

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

MONDAY, 24 AUGUST 2020 – 4:30 P.M. – COUNCIL CHAMBER

1. Discussion of the Trees in Downtown Fairhope
2. Committee Updates
3. Department Head Updates

Next Regular Meeting – September 14, 2020 - Same Time and Place

**CITY OF FAIRHOPE
CITY COUNCIL AGENDA**

MONDAY, 24 AUGUST 2020 – 6:00 P.M. - CITY COUNCIL CHAMBER

Invocation and Pledge of Allegiance

1. Approve minutes of 10 August 2020 Regular City Council Meeting, minutes of 10 August 2020 Work Session, and minutes of 10 August 2020 Agenda Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. Ordinance – An Ordinance amending Ordinance No. 1510 known as the Personnel Rules, Policies and Procedures Ordinance; specifically, Section I and Section III regarding Part-Time Employees to all these employees to now work 29 hours or less.
6. Resolution – That Mayor Karin Wilson is hereby authorized to execute an Amendment to the Contract for the Fairhope-Point Clear Rotary Youth Club for an additional not-to-exceed \$2,000.00 for needed cleaning supplies.
7. Resolution – That the City Council authorizes the Mayor or Council President to submit a letter to the AMEA requesting the three grants totaling \$20,000.00 to be used for operating an Entrepreneurial Development Center in partnership with the Baldwin Community and Economic Foundation the 501c3 arm of the Baldwin County Economic Development Alliance and the University of Alabama in space provided by and in conjunction with BBVA Compass Bank.
8. Resolution – To Award RFP for Program Administrative Services Contract for the Alabama Department of Conservation and Natural Resources (ADCNR) Grant #M1A14-FHWW (Restore Act – Sewer Upgrade Project) to Grant Management, LLC with a total not to exceed fees of \$400,000.00 subject to review and approval by ADCNR and City Attorney prior to execution (RFP 003-20).
9. Resolution – That the public improvements indicated herein for the Tracery 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 68V Tracery 2019, LLC (the “Subdivider”).
10. Resolution – To Award Bid for Repair, Resurfacing & Striping of Multiple Road 2020 for the Public Works Department (Bid No. 023-20) to Asphalt Service, Inc. with a total bid proposal of \$485,887.80.
11. Resolution – To Award Bid for Fairhope-Point Clear Rotary Youth Club Basketball Court (Bid No. 029-20) to American Tennis Courts, Inc. with a total bid proposal of \$39,018.00.

12. Resolution – That the City of Fairhope has voted to approve this unbudgeted procurement for a Munis module for the Parks and Recreation Department to enable citizens to access programs online through Tyler System Management Services with an initial cost of \$24,280.00 plus recurring annual costs of approximately \$2,304.00. This will be funded thru the CARES Act.
13. Resolution – That the City of Fairhope has voted to approve this unbudgeted procurement for a Fire Resistant Bulletproof Window for Police Station Lobby from Bailey Door, Inc. with a cost of \$9,858.00. This will be funded thru the CARES Act.
14. Application for a Beer/Wine Off-Premises Alcoholic Beverage License for Creekside Development Corp. d/b/s Fly Creek Marina located at 831 N. Section Street, Unit 101, Fairhope, Alabama.
15. Public Participation – (3 minutes maximum)
16. Executive Session – To discuss pending and potential litigation; and to discuss security plans, procedures, assessments, measures, or systems, or the security or safety of persons, structures, facilities, or other infrastructures, the public disclosure of which could reasonably be expected to be detrimental to public safety or welfare.
17. Adjourn

**City Council Work Session - 4:30 p.m.
on Monday, August 24, 2020 – Council Chambers**

**City Council Agenda Meeting - 5:30 p.m.
on Monday, August 24, 2020 – Council Chambers**

**REMEMBER TO VOTE TOMORROW
MUNICIPAL ELECTIONS – AUGUST 25, 2020
(Polls are open from 7:00 a.m. to 7:00 p.m.)**

Next Regular Meeting – Monday, September 14, 2020 - Same Time and Place

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)

The City Council, City of Fairhope, met in regular session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 10 August 2020

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

There being a quorum present, Council President Pro Tempore Robinson called the meeting to order. The invocation was given by Reverend Dr. Mary Jayne Ledgerwood of St. James Episcopal Church and the Pledge of Allegiance was recited.

Council President Pro Tempore Robinson stated there was a need to add on three agenda items after Agenda Item Number 20: a resolution that motion to approve the appointment of Major Jimmy Milton of the Baldwin County Sheriff's Department as the Department Review Officer for the City of Fairhope Police Department; a resolution to award Bid for Unprotected Natural Gas Services (Bid No. 032-20) to EQUIX Energy Services, LLC, with an estimated cost of \$585,000.00 to complete the required 30% by December 31, 2020; and a resolution that Eight (8) Picnic Tables previously used within the City are hereby declared surplus. Said surplus items are to be donated to the Fairhope Rotary Youth Club and Local Schools as needed for social distancing purposes.

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

Councilmember Conyers moved to approve minutes of the 27 July 2020, regular meeting; minutes of the 27 July 2020, work session; and minutes of the 27 July 2020, agenda meeting. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

Mayor Wilson addressed the City Council regarding the following items:

- 1) Voters received card mailers for their input to prioritize capital spending for the 2021 budget;
- 2) Fiscal health of the City; and stated there is a detailed summary on Mayor Karin Wilson's blog;
- 3) Volunteer of the Year is Bob Riggs; and

10 August 2020

- 4) Marilane Carter who have been missing for approximately a week is one of our employee's, Mason Mesler, sister. Mayor Wilson asked everyone to keep the family in their prayers; and then asked for a moment of silence.

Councilmember Boone commended everyone who worked on those tanks at Fairhope Avenue and Section Street.

Council President Pro Tempore Robinson said school begins Wednesday and we need to say a prayer for everyone; and trust the staff and administrators.

Councilmember Boone moved for final adoption of Ordinance No. 1685, an ordinance to annex the 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) Seconded by Councilmember Conyers, motion for final adoption passed by the following voice votes: AYE – Robinson, Conyers, Brown, and Boone. NAY - None.

Councilmember Conyers moved for final adoption of Ordinance No. 1686, an ordinance to annex the 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) Seconded by Councilmember Boone, motion for final adoption passed by the following voice votes: AYE – Robinson, Conyers, Brown, and Boone. NAY - None.

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a 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. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

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10 August 2020

RESOLUTION NO. 3786-20

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

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a 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. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 3787-20

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 quotes for Civic Center Stage Repairs (Bid Number PW005-20).
- [2] At the appointed time and place, the quotes were opened and tabulated.
- [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

10 August 2020

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution to award the Roof Repairs for the K-1 Center to Roof Doctors with a total cost of \$36,600.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 3788-20

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 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

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a 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. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

10 August 2020

RESOLUTION NO. 3789-20

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

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 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 plus freight. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 3790-20

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 plus freight.

Adopted on this 10th day of August, 2020

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

10 August 2020

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 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 plus freight. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 3791-20

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 plus freight.

Adopted on this 10th day of August, 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 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. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

10 August 2020

RESOLUTION NO. 3792-20

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

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a 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. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

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10 August 2020

RESOLUTION NO. 3793-20

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 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

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted for 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. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

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10 August 2020

RESOLUTION NO. 3794-20

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

[1] That the City of Fairhope has voted to 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

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a 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. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 3795-20

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

[1] That the City of Fairhope has voted to 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

10 August 2020

[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

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a 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. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 3796-20

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

10 August 2020

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a 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. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 3797-20

**RESOLUTION AUTHORIZING THE EXECUTION
AND DELIVERLY 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

10 August 2020

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to 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). Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 3798-20

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 in the Meter Department; and the Job Description and Grade of Pay for same; and amend the budget for positions per the following:

Reclassify:	Job Positions	Grade of Pay
	Administrative Assistant	20
To:	Field Audit Technician	20

ADOPTED THIS 10TH DAY OF AUGUST, 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 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. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

10 August 2020

RESOLUTION NO. 3799-20

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

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that motion to approve the appointment of Major Jimmy Milton of the Baldwin County Sheriff's Department as the Department Review Officer for the City of Fairhope Police Department. Major Jimmy Milton has been employed with the Baldwin County Sheriff's Department for 23 years. He serves as the Commander over Field Operations and prior to this position he served as Commander over the Corrections Division. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

10 August 2020

RESOLUTION NO. 3800-20

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that motion to approve the appointment of Major Jimmy Milton of the Baldwin County Sheriff's Department as the Department Review Officer for the City of Fairhope Police Department. Major Jimmy Milton has been employed with the Baldwin County Sheriff's Department for 23 years. He serves as the Commander over Field Operations and prior to this position he served as Commander over the Corrections Division.

ADOPTED 10TH DAY OF AUGUST, 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 to award Bid for Unprotected Natural Gas Services (Bid No. 032-20) to EQUIX Energy Services, LLC, with an estimated cost of \$585,000.00 to complete the required 30% by December 31, 2020. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 3801-20

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 Unprotected Natural Gas Services (Bid Number 032-20).

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

10 August 2020

[3] After evaluating the bid proposals with the required bid specifications, EQUIX Energy Services, LLC, based on amounts in their bid submittal, for an estimated cost of \$585,000.00 to complete the required 30% by December 31, 2020, is now awarded the bid for Unprotected Natural Gas Services.

Adopted on this 10th day of August, 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 Eight (8) Picnic Tables previously used within the City are hereby declared surplus. Said surplus items are to be donated to the Fairhope Rotary Youth Club and Local Schools as needed for social distancing purposes. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 3802-20

BE IT HEREBY RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Eight (8) Picnic Tables previously used within the City are hereby declared surplus. Said surplus items are to be donated to the Fairhope Rotary Youth Club and Local Schools as needed for social distancing purposes.

ADOPTED AND APPROVED THIS 10TH DAY OF AUGUST, 2020

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk

10 August 2020

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

There being no further business to come before the City Council, the meeting was duly adjourned at 6:28 p.m.

Jay Robinson,
Council President Pro Tempore

Lisa A. Hanks, MMC
City Clerk

Monday, August 10, 2020

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Police Chief Stephanie Hollinghead requested an add on item for the Council agenda. The Police Department is needing to replace the current Review Officer with Major Jimmy Milton with Baldwin County Sheriff's Office.

Operations Director, Michael Allison is requesting an add on item to complete the requirements of the Public Safety Commission. Councilmember Conyers inquired about the target cost of the project. Mr. Allison did state that the bids came back a little higher than he was thinking. Thirty percent of the unprotected services must be completed before the end of 2020 to meet compliance. Councilmember Brown inquired as to why two of the bidders did not to respond. Mayor Wilson did state that the work that will be completed will keep the City from paying fines for non-compliance.

City Treasurer Kim Creech addressed the Council regarding debt. Ms. Creech would like to reach out to local banks to refinance the \$12,935,000 utility warrant.

Public Works Director Richard Johnson provided an update of the work that was done at the corner of Fairhope Avenue and Section Streets. The project will be completed once the City has received results from the soil testing and ADEM has provided a letter of compliance for the removal of subterranean fuel tanks. Mr. Johnson also stated he sent the clock off to be powder blasted and painted.

Director of Economic & Community Development, Jessica Walker provided an update stating the National Parks Service work will be resumed after a delay due to COVID-19. Ms. Walker stated that the bids will be opened on Wednesday for the Restore Act Sewer project and the first round of evaluations will be completed within the next ten days.

There being no further business to come before the City Council, the meeting was duly adjourned at 4:52 p.m.

Jay Robinson, Council President Pro Tempore

Lisa A. Hanks, MMC
City Clerk

ORDINANCE NO. _____

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

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

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

SECTION - I. Purpose and Scope

1.05. Definitions

Part-Time Employee: An employee who has successfully completed his/her new hire or re-hire probationary period and who is regularly scheduled to work 29 hours or less each week. Regular part-time employees are not eligible for City benefits, *except* those required by law.

SECTION - III. Hours of Work and Attendance

3.01 Hours of Work

The City will establish the regular work schedule for each Department. Different work schedules (such as four, 10-hour work days) to facilitate completion of job assignments and to provide necessary City services may be established by the Department Head with the approval of the Mayor. The Department Head is responsible for advising the employee of his/her scheduled working hours.

A regular work schedule for regular, full-time employees consists of forty hours each workweek. Police *law enforcement and corrections officers* work a rotating shift schedule consisting of seven 12-hour shifts during an established fourteen (14) day work period.

Part-time and temporary employees will work hours as scheduled by their Department Head. Part-time employees generally are scheduled to work 29 hours or less per week.

Section 2. Any ordinance, resolution, or part(s) thereof, in conflict with said "Personnel Rules, Policies, and Procedures – 2014," Section – I. Purpose and Scope, 1.05 Definitions; and Section – III. Hours of Work and Attendance, 3.01 Hours of Work is hereby repealed.

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

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

ADOPTED THIS 24TH DAY OF AUGUST, 2020

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Probationary employees as defined under *Personnel Rules* Section 1.05 are covered under these *Personnel Rules* provided probationary employees do not have access to the *Pre-Determination Review and Hearing* procedure under *Personnel Rules Section 9.03* until the employee has successfully completed the probationary period.

