

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

**MONDAY, 14 SEPTEMBER 2020 – 4:30 P.M. – COUNCIL CHAMBER**

1. Discussion by Fairhope Environmental Advisory Board: By-Laws and the Dyas Triangle Property.
2. Committee Updates
3. Department Head Updates

**Next Regular Meeting – September 28, 2020 - Same Time and Place**

Draft for City of Fairhope Code of Ordinances

DIVISION 2. - ENVIRONMENTAL ADVISORY BOARD

Sec. 2-81. - Mission.

The mission of this board shall be to provide policy advice to the mayor and city council regarding *environmental* matters that concern the City of Fairhope.

Sec. 2-82. - Membership.

(a) **Members will be residents of Fairhope.** They will be interested in the *environmental* issues. Employees of *environmental* agencies or companies having economic interests in *environmental* matters will be welcome to attend board meetings and comment on issues under study.

(b) **The board will consist of nine (9) members. Members may be nominated by the mayor, city council or by other members. Members will be appointed by the city council. A member with unwarranted absence from three (3) regular meetings shall have resigned their appointment.**

(c) The city will assign a qualified employee to attend meetings and be responsible for taking meeting minutes to be distributed to members and other interested parties and maintain an up-to-date listing of members and their addresses. Other city employees with *environmental* responsibilities are urged to attend meetings.

(d) **The board may have sub-committees, such as tree or recycling committees, which will each have its own chairman and appropriate objectives. Such sub-committees may meet separately as needed but will report their activities in regular monthly board meetings.**

(e) The city council will appoint one (1) councilman to attend board meetings and/or keep informed of board activities. At a minimum, the councilman will meet with the board chairman every three (3) months to keep apprised of *environmental* issues under consideration.

Sec. 2-83. - Officers and meetings.

(a) The chairman of the board will be selected by majority vote of the members attending the first meeting of the year and may serve as long as the board decides.

(b) The chairman will organize and preside over meetings and appoint members to special sub-committees as needed to accomplish issues being addressed.

(c) A majority vote of attending members will be required before an issue is brought before the mayor and city council.

(d) The monthly meeting will be held at 3:00 p.m. on the second Friday of each month at a location determined by the chairman. Other special meetings may be called as needed.

**FAIRHOPE ENVIRONMENTAL ADVISORY BOARD  
RESOLUTION FOR THE DYAS TRIANGLE PARK  
AUGUST 14, 2020**

**Resolution:** To best serve the citizens of Fairhope and the intent of the “Parkland” designation for the 109 acres known as the Dyas Triangle, the Fairhope Environmental Advisory Board recommends the following four steps be implemented by the City of Fairhope:

1- Prepare a *Natural Resource Inventory* of the entire site.

To determine the best Parkland uses for the property, planners must understand which potential uses are compatible with existing ecological functions and habitat values. This study would create a detailed baseline of existing natural assets at the site, including but not limited to Fly Creek watershed protection, native upland forest, greenspace connectivity, and native plant and animal species habitat.<sup>1</sup> The Study should conclude with professional, science-based recommendations for restoration and conservation, a long-term and interim management plan supporting the selected endpoints, and should provide details required to support an informed selection of compatible recreation options that enhance and sustain these functions and values.

It is anticipated that this study would cost less than \$10,000. It would prepare planners for the development of alternatives and site engineering as well as provide site-specific details for the upcoming Fly Creek Watershed Management Plan and the Fairhope Area Community-Based Comprehensive Plan.

2- Prepare *Site Development Alternatives* and select a *Preferred Alternative*.

In consideration of the information and recommendations from the *Natural Resources Inventory*, the City should prepare up to three viable alternative site plans consistent with the Parkland designation.<sup>2</sup> Site alternatives should consider a range of potential activities and amenities suggested through public involvement<sup>3</sup> and should eliminate from further consideration any activities identified as incompatible in the *Natural Resources Inventory* or that are determined to be cost prohibitive.

Depending on timing, public engagement surrounding these alternatives may be incorporated into events associated with the upcoming Comprehensive Plan; however, public participation for this project could also proceed as a separate, complimentary process. The City should include natural

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<sup>1</sup> This study could incorporate information and otherwise tier from the Woolbright and Todia, 2003, *Audubon International's Natural Resource Inventory for the City of Fairhope, Alabama*. The 2003 study is a high-level, comprehensive look at the natural resources within the City of Fairhope planning jurisdiction and makes recommendations for development compatibility and ongoing preservation priorities. However, the 2003 study does not provide enough detail about the Dyas Triangle for site-specific, planning-level use.

<sup>2</sup> These plans may build from or incorporate the 2014 preliminary design (Thompson Engineering, 2014, project number 13-1101-0157).

<sup>3</sup> To date some potential recreation amenities have included the following suggestions: primitive trail system with some ADA-accessible paved trail access, bathroom facilities, nature center, walking, jogging, biking, climbing wall, archery, non-motorized boat launch, arboretum/botanical gardens, etc.

resource conservation, public input, and cost in consideration of the selected preferred alternative.

3- *Restore the Dyas Triangle and Develop the Dyas Triangle outdoor recreation experience.*

Depending on the selection of the conservation/restoration ecological endpoint and/or the selected recreation amenities, grant monies may be available to support the implementation of the final decision (i.e., forest restoration grants and trails development grants).<sup>4</sup> The City should retain the ongoing responsibility for management and upkeep of the site, unless partnered with a grant-giving or other organization with natural resources expertise relevant to the selected conservation endpoint.

4- *Consider conservation / protection options.*

As the asset is restored, developed, and functioning as prescribed by the management plan, the City should consider which options for long term preservation of the area are most appropriate.

The property has already been zoned as “Parkland” by the City, and while this designation provides the public some assurances to the allowable uses of the property, zoning designations can be changed, rendering the current “Parkland” designation as impermanent. It is worth considering a more permanent instrument to preserve the vision outlined in the management plan, such as revised deed language or a conservation easement. Deed language that describes the purpose of the property and the long term vision for it would remain with the deed for future generations as long as the City owns it, and would provide some legal protections that a zoning designation would not. Deed language can be altered by a court if the owner can demonstrate a hardship. A conservation easement provides similar protections, but cannot be removed, even in the case of hardship. It also must designate a third party to enforce the terms of the easement in perpetuity. A third party is typically a land trust or some level of government that has the ability to maintain the property in the desired condition as outlined in the conservation easement.

Regardless of the final designation of the area, the City should keep a qualified third-party conservation organization involved in site development and management to ensure that the best available science and technological considerations are implemented.

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<sup>4</sup> For example, community grants are available through the following agencies, nonprofit organization, and corporations: National Fish and Wildlife Foundation (NFWF), Alabama Gulf Coast Recovery Council, Natural Resources Conservation Service (NRCS), Alabama Forestry Commission, Alabama Department of Conservation and Natural Resources (Coastal Area Management Program), National Wildlife Federation, Southern Company (or other private corporations), National Park Service, Federal Highway Administration, IMBA Trail Solutions, etc.



## Potential Questions from the Public

- *Why now?*  
The City is moving forward with Greeno Overlay, Volanta Park redevelopment, Fairhope Docks, and other projects so is primed to integrate planning elements as necessary between projects. The City has owned the property for many years at this point, and there is general consensus across interested stakeholders that it's time to take action and move it forward.
- *Will the conservation easement restrict private property rights?*  
The City can move forward with managing and using the site and delay the conservation easement decision while it researches preservation options, engages qualified professionals, and formulates a science- and community-based decision for long term preservation.
- *Do we need outsiders to consult, manage, or develop the area, or can the City handle it?*  
The City's capability and capacity to manage this site with in-house technical expertise and labor will be identified in the *Natural Resources Inventory*; thus, roles will be determined as additional information is obtained with the Inventory.
- *Can we increase coordination between City functions?*  
All aspects of the evaluation of potential alternatives and development of the site will be coordinated and communicated between Fairhope governing entities, including the Mayor's office, City Council, and pertinent staff.

**CITY OF FAIRHOPE  
CITY COUNCIL AGENDA**

**MONDAY, 14 SEPTEMBER 2020 – 6:00 P.M. - CITY COUNCIL CHAMBER**

**Invocation and Pledge of Allegiance**

1. Approve minutes of 24 August 2020 Regular City Council Meeting, minutes of 24 August 2020 Work Session, minutes of 24 August 2020 Agenda Meeting, and minutes of 1 September 2020 Special City Council Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. **Final Adoption** – 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. (Introduced at the August 24, 2020 City Council Meeting)
6. Ordinance – An Ordinance Authorizing the Issuance of the City’s not to exceed \$11,935,000.00 principal amount of Utilities Revenue Warrants, Series 2020, dated September 30, 2020.
7. Resolution – Complying with the Requirements of Section 8.2(b) of the Trust Indenture between the City of Fairhope, Alabama, and Regions Bank dated as of November 1, 1996, as Supplemented.
8. Resolution – That the City Council hereby authorizes the Council President to negotiate a Municipal Lease Agreement between the City of Fairhope, Alabama (“Lessee”) and Christopher G. Campbell and Bonnie C. Campbell (“Lessor”) for use of the premises solely and exclusively for an access to a 40 foot Golf Maintenance Easement more commonly described as shown in “Exhibit A.” The lease amount will be a not-to-exceed \$1,500.00 per year for use of approximate 2.47 acres, more or less; subject to any and all current easements specifically but not limited to that previously granted to Alabama Power.
9. Resolution – To Award RFP for Program Administrative Services Contract for the Alabama Department of Conservation and Natural Resources (ADCNR) Grant #S1P17-FACP (Restore Act – Comp Plan Project) to Grant Management, LLC with a total not to exceed fees of \$26,000.00 subject to review and approval by ADCNR and City Attorney prior to execution (RFP 006-20).
10. Resolution – That the City Council hereby approves the following recommendations from CobbsAllen, along with City Treasurer Kim Creech, for our Stop Loss Carrier and Rx Carve-Out: Stop Loss Carrier change to Pareto Captive (HCC) effective October 1, 2020; and Rx Carve-Out to MedOne PBM effective November 1, 2020 so Specialty Drug Carve Out with RxHelp will go into effect on January 1, 2021.

11. Resolution – That the Governing Body of the City of Fairhope, Alabama, hereby rescinds Bid No. 031-20 for HVAC, Parts, and Supplies for the Building Maintenance and Public Works Departments due to no bids received; authorizes the City to solicit for informal bids in accordance with Code of Alabama 1975 Section 39-2-6(b); and to allow negotiations for the needed supplies and equipment with the current vendor.
12. Resolution – That the Governing Body of the City of Fairhope, Alabama, hereby rejects all bids for Bid No. 034-20 Masonry and Concrete Work for Alterations at Fairhope Municipal Stadium for the Recreation Department (only one Valid Bid was received); and authorize to negotiate a contract with the one bidder, pursuant to the Code of Alabama 1975, Section 39-2-6(b).
13. Resolution – That the Governing Body of the City of Fairhope, Alabama, hereby rejects all bids for Bid No. 030-20 On-Call Large Tree Removal Services for the Public Works Department (one No Bid and one Non-Responsive Bid were received); and authorize to negotiate with contractor(s) for this work, pursuant to the Code of Alabama 1975, Section 39-2-6(b).
14. Resolution – That Mayor Karin Wilson is hereby authorized to execute Change Order No. 1 to Bid Number 018-19, Project No. SEW002-18 - Bayou Drive, Fairwood Drive, and Fairhope Avenue Wastewater Collection and Transmission Improvements to reflect actual quantities installed for a deductive change order in the amount of (\$92,293.38); and award of the Change Order to Boan Contracting.
15. Resolution – That the City of Fairhope has voted to procure Work Boots for the Public Works Department and Utilities; and the items are available for direct procurement from Cintas Corporation through the OMNIA Purchasing Group (Contract No. R-BB-19002) which has been nationally bid; and therefore, does not have to be let out for bid. This is a total cost not-to-exceed \$30,000.00.
16. Resolution – That the City of Fairhope has voted to approve this unbudgeted procurement for UV-Sanitizing Lights to use in City buildings to combat COVID-19 from MRSA-UV, LLC with a cost not-to-exceed \$15,000.00. This will be funded thru the CARES Act.
17. Resolution – That the City of Fairhope has voted to procure Annual Fire Extinguisher Inspection and Maintenance for the City of Fairhope from Safety Extinguishers, LLC with an estimate of \$15,000.00.
18. Resolution – That the City of Fairhope has voted to procure of Annual Renewal of QSCend QAlert Software Licensing (for the support ticket system for residents and businesses) for the IT Department from QSCend Technologies, Inc. with a cost of \$12,089.00.

19. Resolution – That the City of Fairhope has voted for procurement of an IT Security Consultant for the City of Fairhope; and the service is available for direct procurement from CDW Government, LLC through the Sourcewell Purchasing Coop which has been nationally bid; and therefore, does not have to be let out for bid. The Cost to be determined on an as needed basis.
20. Resolution – That the City of Fairhope has voted for procurement of an IT Consultant (Three Year Services) for the City of Fairhope (FY2021, FY2022, and FY2023); and the service is available for direct procurement from CDW Government, LLC through the Sourcewell Purchasing Coop which has been nationally bid; and therefore, does not have to be let out for bid. The Cost will be \$218,161.80 which covers all three years of consulting.
21. Resolution – That the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Add the SCADA Technician Job Position; and the Job Description and Pay Grade of 25.
22. Public Participation – (3 minutes maximum)
23. Executive Session - To discuss pending and potential litigation.
24. Adjourn

**City Council Work Session - 4:30 p.m.  
on Monday, September 14, 2020 – Council Chambers**

**City Council Agenda Meeting - 5:30 p.m.  
on Monday, September 14, 2020 – Council Chambers**

**Next Regular Meeting – Monday, September 28, 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, 24 August 2020.

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

There being a quorum present, Council President Burrell called the meeting to order. The invocation was given by Pastor Timothy Clark of Celebration Church and the Pledge of Allegiance was recited.

Council President Burrell stated there was a need to add on an agenda item after Agenda Item Number 14: a resolution that the City of Fairhope has voted to procure 24 or more Ornamental Trees (Chinese Pistache) to upgrade planted trees with large 2.5 inch caliper and 12 foot or taller above ground level trees on Section Street between Morphy and Oak. This represents a Public Works Project under \$50,000.00 and State Bid Law requires a singular quote.

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

Councilmember Conyers moved to approve minutes of the 10 August 2020, regular meeting; minutes of the 10 August 2020, work session; and minutes of the 10 August 2020, agenda meeting. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

Mayor Wilson addressed the City Council and announced the Fairhope Municipal Election for tomorrow will be from 7:00 a.m. to 7:00 p.m. at the Fairhope Civic Center.

Councilmember Robinson stated he wanted to reiterate Mayor Wilson that the Fairhope Municipal Election for tomorrow will be from 7:00 a.m. to 7:00 p.m. at the Fairhope Civic Center.

Councilmember Conyers requested citizens to come out and vote.

24 August 2020

Councilmember Robinson introduced in writing an ordinance to amend 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. Due to lack of a motion for immediate consideration, this ordinance will layover until the September 14, 2020 City Council meeting.

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Karin Wilson is hereby authorized to execute 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. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

**RESOLUTION NO. 3803-20**

**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

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Karin Wilson, Mayor

Attest:

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Lisa A. Hanks, MMC  
City Clerk

24 August 2020

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

**RESOLUTION NO. 3804-20**

**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

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Karin Wilson, Mayor

Attest:

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Lisa A. Hanks, MMC  
City Clerk



24 August 2020

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a 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). The motion was seconded by Councilmember Conyers. Stacey McKean with Grant Management explained who the other members of the firm would be working on this project. She said this is a three to four year project with three key team members. After further discussion, motion passed unanimously by voice vote.

**RESOLUTION NUMBER 3805-20**

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; and

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

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

24 August 2020

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the public improvements indicated herein for the 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”). Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

**RESOLUTION NO. 3806-20**

**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

24 August 2020

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

**RESOLUTION NO. 3807-20**

**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 Repair, Resurfacing & striping of Multiple Road 2020 for the Public Works Department. (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 Department.

[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 Department.

Adopted on this 24th day of August, 2020

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

Attest:

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

24 August 2020

**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


24 August 2020

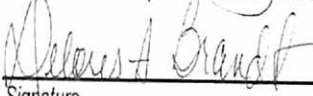
CITY OF FAIRHOPE TABULATION  
 BID 023-20 Repair, Resurfacing and Striping 2020  
 BID OPENED: August 6, 2020, 10:00 a.m.

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
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
<b>TOTAL BID AMOUNT</b>		<b>\$ 561,711.06</b>	<b>\$ 569,431.45</b>	<b>\$ 502,023.33</b>	<b>\$ 541,165.51</b>	<b>\$ 485,887.80</b>
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 \_\_\_\_\_ Date 08/10/2020  
 Richard Johnson, Public Works Director

  
 Signature \_\_\_\_\_ Date 08/10/2020  
 Delores A Brandt, Purchasing Manager

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

24 August 2020

**RESOLUTION NO. 3808-20**

**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 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

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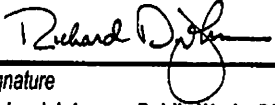
24 August 2020

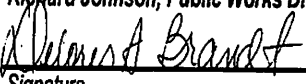
**CITY OF FAIRHOPE TABULATION**  
**BID 029-20 Rotary youth Club Basketball Court**  
**BID OPENED: August 13, 2020, 10:00 a.m.**

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 \_\_\_\_\_ Date 8/13/2020  
**Richard Johnson, Public Works Director**

  
Signature \_\_\_\_\_ Date 8/13/2020  
**Delores A Brandt, Purchasing Manager**

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



24 August 2020

**RESOLUTION NO. 3809-20**

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

[1] That the City of Fairhope has voted to 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

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

**RESOLUTION NO. 3810-20**

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

[1] That the City of Fairhope has voted to 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

24 August 2020

City Council reviewed an 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. Councilmember Conyers moved to approve the issuance of the license. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to procure 24 or more Ornamental Trees (Chinese Pistache) to upgrade planted trees with large 2.5 inch caliper and 12 foot or taller above ground level trees on Section Street between Morphy and Oak. This represents a Public Works Project under \$50,000.00 and State Bid Law requires a singular quote. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 3811-20**

**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 24 or more Ornamental Trees (Chinese Pistache) to upgrade planted trees with large 2.5 inch caliper and 12 foot or taller above ground level trees on Section Street between Morphy and Oak. This represents a Public Works Project under \$50,000.00 and State Bid Law requires a singular quote.

