDINANCE NO. 1362: A PLANNED UNIT DEVELOPMENT KNOWN AS FAIRFIELD, PHASE VI; TO APPROVE A SITE PLAN; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAIRHOPE, ALABAMA as follows:

The City of Fairhope has approved a request to zone property to a PUD (Planned Unit Development) to be known as Fairfield, Phase VI PUD on the 28th of November 2005 and amendments were made on the 10th of July 2006, and on the 9th of June 2008.

BCL&L Acquisitions, LLC, Anil K. Vira, Stephen B. and Korokay Christensen, and Gale Majors made the application to amend said ordinance, specifically Lot 19, and

After the appropriate public notice and hearing of the Planning Commission of the City of Fairhope, Alabama has forwarded a **favorable** recommendation,

The property of BCL&L Acquisitions, LLC, Anil K. Vira, Stephen B. and Korokay Christensen, and Gale Majors generally located at 655 Norman Lane, Fairhope, Alabama.

LOT 19, FAIRFIELD, PHASE VI PUD

PPIN: 298888

Legal Description: (Case number ZC 18.01)

LOT 19, FAIRFIELD UNIT VI, ACCORDING TO MAP OR PLAT THEREOF RECORDED IN SLIDE 2358-D AND AMENDED AT SLIDE 2377-A, RECORDED IN THE OFFICE OF THE JUDGE OF PROBATE OF BALDWIN COUNTY, ALABAMA.

1. **That**, in Case Number ZC 18.01 the property described above shall develop in substantial conformity with the attached site plat as attached as "Exhibit A" and shall remain in compliance with the previously approved PUD site plan. Any substantial deviation from the attached site plan or the previously approved PUD site plan, as determined by the Planning Director will required re-approval by the Planning Commission and the City Council of the City of Fairhope, Alabama as a PUD amendment;

2. **That**, the following amendments have been made to Lot 19 of the PUD:

Lots: 15 single family residential lots as shown on the approved site plan attached as Exhibit A.

Setbacks: As shown on the approved site plan attached as Exhibit A.

Ordinance No. _____

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The Planned Unit Development (PUD), for Lot 19, Fairfield, Phase VI, is hereby amended (Ordinance No. 1362). This property shall hereafter be lawful to construct on such property any structures permitted by Ordinance No. 1253 and to use said premises for any use permitted or building sought to be erected on said property shall be in compliance with the building laws of the City of Fairhope and that any structure shall be approved by the Building Official of the City of Fairhope and that any structure be erected only in compliance with such laws, including the requirements of Ordinance No. 1253.

Severability Clause - if any part, section or subdivision of this ordinance shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this ordinance, which shall continue in full force and effect notwithstanding such holding.

Effective Date – This ordinance shall take effect immediately upon its due adoption and publication as required by law.

ADOPTED THIS 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk



City Council

May 14, 2018

Case: ZC 18.01 Lot 19, Fairfield Unit VI
PUD Amendment

Applicant Name:

Davis and Fields, PC

Owner:

Anil K. Vira (lot 19-A)
Stephen B. and Korokay
Christensen (lot 19-B)
Gale Majors (lot 19-C)
BCL&L Acquisitions, LLC
(lots 19-D to 19-O)

Project Type

PUD Amendment

PPIN Number:

298888

General Location:

Boothe one block north of
Twin Beech Road

School District:

Fairhope Elementary, Middle,
and High School

Report prepared by:

J. Buford King
LEED AP, QCI

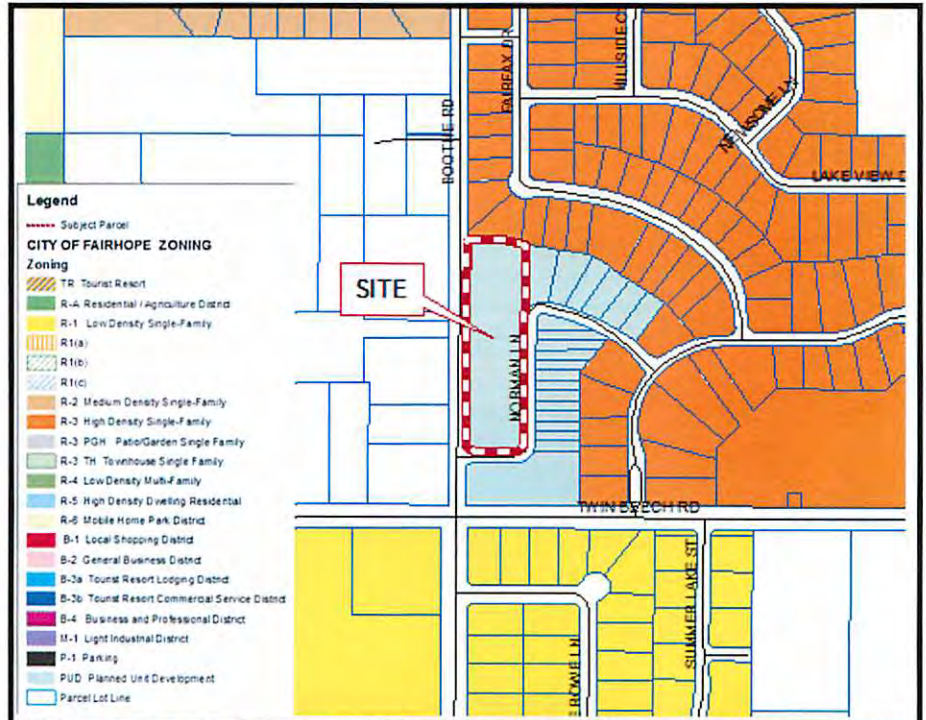
Staff Recommendation:

Approval

Planning Commission

Recommendation:

Conditional Approval



Summary of Request:

Public hearing to consider the request of Dewberry | Preble-Rish on behalf of Anil K. Vira (lot 19-A), Stephen B. and Korokay Christensen (lot 19-B), Gale Majors (lot 19-C), and BCL&L Acquisitions, LLC (lots 19-D to 19-O) for approval of an amendment to the Planned United Development (PUD) zoning classification of Lot 19 in the existing Fairfield Subdivision. Subject PUD amendment will modify the exiting PUD’s master plan to reflect the establishment of lot lines for the three structures currently existing on Lot 19 (to become lots 19-A, 19-B, and 19-C) as well as reflect the establishment of lots for the remainder of Lot 19 resulting in a total of fifteen (15) lots. A re-subdivision application (case number SD 18.04) has been submitted concurrently for the re-subdivision of Lot 19 of the existing Fairfield Subdivision, Unit VI.

Comments:

Subject property is generally located on Boothe Road one block north of Twin Beech Road with access via Norman Lane, a paved, publicly-maintained street. The subject property is 3.11 acres in size and the average size of each lot after subdividing will be 0.15 acres +/- . The largest lot is 0.16 acres and the smallest lot is 0.14 acres in size. A survey is included in the subject application to reflect the proposed lots to be added to the existing PUD’s master plan.

The *City of Fairhope Zoning Ordinance*, Article III.A. provides the following purpose for the zoning of the subject property:

PUD Planned Unit Development: This district is intended to encourage innovative development that meets comprehensive plan goals and is tailored to the unique constraints and conditions of a particular site. This district allows flexibility in uses, designs, and building layouts as opposed to other zoning districts to better serve community needs.

The *City of Fairhope Zoning Ordinance*, Article VI. Section A.4. further defines the requirements of Planned Unit Development (PUD):

Ordinance and Site Plan Required – Each Planned Unit Development shall have an Ordinance that establishes the development of regulations for the district. In approving a Planned Unit Development, the ordinance shall reference the site plan, which shall prescribe development standards. The site plan after approval shall become part of the amending ordinance. All development shall be in conformance with the approved Site Plan and development regulations.

Ordinance number 1308, case number ZC 06.10, was adopted by the Fairhope City Council on July 10, 2006 creating the existing PUD related to subject property. The dimensional standards comprising ordinance number 1308 are summarized in the table below:

Ordinance 1308 Dimensional Standards

<i>District</i>	<i>Min. Lot Size</i>	<i>Min. Lot Width</i>	<i>Front</i>	<i>Rear</i>	<i>Side</i>	<i>Max.Coverage</i>	<i>Max. Height</i>
PUD	Not specified	Not specified	35’	10’	5’	31.5%	30’

The requested PUD amendment the subject property reflects the dimensional standards shown above. In addition, an additional 10' common area a 10' landscape buffer west of the subject property shown on the existing PUD master plan is also reflected in the PUD amendment survey drawing.

School Student Analysis:

The proposed PUD amendment master plan for lot 19 of the Fairfield Subdivision contains fifteen (15) single family lots. The “townhomes” in the existing PUD are detached units, and therefore treated as single family units. Applying the student yield factors (SYF) provided by the Baldwin County Board of Education listed below, the development is expected to generate 5.85 (15 x 0.39) elementary school students, 1.65 (15 x 0.11) middle school students and 2.55 (15 x 0.17) high school students.

Development Name	Application Type	Housing Type	Total Units	Attendance Zone	SYF	Expected Number of Students
Lyons Subdivision	Final Plat	SF	15	Fairhope Elementary	0.39	5.85
“ ”	“ ”	“ ”	“ ”	Fairhope Middle	0.11	1.65
“ ”	“ ”	“ ”	“ ”	Fairhope High	0.17	2.65
Total Students						10.15

Allowable Uses:

Ordinance 1308 specifies “residential” as the only allowable use within the PUD. The subject PUD amendment does not request any change in usage and only reflects the depicted on the included survey to be incorporated into the PUD’s master plan.

Zoning History of Nearby Properties:

Case number ZC 00.12 was a request of Paul Monroe or a zoning change from R-1 Single Family Residential to R-3 Single Family Residential on Multiple Lots in Fairfield Subdivision. The property is generally located at Boothe Road and Twin Beech Road. The Fairhope City Council considered the re-zoning request on July 10, 2000.

Case number ZC 05.15 was a request of Fairfield Financial, LLC for a Zoning Change from R-3 High Density Single Family to Planned Unit Development (PUD). The property is generally located at the northeast corner of Twin Beech Road (County Road 44) and Boothe Road. The Fairhope City Council adopted the zoning change at their November 28, 2005.

Case number ZC 06.10 was a request of Hutchinson, Moore, and Raugh, LLC, to amend the existing Fairfield Unit VI PUD ordinance. The property is generally located at the northeast corner of Twin Beech Road (County Road 44) and Boothe Road. The Fairhope City Council adopted the PUD amendment on July 10, 2006.

Fairhope Comprehensive Plan Guidance

The subject property is located approximately 1.5 miles southeast of the Fairhope Avenue/Greeno Road Village Node, and 2.03 miles southwest of the Fairhope Avenue/State HWY 181 Village Node.

The subject property does not abut the village nodes described above, and given the distance from the nodes to the subject property, there is no conflict of compatibility between the uses.

Site Photos



Subject property looking northwest from Norman Ln



Subject property looking southwest from Norman Ln



Subject property looking west from Norman Ln



Subject property looking south from Norman Ln

Staff Recommendation:

Staff recommends the rezoning be **APPROVED**.

Planning Commission Recommendation:

The City of Fairhope Planning Commission, at its January 4, 2018 meeting, unanimously recommended the rezoning be **APPROVED** subject to the following condition:

1. Planning Commission approval of Case # SD 18.04, Re-subdivision of Lot 19, Fairfield Subdivision Unit VI.

The City of Fairhope Planning Commission, at its January 4, 2018 meeting, unanimously approved Case # SD 18.04, Re-subdivision of Lot 19, Fairfield Subdivision Unit VI subject to the following condition:

1. City Council approval zoning change Case # ZC 18.01 Lot 19, Fairfield Unit VI PUD Amendment.

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 1510
KNOWN AS THE PERSONNEL RULES,
POLICIES AND PROCEDURES ORDINANCE

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

Section 1. The ordinance known as the Personnel Rules, Policies, and Procedures Ordinance (No. 1510), adopted 14 April 2014, together with the Personnel Handbook of the City of Fairhope, be and the same hereby is changed and altered in respect to the certain sections below:

SECTION - III. Hours of Work and Attendance

3.02. Recording Time Worked

All employees must accurately record all hours worked in the manner prescribed by the City. Employees failing to accurately record time are subject to discipline. An employee may not record another employee's time or allow another employee to record his or her time. Employees shall not alter or falsify their own or another employee's time record. Violation of these rules is a ground for immediate dismissal.

Exempt, salaried employees do not have to clock in and will be paid from schedule. *Exempt* employees, however, must still advise the Payroll Administrator or City Accountant of sick days taken and vacation time scheduled.

3.04. Breaks and Meal Periods

Employees generally will receive one fifteen-minute paid break during the morning. Supervisors will arrange the time of the break to ensure City business and services are not unduly interrupted. Breaks cannot be combined with meal periods to extend the meal period, and employees may not leave work early *in lieu* of taking their break.

Meal periods are scheduled by the employee's Department Head. Scheduled meal periods may vary depending on department workloads. Employees will be completely relieved from duty during the scheduled meal period, which shall be at least 30 minutes and no longer than 60 minutes. Meal periods are unpaid. An employee may *not* work during the scheduled meal break unless the Department Head instructs or authorizes the employee to work during the meal break. If an employee is instructed or authorized to work during the meal period, *the entire meal period time must be reported as time worked to ensure non-exempt employees* are paid for the time.

All *non-exempt* employees (*that is*, employees paid overtime pay for all hours worked in excess of 40 hours in a work week as provided in *Personnel Rule 4.04*) will have an *automatic deduction* from their regularly scheduled work hours each work day for the unpaid meal period of at least 30 minutes and not longer than 60 minutes. This includes Police support staff and Police administrative personnel working regular eight-hour shifts.

The City expects employees to take their full unpaid meal period each scheduled work day at the time designated by the Department Head. However, if an employee is *instructed* or *authorized* by his or her Department Head or immediate supervisor to work during the meal period, the entire meal period will be treated as hours worked and will be recorded as such to ensure that non-exempt employees are properly paid for the time. Thus, if an employee is instructed or authorized to work *through* the meal period or is directed to return to work during the meal period and his or her meal break is thereby interrupted the employee's immediate supervisor or Department Head must promptly email the Payroll Administrator or City Accountant, who are authorized to override the automatic deduction to ensure that the meal period is treated as hours worked for payroll purposes.

Ordinance No. _____

Page – 2 -

To ensure the accuracy of time records, each employee's supervisor or the supervisor's designated assistant is responsible for editing each *non-exempt* employee's time card each day. Any changes on the employee's time card must be approved and initialed by the supervisor promptly. The supervisor must digitally approve and submit to the Payroll Administrator or City Accountant each employee's time card no later than 10:00 a.m. on payroll Mondays.

Exempt salaried employees are paid to perform specific jobs, not for the number of hours worked. Accordingly, *exempt* salaried employees are not paid extra for performing work during the scheduled meal breaks.

Employees working extra shifts or special events (parades for example) are required to take at least a one-half hour unpaid meal period after their regularly scheduled workday and before beginning the extra shift.

Section 2. Any ordinance, resolution, or part(s) thereof, in conflict with said "Personnel Rules, Policies, and Procedures – 2014," Section – III. Hours of Work and Attendance, 3.02 Recording Time Worked and 3.04 Breaks and Meal Periods is hereby repealed.

Section 3. If any section or provision of this ordinance, or of "Personnel Rules, Policies, and Procedures – 2014", be declared invalid or unconstitutional by judgment or decree shall not affect any other section or provision.

Section 4. This Ordinance shall take effect immediately upon its due adoption and publication as required by law.

ADOPTED THIS 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

3.02 RECORDING TIME WORKED

All employees must accurately record all hours worked in the manner prescribed by the City. Employees failing to accurately record time are subject to discipline. An employee may not record another employee's time or allow another employee to record his or her time. Employees shall not alter or falsify their own or another employee's time record. Violation of these rules is a ground for immediate dismissal.

Exempt, salaried employees must submit a signed time sheet showing the hours worked each day and the use of any accumulated paid vacation and sick leave.

3.03 ATTENDANCE

Good attendance is an essential function of each job. While personal circumstances, beyond the employee's control, may necessitate lost work time, absenteeism and tardiness must be kept to a minimum. "Tardiness" includes reporting for work after the scheduled starting time, leaving work early, leaving work before the scheduled meal break or returning to work late from the meal break without prior approval of the Department Head.

If an employee cannot report for work (including reporting late or an absence from work), the employee must notify his or her supervisor (or the supervisor's designee) before the scheduled starting time, if practicable. If an emergency causes the employee to be late or absent for work and the employee is unable to notify his or her supervisor before the scheduled starting time, the employee should contact the supervisor within 30 minutes after the employee's regular starting time. The employee should advise the supervisor of the reason for the absence or tardiness and when the employee expects to return to work. If an employee is late or absent without notifying his or her supervisor, the employee is subject to discipline as a "no call/no show." If an absence continues beyond one scheduled workday, the employee must report to the supervisor each scheduled work day as discussed above *unless* the employee has been instructed otherwise by his or her supervisor or the employee is on approved leave of absence of specified duration. An employee who is absent from work on three consecutive workdays without notifying his or her supervisor shall be considered to have abandoned his or her job and will be classified as a "Voluntary Quit."

The employee's Department Head generally will determine whether an employee's stated reason for an absence is sufficient for an "excused" absence, subject to review by the Human Resources Department. The Department Head will maintain and provide to the Human Resources Department each work week, an attendance record for each employee in his or her department, which will include the reasons employees give for missing work. *Unexcused* absenteeism or tardiness is a ground for discipline, including dismissal. Even *excused* absenteeism or tardiness is a ground for discipline, including dismissal, if it becomes excessive. Generally, an excused absence for a single reason (a five-day illness, *for example*) will be treated

For the purpose of these guidelines, an "unexcused" absence shall also be counted as an "excused" absence in determining whether discipline will be imposed for excessive *excused absenteeism*.

During inclement weather or natural disaster, the City must continue to provide vital public services. Accordingly, employees must report to work if instructed to do so unless reporting to work as instructed would endanger the employee's personal safety. Employees who fail to report to work as instructed during or following an emergency are subject to disciplinary action up to and including dismissal.

3.04 BREAKS AND MEAL PERIODS

Employees generally will receive one fifteen-minute paid break during the morning. Supervisors will arrange the time of the break to ensure City business and services are not unduly interrupted. Breaks cannot be combined with meal periods to extend the meal period, and employees may not leave work early *in lieu* of taking their break.

Meal periods are scheduled by the employee's Department Head. Scheduled meal periods may vary depending on department workloads. Employees will be completely relieved from duty during the scheduled meal period, which shall be at least 30 minutes and not longer than 60 minutes. Meal periods are unpaid. An employee may *not* work during the scheduled meal break unless the Department Head instructs or authorizes the employee to work during the meal period. If an employee is instructed or authorized to work during the meal break, *the entire meal break time must be recorded as time worked* to ensure non-exempt employees are paid for the time.

Employees working extra shifts or special events (parades for example) are required to take at least a one-half hour unpaid meal period after their regularly scheduled workday and before beginning the extra shift.

3.05 TOBACCO-FREE WORKPLACE

The City of Fairhope is a tobacco-free work place (including smokeless tobacco). This includes all enclosed facilities, buildings and vehicles owned, leased, or operated by the City of Fairhope. Smoking is prohibited within a reasonable distance (generally 25 feet) *outside* any enclosed area where smoking is prohibited to ensure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or other means. *If* smoking is restricted to designated smoking areas outside any enclosed facility, smoking is restricted to such designated areas.

Smoking and the use of all forms of smokeless tobacco also is prohibited in the following areas without exception:

- Playgrounds. Any park or recreational area that is designed in part to be used by children and that has play or sports equipment installed or that has been designated or landscaped for play or sports activities, including

ORDINANCE NO. _____

**AN ORDINANCE AMENDING ORDINANCE NO. 1510
KNOWN AS THE PERSONNEL RULES,
POLICIES AND PROCEDURES ORDINANCE**

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

Section 1. The ordinance known as the Personnel Rules, Policies, and Procedures Ordinance (No. 1510), adopted 14 April 2014, together with the Personnel Handbook of the City of Fairhope, be and the same hereby is changed and altered in respect to the certain section below:

SECTION - VIII. Employee Responsibilities and Conduct

8.11 USE OF CITY VEHICLES.

Only employees authorized by the Department Head and insured under the City's vehicle insurance policy may drive a City vehicle. Employees authorized to drive City vehicles must comply with the following requirements:

1. "Take-home" vehicles are authorized based on the needs of the City and only for employees living inside the police jurisdiction; provided, with the permission of the Chief of Police and the Mayor based on the needs of the police department, a police officer who lives outside the police jurisdiction; (1) within a 15-mile radius of the City of Fairhope police station located at 107 North Section Street; and (2) the 15-mile radius only applies within Baldwin County; may be authorized to "take home" a City police vehicle to respond to calls for police assistance within the City of Fairhope's police jurisdiction. Except for commuting to and from work, City vehicles must be used only for City business.