Temporary and **Part-Time** employees are covered by these *Personnel Rules*, provided temporary and part-time employees do not have access to the *Pre-Determination Review and Hearing* procedure under *Personnel Rules Section 9.03*.

Independent Contractors and Volunteer Workers, including volunteer and appointed members of City boards and committees, are not covered under these *Personnel Rules*.

1.05 DEFINITIONS

Elected Officials: The Mayor and members of the City Council.

Appointed Officials: City Clerk, City Treasurer, Police Chief and *part-time* Municipal Judge.

Regular Full-time Employee: An employee who has successfully completed his/her new hire or re-hire probationary period and who regularly is scheduled to work a minimum of 40 hours a week. Regular full-time employees are eligible for all City benefits.

Part-Time Employee: An employee who has successfully completed his/her new hire or re-hire probationary period and who is regularly scheduled to work 19 hours or less each week. Regular part-time employees are not eligible for City benefits, *except* those required by law. 29

Probationary Employee: An employee who has *not* successfully completed his or her entry or re-hire probationary period. Probationary employees are not eligible for employee benefits, *except* regular full time employees are eligible for group health insurance and disability insurance during the probationary period.

Temporary Employee: An employee who is employed in a job of limited duration. Temporary employees generally are hired to cover peak workloads, special projects or emergencies. Temporary employees are regularly scheduled to work 29 hours or less each week and are not eligible for City benefits, *except* those required by law.

Department Head: A *regular full-time employee* who is responsible for managing the operations of one or more City departments, including Superintendents and Directors. Department Heads are eligible for employee benefits.

Manager/Supervisor: An employee who is delegated the responsibility and authority by the Mayor to manage or direct the daily work of other employees under the supervision of a Department Head.

or based upon the needs of the City. If an employee is demoted, the employee will be paid according to the job classification and pay grade for the new position.

SECTION 3 - HOURS OF WORK AND ATTENDANCE

3.01 HOURS OF WORK

The City will establish the regular work schedule for each Department.

Different work schedules (such as four, 10-hour work days) to facilitate completion of job assignments and to provide necessary City services may be established by the Department Head with the approval of the Mayor. The Department Head is responsible for advising the employee of his/her scheduled working hours.

A regular work schedule for regular, full-time employees consists of forty hours each workweek. Police *law enforcement and corrections officers* work a rotating shift schedule consisting of seven 12-hour shifts during an established fourteen (14) day work period.

Part-time and temporary employees will work hours as scheduled by their Department Head. Part-time employees generally are scheduled to work 19 hours or less per week. 29

3.02 RECORDING TIME WORKED

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

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

3.03 ATTENDANCE

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

If an employee cannot report for work (including reporting late or an absence from work), the employee must notify his or her supervisor (or the supervisor's designee) before the scheduled starting time, if practicable. If an emergency causes the employee to be late or absent for work and the employee is unable to notify his or her supervisor before the scheduled starting time, the employee should contact the

6.02 RETIREMENT BENEFITS

Regular full-time employees and Appointed Officials and eligible part-time employees who regularly work 20 or more hours each week are covered under the Retirement Systems of Alabama (RSA) retirement program. Eligibility, benefits and contribution rates are established by RSA. Employees who wish to retire should notify their Department Head and the Human Resources Director at least three months prior to the date of retirement. Information on the RSA Retirement Program is included in a booklet prepared by RSA and provided to each eligible employee by the Human Resources Department.

Additionally, the City makes contributions on behalf of all eligible employees to the Social Security System in addition to the individual contributions made by the employee through FICA payroll deductions.

The City offers police officers who retire after ten (10) years or more of honorable service and in good standing with the City their badges and pistols as a part of their retirement benefits.

6.03 DISABILITY INSURANCE

Regular full-time employees, including probationary employees, elected and full-time appointed officials, are eligible to participate in the City's disability insurance program. The City pays a portion of the premium in the amount authorized by the City Council and the employee must pay the balance of the premium by payroll deduction. The City reserves the right in its sole discretion to change the disability insurance program and the disability insurance carrier without prior notice to affected employees. Covered employees will receive notice of the change as soon as practicable. Complete information on the disability insurance program, including eligibility requirements and insurance coverages, is included in the insurance booklet provided by the disability insurance carrier and provided to each covered employee by the Human Resources Department.

Temporary and part-time employees are not eligible for disability insurance coverage.

6.04 WORKERS COMPENSATION

The City provides worker's compensation insurance for all employees for job related injuries. If an employee suffers an on-the-job injury (no matter how slight), the employee must report the injury to his or her supervisor immediately if the employee is able to do so. The supervisor will ensure that the employee obtains proper medical attention by following the City's Medical Protocol. As soon as practicable, the employee must provide full written information concerning the accident and injury to the employee's supervisor. The Department Head is responsible for completing the *Employers First Report of Injury* and promptly providing the report to the Human Resources Department for submission to the worker's compensation insurance carrier.

RESOLUTION NO. _____

WHEREAS, the City Council adopted Resolution No. 3589-19 on December 9, 2019 to authorize an appropriation of \$50,000.00, through a contract, to the Fairhope-Point Clear Rotary Youth Club to work with the Mayor, and/or her agent(s), to better meet the needs of our community's youth through programs and activities; and

WHEREAS, the City Council is desirous to amend this contract for an additional not-to-exceed \$2,000.00 for needed cleaning supplies.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That Mayor Karin Wilson is hereby authorized to execute an Amendment to the Contract for the Fairhope-Point Clear Rotary Youth Club for an additional not-to-exceed \$2,000.00 for needed cleaning supplies.

DULY ADOPTED THIS 24TH DAY OF AUGUST, 2020

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

AMENDMENT TO CONTRACT

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)

We, the FAIRHOPE-POINT CLEAR ROTARY YOUTH CLUB, agree to work with the Mayor, and /or her agent(s), to better meet the needs of our community’s youth through programs and activities; i.e. quality after school and summer programs which is an absolute necessity for our community by helping to manage and operate the Fairhope-Point Clear Rotary Youth Club Facility and for facility maintenance.

This contract amendment is for needed supplies for the Youth Club with a not-to-exceed of \$2,000.00. The term of this contract remains as written: for one (1) year, beginning 1 October 2019 and ending 30 September 2020; but contract may be cancelled at any time.

Signed this 25th day of August, 2020

FAIRHOPE-POINT CLEAR ROTARY YOUTH CLUB

By _____
Tracey Miller, Executive Director

CITY OF FAIRHOPE

By _____
Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. 3589-19

WHEREAS, the Fairhope-Point Clear Rotary Youth Club serves a public purpose and the programs and activities that the Fairhope-Point Clear Rotary Youth Club gives the City of Fairhope are a public service; and,

WHEREAS, the Fairhope-Point Clear Rotary Youth Club, agrees to work with the Mayor, and/or her agent(s), to better meet the needs of our community's youth through programs and activities; i.e. quality after school and summer programs which is an absolute necessity for our community.

WHEREAS, the term of said contract shall be for one (1) year, beginning 1 October 2019 and ending 30 September 2020; but the contract shall be cancelled at any time upon notice.

WHEREAS, payment shall be made quarterly in the amount of \$12,500.00 from the City of Fairhope; until contract either expires or is cancelled.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute contract between the City of Fairhope and the Fairhope-Point Clear Rotary Youth Club to support the programs and activities to better serve our community and its youth by helping to manage and operate the Fairhope-Point Clear Rotary Youth Club facility and for facility maintenance.

ADOPTED THIS 9TH DAY OF DECEMBER, 2019

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

WHEREAS, the City of Fairhope is desirous to continue its partnership with the Baldwin Community and Economic Foundation the 501c3 arm of the Baldwin County Economic Development Alliance and the University of Alabama to operate an Entrepreneurial Development Center in space provided by and in conjunction with BBVA Compass Bank; and

WHEREAS, Hatch a technology entrepreneurial development center located in Fairhope, AL, successfully engages tech-entrepreneurs at its location in BBVA Compass building. To date, Hatch with partners at the University of Alabama and Coastal Alabama Community College has assisted over 30 entrepreneurs. Because of Hatch capital has been raised, technology is developing, and a vibrant tech entrepreneurial eco-system is growing. Hatch continues to be a resource for technology-driven entrepreneurs seeking to grow their ideas, technology, and companies in Fairhope, AL; and

WHEREAS, there is funding available for said project through grants from AMEA totaling \$20,000.00: the AMEA Special Projects Grant, \$5,000.00; the AMEA Community Support Projects Grant, \$5,000.00; and the AMEA Community Development Grant, \$10,000.00; and

WHEREAS, the AMEA grants do not require a match, but does require a letter requesting the grants with an outline of the purpose and intended community/economic development project, program and/or initiative.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City of Fairhope authorizes the Mayor or Council President to submit a letter to the AMEA requesting the three grants totaling \$20,000.00 to be used for operating an Entrepreneurial Development Center in partnership with the Baldwin Community and Economic Foundation the 501c3 arm of the Baldwin County Economic Development Alliance, the University of Alabama and Coastal Alabama Community College in space provided by and in conjunction with BBVA Compass Bank.

DULY ADOPTED THIS 24TH DAY OF AUGUST, 2020

Mayor or Council President

Attest:

Lisa A. Hanks, MMC
City Clerk



July 28, 2020

JUL 30 '20 PM12:18

ZMT

Mayor Karin Wilson
City of Fairhope
P.O. Box Drawer 429
Fairhope, AL 36533

RE: AMEA Economic Development Funds

Mayor Wilson,

As the City of Fairhope's primary economic development partner and representative, we want to thank you for your dedicated support of economic development, Hatch, and the Baldwin Community and Economic Development Foundation.

Hatch has seen tremendous growth in the last year. Engaging over 20 different tech entrepreneurs and signing agreements with 11 Hatch engagements. These entrepreneurs have companies and technology ranging from software, healthcare, virtual reality, and applications related to the legal industry.

I am respectfully requesting an AMEA grant of \$20,000 to assist the Baldwin Community and Economic Development Foundation in economic development within the City of Fairhope and the continued funding of "HATCH," the downtown business resource hub for tech entrepreneurs.

I appreciate your support and partnership and look forward to continuing the strong momentum with our partners Coastal Alabama Community College, The University of Alabama, and BBVA Compass.

Sincerely,

Lee Lawson

CC: Jack Burrell, Council President
Jessica Walker, Director of Economic and Community Development
Lisa Hanks, City Clerk
Lisa Miller, AMEA

RESOLUTION NUMBER _____

**AWARDING THE RFP 003-20 PROGRAM ADMINISTRATIVE
SERVICES CONTRACT FOR THE ALABAMA DEPARTMENT OF
CONSERVATION AND NATURAL RESOURCES GRANT #S1P25-FSU1
(RESTORE ACT- SEWER UPGRADE PROJECT)**

WHEREAS, the City of Fairhope was awarded a RESTORE Act Direct Component Subrecipient Grant from the Alabama Department of Conservation and Natural Resources (ADCNR) on April 26, 2019; and

WHEREAS, the project requires Program Administrative Services and the City did solicit Requests for Proposals (RFP 003-20) in accordance with applicable federal, state and local laws, codes, regulations, ordinances, etc., including, but not limited to all executive orders (EO), Office of Management and Budget (OMB) requirements, and U.S. Treasury Regulations; and

WHEREAS, the City did receive one (1) proposal from Grant Management, LLC for said services which was opened, reviewed and rated according to the rating criteria by the City's Evaluation Committee, and determined to be appropriate; and

WHEREAS, One-hundred percent (100%) of the Program Administrative Services fees will be paid for with grant funds made available through the Subrecipient Grant Agreement #S1P25-FSU1 with ADCNR, and the total Program Administration Services fee not-to-exceed \$400,000.00;

THEREFORE, BE IT RESOLVED BY THE City of Fairhope, IN REGULAR SESSION ASSEMBLED, that by this Resolution the City of Fairhope awards the contract for Program Administrative Services (RFP 003-20) for ADCNR Grant #S1P25-FSU1 to Grant Management, LLC, subject to review and approval by ADCNR and City Attorney prior to execution; and

Resolution No. _____

Page – 2-

BE IT FURTHER RESOLVED BY THE City of Fairhope, that the City will initially award the contract for a fee not-to-exceed \$400,000.00 of Phase I Project grant funds and authorize the Mayor to execute a contract with Grant Management, LLC for RFP 003-20 Program Administrative Services for Sewer Upgrade ADCNR Grant #S1P25-FSU1 (RESTORE Act).