[2] The Public Works Department recommends the award of this procurement to Moon Valley Nurseries in the amount not to exceed \$25,060.00 for 24 or Chinese Pistache Trees. The City Horticulturist has been unable to identify additional reputable growers who can meet the size, availability and/or delivery schedule.

Adopted on this 24th day of August, 2020

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Karin Wilson, Mayor

Attest:

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Lisa A. Hanks, MMC  
City Clerk

24 August 2020

At the request of the City Attorney, Marcus E. McDowell, the City Council will rise from the meeting to go into Executive Session based on Section 36-25A-7(a)(3) to discuss pending and potential litigation and Section 36-25A-7(a)(4) 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. The approximate time to be in Executive Session is 30 minutes. Councilmember Brown moved to go into Executive Session. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

Exited the dais at 6:20 p.m. Returned at 6:50 p.m.

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

There being no further business to come before the City Council, the meeting was duly adjourned at 6:51 p.m.

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Jack Burrell, Council President

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Lisa A. Hanks, MMC  
City Clerk

STATE OF ALABAMA                    )(  
  :  
COUNTY OF BALDWIN                )(

The City Council met in a Work Session  
at 4:30 p.m., Fairhope Municipal Complex Council Chamber,  
161 North Section Street, Fairhope, Alabama 36532,  
on Monday, 24 August 2020.

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

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

The following topics were discussed:

- The first item on the Agenda was the Discussion of the Trees in Downtown Fairhope. Public Works Director Richard Johnson explained the reason for the size of the trees purchased. He mentioned the water and electrical lines hit at Fairhope and Morphy while extracting a tree. Mr. Johnson explained the four options; and said that option #4 would require bidding out the project. He said the biggest problem trees are beginning to sprout.

Council President Burrell said Councilmember Boone questioned the height; and how far are these trees not from the root ball? Mr. Johnson replied with an explanation for the height and commented this is a great specimen. The City Council questioned leaving some of the trees until others mature; replacing problematic trees and 24 smaller trees; and life span of the Chinese Pistache. Mr. Johnson explained heritage trees and preservation; and also mentioned a nursery found by Patrick Waldrop, member of the Tree Committee, in Mobile that has trees in ground and will be ready for January. He commented we could leave Fairhope Avenue to Morphy Avenue intact; and replace all trees from Fairhope Avenue to Magnolia Avenue.

Councilmember Robinson asked Mr. Waldrop about these trees. Mr. Waldrop stated that August is the worse time to plant; and we need optimal root zone for trees. Mr. Waldrop said these trees have at least a 50 year life span; and once at 25 feet the City will not have to worry to replant for 30 to 40 years. Mr. Johnson said there is a 30 foot span at the top.

Councilmember Brown asked where you would place the rest of the trees. Mr. Johnson suggested the property line at County Road 32 and County Road 13 and Pier Island boat ramp. He said there are plenty of options. Councilmember Boone questioned the diameter of the trees; and said, “why when these came in were these trees unloaded and planted.” Mr. Johnson replied lesson learned; and we will make sure the trees have a 2-1/2 caliper. The consensus of the City Council was to remove the 24 smaller trees; and replace with a tree at least 12 feet in height.

Mr. Johnson stated the following: (a) South of Johnson Avenue remain as is; (2) Fairhope Avenue and Magnolia Avenue replace all trees with true "Giants" with a 12 foot minimum; and (c) the four problematic trees will be replaced in January or February.

- Councilmember Conyers commented that the Fairhope Environmental Advisory Board would like to be on the next Work Session regarding the Dyas Triangle and its By-Laws.
- Council President Burrell said the Fairhope Airport Authority will put in 20 to 24 T-Hangars; and there will be a private hangar on the East Side with a Ground Lease. He commented we are trying to get the Airport off the City for appropriation.
- Operations Director Mike Allison addressed the City Council and commented both contracts for the Gas Department are in the works. He said the engineer for the Restore Act Funds for the Sewer Upgrade Project should be on the next City Council agenda. Mr. Allison mentioned the Water & Sewer Superintendent has been hired.

Council President Burrell questioned how we got behind for 3 years. Mr. Allison commented it was a personnel issue and that has been corrected. He said to catch up we needed the contract labor and help with the cathodic issues.

- Planning and Zoning Manager Hunter Simmons addressed the City Council regarding the request from Charlene Lee for signs for the Walking School Bus. He said we would have to have permission for the signs: Coastal Community College and the Homestead Village entrance. Councilmember Brown stated he was not in favor and mentioned sponsors on the signs; and we do not want to open the door for others.
- Lieutenant John Hamrick addressed the City Council and said there were two items on the City Council agenda tonight: ABC license and the window for the Police Station lobby.
- Public Works Director Richard Johnson addressed the City Council regarding the golf carts sold on GovDeals with an average price of \$3,225.33. (See attached handout) "Clock Corner" and the schedule for removing the tanks. He commented the ADEM permit has been obtained and they should begin work on the evening of August 3, 2020 through Wednesday evening.
- Human Resource Manager Sherice Rada addressed the City Council and explained the reason for the Ordinance for part-time employees to work 29 hours or less instead of 19 hours or less. She said the current ordinance puts a hardship on some departments; and it will be a good recruiting tool.

Monday, August 24, 2020  
Page -2-

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

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Jack Burrell, Council President

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Lisa A. Hanks, MMC  
City Clerk

STATE OF ALABAMA            )  
  :  
COUNTY OF BALDWIN        )(

The City Council met in an Agenda Meeting at 5:30 p.m.,  
Fairhope Municipal Complex Council Chamber,  
161 North Section Street, Fairhope, Alabama 36532,  
on Monday, 24 August 2020.

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

Council President Burrell called the meeting to order at 5:35 p.m. The City Council reviewed and discussed the agenda for their meeting to be held today at 6:00 p.m. City Treasurer Kim Creech, Community Affairs Director Jessica Walker, Public Works Director Richard Johnson, Recreation Director Pat White, and Lieutenant John Hamrick addressed the City Council and briefly explained their Department's Agenda Items.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:44 p.m.

\_\_\_\_\_  
Jack Burrell, Council President

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

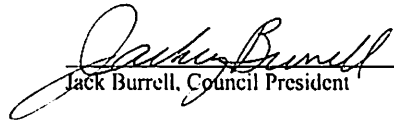


1 September 2020

NOTICE AND CALL OF SPECIAL MEETING

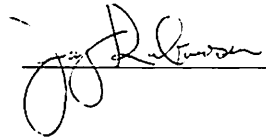
Notice is hereby given of a special emergency meeting of the City Council of the City of Fairhope, Alabama, to be held at the Fairhope Municipal Complex on Tuesday, 01 September 2020, at 10:00 a.m., for the purpose of:

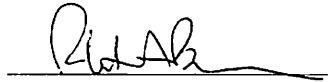
- ❖ Canvassing the August 25, 2020 Municipal Election

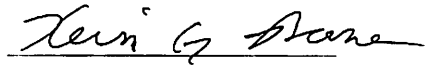
  
\_\_\_\_\_  
Jack Burrell, Council President

CONSENT TO HOLDING OF MEETING

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

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

  
\_\_\_\_\_

  
\_\_\_\_\_

Attest:

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

STATE OF ALABAMA                    )  
  :  
COUNTY OF BALDWIN                )(

The City Council, City of Fairhope, met in Special City Council meeting at 10:00 a.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Tuesday, 1 September 2020.

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

There being a quorum present, Council President Burrell called the meeting to order and explained the reason for the meeting was to canvass the August 25, 2020 Municipal Election results. The invocation was given by Councilmember Boone and the Pledge of Allegiance was recited.

Councilmember President Burrell explained that the provisional ballots must be opened and counted at this meeting; and asked City Clerk Lisa Hanks to open and count the provisional ballots.

City Clerk Lisa Hanks stated for the record that 43 provisional ballots were sent to the Board of Registrars and 6 were rejected which left 37 to look at whether or not those could be accepted. City Clerk Lisa Hanks and Revenue Manager Jennifer Olmstead opened the envelopes and retrieved the ballots.

City Clerk Lisa Hanks read the results of the provisional ballots to the City Council, tabulated the results, and then read the final results of the August 25, 2020 Municipal Election. The City Council accepted the results, and all agreed.

Council President Burrell read the resolution to certify the August 25, 2020 Municipal Election results. Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to Canvass the 2020 Municipal Election. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

\*

\*

1 September 2020

**CANVASS RESOLUTION  
RESOLUTION NO. 3812-20**

WHEREAS, the General Election for the City of Fairhope was duly and legally held on Tuesday, 25 August 2020, as provided by law; and,

WHEREAS, the Municipal governing body of the City of Fairhope met on this 1st day of September 2020, a quorum of the governing body thereof being present, at 10:00 o'clock a.m. and has canvassed the returns, and has ascertained and determined the number of voters received by each candidate; and,

WHEREAS, the said municipal governing body has ascertained and determined the result of said election as follows:

CANDIDATES	MACHINE 1	MACHINE 2	MACHINE 3	ABSENTEE MACHINE	PROVISIONALS	TOTAL
<b>MAYOR:</b>						
John Manelos	329	284	292	125	7	1037
Annette Sanders	19	36	19	11	1	86
Sherry Sullivan	1153	1179	1111	354	23	3820
Karin Wilson	520	500	433	175	6	1634
<b>PLACE NO. 1:</b>						
Jack Burrell	1085	1082	1063	318	23	3571
Deb Hopkins	894	869	757	334	12	2866
<b>PLACE NO. 4:</b>						
Robert Brown	1208	1215	1153	341	22	3939
Howell Gibbens	734	709	624	306	12	2385
<b>PLACE NO. 5:</b>						
Kevin Boone	1078	1127	1036	323	24	3588
Joshua N. Gammon	889	812	773	329	10	2813

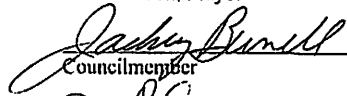
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fairhope, Alabama, as follows:


1. THAT **SHERRY SULLIVAN** received a majority of the votes casted for the office of **MAYOR** and is hereby declared duly elected to that office for the term beginning 2 November 2020.
2. THAT **JACK BURRELL** received a majority of the votes casted for the office of Councilmember **PLACE NO. 1** and is hereby declared duly elected to that office for the term beginning 2 November 2020.
3. THAT **ROBERT BROWN** received a majority of the votes casted for the office of Councilmember **PLACE NO. 4** and is hereby declared duly elected to that office for the term beginning 2 November 2020.
4. THAT **KEVIN BOONE** received a majority of the votes casted for the office of Councilmember **PLACE NO. 5** and is hereby declared duly elected to that office for the term beginning 2 November 2020.

1 September 2020

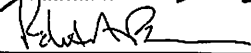
ADOPTED THIS 1ST DAY OF SEPTEMBER, 2020

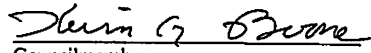
  
Karin Wilson, Mayor

  
Councilmember

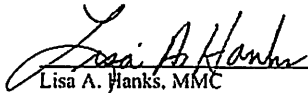
  
Councilmember

  
Councilmember


  
Councilmember

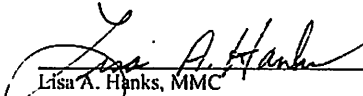
  
Councilmember

Attest:

  
Lisa A. Hanks, MMC  
City Clerk

Meeting was duly adjourned at 10:35a.m.

  
Jack Burrell, Council President

  
Lisa A. Hanks, MMC  
City Clerk

1 September 2020

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

There being no further business to come before the City Council, the meeting was duly adjourned at 10:35 a.m.

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Jack Burrell, Council President

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Lisa A. Hanks, 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 14TH DAY OF SEPTEMBER, 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.

### **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.

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

**AN ORDINANCE AUTHORIZING THE ISSUANCE  
OF THE CITY'S NOT TO EXCEED \$11,935,000 PRINCIPAL  
AMOUNT OF UTILITIES REVENUE WARRANTS,  
SERIES 2020, DATED SEPTEMBER 30, 2020**

BE IT ORDAINED by the City Council (herein called the "Council") of the City of Fairhope (herein called the "City"), in the State of Alabama, as follows:

Section 1. Findings. After investigation duly made by it and based upon the information obtained from such investigation, the Council hereby makes the following findings and declares the following statements to be true:

(a) in order to achieve a savings in debt service payments, it is necessary and desirable to refund, on a current basis, the City's Utilities Revenue Warrants, Series 2011, dated October 13, 2011 (herein called the "2011 Warrants"), the proceeds of which were used to make improvements to its water works and sanitary sewer system (which system, together with the City's natural gas distribution system and its electric distribution system, are herein together called the "Systems") and to refund warrants issued for such purpose; and

(b) to provide for the said refunding, to provide for a debt service reserve and to pay issuance expenses, it will be necessary that the Series 2020 Warrants be issued as authorized in this ordinance and pursuant to the applicable provisions contained in the Ninth Supplemental Indenture authorized in Section 6 of this ordinance.

Section 2. Authorization of the Warrants. Pursuant to the applicable provisions of the constitution and laws of Alabama, including particularly Section 11-47-2, as amended, and for the purpose of providing funds for the purposes referred to in Section 1 of this ordinance, there are hereby authorized to be issued by the City not more than \$11,935,000 aggregate principal amount of its Utilities Revenue Warrants, Series 2020 (herein called the "Warrants"), under the terms, conditions and provisions set out in the Ninth Supplemental Indenture (herein called the "Ninth Supplemental Indenture") authorized in Section 6 of this ordinance. All of the provisions thereof respecting the Warrants are hereby adopted as a part of this ordinance.

Section 3. Source of Payment of the Warrants and Pledge Therefor. The obligation evidenced and ordered paid by the Warrants shall be a limited obligation of the City payable solely out of the revenues from the operation of the Systems as specified in the Trust Indenture hereinafter referred to, and shall not constitute a general obligation of the City or be subject to any charge on or against its general funds, its taxing powers, or its constitutional debt limit. None of the agreements, representations or warranties made or implied in this ordinance, or in the issuance of the Warrants, shall ever impose any personal or pecuniary liability or charge upon the City, whether before or after any breach by the City of any such agreement, representation or warranty, except with the moneys herein provided. Nothing contained in this section, however, shall relieve the City from the performance of the several covenants and representations on its part herein contained.

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

Page -2-

Section 4. Series 2020 Warrants to Constitute Additional Warrants Issued Under the 1996 Indenture Covering the Systems. The Warrants shall be issued as additional warrants under the reserved power contained in Section 8.2 of that certain Trust Indenture between the City and Regions Bank, dated November 1, 1996, as supplemented from time to time (herein called the "1996 Indenture"), and shall be entitled to and shall have the pledges and other rights and privileges accorded to the obligations issued under that document and each supplement thereto, including specifically (but without limiting the generality thereof) the pledge made in the 1996 Indenture for payment of the principal of and interest on all obligations issued thereunder on a parity with all other obligations that may at any time be issued pursuant to its provisions.

Section 5. Resolution Complying With the Requirements of Section 8.2(b) of the 1996 Indenture. In order to comply with the requirements of Section 8.2(b) of the 1996 Indenture preliminary to the issuance of the Warrants as additional warrants thereunder, the Council has adopted, at the same meeting at which this ordinance is adopted, a resolution containing the recitations required in Section 8.2(b) of the 1996 Indenture to be made by the City.

Section 6. Authorization of Ninth Supplemental Indenture. The Mayor is hereby authorized to execute and deliver, in the name and behalf of the City, the Ninth Supplemental Indenture in substantially the form presented to the meeting of the Council at which this ordinance is adopted (which form shall be included in the records of the City and which is made a part of this ordinance as if set out in full herein), and the City Clerk is hereby authorized and directed to affix thereto and attest thereon the corporate seal of the City. Upon full execution of the Ninth Supplemental Indenture, the Mayor is authorized and directed to deliver it to the trustee thereunder. All provisions of the Ninth Supplemental Indenture are hereby adopted as a part of this ordinance to the same extent as if they were set out in full herein.

Section 7. Sale of the Warrants; Delivery Thereof and Use of Proceeds Therefrom. The Warrants are hereby sold to BBVA Mortgage Corporation (herein called the "Purchaser"), at a purchase price equal to the par amount thereof. The Mayor and the City Clerk are hereby directed to consummate the execution, sealing and attestation of the Warrants and to deliver them to the Purchaser upon payment to the City of the purchase price therefor. Simultaneously with such delivery, the City Treasurer is authorized and directed to pay the proceeds from the said sale to the Trustee who shall apply them in the manner and for the purposes set out in Section 2.5 of the Ninth Supplemental Indenture.

Section 8. Compliance with Certain Requirements of the Code. The City will comply with all conditions to and requirements for the exemption from gross income for federal income taxation of the interest income on the Warrants imposed by Section 103 of the Internal Revenue Code of 1986, as amended (herein called the "Code"). Without limiting the generality of the foregoing,

(a) the City will not apply the proceeds from the Warrants in a manner that would cause any of the Warrants to be a "private activity bond" within the meaning of Section 141(a) of the Code, and

(b) the City will comply with the requirements of Section 148 of the Code in order that the Warrants will not be "arbitrage bonds" within the meaning of said Section 148.

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

Page -3-

Section 9. Payment at Par. All remittances of principal of and interest on the Warrants to the holders thereof shall be made at par without any deduction for exchange or other costs, fees or expenses. The bank or banks at which the Warrants shall at any time be payable shall be considered by acceptance of their duties hereunder to have agreed that they will make or cause to be made remittances of principal of and interest on the Warrants out of the moneys provided for that purpose, in bankable funds at par without any deduction for exchange or other costs, fees or expenses. The City will pay to such bank or banks all reasonable charges made and expenses incurred by them in making such remittances in bankable funds at par.

Section 10. Call for Redemption. The Council hereby calls the 2011 Warrants for redemption on November 2, 2020, said redemption to be at and for a redemption price equal to 100% of the principal amount redeemed plus accrued interest thereon to the date fixed for redemption. The Mayor is hereby authorized to execute for and on behalf of the City an Escrow Trust Agreement providing for the said refunding and the City Clerk is hereby authorized and directed to affix the seal of the City thereto and to attest the same.