Balance of Section 8.11 remains as written in the Personnel Rules, Policies and Procedures Ordinance.

Section 2. Any ordinance, resolution, or part(s) thereof, in conflict with said "Personnel Rules, Policies, and Procedures – 2014," Employee Responsibilities and Conduct, 8.11 Use of City Vehicles is hereby repealed.

Section 3. If any section or provision of this ordinance, or of "Personnel Rules, Policies, and Procedures – 2014", be declared invalid or unconstitutional by judgment or decree shall not affect any other section or provision.

Section 4. This Ordinance shall take effect immediately upon its due adoption and publication as required by law.

ADOPTED THIS 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

employee had no intention of sharing the communication. If the communication is brought to the City's attention, and the communication warrants disciplinary or other appropriate action for a violation of City policies or rules of conduct, the City has the right to take such action even if you did not intent to share your communication.

8.09 CELLULAR TELEPHONE USE

Certain employees, primarily Department Heads and other key supervisory personnel, are assigned and authorized to use cellular telephones at work to conduct City business. These cell phones must be used *only* when a traditional "land-line" telephone is unavailable. Cell phones, shall *not* be used while driving a City vehicle or while driving a personal vehicle on City business *unless the vehicle is equipped with a hands-free device.*

Except as stated above, employees may *not* bring personal cell phones or other personal communication devices to work. Cell phones shall be left in the employee's vehicle during working hours.

For employee safety and the safety of others, employees should *never* use cell phones while driving, even for personal business while driving the employee's personal vehicle. Employees always should park vehicles to use or answer a cell phone. Using a smart phone to text while driving a personal vehicle during non-working time is a violation of City of Fairhope Ordinance No. 1446.

8.10 PERSONAL USE OF CITY EQUIPMENT AND SUPPLIES

Use of City telephones for local personal phone calls should be kept to a minimum; long distance personal calls are prohibited. City equipment and supplies should be used by employees for City business only. An employee's misuse of City telephones, vehicles, equipment or supplies will result in disciplinary action including dismissal.

8.11 USE OF CITY VEHICLES

Only employees authorized by the Department Head and insured under the City's vehicle insurance policy may drive a City vehicle. Employees authorized to drive City vehicles must comply with the following requirements:

1. "Take-home" vehicles are authorized based on the needs of the City and only for employees living inside the City's police jurisdiction. Except for commuting to and from work, City vehicles must be used only for City business.
2. Any person operating or riding in City vehicles must wear a seat belt at all times.

3. To operate a City vehicle, the employee must have a current valid Alabama driver's license in his or her possession any time the employee drives a City vehicle.
4. Employees may not loan out a City vehicle to any other person without the Department Head's authorization.
5. Employees must drive in a safe and legal manner at all times.
6. Employees must never operate a City vehicle under the influence of controlled substances or alcohol.
7. Employees must notify the Department Head of any traffic accident or traffic citation received while operating City vehicles.
8. Employees must be insurable under the City's vehicle insurance carrier.
9. Employees are not allowed to use tobacco products (including smokeless tobacco) while operating or riding as a passenger in a City vehicle.
10. Without Department Head authorization, family members are not allowed in a City vehicle.

Violation of these rules or an unsatisfactory driving record may cause the City to revoke an employee's driving authorization and may subject the employee to disciplinary action or to other appropriate employment action, including dismissal if driving a City vehicle is an essential function of the employee's job.

8.12 DRIVER'S LICENSE REQUIREMENTS

An employee is required to hold a valid State of Alabama driver's license with required endorsements if driving a vehicle or mobile equipment is a function of the employee's job. An employee is required to have valid commercial driver's license ("CDL") if operation of a vehicle requiring a CDL is a function of the employee's job. If an employee's driver's license or CDL is revoked, suspended, lost or otherwise not valid, the employee shall promptly notify his/her Department Head in writing and the employee will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current driver's license or CDL is provided by the employee to his/her Department Head. Depending on the duration of the driver's license or CDL suspension, an employee may be subject to reassignment, demotion, unpaid suspension or dismissal if the employee's job requires driving. If, for any reason, the City's vehicle insurance carrier excludes the employee from coverage, the employee will be subject to reassignment, demotion, unpaid suspension or dismissal if the employee's job requires driving.

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that City Attorney Marcus McDowell and City Clerk Lisa Hanks are authorized to send a Request for Attorney General's opinion regarding Alabama law on the following question:

1. Can the City of Fairhope enter into a contract for brokerage services with an out of state corporation if the entity will not modify its contract to include the following provisions:
 - a) The Beason-Hammon Alabama Taxpayer and Citizen Protection Act requires all contracts to include the following clause: "By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."
 - b) Further, as a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to business entity or employer that employs one or more employees within the State of Alabama, the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.
 - c) CERTIFICATION PURSUANT TO ACT NO. 2006-557 Alabama law (section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with act no. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false. All corporations must register to do business in Alabama with the Office of the Secretary of State. Their address is: Office of the Secretary of State P.O. Box 5616 Montgomery, AL 36103 (334) 242-5324 Fax: (334) 240-3138 [://www.sos.state.al.us/index.aspx](http://www.sos.state.al.us/index.aspx).

Adopted this 11th day of June, 2018

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, That the City Council finds that improved water distribution systems in and around the City of Fairhope serve a valuable public purpose; and the City Council desires to provide a second connection to a proposed water system for the Van Antwerp Subdivision in Fairhope, Alabama.

The City Council authorizes the Water Department to provide said second connection for residents in Blocks 4, 8, 9, 10, 16, and 17 of the Volanta Subdivision.

Furthermore, the City Council authorizes Mayor Karin Wilson to enter into a contract for services not to exceed \$15,464.45 with Van Antwerp, LLC (cash or in-kind services); and said sum is to reimburse the developer for performing the necessary work in and on the Van Antwerp Subdivision to accommodate the secondary water line.

Adopted on this 11th day of June, 2018

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, that the City Council approves the selection of Stewart Engineering, Inc. to perform Professional Engineering Services for Electrical services at Fairhope Docks (RFQ No. PS023-18), and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule, and establish a not-to-exceed limit with this firm.

DULY ADOPTED THIS 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk



MEMO

JUN 1 '18 AM 11:23

JAH

To: Lisa A. Hanks, City Clerk

From: *Jillian Saffle*
Jillian Saffle, Purchasing Manager

Date: May 31, 2018

Re: **RFQ No. PS023-18 Professional Engineering Services for Electrical System at Fairhope Docks**

Building Official, Erik Cortinas, needs to hire a professional electrical engineering firm for RFQ No. PS023-18 Professional Engineering Services for Electrical System at Fairhope Docks. Per our 'Procedure for Procuring Professional Services for Projects Under \$100K', Building Official, Erik Cortinas, and I routed a short list of electrical engineers for the Mayor to choose to solicit. The Mayor has chosen to negotiate directly with Stewart Engineering. A copy of the Mayor's choice can be found attached to this memo.

Please place this request to authorize the Mayor to negotiate a fee schedule with Stewart Engineering on the next available City Council agenda.

Cc: file; E. Cortinas

Karin Wilson
Mayor

Council Members

Kevin G. Boone

Robert A. Brown

Jack Burrell, ACMO

Jimmy Conyers

Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Michael V. Hinson, CPA
City Treasurer

161 North Section Street

P O. Drawer 429

Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax

www.fairhopeal.gov

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MEMO

To: Mayor Karin Wilson
From: Jilian Saffle, Purchasing Manager

Date: May 30, 2018

Re: RFQ No. PS023-18, Professional Engineering Services for Electrical System at Fairhope Docks

Building Official, Erik Cortinas, needs to hire a professional electrical engineering firm for RFQ No. PS023-18, Professional Engineering for Electrical System at Fairhope Docks.

Per our Procedure for Procuring Professional Services, Erik Cortinas, Building Official, and I are routing this short list through you, to the Mayor, to choose a consulting firm for the above referenced RFQ. Please move this procurement of professional services forward to the Mayor for selection of a professional service provider for this project.

The short list is:

[Mayor, please initial and date your selection(s)]

_____/_____/____ BES
Contact: Walter Bolton
251-929-0551

_____/_____/____ CH2M Hill, Inc.
Contact: David Stejskal
251-591-9248

_____/_____/____ CES
Contact: Mike Noori
770-619-3999

_____/_____/____ Constantine Engineering, Inc.
Contact: Jeff Duplantis
251-202-0610

_____/_____/____ Engineering Designs
Contact: Lawrence Wilson
251-680-2241

_____/_____/____ GW Stewart
251-937-6313

- Karin Wilson Mayor
Council Members: Kevin G. Boone, Robert A. Brown, Jack Burrell, ACMO, Jimmy Conyers, Jay Robinson
Lisa A. Hanks, MMC City Clerk
Michael V. Hinson, CPA City Treasurer



_____ / /

Hargrove Engineers +Constructors
Contact: Tom Nelson
251-300-1499

_____ / /

Magnolia River Services
Contact: Nathan Sills
256-773-9420

Karin Wilson
Mayor

_____ *[Signature]* 5,30,18

Stewart Engineering
Contact: Lance Junkin
256-237-0891

Council Members

Kevin G. Boone

Robert A. Brown

_____ / /

Volkert
Contact: Ray Miller
251-342-1070

Jack Burrell, ACMO

Jimmy Conyers

Jay Robinson

_____ / /

None. Submit another list.

Lisa A. Hanks, MMC
City Clerk

Michael V. Hinson, CPA
City Treasurer

Cc: file; E. Cortinas

161 North Section Street

P O. Drawer 429

Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax

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Printed on recycled paper

RESOLUTION NO. _____

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 Sawgrass Consulting, LLC to perform Professional Engineering Services for Project Number 1: Church Street Outfall Transmission System for the Sewer Department (RFQ No. PS014-18) with a not-to-exceed amount of \$351,921.00.

DULY ADOPTED THIS 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope Project Funding Request

Issuing Date: 5/31/2018

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Authorization to Execute Contract RFQ PS014-18 for Prof Engineering Svcs WW Collection & Transmission Sys Impr
Project Location: WW Collection System Project 1

Presented to City Council: 6/11/2018 Resolution # : _____
Approved _____

Funding Request Sponsor: Richard Peterson, Operations Director Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$351,921.00 (not-to-exceed amount)
Vendor: SawgrassConsulting of Mobile, AL

Project Engineer: n/a

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

Department Funding This Project							
General	Gas	Electric	Water	Sewer XXX	Gas Tax	Cap Proj	Impact
Department of General Fund Providing the Funding							
Admin-10	Police-15 Golf-50	Fire-20 Golf Grounds-55	Rec-25	Adult Rec-30 Debt Service-85	Marina-34	Street-35	Sanitation-40

Project will be:

Expensed _____	Funding Source:
Capitalized <u>XXX</u>	Operating Expenses _____
Inventoried _____	Budgeted Capital _____
	Unfunded _____

Expense Code: 003-16052 Grant: _____ Federal - not to exceed amount
G/L Acct Name: Constr-WW Collection Trans Sys State _____
City _____

Project Budgeted: \$0.00

(Over) Under budget amount: (\$351,921.00)

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Capital Lease: _____ Payment _____ Term _____

Comments:

City Council Prior Approval/Date? No

<u>City Treasurer</u>	<u>Finance Director</u>	<u>Mayor</u>
Purchasing Memo Date: <u>5/31/18</u>	Delivered To Date: <u>6/4/18</u>	Delivered To Date: <u>6/4/18</u>
Request Approved Date: <u>6/14/18</u>	Approved Date: <u>6/14/18</u>	Approved Date: <u>6/14/18</u>
Signatures: <u>Michael V. Hinson CPA</u>	<u>Jill Cabiniss, MBA</u>	<u>Mayor Karin Wilson</u>



MEMO

To: Mike Hinson, Treasurer
From: *Julian Saffle*
Julian Saffle, Purchasing Manager

Date: May 31, 2018

Re: Council to authorize Mayor to execute contract for Project 1 of RFQ PS014-18 Professional Engineering Services for Multiple Wastewater Collection and Transmission System Improvements at a Not-to-Exceed value

Karin Wilson
Mayor

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Michael V. Hinson, CPA
City Treasurer

The City needs to hire a professional consulting firm for RFQ No. PS014-18 Professional Engineering Services for Multiple Wastewater Collection and Transmission System Improvements. The RFQ (Request for Qualifications) was issued and responses were received and evaluated. The Mayor has chosen to break out Phase 1 of this project into Five (5) projects to be awarded to five (5) separate firms.

Resolution No. 3055-18 authorized the Mayor to negotiate a fee schedule with the following firms:

- Project 1: Church Street Outfall Transmission System – Sawgrass Consulting
- Project 2: Bayou Drive, Fairwood Blvd., and Fairhope Ave. Transmission System - Dewberry
- Project 3: GIS Mapping for Asset Management and Modeling Capability – Volkert
- Project 4: Fels Ave. Lift Station Rehabilitation – Goodwyn, Mills, Cawood, Inc.
- Project 5: Grand Hotel Lift Station Assessment and Collection System Evaluation – HMR

Sawgrass has provided a proposal and fee schedule for Project 1, Church Street Outfall Transmission System, of this RFQ. Sawgrass has estimated this contract at a value of TWO MILLION FOUR HUNDRED FORTY FIVE THOUSAND DOLLARS (\$2,445,000.00). The estimated fees incurred to the city are as follows:

Service	Cost
Design Fee	\$149,145.00
Master Planning	\$15,000.00
CE&I	\$187,776.00
Total	\$351,921.00

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

Please place on the next available City Council Agenda this request for City Council to approve the fee schedule and not-to-exceed amount of \$351,921.00 and authorize the Mayor to execute the associated contract with Sawgrass of Mobile, AL.

Cc: file, R. Peterson

May 30, 2018

Honorable Mrs. Karin Wilson, Mayor
City of Fairhope
PO Box 429
Fairhope, AL 36533

**RE: City of Fairhope Wastewater Collection and Transmission System Improvements,
Church Street Outfall Transmission System**

Dear Mayor,

Sawgrass Consulting, LLC is pleased to provide professional engineering services to you for the above referenced project. Please receive this proposal for the scope of services and fee structure as we understand the project at this time.

PROJECT UNDERSTANDING

This project consists of improvements to the wastewater transmission system from the Fels Avenue and Church Street intersection, north on Church Street to the wastewater treatment plant. The wastewater from both the Fels Avenue and South Section Street lift stations is discharged into this outfall system through a manhole located near this intersection. The wastewater is then conveyed north to the wastewater treatment plant through the existing 12" gravity main outfall system that has been identified as at, or near, capacity. Additionally, the Sawgrass Team will inventory and assess the surrounding infrastructure in this corridor to identify issues and incorporate upgrades for the storm drainage conveyance system, water main system for fire protection improvements, cast iron gas main replacement, replacement of pedestrian walks to meet the Americans with Disabilities Act (ADA) compliance, streetscape improvements and possibly coordinating with Fairhope Utilities in moving overhead power distribution and services to underground distribution and services in areas identified by the City.

PRELIMINARY INVESTIGATION SCOPE OF SERVICES

SECTION 1: SURVEY SERVICES

In order to properly design the transmission system and other infrastructure upgrades the Sawgrass Team will need to conduct a complete as-built corridor survey of Church Street Right of Way from Fels Avenue to the wastewater treatment plant. This work will include location and identification of all known utilities (water, sewer, gas, telephone, fiber, electrical, etc.), storm drainage infrastructure, sidewalks, curb, trees in the ROW, roadway and topographic elevations.

The Sawgrass Team will coordinate with Fairhope Utilities for their assistance in determining depths of buried utilities with their Ground Penetrating Radar (GPR) unit and available as-built and GIS data. Assistance from the City of Fairhope Public Works Department may be needed if storm drainage infrastructure is clogged or inaccessible. The Sawgrass Team will also coordinate with all utility providers in this corridor to research and collect as much information on this infrastructure to produce an accurate survey map to avoid conflict. Please see the corresponding fee structure shown in Section 4 of this proposal document.

SECTION 2: MASTER PLANNING

In order to prepare the masterplan for these improvements the Sawgrass Team will use the as-built survey in conjunction with field investigations, video of existing gravity sewer and storm drain, existing as-builts and/or construction plans of this corridor's infrastructure, and discussions with City of Fairhope employees who have years of knowledge of these systems to produce an accurate map of the system. With this map we can analyze the existing infrastructure to determine all currently known and unknown points of concern in the system so they can be addressed in the design. This masterplan is essential before going to design because it allows all parties to openly discuss and prioritize deficiencies in the system and identify all potential areas for future development to provide an accurate design for future capacity needs. This masterplan will act as the project's scope for the Design, Permitting and Procurement portion of the contract below. Additionally, we will coordinate with other consultants under contract for the lift station upgrades in order for their design(s) to accommodate any additional required capacities.

As discussed above video inspection of existing gravity sewer and storm drainage infrastructure will be vital to determine all existing sewer lateral connections, buried manholes, buried storm drain boxes, and all unknown information on the existing systems that are inaccessible during field review and survey. We have been advised by the City of Fairhope staff that there is a current on-call contract for video inspection services and that we shall identify areas where this service is needed at or before survey services start so the data can be provided in a timely manner. Video inspection services will be invoiced directly to the City by the service provider and are not part of this proposal or contract. Additionally, it is requested that any and all existing construction plans, existing as-builts and information that is gathered during the GIS mapping project pertaining to this project's area be available for review to aid in the design.

ENGINEERING SCOPE OF SERVICES

SECTION 3: DESIGN, PERMITTING AND PROCUREMENT SERVICES

Once the as-built survey, masterplan and corresponding mapping have been discussed and agreed upon with the City staff, the design(s) and engineering plans will be finalized. The items below show certain professional engineering services related to Plan Development, Design, Permitting and Procurement for this project.

WORK INCLUDED

- Attend all meetings regarding this project with City of Fairhope staff and any requiring review by the City of Fairhope Planning Commission or City Council.

- Prepare preliminary sketches and preliminary construction cost estimates, as requested.
- Design the infrastructure improvements from the final masterplan agreed to by all parties. These improvements include, but are not limited to, sanitary sewer transmission upgrades, pressure main by-pass routing, storm drainage infrastructure upgrades, existing gas line retirement and upgrades, water line improvements for fire protection and any road rehabilitation details.
- Provide detailed engineering drawings and engineering calculations for review by the owner.
- Prepare, submit and obtain required permits for construction and any assist in securing necessary easements.
- Finalize the construction drawings and specifications for construction.
- Prepare finalized construction estimates.
- Prepare Contract Documents on behalf of the City of Fairhope detailing pre-qualification requirements for the general contractors.
- Assist the City of Fairhope through the bid process.
- Conduct a pre-bid meeting for qualified contractors.
- Assist the City of Fairhope in receiving bids.
- Tabulate bids and provide a recommendation concerning award.
- Provide Construction Engineering and Inspection Services for the project.
- Provide as-built drawings of the completed improvements.

WORK NOT INCLUDED

The work not included in this Agreement include special services, unless specifically stated in the established Project Scope at the time of this agreement. These special services include wetland delineations, video inspections of sewer and storm drain pipe, cleaning of sewer and storm drain pipe, laboratory testing of materials, subsurface borings or related activities that require specialized equipment and/or technicians. Additionally, these special services include the performance of property or boundary surveys, special assessment calculation services, operating manuals or operator training. **The ENGINEER** is not responsible in this Agreement to audit contractor's payrolls or records, check payrolls for compliance with wage rates, nor act as the foreman, superintendent, safety engineer, nor for the safety of the contractor's personnel, or to enforce governmental clauses made part of the construction contract as to consideration of the City of Fairhope receiving a governmental loan or grant.