DULY ADOPTED THIS 24TH DAY OF AUGUST, 2020

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 8/13/2020

PLG 14'20'PK2:40
Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Award RFP 003-20 Program Administrative Services for Sewer Upgrade ADCNR Grant S1P25-FSU1 (Restore Act) to Grant Management, LLC

Project Location: Sewer Department

Presented to City Council: 8/24/2020

Funding Request Sponsor: Jessica Walker, Economic & Community Development Director
Mike Allison, Director of Operation

Resolution # :
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 400,000.00 (reimbursement from Restore)

Vendor: Grant Management, 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 Planning-1120

Project will be:

Funding Source:

Expensed XXX
Capitalized _____
Inventoried _____

Operating Expenses XXX
Budgeted Capital _____
Unfunded _____

Expense Code: 110-57450
G/L Acct Name: Sewer Upgrade Phase I

Grant: \$400,000.00 Federal - not to exceed amount
State _____
City _____
Local \$0.00

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

Over (Under) budget amount: \$ 400,000.00 Reimbursement from Restore Act

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

Comments:

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 8/12/2020

Purchasing Memo Date: 8/12/2020

Delivered To Date: 8/13/2020

Request Approved Date: 8/13/2020

Request Approved Date: 8/13/2020

Approved Date: 8/15/20

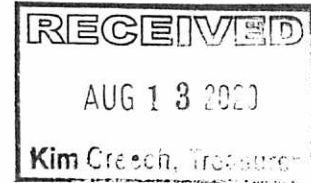
Signatures: Kim Creech
Kim Creech

Jill Cabanis
Jill Cabanis, MBA

Marin Wilson
Mayor Marin Wilson



MEMO



To: Kimberly Creech, Treasurer

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

Date: August 12, 2020

Karin Wilson
Mayor

Re: Greensheet /Council Approval to award **RFP 003-20 Program Administrative Services for Sewer Upgrade ADCNR Grant S1P25-FSU1 (RESTORE Act)**

Council Members:

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

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

The Scope of Services for **Phase I** will include assisting the City with the implementation of a RESTORE Act Direct Component project funded via a Subrecipient Grant Agreement from the Alabama Department of Conservation and Natural Resources (ADCNR). The RFP was properly advertised and sent to qualified firms and individuals interested in performing all Program Administration Services in accordance with applicable federal, state and local laws, codes, regulations, ordinances, etc., including, but not limited to all executive orders (EO), Office of Management and Budget (OMB) requirements, and U.S. Treasury Regulations and posted to the website.

One proposal was submitted and evaluated on August 12, 2020. Please see attached submittal. The Operations Director, Mike Allison, requests that **RFP 003-20 Program Administrative Services for Sewer Upgrade ADCNR Grant S1P25-FSU1 (RESTORE Act)** be awarded to **Grant Management, LLC** of Fairhope, AL for their services, for Not-To-Exceed **FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00)** for Phase I Project grant funds. **No City funds will be expended for this fee.**

Please prepare a greensheet and move this procurement of professional grant administration services forward to the City Council to approve the AWARD of the RFP for a fee not-to-exceed \$400,000.00 of Phase I Project grant funds and authorize the Mayor to execute a contract with Grant Management LLC for RFP 003-20 Program Administrative Services for Sewer Upgrade ADCNR Grant S1P25-FSU1 (RESTORE Act).

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

Cc: File, J. Walker, M. Allison, S. McKean

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

GRANT MANAGEMENT FIRMS

DISCLAIMER: Applicants are encouraged to conduct their own evaluation of grant management firms. This listing is provided for informational purposes only. Inclusion of names on this list is not an indication of approval, expressed or implied, by the State.

<u>FIRM</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
Community Consultants, Inc. Terry Acuff	7 Town Center Drive, Suite 302 Huntsville, AL 35806	(256) 890-4240
Community Development Group, Inc.	740 Sweet Ridge Road Prattville, AL 36066	(334) 361-4640
Ewing-Conner & Assoc. Inc.	P.O. Drawer 6805 Dothan, AL 36302-6805	(334) 793-7895
Grant Management, LLC	Post Office Box 1512 Fairhope, AL 36532-1512	(251) 375-6630
Betty Loftin	7804 Regent Place #4 Huntsville, AL 35802	(256) 539-6679
The Kelley Group	P. O. Box 45 Tuscumbia, AL 35674	(256) 248-7030
L.P. Campbell Company	P.O. Box 889086 Atlanta, GA 30356-9086	(770) 399-5660
Morton & Associates, Inc.	200 East McKinney Avenue Albertville, AL 35950	(256) 878-5222
SITE, Inc.	P.O. Box 3565 Montgomery, AL 36109-3565	(334) 514-1100
Wenworth Corporation	P.O. Box 655 New Brockton, AL 36351-0655	(334) 894-5210

Solicitation of Request for Proposals (RFP) for Program Administration Services for Fairhope Sewer Upgrade Phase I- ADCNR Grant #S1P25-FSU1

The following steps should be taken:

- 1) Advertise the Bid Ad (see attached) once a week for three weeks (on the day of highest circulation) in the Mobile Register and the Gulf Coast Newspapers. Allow at least 21 days response time from the first day of advertisement, and at least 7 days following the last day advertisement.
- 2) Mail a copy of the full RFP (see attached) to all of the Grant Management Firms listed on the State List (see attached)
- 3) Publicize the Bid Ad/RFP on the City of Fairhope's Website
- 4) Post copies of the Bid Ad/RFP wherever you normally post them, i.e., City Hall, Public Works Building, etc.
- 5) Mail copies of the RFP to the following State of Alabama Agencies:

- a) Alabama Small Business Development Center Network
Attn: Mr. Brian Davis
The University of Alabama
P.O. Box 870396
Tuscaloosa, Alabama 35487-0396
- b) Alabama Department of Economic and Community Affairs
Attn: Mr. Scott Stewart
Office of Minority Business Enterprise
P.O. Box 5690
Montgomery, Alabama 36103-5690
- c) Alabama Small Business Development Center
Attn: Louise Grover
1500 1st Avenue North, Unit 62
Birmingham, Alabama 35203

- 6) Send an email blast to the following email addresses and attach the RFP along with the statement provided:

Scott.Stewart@adeca.alabama.gov; PTAC@ua.edu; Danielle.Barnes@aamu.edu;
Natoya.sterling@aamu.edu; dmills@uwa.edu; sstoudemire@uwa.edu;
Mike.self@contractorcn.com; cm@contractorcn.com; meadowss@dot.state.al.us;
cdrake@tuscaloosa.com; wrightz@dot.state.al.us;

"The City of Fairhope is soliciting proposals for Program Administration for the implementation of a RESTORE Act Spill Impact Component project funded via a Subrecipient Grant Agreement from the Alabama Department of Conservation and Natural Resources (ADCNR). Attached is a copy of the Request for Proposals. Please assist us in notifying any small, minority or female owned businesses capable of providing these services."

- 7) Please retain copies of ALL procurement actions taken. ADCNR must review and approve procurement steps prior to contract execution.

RESOLUTION NO. _____

WHEREAS, the Owners of Tracery 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 2708-A, 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 Tracery, 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 Tracery 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 68V Tracery 2019, 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 24th day of August, 2020

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

GENERAL NOTES

1. THIS PLAN IS A PRELIMINARY PLAN AND IS SUBJECT TO THE APPROVAL OF THE CITY OF FARMERS.
2. THE CITY OF FARMERS IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE APPLICANT.
3. THE APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF FARMERS AND ANY OTHER AGENCIES.
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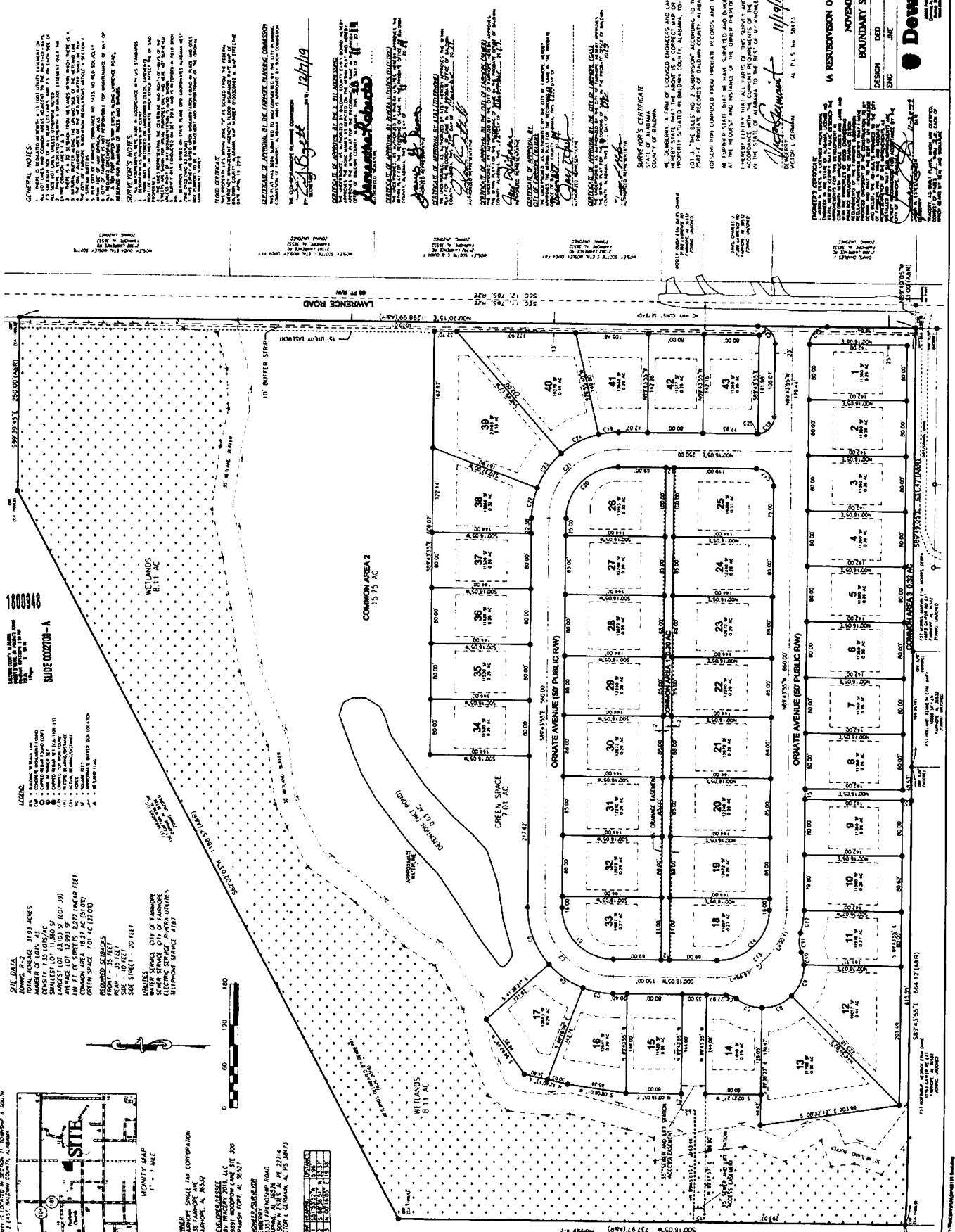
NO.	DESCRIPTION	DATE	BY
1	PRELIMINARY PLAN	10/15/19	APPLICANT
2	REVISION	10/15/19	APPLICANT
3	REVISION	10/15/19	APPLICANT
4	REVISION	10/15/19	APPLICANT
5	REVISION	10/15/19	APPLICANT
6	REVISION	10/15/19	APPLICANT
7	REVISION	10/15/19	APPLICANT
8	REVISION	10/15/19	APPLICANT
9	REVISION	10/15/19	APPLICANT
10	REVISION	10/15/19	APPLICANT

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FILE DATA

1800948

SLIDE COAZT08-A

NO. 1800948

DATE: 10/15/19

PROJECT: TRACERY

APPLICANT: [Name]

PREPARED BY: [Name]

CHECKED BY: [Name]

DATE: 10/15/19

SCALE: 1"=40'

PROJECT NO: 1800948

FILE NO: 1800948

SHEET NO: 1

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2. THE CITY OF FARMERS IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE APPLICANT.
3. THE APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF FARMERS AND ANY OTHER AGENCIES.
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TRACERY

NOVEMBER 15, 2019 - SHEET 1 OF 1

BOUNDARY SURVEY AND PLAN OF SUBDIVISION

DESIGN: [Name]

DRAWN: [Name]

CHECKED: [Name]

DATE: 11/15/19

SCALE: 1"=40'

PROJECT NO: 1800948

FILE NO: 1800948

SHEET NO: 1

Dowberry

11/15/19

1800948

NOVEMBER 15, 2019

NOVEMBER 15, 2019

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HARTFORD FIRE INSURANCE COMPANY

Surety's Name

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENT, That we, Cunningham DeLaney Construction, LLC

12940 Underwood Road, Summerdale, Alabama 36580 ("**Principal**"), and HARTFORD FIRE

INSURANCE COMPANY, Hartford Plaza, Hartford, Connecticut 06115,

Surety's Name

Surety's Address

("Surety"), are held and firmly bound unto CITY OF FAIRHOPE, ALABAMA, Attn: Jonathan Smith, 555 South Section Street, Fairhope, AL 36532 ("**Obligee**"), in the full and just sum of Two Hundred Ninety Four Thousand Nine Hundred Fifty Six and no/100 (\$ 294,956.00) lawful money of the United States, for the payment of which we bind ourselves, our heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, said Obligee has entered into a certain Maintenance and Guaranty Agreement (the "**Maintenance Agreement**") with 68V Tracery 2019, LLC

_____ ("**Owner**") a portion of which requires a two year maintenance bond covering workmanship and materials for the List of Improvements covered, hereinafter called Improvements, at Tracery Subdivision

Project Name Project Address

which improvements have been or are about to be completed and accepted.

