

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

MONDAY, 26 OCTOBER 2020 – 4:30 P.M. – COUNCIL CHAMBER

1. Discussion of Mutual Aid Agreement for the Gas Department – Michael Allison
2. Committee Updates
3. Department Head Updates
4. Review of City Council Agenda

Next Regular Meeting – November 9, 2020 - Same Time and Place

**CITY OF FAIRHOPE
CITY COUNCIL AGENDA**

MONDAY, 26 OCTOBER 2020 – 6:00 P.M. - CITY COUNCIL CHAMBER

Invocation and Pledge of Allegiance

1. Approve minutes of 12 October 2020 Regular City Council Meeting, minutes of 12 October 2020 Work Session, and minutes of 12 October Agenda Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. Ordinance – An Ordinance to amend Ordinance No. 1510 and to repeal Ordinance No. 1600 regarding Health Insurance Benefits for Option II and adding Group Life Insurance program for full-time employees with a benefit of \$25,000.00 basic life insurance which includes accidental death and dismemberment insurance.
6. Resolution – That the City Council hereby approves the following recommendations from CobbsAllen, along with City Treasurer Kim Creech, for our Short Term Disability, Long Term Disability and add Group Life Insurance by moving the City’s Short Term Disability and Long Term Disability programs; and to add Group Life Insurance program to OneAmerica based on Ancillary Marketing Results effective January 1, 2021; and to make the attached Medical Blue Cross Plan Option 2 Benefit Changes effective January 1, 2021.
7. Resolution – That the City of Fairhope hereby adopts and approves the proposed Fairhope Public Library’s Budget as presented for FY2020-2021.
8. Resolution – That the City Council hereby approves and authorizes the City of Fairhope to execute a Memorandum of Understanding between The Fairhope Arts and Crafts Festival Foundation and The City of Fairhope for a five-year term beginning January 1, 2021 until December 31, 2026 with a five-year option at the City Council’s discretion; unless modified by joint written agreement of the Foundation and the City Council.
9. Resolution – That the City Council approves the selection of Volkert, Inc. to perform Professional Engineering and C&E Services for the Installation of UV SIGNA Disinfecting at the Wastewater Treatment Plant (RFQ No. PS002-21); and hereby authorizes the Council President to negotiate a fee schedule and establish a not-to-exceed limit with this firm.
10. Resolution – That the City of Fairhope has voted to procure Foods for Jail Inmate Meals FY21; and the items are available for direct procurement through the Sourcewell Cooperative Purchasing Contract which has been nationally bid; and therefore, does not have to be let out for bid. The total cost is estimated at \$68,000.00.

11. Resolution – That the City of Fairhope approves the procurement of a 22 ft Pre-lit LED Panel Christmas Tree for “Lighting of the Trees Celebration 2020” for the Community Affairs Department with a total cost of \$13,197.00 which includes shipping.
12. Resolution – That the City of Fairhope has voted to procure Potting Soil for FY 2020 (2391261.CFL002.8P-MM 360 RSI) for the Public Works Department from Sungro Horticulture, Inc. as Sole Source Distributor; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(13). The cost will be \$49,135.00. [5 truckloads at 900 bags (\$10.78 per 50 lb. bag plus \$125.00 per truckload)].
13. Resolution – That the City Council hereby repeals Resolution No. 2316-15 and hereby establishes a Pedestrian and Bicycle Committee for the City of Fairhope and the following rules are set forth to govern its operation in proposed resolution.
14. Resolution – That the City Council approves and authorizes the application for the Fiscal Year 2021 Airport Improvement Project Funding for the Fairhope Airport Authority.
15. Resolution – That the City Council awards RFP for a \$5,000,000.00 Revolving Line of Credit, to be drawn as needed for Cash Flow purposes to fund Hurricane Sally FEMA reimbursable expenditures for City clean-up costs. The City’s repayment obligations under the Line of Credit will be evidenced by the City’s \$5,000,000.00 General Obligation Warrant, Series 2021 (the “Warrant”). The Line of Credit and the Warrant are to have terms of no more than two (2) years.
16. Resolution – That the City Council hereby amends Resolution No. 3850-20 to increase cost by \$4,000.00; approves the procurement for CitizenServe Software to be used by the Planning and Building Departments from Online Solutions, LLC; and authorizes the the procurement in the amount of \$115,500.00.
17. Site Plan Review and Approval - Request of Chris Haley, on behalf Left Rigger, LLC, for approval of Portico, Phase II, a 56-unit project; an amendment to the existing Site Plan (Portico) located at the northeast corner of Fairhope Avenue and Brown Street; and approved contingent upon conditions recommended by the Planning Commission.
18. Public Participation – (3 minutes maximum)
19. Adjourn

**City Council Work Session - 4:30 p.m.
on Monday, October 26, 2020 – Council Chambers**

**City Council Agenda Meeting - 5:30 p.m.
on Monday, October 26, 2020 – Council Chambers**

Next Regular Meeting – Monday, November 9, 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, 12 October 2020.

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

There being a quorum present, Council President Burrell called the meeting to order. The invocation was given by Reverend A. B. Sawyer, Pastor of First Baptist 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 19: a that the City Council hereby approves and authorizes the expenditure for office furniture for City Hall.

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

Councilmember Robinson moved to approve minutes of the 28 September 2020, regular meeting; minutes of the 28 September 2020, work session; minutes of the 28 September 2020, agenda meeting; and minutes of the 7 October 2020, Special Emergency City Council meeting. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

Councilmember Robinson thanked Thomas Hospital and the Doctors for the birth of his daughter Alexandria Robinson and taking care of her.

Council President Burrell announced that on October 19, 2020 curbside recycling pickup will resume. He commented that if you hire someone to remove vegetative debris or cut down a tree that was not damaged by Hurricane Sally, they are supposed to remove it.

Councilmember Robinson moved for final adoption of Ordinance No. 1689, an ordinance to repeal and replace Ordinance No. 1541 and Ordinance No. 1435 and to Establish the Bylaws of the Fairhope Environmental Advisory Board. (Introduced at the September 28, 2020 City Council Meeting) Seconded by Councilmember Boone, motion for final adoption passed by the following voice votes: AYE – Burrell, Robinson, and Boone. NAY - None.

12 October 2020

Councilmember Boone moved for final adoption of Ordinance No. 1690, an ordinance to amend Ordinance No. 843 amending Chapter 20, Article I, Section 20-14 (1); removing the words “except that bicycles may be pushed but not ridden on the pathway between Pier Avenue and Fels Avenue.” (Introduced at the September 28, 2020 City Council Meeting) Seconded by Councilmember Robinson, motion for final adoption passed by the following voice votes: AYE – Burrell, Robinson, and Boone. NAY - None.

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope hereby strongly supports Amendment 2 and the proposed establishment of a toll authority to financially support and expeditiously construct the expansion of the Baldwin Beach Express II. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 3838-20

**CITY OF FAIRHOPE RESOLUTION ON
BALDWIN BEACH EXPRESS EXPANSION
IN SUPPORT OF AMENDMENT 2 ON THE BALDWIN COUNTY
GENERAL ELECTION BALLOT ON NOVEMBER 3, 2020**

WHEREAS, the City of Fairhope in the State of Alabama does hereby find as follows:

WHEREAS, a local, constitutional amendment proposing the expansion of the Baldwin Beach Express with a new roadway, the Baldwin Beach Express II, connecting Interstate 10 to Interstate 65 is on the Baldwin County General Election ballot on November 3, 2020; and

WHEREAS, Amendment 2 on the General Election ballot proposes the establishment of a toll authority to oversee this roadway extension, projected to cost \$200 million, to be fully paid for by users of the new roadway; and

WHEREAS, Development of the proposed new roadway will NOT require the closure of or limiting access to any current transportation routes or roadways, ensuring that only those visitors and citizens who wish to use the new road will pay for it; and

WHEREAS, Baldwin County has experienced rapid growth and development in five years' time, making the Baldwin Beach Express II critical infrastructure in order to establish a strong and ready foundation for the future economic security and prosperity of our citizens; and

WHEREAS, an additional roadway will secure a safe and efficient alternative evacuation route for Baldwin County residents and visitors during hurricane season and provide an additional route for public safety and health officers to assist the community in the advent of a natural disaster; and

WHEREAS, Baldwin County has long been a world class destination for visitors and beachgoers from throughout the country and promoting enhanced accessibility for visitors is vital for Baldwin County residents whose businesses thrive off tourist and visitor traffic; and

WHEREAS, the proposed additional roadway will provide additional economic opportunity for the citizens of Baldwin County by providing a new transportation artery adjacent to the Baldwin County Economic Development Megasite; and

12 October 2020

WHEREAS, the proposed Baldwin Beach Express II will enhance the overall quality of life for the citizens of Baldwin County for generations to come;

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FARIHOPE, ALABAMA, that the City of Fairhope hereby strongly supports Amendment 2 and the proposed establishment of a toll authority to financially support and expeditiously construct the expansion of the Baldwin Beach Express II.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the Budget for the fiscal year ending September 30, 2020 be extended to allow the invoices and expenditures to continue as needed until the parts of Budget FY2021 are adopted. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 3839-20

WHEREAS, the Budget for the fiscal year ending September 30, 2021 has not been adopted by the City Council; and

WHEREAS, the City invoices need to continue being paid on a weekly basis, in order to take advantage of any available discounts, and to more nearly match the outflow of cash to the receipt of revenue from the three utility billing cycles.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, that the Budget for the fiscal year ending September 30, 2020 be extended to allow the invoices and expenditures to continue as needed until the parts of Budget FY2021 are adopted.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

12 October 2020

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution to Award RFQ for Engineering Services Contract for the Alabama Department of Conservation and Natural Resources (ADCNR) Grant #S1P25-FSU1 (Restore Act Project #396 – Sewer Upgrade Project Phase 1) to Dewberry Engineer, Inc. with a total not to exceed fees of \$1,210,000.00 (Award for \$610,000.00 for Engineering Design Fees, \$100,000.00 for Other Engineering Fees, and \$500,000.00 for Construction Engineering Inspection Services, subject to review and approval by ADCNR and City Attorney prior to execution (RFQ PS017-20). The motion was seconded by Councilmember Robinson. Engineer of Record Andy Bobe addressed the City Council and explained the details of Phase I. Councilmember Boone commented he was part of the “Selection Process” and this is the most important part of the upgrade. After further discussion, motion passed unanimously by voice vote.