At the written request of the City of Fairhope, the Engineer shall accomplish additional services as required by the City of Fairhope. If additional services are requested in writing from the City of Fairhope, such services may be provided by the Engineer's own forces or through subcontracts with other professionals. Contracts and subcontracts for additional services must have written approval from the City of Fairhope before the work is initiated. Additional Services that may be required include, but are not limited to the following:

- A. Wetland Delineations or identification.
- B. Video Inspections of Sewer and Storm Drain Pipe.
- C. Cleaning of sewer and storm drain pipe,
- D. Laboratory testing of materials, subsurface borings or related activities.
- E. Activities that require specialized equipment or technicians.
- F. Performance of property or boundary surveys and prepare descriptions, and maps required for property easement or right-of-way acquisition documents.

- G. Assistance of the City of Fairhope as expert witness in litigation arising from development or construction of any project.
- H. Any other services not expressly called out in the scope of work.

Additional Services can be provided upon request at the established hourly rates as shown in the attached rate schedule.

SECTION 4: WORK ITEMS AND FEE DISTRIBUTION

The following work items summarize the work to be completed and their associated fee structure.

1. **SURVEY SERVICES (15% of Project Fee)**
 - a) Locate existing utilities, drainage structures, roadways, curb, sidewalks, trees in the right of way and topographic elevations.
 - b) Coordinate with utility owners to provide accurate locations and depths of underground utilities.
 - c) Establish Control Points for use during construction.
2. **COORDINATION/PRELIMINARY DESIGN CONCEPTS (15% of Project Fee)**
 - a) Perform Field Inspections of existing infrastructure.
 - b) Evaluate and analyze the survey data, video inspections and any other data obtained to determine areas of concern and provide an accurate survey map.
3. **MASTER PLANNING (Hourly Not to Exceed Fee)**
 - a) Provide an accurate corridor survey with preliminary planning showing the areas of concern and the proposed improvements.
 - b) Discuss the findings and proposed improvements with the City of Fairhope staff to prioritize areas of concern.
 - c) Coordinate with the City of Fairhope to finalize the masterplan improvements for approval to move forward with the Design.
4. **DESIGN (60% of Project Fee)**
 - a) Prepare engineering plans and calculations for City of Fairhope staff review.
 - b) Prepare material specifications for City of Fairhope staff review.
 - c) Coordinate with the City of Fairhope staff to finalize construction plans and specifications for approval.
 - d) Finalize construction cost estimates for City of Fairhope staff.
5. **PERMITTING (5% of Project Fee)**
 - a) Prepare, submit and obtain approval from ADEM NOI permit for construction.
 - b) Attend any meetings regarding this project with the City of Fairhope staff, City Council or Planning Commission.
6. **PROJECT PROCUREMENT (5% of Project Fee)**
 - a) Prepare contract documents, specify pre-qualification requirements for general contractors.
 - b) Prepare an advertisement for bid in accordance with Title 39 requesting the contractors to bid on the project at a specified location, date and time.

- c) The engineer will conduct a mandatory pre-bid meeting with prospective contractors at a specified location, date and time.
- d) The engineer shall assist the City of Fairhope during the bid opening.
- e) The engineer shall provide the bid tabulation and recommendation for awarding the contract to the City of Fairhope.

SECTION 5: PRELIMINARY INVESTIGATION AND ENGINEERING DESIGN FEE STRUCTURE

Sawgrass Consulting, LLC shall provide professional services described in Section 1-Survey Services, Section 2-Master Planning, and Section 3-Design, Permitting and Procurement whose allocation percentages are set forth in Section 4-Work Items and Fee Distribution.

FEES – It is mutually agreed that compensation to Sawgrass Consulting, LLC for all work associated with Survey, Master Planning, Design, Permitting and Procurement shall be based upon percentages of estimated construction cost, to be adjusted based upon actual construction cost as fixed by the awarded contractor’s bid. The percentages shall be in accordance with the following table:

CONSTRUCTION COST		SURVEY, DESIGN, PERMITTING AND PROCUREMENT – FEES SCALE	
VALUE	VALUE	GDBP %	SINGLE TASK %
LESS THAN	\$100,000	9%	9%
\$100,000	\$250,000	9%	9%
\$250,000	\$500,000	8%	8%
\$500,000	\$750,000	7.65%	6.8%
\$750,000	\$1,000,000	7.32%	6.0%
\$1,000,000	\$2,000,000	6.5%	5.5%
\$2,000,000	\$4,000,000	6.1%	5.25%
\$4,000,000	AND ABOVE	5.75%	5%

Sawgrass shall invoice the City of Fairhope for Services performed on a monthly basis. For Services performed on a contract price basis, the amount of each invoice shall reflect the percentage completed for each work item detailed in Section 4-Work Items and Fee Distribution as of the date of the invoice, as determined by Sawgrass in its sole discretion. For Services performed on an hourly basis, each invoice shall list time charges. Monthly invoices shall also include all Reimbursable Costs and Reimbursable Fees, if any, for which Client is being charged.

Gravity Sewer Upgrades Value: \$ 575,000

Force Main By-Pass Improvements Value: \$270,000

Water Main Improvements Value: \$150,000

Storm Sewer Improvements Value: \$600,000

Gas Main Improvements Value: \$ 150,000

ADA Improvements Value: \$ 100,000

Roadway Restoration Improvements Value: \$ 600,000

Estimated Preliminary Construction Value: \$ 2,445,000

Estimated Fees for Work Items in Section 4 shall be 6.10 % of the Estimate Construction Cost. The percentage of project fees described in Section 4 are as follows:

Survey Services (15% of Project Fee): \$ 22,371.75

Coordination/Preliminary Design Concepts (15% of Project Fee): \$ 22,371.75

Master Planning (hourly not to exceed): \$ 15,000

Design (60% of Project Fee): \$ 89,487.00

Permitting (5% of Project Fee): \$ 7,457.25

Procurement (5% of Project Fee): \$ 7,457.25

Estimate Total Fees for Section 4 Work Items (GDBP): \$ 149,145.00

Master Planning (NTE): \$15,000

SECTION 6: CONSTRUCTION ENGINEERING AND INSPECTION (CE&I)

Sawgrass Team will provide Construction Engineering and Inspection (CE&I) services for the construction of this project. These services include daily inspection and reviews of the Contractor's progress for compliance with the terms and conditions of the Contract Documents and Design and Construction Standards for the City of Fairhope, Alabama. We will record the quantities of materials used, quality of construction practices and verify the Contractor's monthly invoices for payment match the services provided in accordance with the unit price contract. The items below show certain professional engineering services related to Construction Engineering and Inspection for the project.

CE&I SCOPE OF SERVICE

- Attend all meetings with City of Fairhope officials as required to assist in administering the construction contracts.
- Review shop drawings and manufacturer's drawings pertaining to the improvements' plans and specifications.
- CONSTRUCTION INSPECTOR shall observe and review the Contractor's quality assurance during construction and notify the Contractor and City of Fairhope if the Contractor's quality assurance is not conducted in general conformance to procedures set forth in the STANDARD SPECIFICATIONS and the requirements of the NPDES Storm Water Discharge General Permit, if applicable. The ENGINEER shall require the Construction Inspector to maintain

- on-site a copy of the STANDARD SPECIFICATIONS and shall insure that all of the personnel involved in the construction phase of the project are thoroughly familiar with the provisions of the STANDARD SPECIFICATIONS.
- The CITY will retain a testing firm to provide laboratory services for all soils studies, reports, inspections, and tests required throughout the construction of the PROJECT.
 - The CONSTRUCTION INSPECTOR shall inform and coordinate with the testing firm contracted by the CITY, to perform materials testing and associated services.
 - The ENGINEER shall verify that materials comply with specifications by continuous coordination and communication with the testing lab assigned by the CITY.
 - The ENGINEER shall prepare and review construction invoices, verify quantities, and certify accuracy for approval and payment by the CITY.
 - The ENGINEER shall provide construction administration and be in responsible charge of the project.
 - The CONSTRUCTION INSPECTOR shall, where practicable, direct that the top edge of asphalt is flush with the top of gutter at intersections so as to facilitate the installation of future sidewalk ramps. Where it is not practicable for edge of asphalt to be flush with the top of gutter, Construction Inspector shall notify City Engineer and resolve a minimum of 48 hours prior to paving operations at the particular location. Elevation differences will not be considered acceptable.
 - The ENGINEER shall not be responsible under this agreement to act as foreman, superintendent or safety engineer or be responsible for the safety of the contractor's personnel.
 - The professional ENGINEER in responsible charge shall conduct periodic field reviews to assure compliance with plans and specifications. All inspections shall be documented and submitted to the CITY ENGINEER.
 - The ENGINEER shall have a copy of, and be thoroughly familiar with applicable STANDARD SPECIFICATIONS, Standard and Special Drawings, Testing Manual, and Construction Manual, current non-metric edition, materials sources, and devices with special acceptance requirements.
 - The ENGINEER's inspector shall keep a daily diary, listing equipment on site and in use, weather conditions, Contractor's personnel on site, and the work accomplished each day.
 - The ENGINEER shall prepare monthly estimates and sign these estimates.
 - When all pay items have been completed; the CITY ENGINEER in conjunction with the INSPECTOR shall hold a semi- final review and give the contractor a written "Punch List" of items to be completed prior to the CITY ENGINEER's recommendation for acceptance of the project. When the Contractor has completed the work on the Punch List to the satisfaction of the ENGINEER, a written recommendation for acceptance of the project will be submitted to the CITY ENGINEER.

SECTION 7: CONSTRUCTION ENGINEERING & INSPECTION FEE STRUCTURE

Sawgrass Consulting, LLC shall provide professional services described in Section 6-Construction Engineering & Inspection.

FEES – It is mutually agreed that compensation to Sawgrass Consulting, LLC for all work associated with Construction Engineering and Inspection shall be based upon percentages of estimated construction cost, to be adjusted based upon actual construction cost as fixed by the awarded contractor’s bid. The percentages shall be in accordance with the following table:

CONSTRUCTION COST		CONSTRUCTION ENGINEERING AND INSPECTION – FEE
VALUE	VALUE	%
LESS THAN	\$100,000	12.88%
\$100,000	\$250,000	11.68%
\$250,000	\$500,000	10.40%
\$500,000	\$750,000	9.60%
\$750,000	\$1,000,000	9.12%
\$1,000,000	\$2,000,000	7.84%
\$2,000,000	\$4,000,000	7.68%
\$4,000,000	AND ABOVE	7.52%

Sawgrass shall invoice the City of Fairhope for Services performed on a monthly basis. For Services performed on a contract price basis, the amount of each invoice shall reflect the percentage completed for each work item detailed in Section 6-Construction Engineering and Inspection as of the date of the invoice, as determined by Sawgrass in its sole discretion. For Services performed on an hourly basis, each invoice shall list time charges. Monthly invoices shall also include all Reimbursable Costs and Reimbursable Fees, if any, for which Client is being charged.

Estimated Preliminary Construction Value: \$ 2,445,000

Estimated Fees for Work Items in Section 6 shall be 7.68 % of the Estimate Construction Cost.

Estimate Total Construction Engineering and Inspection: \$ 187,776.00

TERMS AND CONDITIONS

Client hereby agrees to pay each invoice in full within thirty (30) days of the date of the invoice. Payments should be mailed or delivered to Sawgrass at the address listed on the invoice or at such other address as Sawgrass may direct. ~~In the event Client fails to pay an invoice in full within thirty (30) days of the date thereof, such unpaid invoice shall accrue interest at a rate of the lesser of eighteen percent (18%) per annum or at the maximum legal rate.~~ All payments shall be made without any deduction, setoff, or counterclaim of any kind whatsoever.

Client agrees to reimburse Sawgrass, on a monthly basis, for all Reimbursable Costs and Reimbursable Expenses incurred by Sawgrass, if any. "Reimbursable Costs" shall mean Sawgrass’s reasonable out-of-

pocket expenses incurred in performing the Services that are not listed in the Sections above. "Reimbursable Fees" shall mean the actual fees charged by any professionals or other parties with whom Sawgrass may subcontract to perform any part or all of the Services, plus an administrative charge of ten percent (10%).

APPROVAL AND AUTHORIZATION

Sawgrass Consulting, LLC is pleased to provide this proposal to the City of Fairhope for the referenced project. If the City of Fairhope finds this agreement acceptable for approval, please execute and return one original to this office. Receipt of this executed proposal will serve as out authorization to proceed. If you should have any questions or require additional information, please contact us.

Sincerely,



Stephen J. Delahunty, P.E.
Vice President
Sawgrass Consulting, LLC

Attachments:

- Attachment A: Current Standard Hourly Billing Rate Schedule
- Attachment B: Standard terms and conditions

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

Client: City of Fairhope

By: _____ (Sign)

Print Name: _____

Title: _____

RESOLUTION NO. _____

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 Dewberry Engineers, Inc. to perform Professional Engineering Services for Project Number 2: Bayou Drive, Fairwood Blvd., and Fairhope Avenue Transmission System for the Sewer Department (RFQ No. PS014-18) with a not-to-exceed amount of \$237,000.00.

DULY ADOPTED THIS 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 5/17/2018

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Authorize Execution of Contract - RFQ PS014-18 Project 2; Prof Eng Services WW Collection; Transmission System Imp Phase I; Project A

Project Location: City Wide

Presented to City Council: 5/29/2018

Resolution #: Approved

Funding Request Sponsor: Richard Peterson, Director of Operations

Changed

Project Cash Requirement Requested:

Rejected

Cost: \$237,000.00 (not to exceed)

Vendor: Dewberry Engineers Inc.

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

Table with 8 columns: General, Gas, Electric, Water, Sewer XXX, Gas Tax, Cap Proj, Impact. Includes sub-section 'Department of General Fund Providing the Funding' with rows for Admin-10, Police-15, Fire-20, Rec-25, Adult Rec-30, Marina-34, Street-35, Sanitation-40.

Project will be:

Funding Source:

Expensed, Capitalized (XXX), Inventoried

Operating Expenses, Budgeted Capital (XXX), Unfunded

Expense Code: 004-16052
G/L Acct Name: Const-WW Collection Trans Sys

Grant: Federal - not to exceed amount State

Project Budgeted: \$0.00

City

(Over) Under budget amount: (\$237,000.00)

Bond: Title Year
Loan: Title Year

Comments: [Empty box]

Capital Lease: Payment Term

City Council Prior Approval/Date? No

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 5/17/18

Delivered To Date: 5/25/18

Delivered To Date: 5/25/18

Request Approved Date: 5/25/18

Approved Date: 5/25/18

Approved Date: 5/25/18

Signatures: Michael V. Hinson CPA

Signatures: Jill Cabiness, MBA

Signatures: Mayor Karin Wilson

Received 5/29/18
COF Project No. 9:22am 1357
L. Hanks

City of Fairhope Project Funding Request

Issuing Date: 5/17/2018

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Authorize Execution of Contract - RFQ PS014-18 Project 2; Prof Eng Services WW Collection; Transmission System Imp Phase I; Project A

Project Location: City Wide

Presented to City Council: 5/29/2018 Resolution # :
Approved _____

Funding Request Sponsor: Richard Peterson, Director of Operations Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$237,000.00 (not to exceed)

Vendor: Dewberry Engineers Inc.

Project Engineer: n/a

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

Department Funding This Project							
General	Gas	Electric	Water	Sewer XXX	Gas Tax	Cap Proj	Impact
Department of General Fund Providing the Funding							
Admin-10	Police-15 Golf-50	Fire-20 Golf Grounds-55	Rec-25	Adult Rec-30 Debt Service-85	Marina-34	Street-35	Sanitation-40

Project will be:

Expensed _____	Funding Source:
Capitalized <u>XXX</u>	Operating Expenses _____
Inventoried _____	Budgeted Capital <u>XXX</u>
	Unfunded _____

Expense Code: 004-16052 Grant: _____ Federal - not to exceed amount
G/L Acct Name: Const-WW Collection Trans Sys _____ State
_____ City
_____ Title _____ Year
_____ Title _____ Year
_____ Title _____ Year

Project Budgeted: \$0.00

(Over) Under budget amount: (\$237,000.00)

Comments:

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

City Council Prior Approval/Date? No

City Treasurer	Finance Director	Mayor
Purchasing Memo Date: <u>5/17/18</u>	Delivered To Date: <u>5/25/18</u>	Delivered To Date: _____
Request Approved Date: <u>5/25/18</u>	Approved Date: <u>5/25/18</u>	Approved Date: _____
Signatures: <u>Michael V. Hinson CPA</u>	<u>Jill Cabness, MBA</u>	Mayor Karin Wilson



MEMO

To: Mike Hinson, Treasurer

From: *Jillian Saffle*
Jillian Saffle, Purchasing Manager

Date: May 17, 2018

Re: Council to authorize Mayor to execute contract for Project 2 of RFQ **PS014-18 Professional Engineering Services for Multiple Wastewater Collection and Transmission System Improvements** at a Not-to-Exceed value

Karin Wilson
Mayor

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACO
Jimmy Conyers
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Michael V. Hinson, CPA
City Treasurer

The City needs to hire a professional consulting firm for RFQ No. PS014-18 Professional Engineering Services for Multiple Wastewater Collection and Transmission System Improvements. The RFQ (Request for Qualifications) was issued and responses were received and evaluated. The Mayor has chosen to break out Phase 1 of this project into Five (5) projects to be awarded to five (5) separate firms.

Resolution No. 3055-18 authorized the Mayor to negotiate a fee schedule with the following firms:

- Project 1: Church Street Outfall Transmission System – Sawgrass Consulting
- Project 2: Bayou Drive, Fairwood Blvd., and Fairhope Ave. Transmission System - Dewberry
- Project 3: GIS Mapping for Asset Management and Modeling Capability – Volkert
- Project 4: Fels Ave. Lift Station Rehabilitation – Goodwyn, Mills, Cawood, Inc.
- Project 5: Grand Hotel Lift Station Assessment and Collection System Evaluation – HMR

Dewberry has provided a proposal and fee schedule for Project 2, Bayou Drive, Fairwood Blvd., and Fairhope Ave, of this RFQ. Dewberry has estimated this contract at a value of \$1.8 million. The estimated fees incurred to the city are as follows:

Service	Cost
Design Fee	\$99,000.00
Master Plan for Contributing Area	\$21,000.00
CE&I	\$117,000.00
Total	\$237,000.00

Please place on the next available City Council Agenda this request for City Council to approve the fee schedule and not-to-exceed amount of \$237,000.00 and authorize the Mayor to execute the associated contract with Dewberry of Daphne, AL.

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

Cc: file, R. Peterson



Dewberry Engineers Inc. | 251.990.9950
9949 Bellaton Avenue | 251.990.9910 fax
Daphne, AL 36526 | www.dewberry.com

May 16, 2018

Mrs. Karin Wilson
Honorable Mayor
City of Fairhope
PO Box 429
Fairhope, AL 36533

**RE: Fairhope Sewer Improvements Project,
Bayou Transmission Upgrade**

Dear Mayor:

Dewberry is pleased to have the opportunity to provide service to you for the above mentioned project. Please accept this proposal for scope of services and fee as we understand the project at this time.

PROJECT UNDERSTANDING

The project will consist of upgrading the sewer transmission capacity for the Bayou Drive Transmission line from the "Dog House" lift station to the treatment plant. This corridor currently has an 18" gravity sewer line that has been determined to be at capacity by a recent sewer study by GMC.

The contributing area for the Dog House lift station is the primary feed to the transmission Bayou Transmission line has a contributing service area of approximately 9 square miles currently. In order to properly size the proposed improvement, an understanding of the routing of the entire sewer system up stream of the Dog House lift station needs to be accurately mapped. Once mapping process is complete then planning on how to make improvements within this area that can begin, both improving the functionality of the existing infrastructure, and providing increased capacity with the newly proposed infrastructure. A map of the known contributing area for the Dog House Lift Station and Bayou Drive transmission line are shown on the next page.

BASIC SCOPE OF SERVICES

SECTION 1: MASTER PLAN

Research and explore existing as-built files, along with field investigation and interviews of existing City of Fairhope personnel to establish and accurately map the existing infrastructure and how it routes within the current service area. Determine potential connection points along the periphery of the current service area to incorporate future growth.

This work is necessary to determine how best to improve the transmission line within the prescribed corridor. The master planning will also help identify other specific points of concern within the system to help the City of Fairhope prioritize potential future improvements as the City continues to move toward making marked improvements to its current infrastructure.



