

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

**MONDAY, 10 AUGUST 2020 – 4:30 P.M. – COUNCIL CHAMBER**

1. Discussion of the 2021 Fairhope Public Utility Electric Industrial Rate – Michael Allison
2. Committee Updates
3. Department Head Updates

**Next Regular Meeting – August 24, 2020 - Same Time and Place**

# Industrial Electric Rate

A revision to the Fairhope electric rate structure

# Why look at this?

- To better align the cost of providing service to this rate class with the rate charged
- Current industrial electric rates are not competitive with our neighbors to attract smaller industrial customers to our service territory
- We are also proposing a review of all electric rates in the next budget
  - Based on recommendation from our consultant

# Current rate structure

- R1 – Residential
- C1 – Commercial
- I1 – Industrial
- M1 – Schools
- M2 – Non-Profit
- M2I – Non-Profit Greater than 50 kW Demand



## Rates we are looking at

- C1 – Current commercial rate for less than 50 kW demand
  - This rate will remain the same other than the name will change to “Small Commercial” until we look at the rates in general
- I1 – Current industrial rate for any customer over 50 kW
  - This rate will change to C2 and become the “Large Commercial” rate for any customer between 50 kW and 999 kW. The rate itself will not change
- New I1 – New rate for industrial – any customer over 1000 kW

# NEW rate structure

- R1 – Residential
- C1 – Small Commercial
- C2 – Large Commercial
- I1 – Industrial
- M1 – Schools
- M2 – Non-Profit
- M2I – Non-Profit Greater than 50 kW Demand

# New Industrial Rate

- I1 will become the new industrial rate
  - Any customer 1000 kW and above will fall into this rate
  - If a customer hits 1000 kW for one 15-minute interval, they are on this rate for 12 months
  - Better aligns this rate with the cost to serve industrial customers
    - Higher demand charge and lower kWh charge
  - Charges are:
    - \$13.15 per kW and \$0.052 per kWh

# How will we compare

- Fairhope
  - Customer Charge \$350.00
  - Per kW \$13.15
  - Per kWh \$0.052
- Huntsville
  - Customer charge \$192.65
  - per kW \$ 14.33 (first 1000 kW) \$ 14.15 over 1000 kW
  - per kWh \$ 0.06074
- Troy
  - Customer Charge \$50.00
  - Per kw \$5.75
  - kWh .0749 first 50,000, \$0.0637 next 100,000, \$0.0609 over 150,000
- Decatur
  - Customer Charge \$50.00
  - Per kW \$10.98 over 50 kW
  - Per kWh \$0.08922 first 15,000, \$0.05235 over 15,000
- Florence
  - Customer Charge \$350
  - Per kW \$12.27
  - Per kWh \$0.05978
- Riviera
  - Customer Charge \$300.00
  - Per kW \$6.554 first 1000, \$6.254 over 1000
  - Per kWh \$0.0787 first 300,000, \$0.0652 after that

# Examples

- Example 1-1500 kW, 150,000 kWh

- Fairhope
  - Current - \$24,747.47
  - Proposed - \$27,875.00
- Huntsville \$30,708.65
- Troy \$19,910.00
- Decatur \$24,376.55
- Florence \$27,722.00
- Riviera \$21,786.00

- Example 2-2500 kW, 1,000,000 kWh

- Fairhope
  - Current \$100,426.32
  - Proposed \$84,225.00
- Huntsville \$96,487.65
- Troy \$89,325.00
- Decatur \$79,854.05
- Florence \$90,805.00
- Riviera \$94,935.00

# New I1 Rate

- This rate will better align Fairhope to attract industrial customers to our service territory
  - These typically provide good, stable jobs for citizens and each of these jobs will create service jobs
- Better aligns this rate class with the actual cost of providing service
  - Maintains margin to cover Capital, Labor, and O&M costs

## Next steps

- Direction from council on if they want to add this rate effective FY21 or wait for rate study
  - If adding, we will work with the city clerk to prepare ordinance for next meeting
- Review possible funding sources for electric rate study

**CITY OF FAIRHOPE  
CITY COUNCIL AGENDA**

**MONDAY, 10 AUGUST 2020 – 6:00 P.M. - CITY COUNCIL CHAMBER**

**Invocation and Pledge of Allegiance**

1. Approve minutes of 27 July 2020 Regular City Council Meeting, minutes of 27 July 2020 Work Session, and minutes of 27 July 2020 Agenda Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. **Final Adoption** - Ordinance – Annexation – City of Fairhope property located at 560 South Section Street, Fairhope, Alabama. Tax Parcel 46-04-19-4-000-001.001. (Introduced at the July 27, 2020 City Council Meeting)
6. **Final Adoption** - Annexation – Keith Austin Glines, Chris Estes, and Wendy Estes property to be known as Glines Subdivision located on Grace Lake Road, Fairhope, Alabama. Tax Parcels 56-02-09-1-001-002.001, 56-02-09-1-001-002.005, 56-02-09-1-001-002.006 and 56-02-09-1-001-002.007. (Introduced at the July 27, 2020 City Council Meeting)
7. Resolution – That the City Council approves Amendment No. 1 to the Contract and amends Resolution No. 2833-17 for RFQ No. PS026-17, Professional Consulting Services to Upgrade City’s GIS with Online Mapping System, for the one-year extension of contract work will be \$1,200/month for a total \$14,400.00; and authorizes the Mayor to execute the Contract Amendment No. 1.
8. Resolution – To Award Bid for Civic Center Stage Repairs (Bid No. PW005-20) to Seale Quality Construction and Renovations with a total bid cost of \$45,250.00.
9. Resolution – To Award the Roof Repairs for the K-1 Center to Roof Doctors with a total cost of \$36,600.00.
10. Resolution – That the City of Fairhope approves the procurement of 424 Meters for the Gas Department to be purchased from ELSTER America Meter Company, through Ed Young Sales Company, Inc. as sole-source sales rep for Elster. The units must fit into our existing standardized system; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The total procurement for the quoted price is \$54,964.81.



11. Resolution – That the City of Fairhope approves the procurement of 424 ERTS for the Gas Department to be purchased from Consolidated Pipe and Supply Company, Inc. the sole-source distributor for the Neptune ERTS. The units must fit into our existing standardized system; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The total procurement for the quoted price is \$37,312.00 and includes freight.
12. Resolution – That the City of Fairhope approves the procurement of 876 Regulators for the Gas Department to be purchased from M.T. Deason, Authorized Itron Gas Utility Distributor, Inc. The units are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The total procurement amount of \$22,941.44, including freight.
13. Resolution – That the City of Fairhope approves the procurement of Supply Zinc Orthophosphate and TKKP Chemicals for the Water Department for FY2021. These chemicals are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The estimated annual cost is \$72,992.00 dependent on population growth and weather conditions.
14. Resolution – That the City of Fairhope has voted to procure the City’s MUNIS Software Annual Maintenance and Licensing Fees for IT Department, from Tyler Technologies, Inc. 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.” Munis – \$51,162.30 and Incode - \$12,029.37 for a total cost of \$63,191.67
15. Resolution – That the City of Fairhope has voted to renewal of three-year master service agreement with Everbridge emergency notification system service for the IT Department for direct procurement from Everbridge of Pasadena, CA. This procurement is over the green sheet approval benchmark of \$5,000 for unbudgeted requests and requires Council’s approval. The cost is \$7,593.16 for each year of the three-year agreement.
16. Resolution – That the City of Fairhope has voted to purchase a 2020 Ford F150 Supercab 4x2 Pickup Truck for the Planning Department; and the type of vehicle needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid. The cost will be \$23,854.00.
17. Resolution – That the City of Fairhope approves the procurement for a 20 foot Storage Container for Storage of Ammunition for the Police Department with a cost of \$11,900.00 from Southern Truck & Equipment.
18. Resolution – Authorizing the Mayor or Council President to execute and deliver an Agreement between the Fairhope Volunteer Fire Department, Inc. and the City of Fairhope.

19. Resolution – That the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Reclassify the following Job Position; and the Job Description and Grade of Pay for same; and amend the budget for positions: from an Administrative Assistant to Field Audit Technician (Grade 20).
20. Resolution – That the City Council hereby amends Resolution No. 3785-20 to add the following: Due to Covid-19 capacity restrictions and social distancing requirements, the City Council finds that a public purpose is being served by the use of the Council Chambers and AV broadcast for the citizens.
21. Public Participation – (3 minutes maximum)
22. Adjourn

**City Council Work Session - 4:30 p.m.  
on Monday, August 10, 2020 – Council Chambers**

**City Council Agenda Meeting - 5:30 p.m.  
on Monday, August 10, 2020 – Council Chambers**

**Next Regular Meeting – Monday, August 24, 2020 - Same Time and Place**

**2020 FAIRHOPE MUNICIPAL ELECTION IMPORTANT DATES**

July 7 – 21, 2020 - Qualifying Period

July 28, 2020 - Absentee Voting Begins

August 20, 2020 – Last day to **APPLY** for absentee ballot

August 24, 2020 – Last day to **RETURN YOUR** Hand-Delivered absentee ballot is the close of business (5:00 p.m.)

August 25, 2020 – Last day to **RECEIVE MAILED** absentee ballots  
Must be postmarked by August 24<sup>th</sup> and received by noon!

**August 25, 2020 – ELECTION DAY – POLL HOURS 7 –7**

September 30, 2020 – Canvass the Election - 10:00 a.m. Council Chambers

**RUN-OFF IMPORTANT DATES**

September 8, 2020 – Absentee Voting Begins

October 1, 2020 – Last day to **APPLY** for absentee ballot

October 5, 2020 – Last day to **RETURN YOUR** Hand-Delivered absentee ballot is the close of business (5:00 p.m.)

October 6, 2020 – Last day to **RECEIVE MAILED** absentee ballots  
Must be postmarked by October 5<sup>th</sup> and received by noon!

**October 6, 2020 – RUN-OFF ELECTION – POLL HOURS 7-7**

October 13, 2020 – Canvass the Run-off Election - 10:00 a.m.  
Council Chambers

STATE OF ALABAMA            )  
  :  
COUNTY OF BALDWIN        )(

The City Council, City of Fairhope, met in regular session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 27 July 2020.

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. The invocation was given by Associate Pastor Chris Peters of Trinity Presbyterian Church and the Pledge of Allegiance was recited.

Council President Burrell stated there was a need to add on three agenda items after Agenda Item Number 27: a resolution that the City of Fairhope authorizes the procurement of Services from either Hoffman Petroleum Equipment or Ranger Environmental based on total volume (price) on a contingency (as needed) basis for the Removal and Disposal of hydrocarbons contained within Underground Storage Tanks at Fairhope Avenue and Section Street corner with a not to exceed cost of \$8,500.00; a resolution to award Bid for Cathodic Gas Services (Bid No. 033-20) to Allied Corrosion Industries, Inc., with a total bid proposal of \$110,136.00; and a resolution that the City Council hereby authorizes and approves the Common Sense Campaign to hold its Candidate Forum on Thursday, August 20, 2020, from 6:00 p.m. to 8:00 p.m.; to allow the use of the City Council Chambers, possibly Lobby and Civic Center Parking Lot; that all fees be waived including security; and if possible, schedule Tuesday, August 11, 2020, from 6:00 p.m. to 8:00 p.m. in case there are conflicts with Candidates that cannot be resolved with our dates; and to use our audio/video equipment for livestreaming via YouTube.

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

Councilmember Conyers moved to approve minutes of the 2 July 2020, special called City Council meeting; minutes of the 13 July 2020, regular meeting; minutes of the 13 July 2020, work session; and minutes of the 13 July 2020, agenda meeting. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

27 July 2020

Mayor Wilson addressed the City Council with the following report:

We have reached a point in the lifecycle of our some of our large downtown street trees, that replacement is warranted.

The City Horticulturist, in consultation with the Tree Committee, have identified the first phase of replacement and the tree specimen to use.

In this first phase, all trees along Section Street from Morphy Avenue (south end) to Oak Street (north end) will be replaced. T

This represents a total of 55 trees replaced with the Chinese Pistache, variety "Red Push".

For those who were never fans of the netting type of tree lights and the fact that it was difficult to completely lite up these big trees, can look forward to more trees with wrapped branch lighting.

The change out will be done at night to prevent traffic issues downtown and will be done during the month of August to be ready for this season's tree lighting for Christmas.

And speaking of Christmas, as we continue to maneuver through the COVID virus, our Econ & Community Development director and Events Coordinator are busy at work creating Plan for our tree lighting ceremony and Christmas parade IF NECESSARY.

They've come up with a really creative idea, but I won't ruin the surprise. Just rest assured that even with COVID Fairhope will celebrate Christmas as only Fairhope can!

Council President Burrell questioned when we would see the bid for the K-1 roof. Public Works Director Richard Johnson replied on the next agenda.

Councilmember Boone moved for final adoption of Ordinance No. 1584, an ordinance to Establish Water and Wastewater (Sewer) Rates for all Customers of the City of Fairhope Water and Wastewater Systems and to Repeal Ordinance No. 1383, Ordinance No. 1554, and Ordinance No. 1555. (Introduced at the July 13, 2020 City Council Meeting) Seconded by Councilmember Brown, motion for final adoption passed by the following voice votes: AYE – Burrell, Robinson, Conyers, Brown, and Boone. NAY - None. Councilmember Brown commented that every dollar we spend we take in seventy two cents.

27 July 2020

Councilmember Conyers introduced in writing an ordinance to annex the property of City of Fairhope located at 560 South Section Street, Fairhope, Alabama. Tax Parcel 46-04-19-4-000-001.001. Due to lack of a motion for immediate consideration, this ordinance will layover until the August 10, 2020 City Council meeting. Council President Burrell said that City Clerk Lisa Hanks told him there was not rush for either annexation.

Councilmember Conyers introduced in writing an ordinance to annex the property of Keith Austin Glines, Chris Estes, and Wendy Estes to be known as Glines Subdivision located on Grace Lake Road, Fairhope, Alabama. Tax Parcels 56-02-09-1-001-002.001, 56-02-09-1-001-002.005, 56-02-09-1-001-002.006 and 56-02-09-1-001-002.007. Due to lack of a motion for immediate consideration, this ordinance will layover until the August 10, 2020 City Council meeting.

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the Mayor of the City of Fairhope is hereby directed to issue a Certificate of Election to Corey A. Martin for the office of Place #2 for such term pursuant to the provisions of Section 11-46-25, as amended. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

#### **RESOLUTION NO. 3764-20**

WHEREAS, Sections 11-46-20 through 11-46-73 of the Alabama Code of 1975, as amended, provide for, and regulate general and special elections in cities and towns of this state, except those cities and towns which have a commission form of government, and

WHEREAS, Section 11-46-43 of the Alabama Code of 1975 prohibits write-in elections held under Sections 11-46-20 through 11-46-73 of the Alabama Code of 1975, as amended, and

WHEREAS, Section 11-46-26 of the Alabama Code of 1975, as amended, provides that if only one person has filed a statement of Candidacy or has been nominated for an office for an election to be held pursuant to Sections 11-46-20 through 11-46-73 of the Alabama Code of 1975, as amended, at the time the deadline for qualification has passed, then such person shall, for all purposes, be deemed elected to such office, and the mayor or other chief executive officer shall not cause the name of such person or the office for which his candidacy was declared to be printed on the ballot, but he shall immediately file a written statement with the governing body of the municipality, attested by the clerk, certifying the fact that only one person filed a statement of candidacy or was nominated for the office preceding the deadline set for an election of municipal officers of the municipality and setting forth the name of such person, and

WHEREAS, said Section 11-46-26, as amended, provides that the governing body of the municipality, after receiving such statement, shall adopt a resolution declaring the person named in the statement duly elected to the office described in the statement, and shall issue Certificate of Election to such person, and;

WHEREAS, the Mayor of the City of Fairhope has filed a written statement with the governing body of the municipality, attested by the Clerk, certifying the fact that only one person filed a statement of candidacy for the office of PLACE #2 prior to the deadline and that the name of that person who filed such statement was COREY A. MARTIN, and;

27 July 2020

NOW, THEREFORE, BE IT RESOLVED by the Fairhope City Council of the City of Fairhope, that he is hereby declared duly elected to the office of CITY COUNCIL in the City of Fairhope for the term of office commencing on the first Monday in November, 2020, and

BE IT FURTHER RESOLVED, that the Mayor of the City of Fairhope is hereby directed to issue a Certificate of Election to **COREY A. MARTIN** for the office of **CITY COUNCIL - PLACE #2** for such term pursuant to the provisions of Section 11-46-25, as amended.

ADOPTED THIS THE 27TH DAY OF JULY, 2020

\_\_\_\_\_  
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 Mayor of the City of Fairhope is hereby directed to issue a Certificate of Election to James “Jimmy” Reid Conyers, Jr. for the office of Place #3 for such term pursuant to the provisions of Section 11-46-25, as amended. Seconded by Councilmember Brown, motion passed by the following voice vote: AYE – Burrell, Robinson, Brown, and Boone. NAY – None. ABSTAIN – Conyers.

**RESOLUTION NO. 3765-20**

WHEREAS, Sections 11-46-20 through 11-46-73 of the Alabama Code of 1975, as amended, provide for, and regulate general and special elections in cities and towns of this state, except those cities and towns which have a commission form of government, and

WHEREAS, Section 11-46-43 of the Alabama Code of 1975 prohibits write-in elections held under Sections 11-46-20 through 11-46-73 of the Alabama Code of 1975, as amended, and

WHEREAS, Section 11-46-26 of the Alabama Code of 1975, as amended, provides that if only one person has filed a statement of Candidacy or has been nominated for an office for an election to be held pursuant to Sections 11-46-20 through 11-46-73 of the Alabama Code of 1975, as amended, at the time the deadline for qualification has passed, then such person shall, for all purposes, be deemed elected to such office, and the mayor or other chief executive officer shall not cause the name of such person or the office for which his candidacy was declared to be printed on the ballot, but he shall immediately file a written statement with the governing body of the municipality, attested by the clerk, certifying the fact that only one person filed a statement of candidacy or was nominated for the office preceding the deadline set for an election of municipal officers of the municipality and setting forth the name of such person, and

27 July 2020

WHEREAS, said Section 11-46-26, as amended, provides that the governing body of the municipality, after receiving such statement, shall adopt a resolution declaring the person named in the statement duly elected to the office described in the statement, and shall issue Certificate of Election to such person, and;

WHEREAS, the Mayor of the City of Fairhope has filed a written statement with the governing body of the municipality, attested by the Clerk, certifying the fact that only one person filed a statement of candidacy for the office of PLACE #3 prior to the deadline and that the name of that person who filed such statement was JAMES "JIMMY" REID CONYERS, JR., and;

NOW, THEREFORE, BE IT RESOLVED by the Fairhope City Council of the City of Fairhope, that he is hereby declared duly elected to the office of CITY COUNCIL in the City of Fairhope for the term of office commencing on the first Monday in November, 2020, and

BE IT FURTHER RESOLVED, that the Mayor of the City of Fairhope is hereby directed to issue a Certificate of Election to **JAMES "JIMMY" REID CONYERS, JR.** for the office of **CITY COUNCIL - PLACE #3** for such term pursuant to the provisions of Section 11-46-25, as amended.

ADOPTED THIS THE 27TH DAY OF JULY, 2020

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

Attest:

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

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution to appoint Election Officials for Election Day 25 August 2020, and Run-off Election Day 6 October 2020, if necessary. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 3766-20**

**WHEREAS**, a Regular Municipal Election has been called to be held on 25 August 2020, and a Run-off Election, to be held if necessary, on 6 October 2020; and,

**WHEREAS**, Section 11-46-27 of the Alabama Code of 1975, as amended, provides, in part, that the Municipal Governing Body, not less than 15 days before the holding of any Municipal Election, appoint from the qualified electors of the municipality, officers to hold the election as follows; where electronic ballot counters are used, at least one inspector and three clerks,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Fairhope, Alabama that the election Officers for said elections shall be as follow:



27 July 2020

Chief Inspector:	(1)	Kermit Mangus, 400 Jasmine Avenue
Chief Clerk:	(1)	Rebecca "Becky" Brown, 667 Fairhope Avenue
Provisional Ballot Officer:	(1)	Kermit Mangus, 400 Jasmine Avenue
	(2)	Rebecca "Becky" Brown, 667 Fairhope Avenue
Registration & Voters List Clerks:	(1)	Helen Allison, 21950 Country Woods Drive
	(2)	Anne Courtman, 404 Jasmine
	(3)	Beverly Dunnam, 414 Forester Avenue
	(4)	Margie Gewirtz, 70 Paddock Drive
	(5)	Wilhelmina Gregory, 214 Silo Loop
	(6)	Katherine Hastings, 59 Fels Avenue
	(7)	Doris Mangus, 400 Jasmine Avenue
	(8)	Gretchen McDonald, 21970 Country Woods Dr
	(9)	Suzanne McKee, 211 Park Drive
	(10)	Margie Robinson, 100 Berglin Street
Ballot Issue Clerks:	(1)	Katheryn Graham, 312 Patlynn Drive
	(2)	Edwina Tait, 101 Berglin Street
	(3)	Felix Tait, 101 Berglin Street
Inactive List	(1)	Joanne Brown, 64 S. Ingleside Street
Express Vote Attendant: (For Handicap)	(1)	Anthony Gasbarro, 322 Clubhouse Drive
Machine Attendants:	(1)	Andrew J. Blaschak, 405 Jasmine Avenue
	(2)	Terrill G. Hicks, 104 Clubhouse Drive
Absentee Machine Clerks:	(1)	Dianne Blaschak, 405 Jasmine Avenue
Runners and Relief Clerks:	(1)	John Bartels, 506 N. Mobile Street
	(2)	Leylon Todd, 512 Kensley Avenue
	(3)	Donald Woodard, 20416 Thompson Hall Road

**BE IT FURTHER RESOLVED**, that the Chief Inspector shall be compensated \$250.00 for each Election and for each Run-off Election, if necessary, and other Election Officers shall be compensated \$125.00 for each Election, and for each Run-off Election, if necessary.

ADOPTED THIS 27TH DAY OF JULY, 2020

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

Attest:

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

27 July 2020

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope elects to provide Tier I retirement benefits to its Tier II plan members, subject to the approval by the Employees' Retirement System Board of Control. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 3767-20**

**WHEREAS**, under the provisions of Act 2019-132, employers who participate in the Employees' Retirement System pursuant to Alabama Code § 36-27-6 may elect to provide Tier I retirement benefits to Tier II plan members; and

**WHEREAS**, the City of Fairhope participates in the Employees' Retirement System pursuant to Alabama Code § 36-27-6 and wishes to improve retirement benefits for its Tier II plan members; and

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, that the City of Fairhope elects to provide Tier I retirement benefits to its Tier II plan members, subject to the approval by the Employees' Retirement System Board of Control; that, if approved, such election shall be effective the following fiscal year and is irrevocable.

**BE IT FURTHER RESOLVED** that the City of Fairhope has reviewed the actuarial cost estimates provided by the Employees' Retirement System for such election and agrees to pay any resulting increases in the employer contribution rate.

**BE IT FURTHER RESOLVED** that beginning in the month that such election is effective, the City of Fairhope's Tier II plan members shall contribute 7.5% of their earnable compensation to the Employees' Retirement System and the City of Fairhope's Tier II plan members who are law enforcement officers, as defined by Alabama Code § 36-27-59(a), shall contribute 8.5% of their earnable compensation to the Employees' Retirement System, as required by Act 2019-132.

**BE IT FURTHER RESOLVED** that the City of Fairhope has not increased the member contribution rates for its Tier I members as provided by Act 2011-676 and, as required by Alabama Code § 36-27-6.5, the City of Fairhope has submitted to the Employees' Retirement System a plan to increase such rates as referenced as Exhibit A to this Resolution No. 3767-20.

Adopted on this 27th day of July, 2020

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

Attest:

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

27 July 2020

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the public improvements indicated herein for the North Hills at Fairhope, Phase 1 are hereby accepted for public maintenance subject to the bond posted; and authorizes Mayor Karin Wilson to execute the Maintenance and Guaranty Agreement between the City of Fairhope and North Hills at Fairhope, LLC (the “Subdivider”). Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

**RESOLUTION NO. 3768-20**

**WHEREAS**, the Owners of North Hills at Fairhope, Phase 1 desire to have all public streets and public right-of-ways dedicated on the plat filed for record in the Probate Records of Baldwin County, Alabama, on Slide 2726-C, and all Fairhope public utilities located in public right-of-ways accepted for maintenance by the City of Fairhope, Alabama, and;

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

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

**WHEREAS**, the City of Fairhope, Alabama, has received from the owners of North Hills at Fairhope, Phase 1, maintenance bonds for the public improvements constructed for a period of 2 years, and;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRHOPE, ALABAMA** that the public improvements indicated herein for North Hills at Fairhope, Phase 1 are hereby accepted for public maintenance subject to the bond posted; and authorizes Mayor Karin Wilson to execute the Maintenance and Guaranty Agreement between the City of Fairhope and North Hills at Fairhope, LLC (the “Subdivider”).