RESOLUTION NUMBER 3840-20

**AWARDING THE RFQ PS017-20 ENGINEERING SERVICES CONTRACT
FOR THE ALABAMA DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES GRANT #S1P25-FSU1
(RESTORE ACT PROJECT #396 - SEWER UPGRADE PROJECT PHASE 1)**

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 16, 2020; and

WHEREAS, the project requires Professional Engineering Services and the City did solicit Requests for Qualifications (RFQ PS017-20) 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 nine (9) proposals from Engineering Firms for said services which were opened and reviewed, and the City’s Evaluation Committee selected the three (3) most qualified firms to make presentations on September 3, 2020, and subsequently rated them according to the rating criteria; and

WHEREAS, the City’s Evaluation Committee determined Dewberry Engineer, Inc. to be the most qualified firm and recommends that this firm be selected for said services; and

12 October 2020

WHEREAS, the amount obligated for Engineering Services for Phase I of the Subrecipient Grant by the U.S. Department of Treasury is Six-hundred and ten thousand dollars (\$610,000.00) for Engineering Design Fees, One hundred thousand dollars (\$100,000.00) for Other Engineering Fees, and Five-hundred thousand dollars (\$500,000.00) will be obligated for Construction Engineering Inspection Services; and

WHEREAS, One-hundred percent (100%) of the Professional Engineering Services fees will be paid for with grant funds made available through the Subrecipient Grant Agreement #S1P25-FSU1 with ADCNR, and the total Engineering Services fees will not exceed 12.5% of the total project grant funds of \$10,000,000.00 (or \$1,210,000.00);

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 Professional Engineering Services (RFQ PS017-20) for ADCNR Grant #S1P25-FSU1 to Dewberry Engineer, Inc., 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 award the contract for Engineering Services for Phase I of the Subrecipient Grant by the U.S. Department of Treasury is Six-hundred and ten thousand dollars (\$610,000.00) for Engineering Design Fees, One hundred thousand dollars (\$100,000.00) for Other Engineering Fees, and Five-hundred thousand dollars (\$500,000.00) will be obligated for Construction Engineering Inspection Services.

DULY ADOPTED THIS 12TH DAY OF OCTOBER, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to Award Bid for a Root Pruner and Aerator Verti-Quake 2516 for the Quail Creek Golf Course for the Recreation Department to Redexim North American, Inc. with a total bid proposal of \$16,200.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

12 October 2020

RESOLUTION NO. 3841-20

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 a Root Pruner and Aerator Verti-Quake 2516 for Quail Creek Golf Course for the Recreation Department (Bid Number 005-20).

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

Please see attached Bid Tabulation for
Root Pruner and Aerator Verti-Quake 2516
for the Recreation Department

[3] After evaluating the bid proposals with the required bid specifications, Redexim North American, with a total bid proposal of \$16,200.00, is now awarded the bid for a Root Pruner and Aerator Verti-Quake 2516 for the Recreation Department.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

**CITY OF FAIRHOPE
TAB AND RECOMMENDATION
Bid NO: 036-20
BID NAME: Aerification Equipment for Quail Creek
BID OPENED: Tuesday, September 22, 2020 - 10:00 a.m.**

Vendor	Bid Documents Signed/Notarized	Vendor Compliance	Delivery (ARO)	Unit Price
Redexim North America	YES	YES	45 days	\$ 16,200.00
Aqua Aid Solutions	YES	YES	5 days	\$ 18,350.00


Recommendation: Award to Redexim North America

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



Signature
Pat White, Director Parks and Recreation

9/23/2020
Date



Signature
Delores A Brandt, Purchasing Manager

9/23/2020
Date

12 October 2020

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to Reject all Submittals for Proposals for the Professional Planning Services for Fairhope Area Community-Based Comprehensive Land Use Plan and Re-advertise the RFP at the recommendation of Alabama Department of Conservation and Natural Resources (the Grantee); ADCNR Grant #S1P17-FACP. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 3842-20

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

[1] That the City of Fairhope did request, receive, and open Request for Proposals for Professional Planning Services for Fairhope Area Community-Based Comprehensive Land Use Plan ADCNR Grant #S1P17-FACP (Restore Act) (RFP No. 008-20) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] After evaluating the RFP proposal with the required bid specifications, the recommendation by the Grantee, Alabama Department of Conservation and Natural Resources is to reject all submittals and re-advertise the RFP.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council approves the selection of TerraXplorations, Inc. to perform Archaeology Monitoring for the Arts Alley Transit Hub Project (RFP No. 005-20); and hereby authorizes Mayor Karin Wilson to execute the associated contract with a not-to-exceed limit of \$10,000.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

12 October 2020

RESOLUTION NO. 3843-20

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves the selection of TerraXplorations, Inc. to perform Archaeology Monitoring for the Arts Alley Transit Hub Project (RFP No. 005-20); and hereby authorizes Mayor Karin Wilson to execute the associated contract with a not-to-exceed limit of \$10,000.00.

DULY ADOPTED THIS 12TH DAY OF OCTOBER, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Karin Wilson is hereby authorized to execute a contract for Extension No. 1 of Bid No. 038-19, Perennial Ryegrass Seed for the Recreation Department, with SiteOne Landscape Supply, for an additional one year, as per the terms and conditions of the original contract. The cost is \$58.07 per 50 lb. bag with an estimated 300 bags for a total bid proposal of \$17,421.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 3844-20

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute a contract for Extension No. 1 of Bid No. 038-19, Perennial Ryegrass Seed for the Recreation Department, with SiteOne Landscape Supply, for an additional one year, as per the terms and conditions of the original contract. The cost is \$58.07 per 50 lb. bag with an estimated 300 bags for a total bid proposal of \$17,421.00.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

12 October 2020

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the negotiated pricing for HVAC Parts and Supplies from Wittichen Supply Co. The cost is unknown until actual parts or replacement is needed. The amount spent in FY2020 was in excess of \$47,000.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 3845-20

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

[1] That the City of Fairhope approves the negotiated pricing for HVAC Parts and Supplies from Wittichen Supply Co. The cost is unknown until actual parts or replacement is needed. The amount spent in FY2020 was in excess of \$47,000.00.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the procurement of a Grit Classifier Auger and Guides for the Sewer Department from Jim House and Associates as Sole Source Provider for Schreiber, LLC in the State of Alabama, and the State of Florida (Panhandle). The units must fit into our existing standardized system; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-75. The cost will be \$9,519.00 and included in the FY2021 Draft Budget. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

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12 October 2020

RESOLUTION NO. 3846-20

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

[1] That the City of Fairhope approves the procurement of a Grit Classifier Auger and Guides for the Sewer Department from Jim House and Associates as Sole Source Provider for Schreiber, LLC in the State of Alabama, and the State of Florida (Panhandle). The units must fit into our existing standardized system; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-75. The cost will be \$9,519.00 and included in the FY2021 Draft Budget.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to purchase Two 6"x18" and One 8"x18" Plidco Repair Split and Sleeves for the Gas Department from Port City Pipe, Inc.; and authorizes procurement without formal bid based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7). The cost will be \$21,974.70. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 3847-20

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

[1] That the City of Fairhope has voted to purchase Two 6"x18" and One 8"x18" Plidco Repair Split and Sleeves for the Gas Department from Port City Pipe, Inc.; and authorizes procurement without formal bid based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7). The cost will be \$21,974.70.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

12 October 2020

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to procure Three Greenhouses that were destroyed by Hurricane Sally for the Horticulture Department of Public Works; and the items are available for direct procurement 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 \$40,405.50 which is unbudgeted but should be reimbursed through FEMA. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 3848-20

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 Three Greenhouses that were destroyed by Hurricane Sally for the Horticulture Department of Public Works; and the items are available for direct procurement 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 \$40,405.50 which is unbudgeted but should be reimbursed through FEMA.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to procure of Repairs to accident damaged Engine #914, a fire suppression vehicle at Fire Station #1 for the Fairhope Volunteer Fire Department from Sunbelt Fire, Inc., as Sole Source Distributor and Service Provider for E-One products for our region. This is an unbudgeted cost of \$11,930.91 but will be paid by insurance less deductible. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

12 October 2020

RESOLUTION NO. 3849-20

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 of Repairs to accident damaged Engine #914, a fire suppression vehicle at Fire Station #1 for the Fairhope Volunteer Fire Department from Sunbelt Fire, Inc., as Sole Source Distributor and Service Provider for E-One products for our region. This is an unbudgeted cost of \$11,930.91 but will be paid by insurance less deductible.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to approve this unbudgeted procurement for CitizenServe Software to be used by the Planning and Building Departments from Online Solutions, LLC; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(a)(11). The amount for this procurement training, setup, and migration and integration fees for the first year is \$111,500.00. This will be funded thru the CARES Act. The motion was seconded by Councilmember Robinson. Councilmember Boone questioned The CARES Act and if we decide not to use software. City Treasurer Kim Creech stated the software is to prevent COVID-19 and to allow citizens to remote in from home for permits, plans, etc. Building Director Erik Cortinas said this biggest issue from citizens and contractors was not having online access. After further discussion, motion passed unanimously by voice vote.

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12 October 2020

RESOLUTION NO. 3850-20

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 CitizenServe Software to be used by the Planning and Building Departments from Online Solutions, LLC; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(a)(11). The amount for this procurement training, setup, and migration and integration fees for the first year is \$111,500.00. This will be funded thru the CARES Act.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby approves and authorizes the expenditure for office furniture for City Hall. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 3851-20

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council hereby approves and authorizes the expenditure for office furniture for City Hall.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

12 October 2020

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

There being no further business to come before the City Council, the meeting was duly adjourned at 6:34 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

STATE OF ALABAMA)(
 :
 COUNTY OF BALDWIN)(
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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, 12 October 2020.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson and Kevin Boone, Attorney Trey Canida (arrived at 5:14 p.m.), and City Clerk Lisa A. Hanks. Councilmembers: Jimmy Conyers and Robert Brown, Mayor Karin Wilson, and City Attorney Marcus E. McDowell were absent.

Council President Burrell called the meeting to order at 4:30 p.m.

The following topics were discussed:

- Public Works Director Richard Johnson addressed the City Council and said that curbside recycling would resume on October 19, 2020; and the landfill and drop off location would also be opening. He explained the times for the landfill and what items could be dropped off. Mr. Johnson gave a debris removal status and commented three more trucks have been certified. He said the downtown trees have been upgraded and lights will be installed while planting is done. Mr. Johnson explained the difference between vegetative and C&D debris. Council President Burrell asked about bagged leaves in brown paper not plastic; and trees being cut down not damaged by the storm. Mr. Johnson replied the contractor must remove the trees and debris.
- Community Affairs Director Jessica Walker addressed the City Council and asked for guidance on how we proceed with City Events; and explained the attached handout which included Lighting of the Trees, Christmas Parade, and Veterans Day Parade. The majority of the City Council was to move forward with the Lighting of Trees as presented; plan that we are having the Christmas Parade; and look at the Veterans Day Parade at the next meeting.
- Finance Director Jill Cabaniss addressed the City Council and explained the \$953,876.00 reduction in revenue; and the Utility Pilot fee of 8% to the City for Community Development. Council President Burrell commented we will have a Sales Tax short-fall; and \$2.0 million dollars less in revenue this year. Council President Burrell questioned the Utility Pilot fee. Ms. Cabaniss said it is “Payment in lieu of taxes.” Operations Director Michael Allison agreed these were transfers from the Utilities just with a different name.
- City Treasurer Kim Creech addressed the City Council regarding debris removal and cash flow. She mentioned a meeting with FEMA on Thursday at 1:00 p.m.; and explained the prescription drug program.