FAIRHOPE SEWER IMPROVEMENTS
BAYOU DRIVE TRANSMISSION LINE

It is known that another project is being let to provide GIS mapping for the Fairhope utility infrastructure. It is requested that any information that is captured that could be mutually beneficial for the City of Fairhope, Dewberry or the other consultant working on the GIS project be shared.

Dog House Lift Station Estimated Service Area.



Picture courtesy of Google Earth

SECTION 2: SURVEY SERVICES

Corridor Survey- Dewberry will provide topographic survey for the proposed routing of existing Bayou Transmission line along with any ancillary information necessary to provided design. This work will include locating all physical features within the corridor with the cooperation of Fairhope Utilities to determine the depth of buried utilities via Ground Penetrating Radar (GPR). There may be call out situations for elevations on structures within the overall contributing area for the Dog House lift station.

SECTION 3: Omitted

SECTION 4: ENGINEERING SCOPE OF SERVICES

The professional engineering scope of services to be provided will be based on the following:

GENERAL SERVICES

The Engineer shall perform certain professional engineering services relating to sanitary sewer system improvements as authorized by the City of Fairhope

Survey, Design, Permitting and Letting

1. Attend meetings regarding proposed project, with City Staff, and any required 115211 Review with the Planning Commission or City Council.
2. Prepare preliminary layouts and sketches if needed.
3. Prepare preliminary construction cost estimates.
4. Field surveys for design and layout, and Master Plan of existing and future contributing areas.
5. Design the improvements for the proposed area. Including, but not limited to, sanitary sewer upgrades, potable water upgrades, gas line upgrades, existing drainage infrastructure upgrades.
6. Obtain required construction permits and assist with obtaining utility easement, if necessary.
7. Prepare detailed contract drawings and specifications for construction.
8. Prepare construction estimates of quantities and cost.
9. Assembling and mailing Contract Documents on behalf of City of Fairhope.
10. Dewberry will assist City of Fairhope in receiving bids.
11. The Engineer shall provide pre-qualification requirements for the general contractors.
12. The Engineer shall conduct a pre-bid meeting with the qualified contractors.
13. Tabulate bids and make recommendations concerning award.
14. Dewberry will assist City of Fairhope in award of the Contract.
15. Provide Construction Engineering and Inspections services for the project as designed.

Work Not Included

Special services, unless specifically stated in the established Project Scope, such as laboratory testing of materials, subsurface borings and activities of a similar nature, which require specialized equipment and technicians are not part of this Agreement. These special services also include the performance of property, or boundary surveys, services on calculations of special assessment, or operating manuals and operator training. The ENGINEER is not responsible under this Agreement to audit contractor's payrolls or records, or to check payrolls for compliance with wage rates or to act as foreman, superintendent, safety engineer, or for the safety of the contractors personnel, or to enforce governmental clauses made part of the construction contract as to consideration of the City of Fairhope receiving governmental loans or grants.

SPECIAL SERVICES

At the written request of the City of Fairhope, the Engineer shall accomplish such special services as required by the City of Fairhope. When the Engineer is requested to provide special services, such services may be provided by Engineer's own forces or through subcontracts with other professionals. However, contracts with other professionals for special services must have the written approval of the City of Fairhope before the work is initiated. Special services which may be required include, but are not necessarily limited to the following:

- A. Land Surveys and Engineering as necessary to establish property boundaries and prepare descriptions, and prepare property maps required for property right-of-way or easement acquisition purposes outside of the services in the scope of work.
- B. Soils and Material Investigations including test borings, laboratory and field testing of soils and materials and related reports as required for design and construction quality control purposes.
- C. Assistance of the City of Fairhope as expert witness in litigation arising from development or construction of any project.
- D. Accomplishment of special surveys and investigations, and the preparation of special reports and drawings as may be requested or authorized in writing by the City of Fairhope.
- E. Any other services not expressly called out in the scope of work.
- F. Pipe video and cleaning by sub-contractor.

Special services can be provided upon request at the established hourly rates as shown in the attached rate schedule.

SECTION 4A: DESIGN STEPS AND APPROACH with PERCENTAGE OF COMPLETION ALLOCATIONS

The following steps shall be completed for the project planning, route surveying, engineering design, permitting and bidding services.

1. **EVALUATION/COORDINATION (10% Project fees)**
 - a. Coordination with City of Fairhope on details for the sanitary sewer system route, specifications of materials and connections.
2. **PERFORM ROUTE SURVEYING (20% Project fees)**
 - a. Establish a construction baseline and construction stationing;
 - b. Locations of existing utilities, drainage structures, wetlands, roadways and right-of-ways;

- c. Preparation of sanitary sewer system route drawings all the above items;
3. PREPARE SEWER SYSTEM CONSTRUCTION PLANS (50% Project fees)
 - a. Coordination with City of Fairhope staff for review and approval;
 - b. Prepare material specifications.
4. PERMITTING (5% Project fees)
 - a. Prepare, submit and obtain approval for ADEM NOR permit for construction
5. ADVERTISE PROJECT (5% Project fees)
 - a. Prepare advertisement for bid in as required by Title 39 requesting Alabama General Contractors to bid on the project sanitary sewer system on a designated date and time.
6. PRE-QUALIFICATION (5% Project fees)
 - a. The Engineer shall provide pre-qualification requirements for the general contractors.
 - b. The Engineer shall conduct a pre-bid meeting with prospective contractors.
7. AWARDING CONSTRUCTION CONTRACT (5% Project fees)
 - a. The project engineering will provide a bid tabulation of all bids received from the contractors;
 - b. Based on the bid tabulation, a recommendation for awarding the contract will be made to the Utility Board's for their approval.

SECTION 5 – DESIGN FEES

RESPONSIBILITIES OF CITY OF FAIRHOPE

The Engineer agrees to provide professional services for all services included in Section 1- Master Plan, Section 2- Survey Services, and Section 3- Pipe Video/Cleaning Section 4-Engineering Scope of Services, and Section 5- Design Steps and Approach with Percentage Completion Allocations, agrees to pay the Engineer as compensation for its services based on percentages of the allocated agreed estimated project cost, as benchmarks set out in Section 4A. Following timely completion of project, the City of Fairhope agrees to make final payment to Engineer as compensation for its services as specified below:

Fees – It is mutually agreed that compensation to the ENGINEER will be as follows:

For all work associated with Survey, Design, Permitting, and Letting as specified in General Services, the fee shall be based on a percentage of the estimated construction cost of the construction project, to be adjusted based on the actual construction cost as fixed by the lowest qualified bid received.

The percentage of construction cost for determination of Survey, Design, Permitting, and Letting fees based on a percentage of construction costs shall be in accordance with the following:

CONSTRUCTION COSTS		SURVEY, DESIGN, PERMITTING & LETTING PHASE – FEE %
\$	\$	%
Less than	\$100,000	9%
\$100,000	\$250,000	9%
\$250,000	\$500,000	9%
\$500,000	\$750,000	6.25%
\$750,000	\$1,000,000	6%
\$1,000,000	\$2,000,000	5.5%
\$2,000,000	\$4,000,000	5.25%
\$4,000,000	And above	5%

It is mutually agreed that the ENGINEER's Design fee by this method shall not be less for construction cost in the lower range of one construction step than is available by utilizing the maximum construction cost and percentage for the preceding lower construction step.

For all work associated with Survey, Design, Permitting and Letting required to complete detailed plans and specifications for individual construction projects, payment shall be made periodically, based on the Board approved percentage of completion of the plans and specifications for the project as provided in percentage of completion allocations provided in Section 3.

Initial Estimated Value of Construction (this value will vary)..... \$1,800,000.00

Estimated Value of Design Fee (Bayou Transmission Upgrade)..... \$99,000.00
Master Plan for Contributing Area, (Hourly, Not to Exceed).....\$21,000.00

Sub Consultant SIS. (Special Services proposal attached for reference)

Estimated total value of design engineering contract..... \$ 120,000.00

SECTION 6 – CONSTRUCTION ENGINEERING AND INSPECTION

The work will consists of Construction Engineering Inspection Services (CE&I) for the installation of new sanitary sewer infrastructure necessary to upgrade the existing Bayou Transmission line corridor.

BASIC SCOPE OF SERVICES

SECTION 7 - CONSTRUCTION ENGINEERING INSPECTION SERVICES

A. Construction Engineering Inspection Services

1. Attend meetings with City of Fairhope officials as required and assist in administering the construction contracts.
2. Recover and/or furnish reference line and bench marks for control of the work.
3. Review shop drawings and manufacturer's drawings pertaining to the improvements for compliance with the design concept.
4. Review laboratory, mill and shop tests of materials to be incorporated into the work.
5. Provide field reviews of the work and interpret the plans and specifications by periodic visits to the site by Dewberry Inspectors and engineers.
6. Provide the services of a project inspector, in order that the work under progress shall have continuous close inspection to ensure the project is in accordance with the project plans and specifications. The ENGINEER will endeavor to protect City of Fairhope Utilities against defects and deficiencies in the work of contractors, but does not guarantee the work or performance of the contractors.
7. The ENGINEER is not responsible under this Agreement to act as foreman, superintendent, or safety engineer or for the safety of the contractor's personnel.
8. Review and approve contractor's estimates for work performed for payment by The City of Fairhope.
9. Make final review of the construction upon completion and revise the construction drawings to show the project "record drawing", and certify that they are in accord with knowledge required to meet professional engineering standards of practice, the project was built in accordance with the Construction Contract Plans and Specifications.
10. Field measure pay items, quantity of work for preparation of final construction estimate for approval by contractor and payment by The City of Fairhope.
11. The ENGINEER will furnish City of Fairhope with up to a reasonable number of sets of all plans, reports, and specifications.

SECTION 8 - CE&I FEE SCHEDULE:

For all work associated with construction services, the fee shall be based on a percentage of the construction cost of each individual construction project as specified below. The percentage of construction costs for determination of construction services fees based on a percentage of construction costs shall be in accordance with the following:

CONSTRUCTION COSTS		CONSTRUCTION (CE&I) PHASE – FEE %
\$	\$	%
Less than	\$ 100,000	11.25%
\$ 100,000	\$ 250,000	10%
\$ 250,000	\$ 500,000	9%
\$ 500,000	\$ 750,000	8%
\$ 750,000	\$1,000,000	7.75%
\$1,000,000	\$2,000,000	6.5%
\$2,000,000	\$4,000,000	6.25%
\$4,000,000	And above	6%

SECTION 9- FEES

RESPONSIBILITIES OF CITY OF FAIRHOPE

- A. The Engineer agrees to provide professional services for all services included in Sections:
 - 1. Construction Engineering Inspection Services
- B. City of Fairhope agrees to pay the Engineer as compensation for its services at the rates described in section 8 with the processing of each contractor pay request.

Fees – It is mutually agreed that compensation to the ENGINEER will be as follows:

For all work associated with Construction Engineering and Inspection, the fee shall be based on a percentage of the estimated construction cost of the construction project, to be adjusted based on the actual construction cost as fixed by the Final Contractor Pay Request for the construction project.

Estimated Construction Value..... \$1,800,000.00
 Estimated Value of CE&I Contract.....\$117,000.00
 CE&I services will be billed up to 85% complete until final invoice is processes to allow for adjustment of final contract value.

TERMS AND CONDITIONS

In consideration of the engineering services provided by Dewberry, Client agrees to pay in addition to the invoice amount, interest at the rate of 1.5% per month (18% APR) for all balances outstanding for more than thirty (30) days from the invoice date, said interest to be calculated retroactively to the invoice date. In the event that Dewberry Engineers, Inc. prevails in any litigation brought with respect to any dispute

that may arise out of or in connection with this Contract, Client agrees to pay reasonable attorney's fees and expenses of Dewberry Engineers, Inc. associated with said litigation. In the event the Client prevails in any such litigation, Dewberry agrees to pay reasonable attorney's fees and expenses of the Client associated with said litigation.

RESTRICTION OF USE

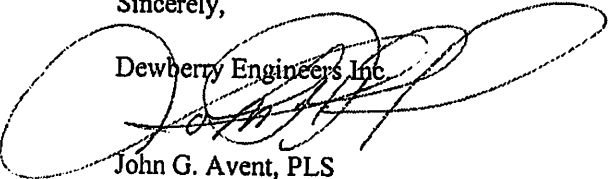
This proposal includes information that shall not be disclosed outside of the CLIENT and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offer, or as a result of, or in connection with, the submission of this information, CLIENT shall have the right to duplicate, use, or disclose the information to the extent provided in the resulting contract. This restriction does not limit, CLIENT's right to use information contained in this proposal if it is obtained from another source without restriction. The information subject to this restriction is contained on all pages of this proposal.

AUTHORIZATION

If this proposal meets with your approval, please return one (1) executed original to this office. Receipt of the executed proposal will serve as our authorization to proceed. If you have questions, please do not hesitate to contact us.

Sincerely,

Dewberry Engineers Inc



John G. Avent, PLS
Associate Vice President

Attachments:

- Attachment A: Standard Hourly Billing Rate Schedule (7/28/17)
- Attachment B: Standard terms and conditions

The foregoing contract with Dewberry Engineers Inc. is accepted:

Please Print Authorized Representative, City of Fairhope

Signature Authorized Representative, Date

Print Title of Authorized Representative



2001 West I-65 Service Rd. N.
 Mobile, AL 36618
 PH (251) 471-4315 FAX (251) 473-6315

Andy Bobe, PE
 Associate
 Senior Project Manager
 Dewberry
 9949 Bellaton Ave.
 Daphne, AL 36526
 251.747.1692 cell
 251.929.9781 direct
ABobe@Dewberry.com

May 7, 2018

Dear Mr. Bobe,

We are pleased to present the following proposal for your review; this proposal is for the CCTV video and cleaning as necessary for the storm sewers at the referenced project and as found on the plans provided.

SANITARY SEWER:

Since plans were available for review for the proposed cleaning and CCTV inspection of the 18" sanitary sewer, mostly running along Bayou Drive, pricing is provided on an estimated quantity of 5,650 l.f. Final pricing would be based upon actual footage cleaned and inspected.

SIS has the capability to inspect sanitary sewer laterals from the main line. Pricing for that task is provided and for information only and would only be used when and if instructed by the Owner/Engineer.

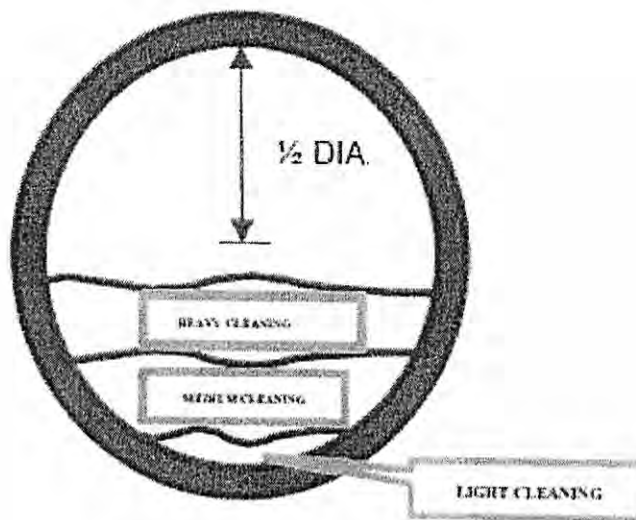
ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
CLEAN AND CCTV INSPECT 18" SANITARY SEWER	L.F.	5650	\$ 6.50	\$ 36,725.00
LATERAL LAUNCH (ONLY AS INSTRUCTED)	EACH	\$ 150.00	75	\$ 11,250.00
			TOTAL	\$ 47,975.00

STORM SEWER:

Storm sewer pricing varies in relationship to the amount of debris found in the lines.

For visual purposes only, we have provided a sketch of what we believe is a visual approach to the amount of dirt associated with the various amounts of dirt found in pipes.

SIS is providing pricing for various pipe size as well as for Light, Medium and Heavy Cleaning. The level of cleaning would be approved by coordinated on-sight inspection by the Engineer and Contractor prior to cleaning. In the event a more scoped project arises, a more detailed pricing could be devised to address exact nature of the project.



Light, Medium and Heavy Cleaning pricing is as seen below. Please note, when volumes of sediment is more than as noted in the sketch, heavy cleaning prices apply. SIS will coordinate with the owner to devise a process that equitably reflects the pricing set forth.

CCTV inspection is provided separately to allow flexibility in Task Orders.

METHODS/PROCEDURES

1. SIS will perform all duties of this project in a safe and professional manner and to the provisions set forth.
2. SIS Industrial Service will furnish all necessary tools, equipment, materials, labor and supervision to complete this project.
3. Owner will provide on-site water for the cleaning process.
4. Owner will provide on-site disposal location for the wet, soupy debris removed from the line segments.

/s/ Paul B. David Coordinator 251-243-1964 cell pbdavid@smithind.com

Respectfully,

We appreciate this opportunity and look forward to working with you on this project.

SIZE	QUANTITY	UNIT	MEDIUM	HEAVY	CCTV (all types)
15" RCP	500	LF	\$6.00	\$3,000.00	\$7.00
18" RCP	500	LF	\$7.00	\$3,500.00	\$8.00
24" RCP	500	LF	\$12.00	\$6,000.00	\$20.00
30" RCP	500	LF	\$18.00	\$9,000.00	\$25.00
36" RCP	500	LF	\$20.00	\$10,000.00	\$30.00
42" RCP	500	LF	\$22.00	\$11,000.00	\$35.00
48" RCP	500	LF	\$25.00	\$12,500.00	\$40.00
54" RCP	500	LF	\$30.00	\$15,000.00	\$50.00
60" RCP	500	LF	\$40.00	\$20,000.00	\$55.00
				\$27,500.00	\$1.00
					\$500.00

SIZE	QUANTITY	UNIT	LIGHT	CCTV
15" RCP	500	LF	\$5.00	\$2,500.00
18" RCP	500	LF	\$5.50	\$2,750.00
24" RCP	500	LF	\$6.00	\$3,000.00
30" RCP	500	LF	\$12.00	\$6,000.00
36" RCP	500	LF	\$15.00	\$7,500.00
42" RCP	500	LF	\$16.00	\$8,000.00
48" RCP	500	LF	\$20.00	\$10,000.00
54" RCP	500	LF	\$25.00	\$12,500.00
60" RCP	500	LF	\$30.00	\$15,000.00
				\$1.00
				\$500.00

Standard Hourly Billing Rate Schedule

Dewberry	Hourly Rates
Professional	
Principal	\$280.00
Architect I,II,III	\$85.00, \$100.00, \$115.00
Architect IV, V, VI	\$130.00, \$145.00, \$165.00
Architect VII, VIII, IX	\$185.00, \$200.00, \$220.00
Interior Designer I,II,III,IV	\$75.00, \$85.00, \$105.00, \$150.00
Engineer I,II,III	\$100.00, \$110.00, \$125.00
Engineer IV, V, VI	\$140.00, \$160.00, \$175.00
Engineer VII, VIII, IX	\$190.00, \$205.00, \$225.00
Other Professionals I, II, III	\$95.00, \$110.00, \$120.00
Other Professionals IV, V, VI	\$135.00, \$155.00, \$165.00
Other Professionals VII, VIII, IX	\$190.00, \$205.00, \$225.00
Technical	
Geographer/GIS I,II,III	\$85.00, \$95.00, \$105.00
Geographer/GIS IV, V, VI	\$115.00, \$135.00, \$150.00
Geographer/GIS VII, VIII, IX	\$180.00, \$200.00, \$220.00
Designer I,II,III	\$100.00, \$115.00, \$135.00
Designer IV, V, VI, VII	\$150.00, \$175.00, \$195.00, \$205.00
CADD Technician I,II,III,IV	\$70.00, \$85.00, \$95.00, \$115.00
Surveyor I,II,III	\$60.00, \$70.00, \$80.00
Surveyor IV, V, VI	\$100.00, \$105.00, \$120.00
Surveyor VII, VIII, IX	\$140.00, \$165.00, \$185.00
Other Technical I,II,III	\$60.00, \$80.00, \$100.00
Other Technical IV, V, VI	\$115.00, \$130.00, \$150.00
Construction	
Construction Professional I,II,III	\$120.00, \$135.00, \$155.00
Construction Professional IV, V, VI	\$180.00, \$200.00, \$215.00
Inspector I,II,III	\$80.00, \$95.00, \$110.00
Inspector IV, V, VI	\$130.00, \$140.00, \$155.00
Survey Field Crews	
Fully Equipped 1, 2, 3, 4 Person Crews	\$120.00, \$150.00, \$180.00, \$210.00
With Laser Scanner 1, 2 Person	\$170.00, \$200.00
Administration	
Admin Professional I,II,III,IV	\$65.00, \$85.00, \$100.00, \$110.00
Non-Labor Direct Costs	Cost + 15%

COMPANY CONFIDENTIAL AND PROPRIETARY



**ATTACHMENT B
STANDARD TERMS AND CONDITIONS**

These Standard Terms and Conditions ("STCs") are incorporated by reference into the foregoing agreement or proposal, along with any future modifications or amendments thereto made in accordance with Paragraph 23 below (the "Agreement") between Dewberry ("we" or "us" or "our") and its client ("you" or "your") for the performance of services as defined in our proposal ("Services"). These STCs are fully binding upon you just as if they were fully set forth in the body of the Agreement, and shall supersede any term or provision elsewhere in the Agreement in conflict with these STCs.