Section 11. Constitutes Contract. The provisions of this ordinance shall constitute a contract between the City and each holder of the Warrants issued hereunder. Whenever all the Warrants and the interest thereon shall have been paid in full or provision made for the payment thereof as provided in the Trust Indenture, and all the agreements on the part of the City herein and therein contained with respect thereto shall have been performed, then upon the happening of such events, the obligations of the City hereunder shall thereupon cease.

Section 12. Severability. The various provisions of this ordinance are hereby declared to be severable. In the event any provision hereof shall be held invalid by a court of competent jurisdiction, such invalidity shall not affect any other portion of this ordinance.

ADOPTED THIS 14TH DAY OF SEPTEMBER, 2020

\_\_\_\_\_  
Jack Burrell, Council President

ATTEST:

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

ADOPTED THIS 14TH DAY OF SEPTEMBER, 2020

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



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

**A RESOLUTION COMPLYING WITH THE  
REQUIREMENTS OF SECTION 8.2(b) OF THE  
TRUST INDENTURE BETWEEN THE CITY OF  
FAIRHOPE, ALABAMA, AND REGIONS BANK  
DATED AS OF NOVEMBER 1, 1996,  
AS SUPPLEMENTED**

BE IT RESOLVED by the City Council (herein called the "Council") of the City of Fairhope (herein called the "City"), in the State of Alabama, as follows:

In order to comply with the requirements of Section 8.2(b) of that certain Trust Indenture between the City and Regions Bank, dated as of November 1, 1996 (herein called the "1996 Indenture"), so that not more than \$11,935,000 aggregate principal amount of Utilities Revenue Warrants, Series 2020, dated September 30, 2020 (herein called the "Series 2020 Warrants"), of the City may be issued as additional warrants under the provisions of the 1996 Indenture, the Council does hereby adopt this resolution, request that Regions Bank, as trustee, authenticate and deliver the Series 2020 Warrants to the purchaser thereof, and make the following recitals preliminary to the issuance of the Series 2020 Warrants:

(1) the City is not at this time in default under the 1996 Indenture and no such default is imminent;

(2) the person to whom the Series 2020 Warrants have been sold and shall be delivered is BBVA Mortgage Corporation;

(3) the Series 2020 Warrants are to be issued by sale and none thereof is to be issued by exchange;

(4) the sale price of the Series 2020 Warrants is the par amount thereof;

(5) no obligations have previously been issued by the City under the 1996 Indenture or under any indenture supplemental thereto other than \$4,195,000 aggregate principal amount of Utilities Revenue Warrants, Series 1996, dated November 1, 1996, which were issued under the 1996 Indenture and which were refunded simultaneously with the issuance of the Series 2005 Warrants; \$7,735,000 aggregate principal amount of Utilities Revenue Warrants, Series 1997, dated March 1, 1997, which were issued under the First Supplemental Indenture dated as of March 1, 1997, and which were refunded simultaneously with the issuance of the Series 2005 Warrants; \$1,905,000 aggregate principal amount of Utilities Revenue Warrants, Series 1999, dated June 1, 1999, which were issued under the Second Supplemental

Indenture dated as of June 1, 1999, and which were refunded simultaneously with the issuance of the Series 2009 Warrants; \$6,720,000 aggregate principal amount of Utilities Revenue Warrants, Series 2002, dated September 1, 2002, which were issued under the Third Supplemental Indenture dated as of September 1, 2002, and none of which are now outstanding; \$2,300,000 aggregate principal amount of Utilities Revenue Warrants, Series 2003, dated September 1, 2003, which were issued under the Fourth Supplemental Indenture dated as of September 1, 2003, and none of which are now outstanding; \$8,455,000 aggregate principal amount of Utilities Revenue Warrants, Series 2005, which were issued under the Fifth Supplemental Indenture dated as of March 1, 2005, and none of which are now outstanding; \$1,250,000 aggregate principal amount of Utilities Revenue Warrants, Series 2009, dated April 2, 2009, which were issued under the Sixth Supplemental Indenture dated as of April 2, 2009, and none of which are now outstanding; \$16,140,000 aggregate principal amount of Utilities Revenue Warrants, Series 2011, dated October 13, 2011, which were issued under the Seventh Supplemental Indenture dated October 13, 2011, and which are now outstanding in the aggregate principal amount of \$11,935,000 and \$1,780,000 aggregate principal amount of Utilities Revenue Warrants, Series 2015, dated May 14, 2015, which were issued under the Eighth Supplemental Indenture dated May 14, 2015, and which are now outstanding in the aggregate principal amount of \$370,000;

(6) the Series 2020 Warrants are to be issued for the purpose of (a) refunding (on a current basis) the said Series 2011 Warrants, and (b) paying the costs related to the issuance of the Series 2020 Warrants.

ADOPTED THIS 14TH DAY OF SEPTEMBER, 2020

\_\_\_\_\_  
Jack Burrell, Council President

ATTEST:

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

ADOPTED THIS 14TH DAY OF SEPTEMBER, 2020

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

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

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE**, that the City Council hereby authorizes the Council President to negotiate a Municipal Lease Agreement between the City of Fairhope, Alabama (“Lessee”) and Christopher G. Campbell and Bonnie C. Campbell (“Lessor”) for use of the premises solely and exclusively for an access to a 40 foot Golf Maintenance Easement more commonly described as shown in “Exhibit A.” The lease amount will be a not-to-exceed \$1,500.00 per year for use of approximate 2.47 acres, more or less; subject to any and all current easements specifically but not limited to that previously granted to Alabama Power.

Adopted on this 14th day of August, 2020

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

Attest:

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



EXHIBIT "A"

SOUTH TEE DR

DOVER ST

Quail Creek Golf Course Hole #13

Quail Creek Golf Course Hole #14

40'

23

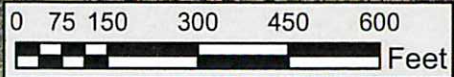
24

26

25

EASEMENT DESCRIPTION - NORTH 40 FEET  
OF NORTHEAST QUARTER OF SECTION 26,  
TOWNSHIP 6 EAST, RANGE 2 EAST

Parcel Number: 05-46-07-26-0-000-001.000  
PPIN: 29013  
Section 26, Township 6 South, Range 2 East





## MUNICIPAL LEASE AGREEMENT

This Lease Agreement is made and entered into this \_\_\_\_\_ day of September, 2020 at Fairhope, Alabama, by and between **Christopher G. Campbell and Bonnie C. Campbell**, "Lessors," and **THE CITY OF FAIRHOPE, ALABAMA**, a municipal corporation, hereinafter referred to as "Lessee."

### **ARTICLE 1. DEMISE, DESCRIPTION, USE, TERM AND RENT**

Lessors leases to Lessee, and Lessee leases from Lessors, that certain property, hereinafter called the "leased premises," situated in Fairhope, Baldwin County, Alabama, and described as follows:

A 40 FOOT GOLF MAINTENANCE EASEMENT MORE COMMONLY IDENTIFIED AS (AS SHOWN IN EXHIBIT "A"):

THE NORTH 40 FEET OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 6 SOUTH, RANGE 2 EAST, CONTAINING 2.47 ACRES, MORE OR LESS

SUBJECT TO ANY AND ALL CURRENT EASEMENTS SPECIFICALLY BUT NOT LIMITED TO THAT PREVIOUSLY GRANTED TO ALABAMA POWER

to be used as extra unimproved space for Quail Creek golf Course for the term of five (5) years commencing on September \_\_, 2020, and ending on September \_\_, 2025, for the yearly rent as described in Article 2. Lessee is also granted three five-year options to renew this Lease on the same terms. Lessee must give notice of its intent to renew the lease at least 60 days before the end of each five-year term.

### **ARTICLE 2. RENT**

Lessee shall pay rent to Lessors of One Thousand Five Hundred (\$1,500.00) Dollars per year with the first payment becoming due on execution of the Lease agreement by both parties.

### **ARTICLE 3. INSURANCE**

#### **Lessee's Obligation**

Lessee agrees to and shall, within 15 days from the date hereof, secure from a good and responsible company or companies doing insurance business in the State of Alabama, and maintain during the entire term of this lease, the following coverage:

(1) General Liability and Automobile Liability coverage in the amount of \$1,000,000.00 and shall name Lessors as an additional loss insured. The coverage shall be furnished by a company with an A.M. Best rating of "A" or better.

### **Lessors' Obligation**

Lessors are renting raw land to Lessee. Lessors shall have no obligation to insure the leased premises or any part of the premises.

### **Proof of Coverage**

The original policies may be retained by the insured, but the Lessors shall have the right to inspect any and all such policies, and the insured, on demand, agrees to furnish the other party proof of payment of the premium or premiums on any such policies.

### **Protection Against Cancellation**

Lessee must also give proof to Lessors, pursuant to the paragraph above, that each of the policies provided for in this Article expressly provides that the policy shall not be cancelled or altered without thirty (30) days' prior written notice to the Lessors.

### **Failure to Secure**

If Lessee at any time during the term hereof should fail to secure or maintain the foregoing insurance, the Lessors shall be permitted to obtain such insurance in the defaulting party's name or as the agent of the defaulting party and shall be compensated by the defaulting party for the cost of the insurance premiums. The defaulting party shall pay the other interest on paid insurance premiums at the rate of ten percent (10%) per annum computed from the date written notice is received that the premiums have been paid.

### **Proceeds**

Proceeds from any such policy or policies shall be payable to Lessee, who shall use such proceeds to make repairs on said property if said repairs are economically feasible.

## **ARTICLE 4. UTILITIES**

Lessee shall during the term hereof pay all charges for telephone, gas, electricity, sewage, and water used in or on the leased premises and for the removal of rubbish therefrom immediately on becoming due and shall hold Lessors harmless from any liability, therefore. Lessee further agrees to pay all charges for repairs to water meters on the leased premises whether necessitated by ordinary wear and tear, temperature extremes, accident, or any other causes. Such payments shall be made immediately on becoming due.

## **ARTICLE 5. WASTE AND NUISANCE**

Lessee shall not commit, or suffer to be committed, any waste on the leased premises, nor shall it maintain, commit, or permit the maintenance or commission of any nuisance on the leased premises or use the leased premises for any unlawful purposes.

## **ARTICLE 6. REPAIRS**

Lessee agrees to keep the leased premises in good order and repair, reasonable wear and tear excepted.

## **ARTICLE 7. ALTERATIONS, IMPROVEMENTS, AND FIXTURES**

Due to the nature of the subject land and the existing Power line easements attached thereto, the Lessee shall not have the right to improve, add to, or alter the leased premises and to install fixtures thereon without the express written permission of the Lessors.

## **ARTICLE 8. QUIET POSSESSION**

Lessors shall, on the commencement date of the term of this lease, place Lessee in quiet possession of the leased premises and shall secure the Lessee in the quiet possession thereof against all persons lawfully claiming possession during the entire lease term and each extension of the lease.

## **ARTICLE 9. DELIVERY OF POSSESSION**

If Lessors shall be unable to deliver possession of the leased premises on the commencement date of the term hereof, Lessors shall not be liable to Lessee for any damage caused thereby, nor shall this lease thereby become void or voidable, nor shall the term hereof in any way be extended, but in such event Lessee shall not be liable for any rent herein reserved until such time as Lessors can and does deliver possession.

## **ARTICLE 10. TERMINATION OR EXTENSION**

### **Options to Renew or Extend**

Lessee is hereby granted and shall, if not at the time in default under this lease, have three options to renew this lease for an additional period of five years each from the termination date hereof and each successive termination date, but otherwise on the same terms, covenants, and conditions.

### **How Exercised**

This option shall be exercised only by Lessee's delivering to Lessors in person or by United States registered or certified mail on or before sixty (60) days before the end of the lease term, written notice of Lessee's election to renew.

### **Effect of Holding Over**

In the event Lessee does not renew this lease as herein provided, and holds over beyond the expiration of the term hereof, such holding over shall be deemed a month-to-month tenancy only, at the rental of \$1,500.00 per year, payable on the first day of each and every year thereafter until the tenancy is termination in a manner provided by law.

## **ARTICLE 11. DEFAULTS AND REMEDIES**

### **Default of Lessee**

If Lessee shall allow the rent to be in arrears more than thirty (30) days after written notice of such delinquency, or shall remain in default under any other condition of this lease for a period of fifteen (15) days after written notice from Lessors, or should any other person than Lessee secure possession of the premises, or any part thereof, by reason of any receivership, bankruptcy proceedings, or other operation of law in any manner whatsoever, Lessors may at Lessors' option, without notice to Lessee, terminate this Lease. Should Lessors be unable to relet after reasonable efforts to do so, or should such monthly rental be less than the rental Lessee was obligated to pay under this lease, or any renewal thereof, plus the expense of reletting, then Lessee shall pay the amount of such deficiency to Lessors.

It is expressly agreed that in the event of default by Lessee hereunder, Lessors shall have a lien upon all goods, chattels, or personal property of any description belonging to Lessee which are placed in, or become a part of, the leased premises, as security for rent due and to become due for the remainder of the current lease term, which lien shall not be in lieu of or in any way affect any statutory Lessors' lien given by law, but shall be cumulative thereto; and Lessee hereby grants to Lessors a security interest in all such personal property placed in said leased premises for such purposes. This shall not prevent the sale by Lessee of any merchandise in the ordinary course of business free of such lien to Lessors. In the event Lessors exercise the option to terminate the leasehold, and to reenter and relet the premises as provided in the preceding paragraph, then Lessors may take possession of all of Lessee's property on the premises and sell the same at public or private sale after giving Lessee reasonable notice of the time and place of any public sale or of the time after which any private sale is to be made, for cash or on credit, or for such prices and terms as Lessors deems best, with or without having the property present at such sale. The proceeds of such sale shall be applied first to the necessary and proper expense of removing, storing, and selling such property, then to the payment of any rent due or to become due under this lease, with the balance, if any, to be paid to Lessee.

## **ARTICLE 13. INSPECTION BY LESSORS**

Lessee shall permit Lessors and Lessors' agents to enter into and upon the leased premises at all reasonable times for the purpose of inspecting the same or for the purpose of maintaining or making repairs or alterations to the building.

## **ARTICLE 14. ASSIGNMENT AND SUBLEASE**

### **Assignment and Subletting by Lessee**

Lessee shall not assign this lease nor sublet all or any portion of the leased premises without the prior written consent of the Lessors.

### **Assignment by Lessors**

Lessors are expressly given the right to assign any or all of Lessors' interest under the terms of this lease.

## **ARTICLE 15. MISCELLANEOUS**

### **Rights and Remedies Cumulative**

The rights and remedies provided by this lease are cumulative and the use of any one right or remedy by either party shall not preclude or waive its right to use any or all other remedies. Said rights and remedies are given in addition to any other rights the parties may have by law, statute, ordinance, or otherwise.

### **Waiver of Default**

No waiver by the parties hereto of any default or breach of any term, condition, or covenant of this lease shall be deemed to be a waiver of any other breach of the same or any other terms, condition, or covenant contained herein.

### **Attorney's Fees**

In the event Lessors or Lessee breaches any of the terms of this agreement whereby the party not in default employs attorneys to protect or enforce its rights hereunder and prevails, then the defaulting party agrees to pay the other party reasonable attorney's fees so incurred by such other party.

### **Excuse**

Neither Lessors nor Lessee shall be required to perform any term, condition, or covenant in this lease so long as such performance is delayed or prevented by any acts of God, strikes, lockouts, material or labor restrictions by any governmental authority, civil riot, floods, and any other cause not reasonably within the control of the Lessors or Lessee and which by the exercise of due diligence Lessors or Lessee is unable, wholly or in part, to prevent or overcome.

### **Exculpation of Lessors**

If Lessors shall convey title to the demised premises pursuant to a sale or exchange of property, the Lessors shall not be liable to Lessee or any immediate or remote assignee or successor of Lessee as to any act or omission from and after such conveyance. However, any conveyance of title shall be subject to the terms of this lease.

**IN WITNESS WHEREOF**, the undersigned Lessors and Lessee hereto execute this agreement as of the day and year first above written.

LESSEE:

**THE CITY OF FAIRHOPE A MUNICIPAL CORPORATION**

By: \_\_\_\_\_  
Jack Burrell, Council President

ATTEST:

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

LESSORS:

\_\_\_\_\_  
Christopher G. Campbell

\_\_\_\_\_  
Bonnie C. Campbell

STATE OF ALABAMA  
COUNTY OF BALDWIN

I, a Notary Public in and for said County, in said State, hereby certify that **Jack Burrell** whose name as Council President of THE CITY OF FAIRHOPE, a municipal corporation, is signed to the foregoing Commercial Lease Agreement, and who is known to me, acknowledged before me on this day, that being informed of the contents of said Lease Agreement she, as such officer, and with full authority, executed the same voluntarily for and as the act of said municipal corporation, acting in its capacity as Mayor as aforesaid.

Given under my hand this the \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

STATE OF ALABAMA  
COUNTY OF BALDWIN

I, a Notary Public in and for said County in said State, hereby certify that \_\_\_\_\_ and \_\_\_\_\_ whose name are signed to the foregoing Lease Agreement and who are known to me, acknowledged before me on this day that, being informed of the contents of the Lease Agreement he executed the same voluntarily on the day the same bears date.

Given under my hand this the \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

Prepared by:  
MARCUS E. MCDOWELL  
City Attorney  
Post Office Box 1367  
Fairhope, Alabama 36533  
251-928-1915



**RESOLUTION NUMBER \_\_\_\_\_**

**AWARDING THE RFP 006-20 PROGRAM ADMINISTRATIVE SERVICES CONTRACT FOR THE ALABAMA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES GRANT #S1P17-FACP (RESTORE ACT - COMP PLAN 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 006-20) 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 #S1P17-FACP with ADCNR, and the total Program Administration Services fee not-to-exceed \$26,000.00;

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 006-20) for ADCNR Grant #S1P17-FACP 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 \$26,000.00 of Phase I Project grant funds and authorize the Mayor to execute a contract with Grant Management, LLC for RFP 006-20 Program Administrative Services for Comp Plan ADCNR Grant #S1P17-FACP (RESTORE Act).