Monday, October 12, 2020

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- Development Services Manager Buford King addressed the City Council and stated the next meeting for the Planning Commission would be November 5, 2020. He said the Planning Department was catching up from Hurricane Sally and the cancellation of the October Planning Commission meeting.
- Operations Director Michael Allison addressed the City Council and explained there are still cable lines down; and the Gas Department received an extension to January 31, 2021 from the Alabama Public Service Commission.
- Building Official Erik Cortinas addressed the City Council and stated there is a Hurricane Sally tab on the front of the City's website for citizens, contractors, and insurance companies. He asked everyone to call the Building Department if you have questions.
- Fire Chief Chris Ellis addressed the City Council and stated the Fairhope Volunteer Fires Department handled 216 calls for the month; and usually only has 70 to 80 calls. He mentioned that October is Fire Prevention Month.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:19 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

RECOMMENDATIONS FOR FALL EVENTS

Veterans Parade/Sunset Prayer Service

Date: November 11, 2020 at 4:45 p.m.

Details: In the 16 years since the Veterans Day parade in Fairhope began, it has never been canceled. However, this year we do recommend canceling the parade. The health and safety of the public, and especially the older veterans who normally participate in the parade, takes precedence.

Application for the 2020 Veteran of the Year are now available at the VFW, American Legion, and City Hall. The committee will select and award a 2020 Veteran of the year for the City of Fairhope at the October 26, 2020 City Council Meeting. We will also proceed with the Sunset Prayer Service on the bluff at the veteran memorial on November 11, 2020 at 4:45 p.m. This program will be outside with chairs safely spread out on the bluff. Taps will be played along with a prayer.



Christmas Parade

Date: Friday, December 4th 7 p.m.

Details: Application will go out the first week of October with a COVID disclaimer if the event gets canceled. Applications for the parade will be due back October 31, 2020. A final decision will be made at this time before parade details are mailed out to all parade participants.

**2021 PROPOSED BUDGET
REVENUE DETAIL**

Account Description	2018 Actuals	2019 Actuals	2020 EOY Actual	2020 Revised Budget	2021 Department Budget
Real Estate Taxes	\$4,874,857	\$5,270,773	\$5,635,852	\$5,600,000	\$6,013,414
Automobile Taxes	660,894	676,790	642,257	600,000	642,000
City Sales Tax	8,444,241	9,231,019	8,572,447	9,165,000	8,573,000
SSUT INCOME	-	38,683	550,311	0	550,000
Beer Tax	310,905	291,050	278,614	290,000	279,000
Beer Tax-Police Jurisdiction	-	27,722	28,376	24,000	28,000
Wine Tax	50,647	57,145	55,113	60,045	55,000
Wine Tax-Police Jurisdiction	-	443	415	400	400
Liquor Tax	136,492	135,266	115,494	135,000	115,500
Liquor Tax-Police Jurisdiction	-	35,372	22,304	30,000	22,300
Dog Tax	86	54	59	60	60
Cigarette Tax	127,426	82,064	63,197	85,000	63,200
Cigarette Tax-Police Jurisdiction	-	39,942	43,316	35,000	43,300
Lodging Tax	653,697	459,010	313,307	500,000	313,000
Lodging Tax-Police Jurisdiction	-	657,232	526,836	550,000	527,000
Business Lic-Inside City	2,272,517	2,345,235	2,472,407	2,415,350	2,473,000
Business Lic-Police Jurisdiction	-	91,818	118,051	95,000	118,000
Registration Fees-Solicit	1,300	-	3,400	0	-
Parade/Misc Permit Fees	13,512	23,359	16,901	20,000	16,000
Building Permits	1,030,607	1,031,961	858,901	1,000,000	861,000
Inspection Fees	464,660	464,707	274,859	450,000	276,000
Misc Bldg Dept Fees/Fines	32,872	33,273	25,954	32,000	26,000
Rezoning Applications	19,730	19,128	7,210	20,000	7,000
State of AL Commercial Fee	75,090	48,107	18,843	50,000	20,000
Insurance Co. Franchises	265,285	279,989	286,334	280,000	286,000
Cable TV Franchise	264,420	281,446	251,267	270,000	251,000
Franchise Fees-City Prop	6,502	5,652	0	2,500	-
Fines Forfeitures & Fees	273,887	237,812	191,104	275,000	200,000
Court-Corrections Fund Revenue	-	35,339	29,681	25,000	30,000
Annual AL Liq Tax Allocation	10,003	302	3,675	0	-
Liquor Tax-Monthly Revenue	55,083	59,518	70,734	60,000	70,000
Fin Inst Excise Tax	176,905	238,196	222,910	0	-
Motor Veh Lic & Reg Fees	5,157	5,430	5,109	5,200	5,000
Oil Prod Privilege Tax	4,592	5,041	2,022	4,800	2,000
Grant - Police Dept	-	2,500	289,265	300,000	300,000
Mosquito Control Revenue	-	24,960	24,960	25,000	25,000
Federal Grants	6,431	47,899	-	0	-
Interest-Bank Deposits	50,129	95,876	205,484	215,000	215,000
Lease-Municipal Pier	45,661	23,857	21,930	36,000	10,000
Rent - Farm	1,920	-	9,975	0	-
Rent - Faulkner	36,909	45,409	1	1	1
Pumpout Service	85	175	490	200	200
Fairhope Docks Slip Rentals	167,148	167,064	208,960	165,000	160,000
Rent - University of South AL	-	3,857	1,900	1,500	1,500
Marina Fuel Income	65,299	269,522	436,561	286,000	406,800
Docks - Ship Store Sales	-	1,311	1,735	4,000	2,000
Rent - Civic Center	57,393	58,397	46,956	60,000	30,000
Rent - Nix Center	27,385	28,867	13,203	30,000	13,000
Rent - Park/Sidewalk Areas	5,633	17,186	(1,639)	15,000	1,000
Rent-City Equipment	-	-	-	5,000	1,000
Sanitation Collection	1,731,183	1,897,473	2,069,191	2,126,500	2,070,000
Dog Pound Fees	2,925	1,676	871	1,500	900
Subdivision Fees	182,525	166,325	249,975	170,000	195,000
Utility Collections Fees	240,000	221,000	256,000	256,000	251,000
Admin Services - Utilities	2,000,000	2,284,000	2,555,000	2,555,000	2,615,000
Memberships	26,125	27,125	10,925	27,000	11,000
Donations	796	-	300	0	-
Dance Revenue	7,434	7,105	2,827	7,500	3,000

**2021 PROPOSED BUDGET
REVENUE DETAIL**

Account Description	2018 Actuals	2019 Actuals	2020 EOY Actual	2020 Revised Budget	2021 Department Budget
Instruction	689	451	1,019	500	500
Misc Rev - Special Services	5,606	1,808	1,250	3,000	1,250
Beach Revenue	15,000	15,430	13,875	16,000	13,000
Sale - Recycle Paper	30,493	18,242	-	10,000	-
Sale - Trash Cans	650	390	1,690	32,500	2,000
Sale - Rcycl Plastic & Misc	6,648	683	9,030	2,500	2,500
Severance Tax - Gas & Oil	12,045	11,277	10,562	12,000	11,000
Sale of Fixed Assets	145,986	51,676	259,338	200,000	150,000
Rec Dept Memb/Pass	304,301	307,816	161,098	305,000	160,000
Brick memorials	1,504	2,587	1,535	2,000	1,500
Donations	24,274	550	22,400	0	-
Donations-clock property	-	-	262,500	0	-
Donation-Midtown Medical Board	-	114,746	-	0	-
Donations-Pocket Park 2018	-	4,500	-	0	-
Qualifying Fees	-	-	650	0	-
Tree fund donations	-	400	600	0	-
Rec Dept Pool Memberships	64,712	66,493	27,223	70,000	27,000
Rec Dept Summer Program	12,055	17,010	7,445	17,000	7,400
Rec Dept Miscellaneous	13,058	18,723	7,552	15,000	7,500
Recreation Field Rental	-	-	600	0	-
Tennis Revenue	5,393	550	-	0	-
Tennis Memberships	24,218	23,495	18,325	24,000	20,000
Miscellaneous Tennis Revenue	16,720	16,157	13,613	16,000	14,000
Tennis Shop Sales	1,868	6,118	3,555	5,000	3,500
Memberships	194,999	192,922	193,558	196,000	194,000
Green Fees	183,546	189,173	182,758	195,000	183,000
Cart Rentals	370,589	375,194	371,744	390,000	372,000
Pro Shop Sales	92,811	97,297	77,386	100,000	77,500
Pro Shop Sales - Custom Order	30,632	18,003	6,124	24,000	6,000
Driving Range	48,237	51,308	46,725	52,000	46,000
Beverage Sales	73,616	67,681	67,567	70,000	67,500
Food Sales	59,546	62,340	50,236	63,000	50,000
Patio Rentals and Events	-	-	350	5,000	500
Airport Grant Revenue	-	-	691,041	0	-
Museum Donations	-	-	30,050	0	-
Insurance Dividend	-	-	20,014	0	-
Handicap Fees	7,961	6,733	4,852	7,000	5,000
Insurance Claim	-	14,436	23,630	0	-
Rebate Income	3,753	12,755	10,619	6,000	10,000
Miscellaneous Income	13,142	16,155	7,627	10,000	7,500
Grants-misc-non-government	-	4,400	23,168	0	-
Community Dev Revenue	2,445	13,730	7,755	0	-
Inmate Phone Revenue	-	5,683	3,409	12,000	3,000
Community Grants	-	-	20,000	0	200,000
Natural gas fund	702,000	96,000	-	0	-
Electric fund	979,000	168,000	-	0	-
Water & sewer fund	1,500,000	246,000	-	0	-
Transf In - Cap Purch Gas	-	-	58,367	0	-
Trans In-Cap Purch Elec	-	-	58,367	0	-
Transfers In-Cap Purc Wtr/Swr	-	-	58,367	0	-
Transfer from Debt Service	31,915	-	-	0	-
Transfers from Impact Fee Fund	269,257	116,393	1,371,973	534,838	350,104
Transfers from Muni Cap Impr Fund	-	-	249,195	0	-
Utility Transfers for ECD	-	1,128,000	629,000	629,000	1,133,000
	\$30,267,331	\$31,301,457	\$33,199,870	\$31,389,894	\$31,303,829

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, 12 October 2020.