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

Adopted this 27th day of July, 2020

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

Attest:

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

27 July 2020

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope voted to procure an Additional 2,000 Gallon Tank at the Fairhope Docks for Diesel Fuel for the Recreation Department; and after the installation of the new tank, the City was informed there is an additional charge for moving the diesel fuel and preparing the existing tank for gas. The total cost will be \$10,231.99. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

**RESOLUTION NO. 3769-20**

**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 an Additional 2,000 Gallon Tank at the Fairhope Docks for Diesel Fuel for the Recreation Department; and after the installation of the new tank, the City was informed there is an additional charge for moving the diesel fuel and preparing the existing tank for gas. The total cost will be \$10,231.99.

Adopted on this 27th day of July, 2020

\_\_\_\_\_  
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 Mayor Karin Wilson is hereby authorized to execute a contract with GeoCon Engineering & Materials Testing, Inc. for Professional Engineering for Geotechnical Testing and Observation for the Church Street Utility and Drainage Improvements (RFQ No. PS018-20) with a cost not-to-exceed of \$75,000.00. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

27 July 2020

**RESOLUTION NO. 3770-20**

**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 GeoCon Engineering & Materials Testing, Inc. for Professional Engineering for Geotechnical Testing and Observation for the Church Street Utility and Drainage Improvements (RFQ No. PS018-20) with a cost not-to-exceed of \$75,000.00.

DULY ADOPTED THIS 27TH DAY OF JULY, 2020

\_\_\_\_\_  
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 Mayor Karin Wilson is hereby authorized to execute a contract with Volkert, Inc. to perform Professional Design Engineering Services for Utility Easement at Coleman Lane and Sibley Creek in Spanish Fort, Alabama (RFQ No. PS016-20) with a cost not-to-exceed of \$13,800.00. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

**RESOLUTION NO. 3771-20**

**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 Design Engineering Services for Utility Easement at Coleman Lane and Sibley Creek in Spanish Fort, Alabama (RFQ No. PS016-20) with a cost not-to-exceed of \$13,800.00.

DULY ADOPTED THIS 27TH DAY OF JULY, 2020

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

Attest:

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

27 July 2020

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. 2 of RFQ No. PS028-18, Professional Advertising and Public Relations for the Community Development Department, with Hummingbird & South, for an additional one year, as per the terms and conditions of the original contract with a cost not to exceed of \$4,125.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 3772-20**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** that Mayor Karin Wilson is hereby authorized a contract for Extension No. 2 of RFQ No. PS028-18, Professional Advertising and Public Relations for the Community Development Department, with Hummingbird & South, for an additional one year, as per the terms and conditions of the original contract with a cost not to exceed of \$4,125.00.

DULY ADOPTED THIS 27TH DAY OF JULY, 2020

\_\_\_\_\_  
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 for Extension No. 2 of Bid No. 027-17, Fairhope Connect Newsletter Printing, with Postmark Ink for an additional one year, as per the terms and conditions of the original contract. The annual cost not to exceed of \$14,100.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

\*

\*

27 July 2020

**RESOLUTION NO. 3773-20**

**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. 2 of Bid No. 027-17, Fairhope Connect Newsletter Printing, with Postmark Ink for an additional one year, as per the terms and conditions of the original contract. The annual cost not to exceed of \$14,100.00.

Adopted on this 27th day of July, 2020

\_\_\_\_\_  
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 for Extension No. 2 of Bid No. 025-18, Pest Control 2018 for the the City of Fairhope, with Redd Pest Solution of the S.E., Inc., for an additional one year, as per the terms and conditions of the original contract. The cost is an annual not to exceed of \$13,768.04. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 3774-20**

**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. 2 of Bid No. 025-18, Pest Control 2018 for the the City of Fairhope, with Redd Pest Solution of the S.E., Inc., for an additional one year, as per the terms and conditions of the original contract. The cost is an annual not to exceed of \$13,768.04.

Adopted on this 27th day of July, 2020

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

Attest:

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

27 July 2020

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to Award Bid No. 024-20 Elevator Maintenance 2020 for a 3-year contract with Thyssenkrupp Elevator; and the service is available for direct procurement through the Sourcewell Purchasing Cooperative for a total cost of \$18,900.00 for the 3-year contract (\$6,300.00 per year). Seconded by Councilmember Boone, motion passed unanimously by voice vote.

**RESOLUTION NO. 3775-20**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, as follows: To award Bid No. 024-20 Elevator Maintenance 2020 for a 3-year contract with Thyssenkrupp Elevator; and the service is available for direct procurement through the Sourcewell Purchasing Cooperative for a total cost of \$18,900.00 for the 3-year contract (\$6,300.00 per year).

Adopted on this 27th day of July, 2020

\_\_\_\_\_  
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 approves the Emergency Repairs to the Roof at the Recreation Center due to damage by forces of nature during a storm on July 12, 2020. The repair cost will be in the amount of \$8,000.00 which is not budgeted. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

**RESOLUTION NO. 3776-20**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, as follows: That the City of Fairhope approves the Emergency Repairs to the Roof at the Recreation Center due to damage by forces of nature during a storm on July 12, 2020. The repair cost will be in the amount of \$8,000.00 which is not budgeted.

Adopted on this 27th day of July, 2020

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

Attest:

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



27 July 2020

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the procurement of Hydrofluorosilicic Acid for the Water Department, from Water and Waste Specialties, LLC, with an estimated cost of \$52,800.00 (estimated 11,000 gallons at \$4.80 per gallon); and dependent on population growth and weather conditions. These chemicals are exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7). Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 3777-20**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the City of Fairhope approves the procurement of Hydrofluorosilicic Acid for the Water Department, from Water and Waste Specialties, LLC, with an estimated cost of \$52,800.00 (estimated 11,000 gallons at \$4.80 per gallon); and dependent on population growth and weather conditions. These chemicals are exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7).

Adopted on this 27th day of July, 2020

---

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 approves the procurement of Hydrated Lime and Gas Chlorine for the Water Department, from Water and Waste Specialties, LLC, with an estimated cost of \$53,575.00 (Hydrated Lime 4,000 bags at \$9.00 per bag and Gas Chlorine 185 cylinders at \$95.00 per cylinder); and dependent on population growth and weather conditions. These chemicals are exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7). Seconded by Councilmember Boone, motion passed unanimously by voice vote.

27 July 2020

**RESOLUTION NO. 3778-20**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, That the City of Fairhope approves the procurement of Hydrated Lime and Gas Chlorine for the Water Department, from Water and Waste Specialties, LLC, with an estimated cost of \$53,575.00 (Hydrated Lime 4,000 bags at \$9.00 per bag and Gas Chlorine 185 cylinders at \$95.00 per cylinder); and dependent on population growth and weather conditions. These chemicals are exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7).

Adopted on this 27th day of July, 2020

\_\_\_\_\_  
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 procure a Canon Image Prograf TX-3000 Device (36 Month Lease for the City) for the IT Department; and the type of equipment needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid. The cost will be \$4,405.80 per year. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 3779-20**

**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 Canon Image Prograf TX-3000 Device (36 Month Lease for the City) for the IT Department; and the type of equipment needed 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:

Contract Number: T190-PA3091-AL02

Canon Image Prograf TX-3000

**Cost is \$4,405.80 per year**

Adopted on this 27th day of July, 2020

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

Attest:

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

27 July 2020

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to procure the EnerGov Software for the Building Department specifically designed for Online Submittals, Issuance and Payment of Building Permits and Development Plans from Tyler Technologies with a not-to-exceed amount of \$230,000.00. This will be reimbursed through the CARES Act funding under remote work. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 3780-20**

**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 EnerGov Software for the Building Department specifically designed for Online Submittals, Issuance and Payment of Building Permits and Development Plans from Tyler Technologies with a not-to-exceed amount of \$230,000.00. This will be reimbursed through the CARES Act funding under remote work.

Adopted on this 27th day of July, 2020

\_\_\_\_\_  
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 Fairhope City Council hereby accepts the 10,000 masks donated by the Gainesville, Georgia branch of the Taiwanese Chambers of Commerce of North America for distribution to citizens in need. Seconded by Councilmember Robinson, motion passed unanimously by voice vote. Mayor Wilson stated that the City would give these masks to the Ecumenical Ministries, the Fairhope Rotary Youth Club, and the Fairhope Police Department.

27 July 2020

**RESOLUTION NO. 3781-20**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the Fairhope City Council hereby accepts the 10,000 masks donated by the Gainesville, Georgia branch of the Taiwanese Chambers of Commerce of North America for distribution to citizens in need.

Adopted on this 27th day of July, 2020

\_\_\_\_\_  
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 Pay Grade for Equipment Operator II be revised and approved in the Compensation and Job Classification Plan, as recommended by the Public Works Director Richard Johnson from a Grade 16 to a Grade 17; and approve the updated Equipment Operator II Job Description for same; and amend the budget for position. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

**RESOLUTION NO. 3782-20**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** that the Pay Grade for Equipment Operator II be revised and approved in the Compensation and Job Classification Plan, as recommended by the Public Works Director Richard Johnson; and approve the updated Equipment Operator II Job Description and Grade of Pay for same; and amend the budget for position as follows:

	Current	Proposed
Equipment Operator II	Grade 16	Grade 17

ADOPTED THIS 27TH DAY OF JULY, 2020

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

ATTEST:

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

27 July 2020

Council President Burrell stated that the following item was asked to be tabled by City Attorney Marcus McDowell and Recreation Director Pat White. City Attorney McDowell addressed the City Council and said there was a paragraph in the agreement that needed to be looked at and revised. He said it gives the Recreation Board the authority to grant a temporary agreement which is against State law; and only the City Council can approve an agreement with another entity.

Councilmember Robinson moved to table the following resolution indefinitely, a resolution that the City Council hereby approves the following recommendation from the Recreation Board: the City of Fairhope Athletic Field Rental Agreement as modified (see attachment). Seconded by Councilmember Boone, motion passed by the following voice vote: AYE – Burrell, Robinson, Conyers, and Boone. NAY – Brown.

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope authorizes the procurement of Services from either Hoffman Petroleum Equipment or Ranger Environmental based on total volume (price) on a contingency (as needed) basis for the Removal and Disposal of hydrocarbons contained within Underground Storage Tanks at Fairhope Avenue and Section Street corner with a not to exceed cost of \$8,500.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 3783-20**

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

[1] That the City of Fairhope authorizes the procurement of Services from either Hoffman Petroleum Equipment or Ranger Environmental based on total volume (price) on a contingency (as needed) basis for the Removal and Disposal of hydrocarbons contained within Underground Storage Tanks at Fairhope Avenue and Section Street corner with a not to exceed cost of \$8,500.00.

Adopted on this 27th day of July, 2020

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

Attest:

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

27 July 2020

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to Award Bid for Cathodic Gas Services (Bid No. 033-20) to Allied Corrosion Industries, Inc., with a total bid proposal of \$110,136.00. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

**RESOLUTION NO. 3784-20**

**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 Cathodic Gas Services (Bid Number 033-20).

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

Please see attached Bid Tabulation for  
Cathodic Gas Services

[3] After evaluating the bid proposals with the required bid specifications, Allied Corrosion Industries, Inc., with a total bid proposal of \$110,136.00, is now awarded the bid for Cathodic Gas Services.

Adopted on this 27th day of July, 2020

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Karin Wilson, Mayor

Attest:

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Lisa A. Hanks, MMC  
City Clerk

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\*

27 July 2020

CITY OF FAIRHOPE TABULATION  
 BID 033-20 Cathodic Gas Services  
 BID OPENED: July 27, 2020, 9:00 a.m.

	DAY RATE FOR LOCATING SHORTS	NUMBER OF POSITIONS ON LOCATING CREW	DAY RATE FOR REPAIRING SHORTS	NUMBER OF POSITIONS ON REPAIRING CREW	PRICE FOR MOBILIZATION	PRICE FOR DEMOBILIZATION	BID DOCS	ADDENDUM 1
Coastal Corrosion	NON RESPONSIVE							
MESA	NO BID							
Allied Corrosion	\$ 1,814	1	\$ 3,358	3	\$ 1,674	\$ 1,674	YES	YES
Steel Cathodic	\$ 1,465	1	\$ 3,470	3	\$ 1,465	\$ 1,465	YES	YES

**\*\* Steel Cathodic inserted an additional fee for Mobilization and Demobilization for the Repair Crew at a cost of \$3,470 which would make them the high bidder.**

Recommendation: Allied Corrosion Industries, Inc.

To the best of my knowledge this is an accurate Bid Tabulation

Michael Allison 7/27/2020  
 Signature Date

Michael Allison, Director of Operations

Delores A Brandt 7/27/2020  
 Signature Date

Delores A Brandt, Purchasing Manager

27 July 2020

27 July 2020

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby authorizes and approves the Common Sense Campaign to hold its Candidate Forum on Thursday, August 20, 2020, from 6:00 p.m. to 8:00 p.m.; to allow the use of the City Council Chambers, possibly Lobby and Civic Center Parking Lot; that all fees be waived including security; and if possible, schedule Tuesday, August 11, 2020, from 6:00 p.m. to 8:00 p.m. in case there are conflicts with Candidates that cannot be resolved with our dates; and to use our audio/video equipment for livestreaming via YouTube. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

**RESOLUTION NO. 3785-20**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the City Council hereby authorizes and approves the Common Sense Campaign to hold its Candidate Forum on Thursday, August 20, 2020, from 6:00 p.m. to 8:00 p.m.; to allow the use of the City Council Chambers, possibly Lobby and Civic Center Parking Lot; that all fees be waived including security; and if possible, schedule Tuesday, August 11, 2020, from 6:00 p.m. to 8:00 p.m. in case there are conflicts with Candidates that cannot be resolved with our dates; and to use our audio/video equipment for livestreaming via YouTube.

Adopted on this 27th day of July, 2020

---

Karin Wilson, Mayor

Attest:

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Lisa A. Hanks, MMC  
City Clerk

At the request of the City Attorney, Marcus E. McDowell, the City Council will rise from the meeting to go into Executive Session based on Section 36-25A-7(a)(3) to discuss pending and potential litigation. The approximate time to be in Executive Session is 30 minutes. Councilmember Conyers moved to go into Executive Session. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

Exited the dais at 6:35 p.m. Returned at 7:19 p.m.



27 July 2020

There being no further business to come before the City Council, the meeting was duly adjourned at 7:20 p.m.

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Jack Burrell, Council President

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Lisa A. Hanks, MMC  
City Clerk



Monday, July 27, 2020

Page -3-

There being no further business to come before the City Council, the meeting was duly adjourned at 4:56 p.m.

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Jack Burrell, Council President

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Lisa A. Hanks, MMC  
City Clerk

STATE OF ALABAMA            )  
  :  
COUNTY OF BALDWIN        )

The City Council met in an Agenda Meeting at 5:30 p.m.,  
Fairhope Municipal Complex Council Chamber,  
161 North Section Street, Fairhope, Alabama 36532,  
on Monday, 27 July 2020.

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 4:56 p.m. The City Council reviewed and discussed the agenda for their meeting to be held today at 6:00 p.m. Community Affairs Director Jessica Walker, IT Director Jeff Montgomery, and Public Works Director Richard Johnson addressed the City Council and briefly explained their Department's Agenda Items.

Council President Burrell commented that the Energov Software's annual maintenance will be a little less than \$15,000.00. He told the City Council that the other two recommendations from the Recreation Board should be handle during the budget discussions: ball fields and tracks. Councilmember Robinson concurred with these two items.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:21 p.m.

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Jack Burrell, Council President

---

Lisa A. Hanks, MMC  
City Clerk

ORDINANCE NO. \_\_\_\_

WHEREAS, CITY OF FAIRHOPE, the owner of the hereinafter described property, did, in writing, petition the City of Fairhope, a municipal corporation, for annexation under Section 11-42-21 of the Code of Alabama, 1975, as amended; and

WHEREAS, a map of said property is attached to said Petition as an exhibit; NOW, THEREFORE

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the following described property, lying contiguous to the corporate limits of the City of Fairhope, Alabama; and not within the corporate limits or the police jurisdiction of any other municipality; be and the same is hereby annexed to the City of Fairhope, Alabama, to-wit:

Property is located at 560 South Section Street, Fairhope, Alabama.

**LEGAL DESCRIPTION:**

**TAX PARCEL 46-04-19-4-000-001.001**

Lot 1, Bighead Industrial Sites, a Subdivision, according to map or plat thereof recorded in Map Book 12, Page 116 in the records in the Office of the Judge of Probate of Baldwin County, Alabama.

THIS CONVEYANCE AND THE WARRANTIES CONTAINED IN THIS WARRANTY DEED WITH VENDOR'S LIEN RESERVED ARE MADE SUBJECT TO THE FOLLOWING:

Minimum building setback lines and other matters established by the Baldwin County, Alabama Zoning Regulations, dated April 6, 1999.

Differences between actual and recorded distances and bearings on the North and West sides of the property as shown on survey by Seth W. Moore dated April 11, 2002.

Encroachment of asphalt over the North line of the above described property as shown on survey by Seth W. Moore dated April 11, 2002.

This property shall be zoned R-1, Low Density Single-Family Residential District.

BE IT FURTHER ORDAINED that a certified copy of this Ordinance, with a copy of the Petition and the exhibit, be recorded in the Office of the Probate Judge, Baldwin County, Alabama.

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

ADOPTED THIS 10TH DAY OF AUGUST, 2020

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

ATTEST:

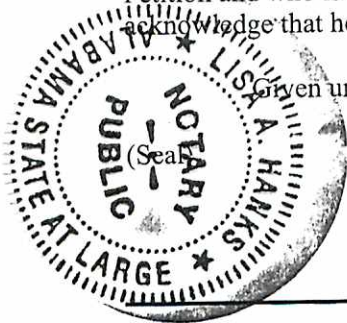
\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk



**U.S JUSTICE DEPARTMENT INFORMATION**

- Size of property (acres or square feet) 220.3' X 400' IRR
- If property is occupied, give number of housing units 0
- Number of Persons residing in each unit, and their race N/A
- If property is unoccupied, give proposed use \_\_\_\_\_
- If property is being developed as a subdivision, give subdivision name \_\_\_\_\_
- Number of lots within proposed subdivision N/A

I, Lisa A. Hanks a Notary Public in and for said State and County, hereby certify that Karin Wilson, Mayor whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.



Given under my Hand and Seal this 24th day of June, 2020,

Lisa A. Hanks  
Notary Public

My commission expires 8/21/2022

I, \_\_\_\_\_ a Notary Public in and for said State and County, hereby certify that \_\_\_\_\_ whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

Given under my Hand and Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

(Seal) \_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

I, \_\_\_\_\_ a Notary Public in and for said State and County, hereby certify that \_\_\_\_\_ whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

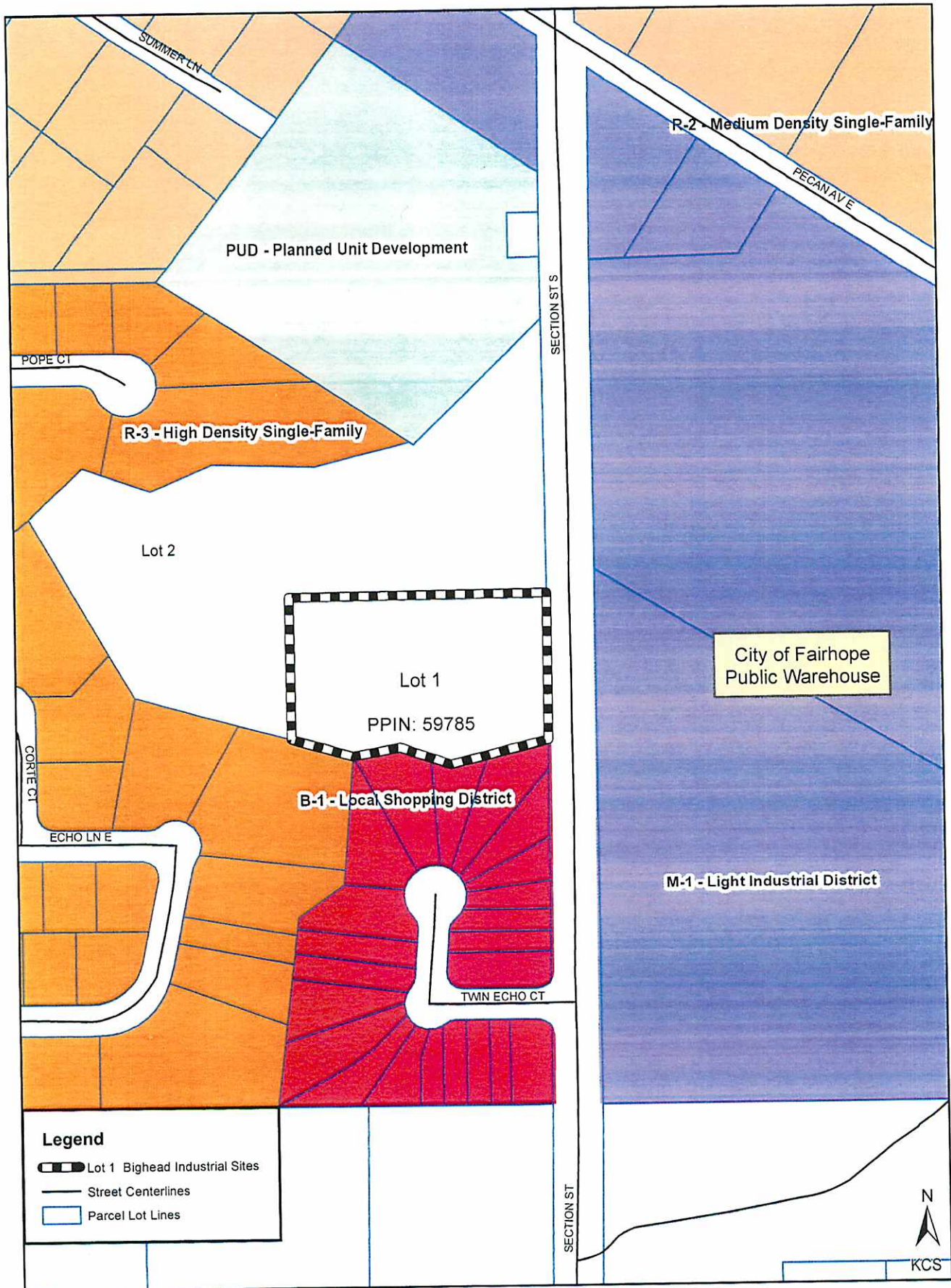
Given under my Hand and Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

(Seal) \_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



# PETITION FOR ANNEXATION OF LOT 1 - BIGHEAD INDUSTRIAL SITES



Lot 1, PPIN No. 59785 is contiguous to COF Zoned property to the east and to the south.



**ORDINANCE NO. \_\_\_\_**

WHEREAS, **KEITH AUSTIN GLINES, CHRIS ESTES , AND WENDY ESTES**, the owners of the hereinafter described property, did, in writing, petition the City of Fairhope, a municipal corporation, for annexation under Section 11-42-21 of the Code of Alabama, 1975, as amended; and

WHEREAS, a map of said property is attached to said Petition as an exhibit; NOW, THEREFORE

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the following described property, lying contiguous to the corporate limits of the City of Fairhope, Alabama; and not within the corporate limits or the police jurisdiction of any other municipality; be and the same is hereby annexed to the City of Fairhope, Alabama, to-wit:

Property is to be known as Glines Subdivision located on Grace Lake Drive, Fairhope, Alabama.