DULY ADOPTED THIS 14TH DAY OF SEPTEMBER, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 8/27/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Award RFP 006-20 Program Administrative Services for Comp Plan ADCNR Grant S1P17-FACP (Restore Act)

Project Location: \_\_\_\_\_

Presented to City Council: 9/14/2020

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

Resolution #: \_\_\_\_\_  
Approved \_\_\_\_\_  
Changed: AUG 31 20 4:10:18  
Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 26,000.00

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

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

Expense Code: 110-57500 G/L Acct Name: Comp Plan Phase I

Project Budgeted: \$ 26,000.00 (Restore Act)

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

Over (Under) budget amount: \$ -

Comments: No City funds will be expended for this expense.

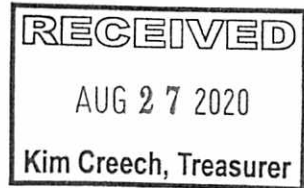
Grant: \$26,000.00 Federal - not to exceed amount  
State \_\_\_\_\_  
City \_\_\_\_\_  
Local \$0.00

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

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

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

<b>City Treasurer</b>	<b>Finance Director</b>	<b>Mayor</b>
Purchasing Memo Date: <u>8/20/2020</u>	Purchasing Memo Date: <u>8/20/2020</u>	Delivered To Date: <u>8/27/2020</u>
Request Approved Date: <u>8/27/2020</u>	Request Approved Date: <u>8/27/2020</u>	Approved Date: <u>8/28/20</u>
Signature: <u>Kim Creech</u> Kim Creech	Signature: <u>Jill Cabaniss</u> Jill Cabaniss, MBA	Signature: <u>Mayor Kenn Wilson</u> Mayor Kenn Wilson



**MEMO**

To: Kimberly Creech, Treasurer

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

Date: August 20, 2020

Re: Greensheet /Council Approval to award **RFP 006-20 Program Administrative Services for Comp Plan ADCNR Grant S1P17-FACP (RESTORE Act)**

Karin Wilson  
*Mayor*

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

Lisa A. Hanks, MMC  
*City Clerk*

Kimberly Creech  
*Treasurer*

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 on August 20, 2020. Please see attached submittal. The Operations Director, Mike Allison, requests that **RFP 006-20 Program Administrative Services for Comp Plan ADCNR Grant S1P17-FACP (RESTORE Act)** be awarded to **Grant Management, LLC** of Fairhope, AL for their services, for Not-To-Exceed **TWENTY-SIX THOUSAND DOLLARS (\$26,000.00)** 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 \$26,000.00 of Phase I Project grant funds and authorize the Mayor to execute a contract with Grant Management LLC for RFP 006-20 Program Administrative Services for Comp Plan ADCNR Grant S1P17-FACP (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

## **Solicitation of RFP's**

The following steps should be taken:

- 1) Advertise the Bid Ads (see attached) at least once (on the day of highest circulation) in the Gulf Coast Newspaper and the Mobile Register. Allow at least a 21-day response time from the day of advertisement.
- 2) For the Request for Proposals for Planning and GIS Services, send a copy of the full RFP's to all Planning/GIS Firms on the City's Pre-Qualified List, this may include Engineering Firms that offer Planning/GIS Services
- 3) For the Request for Proposals for Program Administration, send a copy of the full RFP to all of the Grant Management Firms listed on the State List (see attached)
- 4) Send copies of the RFP's 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 1<sup>st</sup> Avenue North, Unit 62  
Birmingham, Alabama 35203
- 5) Publicize the RFP's on the City of Fairhope Website
- 6) Post copies of the RFP's Bid Ads wherever you normally post them, i.e., City Hall, Public Works Building, etc.
- 7) Not required, but you could also send copies of the RFQ's to any Planning/GIS/Program Administration firms that you find via a search on ALDOT's ALUCP DBE Directory (These are firms that have qualified as a DBE for US Dept. of Transportation grantees)

## 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 35808	(256) 890-4240
Community Development Group, Inc.	740 Sweet Ridge Road Prattville, AL 36086	(334) 361-4640
Ewing-Conner & Assoc. Inc.	P.O. Drawer 6805 Dothan, AL 36302-6805	(334) 793-7695
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

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

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, that the City Council hereby approves the following recommendations from CobbsAllen, along with City Treasurer Kim Creech, for our Stop Loss Carrier and Rx Carve-Out:

[1] Stop Loss Carrier change to Pareto Captive (HCC) effective October 1, 2020.

[2] Rx Carve-Out to MedOne PBM effective November 1, 2020 so Specialty Drug Carve Out with RxHelp will go into effect on January 1, 2021.

DULY ADPOTED ON THIS 14TH DAY OF NOVEMBER, 2020

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

Attest:

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

City of Fairhope  
Market Study and Cost Analysis  
Effective Date: October 1, 2020

Presentation Date: 9-8-2020

Company	Stop Loss Level	Annual Specific Premium	Annual Aggregate Premium	Combined Premium	Additional Liability due to Agg-Spec	Aggregate Attachment Point	% Difference from Current	Proposal Notes
Symetra - Current	\$80,000	\$831,867	\$24,573	\$856,440	\$0	\$4,377,372	N/A	No new lasers & 50% renewal rate cap
Symetra Renewal	\$80,000	\$1,164,699	\$24,573	\$1,189,271	\$0	\$4,635,698	39%	No new lasers & 50% renewal rate cap
Partners	\$80,000	\$671,661	\$21,486	\$693,146	\$200,000	\$4,412,246	-19%	Agg Spec Deductible: \$200,000; contingent upon the Plan Document being amended to document the exclusion of Specialty Drugs
Pareto Captive (HCC)	\$80,000	\$671,337	\$27,289	\$698,626	\$200,000	\$4,384,057	-18%	Agg Spec Deductible: \$200,000; Captive Capital Contribution; \$63,001; Quote contingent upon receipt of Specific Disclosure
Voya	\$80,000	\$769,857	\$21,115	\$790,972	\$420,000	\$4,475,380	-8%	Renewal Rate cap of 50% and No New Laser at Renewal; EM - \$500,000
Partners	\$100,000	\$467,119	\$26,795	\$493,914	\$200,000	\$4,650,768	-42%	Agg Spec Deductible: \$200,000; contingent upon the Plan Document being amended to document the exclusion of Specialty Drugs
Pareto Captive (HCC)	\$100,000	\$521,350	\$27,618	\$548,969	\$200,000	\$4,474,692	-36%	Agg Spec Deductible: \$200,000; Captive Capital Contribution; \$63,001; Quote contingent upon receipt of Specific Disclosure
Voya	\$100,000	\$653,991	\$25,025	\$679,017	\$400,000	\$4,541,759	-21%	Renewal Rate cap of 50% and No New Laser at Renewal; EM - \$500,000
Symetra	\$100,000	\$984,541	\$24,696	\$1,009,237	\$0	\$4,797,898	18%	No new lasers & 50% renewal rate cap

Based on any newly disclosed information, rates and provisions concerning individual claimants are subject to review and may be changed by the carrier. Rates and provisions are not guaranteed until final approval is given by the insurer.





## City of Fairhope PBM Market Analysis

Rx Reprice Savings	Prime Therapeutics BCBS of AL	MedOne		
		Option 1	Option 2	Option 3
Gross Claim Amount Paid	\$1,487,831	\$1,312,757	\$1,312,757	\$1,312,757
Member Cost Share	(\$164,131)	(\$164,131)	(\$164,131)	(\$164,131)
Rebate Yield	(\$141,949)	(\$192,967)	(\$192,967)	(\$152,708)
Admin Fees (Est. Integration, TPA, etc.)	\$0	\$80,462	\$112,862	\$116,462
<b>Net Cost</b>	<b>\$1,181,751</b>	<b>\$1,036,121</b>	<b>\$1,068,521</b>	<b>\$1,112,380</b>
<b>Rx Reprice Savings over Incumbent</b>	<b>N/A</b>	<b>\$145,630</b>	<b>\$113,230</b>	<b>\$69,371</b>
Clinical Program Savings	N/A	(\$187,873)	(\$313,285)	(\$625,988)
Formulary Disruption		Negative Tier Change: 178 scripts Positive Tier Change: 496 scripts		
Clinical Program Savings Disruption		Prior Auth: 74 scripts Low Value Exclusion: 35 scripts CAP Program: 5 scripts	Prior Auth: 74 scripts Low Value Exclusion: 35 scripts CAP Program: 5 scripts	Prior Auth: 37 scripts Low Value Exclusion: 35 scripts Specialty Rx: 10 scripts
<b>COMBINED Savings over Incumbent</b>		<b>\$333,503</b>	<b>\$426,515</b>	<b>\$695,359</b>
Notes	N/A	Includes: Copay Assist Program  Pros: Least Disruption  <b>Gattex Solution? NO</b> (~\$20K savings)	Includes: CAP Program w/ RxHelp RxHelp Projected ROI: 3:1  Pros: Enhanced Specialty Review  <b>Gattex Solution? NO</b> (~\$40K savings)	<b>*Recommendation*</b> Includes: RxHelp as Specialty Rx PBM RxHelp Projected ROI: 15:1  Pros: Specialty Drugs no longer run through Fairhope's underlying plan  <b>Gattex Solution? YES</b> (~\$411K savings)



**INTRODUCING**  
a new service offered for  
eligible employees and  
dependents



This is a service, **at no cost to you**, offered through Rx Help Centers which may be able to help you and your eligible dependents **save money** on your high cost prescription medications.

This is not a replacement for your current pharmacy program. Instead, it is a service to help with the higher out-of-pocket copays, deductibles, or coinsurances typically associated with the expensive brand maintenance, single source generics or specialty medications.

**RX HELP CENTERS MAY BE CONTACTING YOU DIRECTLY TO REVIEW YOUR CURRENT MEDICATIONS AND THEIR COSTS AND EXPLORE OPTIONS TO HELP YOU SAVE MONEY ON YOUR MEDICATIONS.**

But you don't have to wait for a call, you can view an educational video at <https://XXXXXXXXXX>. Or, you can register to see if Rx Help Centers can help you at any time. You can register now by:



Asking your HR Department to provide you with the registration materials. Upon completing them, scan and email them or fax them to Rx Help Centers at [\(866\)938-6151](tel:8669386151). Or you can mail the completed forms to:  
[Rx Help Centers, 3905 Vincennes Rd, Suite 200, Indianapolis IN 46268.](mailto:RxHelpCenters@XXXXXX.com)



Go to <http://XXXXXXXXXX> and securely register online.

**RX HELP CENTERS CAN'T HELP EVERYONE, BUT IT ONLY TAKES A FEW MINUTES OF YOUR TIME TO SEE IF THEY CAN HELP YOU!**







## The Rx Help Centers Participant Registration Process

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### Frequently Asked Questions

The following addresses some of the most commonly asked questions about the registration process and what a person can expect.

#### Question: How do I register?

Answer: the registration process can be done one of two ways. You can secure the paper enrollment forms (typically from your employer), complete them and either scan and email them or fax them back to Rx Help Centers. Or, you can go online to the secure link Rx Help Centers provides to each client group and start the process of registering via the web.

#### Question: How long does it usually take to register?

Answer: If you register online, this takes a few minutes of your time. Only basic information is requested of you (name, address, phone number, birthdate, email address, # in household and household total annual income). If you register by completing the paper enrollment forms, it will take a few minutes longer since both the HIPAA form and the Authorization to Represent are being signed and returned to Rx Help Center.

#### Question: What happens after I initially register?

Answer: Whether you start the process online or register by paper, an Advocate will contact you within 48 hours. They will introduce themselves and gather any additional information that might be needed to start the analysis and begin the advocacy process. If not previously provided, the Advocate will ask for your medications, frequency, dosage, the cost of the medications and the name(s) and the phone number(s) of your doctor(s).

#### Question: Why do I need to provide income or my social security number:

Answer: Many of the resources and programs we work with require this information. In all instances this information is only used if it is required by the program the Advocate is seeking assistance from. All measures to protect the information are made by Rx Help Centers.

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+866 478 9593 | [www.rxhelpcenters.com](http://www.rxhelpcenters.com)

3905 Vincennes Rd, Suite 200, Indianapolis, IN 46268



## The Rx Help Centers Participant Registration Process page 2

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**Question: Is the information I provide shared with my employer or used in any way other than for the purposes of advocacy?**

Answer: The information obtained from you is confidential and protected. It is not used for any other purpose than for the advocacy efforts. And, it is not shared with your employer. All Rx Help Centers actions in support of helping you are HIPAA compliant.

**Question: From the time I register, how long does it take to get my medication(s)?**

Answer: On average it takes 3-4 weeks to get your medications delivered to you, your doctor or a pharmacy with manufacturer's programs. Wholesale mail order options may happen in less time. Controlled substances usually take longer.

**Question: What if I have a question after I have registered?**

Answer: Anytime an advocate contacts you by phone or email, you will be given a phone number or email address so you can respond to the Advocate or ask any questions. You can also contact Rx Help Centers for assistance by calling 1-866-478-9593 or by emailing [help@rxhelpcenters.com](mailto:help@rxhelpcenters.com).

**Question: How will refills be handled?**

Answer: An Advocate with Rx Help Centers will proactively manage your medications. This includes making the initial arrangements, getting approval for medications, confirming approval, informing you of the shipping arrangement and following up to ensure that your medications have been received. The Advocate will also coordinate with your doctor, when necessary, and remind you and arrange for your upcoming refills. As often as once a month, your Advocate will contact you to see if you have any new medications, if you still need the medications you have been taking and check on your overall status. The Advocate tries to become your prescription medication personal assistant for as long as you remain enrolled in the program.

**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 HVAC, Parts, and Supplies for the Building Maintenance and Public Works Departments (Bid Number 031-20) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] On August 25, 2020 when bids were to be received and opened, no bids were received; therefore, it is desirous that Bid Number 031-20 be rescinded and to authorize the City to solicit for informal bids in accordance with Code of Alabama 1975 Section 39-2-6(b); and to negotiate for the needed supplies and equipment with the current vendor.

[3] That the Governing Body of the City of Fairhope, Alabama, hereby rescinds Bid No. 031-20 for HVAC, Parts, and Supplies for the Building Maintenance and Public Works Departments due to no bids received; authorizes the City to solicit for informal bids in accordance with Code of Alabama 1975 Section 39-2-6(b); and to allow negotiations for the needed supplies and equipment with the current vendor.

Adopted on this 14th day of September, 2020

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

Attest:

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





## MEMO

To: Kimberly Creech, Treasurer

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

Karin Wilson  
Mayor

Date: September 1, 2020

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

Re: **Council Approval and Greensheet – rescind Bid No 031-20 HVAC, Parts, and Supplies, budgeted FY20 and over \$10,000 for the City of Fairhope**

The Building Maintenance and Public Works Departments have need to contract for various HVAC units, parts, and supplies for repairs and replacements within the City of various types and sizes of units.

Lisa A. Hanks, MMC  
City Clerk

The bid was issued on August 7, 2020 to eight companies and responses were to be received until August 25, 2020. **NO BIDS were received.** The recommendation from Building Maintenance is for Council to **rescind the bid**, receive informal bids, and Council to allow negotiations for the needed supplies and equipment with the current vendor/supplier.

Kimberly Creech  
Treasurer

### CODE of ALABAMA

*Title 39-2-6 Award of contract; proceedings when one bid or less is received at time stated in advertisement for bids; proceedings when all bids found unreasonable, etc.; availability of plans, etc.; use of convict labor; assignment of contract by successful bidder; agreements, etc., among bidders; penalties; advance disclosure*

(b) If no bids or only one bid is received at the time stated in the advertisement for bids, the awarding authority may advertise for and seek other competitive bids, or the awarding authority may direct that the work shall be done by force account under its direction and control or, with the exception of the Department of Transportation, the awarding authority may negotiate for the work through the receipt of informal bids not subject to the requirements of this section. Where only one responsible and responsive bid has been received, any negotiation for the work shall be for a price lower than that bid.

**Please place on the next available City Council Agenda this request for Council to rescind the bid, allow for receipt of informal bids to negotiate for the work, and allow the Mayor to sign a contract**

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

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

Cc: , R Johnson, Paul Merchant, Arthur Bosarge, Randy Weaver, Clint Steadham

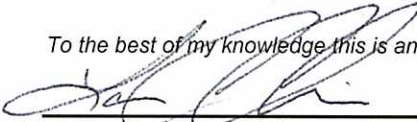
CITY OF FAIRHOPE TAB AND RECOMMENDATION  
 Bid 031-20 HVAC Parts and Supplies  
 BID OPENED: August 26, 2020 - 2:00 p.m.


VENDOR	
WITTICHEN Supply Co. Inc	No response
TRANE US, Inc	No response
CMS Mechanics	No response
AIR-TECH of Pensacola	No response
Mingledorf, Inc	No response
Comfort Systems USA	No response
Worth Industries	No response
Engineered Cooling Systems	No response

GROUP	DESCRIPTION	UOM	MARK-UP %
1	EXPENDABLES	%	
2	COMPRESSORS	%	
3	CONTROLS	%	
4	ELECTRICAL EQUIPMENT	%	
5	COPPER	%	
6	REFRIGERANT	%	
7	CHEMICAL CLEANERS	%	
8	WATER COILS	%	
9	STEAM COILS	%	
10	SPECIAL ORDERS (ITEMS NOT NORMALLY KEPT IN STOCK)	%	
11	A/C CONDENSING UNITS	%	
12	REFRIGERATION CONDENSER UNITS	%	
13	UNIT HEATHERS	%	
14	FURNACES	%	
15	PACKAGE UNITS	%	
16	*All other items shall be at a _____% Off manufacturers suggested list price	%	
Exact Transportation Charges		\$	
Delivery is guaranteed not later than _____days after order date.			

Recommendation: Reject bid and negotiate pricing for the work.

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

  
 Signature Date 8/31/20  
 Lance Cabinass, Building Maintenance

  
 Signature Date 8/31/20  
 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 did request, receive, and open bids for Masonry and Concrete Work for Alterations at Fairhope Municipal Stadium for the Recreation Department (Bid Number 034-20) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

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

[3] After evaluating the bid proposals with the required bid specifications, only one valid bid was received and we request that all bids be rejected for Bid No. 034-20 Masonry and Concrete Work for Alterations at Fairhope Municipal Stadium for the Recreation Department; and authorize to negotiate a contract with the one bidder, pursuant to the Code of Alabama 1975, Section 39-2-6(b).