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

Council President Burrell called the meeting to order at 5:19 p.m. The City Council reviewed and discussed the agenda for their meeting to be held today at 6:00 p.m. Community Affairs Director Jessica Walker, City Treasurer Kim Creech, Public Works Director Richard Johnson, and Building Director Erik Cortinas addressed the City Council and briefly explained their Department's Agenda Items. Council President Burrell stated there was a need to add on a resolution for furniture for City Hall.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:46 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

ORDINANCE NO. _____

**AN ORDINANCE AMENDING ORDINANCE NO. 1510
AND REPEALING ORDINANCE NO. 1600
KNOWN AS THE PERSONNEL RULES, POLICIES
AND PROCEDURES ORDINANCE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF 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:

Add the following to:

VI. Employee Benefits

Section 6.01. Health Insurance Benefits

Current Employees – No change to employee monthly contribution for Single and Family coverage, which is currently \$0, and will remain so for FY2021. See proposed contract labeled “Option I” for specific deductibles, copays, and benefits covered.

Current Retirees – No change to the current retiree monthly contribution percentage for FY2021, for Single and Family coverage. See proposed contract labeled “Option I” for specific deductibles, copays, and benefits covered.

All employees hired on or after October 1, 2017, who choose to be covered under the City’s health plan, may choose from two options:

1. Choose “Option I”, which is the same health plan as current employees. Employee monthly contributions for Single and Family coverage (for all employees hired on or after October 1, 2017) for the “Option I” Plan will be:

Single \$ 75.00
Family \$275.00

2. Choose “Option II”, which is an 80/20 Plan. See proposed contract labeled “Option II” for specific deductibles, copays, and benefits covered. Employee monthly contributions for Single and Family coverage for the “Option II” – High Deductible Plan will increase to the following for FY2021:

Single \$ 15.00
Family \$ 75.00

3. Employee monthly contributions for Single and Family coverage for the “Option II” – High Deductible Plan will increase to following for FY2022:

Single \$ 25.00
Family \$150.00

The City Council has the option to review the “single” and “family” employee contributions on an annual basis.

The Balance of Section 6.01 remain as written, published and codified.

Add the following to:

VI. Employee Benefits

Section 6.09. Group Life Insurance

Regular full-time employees, including probationary employees, elected and full-time appointed officials, are eligible to participate in the City's group life insurance program with a benefit of \$25,000.00 basic life insurance which includes accidental death and dismemberment insurance. 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 group life insurance program and the group life insurance carrier without prior notice to affected employees. Covered employees will receive notice of the change as soon as practical. Complete information on the group life insurance program, including eligibility requirements and insurance coverages, is included in the insurance booklet provided by the group life insurance carrier, and provided to each covered employee by the Human Resources Department.

Voluntary life insurance benefit of \$500,000.00 not to exceed 5 times annual base salary is a new benefit offered by the group life insurance carrier to regular full-time employees, including probationary employees, elected and full-time appointed officials and paid by the employee.

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

Section 3. This ordinance shall take effect October 1, 2017 and after the date of its approval by the City Council of Fairhope and publication as required by law.

Adopted this 26th Day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Adopted this 26th Day of October, 2020

Karin Wilson, Mayor

ORDINANCE NO. 1600

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

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF 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:

Add the following to:

VI. Employee Benefits

Section 6.01. Health Insurance Benefits

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1. Choose “Option I”, which is the same health plan as current employees. Employee monthly contributions for Single and Family coverage (for all employees hired on or after October 1, 2017) for the “Option I” Plan will be:

Single \$ 75.00
Family \$275.00

2. Choose “Option II”, which is an 80/20 Plan. See proposed contract labeled “Option II” for specific deductibles, copays, and benefits covered. Employee monthly contributions for Single and Family coverage for the “Option II” – 80/20 Plan will be:

Single \$0
Family \$0

The City Council has the option to review the “single” and “family” employee contributions on an annual basis.

The Balance of Section 6.01 remain as written, published and codified.

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

Section 3. This ordinance shall take effect October 1, 2017 and after the date of its approval by the City Council of Fairhope and publication as required by law.

Adopted this 11th Day of September, 2017


Jack Burrell, City Council President

Attest:


Lisa A. Hanks, MMC
City Clerk

Ord. No. 1600 Published in
FAIRHOPE COURIER
on Wednesday, September 27, 2017
Lisa A. Hanks City Clerk

City of Fairhope - 2021 Suggested Funding

	EE Contribution	ER Contribution	Total Monthly Premium
BCBS Option 1 Plan - Grandfathered			
Single	\$0.00	\$539.00	\$539.00
Family	\$0.00	\$1,298.00	\$1,298.00
BCBS Option 1 Plan - Non-GF Hired after 10/01/2017			
Single	\$75.00	\$464.00	\$539.00
Family	\$275.00	\$1,023.00	\$1,298.00
BCBS Option 1 Plan - Retirees			
Single	\$53.90	\$485.10	\$539.00
Family	\$129.80	\$1,168.20	\$1,298.00
BCBS Option 2 Plan			
Single	\$15.00	\$428.00	\$443.00
Family	\$75.00	\$1,008.45	\$1,083.45

TOTAL MONTHLY FUNDING			
	EE Contribution	ER Contribution	Total Monthly Premium
BCBS Option 1 Plan - Grandfathered			
Single	\$ -	\$ 17,248.00	\$ 17,248.00
Family	\$ -	\$ 185,614.00	\$ 185,614.00
BCBS Option 1 Plan - Non-GF Hired after 10/01/2017			
Single	\$ 2,700.00	\$ 16,704.00	\$ 19,404.00
Family	\$ 16,225.00	\$ 60,357.00	\$ 76,582.00
BCBS Option 1 Plan - Retirees			
Single	\$ 700.70	\$ 6,306.30	\$ 7,007.00
Family	\$ 2,466.20	\$ 22,195.80	\$ 24,662.00
BCBS Option 2 Plan			
Single	\$ 315.00	\$ 8,988.00	\$ 9,303.00
Family	\$ 1,725.00	\$ 23,194.35	\$ 24,919.35

ANNUALIZED SPEND			
	EE Contribution	ER Contribution	Total Annual Premium
Single	\$ 44,588	\$ 590,956	\$ 635,544
Family	\$ 244,994	\$ 3,496,334	\$ 3,741,328
TOTAL	\$ 289,583	\$ 4,087,289	\$ 4,376,872

2020 Employer (City) Spend: \$4,111,769

2021 Employer Premium Savings: \$24,480

*Additional ER Savings will come from PBM carve-out & new Stop Loss contract provisions; would not suggest decreasing funding as Fairhope only truly pays claims. Keeping "total" monthly premium flat

City of Fairhope - 2022 Suggested Funding

	EE Contribution	ER Contribution	Total Monthly Premium
BCBS Option 1 Plan - Grandfathered			
Single	\$0.00	\$539.00	\$539.00
Family	\$0.00	\$1,298.00	\$1,298.00
BCBS Option 1 Plan - Non-GF Hired after 10/01/2017			
Single	\$75.00	\$464.00	\$539.00
Family	\$275.00	\$1,023.00	\$1,298.00
BCBS Option 1 Plan - Retirees			
Single	\$53.90	\$485.10	\$539.00
Family	\$129.80	\$1,168.20	\$1,298.00
BCBS Option 2 Plan			
Single	\$25.00	\$418.00	\$443.00
Family	\$150.00	\$933.45	\$1,083.45

TOTAL MONTHLY FUNDING			
	EE Contribution	ER Contribution	Total Monthly Premium
BCBS Option 1 Plan - Grandfathered			
Single	\$ -	\$ 17,248.00	\$ 17,248.00
Family	\$ -	\$ 185,614.00	\$ 185,614.00
BCBS Option 1 Plan - Non-GF Hired after 10/01/2017			
Single	\$ 2,700.00	\$ 16,704.00	\$ 19,404.00
Family	\$ 16,225.00	\$ 60,357.00	\$ 76,582.00
BCBS Option 1 Plan - Retirees			
Single	\$ 700.70	\$ 6,306.30	\$ 7,007.00
Family	\$ 2,466.20	\$ 22,195.80	\$ 24,662.00
BCBS Option 2 Plan			
Single	\$ 525.00	\$ 8,778.00	\$ 9,303.00
Family	\$ 3,450.00	\$ 21,469.35	\$ 24,919.35

ANNUALIZED SPEND			
	EE Contribution	ER Contribution	Total Annual Premium
Single	\$ 47,108	\$ 588,436	\$ 635,544
Family	\$ 265,694	\$ 3,475,634	\$ 3,741,328
TOTAL	\$ 312,803	\$ 4,064,069	\$ 4,376,872

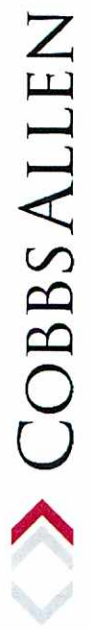
2021 Employer (City) Spend: \$4,087,289

2022 Employer Premium Savings: \$23,220

*Additional ER Savings will come from PBM carve-out & new Stop Loss contract provisions; would not suggest decreasing funding as Fairhope only truly pays claims. Keeping "total" monthly premium flat



2021 Ancillary Market Analysis



Group Life/AD&D Insurance

New Coverage	Proposed Carrier Abacus Group	Proposed Carrier Sun Life	Proposed Carrier OneAmerica
Life Benefits			
Employee Class Definition	FT employees in the US working 30+ hours per week, not including temporary or seasonal	FT employees in the US working 30+ hours per week, not including temporary or seasonal	Class 1: All Full-time Employees working a minimum of 30 hours per week Class 2: All Full-time Police and Fire Line of Duty employees working a minimum of 30 hours per week
Employee Benefit Amount	\$25,000	\$25,000	\$25,000
Benefit Amount	\$50,000	\$25,000	Class 1: \$25,000 Class 2: \$50,000
Rate Guarantee	2 Years	2 Years	2 Years
Rates (Per \$1,000)			
Volume	Proposed	Proposed	Proposed
	\$8,052,500		
Life Rate	\$0.170	\$0.236	\$0.151
AD&D Rate	\$0.04	\$0.03	\$0.02
Estimated Monthly Premium	\$1,691	\$2,166	\$1,377
Estimated Annual Premium	\$20,292	\$25,993	\$16,524

- **NEW!** Basic Life and AD&D coverage for City of Fairhope employees effective 1/1/21
- OneAmerica proposed the cheapest rates compared to Sun Life and Abacus. They also proposed two classes. Class 2 is for Eligible Police and Fire Line of Duty Employees; One America offered a higher AD&D benefit of \$50,000