**LEGAL DESCRIPTION:**

<b>TAX PARCELS</b>	<b>56-02-09-1-001-002.001</b>
	<b>56-02-09-1-001-002.005</b>
	<b>56-02-09-1-001-002.006</b>
	<b>56-02-09-1-001-002.007</b>

BEGINNING AT THE NORTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 7 SOUTH, RANGE 2 EAST, BALDWIN COUNTY, ALABAMA. THENCE RUN NORTH 89 DEGREES 52 MINUTES 02 SECONDS WEST, 331.68 FEET TO A POINT, THENCE RUN NORTH 89 DEGREES 45 MINUTES 44 SECONDS WEST, 333.63 FEET TO A POINT, THENCE RUN NORTH 00 DEGREES 04 MINUTES 00 SECONDS EAST, 328.07 FEET TO A POINT, THENCE RUN SOUTH 89 DEGREES 48 MINUTES 01 SECONDS EAST, 665.30 FEET TO A POINT, THENCE RUN SOUTH 00 DEGREES 04 MINUTES 39 SECONDS WEST, 327.90 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH A NON-EXCLUSIVE 30 FOOT WIDE PERPETUAL EASEMENT FOR INGRESS AND EGRESS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 7 SOUTH, RANGE 2 EAST, BALDWIN COUNTY, ALABAMA; THENCE RUN NORTH 89 DEGREES 52 MINUTES 02 SECONDS WEST, 331.88 FEET TO THE POINT OF BEGINNING OF THE EASEMENT HEREIN DESCRIBED; THENCE RUN SOUTH 00 DEGREES 07 MINUTES 45 SECONDS WEST, 1301.22 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF BISHOP ROAD; THENCE RUN SOUTH 89 DEGREES 45 MINUTES 35 SECONDS EAST, ALONG SAID NORTH RIGHT-OF-WAY LINE, 30.00 FEET TO A POINT; THENCE RUN NORTH 00 DEGREES 07 MINUTES 27 SECONDS EAST, 1301.20 FEET TO A POINT; THENCE RUN NORTH 89 DEGREES 52 MINUTES 02 SECONDS WEST, 30.00 FEET TO THE POINT OF BEGINNING.

Ordinance No. \_\_\_\_\_

Page -2-

SUBJECT TO:

- All matters of record as recorded in the Office of the Judge of Probate of Baldwin County, Alabama.

The recording references herein are to the Office of the Judge of Probate of Baldwin County, Alabama.

This property shall be zoned R-1, Low Density Single-Family Residential District.

BE IT FURTHER ORDAINED that a certified copy of this Ordinance, with a copy of the Petition and the exhibit, be recorded in the Office of the Probate Judge, Baldwin County, Alabama.

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

ADOPTED THIS 10TH DAY OF AUGUST, 2020

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

ATTEST:

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



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

**PETITION FOR ANNEXATION**

STATE OF ALABAMA            )  
COUNTY OF BALDWIN        )

We, the undersigned PETITIONER(S), owner(s) of the lands in fee simple described in the attached EXHIBIT A, such property being without the Corporate Limits of the City of Fairhope, Alabama, but being contiguous to the said Corporate Limits; and such property not lying within the corporate limits or police jurisdiction of any other municipality, do, by these presents, hereby petition the City of Fairhope, a municipal corporation, that said property be annexed into the City of Fairhope, Alabama.

The subject land is delineated on the map attached hereto as EXHIBIT B.

This petition is filed under authority of Section 11-42-21, Code of Alabama, 1975, as amended.

- This petition is for R-1 Zoning
- The condition of the Petition is that zoning be established as \_\_\_\_\_  
Concurrent with Annexation. (Zoning Request)

Is this property colony property \_\_\_\_\_ Yes X No. If this property is colony property the Fairhope Single Tax Office must sign as a petitioner.

[Signature]  
Signature of Petitioner

Keith A. Glines  
Print petitioner's name

[Signature]  
Signature of Petitioner

Chris Estes  
Print petitioner's name

Wendy Estes  
Signature of Petitioner

Wendy Estes  
Print petitioner's name

Physical Address of property being annexed: \_\_\_\_\_

Petitioner's Current Physical Address:  
1608 Grace Lake Dr.  
Fairhope, AL 36532

Petitioner's Current Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number(s): 251-709-7952

	Home	Work
County Tax Parcel Number:	<u>05-56-02-09-1-001-002.095</u>	
	<u>05-56-02-09-1-001-002.007</u>	
	<u>11</u>	<u>11 11.001</u>
	<u>11</u>	<u>11 11.006</u>

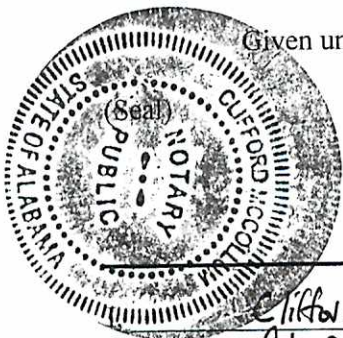


U.S JUSTICE DEPARTMENT INFORMATION

- Size of property (acres or square feet) 5 acres
- If property is occupied, give number of housing units \_\_\_\_\_
- Number of Persons residing in each unit, and their race \_\_\_\_\_
- If property is unoccupied, give proposed use subdivision
- If property is being developed as a subdivision, give subdivision name  
Glines Subdivision
- Number of lots within proposed subdivision 3

I, Clifford McCollum a Notary Public in and for said State and County, hereby certify that Keith A. Glines whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

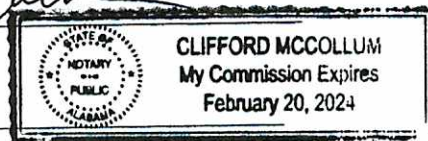
Given under my Hand and Seal this 2nd day of June, 2020,



Clifford McCollum

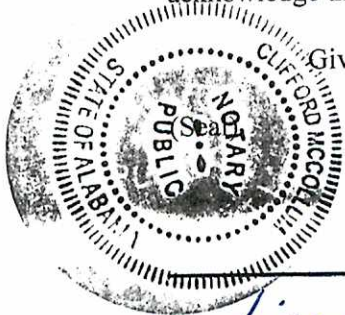
Notary Public

My commission expires \_\_\_\_\_



I, Clifford McCollum a Notary Public in and for said State and County, hereby certify that Chris Estes whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

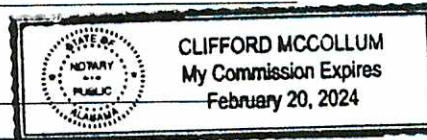
Given under my Hand and Seal this 2nd day of June, 2020,



Clifford McCollum

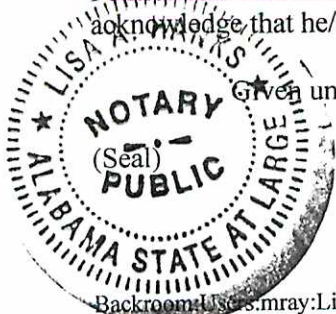
Notary Public

My commission expires \_\_\_\_\_



I, Lisa A. Hanks a Notary Public in and for said State and County, hereby certify that Wendy Estes whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

Given under my Hand and Seal this 22nd day of June, 2020,



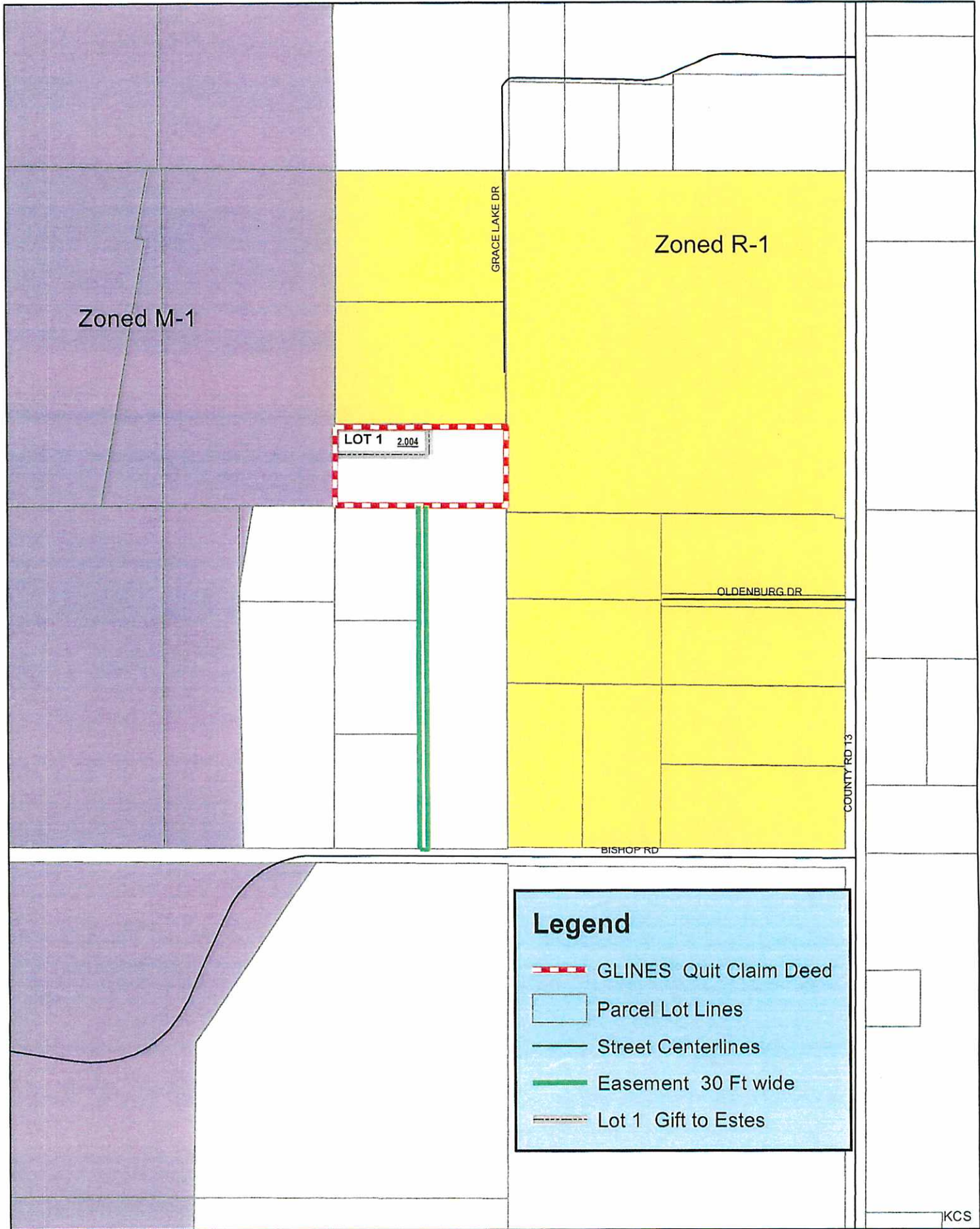
Lisa A. Hanks

Notary Public

My commission expires 8/21/2022



# GLINES; PETITION FOR ANNEXATION



KCS



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

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the City Council approves Amendment No. 1 to the Contract and amends Resolution No. 2833-17 for RFQ No. PS026-17, Professional Consulting Services to Upgrade City's GIS with Online Mapping System, for the one-year extension of contract work will be \$1,200/month for a total of FOURTEEN THOUSAND FOUR HUNDRED DOLLARS (\$14,400.00); and authorizes the Mayor to execute the Contract Amendment No. 1.

DULY ADOPTED THIS 10th DAY OF August 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 7/30/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Amendment #1 to RFQ PS026-17 On-Call Professional Services Keet Consulting Services, LLC extend one year from 9/06/20 to 09/06/21

Project Location: IT

Presented to City Council: 8/10/2020

Funding Request Sponsor: Hunter Simmons, Planning and Zoning Manager

Project Cash Requirement Requested:  
Cost: \$ 14,400.00

Vendor: Keet Consulting Services, LLC

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Department Funding This Project

General  Gas  Electric  Water  Sewer  Gas Tax  Cap Prodi  Impact  Health

Department of General Fund Providing the Funding

Admin-10  Bldg-13  Police-15  Fire-20  ECD-24  Rec-25  Civic-26  Street-35  Sanitation-40   
Fac Maint-45  Golf-50  Golf Grounds-55  Museum-70  Debt Service-85  Marina-34  **Planning-1120**

Project will be:

Expensed XXX  
Capitalized \_\_\_\_\_  
Inventoried \_\_\_\_\_

Funding Source:

Operating Expenses XXX  
Budgeted Capital \_\_\_\_\_  
Unfunded \_\_\_\_\_

Expense Code: 001120-50290  
G/L Acct Name: Services-excl. acct & Legal

Grant: \$0.00 Federal - not to exceed amount  
State \_\_\_\_\_  
City \_\_\_\_\_  
\$0.00 Local

Project Budgeted: \$ 14,400.00 FY2021  
Balance Sheet Item-  
Included in projected  
cash flow \$0.00

Over (Under) budget amount: \$ -

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Comments:

Hunter Simmons is requesting to amend the contract to extend one year in order to integrate updated software, EnerGov to the City's GIS mapping system.

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 7/29/2020

Purchasing Memo Date: 7/29/2020

Delivered To Date: 7/30/2020

Request Approved Date: 7/30/2020

Request Approved Date: 7/30/2020

Approved Date: 7/30/20

Signatures: Kim Creech  
Kim Creech


Jill Cabaniss  
Jill Cabaniss, MBA

Mayor Karin Wilson  
Mayor Karin Wilson



## MEMO

To: Kimberly Creech, Treasurer

From:   
Delores A Brandt, Purchasing Manager

Karin Wilson  
Mayor

Date: July 29, 2020

*Council Members:*

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
City Treasurer

Re: **Council Approval of Amendment #1 to RFQ PS026-17 ON- CALL Professional Services to Upgrade City's GIS with Online Mapping System --Three Year Contract with KEET CONSULTING SERVICES, LLC**

Keet Consulting Services, LLC, on September 6, 2017, was contracted to develop an internet-based GIS mapping platform and portal for publishing the City's GIS online. The web application's primary functionality will be to support parcel-based query, selection display and mapping.

The Building official, Erik Cortinas, and Planning Department Manager, Hunter Simmons, are requesting to Amend the contract to **extend one year** from to **9-6-20 to 9-6-21**, in order to integrate updated software, EnerGov, to the City's GIS mapping system. Due to versioning incompatibilities, the integration of the ArcGIS Server was never completed. Keet Consulting Services, LLC agrees to the extension under the same conditions as the original contract.

The additional cost of Amendment #1 for the one-year extension of contract work will be \$1200/month for a total of FOURTEEN THOUSAND DOLLARS (\$14,400.00) for the year.

**Please move this request forward to City Council to approve the increase of \$14,400.00 for Amendment #1 to RFQ PS026-17 ON- CALL Professional Services to Upgrade City's GIS with Online Mapping System--Three Year Contract to Keet Consulting Services, LLC, and authorize the Mayor to sign the Contract Amendment #1.**

161 North Section St.  
PO Drawer 429  
Fairhope, AL 36533

251-928-2136 (p)  
251-928-6776 (f)  
www.fairhopeal.gov



# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

**Name:** Hunter Simmons

**Date:** 7/29/2020

**Department:** Planning and Zoning

## ITEM OR SERVICE INFORMATION

- 1. What item or service do you need to purchase?** Amendment 1 for RFQ PS026-17 for a one-year extension of time
- 2. What is the total cost of the item or service?** \$14,400 Annually, \$1,200 Monthly
- 3. Where will the item or service be physically located?** Cloud based
- 4. What is the primary function of the item or service?** GIS map hosting
- 5. How many do you need?** 1
- 6. Item or Service Is:**  New  Used  Replacement  Annual Request
- 7. When do you anticipate implementation?** Immediately
- 8. Additional Information or Comments:** Amendment will allow for implementation of EnerGov (see attached memo)
- 9. Vendor Name:** Keet Consulting Services
- 10. Vendor Number:** 4096

## BUDGET INFORMATION

- 1. Is it budgeted?**  Yes  No  Emergency Request
- 2. If budgeted, what is the budgeted amount?** \$14,400
- 3. What is the Capital Project Name or Operating Budget Code:** 001120-50290
- 4. Check any applicable boxes:**  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes and other supporting documentation to [deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*

## MEMORANDUM

**DATE:** July 28, 2020  
**TO:** City Council  
**FROM:** Hunter Simmons, Planning and Zoning Manager  
**RE:** Request to Amend a Contract for RFQ PS026-17

---

### Purpose of Amendment:

To amend a contract for RFQ PS026-17 for a one-year extension of time with terms and pricing remaining the same to allow integration of our hosted ArcGIS Server with the upcoming Energov software and to continue support for and hosting of the City's online mapping, including, but not limited to, the City's zoning map.

The original contract included hosting of an ArcGIS Server and implementation support to integrate with Munis software. Due to versioning incompatibilities, the integration was never completed. The City's version of Munis did not support hosted ArcGIS Servers at the time. It is expected we (the City) will upgrade to a compatible version before 2021 and we will also implement a new Tyler product for Building and Planning and Development Services named Energov.

Consequently, the planned upgrade and the new software will finally allow the city to integrate our existing systems with a hosted ArcGIS Server. Keet Consulting has agreed to an amendment to the contract for a one-year extension of time with terms and pricing remaining the same.

The additional cost to the City will be \$1200/month for a total of \$14,400.

**City of Fairhope**

**AMENDMENT #1  
RFQ PS026-17 ON-CALL PROFESSIONAL SERVICES TO UPGRADE CITY'S GIS  
WITH ONLINE MAPPING SYSTEM**

This **Amendment to Contract RFQ PS026-17 ON-CALL PROFESSIONAL SERVICES TO UPGRADE CITY'S GIS WITH ONLINE MAPPING SYSTEM** is made and entered into by and between the CITY OF FAIRHOPE, ALABAMA and **KEET CONSULTING SERVICES, LLC**, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Recitals**

WHEREAS, **KEET CONSULTING SERVICES, LLC** was awarded a contract to develop a City-wide digital parcel base and to develop an internet-based GIS mapping platform and portal for publishing the City's GIS online on September 6, 2017; and WHEREAS, the CITY OF FAIRHOPE, ALABAMA has need for continued hosting services for additional integration for this ongoing project; and

WHEREAS, **KEET CONSULTING SERVICES, LLC** have agreed to the request for the **extension of time for additional integration**, Exhibit A. The extension requested will extend the completion time to **September 6, 2021**, with terms and contract amount remaining the same.

**Agreement**

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

1. AMEND this contract to include extension of completion of project work as described below in Exhibit A through September 6, 2021.

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

**CITY SIGNATURE**

CITY OF FAIRHOPE, ALABAMA

Attest:

BY: \_\_\_\_\_  
Karin Wilson, Mayor

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

**NOTARY FOR THE CITY OF FAIRHOPE:**

STATE OF ALABAMA ]  
COUNTY OF BALDWIN ]

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

Given under my hand and notarial seal on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC \_\_\_\_\_

My Commission Expires \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

\_\_\_\_\_  
Name of Corporation, Partnership, or Joint Venture

By: \_\_\_\_\_

Signature of Officer Authorized to Sign Bids  
and Contracts for the Firm

\_\_\_\_\_  
Position or Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Business Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
General Contractor's License Number

\_\_\_\_\_  
Foreign Corporation Entity ID  
(Required of out-of-state vendors)

**NOTARY**

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ }

I, the undersigned authority in and for said State and County, hereby certify that

\_\_\_\_\_, as \_\_\_\_\_  
Type or Print Name of Bid Signer                      Type or Print Bid Signer Title

Respectively, of \_\_\_\_\_  
Type or Print Company Name

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

Given under my hand and Notary Seal on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**EXHIBIT A**

## Jennifer Bush

---

**From:** Sean Southern <ssouthern@kcsGIS.com>  
**Sent:** Monday, July 27, 2020 4:20 PM  
**To:** Jennifer Bush; Ethan Southern; Phil Nix  
**Cc:** Hunter Simmons; Dee Dee Brandt  
**Subject:** RE: Contract Amendment

Hi Jennifer,

KCS does agree to the amendment. Please proceed to move it forward for approval with the City Council. Thank you for allowing us to continue serving the City.

Regards,

Sean Southern  
PM – KCS, LLC

email: [ssouthern@kcsGIS.com](mailto:ssouthern@kcsGIS.com) – office: 205.620.9843 – cellular: 205.706.7353

**From:** Jennifer Bush <jennifer.bush@fairhopeal.gov>  
**Sent:** Monday, July 27, 2020 3:52 PM  
**To:** Sean Southern <ssouthern@kcsGIS.com>; Ethan Southern <esouthern@kcsGIS.com>; Phil Nix <pnix@kcsGIS.com>  
**Cc:** Hunter Simmons <hunter.simmons@fairhopeal.gov>; Dee Dee Brandt <deedee.brandt@fairhopeal.gov>  
**Subject:** Contract Amendment

Sean,

Attached is a copy of the original contract between the City of Fairhope and Keet Consulting Services. The City is requesting an amendment to the contract for a one-year extension of time with terms and pricing remaining the same. If Keet Consulting is agreeable to the amendment, please reply with your confirmation and we will move forward to our City Council.

Thank you for taking time to speak with us earlier today and please let us know if you have any questions or need anything additional.

## Jennifer Bush

*Purchasing Administrative Assistant*

555 S. Section Street  
Fairhope, AL 36532  
251.279.6231

**RESOLUTION NO. 2833-17**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That Mayor Karin Wilson is hereby authorized to execute a contract with Keet Consulting Services, LLC, for RFQ No. PS026-17, Professional Consulting Services to Upgrade City's GIS with Online Mapping System, with a not to exceed amount of \$54,700.00 – (\$25,900.00 year 1, \$14,400.00 year 2, and \$14,400.00 year 3).

DULY ADOPTED THIS 14TH DAY OF AUGUST, 2017

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

Attest:

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



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 Civic Center Stage Repairs (Bid Number PW005-20).

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

Please see attached quotes for  
Civic Center Stage Repairs

[3] After evaluating the bid proposals with the required bid specifications, Seale Quality Construction and Renovations, Inc. with a total bid proposal of \$45,250.00, is now awarded the bid for Civic Center Stage Repairs.

Adopted on this 10th day of August, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 7/31/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Award PW005-20 Civic Center Stage Repaire to Seale Quality Construction & Renovations, Inc.

Project Location: Civic Center

Presented to City Council: 8/10/2020

Funding Request Sponsor: Jessica Walker, Economic & Community Development Director  
Richard Johnson, Public Works Director  
Lance Cabaniss, Building Maintenance Supervisor  
Michael Stonehouse

Resolution # : AUG 3 '20 PM4:18

Approved \_\_\_\_\_

Changed \_\_\_\_\_

Rejected \_\_\_\_\_

*JAH*

Project Cash Requirement Requested:  
Cost: \$ 45,250.00

\$ \_\_\_\_\_

Vendor: Seals Quality Construction & Renovations, Inc

Project Engineer: n/a

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

Department Funding This Project

General  Gas  Electric  Water  Sewer  Gas Tax  Cap Prodi  Impact  Health

Department of General Fund Providing the Funding

Admin-10  Bldg-13  Police-15  Fire-20  ECD-24  Rec-25   Civic-26  Street-35  Sanitation-40   
Fac Maint-45  Golf-50  Golf Grounds-55  Museum-70  Debt Service-85  Marina-34  Planning-1120

Project will be:

Expensed \_\_\_\_\_  
Capitalized XXX  
Inventoried \_\_\_\_\_

Funding Source:

Operating Expenses \_\_\_\_\_  
Budgeted Capital XXX  
Unfunded \_\_\_\_\_

Expense Code: 001260-50475  
G/L Acct Name: Capital Improvements

Grant: \$0.00 Federal - not to exceed amount  
State \_\_\_\_\_  
City \_\_\_\_\_  
\$0.00 Local

Project Budgeted: \$ 70,000.00  
Balance Sheet Item-  
Included in projected  
cash flow \$0.00

Over (Under) budget amount: \$ (24,750.00)

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Comments: \_\_\_\_\_

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 7/30/2020

Purchasing Memo Date: 7/30/2020

Delivered To Date: 7/31/2020

Request Approved Date: 7/31/2020

Request Approved Date: 7/31/2020

Approved Date: 8/3/20

Signatures: Kim Creech  
Kim Creech

Jill Cabaniss  
Jill Cabaniss, MBA

Karin Wilson  
Mayor Karin Wilson



## MEMO

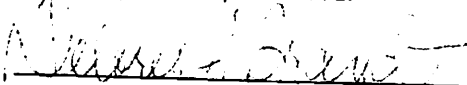
Karin Wilson  
Mayor

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
Treasurer

To: Kimberly Creech, Treasurer

From:   
Delores A. Brandt, Purchasing Manager

Date: July 30, 2020

**Re: Council Approval and Greensheet -- award PW005-20 Civic Center Stage Repairs, a budgeted FY20 item over \$10,000 and under \$50, 000**

The Civic Center Supervisor, Michael Stonehouse, Building Maintenance Supervisor, Lance Cabaniss, and Public Works Director, Richard Johnson request approval to award Public Works project, PW005-20 Repair of Civic Center Stage, a budgeted item for FY20 \$50,000.

Three quotes were obtained for this project and the lowest responsible quote was from SEALE QUALITY CONSTRUCTION & RENOVATIONS, INC. of Fairhope, AL. (see attached quotes).