1. **Period of Offer.** Unless we decide, in writing, to extend the period for acceptance by you of our proposal, you have 90 days from our proposal date to accept our proposal. We have the right to withdraw the proposal at any time before you accept. Delivery of a signed proposal—whether original or copy—to us constitutes your acceptance of the proposal, including attachments expressly incorporated into the proposal by reference. The proposal and incorporated attachments shall constitute the entire Agreement between you and us. If you request us to render Services before you deliver a signed proposal to us, and we render Services in accordance with the proposal, you agree that the proposal and these STCs constitute the Agreement between you and us even if you fail to return a signed proposal to us.
2. **Scope of Services.** For the fee set forth in the Agreement, you agree that we shall only be obligated to render the Services expressly described in the Agreement. Unless the Agreement expressly requires, in no event do we have any obligation or responsibility for:
 - a. The correctness and completeness of any document which was prepared by another entity.
 - b. The correctness and completeness of any drawing prepared by us, unless it was properly signed and sealed by a registered professional on our behalf.
 - c. Favorable or timely comment or action by any governmental entity on the submission of any construction documents, land use or feasibility studies, appeals, petitions for exceptions or waivers, or other requests or documents of any nature whatsoever.
 - d. Taking into account off-site circumstances other than those clearly visible and actually known to us from on-site work.
 - e. The actual location (or characteristics) of any portion of a utility which is not entirely visible from the surface.
 - f. Site safety or construction quality, means, methods, or sequences.
 - g. The correctness of any geotechnical services performed by others, whether or not performed as our subcontractor.
 - h. The accuracy of earth work estimates and quantity take-offs, or the balance of earthwork cut and fill.
 - i. The accuracy of any opinions of construction cost, financial analyses, economic feasibility projections or schedules for the Project.Should shop drawing review be incorporated into the Services, we shall pass on the shop drawings with reasonable promptness. Our review of shop drawings will be general, for conformance with the design concept of the Project to which this Agreement relates ("Project") and compliance with the information given in the construction documents, and will not include quantities, detailed dimensions, nor adjustments of dimensions to actual field conditions. Our review shall not be construed as permitting any departure from contract requirements nor as relieving your contractor of the sole and final responsibility for any error in details, dimensions or otherwise that may exist.
Our Services shall not be construed as providing legal, accounting, or insurance services.
3. **Your Oral Decisions.** You, or any of your directors, officers, partners, members, managers, employees or agents having apparent authority from you, may orally: (a) make decisions relating to Services or the Agreement; (b) request a change in the scope of Services under the Agreement; or (c) request us to render additional Services under the Agreement, subject to our right to require you to submit the request in writing before your decision or request shall be considered to have been effectively made. You may, at any time, limit the authority of any or all persons to act orally on your behalf under this Paragraph 3, by giving us seven (7) days advance written notice.
4. **Proprietary Rights.** The drawings, specifications and other documents prepared by us under this Agreement are instruments of our service for use solely for the Project and, unless otherwise provided, we shall be deemed the author of these documents and shall retain all common law, statutory, and other reserved rights, including the copyright and rights to any Dewberry trademarks. You shall be permitted to retain copies, including reproducible copies of our instruments of service for information and reference for the Project. Our drawings, specifications, or other documents shall not be used by you or others on other projects for any reason or for completion of this Project by other professionals, unless you enter into a written agreement with us allowing for such use. Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication inconsistent with our reserved rights.
5. **Fees and Compensation.** If you request us to render services not specifically described in the Agreement, or, if we or anyone in our employ, is called upon to be deposed or to testify in a matter in which we are not a named party, that relates to the Project, you agree to compensate us for such services in accordance with the hourly rates as set forth on Attachment A of this Agreement or in any subsequently effective schedule, unless otherwise agreed in writing. If no compensation rate is set forth on Attachment A, or through written agreement between you and us, we shall be compensated for such services at our then current hourly rates. We may unilaterally increase our lump sum or unit billing rates on each anniversary of your acceptance of this Agreement by as much as five percent or the percentage increase in the CPI-W (U.S. Department of Labor Consumer Price Index-Washington), whichever is greater. Hourly rates are subject to periodic revision at our discretion.
6. **Period of Service.** The provisions of this Agreement and the compensation provided for under the Agreement have been established in anticipation of the orderly and continuous progress of the Project. Our obligation to render the Services will extend only for that period which may reasonably be required to complete the Services in an orderly and continuous manner and we may then, at our sole option, terminate the Agreement.
7. **Reimbursable Expenses.** Unless the Agreement otherwise provides, you shall reimburse us, or our affiliates, for all expenses we incur to render the Services for you under this Agreement, plus fifteen percent. We may submit invoices for reimbursable expenses separately from invoices for Services.
8. **Payment Terms.** We may submit invoices at any time to you for Services and for reimbursable expenses incurred. Invoices are payable within 30 days of the invoice date, and you agree to pay a finance charge of 1 1/2% per month on any unpaid balance not received by us within 30 days of the invoice date. If you require payment via credit card, Dewberry will assess a 3% processing fee on the total amount invoiced. Invoices may be based either upon our estimate of the proportion of the total Services actually completed at the time of billing for lump sum or fixed fee services, or in the case of hourly services, upon rendering of the Services. If any invoice is not paid within 30 days of the invoice date, we shall have the right either to suspend the performance of our Services until all invoices more than 30 days past due are fully paid or to terminate the agreement and to initiate proceedings to recover amounts owed by you. Additionally, we shall have the right to withhold from you the possession or use of any drawings or documents prepared by us for you under this or any other agreement with you until all delinquent invoices are paid in full. You shall not offset payments of our invoices by any amounts due, or claimed to be due for any reason.
If you do not give us written notice disputing an invoice within 20 days of the invoice date, the invoice shall conclusively be deemed correct. All payments made by you should specify the invoice numbers being paid. If we receive payments that do not specify the invoices being paid, you agree that we may apply payments in our sole discretion. Time is of the essence of your payment obligations; and your failure to make full and timely payment shall be deemed a material breach.
9. **Information from You and Public Sources.** You shall furnish us all plans, drawings, surveys, deeds and other documents in your possession, or that come into your possession, which may be related to the Services, and shall inform us in writing about all special criteria or requirements related to the Services (together, "Information"). We may obtain deeds, plats, maps and any other information filed with or published by any governmental or quasi-governmental entity (together, "Public Information"). Unless we are engaged in writing as an additional service to independently verify such, we may rely upon Information and Public Information in rendering Services. We shall not be responsible for errors or omissions or additional costs arising out of our reliance on Information or Public Information. You agree to give prompt notice to us of any development or occurrence that affects the scope or timing of Services, or any defect in the final work submitted by us, or errors or omissions of others as they are discovered. We shall not be responsible for any adverse consequence arising in whole or in part from your failure to provide accurate or timely information, approvals and decisions, as required for the orderly progress of the Services.
10. **Plan Processing.** We may submit plans and related, or other, documents to public agencies for approval. However, it may be necessary, in order to serve your interests and needs, for us to perform special processing, such as attending meetings and conferences with different agencies, hand carrying plans or other documents from agency to agency, and other special services. These special services are not included in the basic fee and shall be performed as additional services on an hourly fee basis in accordance with our applicable hourly rate schedule.

RESOLUTION NO. _____

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 Volkert, Inc. to perform Professional Engineering Services for Project Number 3: GIS Mapping for Asset Management & Modeling Capability for the Sewer Department (RFQ No. PS014-18) with a not-to-exceed amount of \$55,000.00.

DULY ADOPTED THIS 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope Project Funding Request

Issuing Date: 6/4/2018

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Authorization to Execute Contract RFQ PS014-18 for Prof Engineering Svcs WW Collection & Transmission Sys Impr Project 3

Project Location: WW Collection System

Presented to City Council: 6/11/2018 Resolution #: _____ Approved _____

Funding Request Sponsor: Richard Peterson, Operations Director Changed _____ Rejected _____

Project Cash Requirement Requested:
 Cost: \$55,000.00 (not-to-exceed amount)

Vendor: Volkert, Inc.

Project Engineer: n/a

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

Department Funding This Project							
General	Gas	Electric	Water	Sewer XXX	Gas Tax	Cap Proj	Impact
Department of General Fund Providing the Funding							
Admin-10	Police-15 Golf-50	Fire-20 Golf Grounds-55	Rec-25	Adult Rec-30 Debt Service-85	Marina-34	Street-35	Sanitation-40

Project will be:

Expensed _____	Funding Source:
Capitalized <u>XXX</u>	Operating Expenses _____
Inventoried _____	Budgeted Capital _____
	Unfunded _____

Expense Code: 003-16052 Grant: _____ Federal - not to exceed amount

G/L Acct Name: Constr-WW Collection Trans Sys State _____

Project Budgeted: \$0.00 City _____

(Over) Under budget amount: (\$55,000.00)

Bond: _____ Title _____ Year _____

Loan: _____ Title _____ Year _____

Capital Lease: _____ Payment _____ Term _____

Comments:

City Council Prior Approval/Date? No

<u>City Treasurer</u> Purchasing Memo Date: <u>5/31/18</u> Request Approved Date: <u>6/4/18</u> Signatures: <u>Michael V. Hinson</u> Michael V. Hinson CPA	<u>Finance Director</u> Delivered To Date: <u>6/4/18</u> Approved Date: <u>6/4/18</u> Signatures: <u>Jill Cabiniss</u> Jill Cabiniss, MBA	<u>Mayor</u> Delivered To Date: <u>6/4/18</u> Approved Date: <u>6/4/18</u> Signatures: <u>Karin Wilson</u> Mayor Karin Wilson
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MEMO

To: Mike Hinson, Treasurer
From: *Jillian Saffle*
Jillian Saffle, Purchasing Manager

Date: May 31, 2018

Re: Council to authorize Mayor to execute contract for Project 3 of RFQ PS014-18 Professional Engineering Services for Multiple Wastewater Collection and Transmission System Improvements at a Not-to-Exceed value

Karin Wilson
Mayor

Council Members

- Kevin G. Boone
- Robert A. Brown
- Jack Burrell, ACOMO
- Jimmy Conyers
- Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Michael V. Hinson, CPA
City Treasurer

The City needs to hire a professional consulting firm for RFQ No. PS014-18 Professional Engineering Services for Multiple Wastewater Collection and Transmission System Improvements. The RFQ (Request for Qualifications) was issued and responses were received and evaluated. The Mayor has chosen to break out Phase 1 of this project into Five (5) projects to be awarded to five (5) separate firms.

Resolution No. 3055-18 authorized the Mayor to negotiate a fee schedule with the following firms:

- Project 1: Church Street Outfall Transmission System – Sawgrass Consulting**
- Project 2: Bayou Drive, Fairwood Blvd., and Fairhope Ave. Transmission System - Dewberry**
- Project 3: GIS Mapping for Asset Management and Modeling Capability – Volkert**
- Project 4: Fels Ave. Lift Station Rehabilitation – Goodwyn, Mills, Cawood, Inc.**
- Project 5: Grand Hotel Lift Station Assessment and Collection System Evaluation – HMR**

Volkert has provided a proposal and fee schedule for Project 3, GIS Mapping for Asset Management and Modeling Capability, of this RFQ. Volkert has estimated this contract at a value of FIFTY FIVE THOUSAND DOLLARS (\$55,000).

Please place on the next available City Council Agenda this request for City Council to approve the fee schedule and not-to-exceed amount of \$55,000.00 and authorize the Mayor to execute the associated contract with Volkert of Mobile, AL.

Cc: file, R. Peterson

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov



Volkert, Inc.
 1110 Montilmar Dr., Suite 560 (36609)
 P.O. Box 7434
 Mobile, AL 36670-0434
 Office 251.342.1070
 volkert@volkert.com

www.volkert.com

May 30, 2018

Proposal for Sanitary Sewer System GIS Mapping – Phase 1

Mr. Richard Peterson
 City of Fairhope
 P.O. Drawer 429
 Fairhope, AL 36533

Dear Mr. Peterson:

We appreciate the opportunity to team with the City of Fairhope to further develop your GIS capabilities for the City's utilities. The following proposal describes the approach to develop the basics starting with the sewer system with a future goal that all utilities will follow the same protocol.

Background and Summary of the Effort:

We understand that the City would like to develop a complete GIS Mapping system for the utilities owned by the City of Fairhope. We feel that the meeting held at your offices on Friday, November 17, 2018 to discuss the City's objectives and Volkert's experiences and capabilities in terms of GIS mapping was very productive in assisting with the development of this proposal.

It is also our understanding that based on the City Council decision on April 23, 2018 to select Volkert to support the City in their efforts to improve the wastewater system, you have been authorized to request this updated proposal to try and get started on the work.

It is our understanding that the City would like to begin developing a long-term plan to include all of the City's utilities in a master GIS system along with an extensive list of attributes related to items included in the system. We also understand that the City would ultimately like to be able to share needed information with Emergency Response to assist with providing the City's customers with improved emergency assistance. It was discussed that the City's goal for the long-range system would include the sewer, water, gas, and electric utilities. To achieve the City's goal, it was determined that the GIS system will be developed in phases beginning with the Sewer System. Specific examples that will be included in the initial GIS system for the sanitary sewer system include updated pipe location, materials, and lengths as determined from recent internal video inspection. The system can also store inspection videos, project drawings, rehabilitation information for specific line segments and/or manholes, etc.

This letter includes the proposed scope of work and estimated fees to develop the basic foundation for the GIS system and populate it with the available information associated with the sanitary sewer system.



We anticipate that the overall effort will be a multi-phased approach that will ultimately incorporate all of the utility systems owned, operated, and maintained by the City of Fairhope. In addition to the cost provided by Volkert herein, there are also additional hardware and software costs for both the initial phase and the maintenance phase. It is also anticipated that there will be ongoing labor costs for the City to develop and maintain the GIS system as it expands into its full capability and as upgrades or modifications are performed on any of the utility systems.

Proposed Scope of Work for Phase 1:

Volkert's proposed scope of work for phase 1 includes the following:

A. Volkert Performed Services:

1. Prepare for and lead Project Kickoff Meeting.
 - a. Identify/confirm long-term vision of GIS system capabilities.
 - b. Confirm long-term capability requirements (e.g., inclusion of all 4 utilities, remote access/updating capability, etc.).
 - c. Confirm existing sanitary sewer data that Fairhope would like included in Phase 1.
 - d. Confirm objectives of Phase 1 and identify specific deliverables.
 - e. Confirm desired schedule for Phase 1.
2. Review existing data and system capabilities with the City's staff regarding the proposed project scope of work requirements.
3. Set up GIS database to import existing data and receive additional data as it is acquired.
4. Convert existing data as required to upload into new database.
5. Perform QA/QC throughout the development of the new database and the uploading of existing data.
6. Identify data gaps in system.
7. Collection of field data to fill in the gaps in the existing data will be required. (NOTE: This proposal does NOT include manhours for this effort. Once the data gaps are identified, we will work with your team to determine the most cost effective approach to acquire the missing data. Additional hours may be added to our scope to perform or assist with this effort upon approval from the City of Fairhope.)
8. Identify attributes for new schema to build new data tables for feature classes.
9. Review final GIS Mapping system with Fairhope project team and turnover to Fairhope GIS Manager.
10. Provide Project Management services associated with budget, schedule, and quality of deliverables.

11. Review the Munis Work Order System platform and prepare attributes for asset management needs relative to the Munis system.

B. Long-Term Plan Development and Cost Estimate:

1. Volkert will provide input to the City of Fairhope Project Manager or representative to discuss long-term implementation of additional utilities being added to the system.
2. Volkert will provide cost estimates based on current rates for long-term software and data storage requirements.
3. Based on our experience with developing GIS systems for other entities, our GIS staff can provide input for the City of Fairhope Project Manager to use in developing the long-term implementation plan for a complete GIS Mapping System.

C. Final Deliverable:

1. The final deliverable for this Phase 1 Sanitary Sewer GIS Mapping System will be the turnover of the GIS data itself along with the associated formatting.

Basis of Payment:

Volkert proposes to utilize the terms of the proposal submitted in conjunction with RFQ No. PS014-18 as the basis of a Professional Engineering Services Agreement. Volkert will perform the services described herein on an hourly rate basis in accordance with our current rate sheet.

The proposed total estimated fee based on hourly rates is \$55,000.

We appreciate the opportunity to assist the City of Fairhope with their efforts to develop a GIS Mapping System for their utilities. Please call me (251-591-5515) should you have any questions.

Sincerely,



Ray Miller, P.E.
Vice President

/kvd

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute Extension No. 1, Zinc Orthophosphate and TKKP Chemicals for the Water Department, with Thornton Musso Bellemin, Inc., for an additional one year, as per the terms and conditions of the original contract. The cost is \$1.03 per pound for Zinc Orthophosphate and \$1.34 per pound for TKKP Chemicals; with a total annual cost not to exceed \$51,000.00.

Adopted on this 11th day of June, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope Project Funding Request

Issuing Date: 6/4/2018

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Zinc Orthophosphate & TKPP Chemicals Contract Extension #1 (from 7/25/2018 to 7/25/2019)

Project Location: WW Dept

Presented to City Council: 6/11/2018 Resolution # : _____
Approved _____

Funding Request Sponsor: Richard Peterson, Operations Director Changed _____
Rejected _____

Project Cash Requirement Requested:

Cost - Zinc Orthophosphate: \$1.03/lb (approx \$45,000/year)
Cost - TKPP: \$1.34/lb (approx \$6,000/year)
(annual not-to-exceed amount of \$51,000)

Vendor: Thornton Musso Bellemin, Inc.

Project Engineer: n/a

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

Department Funding This Project							
General	Gas	Electric	Water	Sewer XXX	Gas Tax	Cap Proj	Impact
<u>Department of General Fund Providing the Funding</u>							
Admin-10	Police-15 Golf-50	Fire-20 Golf Grounds-55	Rec-25	Adult Rec-30 Debt Service-85	Marina-34	Street-35	Sanitation-40

Project will be:

Expensed XXX Funding Source: _____
Capitalized _____ Operating Expenses XXX
Inventoried _____ Budgeted Capital _____
Unfunded _____

Expense Code: 004020-53010 Grant: _____ Federal - not to exceed amount
G/L Acct Name: Chemicals & Testing State _____
City _____

Project Budgeted: \$0.00 (Included in operating budget)

(Over) Under budget amount: n/a Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Comments: _____ Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? No

<u>City Treasurer</u>	<u>Finance Director</u>	<u>Mayor</u>
Purchasing Memo Date: <u>6/1/18</u>	Delivered To Date: <u>6/4/18</u>	Delivered To Date: <u>6/4/18</u>
Request Approved Date: <u>6/4/18</u>	Approved Date: <u>6/4/18</u>	Approved Date: <u>6/4/18</u>
Signatures: <u>Michael V. Hinson CPA</u>	<u>Jill Cabiness, MBA</u>	<u>Mayor Karin Wilson</u>



MEMO

To: Michael Hinson, Treasurer
From: *Jillian Saffle*
Jillian Saffle, Purchasing Manager

Karin Wilson
Mayor

Date: June 1, 2018

Re: Requesting City Council award contract **extension #1 of Supply of Zinc Orthophosphate and TKPP Chemicals**

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACO
Jimmy Conyers
Jay Robinson

Contract was executed on July 25, 2017 for **Supply of Zinc Orthophosphate and TKPP Chemicals** and awarded to **THORNTON MUSSO BELLEMIN, INC.**, and it will terminate on **July 25, 2018**. The Sewer Department requests that the City exercise the option of extending the bid one additional year, to **July 25, 2019**.