Voluntary Life/AD&D Insurance

New Coverage	Proposed Carrier Abacus Group	Proposed Carrier Sun Life	Proposed Carrier OneAmerica
Employee Benefit	increments of \$10,000 rounded to the next lower unit to the lesser of 5x Annual Earnings or \$500,000	increments of \$10,000 to the lesser of 5x Annual Earnings or \$500,000	increments of \$1,000 from \$10,000 to \$500,000 not to exceed 5x annual base salary rounded to the next higher \$1,000
Employee Guarantee Issue	\$150,000 (60+ \$10,000)	\$150,000	\$175,000
Spouse Benefit	increments of \$5,000 to the lesser of 50% Employee Amount or \$250,000	increments of \$5,000 to the lesser of 50% Employee Amount or \$250,000	increments of \$500 from \$5,000 to lesser of 50% Employee Amount or \$250,000
Spouse Guarantee Issue	\$25,000	\$50,000	\$25,000
Child(ren) Benefit	0-14 days: \$0 15 days to 6 mo: \$1,000 6 month to limiting age: \$10,000	14 days to 6 months: \$500 6 months to limiting age: \$10,000 Guaranteed Issue: \$10,000 NOTE: cannot exceed 50% of EE Benefit	0 days to 6 months: \$1,000 6 months to limiting age: \$10,000 Guaranteed Issue: \$10,000
Rate Guarantee	2 Years	2 Years	2 Years

Age-Banded Rates per \$1,000	Abacus Group	Sun Life		OneAmerica
	Employee & Spouse Rates	Employee Rates	Spouse Rates	Employee & Spouse Rates
0-19	\$0.050	\$0.168	\$0.082	\$0.050
20-24	\$0.050	\$0.168	\$0.082	\$0.050
25-29	\$0.060	\$0.168	\$0.082	\$0.070
30-34	\$0.080	\$0.168	\$0.082	\$0.120
35-39	\$0.090	\$0.199	\$0.117	\$0.160
40-44	\$0.120	\$0.275	\$0.178	\$0.280
45-49	\$0.200	\$0.454	\$0.289	\$0.440
50-54	\$0.300	\$0.677	\$0.410	\$0.720
55-59	\$0.510	\$1.084	\$0.644	\$0.990
60-64	\$0.680	\$1.676	\$0.983	\$1.342
65-69	\$1.270	\$2.415	\$1.550	\$2.117
70-74	\$2.060	\$5.077	N/A	\$4.750
75-79	\$3.560	\$10.960	N/A	\$4.750
80-84	\$5.370	\$21.469	N/A	\$4.750
85+	\$5.370	\$41.017	N/A	\$4.750
Vol AD&D Only	\$0.040	\$0.035	\$0.031	\$0.040
Vol Child Life	\$2.00 per month for all children	\$2.10 per month for all children		\$2.00 per month for all children
Vol Child AD&D	N/A	\$0.044		\$0.400

- **NEW!** Voluntary Life/AD&D coverage for City of Fairhope employees effective 1/1/21
- OneAmerica to provide an open enrollment portal, Navigator, to avoid paper applications.
- Monthly Premium Calculation Example with OneAmerica Rates:
 - 42-year-old employee electing \$100K Life and AD&D for himself (100 x \$0.28), \$50K for his spouse (50 x \$0.28) & \$10K for all 3 children (1 x \$2.00) = \$28 + \$14 + \$2 = **\$44 monthly premium (or \$22 per paycheck)**

Employer Paid Short-Term Disability Insurance

	Current Carrier Sun Life	Proposed Carrier Abacus Group	Proposed Carrier OneAmerica
Benefits			
Benefit Amount	60% to a maximum benefit of \$1,000 weekly (Minimum: \$25 weekly benefit)	60% to a maximum benefit of \$1,000 weekly (Minimum: \$25 weekly benefit)	60% to a maximum benefit of \$1,000 weekly (Minimum: \$25 weekly benefit)
Elimination Period Accident/Sickness	14 Days Accident/14 Days Sickness	14 Days Accident/14 Days Sickness	14 Days Accident/14 Days Sickness
Maximum Benefit Duration	11 weeks	11 weeks	11 weeks
Rate Guarantee	1 Year	2 Years	2 Years
Rates (per \$10 weekly benefit)	Current	Proposed	Proposed
Rates	\$0.150	\$0.150	\$0.125
Estimated Monthly Premium	\$2,403.74	\$2,403.74	\$2,003.11
Estimated Annual Premium	\$28,844.82	\$28,844.82	\$24,037.35
Projected Annual \$ Difference		\$0.00	-\$4,807.47
Projected Annual % Difference		0%	-17%

- **Existing Employer Paid Coverage:** Short-Term Disability coverage is currently offered to City of Fairhope employees through Sun Life any carrier changes will be effective 1/1/21.
- OneAmerica Rates are 17% below Sun Life's current rate this equates to ~\$5,000 annually.
- Occupational Sickness/injury is excluded to match current benefits.

Employer Paid Long-Term Disability Insurance

	Current Carrier Abacus Group	Proposed Carrier Sun Life	Proposed Carrier OneAmerica
Benefits			
Benefit Amount	60% to a maximum of \$5,000 monthly Minimum Monthly Benefit: greater of \$100 or 10%	60% to a maximum of \$5,000 monthly Minimum Monthly Benefit: greater of \$100 or 10%	60% to a maximum of \$5,000 monthly Minimum Monthly Benefit: greater of \$100 or 10%
Guarantee Issue	\$5,000	\$5,000	\$5,000
Elimination Period	90 Days	90 Days	90 Days
Accumulation Period	15 days (Elimination Period must be completed within 105 consecutive days)	15 days (Elimination Period must be completed within 105 consecutive days)	90 days (Elimination Period must be completed within 180 consecutive days)
Benefit Duration	to SSNRA	to SSNRA	to SSNRA
Pre-Existing Limitation	3/3/12	3/3/12	3/3/12
Rate Guarantee	2 Years	2 Years	2 Years
Rates (per \$00 covered mo. Payroll)	Current	Proposed	Proposed
Rates	\$0.340	\$0.340	\$0.339
Estimated Monthly Premium	\$3,944.65	\$3,944.65	\$3,933.05
Estimated Annual Premium	\$47,335.83	\$47,335.83	\$47,196.61
Projected Annual \$ Difference		\$0.00	-\$139.22
Projected Annual % Difference		0%	0%

- **Existing Employer Paid Coverage:** Long-Term Disability coverage is currently offered to City of Fairhope employees through Abacus (Madison National Life) any carrier changes will be effective 1/1/21.
- OneAmerica Rates are slightly below current for an annual savings of ~\$140.
- It is ideal to have the same carrier for STD and LTD for ease of filing claims.

Total Employer Paid Package Cost

COMPANY	Life	AD&D	STD	LTD	Employer Projected Annual Cost as a Package
Madison National LTD only (Current)				\$0.38	\$52,905
Sun Life STD only (Current)			\$0.15		\$28,845
Total Current Spend					\$81,750
Madison National (Renewal)	\$0.170	\$0.040	\$0.150	\$0.340	\$96,473
Sun Life (Renewal)	\$0.236	\$0.033	\$0.150	\$0.340	\$102,174
OneAmerica	\$0.151	\$0.020	\$0.125	\$0.339	\$87,758

- Our recommendation for the City of Fairhope is to move all ancillary lines to a single carrier. This eases the administrative burden that comes with multiple invoices and claims filing.
- City of Fairhope's current total spend for Employer paid STD and LTD is \$81,750 annually. By moving to OneAmerica, adding Group Life only increases annual spend by ~\$6,000.
- OneAmerica was the only carrier to competitively quote all lines of coverage.
- Adding Basic Life Coverage is a great way in enhance the City's benefit package at a minimal cost.

City of Fairhope Medical Plan Design Changes w/ Savings Impact

Option 2 - Low Plan	Current	Proposed	Decrement	\$ Savings
Deductible (Individual/Family)	\$1,500 / \$3,000	\$1,500 / \$3,000	-	-
Annual Out of Pocket Max (Individual/Family)	\$4,000 / \$8,000	\$6,000 / \$12,000	-2.4%	\$10,698
Coinsurance (In/Out-of-Network)	80% / 60%	80% / 60%	-	-
Office Visit Primary Care Physician Specialist Urgent Care	\$35 \$50 \$50	\$50 \$75 \$75	-1.4%	\$6,241
Diagnostics	80% coinsurance, subject to deductible	80% coinsurance, subject to deductible	-	-
Emergency Room Services Medical Emergency Accident	Both: 80% coinsurance, subject to deductible	Both: 80% coinsurance, subject to deductible	-	-
Inpatient Hospital Services	80% coinsurance, subject to deductible	80% coinsurance, subject to deductible	-	-
Outpatient Hospital Services	80% coinsurance, subject to deductible	80% coinsurance, subject to deductible	-	-
Other Covered Services	80% coinsurance, subject to deductible	70% coinsurance, subject to deductible	-0.5%	\$2,229
Prescription Drugs Tier 1 Tier 2 Tier 3	\$15 copay \$55 copay \$100 copay	\$20 copay \$60 copay \$100 copay	-0.47%	\$2,095
Combined Savings:			-4.8%	\$21,263

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 Short Term Disability, Long Term Disability and add Group Life Insurance by moving the City's Short Term Disability and Long Term Disability programs; and to add Group Life Insurance program to OneAmerica based on Ancillary Marketing Results effective January 1, 2021.

BE IT FURTHER 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 to make the attached Medical Blue Cross Plan Option 2 Benefit Changes effective January 1, 2021.

DULY ADPOTED ON THIS 26TH DAY OF OCTOBER, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope – City Council Agenda Items 10/26/2020

Re: 2021 Employee Benefit Changes

1. Medical BCBS Plan Option 2 Benefit Changes

- a. Goal: To create a better spread between the two plans so the “high deductible” plan is not advantageous

	Current	Proposed
Out-of-Pocket Max	\$4,000 / \$8,000	\$6,000 / \$12,000
Office Visit (PCP / Specialist)	\$35 / \$50	\$50 / \$75
Urgent Care	\$50	\$75
“Other” Covered Services	80% coinsurance	70% coinsurance
Rx (Tier 1 / Tier 2)	\$15 / \$55	\$20 / \$60

2. Medical BCBS Plan Option 2 Employee Contribution Changes

- a. Goal: A “free” plan option is not sustainable; by slightly increasing employee Contributions the City can still offer a rich dual plan option to employees and closer align with public administration benchmarks in the South Alabama area

EE Monthly Rate	2020 (Current)	2021	2022
Single	\$0	\$15	\$25
Family	\$0	\$75	\$150

- b. Est. premium savings of **\$25K in 2021** & an additional **\$30K in 2022**

3. Move STD & LTD to OneAmerica based on Ancillary Marketing Results

- a. Alleviates administrative burden & gaps in coverage that result from having different disability carriers. With one carrier, the transition from STD to LTD is seamless for both the City & the employee.
- b. Bundled rates also provide savings (see table below)

4. Add City-Paid Group Life Benefit of \$25,000 for all employees

- a. Plan Highlights included in separate Ancillary Presentation document
- b. Bundling employer-paid Life, STD & LTD with OneAmerica results in an estimated \$6,000 additional annual cost for the City.