The Building Maintenance Supervisor, Lance Cabaniss and Public Works Director, Richard Johnson, recommend that the award be made to SEALE QUALITY CONSTRUCTION & RENOVATIONS, INC. of Fairhope, Al. in the amount of **FORTY-FIVE THOUSAND TWO HUNDRED FIFTY DOLLARS (\$45,250.00)**

**Please place on the next available City Council Agenda this request to AWARD the Public Works Project PW005-2 Civic Center Stage Repairs to SEALE QUALITY CONSTRUCTION & RENOVATIONS, INC in the amount of \$ 45,250.00.**

161 North Section St.  
PO Drawer 429  
Fairhope, AL 36533

251-928-2136 (p)  
251-928-6776 (f)  
www.fairhopeal.gov

Cc: File, Jessica Walker, M Stonehouse, Lance Cabaniss, Randy Weaver

# CITY OF FAIRHOPE PURCHASING DEPARTMENT

## REQUEST FORM

**Name:** Jessica Walker

**Date:** 7/30/2020

**Department:** Economic and Community Development/Civic Center

### ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** Replacement of Civic Center Stage
2. **What is the total cost of the item or service?** \$45,250.00
3. **Where will the item or service be physically located?** Civic Center
4. **What is the primary function of the item or service?** Replacement of stage floor for safety
5. **How many do you need?** 1
6. **Item or Service Is:**  New  Used  Replacement  Annual Request
7. **When do you anticipate implementation?** Immediately
8. **Additional Information or Comments:** Click or tap here to enter text.
9. **Vendor Name:** Seale Quality Construction & Renovations
10. **Vendor Number:** 4892

### BUDGET INFORMATION

1. **Is it budgeted?**  Yes  No  Emergency Request
2. **If budgeted, what is the budgeted amount?** \$70,000
3. **What is the Capital Project Name or Operating Budget Code:** 001260-50475, Line 100
4. **Check any applicable boxes:**  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes and other supporting documentation to [deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*

# Seale Quality Construction & Renovations, Inc.



**CONTACT:**  
[tedseale@gmail.com](mailto:tedseale@gmail.com)

251-605-6279

9898 State Highway 104

Fairhope, AL 36532

**Client:** City of Fairhope

**Work Site:** City fo Fairhope

**Date:** 07/28/2020

Stage Rebuild	
Demo Approx. 2,700 sq ft. of existing flooring and subflooring Make minor necessary repairs and add blocking around dressing room walls Install new 3/4 plywood tongue and groove subfloor Install, sand and finish 2 1/4" white oak flooring - Select grade "few knots" with bullnose along front of stage	\$45,250.00
<b>Stage Rebuild Total</b>	<b>\$45,250.00</b>



**BUILDERS**  
**CONSTRUCTION MANAGER**  
**BUILD WITH THE BEST**

Phone (251) 943-1112

220 W. Laurel Ave, P.O. Box 669  
Foley, AL 36536

Fax (251) 943-1109

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## PROPOSAL

July 29, 2020

City of Fairhope  
Attn. George Ladd

Re: Fairhope Civic Center  
161 N. Section Street

Per our onsite inspection and your direction we propose to effect repairs and renovations at your building for the following scopes of work:

- Remove existing elevated stage wood flooring and subfloor (approximately 2,800 SF)
- Install new bridging between existing 2x12 floor joists
- Adjust/repair existing 2x12 floor joists as needed to remediate any damage from floor removal
- Install new ¾" tongue and groove plywood subfloor
- Install new ¾"x3 ¼" solid red oak natural finish flooring over subfloor
- Install new vinyl wall base at affected new floor areas
- Floor removal and replacement not to include within areas of dressing rooms; existing finish floor and subfloor to be cut along edge of dressing room walls
- Cleanup and haul off of all debris and trash materials associated with the above work
- Worker's Compensation and General Liability insurance is included on all portions of work performed

Price for all the above: \$47,422.00.

Thank you for the opportunity to work with you on this project.

Respectfully,

John Jurkiewicz  
E-J Builders, Inc.

**ERIC LAZZARI CONSTRUCTION**

**P.O. BOX 1015, DAPHNE, AL 36526**

**Phone (251) 626-2241**

**Fax (251) 626-2959**

**Lazzari1@outlook.com**

July 29, 2020

George Ladd  
City of Fairhope  
Streets and Construction Supervisor

RE: Civic Center Stage Refurbish

George,

We are pleased to provide you with a proposal for the above referenced project as outlined below. We are available to begin this project in approximately 6-8 weeks.

Base Bid -Demo pine flooring and subfloor, replace subfloor and install new 5" oak hardwood flooring  
\$59,724.00

Alternate – Overlay 5" Oak flooring over existing pine flooring, install intermediate beams/bracing/blocking as needed.  
\$35,312.00

-Please see proposal qualifications and clarifications below

- Demo approximately 3300 Square feet of flooring and subfloor and haul off.
- Labor, and materials to install intermediate beams to shore up existing floor structure.
- Labor and materials to install approximately 3,300 SF new ¾" T&G sub floor
- Provide and install new acoustical ceilings with R19 batt insulation, approximately 700 SF
- Labor and materials to install new 5" T&G Oak flooring sand and finish all new flooring
- Install new 6" rubber base – Approximately 400 Linear feet
- No painting, plumbing, electrical, or mechanical work has been included
- Existing curtains and furnishings to be removed and or protected by others

Thank you for the opportunity to price your project. We look forward to working with you. Please feel free to call me anytime to discuss.

Trey Crowley

Eric Lazzari Construction  
P.O. Box 1015  
Daphne, AL 36526

Trey@elazzariconstruction.com  
251-232-6367

## Dee Dee Brandt

---

**From:** Lance Cabaniss  
**Sent:** Wednesday, July 29, 2020 1:01 PM  
**To:** Dee Dee Brandt; Michael Stonehouse; Jessica Walker; George Ladd; Richard Johnson  
**Cc:** Richard Johnson; Jessica Walker  
**Subject:** Re: Civic Center stage repairs

Thank you!

---

**From:** Dee Dee Brandt <deedee.brandt@fairhopeal.gov>  
**Sent:** Wednesday, July 29, 2020 12:50:48 PM  
**To:** Lance Cabaniss <Lance.Cabaniss@fairhopeal.gov>; Michael Stonehouse <Michael.Stonehouse@fairhopeal.gov>; Jessica Walker <jessica.walker@fairhopeal.gov>; George Ladd <George.ladd@fairhopeal.gov>; Richard Johnson <richard.johnson@fairhopeal.gov>  
**Cc:** Richard Johnson <richard.johnson@fairhopeal.gov>; Jessica Walker <jessica.walker@fairhopeal.gov>  
**Subject:** RE: Civic Center stage repairs

Yes NOT JUST OVER \$50000!

Dee Dee Brandt  
Purchasing Manager  
City of Fairhope  
251 928-8003  
[deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov)

**From:** Lance Cabaniss <Lance.Cabaniss@fairhopeal.gov>  
**Sent:** Wednesday, July 29, 2020 11:38 AM  
**To:** Michael Stonehouse <Michael.Stonehouse@fairhopeal.gov>; Jessica Walker <jessica.walker@fairhopeal.gov>; George Ladd <George.ladd@fairhopeal.gov>; Dee Dee Brandt <deedee.brandt@fairhopeal.gov>; Richard Johnson <richard.johnson@fairhopeal.gov>  
**Cc:** Richard Johnson <richard.johnson@fairhopeal.gov>  
**Subject:** Re: Civic Center stage repairs

First thing needed is details of what is needed. Type of flooring required for stage is important. I know the stage it is used for ballet and tap dancing therefore requiring true wood flooring Correct? The type of flooring needed for a stage will require a sturdy subfloor. I would use tongue and groove 3/4 plywood. To be done correctly it will need additional bracing underneath. Are we going to renovate the stage and bring it up to current industry standard or are we doing a get us by patch up job? Hard wood flooring, pine flooring, or luxury vinyl? Once we have that decided on We can get flooring quotes. If we do go with a true wood floor it will have to be sanded, stained to color of your choice and finished. George and I briefly spoke about this issue yesterday. I would suggest true hardwood flooring for several reasons. Pine is soft. Divots are made easily in pine flooring. That being said sand and refinishing is required often. To get the divots sanded out of the pine flooring lots of material is taken off the planks to achieve a somewhat smooth floor. This leads us to where we are now with a super thin floor that is splitting and breaking out. Hardwood is typically a good bit harder and more dense than pine therefore it lasts long and holds up better to stage use. I say we pull up sub floor. Add bracing. Go back with 3/4 tongue and groove plywood for sub floor. Lay 4inch hardwood/oak flooring and finish to a color of your choice. If you all are good with the recommendations. We can move forward. Dee Dee, can we do this as a public works project under 50k with 3 quotes. Lock and key? Thanks



**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 Request for Quotes for Roof Repair to the K-1 Center.

[2] At the appointed time and place, the following Request for Quotes bids were opened and tabulated.

[3] After evaluating the proposals with the required specifications, Roof Doctors with a total cost proposal of \$36,600.00, is now awarded the bid for Roof Repair to the K-1 Center.

Adopted on this 10th day of August, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 7/29/2020

JUL 30 '20 PM 12:17  
Please return this Routing Sheet to Treasurer by: ASAP

*YAH*

Project Name: Approve roof repair for the K-1 Center from Roof Doctors

Project Location: K-1 Center

Presented to City Council: 8/10/2020

Funding Request Sponsor: Richard Johnson, Public Works Director  
Lance Cabaniss, Building Maintenance Supervisor

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 36,600.00

Vendor: Roof Doctors

Project Engineer: n/a

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

**Department Funding This Project**

General  Gas  Electric  Water  Sewer  Gas Tax  **Cap Prodi**  Impact  Health

**Department of General Fund Providing the Funding**

Admin-10  Bldg-13  Police-15  Fire-20  ECD-24  Rec-25  Civic-26  Street-35  Sanitation-40   
Fac Maint-45  Golf-50  Golf Grounds-55  Museum-70  Debt Service-85  Marina-34  Planning-1120

Project will be: Expensed \_\_\_\_\_  
Capitalized XXX  
Inventoried \_\_\_\_\_

Expense Code: 103-5584  
G/L Acct Name: K-1 Center

Project Budgeted: \$ 135,000.00  
Balance Sheet Item-  
Included in projected  
cash flow \$0.00

Over (Under) budget amount: \$ (98,400.00)

Funding Source: Operating Expenses \_\_\_\_\_  
Budgeted Capital XXX  
Unfunded \_\_\_\_\_

Grant: \$0.00 Federal - not to exceed amount  
State \_\_\_\_\_  
City \_\_\_\_\_  
\$0.00 Local \_\_\_\_\_

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

Comments: The roof repair service is for the K-1 Center to stop water from entering the building.

City Council Prior Approval/Date? \_\_\_\_\_

**City Treasurer** Purchasing Memo Date: 7/28/2020  
Request Approved Date: 7/29/2020  
Signatures: *Kim Crech*  
Kim Crech

**Finance Director** Purchasing Memo Date: 7/28/2020  
Request Approved Date: 7/29/2020  
Signatures: *Jill Cabaniss*  
Jill Cabaniss, MBA

**Mayor** Delivered To Date: 7/29/2020  
Approved Date: 7/29/2020  
Signatures: *Karin Wilson*  
Mayor Karin Wilson



## MEMO

Karin Wilson  
Mayor

To: Kimberly Creech, Treasurer  
From: Delores A Brandt  
Delores A Brandt, Purchasing Manager

Date: July 28, 2020

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
City Treasurer

**Requesting Greensheet/Council approval to procure budgeted services to repair the roof to the K-1 center**

The Building Maintenance Supervisor, Lance Cabaniss, and Public Works Director, Richard Johnson, have obtained quotes for roof repair services, a patch, for the K-1 Center to stop water from entering the building. The lowest quote received is for **THIRTY-SIX THOUSAND SIX HUNDRED DOLLARS (\$36,600.00)** from **Roof Doctors**. See attached quotes.

The budgeted amount for this work is \$150,00.00 for roof replacement.

**Please compose a greensheet and obtain Council approval to procure budgeted roof repair patch at the K-1 Center from Roof Doctors for \$36,600.00**

Cc: file; Lance Cabaniss, Richard Johnson, Randy Weaver

161 North Section  
Street PO Drawer 429  
Fairhope, Alabama  
36533

251-928-2136

251-928-6776 Fax  
[www.fairhopeal.gov](http://www.fairhopeal.gov)

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Lance Cabaniss

Date: 7/28/30

Department: Building Maint

## ITEM OR SERVICE INFORMATION

1. What item or service do you need to purchase? Roof repair services for k1 center
2. What is the total cost of the item or service? \$36,600
3. Where will the item or service be physically located? K1 center roof repair
4. What is the primary function of the item or service? Stop water from entering building
5. How many do you need? 1
6. Item or Service Is:  New  Used  Replacement  Annual Request
7. When do you anticipate implementation? As soon as possible
8. Additional Information or Comments: This is just a patch and repair of existing roof to stop water from entering the building
9. Vendor Name: Roof Drs
10. Vendor Number: NA

## BUDGET INFORMATION

1. Is it budgeted?  Yes  No  Emergency Request
2. If budgeted, what is the budgeted amount? ~~36,600~~ \$150,000<sup>00</sup>
3. What is the Capital Project Name or Operating Budget Code: ~~103-55884~~ 103-55884
4. Check any applicable boxes:  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

QUOTE FOR REPAIRS



Email completed form with quotes and other supporting documentation to [deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).



805 River Route • Magnolia Springs, Alabama 36555 • (251) 233-8682 • (251) 943-8682 • Residential & Commercial Roofing

PROPOSAL SUBMITTED TO <b>City of Fairhope</b>		PHONE	DATE <b>5-29-2020</b>
STREET		JOB NAME <b>K-1 Building</b>	
CITY, STATE AND ZIP CODE		JOB LOCATION <b>100 S. Church St. Fairhope, Al</b>	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

- (Fix all leaks on main building)
- Replace all missing shingles & sliding shingles
- Repair around all pipes and vents
- Repair all flashing on parapet walls on east elevation
- Repair vinyl siding on dormers
- Repair holes in roof on N. elevation ( Tree damage)
- Replace all flashing on flat section
- Replace all Eve metal on flat section
- Install APP torch applied rubber on Eve metal ( white)
- Clean and Haul away all job related debris
- 2 yr. workmanship warranty

MAKE CHECKS PAYABLE TO ROOF DOCTOR OF ALABAMA, INC.

the sum of: thirty six thousand six hundred dollars (\$ 36,600.00 ).

Payment to be made as follows: Upon Completion

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature Lance Carbery

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

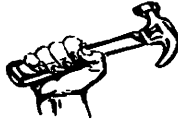
Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

DLUX PRINTING, PENSACOLA, FL

We Propose hereby to furnish



# F & H General Contracting LLC

We Cover All Your Roofing Needs!

212 Ridgewood Drive · Daphne, Alabama 36526 · (251) 751-0867 · (251) 979-3091 · Residential & Commercial Roofing

PROPOSAL SUBMITTED City Of Fairhope	PHONE	DATE 5/29/2020
STREET 100 S Church St	JOB NAME K-1 Building	
CITY, STATE AND ZIP CODE Fairhope, Al	JOB LOCTION	
ARCHITECT	DATE OF PLANS	JOB PHONE

**We hereby submit specifications and estimates for:**

- Fix All Leaks
- Remove and Replace any damaged pipes and vents
- Remove and replace any damaged shingles
- Repair vinyl siding on dormers
- Remove and replace any bad decking on N. Elevation
- Remove and Install new drip edge on flat section
- Remove and Install new flashing on flat section
- Install new White torch down on drip edge
- Remove all job related Debris
- One year Workmanship Warranty Protection

**WE PROPOSE** Hereby to furnish material and labor, complete in accordance with above specifications, for

MAKE CHECKS PAYABLE TO F & H GENERAL CONTRACTING LLC  
The sum of: Fifty two thousand six hundred and forty Dollars (\$ 52,640.00 )

Payment to be made as follows: \_\_\_ check or cash material upfront \_\_\_\_\_

All Material is guaranteed to be as specified. All work is to be completed in a Work like manner according to standard practice. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, or other necessary insurance. Our workers are Fully covered by Workman's Compensation Insurance.

Authorized  
Signature Michael Friedlander  
Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days

**ACCEPTANCE OF PROPOSAL** - the above prices,

Notifications and conditions are satisfactory and are hereby accepted.  
You are authorized to do the work specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

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

**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 424 Meters for the Gas Department to be purchased from ELSTER America Meter Company, through Ed Young Sales Company, Inc. as sole-source sales rep for Elster. The units must fit into our existing standardized system; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The total procurement for the quoted price is \$54,964.81.

Adopted on this 10th day of August, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 7/28/2020

Please return this Routing Sheet to Treasurer by: ASAP

JUL 30 '20 PM 12:18

*[Handwritten initials]*

Project Name: Procurement of 424 meters for the Gas Department

Project Location: Gas Department

Presented to City Council: 8/10/2020

Resolution # :  
Approved \_\_\_\_\_

Funding Request Sponsor: Mike Allison, Director of Operation  
Terry Holman, Gas Superintendent  
Jeremy Little, Gas Department

Changed \_\_\_\_\_

Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 54,967.81

\$ \_\_\_\_\_

Vendor: Elster American Meter Company

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General  **Gas**  Electric  Water  Sewer  Gas Tax  Cap Prodi  Impact  Health

Department of General Fund Providing the Funding

Admin-10  Bldg-13  Police-15  Fire-20  ECD-24  Rec-25  Civic-26  Street-35  Sanitation-40   
Fac Maint-45  Golf-50  Golf Grounds-55  Museum-70  Debt Service-85  Marina-34

Project will be:

Expensed \_\_\_\_\_  
Capitalized \_\_\_\_\_  
Inventoried XXX

Funding Source:

Operating Expenses XXX  
Budgeted Capital \_\_\_\_\_  
Unfunded \_\_\_\_\_

Expense Code: 002-14015  
G/L Acct Name: Inventory

Grant: \$0.00 Federal - not to exceed amount  
State \_\_\_\_\_  
City \_\_\_\_\_  
\$0.00 Local

Project Budgeted: \$ 54,964.81  
Balance Sheet Item-  
Included in projected  
cash flow \$0.00

Over (Under) budget amount: \$ 3.00

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Comments:

The meters and ERTS have to be ordered at the same time. These units must fit into our existing standardized system.

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 7/22/2020

Purchasing Memo Date: 7/22/2020

Delivered To Date: 7/28/2020

Request Approved Date: 7/28/2020

Request Approved Date: 7/28/2020

Approved Date: 7/30/20

Signatures: Kim Creech  
Kim Creech

Jill Cabaniss  
Jill Cabaniss, MBA

Mayor Kahn Wilson  
Mayor Kahn Wilson





## MEMO

To: Kimberly Creech, Treasurer  
From: Delores A Brandt  
Delores A Brandt, Purchasing Manager

Date: July 22, 2020

RE: Green Sheet and Council Approval of over \$10,000 budgeted annual procurement of METERS for the Gas Department

The Assistant Superintendent for Gas Department, Jeremy Little, and Operations Director, Mike Allison, request the approval to purchase 424 METERS, to place in inventory at the quoted price of **FIFTY-FOUR THOUSAND NINE HUNDRED SIXTY-FOUR DOLLARS AND EIGHTY-ONE CENTS (\$54,964.81)** from Elster American Meter Company, through ED Young Sales Company, Inc as a Sole-Source sales rep for Elster. The Meters and ERTS need to be ordered at same time. These units must fit into our existing standardized system:

**424 Meters ELSTER American Meter Company (Ed Young Sales) \$54,964.81**

The last order of Meters and ERTS were scheduled to take 10 weeks for delivery, and it took 51 weeks for them to be delivered! The preference is to order Meters and ERTS at the same time since the ERTS have to be installed on the Meters before the Meters are shipped to the City.

The 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.*

**Please compose a greensheet and place on the first available City Council agenda this request to procure Meter inventory for the Gas Department at a cost of \$54,964.81**

Cc: file, M Allison, Jeremy Little

Karin Wilson  
Mayor

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
Treasurer

161 North Section  
St.  
PO Drawer 429  
Fairhope, AL 36533

251-928-2136 (p)  
251-928-6776 (f)  
www.fairhopeal.gov

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Fairhope Public Utilities

Date: 7/20/2020

Department: Gas

## ITEM OR SERVICE INFORMATION

1. What item or service do you need to purchase? Gas Meters
2. What is the total cost of the item or service? \$54,964.81
3. Where will the item or service be physically located? At the Residence or business
4. What is the primary function of the item or service? To sell Natural Gas to Customers
5. How many do you need? 424
6. Item or Service Is:  New  Used  Replacement  Annual Request
7. When do you anticipate implementation? Click or tap to enter a date.
8. Additional Information or Comments: Inventory Stock. Neptune ERTs will be on a different Green sheet but must be ordered at the same time. This shipment is expected to arrive in 10 – 12 Weeks. Last order took 51 Weeks to arrive
9. Vendor Name: ED YOUNG SALES ----- Elster American Meter Co #1246 Vendor
10. Vendor Number: 20964

## BUDGET INFORMATION

1. Is it budgeted?  Yes  No  Emergency Request
2. If budgeted, what is the budgeted amount? INVENTORY
3. What is the Capital Project Name or Operating Budget Code: Click or tap here to enter text.
4. Check any applicable boxes:  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes and other supporting documentation to  
[deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*



# ED YOUNG SALES COMPANY, INC.

Manufacturer's Representatives serving the Energy Industry



Quote	
<b>Quote Number</b> Q071420	<b>Date</b> 7/14/2020
<b>Printed : 7/14/2020</b>	<b>Page: 1</b>

Principal
Principal PO # Q071420 Elster American Meter Company 27953 Network Place Carol Stream, IL 60673-1953 Tel: 402-873-0703 Fax: 402-873-7616

Invoice To	Sold To	Ship To
Fairhope, City of 555 South Section St. PO Drawer 429 Fairhope, AL 36532-0429 Tel: (251) 990-0147 Fax: (251) 990-0156	Fairhope, City of 555 South Section St. PO Drawer 429 Fairhope, AL 36532-0429 Tel: (251) 990-0147 Fax: (251) 990-0156	Fairhope, City of 555 South Section St.-36532 Fairhope, AL 36532-0429 Tel: (251) 990-0147 Fax: (251) 990-0156

Terms	Sales Rep	FOB	Ship Via	Cancel Date		
NET 30	MIKE JAVON	FACTORY	BEST WAY			
Item Number	Description	QTY	Price	Discount	Amount	Schedule Date Request Date
AC250NX W/AMR 2#PC		150.0	\$76.50000	\$0.00	\$11,475.00	
#1 SPR REDUCING GMI-BSI	CONNECTION SET	150.0	\$9.89000	\$0.00	\$1,483.50	
AC250NX W/AMR	5#WP METER	250.0	\$76.50000	\$0.00	\$19,125.00	
	CUST.FURNISHED AMR					
#1 SPR REDUCING GMI-BSI	CONNECTION SET	250.0	\$9.89000	\$0.00	\$2,472.50	
AL425 10# W/ERT	10#WP METER W/ERT CUST. FURNIS	24.0	\$ 243.66000	\$0.00	\$5,847.84	
30LT GMI-BSI	CONNECTION SET	24.0	\$18.13000	\$0.00	\$ 435.12	
AL800	20#WP GAS METER	5.0	\$1,211.57000	\$0.00	\$6,057.85	
45LT GMI-BSI	45LT GMI-BSI	5.0	\$44.48000	\$0.00	\$ 222.40	
AL1000 25#	25#WP GAS METER	5.0	\$1,524.64000	\$0.00	\$7,623.20	
45LT GMI-BSI	45LT GMI-BSI	5.0	\$44.48000	\$0.00	\$ 222.40	

**Notes:**  
 PRICE INCLUDES FREIGHT CHARGES  
 ESTIMATED DELIVERIES LISTED BELOW. NOTE: ERT'S MUST ARRIVE 4 WEEKS PRIOR TO SCHEDULED DELIVERY. ADVISE ERT DELIVERY SCHEDULE AT TIME OF ORDER:  
 AC250NX @ 6 WEEKS ARO  
 AL425 @ 16-18 WEEKS ARO  
 AL800/AL1000 @ 8-10 WEEKS ARO

	<b>Taxable</b>	\$0.00
	<b>Tax</b>	\$0.00
	<b>Exempt</b>	\$54,964.81
	<b>Freight</b>	\$0.00
	<b>Total</b>	\$54,964.81



Honeywell

American Meter Company LLC  
2221 Industrial Rd  
Nebraska City, NE 68410

September 13, 2016

To Whom it May Concern:

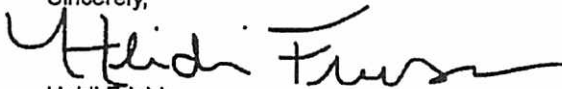
Subject: Elster American Meter Company LLC (Now Part of Honeywell), Ed Young Sales relationship

Please be advised that Ed Young Sales Company (EYSCO) is the exclusive sales representative hosting residential and commercial products for the municipal gas utility market in the states of Virginia, North Carolina, South Carolina, Georgia, Tennessee, Alabama and Mississippi. As our representative, EYSCO provides all interface from quotation request through shipment, while the customer purchase orders are direct with Elster American Meter Company LLC.