Lisa A. Hanks, MMC
City Clerk

The vendor has agreed to the extension, with all terms and conditions of the bid award, including pricing, remaining the same (see attached letter from **THORNTON MUSSO BELLEMIN, INC.**).

Michael V. Hinson, CPA
City Treasurer

Zinc Orthophosphate \$1.03 per pound – approx. \$45,000 per year
TKPP \$1.34 per pound – approx. \$6,000 per year

Estimated annual cost: \$51,000.00

Please place on the next available City Council Agenda this request to extend for one additional year (Extension #1), the award of Supply of Zinc Orthophosphate and TKPP Chemicals with all terms and conditions, including pricing, remaining the same, to THORNTON MUSSO BELLEMIN, INC, with an annual not-to-exceed amount of \$51,000.00

Cc: file; R Peterson

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov



Thornton, Musso, & Bellemin, Inc.
WATER TREATMENT CONSULTANTS

(225) 654-4955
FAX: (225) 654-9533

Post Office Box 181
Zachary, LA 70791

May 29, 2018

Dan Ames
Purchasing Manager
Fairhope Utilities
P.O. Drawer 429
Fairhope, AL 36533

Subject: Contract Extension Zinc Orthophosphate and TKPP Chemicals

Dear Dan,

We agree to extend the current contract for an additional year. We also agree to all terms and conditions and will maintain current pricing:

TMB-455 ZINC ORTHOPHOSPHATE	\$1.03 POUND
TMB 460 TKPP	\$1.34 POUND

Regards,

David Oliver
District Manager
Water Treatment Consultants
Thornton, Musso, and Bellemin, Inc.

RESOLUTION NO. _____

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

[1] That the City of Fairhope did request, receive, and open bids for Fitness Equipment for the Recreation Department (Bid Number 015-18) 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
Fitness Equipment for the Recreation Department
for the City of Fairhope

[3] After evaluating the bid proposals with the required bid specifications, Fitness Master, with a total bid proposal of \$54,485.95, is now awarded the bid for Fitness Equipment for the Recreation Department.

Adopted on this 11th day of June, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk



MEMO

To: Mike Hinson, Treasurer

From: *Jillian Saffle*
Jillian Saffle, Purchasing Manager

Date: May 24, 2018

Re: Request Green Sheet and City Council approval of Bid No 015-18
Fitness Equipment for the Recreation Center 2018Karin Wilson
Mayor*Council Members*Kevin G. Boone
Robert A. Brown
Jack Burrell, ACMO
Jimmy Conyers
Jay RobinsonLisa A. Hanks, MMC
City ClerkMichael V. Hinson, CPA
City Treasurer

The Recreation Department has requested the procurement of additional fitness equipment for the Recreation center. The Bid was issued on April 23, 2018 and opened on May 7, 2018. The Recreation Department recommendation is to award the bid to the lower bidder, Fitness Master, in the amount of **FIFTY-FOUR THOUSAND FOUR HUNDRED EIGHTY-FIVE DOLLARS AND NINETY-FIVE CENTS (\$54,485.95)** (see attached tabulation and recommendation).

This equipment has been budgeted at \$55,000 and is therefore under budget.

Lead time is 21 days ARO, FOB.

Please place on the next available City Council agenda this recommendation to award Bid No. 015-18, Fitness Equipment for the Recreation Center 2018, to Fitness Master in the amount of \$54,485.95.

Cc: file; T. Kuhl; N. Lami

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

CITY OF FAIRHOPE
 BID TABULATION

Bid Name:
 Bid Number:
 Date Opened:

Fitness Equipment for Recreation Center 2018
 015-18
 5/7/2018
 9:00 AM

Bid Proposal	Executed / Signed / Notarized / Non-Collusion Statement	Notarized / Signed / #1 & #2 Addendum	ARO DAYS	MANUFACTURER	No. of ITEMS	PRICE PER ITEM	Extended Price to include installation
T7x6 (or equivalent) Treadmills	Yes		45				
R7x6 (or equivalent) Recumbent Bikes							
G3-MSS50 (or equivalent) 5-Stack Multi-Station							
MG-PL52 (or equivalent) Matrix MG Smith Machine							
XT-0.25 RUBER-Plate (or equivalent) XULT Rubber Plate 0.25 Color							
XT-05 RUBER-Plate (or equivalent) XULT Rubber Plate 05 Color							
XT-10 RUBER-Plate (or equivalent) XULT Rubber Plate 10 Color							
XT-25 RUBER-Plate (or equivalent) XULT Rubber Plate 25 Color							
XT-35 RUBER-Plate (or equivalent) XULT Rubber Plate 35 Color							
XT-45 RUBER-Plate (or equivalent) XULT Rubber Plate 45 Color							
FRIGHT							
TOTAL PRICE							\$54,793.77
BSN Sports							
T7x6 (or equivalent) Treadmills	Yes		2-3 weeks				
R7x6 (or equivalent) Recumbent Bikes							
G3-MSS50 (or equivalent) 5-Stack Multi-Station							
MG-PL52 (or equivalent) Matrix MG Smith Machine							
XT-0.25 RUBER-Plate (or equivalent) XULT Rubber Plate 0.25 Color							
XT-05 RUBER-Plate (or equivalent) XULT Rubber Plate 05 Color							
XT-10 RUBER-Plate (or equivalent) XULT Rubber Plate 10 Color							
XT-25 RUBER-Plate (or equivalent) XULT Rubber Plate 25 Color							
XT-35 RUBER-Plate (or equivalent) XULT Rubber Plate 35 Color							
XT-45 RUBER-Plate (or equivalent) XULT Rubber Plate 45 Color							
FRIGHT							
TOTAL PRICE							\$25,440.35
PROXIMA							
T7x6 (or equivalent) Treadmills	no		4-6 weeks				
R7x6 (or equivalent) Recumbent Bikes							
G3-MSS50 (or equivalent) 5-Stack Multi-Station							
MG-PL52 (or equivalent) Matrix MG Smith Machine							
XT-0.25 RUBER-Plate (or equivalent) XULT Rubber Plate 0.25 Color							
XT-05 RUBER-Plate (or equivalent) XULT Rubber Plate 05 Color							
XT-10 RUBER-Plate (or equivalent) XULT Rubber Plate 10 Color							
XT-25 RUBER-Plate (or equivalent) XULT Rubber Plate 25 Color							
XT-35 RUBER-Plate (or equivalent) XULT Rubber Plate 35 Color							
XT-45 RUBER-Plate (or equivalent) XULT Rubber Plate 45 Color							
FRIGHT							
TOTAL PRICE							\$54,485.95

Recommendation: Award the bid to Fitness Master.

Tom Kuhl
 Director of Parks and Recreation

5/22/18

Michael Saffie
 Purchasing Manager

5/22/18

RESOLUTION NO. _____

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

[1] That the City of Fairhope did request, receive, and open bids to Replace HVAC Unit Phase II at the Civic Center (Bid Number 004-18) 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
Replace HVAC Unit Phase II at the Civic Center
for the City of Fairhope

[3] After evaluating the bid proposals with the required bid specifications, Worth Industries, Inc., with a total bid proposal of \$56,650.00, is now awarded the bid to Replace HVAC Unit Phase II at the Civic Center.

Adopted on this 11th day of June, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope Project Funding Request

Issuing Date: 6/4/2018

Please return this Routing Sheet to Treasurer by: ASAP

JUN 4 '18 PM 12:13
[Signature]

Project Name: Award Bid - HVAC Unit for Civic Center

Project Location: Civic Center

Presented to City Council: 6/11/2018

Funding Request Sponsor: Richard Peterson, Operations Director
Lance Cabaniss, Fac Construction & Prop Maint Mgr

Project Cash Requirement Requested:
Cost: \$56,650.00

Vendor: Worth Industries, Inc.

Project Engineer: n/a

Order Date: n/a **Lead Time:** n/a

Resolution # :
Approved _____
Changed _____
Rejected _____

Department Funding This Project							
General XXX	Gas	Electric	Water	Sewer	Gas Tax	Cap Proj	Impact
Department of General Fund Providing the Funding							
Admin-10 XXX	Police-15 Golf-50	Fire-20 Golf Grounds-55	Rec-25	Adult Rec-30 Debt Service-85	Marina-34 Civic Center-26 XXX	Street-35	Sanitation-40

Project will be:

Expensed _____ Capitalized <u>XXX</u> Inventoried _____ Expense Code: <u>001260-50470</u> G/L Acct Name: <u>Purchases Vehicles & Equipment</u> Project Budgeted: <u>\$40,000.00</u> (Over) Under budget amount: <u>(\$16,650.00)</u> Comments: Recommend Budget Amendment for \$16,650.	Funding Source: Operating Expenses _____ Budgeted Capital <u>XXX</u> Unfunded _____ Grant: _____ _____ _____ Bond: _____ Loan: _____ _____ _____ Capital Lease: _____
--	---

Federal - not to exceed amount
State
City
Title _____ Year _____
Title _____ Year _____
Payment _____ Term _____

City Council Prior Approval/Date? No

<u>City Treasurer</u>	<u>Finance Director</u>	<u>Mayor</u>
Purchasing Memo Date: <u>5/24/18</u>	Delivered To Date: <u>6/4/18</u>	Delivered To Date: <u>6/4/18</u>
Request Approved Date: <u>6/4/18</u>	Approved Date: <u>6/4/18</u>	Approved Date: <u>6/4/18</u>
Signatures: <u>Michael V. Hinson CPA</u>	<u>Jill Cabaniss, MBA</u>	<u>Mayor Karin Wilson</u>



MEMO

To: Michael Hinson, Treasurer

From: Julian Saffle
Julian Saffle, Purchasing Manager

Date: May 24, 2018

Re: City Council approval of Bid 004-18 Replace HVAC at Civic Center Phase II

Karin Wilson
Mayor

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACO
Jimmy Conyers
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Michael V. Hinson, CPA
City Treasurer

The City of Fairhope contracted with Goodwyn, Mills, and Cawood Inc. (GMC) to address replacement of the HVAC system at the Civic Center in November 2017 (RFQ No. PS040-17 Professional Architectural/Engineering Services for Replacement of 30-ton HVAC Unit at the Civic Center – Phase II). The requirements were bid out against Bid 004-18 and three bids were received.

GMC has recommended that the contract for replacement of the HVAC unit at the Civic Center be awarded to the low bidder, Worth Industries, inc., in the amount of **FIFTY-SIX THOUSAND SIX HUNDRED FIFTY DOLLARS (\$56,650.00)** (see attached recommendation and tabulation). Richard Peterson, Director of Operations has agreed to this recommendation.

Please place on the next available City Council agenda this recommendation to award. Bid 004-18. Replace HVAC at Civic Center Phase II, to the lowest responsive and responsible bidder, Worth Industries, Inc., in the amount of \$56,650.00

Cc: file; R. Peterson; L. Cabaniss

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov



May 23, 2018

Mr. Richard Peterson, P.E.
City of Fairhope
PO Box 429
Fairhope, AL 36532

RE: REPLACE HVAC AT CIVIC CENTER PHASE II
CITY OF FAIRHOPE
FAIRHOPE BID NO.: 004-18
FAIRHOPE PROJECT NO.: PW019-17
GMC PROJECT NO.: AMOB170024

Dear Mr. Peterson,

On May 22, 2018 at 2:00 p.m. sealed proposals for the Fairhope Replacement of 30-Ton HVAC Unit at Civic Center were received by the City of Fairhope from three (3) qualified General Contractors at which time they were publicly opened and read. Worth Industries Inc. is the apparent low bidder.

After careful evaluation and review of the Contract Documents it is our recommendation the contract for construction is awarded to the low bidder, Worth Industries Inc. for the total bid amount of \$56,650.00.

Should you have any questions, please do not hesitate to contact me.

Sincerely,
GOODWYN, MILLS & CAWOOD, INC.

A handwritten signature in black ink, appearing to read 'Jim Walker', written in a cursive style.

Jim Walker, AIA
Vice President of Architecture

REPLACE HVAC AT CMIC CENTER
 PHASE II
 BID NO. : 004-18
 Project No.: PWD19-17
 FAIRHOPE, ALABAMA
 GMC PROJECT NO. AMOB174224

May 22, 2018

2:50 P.M.

Page 1 of 1

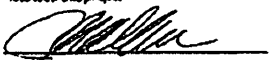
AWARD BASE BID:

COVER ADD OR DEDUCT:

TOTAL:

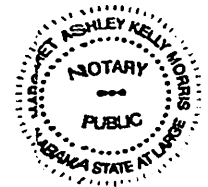
Worth Industries Inc.	T. Batchelor & Son, Inc.	Farned Heating & Air Conditioning Inc.		
PO Box 180443	7670 Zelgler Blvd.	516 Holcombe Avenue		
Mobile, AL 36618	Mobile, AL 36608	Mobile, AL 36608		
G.C. LICENSE NO.: 51386	G.C. LICENSE NO. 19931	G.C. LICENSE NO.: 20457	G.C. LICENSE NO.:	G.C. LICENSE NO.:
NOTATIONS: NONE	NOTATIONS: NONE	NOTATIONS: NONE	NOTATIONS:	NOTATIONS:
<i>ITEMS RECEIVED</i>	<i>ITEMS RECEIVED</i>	<i>ITEMS RECEIVED</i>	<i>ITEMS RECEIVED</i>	<i>ITEMS RECEIVED</i>
<input checked="" type="checkbox"/> BID RESPONSE FORM	<input checked="" type="checkbox"/> BID RESPONSE FORM	<input checked="" type="checkbox"/> BID RESPONSE FORM	<input type="checkbox"/> BID RESPONSE FORM	<input type="checkbox"/> BID RESPONSE FORM
<input checked="" type="checkbox"/> BID BOND - BY Cashier's Check - Regions #5504227793	<input checked="" type="checkbox"/> BID BOND - BY International Fidelity Insurance Company	<input checked="" type="checkbox"/> BID BOND - BY Auto - Owners Insurance	<input type="checkbox"/> BID BOND - BY	<input type="checkbox"/> BID BOND - BY
<input checked="" type="checkbox"/> ACCOUNTING OF SALES TAX E-VERIFY	<input checked="" type="checkbox"/> ACCOUNTING OF SALES TAX E-VERIFY	<input checked="" type="checkbox"/> ACCOUNTING OF SALES TAX E-VERIFY	<input type="checkbox"/> ACCOUNTING OF SALES TAX E-VERIFY	<input type="checkbox"/> ACCOUNTING OF SALES TAX E-VERIFY
<input checked="" type="checkbox"/> ACKNOWLEDGMENT OF ADDENDA	<input checked="" type="checkbox"/> ACKNOWLEDGMENT OF ADDENDA	<input checked="" type="checkbox"/> ACKNOWLEDGMENT OF ADDENDA	<input type="checkbox"/> ACKNOWLEDGMENT OF ADDENDA	<input type="checkbox"/> ACKNOWLEDGMENT OF ADDENDA
\$56,650.00	\$72,081.00	\$82,500.00		
\$0.00	\$0.00	\$0.00		
\$56,650.00	\$72,081.00	\$82,500.00		

I certify that the above bids were received sealed and were publicly opened and read aloud at the time and place indicated and that this is a true and correct tabulation of all bids received by this project.



James R. Walker
 Alabama Registration No. 5955
 Commission expires this 22nd day of May 2018.

Margaret Morris
 Margaret Morris
 My commission expires March 03, 2019



RESOLUTION NO. _____

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

[1] That the City of Fairhope has voted to procure a Portable Generator for the Water Department; and the equipment is available for direct procurement through the National Joint Powers Alliance (“NJPA”) [Contract No. 0080613-CAT]; and therefore, does not have to be let out for bid. This has been nationally bid through the NJPA’s bid process. The cost will be \$85,536.00.

Adopted on this 11th day of June, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope Project Funding Request

Issuing Date: 6/4/2018

Please return this Routing Sheet to Treasurer by: ASAP

JUN 4 '18 PM 12:12 *ASAP*

Project Name: Portable Generator for Water Dept

Project Location: Water System

Presented to City Council: 6/11/2018

Funding Request Sponsor: Richard Peterson, Operations Director
Jay Whitman, Asst Water Superintendent
Curtis Cooper, Chief Water Operator

Project Cash Requirement Requested:
 Cost: \$85,526.00 (NJPA Purchasing Coop Contract used)
 Vendor: Thompson Power Systems

Resolution # : _____ Approved _____
 Changed _____
 Rejected _____

Project Engineer: n/a

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

Department Funding This Project							
General	Gas	Electric	Water XXX	Sewer	Gas Tax	Cap Proj	Impact
Department of General Fund Providing the Funding							
Admin-10	Police-15 Golf-50	Fire-20 Golf Grounds-55	Rec-25	Adult Rec-30 Debt Service-85	Marina-34	Street-35	Sanitation-40

Project will be:

Expensed _____ Capitalized <u>XXX</u> Inventoried _____ Expense Code: <u>004</u> G/L Acct Name: <u>Vehicles & Equipment</u>	Funding Source: Operating Expenses _____ Budgeted Capital <u>XXX</u> Unfunded _____ Grant: _____ Federal - not to exceed amount _____ State _____ City _____ Bond: _____ Loan: _____ Title _____ Year _____ Title _____ Year _____ Capital Lease: _____ Payment _____ Term _____
---	--

Project Budgeted: \$75,000.00

(Over) Under budget amount: (\$10,526.00)

Comments: **\$75,000 was originally budgeted in Waste Water for 2 smaller generators. This budget appropriation will be used for this one larger generator for Water. Budget excess of \$10,526 from the purchase of the Sewer Mainline Camer System will be used to cover this budget overage.**

City Council Prior Approval/Date? No

City Treasurer	Finance Director	Mayor
Purchasing Memo Date: <u>5/29/18</u>	Delivered To Date: <u>6/4/18</u>	Delivered To Date: <u>6/4/18</u>
Request Approved Date: <u>6/4/18</u>	Approved Date: <u>6/4/18</u>	Approved Date: <u>6/4/18</u>
Signatures: <u>Michael V. Hinson CPA</u>	<u>Jill Cabiniss, MBA</u>	<u>Mayor Karin Wilson</u>



MEMO

To: Michael Hinson, Treasurer
From: *Jillian Saffle*
Jillian Saffle, Purchasing Manager

Date: May 24, 2018

Re: Placing on City Council agenda approval to purchase one (1) budgeted portable generator for the Water Department

Karin Wilson
Mayor

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACMO
Jimmy Conyers
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Michael V. Hinson, CPA
City Treasurer

The Water Department has requested to purchase one (1) portable generator from Caterpillar in the amount of **EIGHTY FIVE THOUSAND FIVE HUNDRED THIRTY SIX DOLLARS (\$85,536.00)** off of the NJPA Contract 080613-CAT (see attached quote). Since this is being purchased through a purchasing cooperative, the equipment does not need to be let out for bid.

The amount budgeted for two of these generators is SEVENTY-FIVE THOUSAND DOLLARS (\$75,000). The Water Department came in under budget for the purchase of the sewer mainline camera system in the amount of \$54,218. The Water Department intends to use excess budget in this account to cover overruns for the purchase of the one (1) portable generator.