NOW, THEREFORE, Principal and Surety, jointly and severally, hereby bind ourselves, our heirs, executors, administrators, successors, and assigns to the Obligee in the amount of \$ 294,956.00 for the performance of the maintenance, repair and replacement of the Improvements for a period of two (2) years from the date of acceptance of the Improvements by Obligee pursuant to and in accordance with the Maintenance Agreement. If Principal and/or Surety properly and promptly perform the maintenance, repair and replacement of the Improvements pursuant to and in accordance with the Maintenance Agreement during said time period, then this obligation shall be null and void;

otherwise, it shall remain in full force and effect. Principal and/or Surety shall have no responsibility with respect to Owner's other obligations to Obligee under the Maintenance Agreement and shall not be responsible for any damages Obligee incurs as a result of Owner's breach of or failure to perform the same.

Signed, sealed and dated this 14th day of October, 2019.

Cunningham DeLaney Construction, LLC

Principal's Name

Jimmy Baldwin

By:

[Signature]

HARTFORD FIRE INSURANCE COMPANY

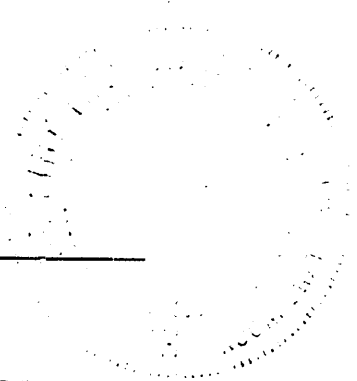
Surety's Name

Carlene Stout

By:

[Signature]

J. William Goodloe, III, Attorney-in-fact



POWER OF ATTORNEY

Direct Inquiries/Claims to:

THE HARTFORD

BOND, T-12

One Hartford Plaza

Hartford, Connecticut 06155

Bond.Claims@thehartford.com

call: 888-266-3488 or fax: 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: LYON FRY CADDEN INS AGENCY INC

Agency Code: 21-250403

- Hartford Fire Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Casualty Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Accident and Indemnity Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Underwriters Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Twin City Fire Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of Illinois, a corporation duly organized under the laws of the State of Illinois
- Hartford Insurance Company of the Midwest, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of the Southeast, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, up to the amount of Unlimited :

Joanna L. Brinson, Elise C. Buschmann, W.E. Cadden, Roland G. Fry, Jr., J William Goodloe III, Nina Jacobs, Gaylord C. Lyon, Jr., O.M. Otts, IV, Erling Riis, III, Charlene C. Stout, Rebecca Ward of MOBILE, Alabama

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by , and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



John Gray

John Gray, Assistant Secretary

M. Ross Fisher

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT

ss. Hartford

COUNTY OF HARTFORD

On this 5th day of January, 2018, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.



CERTIFICATE

Kathleen T. Maynard

Kathleen T. Maynard
Notary Public

My Commission Expires July 31, 2021

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of October 14, 2019

Signed and sealed at the City of Hartford.



Kevin Heckman

Kevin Heckman, Assistant Vice President

MAINTENANCE AND GUARANTY AGREEMENT

THIS MAINTENANCE AND GUARANTY AGREEMENT (this "Agreement") is made and entered into by and between 68V TRACERY 2019, LLC. (the "Sub-divider"), and the City of Fairhope, Alabama (the "City of Fairhope") (the "City") (the Sub-divider, and the City are sometimes hereinafter referred to singularly as a "Party" and collectively as the "Parties").

Recitals:

WHEREAS, the Sub-divider is the 68V TRACERY 2019, LLC. of TRACERY (the "Subdivision"), which Subdivision is recorded as Instrument Number 1800948 in the records of the Office of the Judge of Probate of Baldwin County, Alabama;

WHEREAS, prior to the City agreeing to accept for maintenance those certain items set forth on Exhibit "A" attached hereto (the "Improvements"), the Sub-divider is responsible to maintain the Improvements for a period of two (2) years (the "Maintenance Period") from and after the Effective Date (hereinafter defined).

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, the receipt, adequacy and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, do hereby covenant and agree as follows:

1. Recitals. The above recitals shall be included as part of this Agreement as necessary contingencies and as if fully set forth herein.

2. Maintenance and Guaranty of Improvements. The Sub-divider shall maintain the Improvements during the Maintenance Period and shall keep the Improvements in good and working order, normal wear and tear excepted. The Sub-divider hereby guarantees and warrants the Improvements and the workmanship associated with the construction and installation of the Improvements until the expiration of the Maintenance Period. In the event there is any defect in the Improvements and/or the workmanship associated with the construction and installation of the Improvements (a "Defect") of which the City provides the Sub-divider with notice on or before the date that is thirty (30) days following the expiration of the Maintenance Period or of which the Sub-divider is otherwise aware prior to the expiration of the Maintenance Period, the Sub-divider shall remedy such Defect within ten (10) days of its first obtaining knowledge of such Defect (whether from the City or otherwise); provided, however, that in the event such Defect is not capable of being remedied within said ten-day period, the Sub-divider shall have such time as is reasonably necessary to remedy such Defect, but in no event in excess of thirty (30) days, so long as the Sub-divider has commenced its remedial efforts within such ten-day period and pursues completion of such remedial efforts with due diligence.

3. Financial Guaranty of Performance. As a condition to the City agreeing to enter into this Agreement, the Sub-divider shall provide the City with an acceptable surety/financial guarantee of the payment and performance of its obligations hereunder (the "Guaranty"). The Guaranty shall be provided by a surety and shall be in a form that is acceptable to the City in its

EB

sole and absolute discretion and shall be in an amount of **\$ 294,956.00**. In the event the foregoing condition precedent is not satisfied within thirty (30) days of the Effective Date, the obligation of the City to accept the Improvements for maintenance under Section 4 hereof shall terminate and be of no further force or effect.

4. City to Accept Improvements for Maintenance. Upon performance in full by the Sub-divider of this Agreement and the expiration of the Maintenance Period, the City shall accept maintenance of the Improvements.

5. Failure to Perform. In the event the Sub-divider shall fail in whole or in part to perform any term, covenant or condition of this Agreement or in the event of a Defect (a "Default"), the City may issue a written notice of default to the Sub-divider (a "Notice of Default"). If the Sub-divider has not cured the Default within ten (10) days of its receipt of the Notice of Default, the City shall have the right to take any or all of the following actions:

- (a) complete/remedy any Default, including, without limitation, the right to cure any Defect, at the sole cost and expense of the Sub-divider;
- (b) call on or otherwise exercise its rights under the Guaranty; and/or
- (c) exercise any other right or remedy available to the City at law or in equity, including the right to pursue and obtain specific performance.

In the event the City exercises any of the foregoing rights and expends any funds in connection therewith, the Sub-divider shall reimburse the City for any such expended funds within ten (10) days of demand for such funds by the City. Any funds not so reimbursed by the Sub-divider within said ten (10) day period shall thereafter accrue interest at the rate of twelve percent (12%) per annum.

6. Legal Compliance. The Sub-divider shall, at its own expense, comply with all applicable laws, ordinances, regulations, rules and orders, whether federal, state or local, or any regulation of any governmental body having jurisdiction over the Subdivision or the Sub-divider with respect to the maintenance and repair of the Improvements, regardless of when they become effective. The Sub-divider shall not use, nor permit the use of the Improvements for any purpose in violation of such laws, regulations, rules or orders. The Sub-divider represents and warrants to the City that the Sub-divider is acting with full and legal authority with respect to the Improvements.

7. Indemnification. The Sub-divider shall indemnify, defend and hold harmless the City and its affiliates, elected officials, employees, agents, representatives, contractors, subcontractors, licensees and invitees from and against any and all claims, violations of law, demands, liabilities, damages, losses, judgments, costs, and expenses including, without limitation, attorneys' fees, arising out of or otherwise related to any approval or activity conducted by, or any act or omission of, the Sub-divider made or taken pursuant to this Agreement.

8. Responsibility For Agents. The Sub-divider shall be responsible for compliance by its engineers, architects, contractors, subcontractors, employees, agents, and representatives (collectively, the "Representatives") with the terms of this Agreement and for all acts or omissions by any or all of the Representatives relating to the obligations of the Sub-divider herein.

9. No Assignment. The Sub-divider shall not have the right to assign this Agreement or any rights or obligations hereunder without the City's prior written consent, which consent may be withheld in the sole and absolute discretion of the City. Any attempted assignment shall be void. No assignment shall relieve the Sub-divider of its liabilities and obligations herein.

10. Agency. It is neither the express nor the implied intent of the Parties to create an agency relationship pursuant to this Agreement; therefore, any actions of the Parties shall not be considered or implied to create such agency.

11. No Waiver. The failure of the City to insist upon a strict performance of any of the terms, conditions and covenants herein shall not be deemed a waiver of any subsequent breach or default in the terms, conditions and covenants herein contained.

12. Entire Agreement. This Agreement embodies the entire agreement and understanding of the Parties with respect to the construction of the Improvements and there are no further or prior agreements or understandings, written or oral, in effect between the Parties relating to the subject matter hereof.

13. No Endorsement. The City in no way whatsoever is deemed to have approved, provided, given, or allowed to be given any authorization, endorsement, approval, or consent of the business practices, actions or behavior of the Sub-divider. This Agreement, and/or the procedures approving the same, is no way to be considered as a substitute for any regulations, procedure or other requirement of the City. It is the sole responsibility of the Sub-divider to comply or to ensure its own compliance with any local, state, or federal law or regulation.

14. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama, without regard to its conflicts of law principles.

15. Attorney's Fees. In the event the City initiates litigation or any other legal proceeding for purposes of enforcing its rights, duties and obligations hereunder and is the prevailing party in any such litigation or other legal proceeding, the City shall be entitled to the recovery of its attorney's fees in addition to any other remedy provided hereunder.

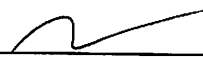
16. Counterparts. This Agreement may be executed in one or more counterparts and by the different parties hereto under separate counterparts, any one of which need not contain the signatures of more than one party, but all of which when taken together shall constitute one and the same instrument notwithstanding that all parties have not signed the same counterpart hereof.

17. Headings. The section headings contained in this Agreement are inserted as a matter of convenience and shall not affect in any way the construction of the terms of this Agreement.

18. Effective Date. As used herein the term "Effective Date" shall mean and refer to the date of execution of this Agreement by the Mayor of the City as set forth below.

IN WITNESS WHEREOF, the Parties, having full authority to do so, have fully executed this Agreement by and through their respective duly authorized representatives as of the last date of execution below.

68V TRACERY 2019, LLC.

By: 
Printed Name: Nathan L. Cox
As Its: Manager
Date: 10/17/19

THE CITY OF FAIRHOPE, ALABAMA

By: _____

As Its Mayor

Date: _____

ATTEST:

Lisa A. Hanks, City Clerk



ENGINEER'S MAINTENANCE BOND ESTIMATE

**"EXHIBIT A"
 TRACERY**

THE IMPROVEMENTS

All roadways, storm drain system, water system and sewer system infrastructure installed within the rights of way within the subdivision, see attached unit price bond estimate.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	AMOUNT
GRADING & DRAINAGE					
100	18" R.C. PIPE, CL.3, RUBBER GASKET JOINTS	279	LF	34.00	9,486.00
101	24" R.C. PIPE, CL.3, RUBBER GASKET JOINTS	437	LF	44.00	19,228.00
102	30" R.C. PIPE, CL.3, RUBBER GASKET JOINTS	1,196	LF	59.00	70,564.00
103	36" R.C. PIPE, CL.3, RUBBER GASKET JOINTS	141	LF	78.00	10,998.00
104	42" R.C. PIPE, CL.3, RUBBER GASKET JOINTS	41	LF	87.00	3,567.00
105	29" x 18" R.C. ARCH PIPE, CL.3,	92	LF	58.00	5,336.00
106	INLET, TYPE "S", 1-WING	12	EA	3,600.00	43,200.00
107	INLET, TYPE "S", 2-WING	2	EA	4,200.00	8,400.00
108	YARD INLET	3	EA	3,200.00	9,600.00
109	JUNCTION BOX	1	EA	3,600.00	3,600.00
110	CONCRETE DITCH	710	LF	53.50	37,985.00
111	OUTLET STRUCTURE	1	EA	3,300.00	3,300.00
112	SLOPE PAVED HEADWALL	3	EA	1,125.00	3,375.00
113	RIP RAP, CL.2, 18" THICK, W/FILTER FABRIC	140	TON	90.00	12,600.00
114	SEEDING, FERTILIZER & MULCH	6.0	AC	2,000.00	12,000.00
115	4" TOPSOIL FROM STOCKPILE	1,650	CYIP	6.50	10,725.00
116	SOLID SOD (16" BEHIND CURB)	683	SY	5.60	3,824.80
SUB-TOTAL GRADING & DRAINAGE: 267,788.80					
ROADWAYS					
200	IMPROVED BITUMINOUS CONCRETE WEARING SURFACE, 1/2", 110#/SY, 429-A	5,609	SY	8.65	48,517.85
201	PRIME COAT	5,609	SY	1.50	8,413.50
202	UPPER LAYER SAND CLAY BASE, 4" THICK	5,609	SY	4.30	24,118.70
203	LOWER LAYER SAND CLAY BASE, 4" THICK	7,201	SY	1.90	13,681.90
204	ROADBED PROCESSING	7,466	SY	1.75	13,065.50
205	TYPE "A", CONCRETE CURB & GUTTER	4,472	LF	14.00	62,608.00
206	MODIFIED CONCRETE GUTTER	58	LF	17.75	1,029.50
207	SIDEWALK, 5' WIDE	283	SY	34.35	9,721.05
208	CONCRETE SIDEWALK, 5' WIDE, 4" THICK	2,214	SY	35.00	77,490.00
209	HANDICAP RAMPS	6	EA	850.00	5,100.00
SUB-TOTAL ROADWAYS: 263,746.00					
WATER SYSTEM					
300	6" PVC WATER MAIN	2,445	LF	12.75	31,173.75
301	6" MJ GATE VALVE	4	EA	1,000.00	4,000.00
302	6" MJ 22.5° BEND	4	EA	325.00	1,300.00
303	6" MJ 45° BEND	4	EA	328.00	1,312.00