In order to ensure that product technical specifications and applications are evaluated properly, it is our preference for municipal gas utilities to work directly through EYSCO.

Our long standing relationship of over 20 years with Ed Young Sales has proved to be a valuable resource for both Elster American Meter and our customers.

Sincerely,



Heidi Frisbie  
Business Development Director, Americas  
Honeywell Smart Energy

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

**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 424 ERTS for the Gas Department to be purchased from Consolidated Pipe and Supply Company, Inc. the sole-source distributor for the NEPTUNE ERTS. The units must fit into our existing standardized system; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The total procurement for the quoted price is \$37,312.00, and includes freight.

Adopted on this 10<sup>th</sup> day of August, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 7/28/2020

Please return this Routing Sheet to Treasurer by: ASAP

JUL 30 20 12:15

Project Name: Procurement of 424 Neptune ERTS for the Gas Department

Project Location: Gas Department

Presented to City Council: 8/10/2020

Funding Request Sponsor: Mike Allison, Director of Operation  
Terry Holman, Gas Superintendent  
Jeremy Little, Gas Department

Project Cash Requirement Requested:  
Cost: \$ 37,312.00 plus freight

Vendor: Consolidated Pipe and Supply Co., Inc

Project Engineer: n/a

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

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

**Department Funding This Project**

General  **Gas**  Electric  Water  Sewer  Gas Tax  Cap Prodi  Impact  Health

**Department of General Fund Providing the Funding**

Admin-10  Bldg-13  Police-15  Fire-20  ECD-24  Rec-25  Civic-26  Street-35  Sanitation-40   
 Fac Maint-45  Golf-50  Golf Grounds-55  Museum-70  Debt Service-85  Marina-34

Project will be:

Expensed \_\_\_\_\_  
Capitalized \_\_\_\_\_  
Inventoried XXX

Expense Code: 002-14015  
G/L Acct Name: Inventory

Project Budgeted: \$ 37,312.00  
Balance Sheet Item-  
Included in projected  
cash flow \$0.00

Over (Under) budget amount: \$ -

Funding Source:

Operating Expenses XXX  
Budgeted Capital \_\_\_\_\_  
Unfunded \_\_\_\_\_

Grant: \$0.00 Federal - not to exceed amount  
State \_\_\_\_\_  
City \_\_\_\_\_  
\$0.00 Local

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

Comments: The meters and ERTS have to be ordered at the same time. These units must fit into our existing standardized system.

City Council Prior Approval/Date? \_\_\_\_\_

**City Treasurer** **Finance Director** **Mayor**

Purchasing Memo Date: 7/22/2020 Purchasing Memo Date: 7/22/2020 Delivered To Date: 7/28/2020

Request Approved Date: 7/28/2020 Request Approved Date: 7/28/2020 Approved Date: 7/30/2020

Signatures: Kim Creech Jill Cabaniss, MBA Mayor Kim Creech



MEMO

Karin Wilson  
Mayor

To: Kimberly Creech, Treasurer  
From: *Delores A Brandt*  
Delores A Brandt, Purchasing Manager

Date: July 22, 2020

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

RE: Green Sheet and Council Approval of over \$10,000 budgeted annual procurement of **ERTS for the Gas Department**

The Assistant Superintendent for Gas Department, Jeremy Little, and Operations Director, Mike Allison, request the approval to purchase an estimated 424 ERTS to place in inventory, at the quoted price of **THIRTY-SEVEN THOUSAND THREE HUNDRED TWELVE DOLLARS (\$37,312,00)** from Consolidated Pipe and Supply Co., Inc. the Sole-Source distributor for the NEPTUNE ERTS. These units must fit into our existing standardized system.

Lisa A. Hanks, MMC  
City Clerk

**424 ERTS Consolidated Pipe and Supply Co. Inc.**

Kimberly Creech  
Treasurer

The last order of Meters and ERTS were scheduled to take 10 weeks for delivery, and it took 51 weeks for them to be delivered! The preference is to order ERTS and Meters at the same time since ERTS are installed on Meters before the Meters are sent to the CITY.

The 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.*

**Please compose a greensheet and place on the first available City Council agenda this request to procure ERTS inventory for the Gas Department at a cost of \$37,312.00**

Cc: file, M Allison, Jeremy Little

161 North Section  
St.  
PO Drawer 429  
Fairhope, AL 36533

251-928-2136 (p)  
251-928-6776 (f)  
www.fairhopeal.gov

# CITY OF FAIRHOPE PURCHASING DEPARTMENT

## REQUEST FORM

Name: Fairhope Public Utilities

Date: 7/20/2020

Department: Gas

### ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** Neptune R900G GAS ERTS
2. **What is the total cost of the item or service?** \$37,312
3. **Where will the item or service be physically located?** Located on the Gas Meters
4. **What is the primary function of the item or service?** To collect and send usage to Meter Dept
5. **How many do you need?** 424
6. **Item or Service Is:**  New  Used  Replacement  Annual Request
7. **When do you anticipate implementation?** Click or tap to enter a date.
8. **Additional Information or Comments:** Inventory Stock, These will be shipped to American Meter and installed on all Gas meters
9. **Vendor Name:** Consolidates pipe and supply
10. **Vendor Number:** 19

### BUDGET INFORMATION

1. **Is it budgeted?**  Yes  No  Emergency Request
2. **If budgeted, what is the budgeted amount?** INVENTORY
3. **What is the Capital Project Name or Operating Budget Code:** Click or tap here to enter text.
4. **Check any applicable boxes:**  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes and other supporting documentation to [deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*



CONSOLIDATED PIPE AND SUPPLY CO., INC.  
CUSTOMER QUOTE

4180 Hall Mill Road  
PO Box 191057  
Mobile AL 36693  
0029 - MICHA LAMBERT  
Office 251-666-6691  
WATS 800-699-6691  
Fax 251-666-5311

Quote Nbr: 257318 000  
Quote Date: 7/14/2020  
Job: R900G TO SHIP TO PLANT  
Engineer: FAIRHOPE  
Bid Date: 7/14/2020

Page 1

350133 - FAIRHOPE CITY OF  
WATER & SEWER  
P O BOX 429  
FAIRHOPE AL 36533

Good Until: 8/14/2020  
To: MICHA  
Email: MLAMBERT@CONSOLIDATEDPIPE.COM

Qty	Size/Wall/Description	Price	Extended Price
424.0	NEPTUNE R900G AMER 250/425/AC630/12750-000 **** 5 TO 8 WEEKS ***	88.00 EA	37,312.00
Total:			37,312.00

January 2, 2019

**To Whom It May Concern:**

At this time Consolidated Pipe and Supply Co. is the only Neptune distributor authorized in the state of Alabama to sell RF meter reading equipment and Neptune water meters and parts. Consolidated Pipe and Supply is authorized by Neptune to submit an offer for Neptune water meters and related products.

Neptune Technology Group is the only manufacturer of Neptune meters. Our headquarters and manufacturing facility is located in Tallassee, Alabama. Additional company information can be found at our website [www.neptunetg.com](http://www.neptunetg.com).



Thank you for your interest in Neptune products. If you have any questions, please contact your local Consolidated Pipe & Supply representative, Micha Lambert 251-533-5239 or your local Neptune representative, Kevin Smith at 334-799-3760.

Regards,

**Chris Knapp**  
Field Support Manager

**NEPTUNE**  
TECHNOLOGY GROUP INC.

1600 Alabama Highway 229, Tallassee, AL 36078 • 334.283.6555 • [www.neptunetg.com](http://www.neptunetg.com)

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

**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 876 Regulators for the Gas Department to be purchased from M.T. Deason, Authorized Itron Gas Utility Distributor, Inc. The units are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The total procurement amount of \$22,941.44, including freight.

Adopted on this 10th day of August, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 7/28/2020

JUL 30 2020 12:19  
Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of 876 Regulators for inventory for the Gas Department

*EM*

Project Location: Gas Department

Presented to City Council: 8/10/2020

Resolution # :  
Approved \_\_\_\_\_

Funding Request Sponsor: Mike Allison, Director of Operation  
Terry Holman, Gas Superintendent  
Jeremy Little, Gas Department

Changed \_\_\_\_\_

Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 22,941.00 plus freight

\$ \_\_\_\_\_

Vendor: MT Deason

Project Engineer: n/a

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

Department Funding This Project

General  **Gas**  Electric  Water  Sewer  Gas Tax  Cap Prodi  Impact  Health

Department of General Fund Providing the Funding

Admin-10  Bldg-13  Police-15  Fire-20  ECD-24  Rec-25  Civic-26  Street-35  Sanitation-40   
Fac Maint-45  Golf-50  Golf Grounds-55  Museum-70  Debt Service-85  Marina-34

Project will be:

Expensed \_\_\_\_\_  
Capitalized \_\_\_\_\_  
Inventoried XXX

Funding Source:

Operating Expenses XXX  
Budgeted Capital \_\_\_\_\_  
Unfunded \_\_\_\_\_

Expense Code: 002-14015  
G/L Acct Name: Inventory

Grant: \$0.00 Federal - not to exceed amount  
State \_\_\_\_\_  
City \_\_\_\_\_  
\$0.00 Local

Project Budgeted: \$ 22,941.00  
Balance Sheet Item-  
Included in projected  
cash flow \$0.00

Over (Under) budget amount: \$ -

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Comments:

The preference is to order the regulators at the same time as the meters and ERTS since they are installed at the same time.

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 7/22/2020

Purchasing Memo Date: 7/22/2020

Delivered To Date: 7/28/2020

Request Approved Date: 7/28/2020

Request Approved Date: 7/28/2020

Approved Date: 7/30/20

Signatures: Kim Creech  
Kim Creech

Jill Cabanias  
Jill Cabanias, MSA

Mayor Karin Wilson  
Mayor Karin Wilson



MEMO

Karin Wilson  
Mayor

To: Kimberly Creech, Treasurer  
From: Delores A Brandt  
Delores A Brandt, Purchasing Manager

Date: July 22, 2020

RE: **Green Sheet and Council Approval of over \$10,000 budgeted annual procurement of Regulators for the Gas Department**

Council Members:

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
Treasurer

The Assistant Superintendent for Gas Department, Jeremy Little, and Operations Director, Mike Allison, request the approval to purchase eight hundred seventy-six (876) regulators to place in inventory at the quoted price of **TWENTY-TWO THOUSAND NINE HUNDRED FORTY-ONE DOLLARS AND FORTY-FOUR CENTS (\$22,941.44) plus freight from M T DEASON, Authorized Itron Gas Utility Distributor.**

**876 Regulators MT Deason of ISCO, INC \$22,941.44 Plus freight**

The preference is to order the regulators at the same time as the Meters and ERTS since they are installed at same time.

The 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.*

**Please compose a greensheet and place on the first available City Council agenda this request to procure Regulator inventory for the Gas Department at a cost of \$22,941.44 plus freight charges**

161 North Section  
St.  
PO Drawer 429  
Fairhope, AL 36533

Cc: file, M Allison, Jeremy Little

251-928-2136 (p)  
251-928-6776 (f)  
www.fairhopeal.gov

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Fairhope Public Utilities

Date: 7/21/2020

Department: Gas

## ITEM OR SERVICE INFORMATION

1. What item or service do you need to purchase? Regulators
2. What is the total cost of the item or service? \$22,941.44
3. Where will the item or service be physically located? At the Residence or Business
4. What is the primary function of the item or service? To regulate the gas pressure from 17 lbs to 2 lbs or 4oz
5. How many do you need? 876
6. Item or Service Is:  New  Used  Replacement  Annual Request
7. When do you anticipate implementation? Click or tap to enter a date.
8. Additional Information or Comments: Inventory Stock. All gas services must be regulated down to 2 lbs or 4 oz before the gas meter
9. Vendor Name: M T Deason
10. Vendor Number: 26

## BUDGET INFORMATION

1. Is it budgeted?  Yes  No  Emergency Request
2. If budgeted, what is the budgeted amount? Inventory Stock 14015
3. What is the Capital Project Name or Operating Budget Code: Click or tap here to enter text.
4. Check any applicable boxes:  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes and other supporting documentation to [deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*

<< QUOTE >>



M.T. DEASON,  
A DIVISION OF ISCO, INC.  
P. O. BOX 101807  
BIRMINGHAM, AL 35210-6807  
UNITED STATES  
(205)-956-2266

PAGE 1

QUOTE DATE 7/21/2020  
QUOTE NO 3458

S FAI010  
O CITY OF FAIRHOPE  
L P.O. DRAWER 429  
D FAIRHOPE, AL 36533  
  
T  
O

S 000001  
H CITY OF FAIRHOPE  
I MAIN WAREHOUSE  
P 555 SOUTH SECTION STREET  
FAIRHOPE, AL 36532  
  
T  
O

TOTAL DUE 22,941.44

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
08		8/20/2020	7/21/2020	119881	7/21/2020	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
NET 30	QUOTE	BEST PPD/CHG	

ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
R13924-B42R B42R 3/4" X 3/4", 1/4" ORIFICE, BROWN SPRING, MP #5  Lot No Serial No	1	EACH	252	0	27.1000	6,829.20
NOTES B42R 3/4" X 3/4", 1/4" ORIFICE, PURPLE SPRING, MP #5  Lot No Serial No	1	EACH	624	0	25.2600	15,762.24
NOTES ESTIMATED FREIGHT  Lot No Serial No	1	EACH	1	0	350.0000	350.00

00 SALES TAX  
0.00

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	22,941.44	0.00	0.00	0.00	22,941.44
				TOTAL DUE	22,941.44



July 15, 2020

Dear Valued Itron Utility Customer,

Please accept this letter as confirmation that M.T. Deason, A Division of ISCO Industries, Inc., is the only *Authorized Itron Gas Utility Distributor* in your state. M.T. Deason has received the necessary training and certification levels to represent Itron to our shared customers—and in this capacity, M.T. Deason is the only company that is authorized to sell Itron gas pressure regulators in your area.

M.T. Deason is the Authorized Itron Distributor in these states: AL, MS, and TN

Depending on your state and local bidding laws, this letter may serve as sole source provider documentation for Itron products. As such, you may not be required to bid your Itron purchases.

If you have any questions, or if I can provide any further information, please feel free to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Nicole Ford", written in a cursive style.

Nicole Ford

Channel Sales Manager

---

**Itron**  
2111 N. Molter Road  
Liberty Lake, WA 99019  
[www.itron.com](http://www.itron.com)

**M.T. Deason**  
2820 Commerce Blvd  
Birmingham, AL 35210  
[www.mtdeason.com](http://www.mtdeason.com)



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

**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 Supply Zinc Orthophosphate and TKKP Chemicals for the Water Department for FY2021. These chemicals are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The estimated annual cost is \$72,992.00 dependent on population growth and weather conditions.

Adopted on this 10th day of August, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 7/28/2020

Please return this Routing Sheet to Treasurer by: ASAP

JUL 30 '20 PM 12:18

*FAH*

Project Name: Procurement of Zinc Orthophosphate and TKPP for the Water Department for FY2021

Project Location: Water Department

Presented to City Council: 8/10/2020

Resolution # :  
Approved \_\_\_\_\_

Funding Request Sponsor: Mike Allison, Director of Operation  
Tim Manuel, Water & Sewer Assistant Superintendent

Changed \_\_\_\_\_

Rejected \_\_\_\_\_

Project Cash Requirement Requested:

Cost: \$ 72,992.00 Estimated annual cost (Zinc Orthophosphate is 184 lbs. per day at \$1.00)  
(TKPP is 4,320 lbs. at \$1.35)  
\$ \_\_\_\_\_

Vendor: Alberty & Blakeney, LLC

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General  Gas  Electric  **Water**  Sewer  Gas Tax  Cap Prodi  Impact  Health

Department of General Fund Providing the Funding

Admin-10  Bldg-13  Police-15  Fire-20  ECD-24  Rec-25  Civic-26  Street-35  Sanitation-40   
Fac Maint-45  Golf-50  Golf Grounds-55  Museum-70  Debt Service-85  Marina-34

Project will be:

Expensed XXX  
Capitalized \_\_\_\_\_  
Inventoried \_\_\_\_\_

Funding Source:

Operating Expenses XXX  
Budgeted Capital \_\_\_\_\_  
Unfunded \_\_\_\_\_

Expense Code: 004010-53010  
G/L Acct Name: Chemicals & Testing

Grant: \$0.00 Federal - not to exceed amount  
State \_\_\_\_\_  
City \_\_\_\_\_  
\$0.00 Local

Project Budgeted: \$ 72,992.00  
Balance Sheet Item-  
Included in projected  
cash flow \$0.00

Over (Under) budget amount: \$ -

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Comments:

The estimated number of annual units needed for Zinc Orthophosphate is 184 lbs. per day at \$1.00 per pound for a total estimated annual cost of \$67,160.00 and TKPP is estimated 4,320 lbs. at \$1.35 per pound at an annual cost of \$5,832.00

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 7/24/2020

Purchasing Memo Date: 7/24/2020

Delivered To Date: 7/28/2020

Request Approved Date: 7/28/2020

Request Approved Date: 7/28/2020

Approved Date: 7/30/20

Signatures: *Kim Crgech*  
Kim Crgech

*Jill Cabaniss*  
Jill Cabaniss, MBA

*Mayor Karin Wilson*  
Mayor Karin Wilson



## MEMO

To: Kimberly Creech, Treasurer

From: Delores A Brandt  
Delores A. Brandt, Purchasing Manager

RECEIVED  
JUL 24 2020  
BY: ...KC

Date: July 24, 2020

Karin Wilson  
Mayor

Re: Placing on City Council agenda approval to procure Zinc Orthophosphate and TKPP for the Water Department for FY2021

*Council Members:*

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

The Water Department has the need to procure Zinc Orthophosphate and TKPP. The estimated chemical usage is dependent on population growth and weather conditions and could fluctuate from the quoted amount. These chemicals are exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7), which states:

Lisa A. Hanks, MMC  
City Clerk

*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.*

Kimberly Creech  
City Treasurer

The estimated number of annual units needed for Zinc Orthophosphate is 184 pounds per day at \$1.00 per pound for a total estimated annual cost of \$67,160.00. The estimated number of annual units needed for TKPP is 4,320 pounds at \$1.35 per pound for a total estimated annual cost of \$5,832.00. The combined estimated annual cost for Zinc Orthophosphate and TKPP is \$72,992.00. This budgeted item is over the \$10,000.00 City Council approval limit.

**Please compose a greensheet and move forward to the next available City Council agenda this procurement approval request for Zinc Orthophosphate and TKPP at an estimated annual cost of \$72,992.00 dependent on population growth and weather conditions.**

161 North Section St.  
PO Drawer 429  
Fairhope, AL 36533

Cc: File, M. Allison, J. Whitman, J. Webber, T. Manuel, T. Holman

251-928-2136 (p)  
251-928-6776 (f)  
www.fairhopeal.gov

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: JOE WEBBER  
Department: WATER

Date: 7/24/2020

## ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** Zinc Orthophosphate and TKPP Water Chemicals
2. **What is the total cost of the item or service?** Approximately \$72,992 Annually
3. **Where will the item or service be physically located?** Citywide Wells
4. **What is the primary function of the item or service?** Water Treatment
5. **How many do you need?** Quantity varies with water usage
6. **Item or Service Is:**  New  Used  Replacement  Annual Request
7. **When do you anticipate implementation?** Immediately
8. **Additional Information or Comments:** Needed Used and Consumed

1. **Is it budgeted?**  Yes  No  Emergency Request
2. **If budgeted, what is the budgeted amount?** Line Item for Chemicals and Testing Budget \$165,000
3. **What is the Capital Project Name or Operating Budget Code:** 4010-53010
4. **Check any applicable boxes:**  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes or other supporting documentation to [deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*

## PURCHASING USE ONLY

Vendor Name: Alberty & Blakney, LLC      Vendor Number: Need to register  
Current Business License:  Yes  No

**CITY OF FAIRHOPE**  
**555 S. Section Street · Fairhope, AL 36532**

Vendor: ALBERTY & BLAKENEY, LLC

Requisition: Click or tap here to enter text.

Department: Water Department

Date: 7/1/2020

Attachments Included: YES  NO

ITEM DESCRIPTION	ETA	QTY (BX/CS)	EACH	TOTAL
Phosphate Chemicals	1 week	Pounds	\$1.00	\$1.00/pound
TKPP Chemicals	1 week	Pounds	\$1.35	\$1.35/pound
Quote is for a 12-month period				YES
Scope and Specifications attached				YES
<b>FREIGHT</b>				Delivered Price
<b>TOTAL QUOTE</b>				

Date Needed: We do not know the quantities required so not sure how to complete this document. Therefore, we provided price per pound.

Price Good Until: 7/01/21

Quote Furnished By: Alberty & Blakeney, LLC

*Jul Blakeney*  
7/1/20

**SCOPE AND SPECIFICATIONS  
PHOSPHATE AND TKPP CHEMICALS**

The Vendor agrees to complete all the work within timeframe stated in specifications. Quote will include all labor, materials, equipment, shipping, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within this scope of work.

The amount of Vendor product necessary to achieve 1.35 to 1.75 ppm of orthophosphate residual for 5.9 MGD average daily use 184 lbs.

PHOSPHATE <i>12.8 lbs/gal</i>	PRICE: \$ <u>6.00</u> per lb
TKPP <i>14.4 lbs/gal</i>	PRICE: \$ <u>1.35</u> per lb

← \$ 67,160.00

← \$ 5,832.00

**ALBERTY & BLAKENEY, LLC QUOTE**

*Paul Blakene* 7/1/20

The undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your quote, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this quote and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to quote at a fixed price or to refrain from quoting or otherwise.

Should the VENDOR fail to maintain a satisfactory rate of progress, the Project Manager may require that additional forces and/or equipment be placed on the work to bring the project up to schedule and maintain it at that level.

Should the VENDOR fail to furnish sufficient satisfactory equipment and/or labor for maintaining the quality and progress of the work at satisfactory level, the Project Manager may withhold all estimates that may become due until satisfactory quality and progress are maintained; or the contract may be annulled.

**2.0 SCOPE OF WORK**

It is the intent of the City of Fairhope to accept quotes and purchase for the supplying of certain chemicals for our potable water system. Specifically, the chemicals are: Zinc Orthophosphate and Tetra Potassium Pyrophosphate (TKPP).

- 2.01 LOCATIONS
- Courthouse to Well #1 0.3 miles
  - From Well #1 to Well #2 1.7 miles
  - From Well #2 to Well #3 3.9 miles
  - From Well #3 to Well #5 5.6 miles
  - From Well #5 to Well #4 1.8 miles
  - From Well #4 to Well #6 2.3 miles

- 2.02 VENDOR QUALIFICATIONS
- Awarded Vendor must have a dedicated division, in the business of supplying water treatment products (chemicals and equipment) and services for the control of

corrosion, deposition and biological control in water utility systems. Documentation of these requirements will be required. The Vendor will designate a primary representative and provide telephone, voicemail, and email quote information for him.

2.03 Delivery/installation time is of the essence and may be a factor in making an Award.

2.04 State delivery/installation time frame ARO on Submittal Form

2.05 All quotes must be valid for 45 days minimum.

2.06 Purchaser/Ship to Location:

Courthouse to Well #1	0.3 miles
From Well #1 to Well #2	1.7 miles
From Well #2 to Well #3	3.9 miles
From Well #3 to Well #5	5.6 miles
From Well #5 to Well #4	1.8 miles
From Well #4 to Well #6	2.3 miles

### 3.0 **MINIMUM SPECIFICATIONS**

#### 3.01 WARRANTY

Awarded Vendor will provide written warranty for all parts and labor for a period of one year (1) commencing from date of written acceptance of delivery/installation by City of Fairhope. Awarded Vendor will provide written copies of all other applicable warranties, such as, Manufacturer's warranty. Those warranties, if any, will be in addition to the Awarded Vendor warranty, and the terms of which will not be altered by the Awarded Vendor's warranty.

#### 3.02 QUOTING VENDOR INFORMATION

Quoting Vendor further offers to furnish materials, equipment or services in compliance with all terms, conditions, and specifications herein including all amendments. Submitting this document constitutes complete understanding and compliance with the terms and conditions and certifies that all necessary facilities and personnel are available and established at the time of quotation submittal. Vendors are required to read and understand all information contained within this entire quote package.

### 4.0 **TECHNICAL SPECIFICATIONS**

4.01 Each well will be treated with one chemical, a corrosion inhibitor approximately (3-to-1 orthophosphate / zinc blend). It is the City's intent not to exceed a corrosion Rate of One Mil per year. It is the City's intent to feed at a rate to achieve a 1.35 to 1.75 ppm of orthophosphate residual.