Adopted on this 14th day of September, 2020

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

Attest:

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





## MEMO



Karin Wilson  
Mayor

To: Kim Creech, Treasurer

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

AUG 27 '20 AM 8:15  
KAC

*Council Members:*

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

Date: August 14, 2020

Re: **Requesting City Council reject the one bid response to Bid No. 034-20  
Masonry and Concrete Work for Alterations at FH Municipal Stadium**

Lisa A. Hanks, MMC  
City Clerk

This Project entails the retrofitting of the home side (west) grandstand of the Fairhope Municipal Stadium to meet ADA Compliance. The final project will result in a series of ramps and viewing levels for handicapped patrons to use during stadium events.

Kimberly Creech  
Treasurer

A non-Mandatory Pre-Bid meeting was held on August 4 and attended by one contractor and 2 employees of the City.

The Bid was posted on the website and was sent to seven (7) contractors. Responses were received until 10:00 AM, Friday, August 14, 2020. **One bid response was received from K-C Excavation & Demolition.**

**Please place on the next City Council Agenda this request to reject the one bid to Bid No. 034-20 Masonry and Concrete Work for Alterations at FH Municipal Stadium, and negotiate the contract price.**

Cc: file, R Johnson, 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 TABULATION**  
**BID 034-20 Masonry and Concrete Work for ADA Alterations**  
**BID OPENED: August 14, 2020, 10:00 a.m.**

Vendor	Kahlbau Construction			
Masonry Work Bidder Provides Materials	\$ 58,000.00			
CMU % of Total	50%			
Brick Veneer % Total	50%			
Masonry Work City Provides Materials	\$ 48,000.00			
CMU % of Total	50%			
Brick Veneer % Total	50%			
Footers and Backfill Bidder Provides Materials	\$ 18,000.00			
CMU % of Total	50%			
Brick Veneer % Total	50%			
Footers and Backfill City Provides Materials	\$ 13,500.00			
CMU % of Total	50%			
Brick Veneer % Total	50%			
Concrete Bidder Provides Materials	\$ 53,000.00			
Concrete Work City Provides Materials	\$ 47,000.00			
Concrete Work/Slab Edge Bidder Provides Materials	\$ 62,504.00			
Concrete Work/Slab Edge City Provides Materials	\$ 57,504.00			

**Recommendation: Reject all bids and negotiate.**

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

	<i>08 / 17 / 2020</i>
Signature	Date
<b>Richard Johnson, Public Works Director</b>	
	<i>8 / 17 / 20</i>
Signature	Date
<b>Delores A Brandt, Purchasing Manager</b>	

1202 71 83

1202 71 83

**MASONRY WORK RESPONSE**

<b>1. Lump Sum for Masonry Work with all Materials provided by the Bidder:</b>	\$ 58,000
CMU Masonry Work Percentage of Total: 50%	\$ 29,000
Face Brick Veneer Work Percentage of Total: 50%	\$ 29,000
<b>2. Lump Sum for Masonry Work with all Materials provided by the City:</b>	\$ 48,000
CMU Masonry Work Percentage of Total: 50%	\$ 24,000
Face Brick Veneer Work Percentage of Total: 50%	\$ 24,000

**ADDITIVE ALTERNATIVE**

Placement of spread footers and structural backfill of constructed stem walls to support horizontal and sloped concrete slabs. Entails the excavation, forming, placing reinforcement, and placing concrete to construct the spread footings to support the CMU stem walls on the home side (west) grandstand of the Fairhope Municipal Stadium. In addition, the placing and compaction of structural backfill behind the constructed CMU stem walls to support the horizontal and sloped concrete slabs. The respondent shall submit two bids:

1. **Lump Sum:** for all equipment, tools, labor, materials, and incidentals necessary to perform the work as specified in this invitation.
2. **Lump Sum:** for all equipment, tools, labor, and incidentals necessary to perform the work as specified in this invitation. Price will consider the City providing materials

**Additive Alternative Bid Response**

<b>1. Lump Sum for Footers and Backfill with all Materials provided by the Bidder:</b>	\$ 18,000
Footer Work Percentage of Total: 50%	\$ 9,000
Backfill Work Percentage of Total: 50%	\$ 9,000
<b>2. Lump Sum for Footers and Backfill with all Materials provided by the City:</b>	\$ 13,500
Footer Work Percentage of Total: 50%	\$ 6,750
Backfill Work Percentage of Total: 50%	\$ 6,750

**#2--The CONCRETE portion of the Invitation request bids in two forms materials provided by the City and materials provided by the Bidder:**

1. **Lump Sum:** for all equipment, tools, labor, materials, and incidentals necessary to perform the work as specified in this invitation.
2. **Lump Sum:** for all equipment, tools, labor, and incidentals necessary to perform the work as specified in this invitation. Price will consider the City providing the following materials:
  - a) Concrete
  - b) Rebar
  - c) Welded Wire Fabric
  - d) Joint and Spacer Material
  - e) Galvanized Angle (Added Alternative)

Note: Incidentals shall include, but not be limited to form boards, form material, hardware, connectors, cleaning materials, **concrete pumping equipment** (Concrete include cost of delivery to site only) and other materials related to concrete placement work.

*Note<sup>2</sup>: Much of the concrete slab placement can be achieved through "tailgating" from the delivery vehicle. It is anticipated that only the upper slab and ramps would require pumping equipment. The price submitted should reflect the cost of such equipment.*

**CONCRETE WORK RESPONSE**

Bid for concrete elevated slab work on a City managed project. Project entails the retrofitting the home side (west) grandstand of the Fairhope Municipal Stadium to meet ADA Compliance. The final project will result in a series of ramps and viewing levels for handicapped patrons to use during stadium events. This is specifically related to the elevated and sloped concrete slabs that comprise and connect the various levels. The bidding contractor shall plan and price for an uninterrupted pour schedule. Once the CMU stem walls and backfill are in place, the notice to proceed will be issued and the job site will be turned over to the Concrete Contractor to place the concrete slabs See Item Scope of Work

1. Lump Sum for Concrete Work with all Materials provided by the Bidder:	\$53,000
2. Lump Sum for Concrete Work with all Materials provided by the City:	\$47,000

**ADDED ALTERNATIVE BID RESPONSE:**

*This added alternative is to install a 3/8 x 4 x 6 Angle (A-36, hot-dipped galvanized) as a slab edge treatment at all leading edges of the exposed slab (viewing platforms). Contractor shall determine the best means and methods to support and secure angle during concrete placement and curing. Detail attached.*

*Additive alternative response for Concrete*

Lump Sum for Concrete Work w/Slab Edge - all Materials provided by the Bidder:	\$62,504
Lump Sum for Concrete Work w/Slab Edge - all Materials provided by the City:	\$57,504

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (bidder to complete below).

ADDENDUM NO	DATE ISSUED	ADDENDUM NO	DATE ISSUED
<u>7</u>	<u>08/13/20</u>	_____	_____
_____	_____	_____	_____

Each bid must give the full business address of the bidder and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president",



**CONTRACTOR INFORMATION**

Please print this section and turn in with your response

**Bid No.034-20 Masonry and Concrete Work for Alterations to FH Municipal Stadium**

**Business Organization**

Name of Bidder (exactly as it appears on W-9):

WAYNE L. KAHLBAU

Doing-Business-As Name of Bidder:

KAHLBAU Construction LLC

Principal Office Address:

P.O. Box 486, Fairhope AL 36532

17741 Pierce Rd, Fairhope, AL 36532

**Form of Business Entity [check one ("X")]**

Corporation

Partnership

Individual

Joint Venture

Other (describe):  Single member LLC

**Corporation Statement**

If a corporation, answer the following:

Date of incorporation: \_\_\_\_\_

Location of incorporation: \_\_\_\_\_

The corporation is held: Publicly   
Privately

**Partnership Statement**

If a partnership, answer the following:

Date of organization: \_\_\_\_\_

Location of organization: \_\_\_\_\_

The partnership is: General   
Limited

**Joint Venture Statement**

If a Joint Venture, answer the following:

Date of organization: \_\_\_\_\_

Location of organization: \_\_\_\_\_

JV Agreement recorded? Yes   
No

Primary Contact

Title:

Telephone Number:

Fax Number:

Email Address:

Website:

WAYNE L. KAHLBAU

OWNER

251-510-9462

KAHLBAU @ BelSouth.net

Dig-it-ALABAMA.com

**END OF INFORMATION SECTION**

Bidders are to sign and include signed Addendum 1 with submitted bid documents.

Acknowledged:

KAHLEBAU CONST. LLC  
Company  
Wayne J. Zeller  
By

Purchasing Manager  
City of Fairhope  
Posted: 8/10/2020



THIS MUST BE NOTARIZED!

NOTARIZATION OF THE BID

STATE of Alabama }

COUNTY of Baldwin }

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

Wayne Lee Kahlbau,

as Owner, respectively of Kahlbau Construction Name

whose

(title)

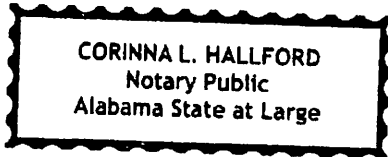
Company

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

Given under my hand and Notary Seal on this 13<sup>th</sup> day of August 2020.

Notary Corinna L Hallford

My Commission expires 06/12/2024





**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 On-Call Large Tree Removal Service for the Public Works Department (Bid Number 004-20) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

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

[3] After evaluating the bid proposals with the required bid specifications, one No Bid and one Non-Responsive Bid were received, we request that all bids be rejected for Bid No. 030-20 On-Call Large Tree Removal Service for the Public Works Department; and authorize to negotiate with contractor(s) for this work, pursuant to the Code of Alabama 1975, Section 39-2-6(b).

Adopted on this 14th day of September, 2020

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

Attest:

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



AUG 27 '20 AM 8:15

*Kim Creech*

## 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 25, 2020

Lisa A. Hanks, MMC  
*City Clerk*

Re: **Council Approval and Greensheet -- award Bid No 030-20 On-Call Large Tree Removal Service a budgeted FY20 project over \$10,000 for the City of Fairhope**

Kimberly Creech  
*Treasurer*

The Public Works Department is in need of a tree removal service to take down large trees in rights-of ways as periodically dictated to prevent accidents and allow for streets projects to proceed without incidence of falling trees and damage to property.

The bid was issued on July 24, 2020 to twelve companies and responses were received until August 25, 2020. One (1) NO BID response was received, and one Non- Responsive Bid was received. It is the recommendation that all bids be rejected and approval by Council be made to negotiate with contractors for this work.

**Please place on the next available City Council Agenda this request Council to reject all bids and allow Mayor to negotiate pricing with a contractor for the work.**

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

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

Cc: , R Johnson, Paul Merchant, Arthur Bosarge, Randy Weaver, Clint Steadham

**City of Fairhope Tabulation**

**BID 030-20 On Call Large Tree Removal**

**Bid Opening: Tuesday, August 25, 2020, 10:00 a.m.**

	Executed Bid Documents	ISA Certified Staff Member	Equipment Summary	Availability	Subject Tree One	Subject Tree Two	Subject Tree Three
SPOTSWOOD TREE SERVICE							NO RESPONSE
Jubilee Landscape, Inc							NO RESPONSE
Chris Francis Tree Care							NO RESPONSE
Ickes Tree Service							NO RESPONSE
ARBORIST ON BOARD TREE SERVICE							NO RESPONSE
RDA SERVICE COMPANY, INC.							NO RESPONSE
Rose's Tree Service							NO BID
Big John's Tree Service							NO RESPONSE
Burford's Tree Surgeons, Inc.							NO RESPONSE
Ultimate Tree Service							NO RESPONSE
Asplundh							NO RESPONSE
Terraform Land Company							NON RESPONSIVE

RECOMMENDATION: One **No Bid** and one **NON-Responsive bid response** was received; negotiations recommended.

*To the best of my knowledge this is an accurate bid tabulation.*



Arthur Borsage  
Assistant Public Works Director

8/25/2020  
Date



Delores A. Brandt  
Purchasing Manager

8/25/2020  
Date

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

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That Mayor Karin Wilson is hereby authorized to execute Change Order No. 1 to Bid Number 018-19, Project No. SEW002-18 - Bayou Drive, Fairwood Drive, and Fairhope Avenue Wastewater Collection and Transmission Improvements to reflect actual quantities installed for a deductive change order in the amount of (\$92,293.38); and award of the Change Order to Boan Contracting.

Adopted on this 14th day of September, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 8/27/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Change Order 1, a deductive to Bid 018-19 Bayou Drive, Fairwood Drive and Fairhope Ave wastewater collection and transmission improvement

Project Location: Bayou Dr, Fairwood Blvd, and Fairhope Ave

Presented to City Council: 9/14/2020

Funding Request Sponsor: Mike Allison, Director of Operation

Project Cash Requirement Requested:  
Cost: \$ (92,293.38) Change Order #1

Vendor: Boan Contracting

Project Engineer: Dewberry Engineers, Inc

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

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

AUG 31 '20 AM 11:25

**Department Funding This Project**

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

**Department of General Fund Providing the Funding**

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

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

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

Expense Code: 004-16052 Grant: \$0.00 Federal - not to exceed amount  
 G/L Acct Name: Const-WW Collection Trans Sys State \_\_\_\_\_ City \_\_\_\_\_ Local \$0.00

Project Budgeted: \$ \_\_\_\_\_ - Part of 5 year plan Waste Water Rehabilitation  
 Balance Sheet Item- Included in projected cash flow \$0.00

Over (Under) budget amount: \$ (92,293.38)

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

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

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

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

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

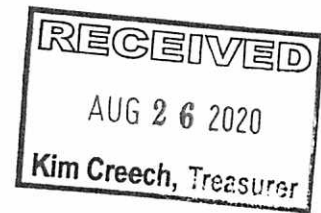
Purchasing Memo Date: 8/26/2020 Purchasing Memo Date: 8/26/2020 Delivered To Date: 8/27/2020

Request Approved Date: 8/27/2020 Request Approved Date: 8/27/2020 Approved Date: 8/28/20

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

Date: August 26, 2020

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
City Treasurer

Re: Placing on the next City Council agenda **Change Order 1**, a deductive change order for unused items to **Bid 018-19 Bayou Drive, Fairwood Drive and Fairhope Av, Wastewater Collection and Transmission Improvements**

**Dewberry Engineers, Inc** and Michael Allison, Operations Director request approval of the deductive **Change Order #1** with Pay Request # 6 as described in the attached letter submitted **from Dewberry Engineers, Inc.** The Change Order #1 reflects **deduction under budget** of \$92,293.38.

**Please place on this City Council Agenda this request for approval of deductive Change Order 1 to Bid 018-19 Bayou Drive, Fairwood Drive and Fairhope Av, Wastewater Collection and Transmission Improvements of \$92, 293.38 and Authorization for the Mayor to execute Change Order 1 with BOAN Contracting**

Cc: File, Mike Allison

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

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





Dewberry Engineers Inc. | 251.990.9950  
25353 Friendship Road | 251.990.9910 fax  
Daphne, AL 36526 | www.dewberry.com

August 21, 2020

Mr. Michael Allison  
Operations Director for  
The City of Fairhope  
555 South Section Street  
Fairhope, AL 36532

**RE: Bayou Drive, Fairwood Drive, and Fairhope Ave, Wastewater Collection and  
Transmission Improvements, Bid NO. 018-19, Project No. SEW002-18  
Pay Request No. 6 (Semi-Final Pay Request)**

Mr. Allison:

Dewberry has reviewed the attached pay request and agrees with the total value requested for payment. Attached is the executed pay request form with unit price schedule, stored materials totals, and ALDOT form C-20 associated with project time.

The Semi Final pay request will represent the final value of work associated with the project. There will be no further funds expended from the original contract budget, other than the release of retainage at the end of the advertisement period.

Attached to this letter and pay request you will find a summary of the over/under runs for the project and a final summary change order that take the project to a zero-balance owed, once retainage is released. The summary change order is deducting \$92,293.38 from the original bid price to reflect actual quantities installed. This makes the final value of work \$2,057,127.70.

As of the date of this letter, striping is the only outstanding punch list item. However, quantities and values have been fixed and retainage in excess of the value of the work will be held until work is completed. With all the attached documentation Dewberry recommends payment of the semi-final pay request in the amount of \$329,550.48. The only remaining payment from the project will be the retainage, once advertisement and punch list items are completed.

If you have any questions or comments regarding this pay request, please call.

Sincerely,

**Dewberry Engineers Inc.**

Andrew N. Bobe  
Sr. Associate, Sr. P.M.

ANB:wj  
Enc.

**CHANGE ORDER FOR**

City of Fairhope  
City Council

Date: 8/14/2020

AUTHORITY FOR ADDITIONAL  
ALTERATIONS, AND OMISSIONS ON  
CONSTRUCTION WORK UNDER  
CONTRACT

CONTRACT NO. SEW002-18

CHANGE ORDER NO. 1

PROJECT NAME: **PROJECT NO. SEW002-18 Wastewater  
Collection and Transmission System  
Improvements**

ORIGINAL CONTRACT VALUE: \$ 2,149,421.08

THIS CHANGE ORDER AMOUNT \$ (92,293.38)

CONTRACTOR: Boan Contracting Co.

TOTAL CONTRACT AMOUNT : \$ 2,057,127.70

CURRENT DAYS IN THE CONTRACT.: 180  
ADDITIONAL CONTRACT DAYS : 0  
REVISED CONTRACT DAYS : 180

PERCENT OF CONTRACT AMOUNT: -4.29%

**DESCRIPTION:**

**COST**

- |  |                 |
|--|-----------------|
| 1. DEDUCT UNUSED DAYS IN CONTRACT.                                 | 0.00            |
| 2. ADDITIONS TO ACCOUNT FOR WORK THAT DOES NOT EXIST IN THE PLANS. | \$ 255,420.33   |
| 3. DEDUCT FOR UNUSED ITEMS IN THE CONTRACT.                        | \$ (347,713.71) |

**COST:**

TOTAL CHANGE ORDER NO. 1 Deduct \$ (92,293.38)

REASON : Final change order. See Attachment "A"

Recommended:  
*[Signature]*  
Dewberry Engineers Inc

Accepted:  
*[Signature]*  
BOAN CONTRACTING

Approved

\_\_\_\_\_  
CITY OF FAIRHOPE  
CITY COUNCIL

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

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

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

[1] That the City of Fairhope has voted to procure Work Boots for the Public Works Department and Utilities; and the items are available for direct procurement from Cintas Corporation through the OMNIA Purchasing Group (Contract No. R-BB-19002) which has been nationally bid; and therefore, does not have to be let out for bid. This is a total cost not-to-exceed \$30,000.00.