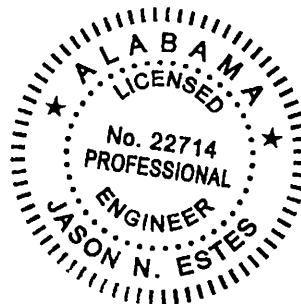


304	6" TAPPING VALVE & SLEEVE	1	EA	3,775.00	3,775.00
305	WATER SERVICE	45	EA	492.00	22,140.00
306	FIRE HYDRANT ASSEMBLY	5	EA	3,700.00	18,500.00
SUB-TOTAL WATER SYSTEM:					82,200.75
SEWER SYSTEM					
400	8" PVC GRAVITY SEWER, 0-6' DEPTH	164	LF	21.50	3,526.00
401	8" PVC GRAVITY SEWER, 6-8' DEPTH	517	LF	24.00	12,408.00
402	8" PVC GRAVITY SEWER, 8-10' DEPTH	1,086	LF	30.00	32,580.00
403	8" PVC GRAVITY SEWER, 10-12' DEPTH	495	LF	31.00	15,345.00
404	PRECAST SEWER MANHOLE, 0-4' DEPTH	1	EA	3,445.00	3,445.00
405	PRECAST SEWER MANHOLE, 4-6' DEPTH	1	EA	3,660.00	3,660.00
406	PRECAST SEWER MANHOLE, 6-8' DEPTH	2	EA	3,950.00	7,900.00
407	PRECAST SEWER MANHOLE, 8-10' DEPTH	4	EA	4,200.00	16,800.00
408	PRECAST SEWER MANHOLE, 10-12' DEPTH	1	EA	4,800.00	4,800.00
409	PRECAST SEWER MANHOLE, 14-16' DEPTH	1	EA	5,570.00	5,570.00
410	SEWER LATERAL	43	EA	745.00	32,035.00
411	DROP CONNECTION AT MANHOLE NO. 4	1	LS	2,200.00	2,200.00
412	TIE TO EXIST. MANHOLE	1	EA	11,900.00	11,900.00
413	4" SDR21 PVC FORCE MAIN	3,734	LF	15.65	58,437.10
414	4" SDR21 PVC FORCE MAIN	1,300	LF	10.00	13,000.00
415	4" MJ 90° BEND	3	EA	300.00	900.00
416	4" MJ TEE	1	EA	890.00	890.00
417	4" MJ GATE VALVE	5	EA	911.00	4,555.00
418	AGGREGATE DRIVEWAY TO LIFT STATION	275	SY	40.00	11,000.00
419	LIFT STATION	1	LS	128,500.00	128,500.00
SUB-TOTAL SEWER SYSTEM:					369,451.10
				TOTALS:	983,186.65
ENGINEER'S MAINTENANCE BOND ESTIMATE, 2 YR. @ 30%:					294,956.00

I certify the above estimate to be true and correct to the best of my knowledge.

Sincerely,
Dewberry

Jason Estes
 Jason Estes, PE
 Senior Associate
 Business Unit Manager



SEAL

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 Repair, Resurfacing & striping of Multiple Road 2020 for the Public Works Dept. (Bid Number 023-20).

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

Please see attached Bid Tabulations for
Repair, Resurfacing & striping of Multiple Road 2020 for the Public Works Dept.

[3] After evaluating the bid proposals with the required bid specifications, Asphalt Service, Inc. with a total bid proposal of \$485,887.80, is now awarded the bid for Repair, Resurfacing & striping of Multiple Road 2020 for the Public Works Dept.

Adopted on this 24th day of August, 2020

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

AUG 12 '20 PM 2:51

Issuing Date: 8/12/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Award Bid No 023-20 Repair, Resurfacing & striping of multiple Roads FY2020 for the Public Works Department to Asphalt Service, Inc

Project Location: Citywide

Presented to City Council: 8/24/2020

Funding Request Sponsor: Richard Johnson, Public Works Director
Arthur Bosarge, Assistant Public Works Director

Resolution # :
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 485,887.80

Vendor: Asphalt Service, 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 XXX

Expense Code: 103-55856 Grant: \$0.00 Federal - not to exceed amount
G/L Acct Name: Capital Projects Paving State _____ City _____ Local \$0.00

Project Budgeted: \$ 486,225.00

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

Over (Under) budget amount: \$ (337.20)

Comments: Funding Source: Impact Fees - \$200,000.00; 7&2 Cent Gas Fund - \$40,000.00; 4 & 5 Cent Gas Tax Fund - \$92,500.00; Rebuild AL Gas Fund - \$75,000.00; Gas Fund 002-\$36,125.00; Transfer from General (Rec Dept) \$42,600.00

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

Capital Lease: _____ Payment _____ Term _____

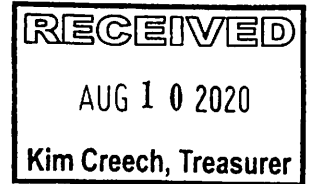
City Council Prior Approval/Date? _____

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

Purchasing Memo Date: 8/10/2020 Purchasing Memo Date: 8/10/2020 Delivered To Date: 8/12/2020

Request Approved Date: 8/12/2020 Request Approved Date: 8/12/2020 Approved Date: 8/12/2020

Signatures: Kim Creech Jill Cabanise, MBA Mayor Karin Wilson



MEMO

Karin Wilson
Mayor

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

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

Date: August 10, 2020

Re: Requesting City Council approval to AWARD bid for **Bid No. 023-20 Repair, Resurfacing, & striping of Multiple Road 2020 for the Public Works Dept**

sa A. Hanks, MMC
City Clerk

Bid No. 023-20 Repair, Resurfacing, & striping of Multiple Road 2020 for the Public Works Dept was correctly bid, advertised and sent to multiple vendors and was opened on August 6, 2020.

Kimberly Creech
Treasurer

A Tabulation and Recommendation was composed (see attached). There were five (5) responsive and responsible bid responses submitted. The recommendation by the Director of Public Works, Richard Johnson, is to award the bid to the lowest bidder, Asphalt Services, Inc. in the total bid amount of **FOUR HUNDRED EIGHTY-FIVE THOUSAND, EIGHT HUNDRED EIGHTY-SEVEN DOLLARS AND EIGHTY CENTS (\$485,887.80)**.

Please place on the next City Council Agenda this request to award Bid 023-20 Repair, Resurfacing, & striping of Multiple Road 2020 to Asphalt Service, Inc. in the amount of \$485,887.80 Public Works Dept.

Cc: file, Richard Johnson, Arthur Bosarge, Clint Steadham,

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

51-928-2136 (p)
51-928-6776 (f)
www.fairhopeal.gov

CITY OF FAIRHOPE TABULATION
BID 023-20 Repair, Resurfacing and Striping 2020
BID OPENED: August 6, 2020, 10:00 a.m.

ITEM	DESCRIPTION	John G. Walton	Ammons & Blackmon	HO Weaver & Sons	Arrington Curb & Excavation	Asphalt Services Inc.
		BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
A	Pier Avenue - From S. Church St. To S. Mobile St. - Approx. 2735 L.F.	\$ 71,802.20	\$ 69,440.70	\$ 75,265.64	\$ 69,893.92	\$ 72,250.75
B	Kirkman Lane - From Section St to S Church St - Approx. 1398 L.F. and including Side Streets: Ridgewood Cir, Francilla Cir, Boone Ln (South) & Ivy Cir	\$ 70,341.17	\$ 63,866.20	\$ 70,284.44	\$ 67,731.35	\$ 65,757.75
C	Patlynn Drive - From Fairwood Blvd to Gayfer Ave - Approx. 1280 L.F.	\$ 28,948.48	\$ 33,988.60	\$ 34,103.29	\$ 30,783.92	\$ 31,125.55
D	Marsim Drive - From Patlynn Dr to Jan Dr - Approx. 880 L.F.	\$ 22,787.77	\$ 24,600.90	\$ 22,563.58	\$ 22,543.72	\$ 21,325.32
E	Bellangee, Call and Young Streets - Approx. 1660 Total L.F.	\$ 43,450.52	\$ 40,465.45	\$ 41,990.58	\$ 45,993.02	\$ 38,783.85
F	Johnson Avenue - From Mershon St to Berglin St - Approx. 1685 L.F.	\$ 38,212.28	\$ 44,701.90	\$ 47,310.66	\$ 48,732.23	\$ 43,543.95
G	Mershon Street - Morphy to Fairhope Ave - Approx. 1083 L.F.	\$ 31,288.52	\$ 33,791.70	\$ 32,053.88	\$ 30,920.87	\$ 33,918.40
H	Jubilee Lane and Rock Creek Drive - Approx. 1354 L.F.	\$ 35,714.50	\$ 34,218.75	\$ 34,256.24	\$ 31,043.32	\$ 35,029.42
I	Equality Street - from N. School St. to End of Maintenance - Approx. 750 L.F.	\$ 22,127.39	\$ 26,130.50	\$ 15,902.04	\$ 24,478.08	\$ 18,644.80
J	Woodgrove Circle - From Blue Island Ave to Cul- De-Sac - Approx. 288 L.F.	\$ 16,961.00	\$ 20,259.60	\$ 8,337.84	\$ 15,920.75	\$ 10,584.45
K	Kirkman Alley - S. Church St. to Liberty St. - Approx. 721 L.F.	\$ 18,718.96	\$ 35,719.15	\$ 11,515.48	\$ 15,130.74	\$ 11,125.18
L	Boise Lane (Magnolia Ave to Atkinson Ln) - Approx. 331 L.F.	\$ 9,846.04	\$ 11,454.40	\$ 3,268.86	\$ 5,958.08	\$ 4,889.10

CITY OF FAIRHOPE TABULATION
BID 023-20 Repair, Resurfacing and Striping 2020
BID OPENED: August 6, 2020, 10:00 a.m.

		John G. Walton	Ammons & Blackmon	HO Weaver & Sons	Arrington Curb & Excavation	Asphalt Services Inc.
ITEM	DESCRIPTION	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
M	Miller Lane (West) - Paving of Gravel Surface - Approx. 362 L.F.	\$ 19,247.00	\$ 20,432.25	\$ 14,806.92	\$ 17,650.43	\$ 12,026.57
N	Alley's West & East - Paving of Gravel Surface - Approx. 1978 L.F.	\$ 58,604.65	\$ 56,664.50	\$ 46,548.62	\$ 59,274.64	\$ 39,454.01
O	Point Clear Court (Cul-De-Sac) - Approx. 454 SQ. YDS	\$ 7,661.54	\$ 11,119.40	\$ 3,211.10	\$ 5,956.79	\$ 4,899.85
P	FAIRHOPE MUNICIPAL STADIUM TRACK - Approx. 3112 SQ. YDS	\$ 65,999.04	\$ 42,577.45	\$ 40,604.16	\$ 49,153.65	\$ 42,528.85
TOTAL BID AMOUNT		\$ 561,711.06	\$ 569,431.45	\$ 502,023.33	\$ 541,165.51	\$ 485,887.80
SUBMITTED BID AMOUNT		\$ 561,711.07	\$ 569,128.45	\$ 502,023.33	\$ 541,165.51	\$ 485,887.80

Recommendation: Asphalt Services, Inc.

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

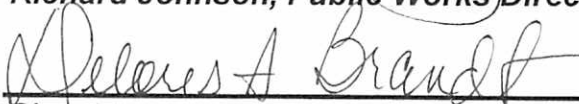


Signature

Richard Johnson, Public Works Director

08/10/2020

Date



Signature


Delores A Brandt, Purchasing Manager

08/10/2020

Date



Memorandum

From: Richard D. Johnson, P.E., Public Works Director 

To: Karin Wilson, Mayor & Jack Burrell, Council President

Thru: Lisa Hanks, City Clerk

CC: PW Streets & Administration; Purchasing; Treasurer; File

Date: August 11, 2020

Subject: Bid 023-20 City-Wide Street Repair, Resurfacing and Striping – Bid Recommendations and Funding Allocation

Mayor and Council President:

On Thursday, August 6, 2020 the City opened sealed bids for our annual street resurfacing program. The qualifying performing low bidder was Asphalt Services Incorporated (ASI) and the certified bid tabs are attached under separate cover. It is the Public Works Department's recommendation to award the contract to ASI. The total for all roads bid is four hundred and eight five thousand, eight hundred and eighty-seven dollars and eighty cents (\$485,887.80).