4.02 Well # 5 will also be treated with the chemical tetra potassium pyrophosphate (TKPP).

4.03 All supplied chemicals must be EPA Approved for drinking water.

### 5.0 **EQUIPMENT**

5.01 All equipment, including hoses, fittings, and adaptors necessary for delivering and pumping the products into or out of the OWNER'S bulk storage tanks will be supplied by the Vendor.

5.02 Vendor will supply (TKPP) in three hundred (300) gallon tote tanks.

**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 the City's MUNIS Software Annual Maintenance and Licensing Fees for IT Department, from Tyler Technologies, Inc. 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." Munis - \$51,162.30 and Incode - \$12,029.37 for a total cost of \$63,191.67.

Adopted on this 10h day of August, 2020

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

Attest:

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



City of Fairhope  
Project Funding Request

Issuing Date: 7/29/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Pay the annual maintenance fees for Munis and Incode software through Tyler Technologies

*Handwritten initials*

Project Location: IT Department

Presented to City Council: 8/10/2020

Funding Request Sponsor: Jeff Montgomery, Director of Information Technology

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 63,191.76 (Munis - \$51,162.20 and Incode - \$12,029.37)

Vendor: Tyler Technologies

Project Engineer: n/a

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

Department Funding This Project

- General  Gas  Electric  Water  Sewer  Gas Tax  Cap Prodi  Impact  Health
- Department of General Fund Providing the Funding
- Admin-10  Bldg-13  Police-15  Fire-20  ECD-24  Rec-25  Civic-26  Street-35  Sanitation-40   
 Fac Maint-45  Golf-50  Golf Grounds-55  Museum-70  Debt Service-85  Marina-34  Planning-1120

Project will be:

Funding Source:

Expensed \_\_\_\_\_  
Capitalized XXX  
Inventoried \_\_\_\_\_

Operating Expenses  
Budgeted Capital XXX  
Unfunded \_\_\_\_\_

Expense Code: XXXX-50300  
G/L Acct Name: Computer Expense  
(001100, 001150, 001140, 002, 003, 004010, 004020)

Grant: \$0.00 Federal - not to exceed amount  
State \_\_\_\_\_  
City \_\_\_\_\_  
\$0.00 Local

Project Budgeted: \$ 72,000.00  
Balance Sheet Item-  
Included in projected  
cash flow \$0.00

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Over (Under) budget amount: \$ (8,808.24)

Comments:  
Software annual maintenance August 2020-August 2021

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 7/28/2020

Purchasing Memo Date: 7/28/2020

Delivered To Date: 7/29/2020

Request Approved Date: 7/29/2020

Request Approved Date: 7/29/2020

Approved Date: 7/29/20

Signatures: Kim Creech  
Kim Creech

Jill Capaniss  
Jill Capaniss, MBA

Mayor Kann Wilson  
Mayor Kann Wilson



## MEMO

To: Kimberly Creech, Treasurer

From: Delores A Brandt  
Delores A Brandt, Purchasing Manager

Karin Wilson  
Mayor

Date: July 28, 2020

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
City Treasurer

### **Greensheet and Council Approval for budgeted MUNIS Annual Maintenance and INCODE Annual fees through Tyler Technologies**

The **Fairhope Municipal Court** requests approval to pay annual maintenance fees related to the court software INCODE in the City's MUNIS system. The proposed cost for this is **TWELVE THOUSAND TWENTY-NINE DOLLARS AND THIRTY-SEVEN CENTS (\$12,029.37)**.

The **IT Department** requests approval to pay the Annual Maintenance fees, **FIFTY-ONE THOUSAND ONE HUNDRED SIXTY-TWO DOLLARS AND THIRTY CENTS (\$51,162.30)** for the City's MUNIS system to **Tyler Technologies**.

The budgeted amount for annual maintenance and support is \$72,000.00. See attached quotation for details.

Lead time: 1 week

**Please compose a greensheet and obtain Council approval for procurement of these annual procurement of services for Maintenance fees for both the MUNIS system for the City, and the INCODE Court Software, at a cost of \$51,162.30 and \$12,029.37 respectively, for a total of \$63,191.67 to Tyler Technologies**

CC: file, K Creech, Jeff Montgomery, Randy Weaver

161 North Section  
Street PO Drawer  
429  
Fairhope, Alabama  
36533

251-928-2136  
251-928-6776 Fax  
[www.fairhopeal.gov](http://www.fairhopeal.gov)

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

combined INCODE & MUNIS

Name: Jeff Montgomery / DeDee Date: 6/26/2020  
Department: Court (INCODE) and MUNIS

## ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** Annual Maintenance INCODE and annual Licensing and support for MUNIS
2. **What is the total cost of the item or service?** \$12,029.37 + \$51,162.30 = \$63,191.67
3. **Where will the item or service be physically located?** Click or tap here to enter text.
4. **What is the primary function of the item or service?** Provide support for Software for the Court INCODE System and MUNIS System
5. **How many do you need?** One for INCODE and 31 licensing and support for MUNIS
6. **Item or Service Is:**  New  Used  Replacement  Annual Request
7. **When do you anticipate implementation?** July and August
8. **Additional Information or Comments:** Click or tap here to enter text.

## BUDGET INFORMATION

1. **Is it budgeted?**  Yes  No  Emergency Request
2. **If budgeted, what is the budgeted amount?** \$72,000
3. **What is the Capital Project Name or Operating Budget Code:** 50300
4. **Check any applicable boxes:**  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes or other supporting documentation to [deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*

## PURCHASING USE ONLY

**Vendor Name:** Tyler Technology **Vendor Number:** Click or tap here to enter text.  
**Current Business License:**  Yes  No

INCODE

# Invoice



**Remittance:**  
Tyler Technologies, Inc.  
(FEIN 75-2303920)  
P.O. Box 203556  
Dallas, TX 75320-3556

<b>Invoice No</b>	<b>Date</b>	<b>Page</b>
025-300294	07/01/2020	1 of 1

**Questions:**  
Tyler Technologies - Local Government  
Phone: 1-800-772-2260 Press 2, then 2  
Email: ar@tylertech.com



Bill To: City of Fairhope  
Attn: Dee Dee Brandt  
555 South Section Street  
P.O. Drawer 429  
Fairhope, AL 36532

Ship To: City of Fairhope  
Attn: Dee Dee Brandt  
555 South Section Street  
P.O. Drawer 429  
Fairhope, AL 36532

<b>Cust No.-BillTo-ShipTo</b>	<b>Ord No</b>	<b>PO Number</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
47908 - MAIN - MAIN	127204		USD	NET30	07/31/2020

Date	Description	Units	Rate	Extended Price
Contract No.: FAIRHOPE, AL				
	Criminal Court Case Management - Maintenance	1	3,408.93	3,408.93
	Maintenance Start: 01/Aug/2020, End: 31/Jul/2021			
	Centralized Cash Collections - Maintenance	1	606.38	606.38
	Maintenance Start: 01/Aug/2020, End: 31/Jul/2021			
	INCODE Scheduling - Maintenance	1	1,405.69	1,405.69
	Maintenance Start: 01/Aug/2020, End: 31/Jul/2021			
	Officer Email Notification-Generic Interface - Maintenance	1	758.52	758.52
	Maintenance: Start: 01/Aug/2020, End: 31/Jul/2021			
	Citation Issuing Device Interface - Maintenance	1	1,102.50	1,102.50
	Maintenance: Start: 01/Aug/2020, End: 31/Jul/2021			
	General Ledger - Maintenance	1	985.64	985.64
	Maintenance Start: 01/Aug/2020, End: 31/Jul/2021			
	Secure Signatures - Maintenance	1	0.00	0.00
	Maintenance Start: 01/Aug/2020, End: 31/Jul/2021			
	Tyler Output Processor Server - Maintenance	1	1,061.71	1,061.71
	Maintenance Start: 01/Aug/2020, End: 31/Jul/2021			
	INCODE Court Online Component - Annual Fee	1	1,200.00	1,200.00
	Maintenance Start: 01/Aug/2020, End: 31/Jul/2021			
	Online Record Search	1	1,500.00	1,500.00
	Maintenance: Start: 01/Aug/2020, End: 31/Jul/2021			

CITY OF FAIRHOPE

JUN 25 2020

ACCTS PAYABLE

**\*\*ATTENTION\*\***  
Order your checks and forms from  
Tyler Business Forms at 877-749-2090 or  
tylerbusinessforms.com to guarantee  
100% compliance with your software.

<b>Subtotal</b>	12,029.37
<b>Sales Tax</b>	0.00
<b>Invoice Total</b>	12,029.37

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

**Name:** Jeff Montgomery  
**Department:** City Wide

**Date:** 7/28/2020

## ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** Yearly Support for Munis
2. **What is the total cost of the item or service?** 51162.30
3. **Where will the item or service be physically located?** Click or tap here to enter text.
4. **What is the primary function of the item or service?** Provide Support Services for Munis
5. **How many do you need?** Click or tap here to enter text.
6. **Item or Service Is:**  New  Used  Replacement  Annual Request
7. **When do you anticipate implementation?** Click or tap to enter a date.
8. **Additional Information or Comments:** Click or tap here to enter text.

## BUDGET INFORMATION

1. **Is it budgeted?**  Yes  No  Emergency Request
2. **If budgeted, what is the budgeted amount?** city Wide \$80000
3. **What is the Capital Project Name or Operating Budget Code:** 50300
4. **Check any applicable boxes:**  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes or other supporting documentation to [deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*

## PURCHASING USE ONLY

**Vendor Name:** 28589      **Vendor Number:** Click or tap here to enter text.

**Current Business License:**  Yes  No



**Remittance:**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

<b>Invoice No</b>	<b>Date</b>	<b>Page</b>
045-307204	07/01/2020	1 of 2

**Questions:**  
 Tyler Technologies - ERP & Schools  
 Phone: 1-800-772-2260 Press 2, then 1  
 Email: ar@tylertech.com

Bill To: City of Fairhope  
 Attn: Dee Dee Brandt  
 555 South Section Street  
 P.O. Drawer 429  
 Fairhope, AL 36532

Ship To: City of Fairhope  
 Attn: Dee Dee Brandt  
 555 South Section Street  
 P.O. Drawer 429  
 Fairhope, AL 36532

<b>Customer No.</b>	<b>Ord No</b>	<b>PO Number</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
47908	141133		USD	NET30	07/31/2020

Date	Description	Units	Rate	Extended Price
	TYLER SYSTEM MANAGEMENT SERVICES SUPPORT Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	9,521.58	9,521.58
	TYLER UNLIMITED CLIENT ACCESS MAINTENANCE Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	1,650.00	1,650.00
	SUPPORT & UPDATE LICENSING - ACCTG/GL/BUDGET/AP Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	3,058.35	3,058.35
	SUPPORT & UPDATE LICENSING - WORK ORDERS, FLEET & FACILITIES MANAGEMENT Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	1,462.69	1,462.69
	SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	1,023.87	1,023.87
	SUPPORT & UPDATE LICENSING - BID MANAGEMENT Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	585.07	585.07
	SUPPORT & UPDATE LICENSING - INTERFACE TO BMI TRACKING Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	585.07	585.07
	SUPPORT & UPDATE LICENSING - MUNIS OFFICE Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	731.35	731.35
	SUPPORT & UPDATE LICENSING - BUSINESS & VENDOR SELF SERVICE Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	731.35	731.35
	SUPPORT & UPDATE LICENSING - CENTRAL PROPERTY FILE Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	0.00	0.00
	SUPPORT & UPDATE LICENSING - CITIZEN SELF SERVICE Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	1,023.87	1,023.87
	SUPPORT & UPDATE LICENSING - CONTRACT MANAGEMENT Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	478.70	478.70
	SUPPORT & UPDATE LICENSING - FIXED ASSETS Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	1,170.14	1,170.14
	SUPPORT & UPDATE LICENSING - GASB 34 REPORT WRITER Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	1,728.64	1,728.64
	SUPPORT & UPDATE LICENSING - HUMAN RESOURCES MANAGEMENT Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	2,047.75	2,047.75
	SUPPORT & UPDATE LICENSING - INVENTORY Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	1,170.14	1,170.14
	SUPPORT & UPDATE LICENSING - BUSINESS LICENSES Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	877.61	877.61
	SUPPORT & UPDATE LICENSING - PAYROLL WITH EMPLOYEE SELF SERVICE Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	4,281.67	4,281.67
	SUPPORT & UPDATE LICENSING - PERMITS & CODE ENFORCEMENT Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	1,950.24	1,950.24



**Remittance:**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

<b>Invoice No</b>	<b>Date</b>	<b>Page</b>
045-307204	07/01/2020	2 of 2

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<b>Customer No.</b>	<b>Ord No</b>	<b>PO Number</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
47908	141133		USD	NET30	07/31/2020

Date	Description	Units	Rate	Extended Price
	SUPPORT & UPDATE LICENSING - PROJECT & GRANT ACCOUNTING Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	877.61	877.61
	SUPPORT & UPDATE LICENSING - PURCHASE ORDERS Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	1,170.14	1,170.14
	SUPPORT & UPDATE LICENSING - REQUISITIONS Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	731.35	731.35
	SUPPORT & UPDATE LICENSING - ROLE TAILORED DASHBOARD Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	731.35	731.35
	SUPPORT & UPDATE LICENSING - TREASURY MANAGEMENT Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	731.35	731.35
	SUPPORT & UPDATE LICENSING - TYLER CASHIERING Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	1,595.66	1,595.66
	SUPPORT & UPDATE LICENSING - TYLER CONTENT MANAGER SE Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	2,393.49	2,393.49
	SUPPORT & UPDATE LICENSING - TYLER FORMS PROCESSING Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	2,216.18	2,216.18
	SUPPORT & UPDATE LICENSING - TYLER REPORTING SERVICES Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	1,662.14	1,662.14
	SUPPORT & UPDATE LICENSING - UTILITY BILLING CIS Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	3,856.17	3,856.17
	SUPPORT & UPDATE LICENSING - RECRUITING Maintenance: Start: 23/Aug/2020, End: 22/Aug/2021	1	573.03	573.03
	SUPPORT & UPDATE LICENSING - MAPLINK GIS INTEGRATION Maintenance: Start: 28/Aug/2020, End: 27/Aug/2021	1	545.74	545.74

**\*\*ATTENTION\*\***  
 Order your checks and forms from  
 Tyler Business Forms at 877-749-2090 or  
 tylerbusinessforms.com to guarantee  
 100% compliance with your software.

Subtotal	51,162.30
Sales Tax	0.00
Invoice Total	51,162.30

**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 renewal of three-year master service agreement with Everbridge emergency notification system service for the IT Department for direct procurement from Everbridge of Pasadena, CA. This procurement is over the green sheet approval benchmark of \$5,000 for unbudgeted requests and requires Council's approval. The cost is \$7,593.16 for each year of the three-year agreement.

Adopted on this 10th day of August, 2020

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

Attest:

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



City of Fairhope  
Project Funding Request

Issuing Date: 7/28/2020

JUL 30 '20 PM 12:18  
Please return this Routing Sheet to Treasurer by: ASAP

*ZMS*

Project Name: Procurement of Renewal of Three Year Mast Service Agreement with Everbridge for the IT Department

Project Location: IT Department

Presented to City Council: 8/10/2020

Funding Request Sponsor: Jeff Montgomery, Director of Information Technology

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 7,593.16

Vendor: Everbridge

Project Engineer: n/a

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

Department Funding This Project

<input checked="" type="checkbox"/> General	<input checked="" type="checkbox"/> Gas	<input checked="" type="checkbox"/> Electric	<input checked="" type="checkbox"/> Water	<input checked="" type="checkbox"/> Sewer	<input type="checkbox"/> Gas Tax	<input type="checkbox"/> Cap Prodi	<input type="checkbox"/> Impact	<input type="checkbox"/> Health
Department of General Fund Providing the Funding								
<input type="checkbox"/> Admin-10	<input type="checkbox"/> Bldg-13	<input type="checkbox"/> Police-15	<input type="checkbox"/> Fire-20	<input type="checkbox"/> ECD-24	<input type="checkbox"/> Rec-25	<input type="checkbox"/> Civic-26	<input type="checkbox"/> Street-35	<input type="checkbox"/> Sanitation-40
<input type="checkbox"/> Fac Maint-45	<input type="checkbox"/> Golf-50	<input type="checkbox"/> Golf Grounds-55	<input type="checkbox"/> Museum-70	<input type="checkbox"/> Debt Service-85	<input type="checkbox"/> Marina-34	<input type="checkbox"/> Planning-1120		

Project will be:

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

Expense Code: XXXX-50380 Allocation code 380

G/L Acct Name: Communication

Project Budgeted: \$ -

Balance Sheet Item- Included in projected cash flow \$0.00

Over (Under) budget amount: \$ 7,593.16

Grant: \$0.00 Federal - not to exceed amount  
 \_\_\_\_\_ State  
 \_\_\_\_\_ City  
\$0.00 Local

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
 Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

Comments: Looks like the Everbridge amount was not budgeted in error.

City Council Prior Approval/Date? \_\_\_\_\_

<b>City Treasurer</b>	<b>Finance Director</b>	<b>Mayor</b>
Purchasing Memo Date: <u>7/17/2020</u>	Purchasing Memo Date: <u>7/17/2020</u>	Delivered To Date: <u>7/29/2020</u>
Request Approved Date: <u>7/29/2020</u>	Request Approved Date: <u>7/29/2020</u>	Approved Date: <u>7/30/20</u>
Signatures: <u>Kim Creech</u>	<u>Jill Cabaniss, MBA</u>	<u>Mayor Kaim Wilson</u>



MEMO

RECEIVED  
JUL 17 2020  
BY: ..... KC

To: Kimberly Creech, Treasurer  
From: Delores A Brandt  
Delores A Brandt, Purchasing Manager

Karin Wilson  
Mayor

Date: July 17, 2020

**Greensheet and Council approval -- procurement of Renewal of THREE YEAR Master Service Agreement with Everbridge for the I.T. Department**

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

The I.T. Department requests approval to procure the renewal of Three-Year Master Service Agreement for the mass notification program for the City of Fairhope. The cost of SEVEN THOUSAND FIVE HUNDRED NINETY-THREE DOLLARS AND SIXTEEN CENTS (\$7,593.16) annually, for a total for the three-year contract of TWENTY-TWO THOUSAND SEVEN HUNDRED SEVENTY-NINE DOLLARS AND FORTY-EIGHT CENTS (\$22,779.48) see attached quote.

Lisa A. Hanks, MMC  
City Clerk

This procurement is allowed by Code of Alabama 1975, Section 41-16-51-(a)-11 is not required to be let out for bid:

Michael V. Hinson,  
CPA  
City Treasurer

*(11) Purchases of computer and word processing hardware when the hardware is the only type that is compatible with hardware already owned by the entity taking bids **and custom software.***

This procurement is over the greensheet approval benchmark of \$7,500 for budgeted request and requires City Council approval. The recommended vendor is: EVERBRIDGE in Pasadena, CA.

Lead time: Current contract ends on September 25, 2020

**Please compose a greensheet and have approved by Council this procurement of renewal of mass notification program through EVERBRIDGE, for the I.T. Department, at a cost of \$7,593.16 for each year of the three year agreement..**

CC: file, J. Montgomery, R Weaver, C Steadham

161 North Section  
Street PO Drawer  
429  
Fairhope, Alabama  
36533

251-928-2136  
251-928-6776 Fax  
[www.fairhopeal.gov](http://www.fairhopeal.gov)

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Jeff Montgomery

Date: 7/16/2020

Department: IT

## ITEM OR SERVICE INFORMATION

1. What item or service do you need to purchase? Everbridge Renewal
2. What is the total cost of the item or service? 7,593.16
3. Where will the item or service be physically located? Click or tap here to enter text.
4. What is the primary function of the item or service? Emergency Notifications
5. How many do you need? Click or tap here to enter text.
6. Item or Service Is:  New  Used  Replacement  Annual Request
7. When do you anticipate implementation? Click or tap to enter a date.
8. Additional Information or Comments: BEFORE 9-27-20
9. Vendor Name: Everbridge
10. Vendor Number: 4104

## BUDGET INFORMATION

1. Is it budgeted?  Yes  No  Emergency Request
2. If budgeted, what is the budgeted amount? Could not locate
3. What is the Capital Project Name or Operating Budget Code: Click or tap here to enter text.
4. Check any applicable boxes:  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes and other supporting documentation to  
[deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*

## Dee Dee Brandt

---

**From:** Belinda Job  
**Sent:** Thursday, July 16, 2020 9:39 AM  
**To:** Jeff Montgomery  
**Cc:** Dee Dee Brandt; Jennifer Bush; Kimberly Creech  
**Subject:** FW: City of Fairhope, AL - Everbridge Renewal Reminder - Contract End Date: 9/27/2020  
**Attachments:** City of Fairhope, AL - quotation.pdf

Good morning Jeff. You will need to get with Dee Dee for a green sheet on this first.

Thanks,

*Belinda Job*

Treasury Assistant  
City of Fairhope  
PO Drawer 429  
Fairhope, AL 36533  
(251) 990-0115 Office  
(251) 929-0375 Fax

**From:** Jeff Montgomery <jeff.montgomery@fairhopeal.gov>  
**Sent:** Thursday, July 16, 2020 8:06 AM  
**To:** Belinda Job <belinda.job@fairhopeal.gov>  
**Subject:** FW: City of Fairhope, AL - Everbridge Renewal Reminder - Contract End Date: 9/27/2020

Do you need a PO for this renewal?

Jeff Montgomery  
City of Fairhope  
Director of Information Technology

**From:** Renie Morneweck <[Renie.Morneweck@everbridge.com](mailto:Renie.Morneweck@everbridge.com)>  
**Sent:** Thursday, July 16, 2020 4:01 AM  
**To:** Jeff Montgomery <[jeff.montgomery@fairhopeal.gov](mailto:jeff.montgomery@fairhopeal.gov)>  
**Cc:** David Gonzalez <[David.Gonzalez@everbridge.com](mailto:David.Gonzalez@everbridge.com)>  
**Subject:** City of Fairhope, AL - Everbridge Renewal Reminder - Contract End Date: 9/27/2020

Good morning Jeff,

My name is Renie and I am the Renewal Specialist here at Everbridge assisting your Relationship Manager, David Gonzalez, with your renewal. I'm reaching out to provide you with the attached quotation for your upcoming renewal.

Everbridge is implementing a credit-based usage model where customers get an annual credit allowance which can be used for communicating and sending messages via voice, SMS, Text, Fax and TTY. This new implementation is now reflected in the attached renewal quotation and all quotations moving forward. The implementation includes the following:

- Communications Credits can be used to call or send messages regardless of the modality i.e. SMS, Voice, Conference call, Fax, TTY
- No more distinction between Emergency and Non-Emergency messages
- No more distinction between simply “Domestic” and “International” messages – rather, the model is tailored to individual global regions e.g. North America, Europe, Asia, etc.
- Can easily stay on top of their consumption with usage dashboard access directly from the portal
- Will receive an annual credit allotment with their Everbridge subscription (list of qualified products apply)
- Can also purchase additional credits at any time
- Plus, Everbridge mobile app push notifications, email notifications, pager notifications remain unlimited and free of charge.

If you have any additional questions regarding the New Messaging Minute Model, please contact your Account Manager for further details.

Please return the attached signed quotation and/or purchase order at your earliest convenience to proceed with processing your renewal. If you are purchasing with a PO, please add the Everbridge quote # on the PO.

Thank you for your cooperation.

**Renie Morneweck** | Renewal Specialist/Customer Success  
25 Corporate Drive  
Burlington, MA 01803  
E-mail: [Renie.Morneweck@everbridge.com](mailto:Renie.Morneweck@everbridge.com)  
Phone: 781.859.4029



The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message in error, please reply to this message and follow with its deletion, so that we can ensure such an error does not occur in the future.