Please compose a greensheet and move forward to the next available City Council agenda, this procurement approval request for one (1) portable generator from Caterpillar in the amount of \$85,536.00

Cc: file; J. Whitman; C. Cooper

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov



McCall Bergman
 mccallbergman@thompsoncontractor.com
 Cell 251.327.2126
 Office 251.626.5100

Power Systems Division

30950 State Highway 181
 Spanish Fort, AL 36527

www.thompsonpowersystems.com

Special Instructions and notes:

Used Rental Generator Proposal-XQ230

NJPA Contract #080613-CAT

Project Name	Proposal ID	18-
City of Fairhope		
Mr. Tim Bung		
Customer Purchase Order		

Equipment

Year	Warranty		Description	Hours	List Price	NJPA	Total Discount	Net Requested Term and Qty.
2011	None	Used	Caterpillar XQ230, 230kW Rental Pkg Serial Number: X3R01314	5629	\$72,222.00	10.00%	\$7,222.00	\$65,000.00
2011	None	Used	Caterpillar XQ230, 230kW Rental Pkg Serial Number: X3R01319	1434	\$95,040.00	10.00%	\$9,504.00	\$85,536.00

230kW
 400Gallon On-Board Fuel Cap.
 Fuel Burn: 9.1 gph @ 50% Load
 781a @ 208v, 330a @ 480v
 Weigth: w/Fuel and Trailer 16,550#
 8.4"W x 9.5"H x 20.5'L

Equipment Sub-Total \$150,536.00

Labor/Fuel

Type	Hours/Qty	Labor Rate	Flat Rate	
Power/TC Fuel Service				\$0.00
Set-up/Tear Down				
Travel Charge				\$0.00
Labor Sub-Total				\$0.00

Additional

Notes:
 1-Miscellaneous Charges Desc.-
 2-*Insurance fee may be waived with a certificate of Insurance on file with TTCO.
 3-**Taxes are approximate estimates and may vary based on location.
 3-Delivery and Pickup price does not include detention time at jobsite.
 4-Thompson Tractor uses a 28 day billing cycle
 5-Diesel Units 400KW and down delivered full of #2 diesel fuel, 500KW and greater delivered with approximately 200 gallons. \$4.95 per gallon fuel charge applies to refill unit to level upon return.
 6-Service Intervals <400KW/250 Hrs., 400KW/350 Hrs., >400KW/500 Hrs.
 7-Allowable Hours by Rate Type (Daily Hrs./Weekly Hrs./4 week Hrs.)
 Standby (1/5/10)Single Shift (8/40/160)Double Shift (16/80/320)Triple Shift (24/168/672)

Miscellaneous	
Environmental Fee	\$0.00
*Insurance	\$0.00
**Taxes	\$0.00
Delivery and Pickup	\$0.00
Additional Sub-Total	\$0.00
Proposal Total	\$150,536.00
<small>Proposal Total includes Deliv./Pickup</small>	
Subsequent Time	\$150,536.00
<small>Subsequent Time is each additional term</small>	

RESOLUTION NO. _____

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

[1] That the City of Fairhope has voted to purchase Server and Disk Storage Hardware for the IT Department, and the equipment is available for direct procurement through “National IPA” Buying Group Contract; and therefore, does not have to be let out for bid. This has been nationally bid through the National IPA’s bid process. The total cost is \$94,974.73.

Adopted on this 11th day of June, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope Project Funding Request

LAH

Issuing Date: 5/23/2018

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Server & Disk Storage Hardware

Project Location: IT

Presented to City Council: 6/11/2018 Resolution # : _____
 Approved _____

Funding Request Sponsor: Jeff Montgomery, IT Director Changed _____
 Rejected _____

Project Cash Requirement Requested: 94,974.73
 Cost: \$94,977.57 (NIPA Coop Contract; no Bid required)

Vendor: SHI International Corp

Project Engineer: n/a

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

Department Funding This Project							
General XXX	Gas	Electric	Water	Sewer	Gas Tax	Cap Proj	Impact
Department of General Fund Providing the Funding							
Admin-10 XXX	Police-15 Golf-50	Fire-20 Golf Grounds-55	Rec-25	Adult Rec-30 Debt Service-85	Marina-34	Street-35	Sanitation-40

Project will be:

Expensed <u>XXX</u>	Funding Source:
Capitalized _____	Operating Expenses <u>XXX</u>
Inventoried _____	Budgeted Capital _____
	Unfunded _____

Expense Code: 001-100-50470 Grant: _____ Federal - not to exceed amount
 G/L Acct Name: Purchases Vehicles & Equipment State _____
 City _____

Project Budgeted: \$95,000.00

(Over) Under budget amount: \$22.43 25.17

Comments:

Bond: _____ Title _____ Year _____
 Loan: _____ Title _____ Year _____

Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? No


City Treasurer	Finance Director	Mayor
Purchasing Memo Date: <u>5/21/18</u>	Delivered To Date: <u>5/23/18</u>	Delivered To Date: <u>5/23/18</u>
Request Approved Date: <u>5/23/18</u>	Approved Date: <u>5/23/18</u>	Approved Date: <u>5/24/18</u>
Signatures: <u><i>Michael V. Hinson</i></u> Michael V. Hinson CPA	<u><i>Jill Gabisiss</i></u> Jill Gabisiss, MBA	<u><i>Karin Wilson</i></u> Mayor Karin Wilson

↓ Tell me more



MEMO

To: Michael Hinson, Treasurer

From: 
Jillian Saffle, Purchasing Manager

Date: May 21, 2018

Re: Requesting City Council to approve purchase of Server and Disk Storage Hardware needed for the IT Department

Karin Wilson
Mayor

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACMO
Jimmy Conyers
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Michael V. Hinson, CPA
City Treasurer

The IT Department needs to purchase Server and Disk Storage Hardware to replace the current servers that were purchased five years ago. The IT Department has received a quote from SHI in the amount of **NINETY-FOUR THOUSAND NINE HUNDRED SEVENTY-SEVEN DOLLARS AND FIFTY SEVEN CENTS (\$94,977.57)** (see attached quotes). This vendor is on the National IPA Cooperative Contract #2018011-02 and does not need to be let out for bid.

This is a budgeted item that will be incurred against the General Government (001100-50470) account.

Please place on the next City Council Agenda this procurement of the Server and Disk Storage Hardware from SHI in the amount of \$94,977.57.

Cc: file; J. Montgomery

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

Jillian,

Attached are quotes for new Server and Disk Storage Hardware that was budgeted this year in General Government (001100-50470). This is to replace the current servers that we purchased five years ago. SHI provided the quote and referenced National IPA for the buying contract.

Thank you,

Jeff Montgomery
Information Technology
City of Fairhope

Jillian Saffle

From: Jeff Montgomery
Sent: Monday, May 21, 2018 9:31 AM
To: Jillian Saffle
Subject: RE: Server & Disk Storage Hardware

She said that it can be extended till August. I will bring you the new quote when I get them.

Thank you,

Jeff Montgomery
City of Fairhope
Director of Information Technology

From: Jillian Saffle
Sent: Monday, May 21, 2018 9:07 AM
To: Jeff Montgomery <jeff.montgomery@fairhopeal.gov>
Subject: Server & Disk Storage Hardware

Quote 15211673 expired yesterday and Quote 15078919 will expire on 5/31/18. Please ensure pricing will remain valid before I issue a memo.

Thanks,

Jillian Saffle
Purchasing Manager
City of Fairhope
251-990-0199
jillian.saffle@fairhopeal.gov

Done :)



Pricing Proposal

Quotation #:	15211335
Description:	Lenovo Servers - Updated
Created On:	Apr-20-2018
Valid Until:	May-31-2018

City of Fairhope

Sean Spratlin

AL 36533
United States
Phone: (251) 990-0155
Fax:
Email: sean.spratlin@cofairhope.com

Inside Account Executive

Lauren Rallis

290 Davidson Ave
Somerset, NJ 08873
Phone: 732-652-3086
Fax:
Email: lauren_rallis@shii.com

[Click here to order this quote](#)

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 ThinkSystem SR630, 2xIntel Xeon Silver 4116 12C 2.1GHz 85W, 10x32GB 2Rx4, 128GBx2 SATA, ThinkSystem Toolless Slide Rail Lenovo - Part#: DCGCTO Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	2	\$10,470.53	\$20,941.06
2 Lenovo Advanced Service + YourDrive YourData - Extended service agreement - parts and labor - 3 years - on-site - 24x7 - response time: 2 h - for ThinkSystem SR630 7X02 Lenovo - Part#: 5PS7A01522 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	2	\$669.78	\$1,339.56
3 ThinkSystem SR650, 2xIntel Xeon Silver 4116 12C 2.1GHz 85W, 10x32GB 2Rx4, 128GBx2 SATA, ThinkSystem Toolless Slide Rail Lenovo - Part#: DCGCTO Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	1	\$10,999.64	\$10,999.64
4 Lenovo Essential Service + YourDrive YourData - Extended service agreement - parts and labor - 3 years - on-site - 24x7 - response time: 4 h - for ThinkSystem SR650 7X06 Lenovo - Part#: 5PS7A01558 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	1	\$499.87	\$499.87
5 1000ft Cat6a Solid UTP PVC Red C2G - Part#: 1000CAT6ARED Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	1	\$310.31	\$310.31
6 Panduit Patch Panel Kit - Patch panel - RJ-45 X 48 - black - 2U - 19" Panduit - Part#: CPPKL6ATG48WBL Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	3	\$671.23	\$2,013.69
		Total	\$36,104.13

Additional Comments

Please Note: Panduit has a zero returns policy. Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy, unless there is an existing agreement between SHI and the Customer.

Line 12 removed



Pricing Proposal

Quotation #:	15211673
Description:	Lenovo Storage - Updated
Created On:	Apr-20-2018
Valid Until:	May-20-2018

City of Fairhope

Sean Spratlin
AL 36533
United States
Phone: (251) 990-0155
Fax:
Email: sean.spratlin@cofairhope.com

Inside Account Executive

Lauren Rallis
290 Davidson Ave
Somerset, NJ 08873
Phone: 732-652-3086
Fax:
Email: lauren_rallis@shi.com

[Click here to order this quote](#)

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 THINKSYSTEM DS4200 SFF FC/SCSI DUAL CONTROLLER UNIT Lenovo - Part#: 4617A11 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	1	\$6,747.74	\$6,747.74
2 1.8TB SAS 2.5IN 10K Lenovo - Part#: 01DC402 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	14	\$638.92	\$8,944.88
3 800GB SSD 3DWD SAS 2.5IN Lenovo - Part#: 01DC477 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	8	\$1,114.46	\$8,915.68
4 3YR PROTECTION TECH INST 24X7 4HR PLUS YDYD Lenovo - Part#: 01JR480 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	1	\$1,461.86	\$1,461.86
5 STOR S2200/S3200 10G SW OPTICAL ISCSI SFP+ MOD 1PK Lenovo - Part#: 00WC087 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	4	\$155.64	\$622.56
6 SSD DATA TIERING Lenovo - Part#: 01GV561 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	1	\$2,542.31	\$2,542.31
7 THINKSYSTEM DS SERIES SFF EXP UNIT Lenovo - Part#: 4588A21 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	1	\$2,592.36	\$2,592.36
8 1.8TB SAS 2.5IN 10K Lenovo - Part#: 01DC402 Contract Name: National IPA - IT Solutions & Services	14	\$638.92	\$8,944.88

Contract #: 2018011-02

9	3YR WARR TECH INST 24X7 4HR Lenovo - Part#: 01JR577 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	1	\$1,045.34	\$1,045.34
10	1M CA EXT MINISAS 8644-8644 Lenovo - Part#: 00YL848 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	2	\$36.27	\$72.54
11	RR BNT SFP+ TRANSCEIVER Lenovo - Part#: 46C3447 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	3	\$297.33	\$891.99
12	1.5M PASSIVE DAC SFP+ CABLE 10GBE SFP+ ADAPTER FOR SYSTEM X Lenovo - Part#: 00AY764 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	4	\$80.03	\$320.12
			Total	\$43,102.26

Additional Comments

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy, unless there is an existing agreement between SHI and the Customer.



Pricing Proposal
 Quotation #: 15443746
 Created On: 6/5/2018
 Valid Until: 6/30/2018

City of Fairhope

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

Inside Account Executive

Lauren Rallis
 290 Davidson Ave
 Somerset, NJ 08873
 Phone: 732-652-3086
 Fax:
 Email: lauren_rallis@shi.com

[Click here to order this quote](#)

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 48PT 24XMG POE+ BDL 2PSU Ruckus Wireless - Part#: ICX7650-48ZP-E2	2	\$7,115.81	\$14,231.62
2 Ruckus - Expansion module - Gigabit Ethernet / 10 Gigabit SFP+ x 4 Ruckus Wireless - Part#: ICX7650-4X10GF	2	\$418.66	\$837.32
3 ESS 1YR REM SUP ICX 7650 Ruckus Wireless - Part#: ICX7650-SVL-RMT-1 Contract Name: National IPA - IT Solutions & Services Contract #: 2018011-02	2	\$349.70	\$699.40
		Subtotal	\$15,768.34
		Total	\$15,768.34

Additional Comments

Please Note: Tripp Lite has a zero returns policy.

Please Note: Panduit has a zero returns policy. Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
 TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

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

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 quotes for 24 Single-Phase Transformers for the Electric Department at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama. That these are materials needed, used and consumed in the operation of our waterworks system; and authorized for procurement using the option allowed by Code of Alabama 1975, Section 41-16-51(b)(7).

[2] After evaluating the quotes, the City of Fairhope approves the procurement of 24 Single-Phase Transformers for the Electric Department from Anixter Power Solutions with a total cost of \$29,224.00.

DULY ADOPTED THIS 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

JUN 4 '18 PM 12:13 *ZMA*

Issuing Date: 6/4/2018

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Transformers; Single Phase (24) for Electric Dept

Project Location: Electric Grid

Presented to City Council: 6/11/2018 Resolution #: Approved _____

Funding Request Sponsor: Jeremy Morgan, Electric Dept Changed _____

Project Cash Requirement Requested: Rejected _____

Cost: \$29,224.00 Exempt from formal bidding (quotes attached)

Vendor: Anixter Power Solutions

Project Engineer: n/a

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

Department Funding This Project							
General	Gas	Electric XXX	Water	Sewer	Gas Tax	Cap Proj	Impact
Department of General Fund Providing the Funding							
Admin-10	Police-15 Golf-50	Fire-20 Golf Grounds-55	Rec-25	Adult Rec-30 Debt Service-85	Marina-34	Street-35	Sanitation-40

Project will be:

Expensed _____	Operating Expenses _____
Capitalized <u>XXX</u>	Budgeted Capital <u>XXX</u>
Inventoried _____	Unfunded _____

Expense Code: 003-16050 Grant: _____ Federal - not to exceed amount State _____

G/L Acct Name: Constr - Electrical System Impr _____ City _____

Project Budgeted: \$61,000.00

(Over) Under budget amount: \$31,776.00

Bond: _____ Title _____ Year _____

Loan: _____ Title _____ Year _____

Capital Lease: _____ Payment _____ Term _____

Comments: Additional purchases to come later in year.

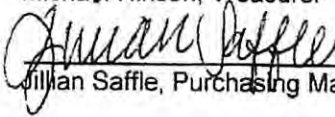
City Council Prior Approval/Date? No

<u>City Treasurer</u>	<u>Finance Director</u>	<u>Mayor</u>
Purchasing Memo Date: <u>5/24/18</u>	Delivered To Date: <u>6/4/18</u>	Delivered To Date: <u>6/4/18</u>
Request Approved Date: <u>6/4/18</u>	Approved Date: <u>6/4/18</u>	Approved Date: <u>6/4/18</u>
Signatures: <u>Michael V. Hinson CPA</u>	<u>Jill Cabiniss, MBA</u>	<u>Mayor Karin Wilson</u>



MEMO

To: Michael Hinson, Treasurer

From: 
Jillian Saffle, Purchasing Manager

Date: May 24, 2018

Karin Wilson
Mayor

Re: Placing on City Council agenda approval to purchase transformers needed for the Electric Department

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACMO
Jimmy Conyers
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Michael V. Hinson, CPA
City Treasurer

The Electric Department needs to purchase budgeted single-phase transformers. Quotes have been received and the recommendation is to award to Anixter in the amount of **TWENTY-NINE THOUSAND TWO HUNDRED TWENTY-FOUR DOLLARS (\$29,224.00)** (see attached quotes). These units are exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7), which states:

The purchase of equipment, supplies, or materials needed, used, and consumed in the normal and routine operation of any waterworks system, sanitary sewer system, gas system, or electric system, or any two or more thereof, that are owned by municipalities, counties, or public corporations, boards, or authorities that are agencies, departments, or instrumentalities of municipalities or counties and no part of the operating expenses of which system or systems have, during the then current fiscal year, been paid from revenues derived from taxes or from appropriations of the state, a county, or a municipality.

The cost of this procurement is **\$29,224.00**. This is over the \$10,000 operational budgeted item threshold and will therefore need City Council approval.

Please compose a greensheet and move forward to the next available City Council agenda, this procurement approval request for 14 single phase transformers in the amount of \$29,224.00

Cc: file; J. Morgan

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov



5030 Commerce Park Circle
Suite B
Pensacola, FL 32505

TRANSFORMERS

www.anixterpowersolutions.com

Phone: 850.494.2117
Fax: 850.494.2754

Quotation: U00542884.00

To: **CITY OF FAIRHOPE**
555 S SECTION ST
FAIRHOPE, AL 36533

Issued Date:
Expiration Date: **Jun 06, 2018**

Attn: **C. STEADHAM**

Sales Contact: **Nancy Avery**
(P) 407.204.7264
(F) 850.469.9241
nancy.avery@anixter.com

Phone:

Fax:

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
1		25KV PAD CENTRAL MOLONEY 25KV 7200240/120 2 B DEL: 8-10 WEEKS	8	1,709.000	EA	13,672.00
2		100KV PAD CENTRAL MOLONEY 100KV 7200 240/120 2B DEL: 8-10 WEEKS	6	2,592.000	EA	15,552.00

SECTION TOTAL: \$29,224.00

QUOTE TOTAL: \$29,224.00

Special Notes

- 1) All items are In Stock unless otherwise noted.
- 2) All item pricing on this quote is valid for thirty days unless otherwise specified.
- 3) All applicable taxes apply.

For the latest terms & conditions please visit: <https://www.anixterpowersolutions.com/site/legal/purchase-terms.html>

Anixter Power Solutions offers the industry's most extensive and dynamic portfolio of products, services and solutions for the Public Power, Investor-owned Utilities, Construction and Industrial markets.

3/13/18 11:49:36

ERMCO QUOTE

PAGE 1

CUSTOMER COPY

QUOTE # 494503-00
QUOTED DATE 3/13/18

BILL TO:
GRESKO UTILITY SUPPLY, INC.
1135 RUMBLE ROAD

SHIP TO:
CITY OF FAIRHOPE
PO DRAWER 429
555 SOUTH SECTION ST

ATTN= ACCOUNTS PAYABLE
FORSYTH GA31029

FAIRHOPE AL36532

<u>DESCRIPTION</u>	<u>PRODUCT NUMBER</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>EXT PRICE</u>
TRANSFORMER LOSS DATA IS BASED ON ANSI C57.12.00:				

LOSS GRT: AVE VOLT% : 100
 NL TEMP BASIS: 85 LL TEMP BASIS: 85
 QUOTED PER TECHNICAL SPECIFICATIONS FOR SINGLE
 PHASE PADMOUNT TRANSFORMERS.
 50,25,100KVA ANSI TYPEII PADMOUNT, 12470GRDY/7200
 95BIL PRIMARY WITH WELLS AND INSERTS, NO TAPS,
 240/120 SECONDARY WITH THREE LOW VOLTAGE BUSHINGS
 PROVIDING BAYONET FUSING WITH ISOLATION LINK.
 **TANK WILL HAVE 2 PARKING STANDS.
 **PROVIDING (IFD) INTERNAL FUALT DETECTOR.
 **FILLED WITH FR3 FLUID.
 ***PRIMARY BUSHINGS WILL BE EXTERNALLY CLAMPED.
 QUOTED 25,37.5 & 50KVA POLEMOUNTS,7200/12470Y
 95KV BIL, 2-BUSHING CONVENTIONAL, NO TAPS, 120/240
 SECONDARY VOLTAGE, INTERLACED ON 25KVA ONLY, FR-3
 FLUID FILLED, 1-SET OF HANGER BRACKETS, GROUNDING
 LUG IN LOW VOLTAGE GROUNDING PROVISION,
 TANK COVER SLOPED 5 DEGREES OR 8.8 PERCENT IN LIEU
 OF 10-15 PERCENT.
 EVALUATED TO MEET DOE 2016 REQUIREMENTS
 1ST QTR 2018 INDEX
 PRICING IS FIRM ON AN ORDER RECEIVED WITHIN
 30 DAYS FROM BID DATE AND SHIPMENT WITHIN
 THE QUOTED THE LEAD TIME
 FRICING IS SUBJECT TO ESCALATION/DESCALATION
 FOR ORDERS PLACED AFTER THE 30 DAY BID VALIDITY
 OR FOR SHIPMENTS DELAYED BEYOND THE QUOTED
 LEADTIME AT THE CUSTOMERS REQUEST. ESCALATION IS
 CALCULATED ON THE DIFFERENCE IN THE ERMCO
 MATERIAL COST FROM TIME OF QUOTE VERSUS
 REQUESTED TIME OF SHIPMENT. THE BASE INDEX FOR
 THIS QUOTE IS 1ST QTR 2018 MATERIAL COSTS. PLEASE
 NOTE: LEADTIME IS SUBJECT TO CHANGE WITHOUT
 NOTICE!! LEADTIME 8-10 WEEKS ARO

ITEM 1
 PADMOUNT DIST. TRANSFORMER PADMOUNT
 ITEM# : 1.00
 NL= 89 LL= 581 IZ=2.500 TL= 670
 OPTIONS BEGIN.....
 TYP2D TYPEII W/2 SINGLE PARKING STANDS
 L LOOP FEED WITH 200 AMP STRAP

8 1905.00 15,240.00

CUSTOMER COPY

QUOTE # 494503-00
QUOTED DATE 3/13/18

BILL TO:
GRESKO UTILITY SUPPLY, INC.
1135 RUMBLE ROAD

ATTN= ACCOUNTS PAYABLE
PORSYTH GA31029

SHIP TO:
CITY OF FAIRHOPE
PO DRAWER 429
555 SOUTH SECTION ST

FAIRHOPE AL36532

DESCRIPTION	PRODUCT NUMBER	QTY	UNIT PRICE	EXT PRICE
050	50 KVA			
001	12470GRDY/7200	95BIL 1BU		
001	NO TAPS			
441	240/120 (3 LVBU ONLY) LHL			
E50	GENERIC DUAL ELEM (DE) BAYO & ISO			
A00	ECI ISOLATION LINK BY CONFIGURATOR			
003	ECI HV BUSHING WELL (3-3-90)			
100	ERMCO STANDARD INSERTS			
000	COPPER STUD SECONDARY BUSHINGS.			
000	NO CONNECTORS REQUIRED			
014	14GA MILD STEEL DOOR			
S	STACKED PALLET OPTION (STANDARD)			
8	ENVIROTEMP-FR3			
OPTIONS END.....				