This bid was advertised and opened as: *Each Category (Each Street as an independent project) will be treated as an à la carte additive alternate. Meaning that if overall totals exceed annual budgeted amount for road resurfacing, categories can be eliminated in total to adjust to budget.*

The Streets comprising the total bid are:

- A. Pier Avenue - From S. Church St. To S. Mobile St. - Approx. 2735 L.F.
- B. Kirkman Lane - From Section St to S Church St - Approx. 1398 L.F. and including Side Streets: Ridgewood Cir, Francilla Cir, Boone Ln (South) & Ivy Cir
- C. Patlynn Drive - From Fairwood Blvd to Gayfer Ave - Approx. 1280 L.F.
- D. Marsim Drive - From Patlynn Dr to Jan Dr - Approx. 880 L.F.
- E. Bellangee, Call and Young Streets - Approx. 1660 Total L.F.
- F. Johnson Avenue - From Mershon St to Berglin St - Approx. 1685 L.F.
- G. Mershon Street - Morphy to Fairhope Ave - Approx. 1083 L.F.
- H. Jubilee Lane and Rock Creek Drive - Approx. 1354 L.F.
- I. Equality Street - from N. School St. to End of Maintenance - Approx. 750 L.F.
- J. Woodgrove Circle - From Blue Island Ave to Cul-De-Sac - Approx. 288 L.F.
- K. Kirkman Alley - S. Church St. to Liberty St. - Approx. 721 L.F.
- L. Boise Lane (Magnolia Ave to Atkinson Ln) - Approx. 331 L.F.

- M. Miller Lane (West) - Paving of Gravel Surface - Approx. 362 L.F.
- N. Alley's West & East - Paving of Gravel Surface - Approx. 1978 L.F.
- O. Point Clear Court (Cul-De-Sac) - Approx. 454 SQ. YDS
- P. FAIRHOPE MUNICIPAL STADIUM TRACK - Approx. 3112 SQ. YDS

The funding allocation recommended is (all NTE amounts):

103 55856 Capital Projects Paving (Impact Fees)	\$200,000.00
009 11010 7 & 2 Cent Gas Tax Fund	\$ 40,000.00
009 11015 4 & 5 Cent Gas Tax Fund	\$ 92,500.00
New 1 – cent Gas Tax Fund	\$ 75,000.00
Recreation Fund (Stadium Track Resurfacing)	\$ 42,600.00
Gas Utilities (50% of Pier Ave – Service Replacement)	\$ 36,125.00
 Total of Available Funds =	 \$486,225.00

Pier Avenue is currently scheduled to undergo Gas Services Replacement for every customer from Church to S. Mobile Street. This work will be scheduled last in the sequence of work to deliver a new surface post utility work. Gas Utilities will cover 50% of the resurfacing costs.

I will be available at the Works Session if you need additional information. Thank you for your thoughtful consideration in this matter.

Yours,

RDJ

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 Rotary Boys and Girls Club Basketball Court (Bid Number 029-20).

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

Please see attached Bid Tabulation for
Rotary Boys and Girls Club Basketball Court

[3] After evaluating the bid proposal with the required bid specifications, American Tennis Courts, Inc. with a total bid proposal of \$39,018.00, is now awarded the bid for the Rotary Boys and Girls Club Basketball Court.

Adopted on this 24th day of August, 2020

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

AUG 14 '20 PM 2:40

AUG 13 '20 PM 4:24

Issuing Date: 8/13/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Award Bid No 029-20 Rotary Boys and Girls Club Basketball Court to American Tennis Courts, Inc

Project Location: Rotary Boys and Girls Club

Presented to City Council: 8/24/2020

Funding Request Sponsor: Richard Johnson, Public Works Director
Pat White, Recreation Director

Resolution # :
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 39,018.00 (reimbursement from Restore)

Vendor: American Tennis Courts, 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 Prodl** 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: 103-55882
G/L Acct Name: Boys and Girls Club Playground

Project Budgeted: \$ 150,000.00 Impact fees
Balance Sheet Item- Included in projected cash flow \$0.00

Over (Under) budget amount: \$ (110,982.00)

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

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

Capital Lease: _____ Payment _____ Term _____

Comments:

City Council Prior Approval/Date? _____

City Treasurer	Finance Director	Mayor
Purchasing Memo Date: <u>8/13/2020</u>	Purchasing Memo Date: <u>8/13/2020</u>	Delivered To Date: <u>8/13/2020</u>
Request Approved Date: <u>8/13/2020</u>	Request Approved Date: <u>8/13/2020</u>	Approved Date: <u>8/15/20</u>
Signatures: <u>Kim Creech</u> Kim Creech	<u>Jim Cabaniss</u> Jim Cabaniss, MBA	<u>Mayor Kevin Wilson</u> Mayor Kevin Wilson



MEMO



To: Kimberly Creech, Treasurer

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

Date: August 13, 2020

Karin Wilson
Mayor

Council Members:

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

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

Re: **Council Approval and Greensheet -- award Bid No 029-20 Rotary Boys and Girls Club Basketball Court a budgeted FY20 project over \$10,000 for the City of Fairhope**

The Parks and Recreation Department requests approval of award of **Bid 029-20 Rotary Boys and Girls Club Basketball Court**, a budgeted item for FY20 of over \$10,000. This is part of the project: Boys and Girls Club Playground -- budget code 103-49895 line 30 in the amount of \$150,000.

The bid was issued on June 19, 2020 to thirteen companies and responses were received until June 30, 2020. One (1) response was received, and the lowest responsible and responsive bidder was. **American Tennis Courts, Inc in the total amount of THIRTY-NINE THOUSAND EIGHTEEN DOLLARS (\$39,018.00)**

The Parks and Recreation Department Director, Pat White and Public Works Director, Richard Johnson recommend that the City Council award the bid to **AMERICAN TENNIS COURTS, INC.**

Please place on the next available City Council Agenda this request to AWARD Bid 029-20 Rotary Boys and Girls Club Basketball Court to American Tennis Courts Inc. for \$39,018.00.

Cc: , R Johnson, Pat White Randy Weaver, 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 TABULATION
BID 029-20 Rotary youth Club Basketball Court
BID OPENED: August 13, 2020, 10:00 a.m.

Vendor	Bid Documents Signed/Notarized (Y/N)	Court Surface & Equipment	Court Fencing	Total Bid Price
American Tennis Courts	YES	\$ 23,736.00	\$ 15,282.00	\$ 39,018.00

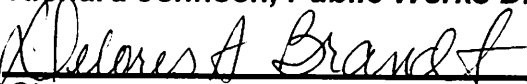
Recommendation:

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



 Signature 8/13/2020
 Date

Richard Johnson, Public Works Director



 Signature 8/13/2020
 Date

Delores A Brandt, Purchasing Manager

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 approve this unbudgeted procurement for a Munis module for the Parks and Recreation Department to enable citizens to access programs online through Tyler System Management Services with an initial cost of \$24,280.00 plus recurring annual costs of approximately \$2,304.00. This will be funded thru the CARES Act.

Adopted on this 24th day of August, 2020

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 8/14/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of Tyler Parks and Recreation module Munis software to enable citizen to access parks and recreation programs online.

Project Location: IT Department

Presented to City Council: 8/24/2020

Funding Request Sponsor: Jeff Montgomery, Director of Information Technology
Pat White, Recreation Director

Resolution #: _____
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 24,280.00 plus annual recurring fees \$2,304.00

Vendor: Tyler Technologies

Project Engineer: n/a

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

AUG 14 '20 PM 2:41

Department Funding This Project

General Gas Electric Water Sewer Gas Tax Cap Prod 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 _____

Expense Code: 001250-50470
G/L Acct Name: Purchase Vehicles and Equipment

Operating Expenses _____
Budgeted Capital _____
Unfunded XXX CARES Act

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

Project Budgeted: \$ - CARES Act reimbursement
Balance Sheet Item-
Included in projected
cash flow \$0.00

Over (Under) budget amount: \$ 24,280.00

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

Capital Lease: _____ - Payment _____ Term _____

Comments: The software is unbudgeted and has been approved to be reimbursed by the CARES Act.

City Council Prior Approval/Date? _____

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

Purchasing Memo Date: 8/13/2020 Purchasing Memo Date: 8/13/2020 Delivered To Date: 8/14/2020

Request Approved Date: 8/14/2020 Request Approved Date: 8/14/2020 Approved Date: _____

Signatures: Kim Creech Jill Cabaniss, MBA Mayor Karin Wilson



MEMO

Karin Wilson
Mayor

To: Kimberly Creech, Treasurer

From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Council Members:

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

Date: August 13, 2020

Re: **Greensheet --CC approval of the UN-budgeted over \$10,000 TYLER Parks and Recreation Module in MUNIS for payments, registrations, rentals, classes, etc. for the Parks and Recreation**

Lisa A. Hanks, MMC
City Clerk

The Director Parks and Recreation, Pat White, and IT Director, Jeff Montgomery, request approval of the implementation of **Tyler Parks and Rec module (MUNIS) software to enable consumers to interact with the Parks and Recreation programs**. This is unbudgeted for FY20 and will be funded thru the **CARES Act**.

Kimberly Creech
Treasurer

This is a Sole Source service through the **Tyler System Management Services contract**, and will be contracted on an annual basis. The proposal is for software License, implementation and one year of maintenance for eight (8) **modules**. The cost of the implemented program will be **TWENTY-FOUR THOUSAND TWO HUNDRED EIGHTY DOLLARS (\$24,280.00) plus annual recurring fees of \$2,304.00**.

NOTES: See Attached Vendor quote or details.

Please compose a greensheet and place on the next available City Council Agenda this request to approve this unbudgeted procurement for the software, Parks and Rec through Tyler System Management Services with an initial cost of \$24,280.00 plus recurring annual costs of approximately \$2,304.00

CC: file, Jeff Montgomery, Pat White

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: Pat White

Date: 8/13/2020

Department: Parks and Recreation

ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** Tyler Parks and Rec software
2. **What is the total cost of the item or service?** 24,280.00 + MAINTENANCE
3. **Where will the item or service be physically located?** Recreation Center office
4. **What is the primary function of the item or service?** Click or tap here to enter text.
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?** 8/25/2020
8. **Additional Information or Comments:** Reimbursable through the CARES Act
9. **Vendor Name:** Tyler Technologies
10. **Vendor Number:** 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?** Click or tap here to enter text.
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 and jennifer.bush@fairhopeal.gov.



Quoted By: Brad Reed
 Date: 7/28/2020
 Quote Expiration: 1/24/2021
 Quote Name: City of Fairhope - ERP - Parks and Rec
 Quote Number: 2020-114033
 Quote Description: Tyler Parks and Rec

Sales Quotation For

City of Fairhope
 161 N Section St
 Fairhope, AL 36532-2426
 Phone +1 (251) 928-2136

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Additional:						
Parks and Recreation	\$10,240.00	64	\$10,432.00	\$0.00	\$20,672.00	\$1,843.00
Tyler System Management Services Contract	\$0.00	0	\$0.00	\$0.00	\$0.00	\$461.00
TOTAL:	\$10,240.00	64	\$10,432.00	\$0.00	\$20,672.00	\$2,304.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Project Management	8	\$163.00	\$0.00	\$1,304.00
TOTAL:				\$1,304.00

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$10,240.00	\$2,304.00
Total Tyler Services	\$11,736.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$21,976.00	\$2,304.00
Contract Total	\$24,280.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval:

Date:

Print Name:

P.O. #:

All primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler System Management Services is calculated at 25% of the Munis annual maintenance. There is a \$2,500 minimum annual fee.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Comments

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services be removed by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.

Tyler System Management Services is calculated at 25% of annual maintenance. The quoted value is in addition to your current Tyler System Management Services and will be subject to an annual increase at our then current pricing.

Dee Dee Brandt

From: Jeff Montgomery
Sent: Tuesday, August 4, 2020 1:26 PM
To: Pat White; Kimberly Creech
Cc: Dee Dee Brandt
Subject: Re: parks and rec

Parks and Rec: This program will be used to manage memberships and signups for the Rec Center online. This will decrease foot traffic in the main building. It will also be used to schedule fields to keep track of who is on city property.

Centralized Program Administration

Tyler Parks & Rec features an administrative portal that centralizes all department administrative tasks and reduces manual processes for overall improved operations.

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- Save classes for future use and build a library of popular classes
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- Customer portal information reduces the need for paper-based brochures and flyers

Jeff Montgomery
City of Fairhope
Director of Information Technology

From: Pat White <pat.white@fairhopeal.gov>
Date: Tuesday, August 4, 2020 at 7:45 AM
To: Kimberly Creech <kim.creech@fairhopeal.gov>, Jeff Montgomery <jeff.montgomery@fairhopeal.gov>
Cc: Dee Dee Brandt <deedee.brandt@fairhopeal.gov>
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Director of Parks and Recreation – City of Fairhope, AL
Pat.white@fairhopeal.gov
251 990-0151

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Cc: Dee Dee Brandt <deedee.brandt@fairhopeal.gov>
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During the COVID lockdown we did not have the ability to receive, process, and issue building permits online and it caused applicants (citizens) to have to drop off hard copy applications in a drop box in front of the office, our staff to have to go get them and bring them in, process them and issue the permit, and call the applicant to come back to pick them up and leave a check in the box. An online permitting system for submittal, processing, payment, and online issuance of permits would help in the reduction of spreading the virus. This software expenditure is definitely a response to coronavirus and a preventative measure to slow down the spread of the virus. Throughout the course of the COVID lockdown we have received countless complaints about our manual process and even though things are now loosening up many builders are waiting for permits. Yesterday we had an employee test positive to COVID-19, so we have again closed out City Hall.