COMPANY	Basic Life	AD&D	ER Paid STD	ER Paid LTD	Employer Projected Annual Cost as a Package
Abacus Group LTD only (Current)				\$0.380	\$52,905
Sun Life STD only (Current)			\$0.150		\$28,845
Abacus Group (Renewal)	\$0.170	\$0.040	\$0.150	\$0.340	\$96,473
Sun Life (Renewal)	\$0.236	\$0.033	\$0.150	\$0.340	\$102,174
OneAmerica (Proposed)	\$0.151	\$0.020	\$0.125	\$0.339	\$87,758

- 5. Add Employee Paid Voluntary Life Benefit of \$500,000 not to exceed 5x Annual Base Salary**
 - a. Plan highlights included in separate Ancillary Presentation Document
 - b. This would be a NEW Voluntary coverage with OneAmerica offered to employees and paid for by the employee. There is no cost to the City to add this line of coverage.

RESOLUTION NO. _____

WHEREAS, the City Council has not adopted the proposed Budget for the FY 2020-2021; and

WHEREAS, the City Council will adopt and approve the proposed Fairhope Public Library's Budget as presented for FY2020-2021.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City of Fairhope hereby adopts and approves the proposed Fairhope Public Library's Budget as presented for FY2020-2021.

ADOPTED THIS 26TH DAY OF OCTOBER, 2020

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council hereby approves and authorizes the City of Fairhope to execute a Memorandum of Understanding between The Fairhope Arts and Crafts Festival Foundation and The City of Fairhope for a five-year term beginning January 1, 2021 until December 31, 2026 with a five-year option at the City Council's discretion; unless modified by joint written agreement of the Foundation and the City Council.

Adopted on this 26th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Memorandum of Understanding and Agreement

1. The Fairhope Arts and Crafts Festival Foundation (hereafter known as the Foundation) shall have the exclusive and sole authority, ownership and control of the operations and all activities related to or in any way associated with the Fairhope Arts and Crafts Festival (hereafter known as the Festival) event. All proceeds originated from any marketable item such as t-shirts and posters shall go to the Foundation.
2. The name of the Festival, including its annual distinction, shall belong to the Foundation. The 2021 Festival will be named the 69th Annual Fairhope Arts and Crafts Festival.
3. All monies related to the Festival shall be controlled by the Festival/Foundation. All in kind and monetary sponsorships relating to the Festival/Foundation shall be controlled and owned by Festival/Foundation.
4. The Foundation agrees to make a yearly compensation of \$20,000.00 to the City of Fairhope (hereafter known as the City) or its designee for each year of the agreement in recognition of their continued support of the Fairhope Arts and Crafts Festival.
5. The Foundation shall make multiple donations to various non-profit organizations within the City, thus allowing the Council the opportunity to reduce the amount of the donations that the City gives to these groups.
6. The Foundation also agrees to promote the City at a sponsorship level equivalent to its donation to the Festival.

Likewise,

7. The City agrees to provide the Foundation with the use of the streets of the City of Fairhope on the third full weekend of March for the duration of this agreement as set out in previous agreements for the Fairhope Arts and Crafts Festival.

The request is for the following streets from 5:00 p.m. Thursday until 8:00 p.m. on Sunday on Festival weekend.

- Magnolia Avenue from Bancroft Street west to Church Street
- Magnolia Avenue from Bancroft Street to School Street, including the parking area behind the Public Library
- Section Street from the south side of Regions building on North Section Street continuing south to the approximate area of Greer's/Food Tiger
- Fairhope Avenue from Bancroft Street west to the barricades set at Summit Street
- Church Street from the southern entrance into the public parking garage south to the entrance into the parking area at Fairhoper's Park
- De La Marc Avenue between Church Street and Section Street
- Johnson Avenue between Section Street and Bancroft Street

8. The City shall continue to provide the Festival with the same protection and service that has made it an integral part of the Festival for years.

This shall include:

The use of the Fairhope Civic Center on the Friday evening of the Arts and Crafts Festival Weekend for the Festival's annual Artist Award Dinner, including the availability of the Civic Center during the day on Friday for dinner setup and preparation;

"No Parking" signage placed in appropriate areas on the Thursday morning of the Festival setup and the placement of appropriate barricades and cones to control traffic flow and promote safety for the weekend;

Coordination between the Festival Committee and City to provide appropriate security for the weekend, including traffic control during artist booth setup on Thursday evening;

Provide water/sewer services for the Food Court as provided each year with the appropriate fee paid to the City by each food vendor in need of these services;

9. The City shall add the Festival, its committee members and volunteers and the Foundation and its members, as additional insureds under its special events insurance policy;

10. The Festival has worked with the Eastern Shore Art Center and Thomas Hospital for many years and looks forward to that continued partnership. The City shall not attempt to include new partner(s) in the Festival weekend without the agreement of the Foundation; and

11. The Foundation reserves the right to cancel or postpone event as a result of an event or effect that could not have been anticipated or controlled such as an Act of God, a Pandemic, or Government Restrictions. The Foundation reserves the right to make final interpretations of all rules and regulations.

This Memorandum of Understanding and Agreement shall be in effect for a five-year term beginning January 1, 2021 until December 31, 2026 with a five-year option at the City Council's discretion; and unless modified by joint written agreement of the Foundation and the City Council.

Dated: 26th day of October, 2020

Designated Official, City of Fairhope

Deborah Floyd, Board President,
Fairhope Arts and Crafts Festival Foundation

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves the selection of Volkert, Inc. to perform Professional Engineering and C&E Services for the Installation of UV SIGNA Disinfecting at the Wastewater Treatment Plant (RFQ No. PS002-21); and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule and establish a not-to-exceed limit with this firm.

DULY ADOPTED THIS 26TH DAY OF OCTOBER, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk



MEMO

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

Date: October 14, 2020

Karin Wilson
Mayor

Re: Award approval of Engineering firm for **RFQ PS002-21 Professional Engineering and C & E Services for Installation of UV SIGNA Disinfecting at Wastewater Treatment Plant**

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

The Director of Operations, Michael Allison, and the Water/Wastewater Superintendent, Jason Langley, have need to hire a professional engineering firm for **RFQ No. PS 002-21 Professional Engineering and C & E Services for Installation of UV SIGNA Disinfecting at Wastewater Treatment Plant**. The original project budgeted at \$405,000.00 was initiated in November 2019 with the purchase of the equipment, which was discounted to \$365,000.00, if purchased before December 31, 2019. That purchase resulted in a savings of \$40,000.00 for the replacement equipment

Lisa A. Hanks, MMC
City Clerk

The firm approved by City Council will provide engineering and construction engineering services for the replacement of **UV SIGNA** ultraviolet disinfecting equipment.

Kimberly Creech
City Treasurer

Per the City's "Procedure for Procuring Professional Services for Projects Over \$100K", the Operations Director and the Water/Wastewater Superintendent and I routed a short list of firms from which the Mayor was to choose, and she chose **Volkert, Inc**. The City has a history with Volkert, Inc working with our wastewater system. **The recommendation is to award RFQ PS002-21 Professional Engineering and C & E Services for Installation of UV SIGNA Disinfecting at Wastewater Treatment Plant to Volkert, Inc. and allow the Mayor to negotiate a fee.**

Please place on the next available City Council Agenda this request for City Council to award RFQ PS002-21 Professional Engineering and C & E Services for Installation of UV SIGNA Disinfecting at Wastewater Treatment Plant to Volkert, Inc authorize the Mayor to negotiate the not to exceed fee.

Cc: file; Jason Langley, M Allison,

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov



MEMO

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

Karin Wilson
Mayor

Date: October 8, 2020

Re: **RFQ No. PS001-21, Professional Engineering and Construction Engineering Services for Install of UV SIGNA Disinfecting at Treatment Plant**

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

The **Director of Operations, Michael Allison, and Water and Sewer Superintendent, Jason Langley,** have need to hire a professional engineering firm for **RFQ PS002-21** who will provide Engineering and Construction Engineering services for the replacement installation of already purchased UV SIGNA ultraviolet disinfecting equipment for the Wastewater Treatment Plant. Per our Procedure for Obtaining Professional Services Over \$100K, Director of Operations, Michael Allison, and Water and Sewer Superintendent, Jason Langley, and I are routing this short list through you, to the Mayor, to choose an engineering firm for the above referenced RFQ.

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
City Treasurer

The short list is:

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

KW 10, 9, 20

VOLKERT INC
1110 Montlimar Dr, Ste 560
Mobile, AL 36609
251 342-1070
Ray Miller

_____ / ____ / ____

ENGINEERING DESIGN TECHNOLOGIES
6486-B Timber Circle
Spanish Fort, AL 36527

_____ / ____ / ____

None. Submit another list

61 North Section Street
PO Drawer 429
Fairhope, Alabama
36533

251-928-2136

Cc: file; Jason Langley, Mike Allison, Tim Manuel

251-928-6776 Fax
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 procure Foods for Jail Inmate Meals FY21; and the items are available for direct procurement through the Sourcewell Cooperative Purchasing Contract which has been nationally bid; and therefore, does not have to be let out for bid. The total cost is estimated at \$68,000.00.

Adopted on this 26th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 10/16/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Award Bid No 003-21 Foods for Jail Inmate Meals FY21

Project Location: Jail

Presented to City Council: 10/26/2020

Funding Request Sponsor: Stephanie Hollinghead, Chief of Police
Lt. Larry Sledge, Lieutenant-Corrections

Project Cash Requirement Requested:
Cost: \$ 68,000.00 Estimated

Vendor: US Foods, Inc. (Sourcewell Cooperative Purchasing Group)

Project Engineer: n/a

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

Resolution # :
Approved
Changed
Rejected

OCT 20 2020 4:51:55
ZAH

Department Funding This Project

General Gas Electric Water Sewer Gas Tax Cap Prodi Impact Health Fed Grant

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 Plan/Zone

Project will be:

Expensed XXX
Capitalized
Inventoried

Funding Source:

Operating Expenses XXX
Budgeted Capital
Unfunded

Expense Code: 001150-51220
G/L Acct Name: Jail Expense

Project Budgeted: \$ 68,000.00 FY2021 Draft Budget
Balance Sheet Item-
Included in projected
cash flow \$0.00

Over (Under) budget amount: \$ -

Comments: The Police Department has decided to upgrade their kitchen to accommodate the preparation of bulk item meals. The exact amount of this bid is determined by the population in the jail.

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

Bond: Title Year
Loan: Title Year

Capital Lease: Payment Term

City Council Prior Approval/Date?