Adopted on this 14th day of September, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 8/27/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Award Bid No 003-20 Work boots for Public Works and Utilities

Project Location: Public Works and Utility's employees

Presented to City Council: 9/14/2020

Resolution # 81 '20 AM 10:13  
Approved

Funding Request Sponsor: Richard Johnson, Public Works Director  
Mike Allison, Operational Director  
Michael Johnson, Safety Coordinator

Changed \_\_\_\_\_

Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 30,000.00 Not-to-exceed

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

Vendor: Cintas Corporation - Omnia Partners Purchasing Group using Contract: R-BB-19002 Dated 12/13/2018-10/31/2023

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

Funding Source:

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

Expense Code: XXXX-50462  
G/L Acct Name: Safety Wear and PPE

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

Project Budgeted: \$ 30,000.00  
Balance Sheet Item-  
Included in projected  
cash flow \$0.00

Over (Under) budget amount: \$ -

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

Comments:

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

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

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 8/18/2020

Purchasing Memo Date: 8/18/2020

Delivered To Date: 8/27/2020

Request Approved Date: 8/27/2020

Request Approved Date: 8/27/2020

Approved Date: 8/27/2020

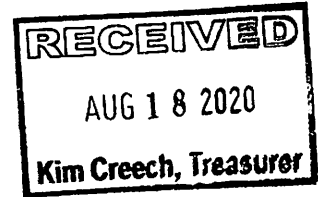
Signatures: Kim Creech  
Kim Creech

Jill Cabaniss  
Jill Cabaniss, MBA

Mayor Kim Wilson  
Mayor Kim Wilson



## MEMO



To: Kimberly Creech, Treasurer

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

Date: August 18, 2020

Re: Council Approval and Greensheet -- award **Bid No 003-20 Workboots for Public Works and Utilities** FY20 item over \$10,000 for the City of Fairhope

The Public Works and Utilities Departments request approval of award of **Bid 003-20 Workboots for PW and Utilities**, an over \$10,000 purchase. This is in response to safety requirements for various safety boots in some programs.

The recommendation is to award the bid to **Cintas Corporation** through the US Communities--Omnia Partners Purchasing Group using **Contract: R-BB-19002 Dated 12-13-2018 to October 31, 2023** at a cost not-to-exceed **THIRTY THOUSAND DOLLARS (\$30,000.00)**.

**Please place on the next available City Council Agenda this request to AWARD Bid 003-20 WorkBoots for PW and Utilities to Cintas Corporation at a cost not To exceed \$30,000.00.**

Cc: File, M. Allison, J. Little, T. Holman, Richard Johnson, Clint Steadham

Karin Wilson  
*Mayor*

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

Lisa A. Hanks, MMC  
*City Clerk*

Kimberly Creech  
*Treasurer*

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

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

**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 UV-Sanitizing Lights to use in City buildings to combat COVID-19 from MRSA-UV, LLC with a cost not-to-exceed \$15,000.00. This will be funded thru the CARES Act.

Adopted on this 14th day of September, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 8/27/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of UV-SANITIZING LIGHTS to use in City Buildings to combat COVID-19 virus

Project Location: City Wide

Presented to City Council: 9/14/2020

Funding Request Sponsor: Michael Johnson, Safety Coordinator  
Richard Johnson, Public Works Director

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

Project Cash Requirement Requested:  
Cost: \$ 15,000.00 Not to exceed \_\_\_\_\_

Vendor: MRSA-UV, 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: Expensed XXX Capitalized \_\_\_\_\_ Inventoried \_\_\_\_\_

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

Expense Code: 001999-50340 Grant: \$0.00 Federal - not to exceed amount  
G/L Acct Name: General Supplies State \_\_\_\_\_ City \_\_\_\_\_ Local \$0.00

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

Over (Under) budget amount: \$ 15,000.00

Comments: Our recommendation is to obtain one (1) of each of the large portable units: (1) Obelisk UV Room Sanitizer sanitizes 3364 sq. ft. - \$4,995.00; (1) UV HELIX 450 XL sanitizes 30' diameter 706 sq. ft. - \$3,995.00; and (6) VORTEX-US sanitizes 20'X20' 400 sq. ft. at \$595.00 each - \$3,570.00. Total \$12,560.00

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

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

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

City Treasurer: Kim Creech Finance Director: Jill Cabaniss, MBA Mayor: Mark Wilson

Purchasing Memo Date: 8/6/2020 Purchasing Memo Date: 8/6/2020 Delivered To Date: 8/27/2020

Request Approved Date: 8/27/2020 Request Approved Date: 8/27/2020 Approved Date: 8/28/20

Signatures: Kim Creech Jill Cabaniss, MBA Mark Wilson



MEMO

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

Karin Wilson  
Mayor

Date: August 6, 2020

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

RE: **Green Sheet and Council Approval of over \$10,000 unbudgeted portable UV-SANITIZING LIGHTS to use in City Buildings to combat COVID-19 virus**

Lisa A. Hanks, MMC  
City Clerk

The Michael Johnson, City Safety Coordinator, and I are requesting the procurement of **UV Sanitizing lights** to use as needed throughout the City buildings to sanitize rooms in an attempt to combat the spread of COVID -19 Virus to employees and citizens who come to do business with the City. We recommend the procurement be awarded to **MRSA-UV, LLC** in the amount of **TWELVE THOUSAND FIVE HUNDRED SIXTY DOLLARS (\$12,560.00) for the eight (8) lights as listed below.** All of these lights are portable and can be used as needed in different buildings. We have obtained information on different sizes and strengths of these lights. Please attached brochures/specs.

Kimberly Creech  
Treasurer

Our recommendation is to obtain **one (1)** of each of the **large portable units**:

(1) Obelisk UV Room Sanitizer sanitizes 3364 sq. feet at \$ 4,995.00

(1) UV HELIX 450XL sanitizes 30' diameter (706 sq. ft) \$ 3,995.00

AND

(6) VORTEX-UV sanitizes 20'x20' (400 sq. ft) at \$595.00 = \$ 3,570.00  
\$12,560.00

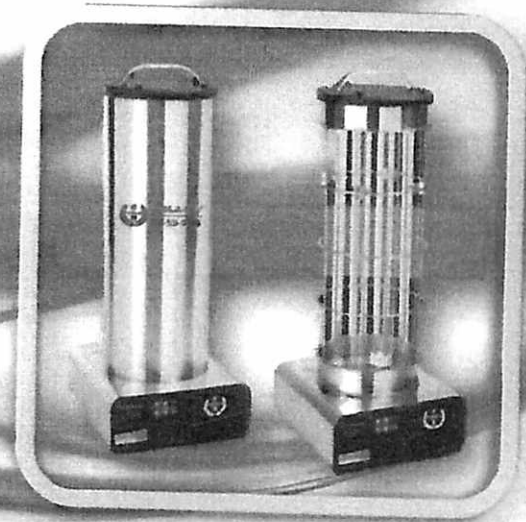
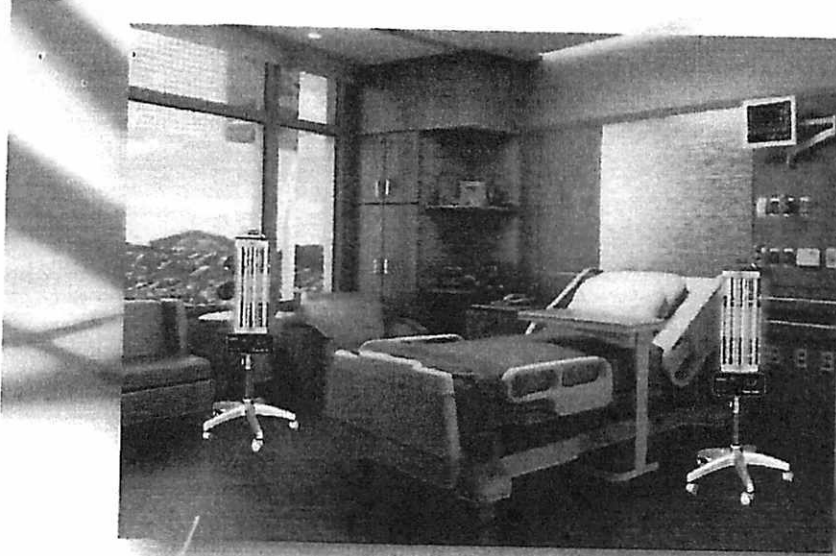
Please compose a greensheet and place on the first available City Council agenda this request to procure UV Room Sanitizing lights from MRSA-UV, LLC not to exceed \$15,000.00

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

Cc: file, M Johnson, R Weaver,

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





# OBELISK™ UV ROOM SANITIZER

*Our Most Affordable, State-of-the-Art, Portable UVC Room Sanitizer*

Our advanced **Obelisk™ UV Total Room Sanitizer** is the most affordable, lightweight, portable and extremely powerful UV surface and air sanitizer. Using eight (8) concentrated high-energy UV-C lamps in each unit, this device is capable of disinfecting average size room very quickly and even **faster** when used in tandem.

The Obelisk™ UV Sanitizer can be easily carried from one room to the next while the lamps are always protected by our high quality stainless steel cover.

The Obelisk™ also comes with two ultra-sensitive bacterial verification test kits and our and our optional mobile hand truck and stand which is essential when elevated heights are required. Rooms with beds are best treated when the Obelisk™ is used in tandem.

Our Obelisk™ is capable of safely disinfecting environs & air in a room using UVC energy in as little as a few minutes. UVC has been long proven in independent laboratory testing to successfully disinfect against all microbes including the most difficult bacteria and viruses. Having eight (8) powerful, shatterproof coated UV-C Germicidal bulbs available allows for quick environmental and air sanitizing.

Your Obelisk™ comes with everything necessary to go to work right away. It includes UV glasses, remote control, Laser Tape Measure, UV Dose Chart, quick instructions, full instructions and our tablet/phone app to calculate exposure times.



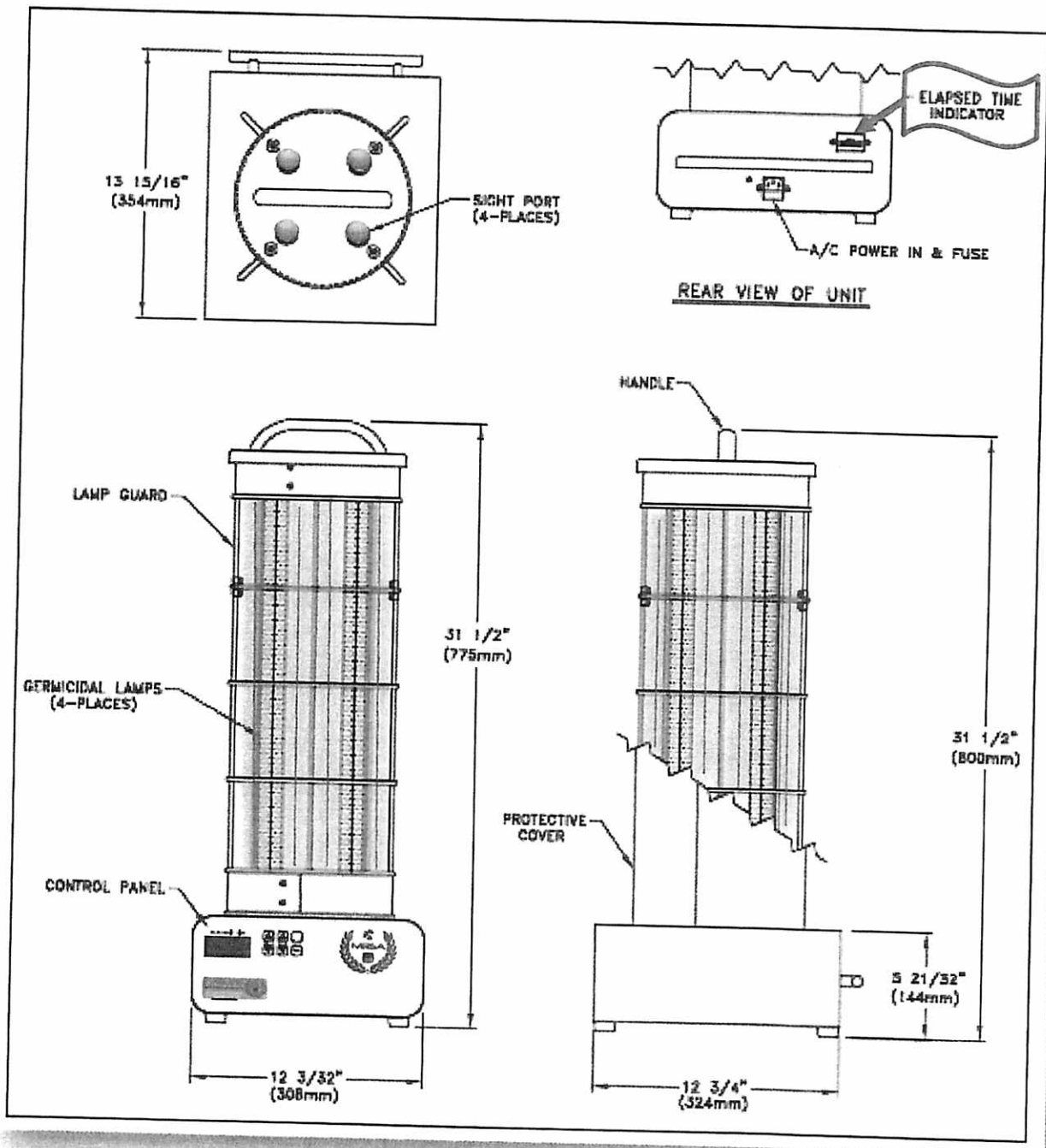
Should only be used only as an adjunct to your existing cleaning program.



**MRSA-UV™**  
Mobile Room Sanitizing Agency  
561-531-9398

\$4995.00

33164 sqft

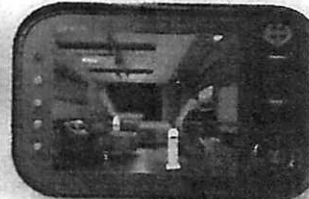


Model:		55-120	55-220	55-220R
Volts:		120V	220-240V	220-240V RoHS
Amps:		4.5A	1.3A	1.3A
Hertz:		50/60Hz	50-60Hz	50-60HZ
Maximum Treatment Time:		24 hours		
Maximum Room Size:		58' L x 58'W x 20'H 336450		
Weight:		29.3 lbs.		
Dimensions:	Length (inches)	12 3/4"		
	Width: (inches)	12 3/32"		
	Height: (inches)	30 1/2"		
Lamp Data:	Lamp Model:	559-2		
	Number of Lamps:	8		
	Power Consumption: (Watts/Lamps)	550 Watts Total		
	Ultraviolet Output: (Watts/Lamps)	143 Watts Total		
	Average Effective Life: (Hours)	10,000		

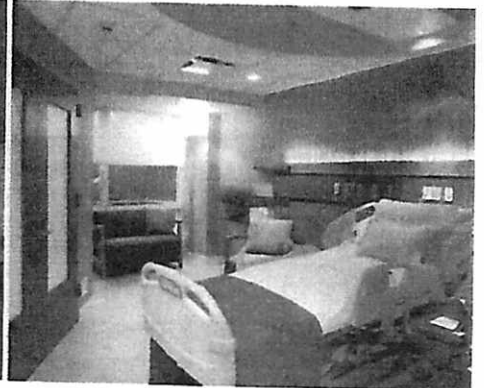
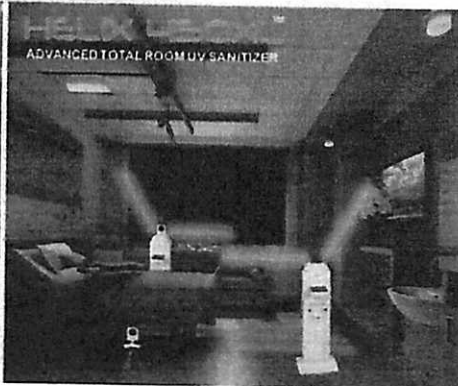
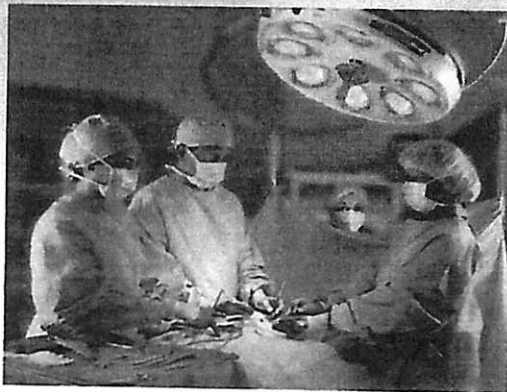
# MRSA-UV's Helix 450XL is the most Efficient Environmental Room Sanitizer.

## Easy, Rapid and Most Affordable

- 4 SHATTERPROOF germicidal UVC bulbs. Lasts 10,000 hours.\*
- Thoroughly treats rooms in as little as 10 minutes.
- Easily rolls from room to room.
- Custodial staff can easily & safely operate this unit.
- Double backup system shuts unit off if anyone enters room while treating.
- UV lights collapse into protective hidden side panels.
- Our new *Digital Units* are now ready.



**Priced at only \$3,995**



**MRSA-UV's Helix 450XL™ Mobile Room Sanitizer** is a portable and affordable ultraviolet unit that is designed to reduce bacteria, viruses and molds in the air and the environment. It can easily move from room to room in hospitals or any medical setting and is ideal for sanitizing operating, ICU, waiting and patient rooms, restrooms or anywhere there are concerns about microbes and air contamination by harmful pathogens.

This unit is capable of safely disinfecting a room using UV-C energy in as little as a few minutes. Proven in 70 years of independent laboratory testing to successfully sanitizes a room against numerous bacteria and virus. All UV-C bulbs are Certified Germicidal Bulbs that are set at 254 nanometers which is most effective against contagious microbes.