155 North Lake Avenue, Suite 900  
Pasadena, CA 91101 USA

tel: +1-818-230-9700  
fax: +1-818-230-9505

www.everbridge.com

## Quotation

**Prepared for:**

Jeff Montgomery  
City of Fairhope, AL  
P.O. Drawer 429  
Fairhope AL 36533  
United States  
Ph: 2519900135  
Fax:  
Email: jeff.montgomery@fairhopeal.gov

**Quote #:** Q-53598  
**Date:** 7/16/2020  
**Expires On:** 9/25/2020  
**Confidential**

**Salesperson:** David Gonzalez  
**Phone:** 781-859-4041  
**Email:** david.gonzalez@everbridge.com

Contract Summary Information:	
Contract Period:	36 Months
Contract Start Date:	9/28/2020
Contract End Date:	9/27/2023

**Contact Summary:**

Household Count:	7,415
Employee Count:	194

Year 1

QTY	DESCRIPTION	PRICE
1	Mass Notification Pro	USD 7,593.16
<b>Year 1 TOTAL:</b>		USD 7,593.16

Year 2

QTY	DESCRIPTION	PRICE
1	Mass Notification Pro	USD 7,593.16
<b>Year 2 TOTAL:</b>		USD 7,593.16

Year 3

QTY	DESCRIPTION	PRICE
1	Mass Notification Pro	USD 7,593.16
<b>Year 3 TOTAL:</b>		USD 7,593.16

Setup

QTY	DESCRIPTION	PRICE
1	Calculated Set Up Fee	USD 0.00
<b>Setup TOTAL:</b>		USD 0.00

**Pricing Summary:**

Year One Fees:	USD 7,593.16
One-time Implementation and Setup Fees:	USD 0.00
Professional Services:	USD 0.00
<b>Total Year One Fees Due:</b>	<b>USD 7,593.16</b>

**Ongoing Fees:**

Year Two Fees:	USD 7,593.16
Year Three Fees:	USD 7,593.16

**Messaging Credit Allowance:**

Year One:	1,000,000
Year Two:	1,000,000
Year Three:	1,000,000

1. Quote subject to the terms and conditions of the Master Services Agreement, including any amendments, executed between Everbridge, Inc. and the customer listed above.
2. By signing this Quote you represent that you read, understand and agree that the Exhibit A to the current service agreement executed between Everbridge Inc. and the customer listed above shall be deleted and replaced in its entirety with the Exhibit A included with this Quotation.
3. Messaging Credits listed above can be used for Notifications and expire at the end of each year. Consumption of Messaging Credits in excess of these amounts in any year will incur additional charges
4. Subject to sales taxes where applicable.
5. Except for currency designation, the supplemental notes above, if any, supplied in this Quote are for informational purposes and not intended to be legally binding or override negotiated language of the Everbridge Inc. Master Service Agreement.

**Authorized by Everbridge:**

**Signature:**

\_\_\_\_\_

**Date:**

**Name (Print):**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**To accept this quote, sign, date and return:**

**Signature:**

\_\_\_\_\_

**Date:**

**Name (Print):**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

155 North Lake Avenue, Suite 900  
Pasadena, CA 91101 USA  
Tel: +1-818-230-9700  
Fax: +1-818-230-9505

**THANK YOU FOR YOUR BUSINESS!**



**EXHIBIT A**  
**Additional Business Terms**

*The following additional business terms are incorporated by reference into the Agreement as applicable based on the particular products and services described on the Quote.*

**If Client Is Ordering Nixle® Products or Community Engagement:**

1. Client grants to Everbridge a non-exclusive, royalty free, worldwide and perpetual right and license (including sublicense) to (a) use, copy, display, disseminate, publish, translate, reformat and create derivative works from communications Client sends through the Solutions or www.nixle.com for public facing communications to citizens, other public groups and public facing websites, including social media (e.g., Google®, Facebook®) (collectively, "**Public Communications**"), (b) use and display Client's trademarks, service marks and logos, solely as part of the Public Communications to Contacts who have opted in to receive those Communications, and on other websites where Everbridge displays your Public Communications, as applicable, and (c) place a widget on Client's website in order to drive Contact opt-in registrations. Client further acknowledges and agrees that all personal information from individuals registering through such widget or a Nixle branded website is owned expressly by Everbridge and such information will be governed by the applicable Privacy Policy.

**If Client Is Ordering Everbridge Suite or Nixle® Branded Products:**

1. **Messaging Credits.** The Solutions include units of usage ("**Messaging Credits**") for communications sent by Client through the Solutions to multiple Contacts via one or more communication paths ("**Notifications**"). No Messaging Credits shall be required to send Notifications by push notification (Everbridge mobile application), by email or by pager. If Client's use of the Solutions exceeds the amount of Messaging Credits allocated to the account or previously purchased, Client shall pay for such overages and charges back to the date they were incurred. Unused Messaging Credits expire at the end of the annual billing period under the applicable Quote and are not refundable. Additional Messaging Credits may be purchased separately.
2. **Usage.** Messaging Credits shall be applied per Notification sent by Client through the Solutions. A single Notification is defined as follows:
  - **SMS Text messages:**
    - For messages that contain only GSM characters, each 153 characters or portion thereof.
    - For messages that contain any non-GSM characters, each 67 characters or portion thereof.
    - GSM characters include only characters in the GSM 7-bit default alphabet.
    - Character limits for SMS Text messages are determined by telecommunication providers. Everbridge reserves the right to change the length of a single SMS Text message if telecommunication providers update these amounts.
  - **Voice messages or Conference Voice:** One minute or portion of a minute of the voice message, calculated on a cumulative basis per month, per destination country.
  - **TTY:** One minute per TTY message.
  - **Fax:** Per page transmitted.
3. **Role-based Limits.** If Client exceeds any role-based limits (such as the number of Contacts, Resolvers or authorized users of a Solution) set forth on the applicable Quote, Client shall pay for such additional role-based numbers as of the date that the overage began. Payment shall be at the role-based number rate in the Quote and shall be paid for the duration of the term of such Quote.
4. **Other Usage Limits.** If the applicable Quote sets forth any geographic, departmental, entity-based or other limitation on usage of the Solutions, then Client's use of the Solutions is expressly limited to Contacts who are based in such geographic area, department or entity or who otherwise meet the usage limitation criteria specified in the Quote. Client's use of the Solutions with any Contacts who are not included within such limitations shall constitute a material default under this Agreement and shall subject such Client to additional charges for such unauthorized usage.
5. **Data Feeds.** Client shall not use any automated device, computer program, software, tool, algorithm, bot or similar process to mine or systematically scrape or extract data from any of the products, except as authorized in writing by Everbridge. Notwithstanding anything to the contrary in this Agreement, to the extent that Client has purchased or accesses Data Feeds, the content such feeds are provided solely on an "AS IS" and "AS AVAILABLE" basis and Everbridge disclaims any and all liability of any kind or nature resulting from (a) any inaccuracies or failures with respect to such Data Feeds or (b) any actions taken by Client as a result of its use of the Solutions or its content. All Data Feeds are provided solely as a convenience and do not constitute an endorsement by Everbridge. The sole and exclusive remedy for any failure, defect, or inability to access the content of such Data Feed shall be to terminate the Data Feed with no further payments due. "**Data Feed**" means data content or websites licensed or provided by third parties to Everbridge and supplied to Client in connection with the Solution (e.g., real time weather system information and warnings, 911 data, third party maps, and situational intelligence) or publicly-available information that Client accesses on the Internet while using the Services.

Clients purchasing Visual Command Center or Signal products further agree that they will comply with the Data Feed Terms and Conditions found at <https://www.everbridge.com/wp-content/uploads/Data-Feed-Terms-and-Conditions-Oct-2019.pdf>.

6. **Resident Connection Data.** If a Client is a governmental entity and is purchasing Resident Connection Data, Everbridge provides to Client a limited, non-exclusive, non-transferable, non-sublicensable, right to use mobile, landline and VoIP telephone records ("**Resident Connection Data**") in connection with emergency notifications sent through the Everbridge Solutions. Resident Connection Data is Confidential Information of Everbridge and is subject to the confidentiality obligations in Section 7 and the license restrictions in Section 6.2 of this Agreement. Unless provided herein, Resident Connection Data is owned expressly by Everbridge and rights to use such data terminates upon the termination or expiration of this Agreement.
7. **Incident Management/IT Alerting.** If a Client is purchasing the Incident Management or IT Alerting Solution, (a) Clients may only designate the number of Users set forth on the Quote, and such individuals shall only have the access rights pursuant to such designation and role; (b) "Incident Administrators" are authorized by Client as an administrator for the Incident Management or IT Alerting Solution components and are typically responsible for the configuration of IT Alerting as well as managing and reporting on Incidents ; (c) "Incident Operators" are authorized by Client as an operator of the Incident Management or IT Alerting Solution and are typically responsible for launching/managing Incidents; and (d) "Group Managers" shall have the ability to build, manage and/or participate in on-call schedules to receive IT related notifications. Everbridge may limit or throttle Client's automated use of the Incident Management or IT Alerting Solution in order to protect the stability and security of the Solution.
8. **Secure Messaging.** If a Client is purchasing peer to peer secure messaging solutions ("**Secure Messaging**"), Everbridge shall comply with all applicable privacy laws, including in the United States, the Health Insurance Portability and Accountability Act of 1996 ("**HIPAA**"), the Health Information Technology for Economic and Clinical Health Act ("**HITECH Act**"), the Gramm-Leach-Bliley Act, and the Fair Credit Reporting Act, as applicable based on solution purchased. For clients based in the United States, our Secured Messaging products for healthcare are subject to our Business Associate Agreement, available at <https://www.everbridge.com/wp-content/uploads/2015/07/Business-Associate-Form-lkd-v1-7.7.15.pdf>, which is incorporated and made a part of this Agreement. Client acknowledges and agrees that Secure Messaging solutions are intended to deliver non-critical, non-emergency messages between users as a convenience to facilitate communications and are not intended for or suitable for use in situations where a failure or time delay of, or errors or inaccuracies in, the content, data or information provided through the services could lead to death, personal injury or property damage.

#### **Non-Emergency Messaging**

1. If Client is using the solution to send non-emergency calls, text messages or emails to consumers, Client expressly agrees to comply with applicable consumer protection laws, including in the United States, the Telephone Consumer Protection Act of 1991, including its implementing regulations, and in the CAN-SPAM Act of 2003, and any other similar laws and regulation (collectively, "**Consumer Protection Law**"). Client shall not violate these or others applicable laws and warrants that it shall receive express consent from Contacts if its messages fall within these Consumer Protection Laws. Client shall defend, indemnify and hold Everbridge harmless from any violation by Client of Consumer Protection Law. Client further agrees that any marketing or sales related text messages will comply with the policies and guidelines of the Mobile Marketing Association found at <http://mma.global.com/policies/code-of-conduct>.



EVERBRIDGE MESSAGING CREDITS

For the Critical Event Management, Mass Notification, Safety Connection, IT Alerting, Crisis Management and Community Engagement Solutions, Clients will have access to an annual allowance of Messaging Credits that can be used for Notifications. The specific number of Messaging Credits are included on the product Quote and are applied per Notification according to the table below.

Unused Messaging Credits (including any additional purchased credits) expire at the end of the annual contract period under the applicable Quote and are not refundable. If Client exceeds the annual allowance of Messaging Credits allocated to the account or previously purchased, then Client shall pay for such overages and charges back to the date they were incurred.

Messaging Credits shall be calculated and consumed as follows:

Message Modality	Email	Push Notification	Pager	Voice	SMS Text	Conference Voice	TTY	FAX
Unit of Measure	per email sent	per mobile app notification	per pager message sent	per minute of the voice call	per SMS message	per minute of the voice call	per TTY message	per page sent
REGION 1: NORTH AMERICA	free	free	free	10	5	10	100	100
REGION 2: EUROPE	free	free	free	40	30	40	100	100
REGION 3: SOUTH AMERICA	free	free	free	190	40	190	100	100
REGION 4: AFRICA	free	free	free	400	50	400	100	100
REGION 5: ASIA	free	free	free	70	30	70	100	100
REGION 6: OCEANIA	free	free	free	100	40	100	100	100
REGION 7: MIDDLE EAST	free	free	free	170	30	170	100	100

A single Notification consists of:

- SMS Text:
  - For messages that contain only GSM characters, each 153 characters or portion thereof.
  - For messages that contain any non-GSM characters, each 67 characters or portion thereof.
  - GSM characters include only characters in the GSM 7-bit default alphabet.
- Voice or Conference Voice: One minute or portion of a minute of the voice message, calculated on a cumulative basis per month, per destination country.
- TTY: Per TTY call.
- Fax: Per page transmitted.

For example:

- SMS Notification (containing 100 GSM characters) sent to 100 contacts in the United States would consume 500 Messaging Credits (100 contacts \* 1 Notification/contact \* 5 Messaging Credits per US SMS message).
- Voice Notification (Each message = 30 seconds) sent to 500 contacts in France would consume 10,000 Messaging Credits (500 contacts \* 30 seconds = 250 minutes of calls \* 40 Messaging Credits per European Voice Call).
- SMS Notification (containing 200 GSM characters) sent to 250 contacts in India and 2000 contacts in the United States would consume 35,000 Messaging Credits (250 contacts \* 2 Notifications/contact \* 30 Messaging Credits per Asian SMS message = 15,000 Messaging Credits) + (2000 contacts \* 2 Notifications/contact \* 5 Messaging Credits per US SMS message = 20,000 Messaging Credits)

*System Inclusion Sheet may be updated by Everbridge with at least thirty (30) days' prior written notice to Client via the Everbridge Client Portal. For a full product description, along with best practices and product details please see the Everbridge User Guide and Everbridge University.*

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 a 2020 Ford F150 Supercab 4x2 Pickup Truck for the Planning Department; and the type of vehicle needed 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: T191A

2020 Ford F150 Supercab                      **Cost is \$23,854.00**

Adopted on this 10th day of August, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 7/28/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of one (1) 2020 F150 Super Cab 4x2 Pickup for the Planning Department

*Zam*

Project Location: Planning Department

Presented to City Council: 8/10/2020

Resolution # :  
Approved \_\_\_\_\_

Funding Request Sponsor: Buford King, Developmental Services Manager  
Tim Bung, Vehicle Mechanics Supervisor

Changed \_\_\_\_\_

Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 23,854.00

\$ \_\_\_\_\_

Vendor: Stivers Ford Lincoln (State of Alabama Bid T191A)

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General  Gas  Electric  Water  Sewer  Gas Tax  Cap Prodi  Impact  Health

Department of General Fund Providing the Funding

Admin-10  Bldg-13  Police-15  Fire-20  ECD-24  Rec-25  Civic-26  Street-35  Sanitation-40   
Fac Maint-45  Golf-50  Golf Grounds-55  Museum-70  Debt Service-85  Marina-34  **Planning-1120**

Project will be:

Funding Source:

Expensed \_\_\_\_\_  
Capitalized XXX  
Inventoried \_\_\_\_\_

Operating Expenses \_\_\_\_\_  
Budgeted Capital XXX  
Unfunded \_\_\_\_\_

Expense Code: 001120-50470  
G/L Acct Name: Vehicle and Equipment Purchase

Grant: \$0.00 Federal - not to exceed amount  
State \_\_\_\_\_  
City \_\_\_\_\_  
\$0.00 Local

Project Budgeted: \$ 20,000.00  
Balance Sheet Item-  
Included in projected  
cash flow \$0.00

Over (Under) budget amount: \$ 3,854.00

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Comments:

Replacement for truck #01116

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 7/22/2020

Purchasing Memo Date: 7/22/2020

Delivered To Date: 7/28/2020

Request Approved Date: 7/28/2020

Request Approved Date: 7/28/2020

Approved Date: 7/30/20

Signatures: Kim Creech  
Kim Creech

Jill Cabannes  
Jill Cabannes, MBA


Mayor Karin Wilson  
Mayor Karin Wilson



## MEMO

Karin Wilson  
Mayor

To: Kimberly Creech, Treasurer

From:   
Delores A Brandt, Purchasing Manager

Date: July 22, 2020

Re: **Greensheet --CC Approval of budgeted over \$10,000 request for one (1) 2020 F150 Super Cab 4X2 Pickup for the Planning Department**

*Council Members:*

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
Treasurer

The Planning Department's Development Services Manager, Buford King, and Tim Bung fleet Maintenance Supervisor, are requesting procurement of **ONE (1) 2020 F150 Super Cab 4X2 Pickup truck for the Code Enforcement staff**. The FY2020 budgeted amount is \$20,000.00 which was for a regular cab truck Tim Bung, recommends the extended cab. The best pricing is from the **State of Alabama Bid T191A**.

**One (1) 2020 Ford F150 SUPER Cab 4X2 Pickup** including delivery. Delivered cost per unit is **TWENTY-THREE THOUSAND EIGHT HUNDRED FIFTY-FOUR DOLLARS (\$23,854.00)**. The State contract vendor is Stivers Ford Lincoln of Montgomery, Al.

NOTES:

See Attached Vendor CUT-SHEET printout for details.  
Delivery Approximately 10 weeks ARO

**Please compose a greensheet and place on the next available City Council Agenda this request to approve this budgeted procurement for one (1) 2020 Ford F150 Super Cab 4X2 Pickup from Stivers Ford Lincoln of Montgomery, Al. through the State of Alabama Bid T191A**

CC file, Buford King, Tim Bung, Clint Steadham

161 North Section St.  
PO Drawer 429  
Fairhope, AL 36533

251-928-2136 (p)  
251-928-6776 (f)  
www.fairhopeal.gov



MEMO

RECEIVED  
JUL 24 2020  
BY: KC

Karin Wilson  
Mayor

To: Kimberly Creech, Treasurer  
From: Delores Brandt  
Delores A Brandt, Purchasing Manager

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

Date: February 22, 2020

Re: **Greensheet --CC Approval of budgeted over \$10,000 request for one (1) 2020 F150 Super Cab 4X2 Pickup for the Planning Department**

Lisa A. Hanks, MMC  
City Clerk

The Planning Department's Development Services Manager, Buford King, and Tim Bung fleet Maintenance Supervisor, are requesting procurement of **ONE (1) 2020 F150 Super Cab 4X2 Pickup truck for the Code Enforcement staff**. The FY2020 budgeted amount is \$20,000.00 which was for a regular cab truck Tim Bung, recommends the extended cab. The best pricing is from the **State of Alabama Bid T191A**.

Kimberly Creech  
Treasurer

**One (1) 2020 Ford F150 SUPER Cab 4X2 Pickup** including delivery. Delivered cost per unit is **TWENTY-THREE THOUSAND EIGHT HUNDRED FIFTY-FOUR DOLLARS (\$23,854.00)**. The State contract vendor is Stivers Ford Lincoln of Montgomery, Al.

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CC file, Buford King, Tim Bung, Clint Steadham

161 North Section St.  
PO Drawer 429  
Fairhope, AL 36533

251-928-2136 (p)  
251-928-6776 (f)  
www.fairhopeal.gov

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Buford King

Date: 7/23/2020

Department: Planning

## ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** 2020 Ford F-150 Super Cab 4x2 Pickup Truck
2. **What is the total cost of the item or service?** \$23,854.00
3. **Where will the item or service be physically located?** Planning Department
4. **What is the primary function of the item or service?** Code Enforcement inspections/investigations
5. **How many do you need?** 1
6. **Item or Service Is:**  New  Used  Replacement  Annual Request
7. **When do you anticipate implementation?** Click or tap to enter a date.
8. **Additional Information or Comments:** Replacement for truck # 01116. The savings on the replacement plotter allows the extra cost for the F-150 truck. Extended cab trucks are requested by the Mechanical Maintenance Supervisor so that there is commonality within the pickup truck fleet
9. **Vendor Name:** Stivers Ford Lincoln
10. **Vendor Number:** 28732

## BUDGET INFORMATION

1. **Is it budgeted?**  Yes  No  Emergency Request
2. **If budgeted, what is the budgeted amount?** \$20,000.00
3. **What is the Capital Project Name or Operating Budget Code:** 001120-50470
4. **Check any applicable boxes:**  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes and other supporting documentation to [deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*



Craig McAdams  
334-613-5000  
334-613-5018 FAX

**STIVERS FORD LINCOLN**  
4000 EASTERN BLVD  
MONTGOMERY, AL 36116

Dated: 6/26/2020  
Version 20.0

**2020 FORD F150 SUPERCAB 4x2 PICKUP -- FAIRHOPE**

**CONTRACT NUMBER:** MA999 16000000008      **LINE NUMBER:** 8 ( T191A )      **CONTRACT AMOUNT:** \$19,682

**MODEL SERIES**                      X1C                                      **ORDER CODE**                                      100A

**INCLUDES:** 3.3L V6 290 Horsepower FFV Engine, 6 Spd Auto, 4x2, 145" Wheelbase, 6.5' Box, Rear View Camera,  
4 Wheel Disc Brakes w/ ABS, Tilt Wheel, Air Conditioning, Vinyl Flooring, 245/70R17 AS  
AM/FM Radio, Cloth 40/20/40 Seat, Air Bags-Front & Safety Canopy Side Curtain Airbags  
Auto Start Technology; **NOTE** -- 3.3L Engine n/a with 163" wheelbase

**SELECTED OPTIONS**

<u>STATE CONTRACT PRICE (T191A)</u>		
99B	3.3L V6 -- 290 Horsepower -w/ 6 speed Automatic	\$ 19,682
X19	3.55 Regular Axle Ratio	STD
101A	XL Preferred Equipment Package: Includes: AM/FM; SYNC System; 4.2" Productive Screen; w/ Compass; Power Windows, Locks (w/ Flip Key Transmitter) & Mirrors; Cruise Control and Ford PASS	STD
53B	ClassIV Receiver Hitch	\$ 2,480
LED	4 Corner LED Strobe Lights	\$ 995
BS	Spray-in Bed Liner	\$ 569
ST1	Cab Steps	\$ 489
		\$ 445
SP	Special Fairhope Price Discount	\$ (1,076)

**DELIVERY: State Contract Provisions for \$1.50 / mile one-way**      \$ 270

**TOTAL VEHICLE ( Required )**      **\$ 23,854**

**STATE CONTRACT TERMS:**      **PAYMENT DUE AT TIME OF DELIVERY**

**SIGNATURE: ( Required )** \_\_\_\_\_

**DATE SIGNED: ( Required )** \_\_\_\_\_

**PURCHASE ORDER NUMBER: ( Required )**       **QUANTITY**

**INFORMATION: PICKUP OR DELIVERY IS REQUIRED NO LATER THAN FIVE (5) DAYS AFTER NOTICE OF READY FOR DELIVERY**

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

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the City of Fairhope approves the procurement for a 20 foot Storage Container for Storage of Ammunition for the Police Department with a cost of \$11,900.00 from Southern Truck & Equipment.

Adopted on this 10th day of August, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 7/29/2020

JUL 30 '20 PM 12:17  
Please return this Routing Sheet to Treasurer by: ASAP

*JAW*

Project Name: Procurement of a 20' Storage Container for storage of ammunition

Project Location: Police Station

Presented to City Council: 8/10/2020

Funding Request Sponsor: Stephanie Hollinghead, Chief of Police  
Tyron Hoskins, Administrative Assistant

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 11,900.00

Vendor: Southern Truck & Equipment

Project Engineer: n/a

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

**Department Funding This Project**

General  Gas  Electric  Water  Sewer  Gas Tax  Cap Prodi  Impact  Health

**Department of General Fund Providing the Funding**

Admin-10  Bldg-13  **Police-16**  Fire-20  ECD-24  Rec-25  Civic-26  Street-35  Sanitation-40   
Fac Maint-45  Golf-50  Golf Grounds-55  Museum-70  Debt Service-85  Marina-34  Planning-1120

Project will be: Expensed \_\_\_\_\_ Capitalized XXX Inventoried \_\_\_\_\_

Funding Source: Operating Expenses \_\_\_\_\_ Budgeted Capital XXX Unfunded \_\_\_\_\_

Expense Code: 001150-50470 Grant: \$0.00 Federal - not to exceed amount  
G/L Acct Name: Equipment & Vehicle purchase State \_\_\_\_\_ City \_\_\_\_\_ Local \$0.00

Project Budgeted: \$ 40,000.00 Impact Fees \_\_\_\_\_  
Balance Sheet Item- Included in projected cash flow \$0.00

Over (Under) budget amount: \$ (28,100.00)

Comments:

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

**City Treasurer** **Finance Director** **Mayor**

Purchasing Memo Date: 7/15/2020 Purchasing Memo Date: 7/15/2020 Delivered To Date: 7/29/2020

Request Approved Date: 7/29/2020 Request Approved Date: 7/29/2020 Approved Date: 7/30/20

Signatures: *Kim Creech* *Jill Cabaniss* *Mayor Karin Wilson*

Kim Creech Jill Cabaniss, MBA Mayor Karin Wilson



MEMO

RECEIVED  
JUL 20 2020  
BY: KC

Karin Wilson  
Mayor

To: Kimberly Creech, City Treasurer  
From: Delores A Brandt  
Delores A Brandt, Purchasing Manager

Date: July 15, 2020

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
City Treasurer

Re: **Green Sheet – Council Approval of request for BUDGETED ITEM over \$10,000:  
Procurement of 20' Storage Container for storage of Ammunition**

The Police Department is requesting to purchase a 20' Storage Container for storage of ammunition. The budgeted amount for this purchase is **FORTY THOUSAND DOLLARS AND ZERO CENTS, \$40,000.00**. The Police Department has received several quotes with the lowest being from **Southern Truck & Equipment** in the amount of **ELEVEN THOUSAND NINE HUNDRED DOLLARS AND ZERO CENTS, \$11,900.00**, which is underbudgeted by **\$28,100.00**. Due to this purchase being under \$15,000.00, competitive bidding is not required.