ITEM 2
PADMOUNT DIST. TRANSFORMER PADMOUNT
ITEM# : 2.00
NL= 56 LL= 326 IZ=1.800 TL= 382
OPTIONS BEGIN.....
TYP2D TYPEII W/2 SINGLE PARKING STANDS
L LOOP FEED WITH 200 AMP STRAP
Q25 25 KVA
001 12470GRDY/7200 95BIL 1BU
001 NO TAPS
441 240/120 (3 LVBU ONLY) LHL
E50 GENERIC DUAL ELEM (DE) BAYO & ISO
A00 ECI ISOLATION LINK BY CONFIGURATOR
003 ECI HV BUSHING WELL (3-3-90)
100 ERMCO STANDARD INSERTS
000 COPPER STUD SECONDARY BUSHINGS.
000 NO CONNECTORS REQUIRED
014 14GA MILD STEEL DOOR
S STACKED PALLET OPTION (STANDARD)
8 ENVIROTEMP-FR3
OPTIONS END.....

8 1630.00 13,040.00

ITEM 3
PADMOUNT DIST. TRANSFORMER PADMOUNT
ITEM# : 3.00
NL= 203 LL= 748 IZ=2.200 TL= 951

8 2715.00 21,720.00

CUSTOMER COPY

QUOTE # 494503-00
QUOTED DATE 3/13/18

BILL TO:
GRESKO UTILITY SUPPLY, INC.
1135 RUMBLE ROAD

SHIP TO:
CITY OF FAIRHOPE
PO DRAWER 429
555 SOUTH SECTION ST

ATTN= ACCOUNTS PAYABLE
FORSYTH GA31029

FAIRHOPE AL36532

DESCRIPTION	PRODUCT NUMBER	QTY	UNIT PRICE	EXT PRICE
OPTIONS BEGIN.....				
TYP2D	TYPE II W/2 SINGLE PARKING STANDS			
L	LOOP FEED WITH 200 AMP STRAP			
100	100 KVA			
001	12470GRDY/7200	95BIL.1BU		
001	NO TAPS			
441	240/120 (3 LVBU ONLY) LHL			
E50	GENERIC DUAL ELEM (DE) BAYO & ISO			
A00	ECI ISOLATION LINK BY CONFIGURATOR			
003	ECI HV BUSHING WELL (3-3-90)			
100	ERMCO STANDARD INSERTS			
000	COPPER STUD SECONDARY BUSHINGS.			
000	NO CONNECTORS REQUIRED			
014	14GA MILD STEEL DOOR			
B	STD PLT OPT'N FOR THE UNSTACKABLES			
8	ENVIROTEMP-FR3			
OPTIONS END.....				

ITEM 4
OVERHEAD DIST. TRANSFORMER POLEMOUNT

ITEM# : 4.00
NL= 55 LL= 338 IZ=1.900 TL= 393

DESCRIPTION	PRODUCT NUMBER	QTY	UNIT PRICE	EXT PRICE
OPTIONS BEGIN.....				
025	25 KVA			
501	7200/12470Y	95BIL.2BU		
001	NO TAPS			
601	120/240 3 OR 4 LVBU (INTERLACED)			
1	1 SET OF HANGER BRACKETS			
000	CONVENTIONAL			
000	NO LIGHTNING ARRESTER AT H1			
010	10KV MILD STEEL COVER			
010	10KV GALV MILD STL CVR BAND			
300	STD THERMOSET/THERMOPLAST W/EYEBLT			
3	19-13 W/BELVIL N LV NEUT(NO STRAP)			
H	GENERIC 10PSI 50SCFM w/FR3 (02or32)			
1	STANDARD KVA DECAL(S) 2-1/2"			
ARRESTER KV	0000000009.00000			
8	ENVIROTEMP-FR3			
TKD	0000000015.00000			
TKH	0000000022.00000			
OPTIONS END.....				

6 762.00 4572.00

CUSTOMER COPY

QUOTE # 494503-00
 QUOTED DATE 3/13/18

BILL TO:
 GRESKO UTILITY SUPPLY, INC.
 1135 RUMBLE ROAD
 ATTN= ACCOUNTS PAYABLE
 FORSYTH GA31029

SHIP TO:
 CITY OF FAIRHOPE
 PO DRAWER 429
 555 SOUTH SECTION ST
 FAIRHOPE AL36532

DESCRIPTION	PRODUCT NUMBER	QTY	UNIT PRICE	EXT PRICE
ITEM 5 OVERHEAD DIST. TRANSFORMER ITEM# : 5.00 NL= 74 LL= 433 IZ=1.900 TL= 507	POLEMOUNT	6	932.00	5592.00
OPTIONS BEGIN.....				
037	37.5 KVA			
501	7200/12470Y		95BIL 2BU	
001	NO TAPS			
401	120/240 3 OR 4 LVBU(QTY PER ANSI)			
1	1 SET OF HANGER BRACKETS			
000	CONVENTIONAL			
000	NO LIGHTNING ARRESTER AT H1			
010	10KV MILD STEEL COVER			
010	10KV GALV MILD STL CVR BAND			
300	STD THERMOSET/THERMOPLAST W/EYEBLT			
3	19-13 W/BELVIL N LV NEUT(NO STRAP)			
H	GENRIC 10PSI 50SCFM w/FR3 (02or32)			
1	STANDARD KVA DECAL(S) 2-1/2"			
ARRESTER KV	0000000009.00000			
8	ENVIROTEMP-FR3			
TKD	0000000017.00000			
TKH	0000000024.00000			
OPTIONS END.....				

ITEM 6 OVERHEAD DIST. TRANSFORMER ITEM# : 6.00 NL= 91 LL= 549 IZ=2.300 TL= 640	POLEMOUNT	6	1114.00	6684.00
OPTIONS BEGIN.....				
050	50 KVA			
501	7200/12470Y		95BIL 2BU	
001	NO TAPS			
401	120/240 3 OR 4 LVBU(QTY PER ANSI)			
1	1 SET OF HANGER BRACKETS			
000	CONVENTIONAL			
000	NO LIGHTNING ARRESTER AT H1			
010	10KV MILD STEEL COVER			
010	10KV GALV MILD STL CVR BAND			
300	STD THERMOSET/THERMOPLAST W/EYEBLT			
3	19-13 W/BELVIL N LV NEUT(NO STRAP)			
H	GENRIC 10PSI 50SCFM w/FR3 (02or32)			
1	STANDARD KVA DECAL(S) 2-1/2"			

3/13/18 11:49:36

ERMCO QUOTE

PAGE 5

CUSTOMER COPY

QUOTE # 494503-00
QUOTED DATE 3/13/18

BILL TO:
GRESKO UTILITY SUPPLY, INC.
1135 RUMBLE ROAD

SHIP TO:
CITY OF FAIRHOPE
PO DRAWER 429
555 SOUTH SECTION ST

ATTN= ACCOUNTS PAYABLE
FORSYTH GA31029

FAIRHOPE AL36532

<u>DESCRIPTION</u>	<u>PRODUCT NUMBER</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>EXT PRICE</u>
ARRESTER KV	000000009.00000			
8	ENVIROTEMP-FR3			
TKD	000000018.80000			
TKH	000000026.00000			
OPTIONS END.....				

100% CTR @ TIME OF SHIPMENT

24 HOUR NOTICE



WESCO
DISTRIBUTION®

610 BOHANNON RD.
SUITE B
FAIRBURN GA 30213

Quotation

UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY WESCO'S STANDARD TERMS, BUYER AGREES THAT THIS QUOTE AND ANY RESULTING PURCHASE ORDER WILL BE GOVERNED BY WESCO'S TERMS AND CONDITIONS DATED 01/16/07 AVAILABLE AT [HTTP://WWW.WESCO.COM/TERMS_AND_CONDITIONS_OF_SALE.PDF](http://www.wesco.com/terms_and_conditions_of_sale.pdf), WHICH TERMS ARE INCORPORATED HEREIN BY REFERENCE AND MADE PART HEREOF. PLEASE CONTACT THE SELLER IDENTIFIED ON THIS QUOTE IF YOU REQUIRE A PRINTED COPY.

To: CITY OF FAIRHOPE
MAIN WAREHOUSE
555 S. SECTION STREET
FAIRHOPE AL 365321609

Date: 05/15/18
Branch: 7840
Project Number: QUOTE
Project Name
Quoted To: CLINT
Date of Your Inquiry: 05/15/18

When ordering please refer to Quotation Number: 488208

Item	Quantity	Catalog Number and Description	Unit Price	U/M	Total Price	Rate of Cash Discount	Shipping Time (Weeks)	Customer Delivery Date
10	8	CPS***25KVA 1PH PAD MT TRANSFORMER 10 WEEK LEAD TIME	1800.630	E	14405.04	0.00		07/24/18
20	6	CPS***100KVA 1PH PAD MT TRANSFORMER 10 WEEK LEAD TIME	2917.730	E	17506.38	0.00		07/24/18
SUB-TOTAL					31911.42			
TOTAL					31911.42			

F.O.B. Point of Shipment. The prices stated in this offer shall, unless renewed, automatically expire fifteen days (15) from the date of this offer.

Per:

RESOLUTION NO. _____

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

[1] That the City of approves the selection of Dell Consulting, LLC to perform Professional Consulting Services for the Police Building: Upgrade the Information Technology Infrastructure and the HVAC (address the envelope and ventilation; and ceiling tiles and lighting fixtures) for the Facilities Maintenance Department (RFQ), and hereby authorizes Mayor Karin Wilson to establish a not-to-exceed limit of \$3,500.00; and to execute the associated contract.

DULY ADOPTED THIS 11TH DAY OF JUNE, 2018

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk



813 Downtowner Boulevard
Suite D
Mobile, Alabama 36609
P: 251.316.0015 • F: 850.332.6629
www.dellconsultingllc.com

June 7, 2018

Mr. Lance Cabaniss
City of Fairhope
Facilities Maintenance Manager
555 South Section Street
Fairhope, Alabama 36535

Re: Engineering Services Fee Proposal
Police Building Information Technology

Lance,

We propose to render professional engineering services for the above referenced project. The owner of this project is the City of Fairhope. The scope of work is to provide plans and specifications to upgrade the information technology infrastructure, wiring and switching in the facility.

We propose to render services and make submittals as outlined below.

Schematic Design based on the Information Technology Department layout.
100% Bid and Construction Documents
Assistance During Bidding
Construction Administration

We propose a total fee not to exceed of \$1,500.00.

Additional services, if authorized, will be charged at our hourly rates which are attached. We will endeavor to accommodate any changes, but we reserve the right to negotiate with you additional compensation or time.

Dell Consulting will provide the City of Fairhope with .pdf files of drawings and specification of any work produced relative to this project.

We are prepared to begin work immediately. If my understanding of the scope is correct and the fee is acceptable, please sign below and return.

Thank you for the opportunity to work with you on this project. If you have any questions, please do not hesitate to give me a call.

Sincerely:

A handwritten signature in cursive script that reads 'Andy Maurin'.

Andy Maurin, P.E.
Dell Consulting, LLC



813 Downtowner Boulevard
Suite D
Mobile, Alabama 36609
P: 251.316.0015 • F: 850.332.6629
www.dellconsultingllc.com

Approved by: _____
Date: _____



813 Downtowner Boulevard
Suite D
Mobile, Alabama 36609
P: 251.316.0015 • F: 850.332.6629
www.dellconsultingllc.com

June 7, 2018

Mr. Lance Cabaniss
City of Fairhope
Facilities Maintenance Manager
555 South Section Street
Fairhope, Alabama 36535

Re: Engineering Services Fee Proposal
Police Building HVAC

Lance,

We propose to render professional engineering services for the above referenced project. The owner of this project is the City of Fairhope. The scope of work is to review and address the envelope and ventilation in the facility to eliminate the moisture accumulation in the space above the ceiling. The anticipated process is to review the site conditions and systems, provide a report and engage a contractor to repair or modify the facility as required. As part of this project, the ceiling tiles and the lighting fixtures in the facility will be evaluated as well.

We propose to render services and make submittals as outlined below.

Preparing a Study and provide recommendations. If required, documentation and services to address any issues found, will be provided as listed below.

Schematic Design
100% Bid and Construction Documents as necessary
Assistance During Bidding
Construction Administration

We propose a total fee not to exceed of \$2,000.00.

Additional services, if authorized, will be charged at our hourly rates which are attached. We will endeavor to accommodate any changes, but we reserve the right to negotiate with you additional compensation or time.

Dell Consulting will provide the City of Fairhope with .pdf files of drawings and specification of any work produced relative to this project.

We are prepared to begin work immediately. If my understanding of the scope is correct and the fee is acceptable, please sign below and return.

Thank you for the opportunity to work with you on this project. If you have any questions, please do not hesitate to give me a call.



813 Downtowner Boulevard
Suite D
Mobile, Alabama 36609
P: 251.316.0015 • F: 850.332.6629
www.dellconsultingllc.com

Sincerely:

Andy Maurin

Andy Maurin, P.E.
Dell Consulting, LLC

Approved by: _____
Date: _____

5/30/18
Received 1:30p.m.
LPH

City of Fairhope
Approval for Special Event Request

Date complete application submitted to Rental Facilities Department

City Sponsored Event Non City Sponsored Event

Event: Street Party - Fairhope Film Festival, Inc.

Person Requesting: Linda Phelps

Date of Event: Nov. 10, 2018

Location: S. Summit St. - From Fairhope Ave to St. James

Please attach all supporting documentation.

Approval:

Joseph H. Pettis Date: 05-21-18
Police Chief/Designee

Estimated security cost for event \$ 800 off-duty

[Signature] Date: 5/29/18
Director of Public Works/Designee

Estimated cost for city services \$ _____

Disapproval:

Date: _____
Police Chief

Date: _____
Director of Public Works/Designee

Route back to rental facilities department for application package finalization

NOTES: Group has agreed to pickup & bring barricades + trash cans back to Public Works after event.

Once signatures are obtained, please forward to the City Clerk's office to go before council.



122 Fairhope Avenue, Suite 3
Fairhope, Alabama 36532
251-990-7957
www.fairhopefilmfestival.org

May 21, 2018

Mayor Karen Wilson
Jack Burrell, City Council President
City of Fairhope
PO Drawer 429
Fairhope, AL 36533

Dear Mayor Wilson and Mr. Burrell,

Thank you for what you and the City did for the past Fairhope Film Festivals. By working in a partnership, Fairhope's film festival is the "Best of the Best" and represents the City of Fairhope in the best light to over 3,000 film enthusiasts. We request the following from the City of Fairhope to ensure another great 4-day event for the 2018 Fairhope Film Festival.

The Fairhope Film Festival requests permission to close S. Summit St (between Fairhope Ave and S Summit near St. James) on Saturday, November 10th from 5pm until 10 pm.

The Red Carpet Street Party on November 10th, 2018 on S Summit St. We are requesting 10 barricades, 4 trashcans, police officers and electric power hook-up on S Summit St.

Our Certificate of Insurance is included. We have applied to the ABC Board to sell wine and beer.

Our point of contact is Linda Phelps, her phone number is 251-990-7957 and my email is office@fairhopefilmfestival.org

Let us know if we can better market the City of Fairhope for future Fairhope Film Festivals.

Thank you for your consideration of our requests.

Sincerely,

Mary M. Riser
Executive Director

cc: Lisa Hanks

Created to bring the best in world cinematic culture to our region,
to introduce our area as a viable location for the film industry,
to encourage Alabama filmmakers, and to increase state and local economy.



FAIRH04

OP ID: NY

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
04/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Robertson Insurance Agency Inc 101 N Section St P O Box 1048 Fairhope, AL 36533 Robertson Insurance Agency Inc	251-928-2163	CONTACT NAME: Robertson Insurance Agency Inc PHONE (A/C, No, Ext): 251-928-2163 FAX (A/C, No): 251-928-2182 E-MAIL ADDRESS:
	INSURED Fairhope Film Festival Mary Riser 122 Fairhope Ave Ste 3 Fairhope, AL 36532-2314	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance NAIC # 6777 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		PHPK1740687	01/09/2018	01/09/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Film Festival to be held November 8-11, 2018. Certificate Holder is listed as additional insured

CERTIFICATE HOLDER**CANCELLATION**

CITY OF FAIRHOPE P O BOX 429 FAIRHOPE, AL 36533	CITYFAI SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Michael Verkerke</i>
--	--



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.

APPLICANT'S NAME Ephigenia K. Lindeman SSN# _____
Jon B. Lindeman, Jr

AGE _____ DATE OF BIRTH _____ PLACE OF BIRTH Montreal, Canada
Norfolk, Va

MAILING ADDRESS 5707 NW 158TH Street, Miami Lakes, FL 33014

HOME # _____ WORK # 321-438-6804

CELL # _____ FAX # 888-769-1752

RESIDENCE ADDRESS 5707 N.W. 158TH Street, Miami Lakes, FL 33014

NO. YEARS AT PRESENT ADDRESS 3 NO. YEARS AT PREVIOUS ADDRESS 9 years

PREVIOUS ADDRESS 20641 NW 10 Ave, Miami Gardens, FL 33169

NAME AND ADDRESS OF BUSINESS It's All Greek to Me!
108 North Section Street, Bldg C, Suite 2, Fairhope, AL 36532

NAME OF CORPORATION It's All Greek to Me!

BUSINESS LOCATION 108 North Section Street, Bldg C, Suite 2, Fairhope, AL 36532

HAS APPLICANT EVER HAD AN ALCOHOLIC BEVERAGE LICENSE BEFORE NO

IF SO, WHERE _____ UNDER WHAT NAME _____

HAS APPLICANT EVER BEEN ARRESTED NO IF SO, WHERE _____

WHEN _____ WHAT WAS CHARGE _____

DISPOSITION _____

LIST THREE REFERENCES:

NAME	ADDRESS	PHONE NUMBER
Gerry Kourouklis	Fairhope, AL 36532	-
Bob Kourouklis	Miami, FL 33032	-
Topeka Martinez	Miami, FL 33170	-

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.

[Signature]
SIGNATURE (FULL NAME)

5/29/2018
DATE

NOT APPROVED _____ DATE _____
Chief of Police

NOT APPROVED
BY COUNCIL _____ DATE _____
City Clerk

APPROVED *[Signature]* DATE 06-05-2018
Chief of Police

APPROVED
BY COUNCIL _____ DATE _____
City Clerk

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