<https://www.tylertech.com/products/energov>

Thanks,
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From: Jeff Montgomery <jeff.montgomery@fairhopeal.gov>
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To: Kimberly Creech <kim.creech@fairhopeal.gov>; Pat White <pat.white@fairhopeal.gov>
Subject: FW: parks and rec

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City of Fairhope
Director of Information Technology

From: "Reed, Brad" <Brad.Reed@tylertech.com>
To: Jeff Montgomery <jeff.montgomery@fairhopeal.gov>
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- 1) **Waitlist Functionality:** A waitlisted customer will be automatically promoted to the Registrants list if a current registrant cancels. That waitlisted customer will receive an email along with instructions to pay the invoice for the class to solidify their place. Is there an internal date ("deadline") by which the new registrant has to pay before the system moves on to the next person on the waitlist?

Response: There is no time limit applied when a person is moved from the waitlist to the registrants list. An email can be sent to the waitlisted customer directing them to complete the registration by paying the fees or canceling it. If they cancel, the next person on the waitlist is

automatically promoted to the registrant list. If no action is taken by the promoted customer, an admin would have to “manually” remove them from the registrant list so the next person on the waitlist is moved into the class.

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Response: Yes. There are a couple of approaches the city can take for this situation:

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Brad Reed
Account Representative
Tyler Technologies, Inc.
P: 248.269.1000 ext. 1658
www.tylertech.com

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Dee Dee Brandt

From: Jeff Montgomery
Sent: Wednesday, August 5, 2020 1:23 PM
To: Pat White; Kimberly Creech
Cc: Dee Dee Brandt
Subject: Re: parks and rec

References:

Sandy Ratcliffe, CPA

Deputy Director of Finance

1501 Mt Zion Rd, York, PA 17402

[717-757-3521](tel:717-757-3521) x 418

[717-793-2474](tel:717-793-2474) fax sratcliffe@springettsbury.com

Implemented software in 2018

https://springettsburypaparksandrec.tylertech.com/ParksRec_SpringettsburyPA_Prod/home

City of Florence, SC

Suzanne Edwards, Information Technology

324 W Evans St, Florence, SC 29501

[\(843\) 665-3162](tel:843-665-3162) sedwards@cityofflorence.com

Implemented software in 2014

<https://recreation.cityofflorence.com/ParksRec/home>

County of Harnett, NC

Carl Davis, Parks and Recreation Director

420 McKinney Parkway, Lillington, NC 27546 cdavis@harnett.org

Implemented software in 2018

<https://portal.harnett.org/ParksRec/home>

Jeff Montgomery

City of Fairhope
Director of Information Technology

From: Pat White <pat.white@fairhopeal.gov>
Sent: Tuesday, August 4, 2020 7:45:41 AM
To: Kimberly Creech <kim.creech@fairhopeal.gov>; Jeff Montgomery <jeff.montgomery@fairhopeal.gov>
Cc: Dee Dee Brandt <deedee.brandt@fairhopeal.gov>
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Kimberly Creech

From: localgov <localgov@finance.alabama.gov>
Sent: Monday, August 10, 2020 8:16 AM
To: localgov; Kimberly Creech
Subject: RE: CARES Act

Hey Kimberly,
The product would be reimbursable as described below. If you have any further questions, please let us know.

Brett Gantt

Coronavirus Relief Funds Office
State Comptroller's Office
Office:(334)353-2749
Work Cell: (334)322-1577
100 N Union St. Suite 277
Montgomery, AL 36130

From: localgov <localgov@finance.alabama.gov>
Sent: Wednesday, August 5, 2020 5:31 PM
To: Kimberly Creech <kim.creech@fairhopeal.gov>; localgov <localgov@finance.alabama.gov>
Subject: RE: CARES Act

Thank you Kimberly. We have forwarded your response to the legal team and will let you know as soon as we have a response.

Brett Gantt

Coronavirus Relief Funds Office
State Comptroller's Office
Office:(334)353-2749
Work Cell: (334)322-1577
100 N Union St. Suite 277
Montgomery, AL 36130

From: Kimberly Creech <kim.creech@fairhopeal.gov>
Sent: Wednesday, August 5, 2020 2:31 PM
To: localgov <localgov@finance.alabama.gov>
Subject: FW: CARES Act

See below. Please let me know if you need additional information.

Thanks,

Kim Creech

City Treasurer

City of Fairhope

P O Drawer 429

Fairhope, AL 36533

Email: Kim.creech@fairhopeal.gov



From: Jeff Montgomery <jeff.montgomery@fairhopeal.gov>
Sent: Wednesday, August 5, 2020 1:53 PM
To: Kimberly Creech <kim.creech@fairhopeal.gov>; Pat White <pat.white@fairhopeal.gov>
Subject: Re: CARES Act

- Was this system previous budgeted for? No
- Was there contemplation of buying it in the past? No
 - Any documented evidence of consideration? No. It was discuss for the first time July 27th.
 - Any communication related to consideration? No.
- Can the current system be accessed by VPN or other virtual access? Yes
 - Can modifications be done to current system to allow virtual access? Not for the Citizens to be able to go online to complete transactions.
- Is the main purpose of the system to provide remote work? – Not for City Employees, it will be used to reduce in person traffic into the rec center for sign ups/registrations/renewals. However, a city employee could manage memberships and class signups remotely.
- How does the new system interact with your current system? Money collected from Web portal will be directly transferred data into Current Systems GL. Both our current and the Parks and recreation software is a Tyler Technologies software.
- Is this a new system, replacement system, or add-on to your current system? Add on
- What is the cost? \$24,280.00
- How long to purchase, implement, and deploy? 3 months

Jeff Montgomery
City of Fairhope
Director of Information Technology

From: Kimberly Creech <kim.creech@fairhopeal.gov>
Date: Wednesday, August 5, 2020 at 12:55 PM
To: Pat White <pat.white@fairhopeal.gov>, Jeff Montgomery <jeff.montgomery@fairhopeal.gov>
Subject: RE: CARES Act

See below. Can you answer some of these questions.

Thanks,
Kim

From: localgov <localgov@finance.alabama.gov>
Sent: Wednesday, August 5, 2020 12:06 PM
To: Kimberly Creech <kim.creech@fairhopeal.gov>; localgov <localgov@finance.alabama.gov>
Subject: RE: CARES Act

Good Afternoon,

Please see below for some additional questions we have regarding the software:

- Was this system previous budgeted for? No
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- What is the cost?
- How long to purchase, implement, and deploy?

If you have any questions, please let us know!

Morgan N. Bryant

State Comptroller's Office
Coronavirus Relief Funds Office
100 N. Union Street, Suite 277
Montgomery, AL 36104
www.comptroller.alabama.gov

From: Kimberly Creech <kim.creech@fairhopeal.gov>
Sent: Wednesday, August 5, 2020 10:49 AM
To: localgov <localgov@finance.alabama.gov>
Subject: CARES Act

See below. We are looking at implementing Parks and Recreation software that is designed to help reduce the number of citizens that would come into our facilities. This software expenditure is definitely a response to the coronavirus and preventative measure to slow down the spread of the virus. Now that we have opened up our parks and recreation department, we need a software that would help reduce the number of citizens coming to purchase annual passes, registration etc.

I believe this software would meet the CARES Act reimbursement guidelines. Please let me know.

Thanks,

Kim Creech

City Treasurer

City of Fairhope

P O Drawer 429

Fairhope, AL 36533

Email: Kim.creech@fairhopeal.gov



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To: Pat White <pat.white@fairhopeal.gov>; Kimberly Creech <kim.creech@fairhopeal.gov>
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Response: Facility access is not currently supported. Our development team would have to build in some integration that would allow for a membership check that would send a "Yes/No" response to a door's electronic access hardware. There would be an additional cost for doing this. The cost would depend on the specific hardware devices being used and if those devices have available APIs we could leverage.

- 5) Could they allow the non-profit organizations to use Tyler P&R to handle all the registrations and facility scheduling for their leagues?
a. If so, how would they be able to route all the revenue for these leagues back to the non-profit organizations?

Response: Yes. There are a couple of approaches the city can take for this situation:

- 1) The city could setup and maintain the classes/activities and facilities in Tyler Parks & Rec for their non-profit organizations to use for registering their league customers. Fees paid for these non-profit league registrations could be automatically allocated to a G/L account setup specifically for the non-profit agency.
- 2) The city could show the non-profit league programs on the Tyler Parks & Rec customer portal, but not take the actual registrations through it. Instead, a URL link back to each non-profit organization's website could be provided for customers to register there. The city could then "rent" their fields to the non-profit programs using the rental reservation functionality in Tyler Parks & Rec.

Brad Reed
Account Representative
Tyler Technologies, Inc.
P: 248.269.1000 ext. 1658
www.tylertech.com

Did you know that Tyler now offers a Managed Threat Detection and Response Service? This is for the entire network not just Tyler products. Learn how other clients are staying on top of the fastest growing crime with Tyler Detect.

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 approve this unbudgeted procurement for a Fire Resistant Bulletproof Window for Police Station Lobby from Bailey Door, Inc. with a cost of \$9,858.00. This will be funded thru the CARES Act.

Adopted on this 24th day of August, 2020

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

AUG 12 '20 PM 2:51

Issuing Date: 8/12/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of a fire resistant bulletproof window for the lobby of the Police Station

Project Location: Police Station

Presented to City Council: 8/24/2020

Resolution # :
Approved _____

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

Changed _____

Rejected _____

Project Cash Requirement Requested:

Cost: \$ 9,858.00 (reimbursement from CARES Act)

\$ _____

Vendor: Bailey Door, 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:

Funding Source:

Expensed _____
Capitalized XXX
Inventoried _____

Operating Expenses _____
Budgeted Capital _____
Unfunded XXX

Expense Code: 001150-50475
G/L Acct Name: Capital Improvement

Grant: \$9,858.00 Federal - not to exceed amount
State _____
City _____
\$0.00 Local

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

Over (Under) budget amount: \$ 9,858.00 Reimbursement from CARES Act

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

Comments:

This window will protect employees and citizens from the COVID-19.

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 8/5/2020

Purchasing Memo Date: 8/5/2020

Delivered To Date: 8/12/2020

Request Approved Date: 8/12/2020

Request Approved Date: 8/12/2020

Approved Date: 8/12/20

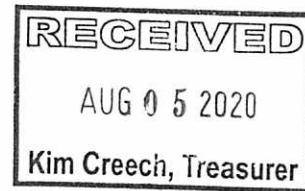
Signatures: Kim Cteech
Kim Cteech

Jill Gabaniss
Jill Gabaniss, MBA

Mayor Karin Wilson
Mayor Karin Wilson



MEMO



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

Karin Wilson
Mayor

Date: August 5, 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 one (1) unbudgeted bulletproof window with tray and intercom in the lobby of the Police Department using COVID-19 guidelines

The Fairhope Police Chief, Stephanie Hollingshead, is requesting procurement of **one (1) plexiglass window that is bulletproof, has a tray and intercom system as per COVID-19 guidelines** for the protection of employees and citizens to be used for interactions between Police personnel as they assist citizens who enter the lobby.

Most of the expense for this 28" x 34" fire resistant window is due to the window being placed on a firewall. It will need to meet fire code and also be fire rated.

Four quotes were solicited and only one sent a written response, Bailey Door Inc. in the amount of NINE THOUSAND EIGHT HUNDRED FIFTY-EIGHT DOLLARS (\$9,858.00). See Attached responses.

Please compose a greensheet and obtain Council approval to procure the fire resistant, bulletproof window for the lobby of the Police Station in the amount of \$9,858.00 from Bailey Door, Inc.

161 North Section
Street PO Drawer 429
Fairhope, Alabama
36533

Cc: file; S Hollingshead, T. Hoskins, DJ White, Clint Steadham

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov



Fairhope Police Department

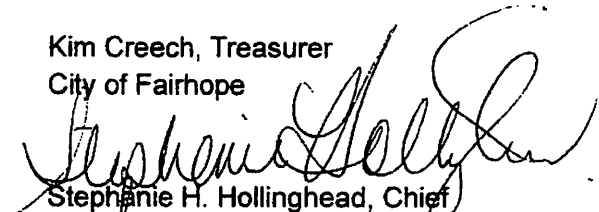
Stephanie H. Hollinghead
Chief of Police

"On Beautiful Mobile Bay"

107 N. Section St.
Fairhope, AL 36532
(251) 928-2385
Fax (251) 990-0158

DATE: July 1, 2020

TO: Kim Creech, Treasurer
City of Fairhope

FROM: 
Stephanie H. Hollinghead, Chief
Fairhope Police Department

SUBJECT: Bullet Proof Window in Lobby

Due to the current COVID-19 pandemic, specific guidelines such as six feet social distancing have been put in place in order to limit and control the spread of the virus. As an emergency facility, we are essential to the public and as such, emergency services cannot be placed on hold during this pandemic. Although, providing emergency services to the citizens of Fairhope cannot waver, they must be provided in a way that keeps the employees of the Department safe and free from COVID-19 infection. As the Chief of Police, I am responsible not only for ensuring the safety and protection of life and property for the citizens, I am also responsible for ensuring that I do everything possible to ensure the safety and protection of the employees who assist these citizens on a daily basis.