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

Purchasing Memo Date: 10/7/2020 Purchasing Memo Date: 10/7/2020 Delivered To Date: 10/16/2020

Request Approved Date: 10/16/2020 Request Approved Date: 10/16/2020 Approved Date: 10/19/20

Signatures: *Kim Creech* *Jill Gabaniss, MBA* *Mayor Karin Wilson*
Kim Creech Jill Gabaniss, MBA Mayor Karin Wilson



MEMO

To: Kimberly Creech, Treasurer

From: Delores A Brandt

Delores A. Brandt, Purchasing Manager

Karin Wilson
Mayor

Date: October 7, 2020

Council Members:

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

Re: Council approval to Award of **Bid No. 003-21 Foods for Jail Inmate Meals FY21**

Lisa A. Hanks, MMC
City Clerk

The Police Department does not desire to renew the current contract for supply of jail inmate meals that was signed on September 17, 2019.

Kimberly Creech
Treasurer

The PD has decided to upgrade their kitchen to accommodate the preparation of bulk item meals that will meet the required standards instead of using prepared frozen meals. The purchase of foods in bulk will also result in cost savings to the City.

Chief Stephanie Hollinghead and Lt. Larry Sledge of the Fairhope Police Department recommend and request approval to purchase food for the jail inmate meals available from **US FOODS, INC** through the **Sourcewell Cooperative Purchasing Contract ---Sourcewell (NJPA) #112917-USF**. This line item has been budgeted for \$68,000.00. The exact amount of this bid is determined by the population in the jail, therefore is subject to increases if the need arises.

Please have the request to award **Bid No 003-21 Foods for Jail Inmate Meals FY21** to **US FOODS, INC.** on the Vizient contract with the **Sourcewell Cooperative Purchasing group (Food and Foodservice Equipment)** in the approximate amount of \$68,000.00.

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

Cc: File, S Hollinghead, Larry Sledge

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

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Lt. Larry A. Sledge

Date: 8/1/2020

Department: Fairhope Municipal Jail

ITEM OR SERVICE INFORMATION

- 1. What item or service do you need to purchase?** Various meals for inmate.
- 2. What is the total cost of the item or service?** To be budgeted.
- 3. Where will the item or service be physically located?** Fairhope Municipal Jail.
- 4. What is the primary function of the item or service?** Weekly meals for inmates.
- 5. How many do you need?** To be estimated weekly.
- 6. Item or Service Is:** New Used Replacement Annual Request
- 7. When do you anticipate implementation?** 10/1/2020
- 8. Additional Information or Comments:** none
- 9. Vendor Name:** Click or tap here to enter text.
- 10. Vendor Number:** Click or tap here to enter text.

BUDGET INFORMATION

- 1. Is it budgeted?** Yes No Emergency Request
- 2. If budgeted, what is the budgeted amount?** No budgeted amount at this time
- 3. What is the Capital Project Name or Operating Budget Code:** 001150-51220
- 4. Check any applicable boxes:** State Contract ALDOT Purchasing Group
 Sole Source (Attach Sole Source Justification)

*Email completed form with quotes and other supporting documentation to
deedee.brandt@fairhopeal.gov and jennifer.bush@fairhopeal.gov.*

Dee Dee Brandt

From: Larry Sledge
Sent: Tuesday, September 1, 2020 3:33 PM
To: Jennifer Bush; Dee Dee Brandt
Cc: Justin Rogers; Stephanie Hollinghead
Subject: Food Contract for American Foods

Purchasing please be advised that the Fairhope Municipal jail does not have intentions at this time to renew our food bid contract with American Foods. A date has not been set yet to end the contract due to trying to get our Inmate Meal menu set up for another Vendor. As soon as we get the equipment needed we will notify you, so other arrangement can be made with another supplier. Please contact me if you need further information or questions on this project.

WE HELP YOU MAKE IT[®]

Running a foodservice operation is a huge challenge. You face budget cuts, regulation accountability, standards for nutrition and wellness, and customer expectations. Sourcewell and US Foods[®] deliver solutions.

Sourcewell Real Value: Cooperative Food Contract

- Competitively solicited on your behalf
- Satisfies the formal contracting process, avoiding duplication
- Prices high-quality products and services according to the contract
- Provides nationally leveraged volume pricing and incentives
- Saves you time and money

Sourcewell is a national cooperative purchasing organization dedicated to public agencies and educational institutions.

- Wide range of purchasing solutions
- Hundreds of competitively solicited cooperative contracts ready for use
- A trusted agency resource for more than four decades

By combining the buying power of more than 50,000 governmental, educational and nonprofit organizations, we save you time and money.

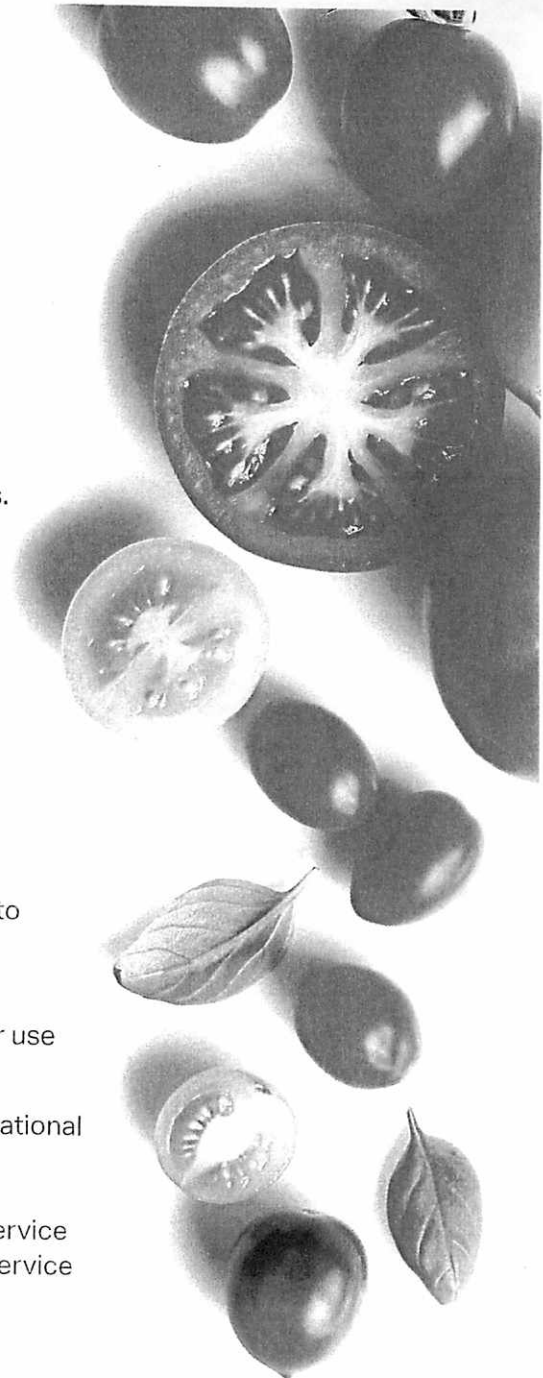
US Foods is one of America's great food companies and a leading foodservice distributor, partnering with approximately 300,000 restaurants and foodservice operators to help their businesses succeed.

- More than 70 broadline locations and 76 cash-and carry-stores
- Broad, innovative food offering
- Comprehensive suite of e-commerce, technology and business solutions

US Foods is headquartered in Rosemont, Ill.

Together, we help ensure your success through innovative solutions and ideas. Committed to excellence, safety and environmental responsibility, we conduct business with transparency.

Sourcewell contract #112917-USF (Food and Foodservice Equipment) competitively solicited and awarded by Minnesota State Agency (Sourcewell).
Maturity Date: 01/22/23



OUTSTANDING SUPPORT EVERY DAY

Economic Value. Savings from powerful purchasing

- All products are covered by contract markup or fee per case, not limited to restricted bid lists
- \$1.5 billion in purchasing power gives you the most competitive cost available
- 260+ food manufacturer agreements with deep discounts
 - 20% average savings
 - Insulation from market and inflation swings
- Incentives reward you for operational efficiencies
 - Discounts off-invoice are immediate; no waiting for rebates

Ease of Doing Business. Improved operational efficiencies

- US Foods® Online and mobile technology provide everything you need to run your operation
 - Industry-leading solutions
 - Simplified online ordering
 - Real-time contract pricing
 - Easy product searches with nutritional information and pictures
- Relevant data and information in real time
 - Business analytics
 - Online integrated inventory
 - Menu management, costing, online recipes
 - *Where's My Truck?*, *Proof of Delivery*, online payment options
- Cost-Management Tools
 - Contract-utilization tracking and measurement
 - Savings reports and exclusive analytic tools
 - Proactive opportunity identification reduces costs and maximizes program value

Customer Focus. Collaboration and consistency

- National and local service teams work together to earn your business
- We customize a trusted, reliable transition plan for you
- Regular business reviews ensure we are aligned with your goals
- We conduct business with transparency and accountability

Find out why a partnership with Sourcewell and US Foods is right for you.
Contact us to learn more about how you can save time and money.

Kathy.Anthony@usfoods.com (US Foods, West and South)

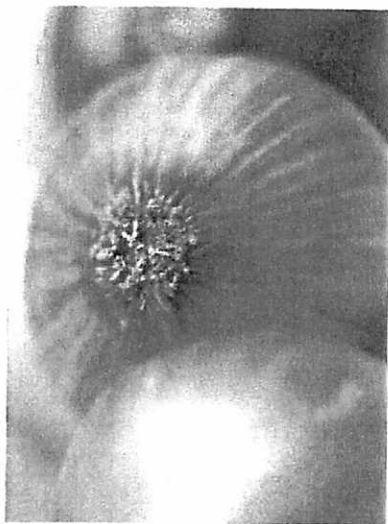
Paula.Bruck@usfoods.com (US Foods, East and North)

Jim.benson@sourcewell-mn.gov

www.sourcewell-mn.gov

Sourcewell contract #112917-USF (Food and Foodservice Equipment) competitively solicited and awarded by Minnesota State Agency (Sourcewell).
Maturity Date: 01/22/23





Customer Account Application

This Customer Application (this "Application") is made to US Foods, Inc., doing business as US Foods, and all of its affiliates, divisions, subsidiaries and assigns (collectively the "Sellers") for the purpose of inducing Sellers to extend credit accommodations to the Applicant named below:

SHIPPING AND BILLING INFORMATION

SHIP TO:

Applicant Legal Name (INC,LLC,LP) _____

Trade Name/Doing Business As _____

Delivery Address (Attach Location Sheet If More Than One)* _____

City _____ State/Province _____ Zip _____

County _____ Country _____

Telephone Number _____

BILL TO:

Check Here If Billing Address Is Same As Delivery Address

Billing Address _____

City _____ State/Province _____ Zip _____

Country _____

Accounts Payable Contact _____ Title _____ Telephone Number _____

E-mail Address _____ Fax Number _____

*Location sheet should include corresponding trade names

TERMS AND CONDITIONS

In consideration of the extension of credit or the delivery of goods and/or services by Seller to Applicant, Applicant agrees to the following terms and conditions:

1. If this Application is approved, Seller, in Seller's sole discretion, and notwithstanding any request of Applicant, will establish a maximum credit line (if applicable) for Applicant and shall have the right to increase, decrease or terminate Applicant's credit privileges under this Application at any time without prior notice to Applicant, except as otherwise provided by law.