NOTE:

Quote is attached

Please prepare a Green Sheet and place on the next available City Council Agenda this request to approve the procurement of a 20' Storage Container in the amount of \$11,900.00 from Southern Truck & Equipment.

CC: file; T. Hoskins; D. White

161 North Section  
Street PO Drawer 429  
Fairhope, Alabama  
36533

251-928-2136  
251-928-6776 Fax  
[www.fairhopeal.gov](http://www.fairhopeal.gov)

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

**Name:** Chief Stephanie Hollinghead  
**Department:** Police Department

**Date:** July 15, 2020

## ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** 20' Storage Container
2. **What is the total cost of the item or service?** \$11,900.00
3. **Where will the item or service be physically located?** Police Department
4. **What is the primary function of the item or service?** Store Ammunition
5. **How many do you need?** One (1)
6. **Item or Service Is:**  New  Used  Replacement  Annual Request
7. **When do you anticipate implementation?** August 15, 2020
8. **Additional Information or Comments:** Click or tap here to enter text.

## BUDGET INFORMATION

1. **Is it budgeted?**  Yes  No  Emergency Request
2. **If budgeted, what is the budgeted amount?** \$40,000.00
3. **What is the Capital Project Name or Operating Budget Code:** #50470 – Capital Purchases Vehicle & Equipment
4. **Check any applicable boxes:**  State Contract  ALDOT  Purchasing Group  
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes or other supporting documentation to [deedee.brandt@fairhopeal.gov](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*

## PURCHASING USE ONLY

**Vendor Name:** Southern Truck & Equipment

**Vendor Number:** 2929

**Current Business License:**  Yes  No



# Fairhope Police Department

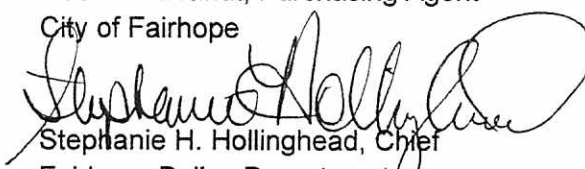
*"On Beautiful Mobile Bay"*

*Stephanie H. Hollinghead*  
Chief of Police

107 N. Section St.  
Fairhope, AL 36532  
(251) 928-2385  
Fax (251) 990-0158

DATE: July 15, 2020

TO: Dee Dee Brandt, Purchasing Agent  
City of Fairhope

FROM:   
Stephanie H. Hollinghead, Chief  
Fairhope Police Department

SUBJECT: 20' Storage Container

Please find attached pricing information from several vendors for the purchase of a 20' Storage Container for the storage of ammunition. The purchase price from the lowest quote is \$11,900.00. Since this purchase is under \$15,000.00, the competitive bid process is not necessary.

This purchase was previously approved in the 2020 budget in the amount of \$40,000.00. The actual cost is \$11,900.00, which is under budget by \$28,100.00. Please prepare the necessary paperwork for this item to be placed on the next City Council agenda. Let me know if you need additional paperwork or have any questions.

SHH/tdh

# 20' Office Container Quote

Southern Truck & Equipment

6650 Boykin Rd.

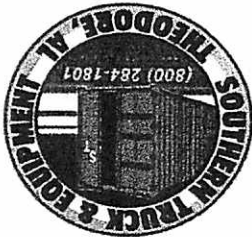
Theodore, AL 36582

800-284-1801

EMAIL: SALES@SOUTHERNTRUCK.NET

TO

ESTIMATE NO. Quote Only  
 DATE June 29, 2020  
 CUSTOMER ID  
 EXPIRATION DATE 30 Days



TYPE	LENGTH	WIDTH	HEIGHT	CONDITION
OFFICE	20	8	8.5	NEW

QTY	DESCRIPTION	UNIT PRICE
1.00	100 AMP EXTERIOR PANEL WITH 100 AMP CIRCUIT TO INTERIOR PANEL, 30 AMP CIRCUIT TO 18K BTU A/C WITH HEAT	
6.00	INTERIOR GROUNDED OUTLETS ON 2 15 AMP CIRCUITS FROM INTERIOR PANEL	
1.00	15 AMP COVERED EXTERIOR OUTLET	
1.00	3/4" DOWBOARD INSULATION ON WALLS TO MINIMIZE THICKNESS TO CREATE ADDITIONAL INTERIOR ROOM, WALLS FINISHED OUT WITH 1/4" REAL WOOD PANELING	
1.00	3/4" DOWBOARD INSULATION IN CEILING FINISHED OUT WITH 3/8" BEADBOARD PLYWOOD	
2.00	4' FLUORESCENT LIGHT FIXTURES ON 15 AMP INTERIOR CIRCUIT	
1.00	36" STEEL COMMERCIAL ENTRY DOOR WITH DOOR KNOB, DRIP CAP, TRIM AND THRESHOLD	
1.00	18K BTU (WINDOW UNIT STYLE) AIR CONDITIONER WITH HEAT (11500 BTU) INSTALLED ON NOSE END OF CONTAINER WITH TRIM.	
1.00	NOSE END FRAMED UP WITH 2" X 6" AND INSULATED WITH FIBERGLASS BATTING INSULATION	
1.00	DOOR END FRAMED UP WITH 2" X 4" AND INSULATED WITH FIBERGLASS BATTING INSULATION. DOORS ON END ARE OPERABLE BUT ARE BLOCKED BY FRAMED UP WALL	
	TOTAL	\$ 11,750.00

*Delivery Fee*

\$ 150.00  
 11,900.00

Southern Truck & Equipment | 6650 Boykin Rd. Theodore, AL 36582 | 800-284-1801 | sales@southerntruck.net

Auner & Associates Realty DBA The RePod Factory  
 22378 Hwy 59, Robertsedale AL 36567  
 251-947-0928  
 Fairhope Alabama Police Dept.  
 Special Order 8'x20' Ammo storage Spacepod

Inspection site prep  
 Permits  
 RePod cost (One tripper or almost new shipping container)  
 Shipping to Factory & Site  
 Flooring (existing)  
 Exterior Prep & Paint

(75) 2x4 stud (4) Walls and ceiling  
 (20) 1/2 Insulation board on walls and ceiling.  
 Radiant Barrier Insulation walls and ceiling 600 sq ft  
 Paneling on walls  
 Beadboard on ceiling  
 Wall & Ceiling trim  
 Electric wire  
 LED Ceiling Light fixture  
 (6) Interior grounded Electric outlets  
 (1) Exterior Electric outlet  
 (1) Electric Breaker Box (connected by others to power)  
 All labor

**Total for basic finished SpacePod 12090**

**Additions to basic model**

Add (1) Steel 36' Industrial Door & lock sets 957.8  
 Welder \$60/ hour 500  
 2"x2" Tube stock door frame 400  
 Add (1) HVAC System 2500

Additions to Basic Spacepod Cost plus 25% 1,089

**Total Price 17536.8**

Delivered to site no instalation  
 Tax TBD  
 50% material deposit, balace due upon delivery \$8,500

Submitted by

*T Austin Auner*







7717 Gilbert Road  
Manor, TX 78653  
Phone: 512-231-1010  
Email: sales@falconstructures.com  
Website: www.falconstructures.com

Think Inside the Box®

## Proposal: Q-02773

Date: 7/10/2020 9:46 AM  
Expires On: 8/9/2020

### PREPARED FOR:

John Hamrick  
john.hamrick@fairhopeal.gov

### PREPARED BY:

Will Adams

Fairhope Police  
161 N Section St  
Fairhope, Alabama 36532  
United States

### Group1

NAME	QTY	PART #	DESCRIPTION
20ft One Trip Container	1.00	FS-C-20DB-OT	A one trip 20-foot long shipping container; the base of your structure
Exterior WB Paint - Neutral 20ft	1.00	FS-M-PPG EXT WB PAINT-ST1-20'	Exterior Water Borne paint in a neutral color for a 20-foot long shipping container.
20ft File Room Floor Plan	1.00	FS-P-20FR-ST	A 20 foot climate controlled file room configuration; Includes a personnel door, styrofoam panel insulation, plug-and-play lights and outlets, and a standard PTAC unit

### Group2

NAME	QTY	PART #	DESCRIPTION
Terms Deposit	1.00	Terms Deposit	This quote assumes 50% payment upon project start and 50% payment within 5 days of project completion.
Delivery	1.00	W-Delivery	Container Delivery via flatbed truck. Customer responsible for removal.
			<b>Total:</b> \$13,565.00

\*\*\*\* For flatbed truck deliveries, customer must have a crane or forklift to unload the unit. \*\*\*\*

All sales subject to State and local sales tax for Texas  
<https://www.falconstructures.com/standard-terms-and-conditions>

THANK YOU FOR YOUR BUSINESS!



7717 Gilbert Road  
Manor, TX 78653  
Phone: 512-231-1010  
Email: sales@falconstructures.com  
Website: www.falconstructures.com

Think Inside the Box®

### Group1

PART #	SPECIFICATIONS
FS-C-20DB-OT	8' wide x 20' long x 8'-6" tall nominal dimensions Tare weight: approx. 5,000 lbs but varies significantly Corten steel construction 1-1/8" thick wood cargo flooring Under 4 years old Expect few dents and possible forklift tracks on floor
FS-M-PPG EXT WB PAINT-ST1-20'	Exterior Water Borne paint. Choice of White, Tan, Light Grey, or Dark Grey
FS-P-20FR-ST	1" foil-backed Styrofoam on walls and ceiling, original wood container floor throughout, (1) 3' exterior door, 125A capacity panel with 60A exterior disconnect, (2) 4' lights, (1) duplex GFI outlet, (1) 15K PTAC.

### Group2

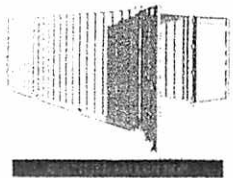
PART #	SPECIFICATIONS
Terms Deposit	This quote assumes 50% payment upon project start and 50% payment within 5 days of project completion.
W-Delivery	No additional spec

\*\*\*\* For flatbed truck deliveries, customer must have a crane or forklift to unload the unit. \*\*\*\*

All sales subject to State and local sales tax for Texas

<https://www.falconstructures.com/standard-terms-and-conditions>

THANK YOU FOR YOUR BUSINESS!



# 20' FILE ROOM

A FALCON PRODUCT

# FALCON

STRUCTURES

V.03252019

**SPECIFICATIONS:**  One-Trip  TYPE II

Exterior

- Cargo doors: Operable
- (1) 3'w x 6'8"H personnel door w/ lever + deadbolt
- Paint:  Tan  Grey  None

Interior

- Floor - Marine-grade wood container floor
- Walls - 1" Foil-backed styrofoam insulation
- Ceiling - 2 Layers of 1" Foil backed styrofoam insulation

MEP

- (1) 15K PTAC w/ 3kw heat
- (1) 110v duplex GFCI outlet
- (2) 4' Light fixtures w/ LED bulbs
- (1) 125amp interior panel with 60amp exterior disconnect
- (1) Exterior security light at personnel door

**NOTE:** UNLESS OTHERWISE NOTED, MOUNTING HEIGHTS OF FIXTURES AND EQUIPMENT WILL BE AT THE DISCRETION OF FALCON STRUCTURES.

Customer Contact:

Customer Approval:

Date:

Desired Delivery Date:

Falcon Box #:

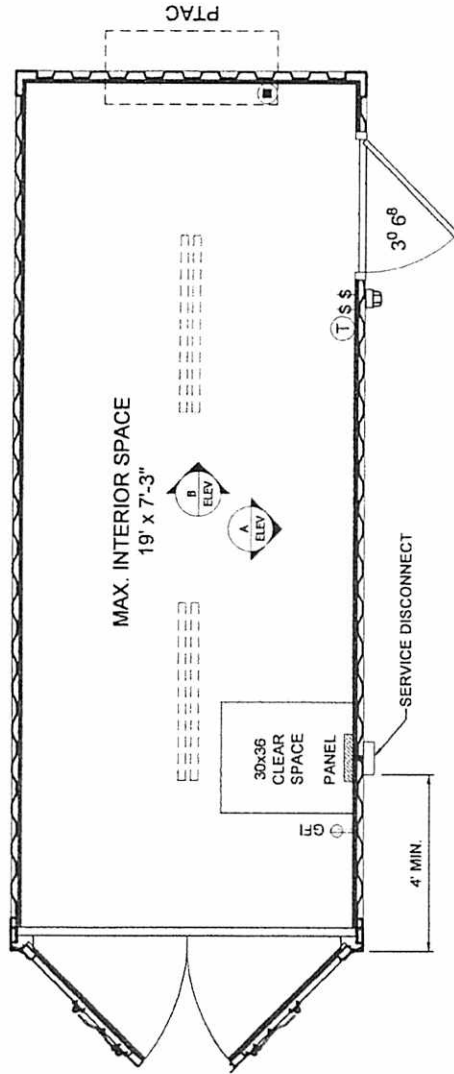
**Confidential:** The information contained herein is confidential business information and may not be copied or used for any purpose unless permission is granted by Falcon Structures.

**WI-1**  
SHT 1 OF 3



# 20' FILE ROOM

A FALCON PRODUCT



FLOOR PLAN

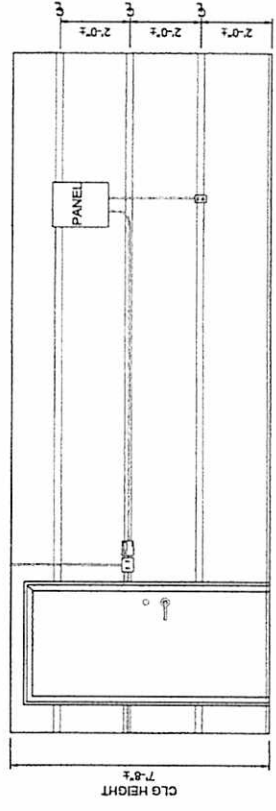
Customer Approval: \_\_\_\_\_

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

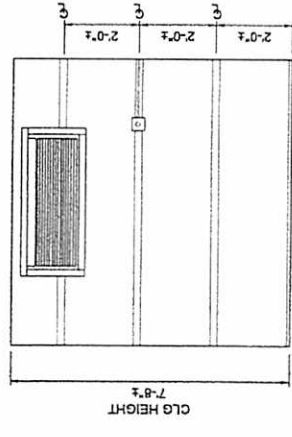


# 20' FILE ROOM

A FALCON PRODUCT



ELEVATION "A"



ELEVATION "B"

Customer Approval: \_\_\_\_\_

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

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

**RESOLUTION AUTHORIZING THE EXECUTION  
AND DELIVERY OF AN AGREEMENT BETWEEN THE  
FAIRHOPE VOLUNTEER FIRE DEPARTMENT, INC.  
AND THE CITY OF FAIRHOPE**

WHEREAS, the Fairhope Volunteer Fire Department, Inc. (“Department”) will furnish fire protection to all property within the City of Fairhope (“City”); and

WHEREAS, the City desires that the Department provide such services to the City and the fire jurisdiction; and

WHEREAS, the City Attorney has reviewed and approved the Agreement with respect to the matters set forth above, and

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

1. The Agreement between the City and Fire Department attached hereto is hereby approved.
2. The Mayor or the Council President is authorized and directed to execute and deliver such Agreement on behalf of the City of Fairhope.

DULY ADOPTED THIS 10TH DAY OF AUGUST, 2020

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

Attest:

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

## AGREEMENT

By this instrument the Fairhope Volunteer Fire Department Inc., an Alabama Corporation ("Department"), and the City of Fairhope, County of Baldwin, State of Alabama ("City"), agree with each other as indicated by the following articles:

### ARTICLE I

The Department agrees to furnish fire protection to all property within the City limits for the compensation and pursuant to the terms and conditions hereinafter set forth. The Department agrees to answer all alarms within the City, whenever it is notified of such, subject to the following conditions:

- 1.1 Two or more alarms received from the City Officials or from the property owners within the City shall be answered in the order of receipt, unless the Fire Chief or other Officer in charge of the Department at such time otherwise directs.
- 1.2 Road and weather conditions must be such that response can be made with reasonable safety to firefighters and equipment of the Department. The decision of the Fire Chief or other officer in of the Department at such time shall be final.
- 1.3 In responding to alarms within the Mutual Aid Area, the Fire Chief or other Officer in charge of the Department at such time will dispatch only such personnel and equipment as in their opinion, can be safely spared from the City.

### ARTICLE II

The Department further agrees:

- 2.1 To keep and maintain in good order necessary fire/rescue apparatus and equipment for the fire/rescue protection within the fire jurisdiction.
- 2.2 To have the Fire Chief or designated representative at such meetings of the City Council to report on the activities of the Department as requested by the Mayor or City Council.
- 2.3 To provide the City with a copy of the equipment list which is filed with the State of Alabama, and with a copy of its annual federal tax return (Form 990) at the time it is filed with the IRS.
- 2.4 To comply with the Alabama Charitable Contributions Law
- 2.5 To consult with the Chief of Police and its Civil Defense Director in the development of Civil Defense plans and strategies

**ARTICLE III**

The City agrees:

3.1 To compensate the Department's firefighters in the amounts as follows:

Each firefighter shall receive ten dollars (\$10.00) per call that is answered by the firefighter from the Fairhope Volunteer Fire Department. City of Fairhope employees that answer calls while they are on the clock with the City are not eligible. For a City of Fairhope employee to be compensated they must answer a call from the Fairhope Volunteer Fire Department while they are not on the City's time.

3.2 To provide Worker's Compensation insurance to the statutory amounts and personal liability insurance with the limits of not less than \$1,000,000.00 per occurrence, for the members of the Department, and provided certificates of such coverage to the Department.

3.3 To allow the Department to retain any compensation paid by insurance carriers or anyone else for services performed. Any compensation will be over and above the amounts payable by the City in the agreement.

3.4 To pay for one (1) required pre-membership physical exam for new firefighters.

**ARTICLE IV**

If the Department disbands or discontinues providing services to the residents of the City of Fairhope, the State laws and the Fire Departments Articles of Incorporation will determine the disposition of the firefighting equipment.

**ARTICLE V**

5.1 **Terms:** This agreement shall remain in full force and effect for a five-year period commencing on \_\_\_\_\_, 2020, and continuing through \_\_\_\_\_, 2025. The agreement will automatically renew for two (2) additional five-year terms unless terminated by either party in writing within six (6) months prior to the renewal date, which is \_\_\_\_\_.

5.2 **Effect:** This Agreement constitutes the full and complete agreement between the Department and the City. The provisions herein relating to the terms and conditions of the Agreement supersede any and all prior agreements, practices, policies, rules, resolutions, or regulations which are inconsistent with this Agreement.

5.3 **Finality:** Any matters relating to the current contract term whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement unless mutually agreed upon by both parties.

5.4 **Severability.** The conditions of this Agreement shall be severable, and if any provision thereof or the application of such provision under the circumstances is held invalid, it shall not affect any



other provisions of this Agreement, or the application of any provisions thereof.

This Agreement is executed in duplicate originals, each of which shall be deemed an original for all purposes.

IN WITNESS WHEREOF, the parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Fairhope Volunteer Fire  
Department, Inc.

City of Fairhope

\_\_\_\_\_  
*Fire Chief, Signed*

\_\_\_\_\_  
*Mayor/Council President, Signed*

\_\_\_\_\_  
*First Asst. Fire Chief, Signed*

\_\_\_\_\_  
*City Clerk, Signed*

\_\_\_\_\_  
*Second Asst. Fire Chief, Signed*

\_\_\_\_\_  
*Treasurer, Signed*

\_\_\_\_\_  
*Secretary, Signed*

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

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Reclassify the following Job Position; and the Job Description and Grade of Pay for same; and amend the budget for positions per the following:

<b>Reclassify:</b>	<b>Job Positions</b>	<b>Grade of Pay</b>
	Administrative Assistant	20
<b>To:</b>	Field Audit Technician	20

ADOPTED THIS 10TH DAY OF AUGUST, 2020

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

ATTEST:

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

## **Lisa A. Hanks, MMC**

---

**From:** Jason Jarvis  
**Sent:** Friday, July 24, 2020 10:43 AM  
**To:** Lisa A. Hanks, MMC  
**Subject:** New Position Title Change  
**Attachments:** Job Description - Field Audit Technician.docx

This was budgeted for an administrative assistant for me. I am now wanting the title to change to Field Audit Technician with the same pay grade. Can you please put this on the next available agenda.



# CITY OF FAIRHOPE

## Uniform Job Description

Position Title: Field Audit Technician Pay Range: \_\_\_\_\_  
Department: Meter Pay Grade: 20  
Reports To: Utility Billing Supervisor Effective Date: \_\_\_\_\_  
Supervises: \_\_\_\_\_ Supersedes: \_\_\_\_\_

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

### I BASIC PURPOSE OF THE POSITION

The purpose of this position is to perform routine monitoring and inspection of utility assets and customer connections to ensure that services are properly recorded and accounted for by the Utility Billing Department.

### II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

Under the supervision of the Utility Billing Supervisor, work is performed independently and requires decision making abilities.

### III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Develops a procedure to track and report on all services that are designated as vacant, inactive, zero/low consumption or non-cataloged services in the billing system.
- Investigates new construction within our service areas to verify that customers are connected and being billed properly for all services.
- Verifies and tracks rate codes with appropriate meter sizes throughout the system.
- Maintains an annual review of all large commercial meters, checking for high/low consumption, zero usage, tampering, proper bypass valve

setting, damages and required maintenance and replacement based on the life expectancy of the specific meter class

Familiarity with Munis accounting and billing software.

Documents inspections and maintenance in the billing system pertaining to meters, services and service lines.

Operates a personal computer, general office equipment, a variety of equipment and tools such as utility truck, handheld computerized meter reading device, touch/wand reader, utility locator, probe, water pump, generator, air compressor, trimmer/weed eater, meters, gauges, mechanic tools, plumbing tools, hand tools, digging tools, measuring devices, or radio communications equipment.

**IV OTHER DUTIES AND RESPONSIBILITIES**

Performs all other tasks as required

**V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of Microsoft Excel, Outlook and Word.

Skill to interpret graphs.

Skill in effective communication.

Ability to perform job tasks with a high level of accuracy.

Ability to handle multiple tasks effectively, work under pressure and prioritize.

Ability to perform addition, subtraction, multiplication, and division.

Ability to calculate decimals and

Ability to utilize principles of fractions.

Ability to proficiently read, write and communicate.

Ability to maintain effective working relationship with, and among coworkers.

Ability to handle difficult people or situations.

**VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING**

Attainment of a High school diploma or GED; and 5 - 10 years' experience in water, sewer and gas or a combination of education and experience equivalent to these requirements; Some vocational/technical training a plus

**SPECIAL REQUIREMENT**

Must possess and maintain a valid Alabama driver's license and be insurable.

**VII EXTENT OF PUBLIC CONTACT**

This position involves some public contact.

**VIII PHYSICAL DEMANDS**

This position requires the employee to stand, stoop, walk and use hands to finger, handle or feel objects, tools, or controls. Work involves moving heavy objects (50 lbs. or more) short distances.

**IX WORKING CONDITIONS AND ENVIRONMENT**

This position involves outdoor work in sometimes inclement weather conditions such as heat, cold, dampness, and rain.

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

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

**WHEREAS**, the City Council adopted Resolution No. 3785-20 on July 27, 2020 to authorize and approve the Common Sense Campaign to hold its Candidates forum on Thursday, August 20, 2020, from 6:00 p.m. to 8:00 p.m.; and

**WHEREAS**, there is a need to revise the resolution to add the following: Due to Covid-19 capacity restrictions and social distancing requirements, the City Council finds that a public purpose is being served by the use of the Council Chambers and AV broadcast for the citizens.

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, That the City Council hereby amends Resolution No. 3785-20 to add the following: Due to Covid-19 capacity restrictions and social distancing requirements, the City Council finds that a public purpose is being served by the use of the Council Chambers and AV broadcast for the citizens.

Adopted on this 10th day of August, 2020

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

Attest:

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

**RESOLUTION NO. 3785-20**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the City Council hereby authorizes and approves the Common Sense Campaign to hold its Candidate Forum on Thursday, August 20, 2020, from 6:00 p.m. to 8:00 p.m.; to allow the use of the City Council Chambers, possibly Lobby and Civic Center Parking Lot; that all fees be waived including security; and if possible, schedule Tuesday, August 11, 2020, from 6:00 p.m. to 8:00 p.m. in case there are conflicts with Candidates that cannot be resolved with our dates; and to use our audio/video equipment for livestreaming via YouTube.

Adopted on this 27th day of July, 2020

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

Attest:

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