Currently, our Police Department lobby is not set up to adequately follow the COVID-19 safety guidelines. For the protection of the employees, and to continue to provide superior service to the citizens of Fairhope, I am requesting that a 28" X 34" fire resistant window with a tray be installed along with an intercom system. This will enable employees to properly assist citizens while still following the COVID-19 safety guidelines. This expense should not exceed \$10,000.00. Please note that the expense is due to the window being placed on a firewall; therefore, to meet fire code, the window must be fire rated.

My hope is to be prepared for the worst-case scenario in the event that COVID-19 procedures become our new normal. Your consideration in this matter will be greatly appreciated.

SHH/tdh

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Chief Stephanie Hollinghead
Department: Police Department

Date: 07/28/2020

ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** Bullet Proof Lobby Window
2. **What is the total cost of the item or service?** \$9,858.00
3. **Where will the item or service be physically located?** Inside PD Lobby
4. **What is the primary function of the item or service?** Serve the Citizens
5. **How many do you need?** One (1)
6. **Item or Service Is:** New Used Replacement Annual Request
7. **When do you anticipate implementation?** 8/15/2020
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?**
3. **What is the Capital Project Name or Operating Budget Code:** COVID-19
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 and jennifer.bush@fairhopeal.gov.

PURCHASING USE ONLY

Vendor Name: Bailey Door

Vendor Number: 28438

Current Business License: Yes No

Bailey Door Inc

16490 Pine Grove Road Extension East

Bay Minette, AL 36507

(251) 937-0546 – Office/Fax

baileydoorinc@gmail.com

Re: Fairhope Police Department

Bullet Resistant Window:

TSS

1 – 30" x 44" tall level 3 bullet resistant extruded aluminum frame transaction window glazed with 1 ¼" thick laminated acrylic polycarbonate. Six inch hole with ten inch backer for natural voice transmission. Stainless steel counter (30" x 12" x 1 ½") and tray (14" x 8" x 1 ¾") with bullet trap. Level 3 composite panel from floor to bottom of transaction window.

Installed: \$9,131.00

+ \$ 727.00 - Glass Clad Bullet Resistant Glazing

9,858.00

Price based on single shipment and install of material quoted. Opening and blocking as required by other.

Thank You

Sam Bailey

232-7454

Tyron Hoskins

From: Sam Bailey <baileydoorinc@gmail.com>
Sent: Sunday, July 26, 2020 11:44 AM
To: Tyron Hoskins; Sam Bailey
Subject: Re: Transaction Window

Tyron,

The cost to upgrade to glass clad bullet resistant glazing would be \$727.00.

Sam

On Fri, Jul 24, 2020 at 5:37 PM Sam Bailey <baileydoorinc@gmail.com> wrote:
Tyron,

Please find estimate attached for the bullet resistant window and fire shutter. I had several issues come up on the window. The voice intercom projects to far of the window and would obstruct the fire door from closing, The drawer would cause the same problem as the intercom. The height of the window had to be increased since the drawer would not be on the bottom of the window. The smallest size the fire shutter can be made is 3'3" in width, I increased the width to 30" to take up some of the extra space where the shutter will be located. I will still need to coordinate counter top placement and may require some blocking to pad out the fire shutter. The window is glazed with polycarbonate, I have requested a cost difference from the manufacturer to use a glass clad product, It will be more expensive, but will resist surface scratches better in the long term. Once I send a price on glass option, we can run through everything.

Sorry for the delay, trying to coordinate how it all was all going to fit together took me a little longer then I thought.

--

Sam Bailey
Bailey Door, Inc.
(251) 937-0546
baileydoorinc@gmail.com

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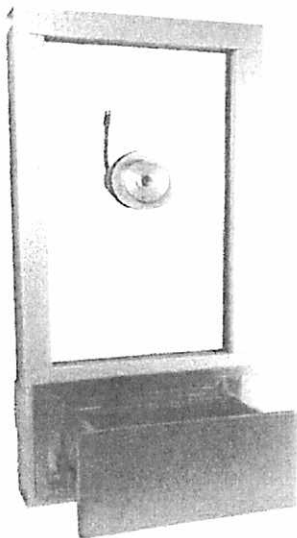
Rachel Bailey
Bailey Door, Inc.
(251) 937-0546
baileydoorinc@gmail.com

BULLET PROOF WINDOW FOR POLICE LOBBY PRICING INFORMATION

1. COVENANT SECURITY EQUIPMENT - ARIZONA:

I spoke to a customer service representation on July 7, 2020 in reference to the below window. I was informed that the window was not fire rated, which is necessary due to the wall in which the window will be installed notated as a firewall.

The cost for the window is \$6,269.00. It does not include installation or a fire shutter.



CSE-QS-TS-1019-2248 | Ticket Window With Transaction Drawer

Need Help? Call Us At [1-866-286-4400](tel:1-866-286-4400)

SKU: CSE-QS-TS-1019-2248 L3 AST-C

\$6,269.00 + FREE SHIPPING*

Clear Anodized Aluminum

Bullet Resistant Level 3

USUALLY SHIPS WITHIN

4-5 weeks

Add to cart

Print Proposal

Request a Custom Quote

2. US SECURITY SYSTEMS, INC. – MONTGOMERY, ALABAMA:

I spoke with John Ames on July 7, 2020. Per Mr. Ames, his company did not have fire rated transaction windows and also did not provide a fire dampner. He further stated that a bulletproof window for the size needed would run between \$7,000 - \$8,000. This price does not include installation. Unable to get a written quote from him. (Could not locate a picture from their website.)

3. CORNERSTONE DETENTION PRODUCTS – MADISON, ALABAMA

I started reaching out to Ryan Childers in the middle of June. I also sent him an email on June 26th and still no reply. Prior to sending the email, Mr. Childres was here at the Police Department and took the measurements and specifics for the window, but as of July 28th, no reply has been received.

It is important to note that we have searched tirelessly to find the appropriate window, which includes a window that is bullet resistant and fire rated or have a fire shutter, but have been unsuccessful. Bailey Door Inc. has been able to provide a quote for all requirements needed for proper installation of the window.

T. Hoskins
July 28, 2020

Kimberly Creech

From: localgov <localgov@finance.alabama.gov>
Sent: Thursday, August 6, 2020 12:30 PM
To: Kimberly Creech; localgov
Subject: RE: CARES Act

Kim,

Since it will be inside the lobby and not a drive-thru window, it would be considered reimbursable.

If you have any questions, please let us know!

Morgan N. Bryant

State Comptroller's Office
Coronavirus Relief Funds Office
100 N. Union Street, Suite 277
Montgomery, AL 36104
www.comptroller.alabama.gov

From: Kimberly Creech <kim.creech@fairhopeal.gov>
Sent: Wednesday, August 5, 2020 4:40 PM
To: localgov <localgov@finance.alabama.gov>
Subject: FW: CARES Act

See below. Please let me know if you need additional information.

Thanks,
Kim

From: Stephanie Hollinghead <Stephanie.Hollinghead@fairhopeal.gov>
Sent: Wednesday, August 5, 2020 1:09 PM
To: Kimberly Creech <kim.creech@fairhopeal.gov>
Subject: RE: CARES Act

No, it will be inside the lobby. It would be the only means of face to face communication without having physical contact. This will allow us to social distance. We do not have the ability to use shield like what is in city hall. We physically have to come out into the lobby to address peoples needs.

From: Kimberly Creech <kim.creech@fairhopeal.gov>
Sent: Wednesday, August 5, 2020 12:50 PM
To: Tyron Hoskins <Tyron.Hoskins@fairhopeal.gov>
Cc: Stephanie Hollinghead <Stephanie.Hollinghead@fairhopeal.gov>
Subject: FW: CARES Act

See below. Will the window be on the outside of the Police station?

Thanks,
Kim

From: localgov <localgov@finance.alabama.gov>
Sent: Wednesday, August 5, 2020 12:10 PM

To: Kimberly Creech <kim.creech@fairhopeal.gov>; localgov <localgov@finance.alabama.gov>
Subject: RE: CARES Act

Good Morning,

Is this a window inside the Police Station or is it a drive-thru window?

Thank you!

Morgan N. Bryant

State Comptroller's Office
Coronavirus Relief Funds Office
100 N. Union Street, Suite 277
Montgomery, AL 36104
www.comptroller.alabama.gov

From: Kimberly Creech <kim.creech@fairhopeal.gov>
Sent: Wednesday, August 5, 2020 9:26 AM
To: localgov <localgov@finance.alabama.gov>
Subject: CARES Act

City of Fairhope has a need to put a 28" x 34" fire resistant window with a tray to be installed along with an intercom system in our Justice Center (Police Station). This will enable employees to properly assist citizens while still following the COVID-19 safety guidelines. We are responsible for ensuring the safety and protection of life and property for citizens at our Justice Center. By adding this window, it would help provide a way to help keep the employees of the department safe and protection from the virus.

I believe this would follow the CARES Act reimbursement guidelines, but I wanted to make sure. If you need additional information, please let me know.

Kim Creech

City Treasurer

City of Fairhope

P O Drawer 429

Fairhope, AL 36533

Email: Kim.creech@fairhopeal.gov

FAIRHOPE
ALABAMA





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

ALCOHOLIC BEVERAGE LICENSE APPLICATION

PLEASE PRINT

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

APPLICANT'S NAME Kathleen F. Sahlstrom *Creekside Development Corp.* SSN# _____

AGE _____ DATE OF BIRTH _____ PLACE OF BIRTH _____

MAILING ADDRESS 2212 Harlem Blvd, Rockford, IL 61103

HOME # _____ WORK # _____

CELL # 815/979-2376 FAX # _____

RESIDENCE ADDRESS 2212 Harlem Blvd Rockford, IL 61103

NO. YEARS AT PRESENT ADDRESS 30 NO. YEARS AT PREVIOUS ADDRESS _____

PREVIOUS ADDRESS _____

NAME AND ADDRESS OF BUSINESS The Shipstore at Fly Creek Marina
831 N. Section Street, Unit 101, Fairhope, AL 36532

NAME OF CORPORATION Creekside Development Corp., DBA Fly Creek Marina

BUSINESS LOCATION 831 N. Section Street, Fairhope, AL 36532

HAS APPLICANT EVER HAD AN ALCOHOLIC BEVERAGE LICENSE BEFORE Yes

IF SO, WHERE Fairhope, AL UNDER WHAT NAME Creekside Development Corp., dba Fly Creek Cafe (1994-2000)

HAS APPLICANT EVER BEEN ARRESTED No IF SO, WHERE "Fly Creek Boating Club" LPH

WHEN _____ WHAT WAS CHARGE _____

DISPOSITION _____

LIST THREE REFERENCES:

NAME	ADDRESS	PHONE NUMBER
Jim Lowery Lowery Tax	805 N. Section St. Fairhope, AL 36532	
Joe Courtney Courtney & Morris	8477-A County Rd 64 Suite 4 Dapney, AL 36526	
Renee Mashburn Green Gates	801 N. Section St. Fairhope, AL 36532	

City of Fairhope
Alcoholic Beverage
License Application
Page -2-

PLEASE SELECT TYPE OF LICENSE APPLYING FOR:

- 011 - PACKAGE STORE LICENSE** – Allows sale of liquor, wine, or beer at Retail, TO GO only. No one under age 21 allowed on premises. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10th of each month on the purchase price paid for all liquor for use or resale by the licensee.
- 010- LOUNGE LIQUOR LICENSE** – Allows sale of liquor, wine, or beer for on and off consumption. No one under age 21 allowed on the premises. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10th of each month on the purchase price paid for all liquor for use or resale by the licensee.
- 031- CLUB LIQUOR LICENSE** – Allows sale of liquor, wine, or beer but must meet ABC Board's "club" regulations. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10th of each month on the purchase price paid for all liquor for use or resale by the licensee.
- 020 - RESTAURANT LIQUOR LICENSE** – Allows sale of liquor, wine, or beer for on-premises consumption only and 51% of gross receipts must come from the sale of food. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10th of each month on the purchase price paid for all liquor for use or resale by the licensee.
- 140 - SPECIAL EVENTS LICENSE**
- 160 - SPECIAL RETAIL LICENSE** – More than 30 days
- 040 - BEER ON/OFF PREMISES LICENSE** – Allows sale of Beer Only, on and off consumption.
- 050 - BEER OFF-PREMISES LICENSE** – Allows sale of Beer Only, TO GO only.
- 060 - WINE ON/OFF PREMISES LICENSE** – Allows sale of Wine Only, on and off consumption.
- 070 - WINE OFF-PREMISES LICENSE** – Allows sale of Wine Only, TO GO, only.
- 100 - WINE WHOLESALER LICENSE**
- 210 - WINE IMPORTER LICENSE**
- 200 - WINE MANUFACTURER LICENSE**
- 240 - NON-PROFIT TAX EXEMPT LICENSE**

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

Kathleen Sabstrom
SIGNATURE (FULL NAME)

08/04/2020
DATE

NOT APPROVED _____ DATE _____

NOT APPROVED
BY COUNCIL _____ DATE _____
City Clerk

APPROVED [Signature] DATE 8/11/2020
Chief of Police

APPROVED
BY COUNCIL _____ DATE _____
City Clerk

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