### MRSA-UV's Helix 450XL features:

- Targeted environmental sanitization up to 99.9% for bacteria and viruses.
- Sanitizes hospital rooms, patient rooms, classrooms, kitchens, locker rooms and more within 10-30 minutes.
- Rooms can be occupied immediately after treatment.
- Four (4) high output shatterproof UVC lamps deliver enough energy to deactivate surroundings.
- So easy to use, setup and move to your next location.
- Includes Remote Control and a wireless Infrared motion sensors to automatically shut off device if one enters a room during a sanitizing cycle.
- Watch UV progress on your handheld monitor.
- The most affordable unit on the market.

**561-531-9398** [www.mrsa-uv.com](http://www.mrsa-uv.com)

\$3,995.00 → 30' diameter  
the 50 ft



# Helix 450XL™ Total Room UV Sanitizer

Portable unit designed to apply germicidal UVC energy to targeted, high-risk areas.

## Construction

- Variable UV light positioning
- Four shatterproof UVC lights\*
- Composite steel construction
- White powder coating
- UV lights collapse into protective side panels
- Wireless remote control on/off - 60' operational range
- Wireless video camera and wireless color monitor-60' operational range
- Built-in motion detector with auto-shut off.
- Total weight is 32 lbs. (16.8 kg.)
- Minimum height is 3' 10" (117 cm)
- New Ultrasonic/Laser Tape Measure

\* optional

Color Camera & Monitor



Remote Control

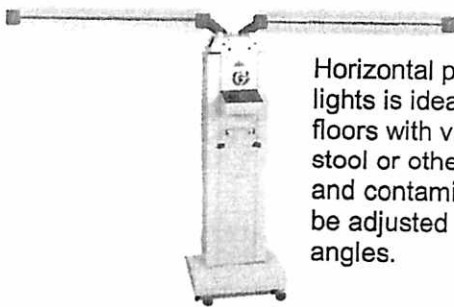


Motion Detector-  
Auto Shutoff

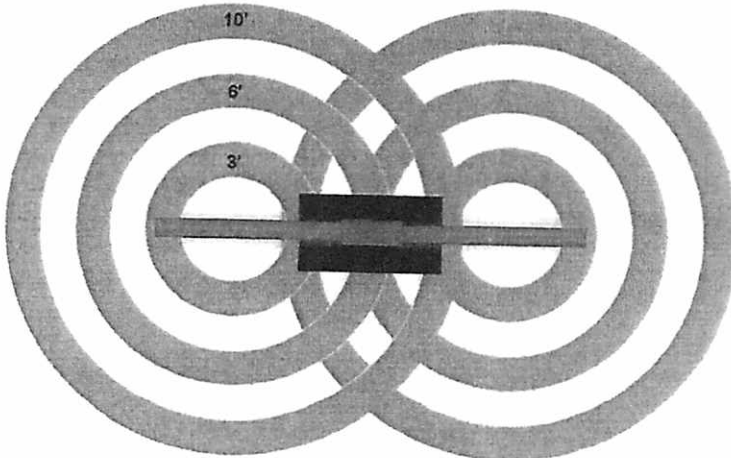


Helix 450XL is ready to work the moment it arrives!

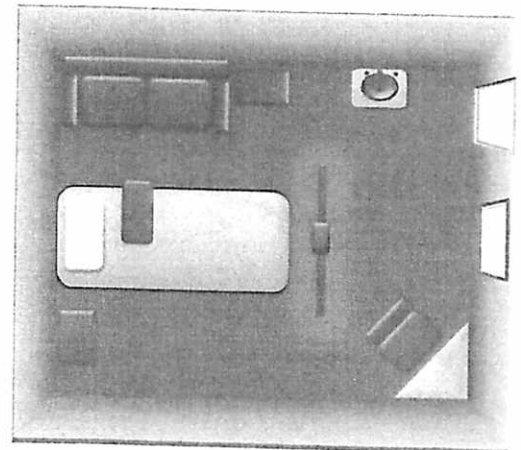
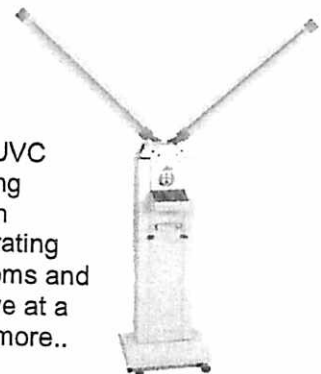
## Rapid, Rugged, Reliable, Reasonable and Remote Controlled Coverage Area



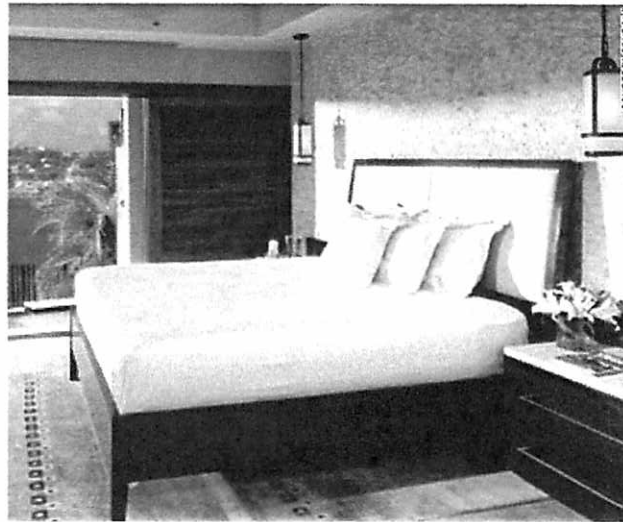
Horizontal positioning of UVC lights is ideal for sanitizing floors with vomitus, blood, stool or other microbial spills and contamination. Helix can be adjusted to numerous angles.












Diagonal positioning of UVC lights is ideal for sanitizing contaminated surfaces in patient, waiting and operating rooms, kitchens, bathrooms and any other space. Effective at a range of 30' diameter or more..



- Home
- Products & Prices
- Medical Articles
- Press Room
- Contact
- Hospitals
- Clinics
- Ambulances
- Schools
- more...



-  Clinics
-  Urgent Care
-  Dialysis Ctrs
-  Dental Ofc.
-  Schools
-  Day Care
-  Office
-  Homes
-  Hotels
-  Prisons
-  Nursing Home

## VORTEX-UV Portable UVC Room Sanitizer

Our new advanced and very portable **Vortex-UV** is designed to rapidly sanitize spaces 20' x 20'. For larger spaces, multiple units can be employed, or 1, 2, or 3+ units can be



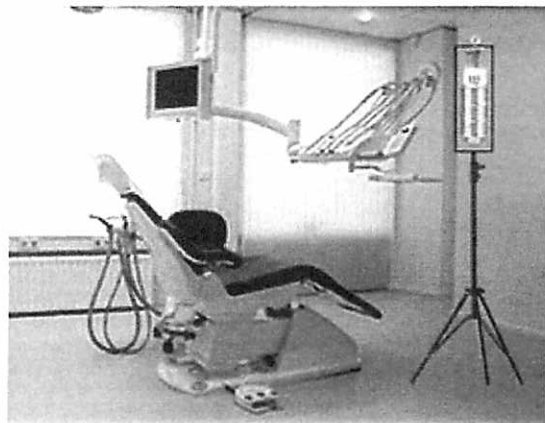
The Vortex-UV is ideal for sanitizing offices and conference rooms.

### Vortex-UV

moved to multiple areas.

Our **Vortex-UV** provides 360° coverage, is remote controlled and even has both a PIR and radar type of motion detector shut-off systems should anyone accidentally enter into space that is being treated.

The **Vortex-UV** is rugged and robust and has many of the features of a much more expensive unit. Most important is that the tripod can be raised from 5'-7' in height.



### Dental Operatory

Because most dental operatories are 15' x 15' or less, our Vortex-UV is capable of sanitizing this size room in 15 minutes or less.



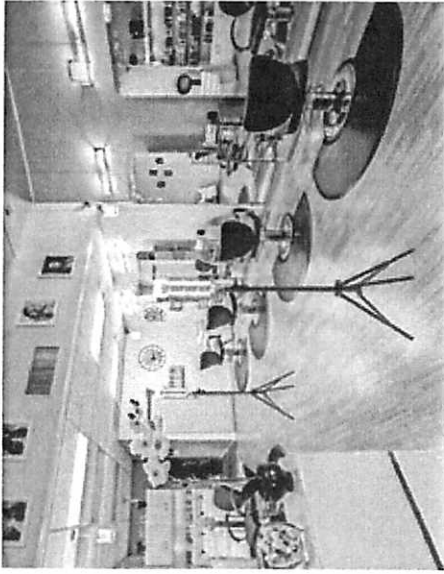
### School Classroom

Since many classrooms are larger than 20' x 20' two or three Vortex-UV may be necessary, depending on the size of the room.

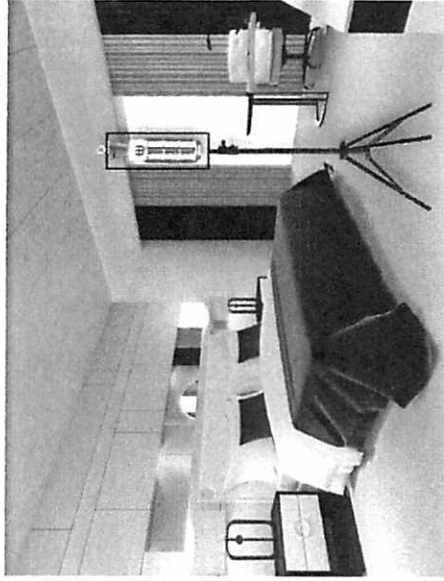


### Restaurant

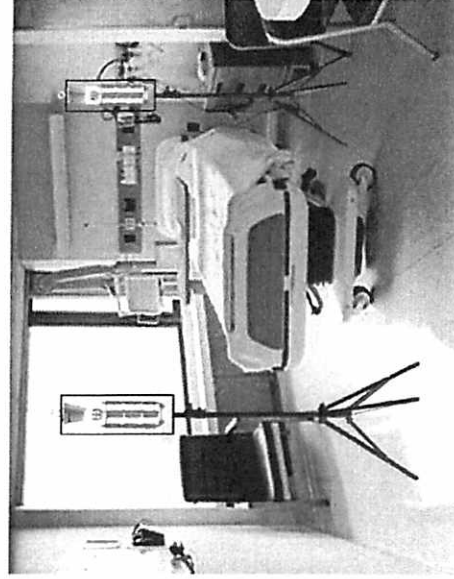
Our Vortex-UV is ideal for sanitizing restaurants, bars, and restrooms. The number of units required will depend on the size of the facility



Hair Salon



Hotel Room



Patient Room

## Vortex-UV Specifications

**Vortex-UV**

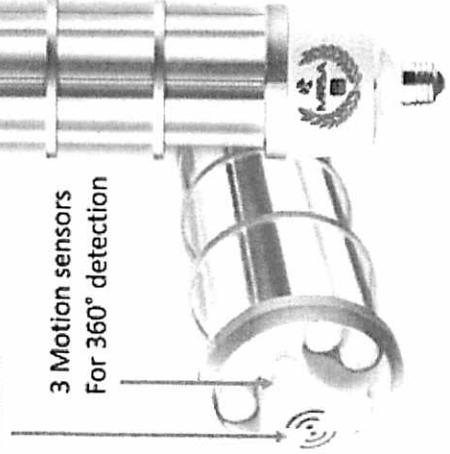
- 360 Degree Surround UVC Light
- 360 Degree Motion Detector Shut-Off
- Remote Control
- 20 Sec. Delay Start-Up
- 30, 60, 90 & 120 min. Timer on Remote
- UV-C-254nm, No Ozone
- Variable Height Tripod-Raises from 5'-7' ht.
- Bulb lasts 9,000 hours!

Remote

## VORTEX-UV

Remote control receiver

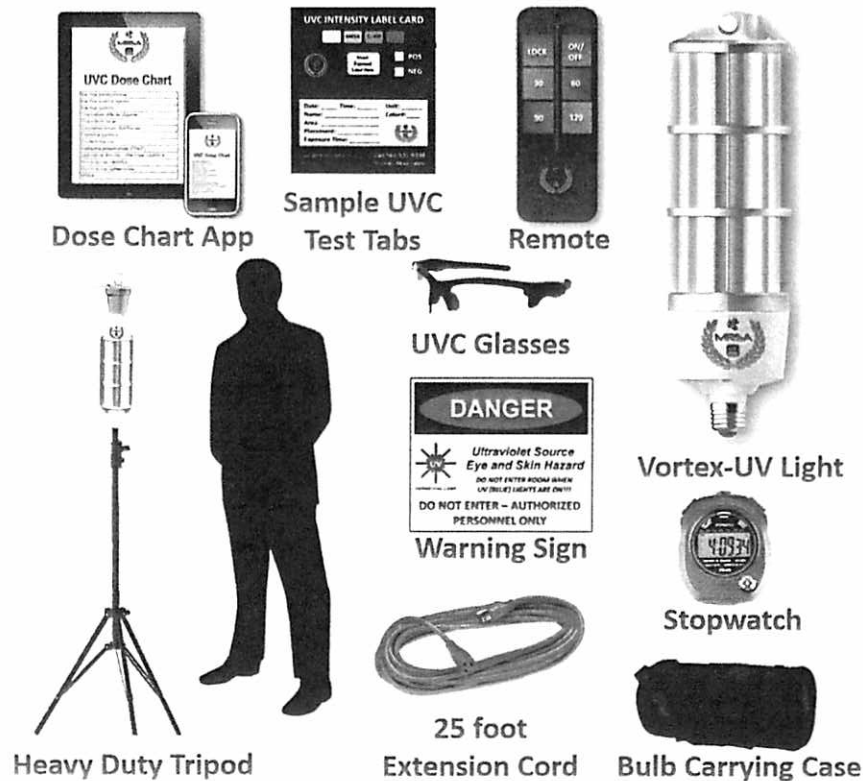
3 Motion sensors For 360° detection





## VORTEX ACCESSORY LIST

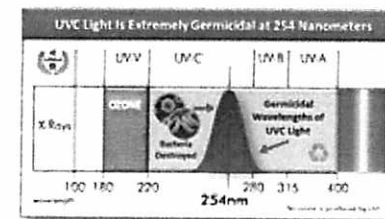
All of the items shown on the left and listed below are all included in the \$595 price.



- Vortex-UV 120V/80W/4 Bulb Lamp - UV-C 254nm, dual motion shut-off
- Remote Control with 30, 60, 90 and 120 minute settings
- Heavy Duty Tripod - 5'- 7' feet in height
- Tripod Mounting Bracket
- Lamp Socket with Mounting Bolt
- UVC Protective Glasses
- Large Screen Digital Stopwatch
- Warning Sign (2) - Non-Tear
- Extension Cord - 25 foot length
- Vortex-UV Smartphone Dose Chart
- UVC Verification Test Tabs - Two Samples
- Carrying Case for Bulb and Dust Cover When on Tripod
- Hard Shell Case for Remote Control & Stopwatch
- Full Instruction & Quick Instruction Booklet
- UVC Dose Chart - Laminated
- Microfiber UV Bulb Cleaning Cloth
- Optional Large Carrying Case that holds everything. Only \$50

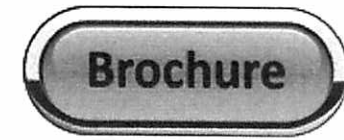
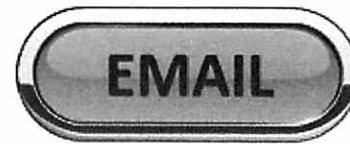


OPTIONAL PADDED CARRY-ALL CASE



GERMICIDAL UVC WAVELENGTH - CLICK TO ENLARGE

*To order, please call us at the phone number listed below  
or email us. We always wish to insure you are getting the best product for your needs.*



*You may also wish to add:*

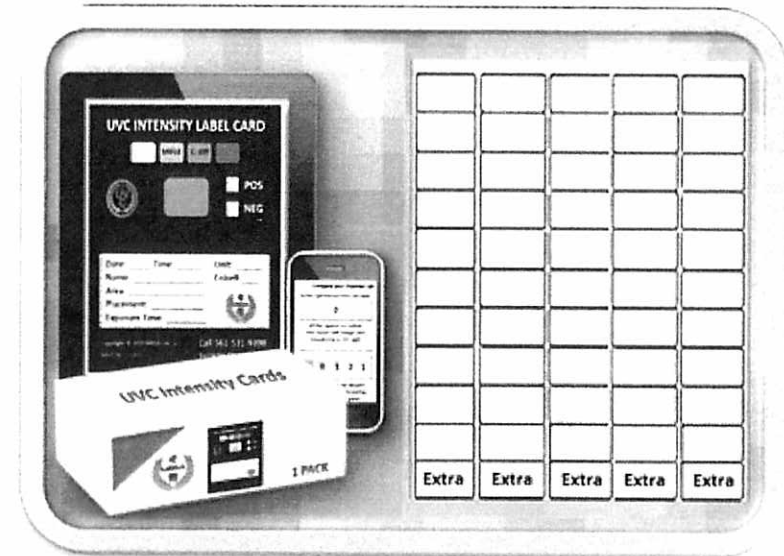
## UVC Intensity Labels and Test Cards

MRSA-UV's photochromic **UVC Intensity Labels** are a basic, reliable, low cost, simple, in-house method of monitoring specifically UVC intensity. When exposed to UVC light, the yellow labels undergo a gradual color change from yellow to dark green that is directly related to energy received. The adhesive backed labels are placed in various areas in a room or space that you may have concern whether the UVC light is reaching it. The color deviation can easily be measured by comparing the colors to test labels created to known operating standards. The label is then affixed to the **Label Card** and filed for future reference.

- The UVC Intensity Test Labels™ measure only the UVC spectrum.

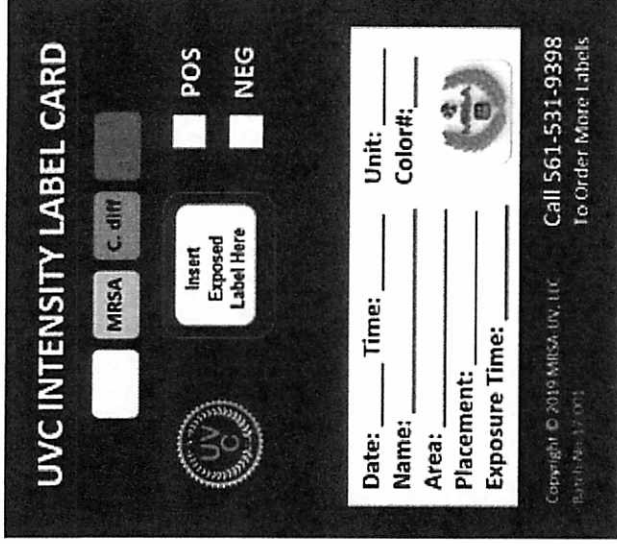
### **UVC Verification Intensity Labels advantages:**

- Accurate visual determination of UVC dose made possible.
- Monitor UVC dose in particular areas of concern in treatment area.



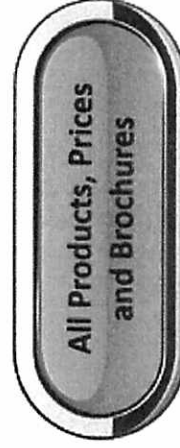
- Detect UVC lamp degradation or poor positioning of UVC lamps.
- Provides the user with periodic assurance that their UVC source is performing to expectations.
- Greater rate of color change provides clearer, more precise UVC dose determination.

\* *Note: Only lab testing can fully confirm UVC precise microbial effects.*



Optional: 50 Intensity Labels and 50 Label Cards  
only \$95

Return to:



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

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

[1] That the City of Fairhope has voted to procure Annual Fire Extinguisher Inspection and Maintenance for the City of Fairhope from Safety Extinguishers, LLC with an estimate of \$15,000.00.

Adopted on this 14th day of September, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 8/27/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of Annual Fire Extinguisher Inspection and Maintenance to Safety Extinguisher, LLC

Project Location: City-Wide

Presented to City Council: 9/14/2020

Resolution # AUG 31 '20 AM 10:15

Funding Request Sponsor: Richard Johnson, Public Works Director  
Michael Johnson, Safety Coordinator  
John Saraceno

Approved \_\_\_\_\_

Changed \_\_\_\_\_

Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 15,000.00 Estimate

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

Vendor: Safety Extinguisher, 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:

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

Funding Source:

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

Expense Code: XXXX-50360 (allocated over multiple locations)  
G/L Acct Name: General Maintenance

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

Project Budgeted: \$ 15,000.00  
Balance Sheet Item-  
Included in projected  
cash flow \$0.00

Over (Under) budget amount: \$ -

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

Comments:

The estimated number of extinguishers is 765 and number of hoods for cleaning and inspection is 6. Included in the FY2021 budget draft

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

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

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 8/25/2020

Purchasing Memo Date: 8/25/2020

Delivered To Date: 8/27/2020

Request Approved Date: 8/27/2020

Request Approved Date: 8/27/2020

Approved Date: 8/27/2020

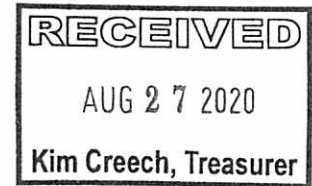
Signatures: Kim Creech

Jill Cabaniss, MBA

Mayor Kahn 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 25, 2020

Lisa A. Hanks, MMC  
City Clerk

Re: **Request Green Sheet approvals for annual budgeted Fire Extinguisher Inspection and Maintenance**

Kimberly Creech  
Treasurer

The City is required to have all fire extinguishers inspected annually and determine any maintenance that is required. The amount for these inspection services has been **less than \$15,000** for the past few years. There was a Request for Quotes issued on August 14, 2020 for a one-year agreement with the option to renew for two one-year periods, to eight vendors, and we received ONE response from **Safety Extinguisher, LLC (see attached Response)**. A greensheet is required, and the services will use a Purchase Order number that will also be identified on the invoices. This is a mandatory annual inspection and servicing of all the fire extinguishers in the City. The current **estimated number of extinguishers is 765 and number of hoods for cleaning and inspection is 6.**

**Please compose a greensheet and have this procurement of Fire Extinguisher Services 2020 approved and awarded to Safety Extinguisher, LLC in the amounts listed on the quotation response sheet.**

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

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

Cc: , John Saraceno Mike Johnson, Randy Weaver, Clint Steadham

RFQ No.: RFQ 001-20  
 RFQ Name: Fire Extinguisher Services and Inspection

Base quotation will include all labor, materials, equipment, shipping, overhead, profit, insurance and all other costs necessary to provide the complete services outlined within this Request for Quotes and Scope of Work. **QUOTE Duration:** One (1) year from signing date of CONTRACT, with the option to extend the contract for up to Two (2) additional years if terms and conditions, including pricing remain the same, and both parties are in written agreement to extend the CONTRACT. The Extension must be approved by City Council, and executed by the Mayor.

The term of the agreement shall therefore be for a period of ONE (1) Year from 8/24/20 to 8/24/21.

The owner agrees to provide the following materials: NONE

	<b>ANNUAL INSPECTION COSTS (1 EA)</b>	<b>Price Each</b>
1	Annual Inspections (Sticker Tags on all extinguishers exposed to elements)	\$4.50
2	2.5# ABC, BC recharge	\$8.00
3	5# ABC, BC recharge	\$11.00
4	10# ABC, BC recharge	\$14.00
5	20# ABC, BC recharge	\$25.00
6	2.5# Halatron recharge	\$6.00
7	5# Halatron recharge	\$11.00
8	11# Halatron recharge	\$15.00
9	30# class D recharge	\$24.00
10	2.5 gallon recharge H2o	\$5.00
11	5# CO2 recharge	\$5.00
12	10# CO2 recharge	\$9.00
13	20# CO2 recharge	\$9.00
14	2.5# ABC, BC six (6) year	\$8.50
15	5# ABC, BC six (6) year	\$10.00
16	10# ABC, BC six (6) year	\$14.00
17	20# ABC, BC six (6) year	\$25.00
18	ABC, BC six (6) year	~~~~~
19	2.5 # Halatron six (6) year	\$6.00
20	5# Halatron six (6) year	\$10.00
21	11# Halatron six (6) year	\$16.00
22	2.5# Hydro BC ABC	~~~~~
23	5# Hydro BC ABC	\$6.00
24	10# Hydro BC ABC	\$16.00



25	20# Hydro BC ABC	\$21.00
26	10# Hydro C02	\$21.00
27	20# Hydro C02	\$21.00
28	30# class D Hydro	\$21.00
29	2.5 gallon Hydro H2o	\$21.00
30	2.5 # Halatron Hydro	~~~~~
31	5# Halatron Hydro	\$10.00
32	11# Halatron Hydro	\$10.00
33	New ABC, BC 2.5#	\$36.00
34	New ABC, BC 5#	\$48.00
35	New ABC, BC 10#	\$65.00
36	New ABC, BC 20#	\$128.00
37	New 6L K class	\$145.00
38	New Co2 5#	~~~~~
39	New Co2 10#	~~~~~
40	New Co2 15#	~~~~~
41	New Co2 20#	~~~~~
42	New Halatron 2.5#	\$90.00
43	New Halatron 5#	\$150.00
44	New Halatron 11#	\$200.00
46	Valve	\$9.00
47	Gauge	\$7.00
48	Suppression System service	\$75.00
49	Fusible Links	\$8.00
50	Pins	\$1.00
51	Hood Cleaning per Sq Ft	\$9.50
52	Hood cleaning per each Nozzle	~~~~~
	O ring included	
	<b>TOTAL ANNUAL INSPECTION</b>	
	<b>PICK UP / DELIVERY CHARGE (PER ROUND TRIP)</b>	
	<b>Service charge for callouts other than Annual Inspection. (if any)</b>	\$25.00

All Annual service should be completed in 10 consecutive work days, Monday through Friday between the hours of 7:00 a.m. and 4:00 p.m. and will be accompanied by designated City personnel.

The Contractor agrees to complete all the work within ten (10) consecutive work days from date given in the *Notice to Proceed* (NTP) unless other arrangements are approved by the Project Manager.

Each quote must give the full business address of the quoter and must be signed by him with his usual signature. Quotes by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Quotes by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A quote by a person who affixes to this signature the word "president," "secretary," "agent," or other designation without disclosing his principal, may be held to be the quote of the individual signing. When requested by the City of Fairhope, Baldwin County, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished. undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your invitation to quote, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this request for quotes and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the RFQ documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective Quoters in restraint of freedom of competition, by agreement to quote at a fixed price or to refrain from bidding or otherwise.

Witness our hands this 24<sup>th</sup> day of August, 2020

Corporation or LLC

Company Safety Extinguisher LLC

State of Incorporation Alabama

Company Representative Chris Caldwell

Signature of representative to sign Bids and Contracts for the company

Company Representative Chris Caldwell

Print name of representative to sign Bids and Contracts for the company

Address 31216 Stagecoach Road  
Spanish Fort, AL 36527

Phone Number (251) 231-0687 Fax Number ( )

Primary e-mail address chriscaldwell1228@yahoo.com

Alabama Contractor's License No. \_\_\_\_\_ Foreign Corporation (outside Alabama) \_\_\_\_\_

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

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

[1] That the City of Fairhope has voted to procure of Annual Renewal of QSCend QAlert Software Licensing (for the support ticket system for residents and businesses) for the IT Department from QSCend Technologies, Inc. with a cost of \$12,089.00.

Adopted on this 14th day of September, 2020

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

Attest:

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

City of Fairhope  
Project Funding Request

Issuing Date: 8/27/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Renewal of Qscend Software Licensing for the IT Department 10/01/2020-09/30/2021

Project Location: IT Department

Presented to City Council: 9/14/2020

Funding Request Sponsor: Jeff Montgomery, Director of Information Technology

Resolution # 2008120 Approved 8/31/20 AM 10:13

Changed \_\_\_\_\_

Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 12,089.00

Vendor: Qscend Technologies, 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 XXX

Capitalized \_\_\_\_\_

Inventoried \_\_\_\_\_

Expense Code: XXXX-50300

G/L Acct Name: Computer Expense

Project Budgeted: \$ 12,089.00

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

Over (Under) budget amount: \$ -

Funding Source:

Operating Expenses XXX

Budgeted Capital \_\_\_\_\_

Unfunded \_\_\_\_\_

Grant: \$0.00 Federal - not to exceed amount

State \_\_\_\_\_

City \_\_\_\_\_

\$0.00 Local

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

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

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

Comments: Qscend software licensing for the support ticket system for residents and businesses

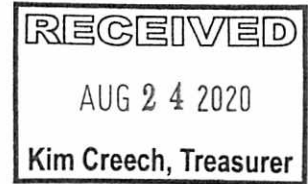
City Council Prior Approval/Date? \_\_\_\_\_

City Treasurer: \_\_\_\_\_ Finance Director: \_\_\_\_\_ Mayor: \_\_\_\_\_

Purchasing Memo Date: 8/25/2020 Purchasing Memo Date: 8/25/2020 Delivered To Date: 8/27/2020

Request Approved Date: 8/27/2020 Request Approved Date: 8/27/2020 Approved Date: 8/28/20

Signatures: Kim Creech Jill Cabanis, MBA Mayor Karin Wilson



MEMO

Karin Wilson  
Mayor

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

Date: August 25, 2020

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

RE: Greensheet and Council approval -- over \$10,000 and over the budgeted amount for the procurement of annual renewal of QScend Software Licensing for the IT Department

Lisa A. Hanks, MMC  
City Clerk

The IT Department requests approval to procure renewal of **QScend Software Licensing for the support ticket system for residents and businesses** for the City of Fairhope. The cost for this is **TWELVE THOUSAND EIGHTY-NINE DOLLARS (\$12,089.00)** for the annual license for the QScend software previously purchased. See attached invoice.

Kimberly Creech  
City Treasurer

This budgeted procurement is over the greensheet approval benchmark of \$7,500, and over the \$10,000 limit for City Council approval. It is recommended to make the procurement from **QScend Technologies, Inc.** for renewal of support for software already acquired.

See attached quotation for details.

Please compose a greensheet and have approved by Council this procurement of the annual of license for the IT Department, at a cost of \$12,089.00 for one year from QScend Technologies, Inc.

CC: file, J. Montgomery

161 North Section  
Street PO Drawer  
429  
Fairhope, Alabama  
36533

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

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

**Date:** 7/16/2019

**Name:** Jeff Montgomery **Department:** IT

## ITEM OR SERVICE INFORMATION

**What item or service do you need to purchase?** QSCend QAlert renewal

**Where will it be located?** SaaS application

**What is the purpose of the item or service?** Renewal for Support System

**How many do you need?** Software

**Item or Service Is:**  New  Used  Replacement  Annual Request

**When do you anticipate implementation?** 8/1/2019

**Additional Information or Comments:** See Memo

## BUDGET INFORMATION

**What is the total cost of the item or service?** 12,089

**Is it budgeted?**  Yes  No  Emergency Request

**If budgeted, what is the Capital Budget Line Item or Operating Budget Code:** All – 50300

**If budgeted, what is the budgeted amount?** Click or tap here to enter text.

State Contract  ALDOT

Purchasing Group Purchasing Group Name: Click or tap here to enter text.

Sole Source Sole Source Justification: We can only renew from Qscend.

Email completed form with quotes or other supporting documentation to [deedeeb@cofairhope.com](mailto:deedeeb@cofairhope.com) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).



# Invoice

#INV15482

PO#

8/10/2020

QScend  
231 Bank Street  
2nd Floor  
Waterbury CT 06702  
United States

**Bill To**

City of Fairhope  
Main Warehouse  
555 South Section Street  
Fairhope AL 36532  
United States

**TOTAL**

## \$12,089.00

**Due Date: 9/9/2020**

**Terms**

Net 30

**Due Date**

9/9/2020

Quantity	Item	Amount
1	SaaS - QAlert & Branded App - 10/1/20 - 9/30/21	\$11,340.00
1	QScend Academy - Online Subscription Renewal - 10/1/20 - 9/30/21	\$749.00

Please make checks payable to QScend & remit payment to:

Government Brands Shared Services  
Attn: QScend Accounts Receivable  
P.O. Box 25477  
Tampa, FL 33622

CITY OF FAIRHOPE

AUG 19 2020

ACCTS PAYABLE

**Subtotal** \$12,089.00

**Total** \$12,089.00



INV15482

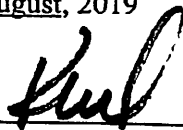


**RESOLUTION NO. 3485-19**

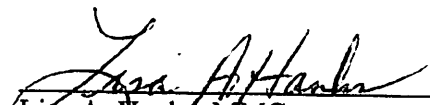
**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:**

[1] That the City of Fairhope has voted to procure QSCend QAlert Software, A Call-Center Solution for Better Customer Service for the Residents of Fairhope for IT Department, from QSCend Technologies, Inc. with a cost of \$10,600.00.

Adopted on this 12th day of August, 2019

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

Attest:

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

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

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

[1] That the City of Fairhope has voted for procurement of an IT Security Consultant for the City of Fairhope; and the service is available for direct procurement from CDW Government, LLC through the Sourcewell Purchasing Coop which has been nationally bid; and therefore, does not have to be let out for bid. The Cost to be determined on an as needed basis.

Adopted on this 14th day of September, 2020

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

Attest:

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

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

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

[1] That the City of Fairhope has voted for procurement of an IT Consultant (Three Year Services) for the City of Fairhope (FY2021, FY2022, and FY2023); and the service is available for direct procurement from CDW Government, LLC through the Sourcewell Purchasing Coop which has been nationally bid; and therefore, does not have to be let out for bid. The Cost will be \$218,161.80 which covers all three years of consulting.

Adopted on this 14th day of September, 2020

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

Attest:

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

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

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

<b>Addition:</b>	<b>Job Positions</b>	<b>Grade of Pay</b>
	SCADA Technician	25

ADOPTED THIS 14TH DAY OF SEPTEMBER, 2020

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

ATTEST:

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



# CITY OF FAIRHOPE

## Uniform Job Description

Position Title: SCADA Technician Position Number: \_\_\_\_\_  
 Department: ELECTRIC Pay Grade: 25  
Range: \$50,395.84  
- \$80,633.34

Reports To: Electric Superintendent Effective Date: \_\_\_\_\_  
 Supervises: N/A Supersedes: \_\_\_\_\_

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

### BASIC PURPOSE OF THE POSITION

The SCADA Tech position is technical work in the operations and maintenance of Supervisory Control and Data Acquisition (SCADA) communication systems for the City of Fairhope.

### DISTINGUISHING CHARACTERISTICS OF THIS POSITION

Under general supervision, this position is responsible for the day to day operations and maintenance of the SCADA system for the Utilities. The incumbent will become the subject matter expert on our SCADA system and have the responsibility to ensure its availability to the operating departments. This position responds to emergency calls on weekends or after normal operating hours.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Troubleshoots hardware, communication and software issues involving SCADA systems;

**SCADA Technician**

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- Makes recommendations and implements approved recommendations for upgrades;
- Makes changes, displays, communications protocols and other aspects of the system;
- Designs displays for the departments with the required data points;
- Understands mechanical systems and how they work;
- Interacts with multiple groups and people on SCADA issues;
- Works overtime and weekends if required
- Attends training/conferences/trade shows to enhance job knowledge;

**OTHER DUTIES AND RESPONSIBILITIES**

- Assists Electric Department Substation / Meter Tech as needed;
- Works Special Events as needed;
- Performs other duties as required by designated supervisors;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of SCADA systems including hardware, communications and software
- Knowledge of Electric, Water and Gas systems
- Ability to troubleshoot various systems
- Ability to work overtime and weekends if required
- Ability to attend training/conferences/trade shows to enhance job knowledge;
- Ability to understand networking, security and administration of SCADA servers.
- Ability to respond to emergency calls after hours;

**ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING**

Attainment of a bachelor's degree in computer science or related field AND  
Two (2) years' experience in the operation of SCADA Systems

**SPECIAL REQUIREMENT**

Must possess a valid Driver's License or ability to acquire one within (6) months of employment and a driving record acceptable to the City.

SCADA Technician

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**EXTENT OF PUBLIC CONTACT**

Minimal contact with public.

**PHYSICAL DEMANDS**

While performing the duties of this position, the employee is frequently required to read, stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may weigh up to 40 pounds while receiving materials and supplies for inventory purposes. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle.

**WORKING CONDITIONS AND ENVIRONMENT**

- Majority of the work is performed indoors involving low risk, discomfort or unpleasantness such as inclement weather.
- Normal safety precautions are required.
- Hours include but are not limited to 7:00am to 4:00pm

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