2. All purchases by Applicant of goods and/or services from Seller will be made in accordance with the terms and conditions of this Application, and any invoice, promissory note, distributor agreement, and/or other documents evidencing Applicant's obligations to Seller (each, a "subsequent agreement"), all of which are incorporated in this Application by this reference. To the extent that there is any conflict between the terms and conditions set forth in this Application and any subsequent agreement, the terms and conditions of the subsequent agreement shall control. To the extent Applicant is part of or subsequently becomes part of a national or regional pricing program governed by a distributor agreement, Applicant acknowledges and agrees that it shall be bound by the terms and conditions of any such distributor agreement, notwithstanding that Applicant is not and will not be a signatory to such agreement. Applicant further agrees to waive, release, forever discharge and hold harmless the Seller, together with all of Seller's officers, directors, employees, attorneys and agents, from any and all losses, damages, costs, expenses, rights, claims, demands, judgments, obligations, actions and causes of action, which Applicant may have arising out of or in connection with any dispute or disagreement regarding whether or not Applicant is bound by the terms of such distributor agreement. Applicant agrees and understands that this is a legally binding agreement, provided, that Seller may, in Seller's sole discretion, change the terms and conditions of this Application. Any such changes shall apply to all sales after such change is made.

3. Title to all goods purchased from Seller shall pass upon delivery to the receiving dock of Applicant and acceptance by authorized signature, subject to rejection of certain items by notation on the invoice. Applicant agrees that it shall be subject to and bound by Seller's "Customer Policy," which Customer Policy is incorporated herein by reference. Seller's Customer Policy may be found at www.usfood.com.

4. Payment of the purchase price for goods and/or services acquired from Seller shall be made pursuant to the terms set forth on each invoice, and Applicant agrees to pay all charges according to the payment terms established in said invoice. The entire outstanding balance due to Seller on all invoices shall become due in full immediately upon any of the following: (i) a default in the payment of any invoice, or (ii) a default by Applicant under any related subsequent agreement; including, without limitation, any guaranty provided at any time in support of this Application. Unless otherwise agreed in writing by the Seller, Applicant agrees to pay interest in the amount of 1.5% per month, or the maximum rate that Applicant may lawfully contract to pay, whichever is less, and in all events calculated in accordance with applicable law, on

any payment considered past due until collected. Applicant agrees to pay all costs of collection incurred by Seller, including reasonable attorneys' fees and expenses.

5. This Application and all transactions between Applicant and Seller shall be governed by and interpreted in accordance with the laws and decisions of the State of Delaware, without regard to the conflicts of law provisions of the State of Delaware.

6. Applicant may not assign any relationship with Seller that arises out of this Application or any subsequent agreement without the prior written consent of Seller, which consent may be withheld for any reason. Applicant agrees to immediately notify Seller via certified mail of any sale of a significant portion of the assets or business of Applicant, or a sale of a substantial interest in the capital stock or other ownership interest of Applicant and Seller retains the right to immediately terminate Applicant's credit privileges upon receipt of such notice.

7. IF THIS APPLICATION IS NOT APPROVED IN FULL OR IF ANY OTHER ADVERSE ACTION IS TAKEN WITH RESPECT TO APPLICANT'S CREDIT WITH SELLER, APPLICANT HAS THE RIGHT TO REQUEST WITHIN 60 DAYS OF SELLER'S NOTIFICATION OF SUCH ADVERSE ACTION, A STATEMENT OF SPECIFIC REASONS FOR SUCH ACTION, WHICH STATEMENT WILL BE PROVIDED WITHIN 30 DAYS OF SAID REQUEST. The Federal Equal Credit Opportunity Act prohibits creditors from discrimination against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance programs; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning the creditor is the Federal Trade Commission, Washington, D.C.

8. Applicant irrevocably consents and submits to the non-exclusive jurisdiction of any state or federal court located in the State of Illinois in connection with any actions or proceedings arising from, relating to or in connection with Applicant's obligations to Seller or this Application. Applicant waives any right it may have to change the venue of any litigation brought against it by Seller.

9. Applicant agrees that all information as to source, quantity, and price of goods and services provided by Seller shall be maintained in confidence and shall not (without Seller's prior written consent, said consent not to be unreasonably withheld) be released to any private third party for any reason whatsoever other than pursuant to a validly issued subpoena from a court or governmental authority having jurisdiction over Applicant, pursuant to the rules, regulations or requirements of any state or federal agency or department or pursuant to a discovery request made under applicable court rules and to which Applicant is required to respond.

10. APPLICANT (I) AGREES THAT SELLER MAY, AT SELLER'S SOLE OPTION, REQUIRE APPLICANT TO

ARBITRATE ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THIS APPLICATION, ANY CREDIT EXTENDED BY SELLER TO APPLICANT OR ANY OTHER ISSUE WITH THE AMERICAN ARBITRATION ASSOCIATION OR ANY OTHER RECOGNIZED ARBITRATION GROUP IN ACCORDANCE WITH ITS COMMERCIAL ARBITRATION RULES, AND ANY JUDGMENT OR AWARD RENDERED IN CONNECTION WITH SUCH ARBITRATION SHALL BE ENTERED IN ANY COURT HAVING JURISDICTION THEREOF; (II) CONSENTS TO SUCH ARBITRATION IN THE STATE OF ILLINOIS, AND TO THE APPLICATION OF DELAWARE LAW WITHOUT REGARD TO THE CONFLICTS OF LAW PROVISIONS OF THE STATE OF DELAWARE; AND (III) AGREES TO PAY ITS COST AND EXPENSES IN CONNECTION WITH THE ARBITRATION, INCLUDING, BUT NOT LIMITED TO, ARBITRATORS' FEES, ADMINISTRATION FEES AND ATTORNEYS' FEES.

11. To secure the full and timely payment by Applicant to Seller of all now existing and later arising amounts due Seller, in addition to any other security Applicant may provide to Seller under any subsequent agreement, Applicant grants to Seller a security interest in all of Applicant's personal property, both now owned or at any time in the future acquired and wherever located, including, but not limited to accounts, goods, inventory, equipment, fixtures and vehicles, together with the proceeds and products of any of them. Applicant authorizes Seller to file and perfect any and all statutory lien rights and any rights under indemnity or performance bonds regardless of whether payment is then due to Seller. In addition, Applicant specifically authorizes Seller to prepare and file without Applicant's signature any Uniform Commercial Code ("UCC") financing statements, amendments to UCC financing statements and any other filings or recordings in all jurisdictions where Seller determines necessary or desirable, and authorizes Seller to describe the collateral in such filings in any manner as Seller determines appropriate.

12. If Applicant ceases doing business with Seller for any reason, including Seller's termination of Applicant's credit privileges, Applicant will immediately purchase (or cause Applicant's approved third party to purchase) from Seller, on a "cash on delivery" basis, all remaining proprietary or special order items in Seller's inventory that were purchased or prepared for Applicant.

13. Applicant acknowledges (i) that Seller may be required from time to time to disclose certain information contained in this Application or in subsequent agreements including in response to requests made by the Office for Foreign Assets Control ("OFAC"), and (ii) that any such disclosure shall not result in a breach of any Seller's obligation to Applicant under this Application or under any subsequent agreement, or result in any obligations or liability on the part of Seller.

14. This Agreement may be delivered by electronic transmission or facsimile which shall be deemed to be an original.

WAIVER OF JURY TRIAL. APPLICANT WAIVES TRIAL BY JURY IN ANY ACTION OR PROCEEDING TO WHICH THE SELLER AND THE APPLICANT MAY BE PARTIES, ARISING OUT OF OR IN ANY WAY PERTAINING TO (A) THIS APPLICATION; AND (B) ANY OTHER DOCUMENTS INCLUDING INVOICES AND SUBSEQUENT AGREEMENTS. IT IS AGREED AND UNDERSTOOD THAT THIS WAIVER CONSTITUTES A WAIVER OF TRIAL BY JURY OF ALL CLAIMS AGAINST ALL PARTIES TO SUCH ACTIONS OR PROCEEDINGS. THIS WAIVER IS KNOWINGLY, WILLINGLY AND VOLUNTARILY MADE BY THE APPLICANT AND THE APPLICANT REPRESENTS AND WARRANTS THAT NO REPRESENTATIONS OF FACT OR OPINION HAVE BEEN MADE BY ANY INDIVIDUAL TO INDUCE THIS WAIVER OF TRIAL BY JURY OR TO IN ANY WAY MODIFY OR NULLIFY ITS EFFECT. APPLICANT FURTHER ACKNOWLEDGES THAT THIS PROVISION IS A SPECIFIC AND MATERIAL ASPECT OF THIS APPLICATION AND THAT SELLER WOULD NOT CONSIDER ENTERING INTO ANY TRANSACTIONS WITH APPLICANT IF THIS PROVISION WERE NOT PART OF THIS APPLICATION.

Applicant Legal Name (Inc., LLC, etc.) _____

Signature: _____ Title: _____

Print Name: _____ Date: _____

Signature: _____ Title: _____

Print Name: _____ Date: _____

Sales Associate: _____ Terms Requested: _____ Terms Approved: _____

For Office Use Only:

[Empty rectangular box for office use]

RESOLUTION NO. _____

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

[1] That the City of Fairhope approves the procurement of a 22 ft Pre-lit LED Panel Christmas Tree for “Lighting of the Trees Celebration 2020” for the Community Affairs Department with a total cost of \$13,197.00 which includes shipping.

Adopted on this 26th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 10/19/2020

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of one (1) 22 ft Pre-lit LED Panel Christmas Tree for Lighting of the Trees Celebration 2020

Project Location: Section Street and Fairhope Avenue

Presented to City Council: 10/26/2020

Funding Request Sponsor: Jessica Walker, Economic & Community Development Director
Paige Crawford, Special Events Coordinator

Resolution #: OCT 20 '20 8:56
Approved: _____
Changed: _____
Rejected: _____

Project Cash Requirement Requested:
Cost: \$ 13,197.00 Includes shipping

Vendor: Temple Display, LTD

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 Fed Grant

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 Plan/Zone

Project will be:

Expensed _____
Capitalized XXX
Inventoried _____

Funding Source:

Operating Expenses _____
Budgeted Capital XXX
Unfunded _____

Expense Code: 001240-50470
G/L Acct Name: Purchases Vehicles & Equipment

Project Budgeted: \$ 13,197.00 FY2021 Draft Budget

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

Over (Under) budget amount: \$ _____

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

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

Capital Lease: _____ Payment _____ Term _____

Comments: The recommendation from the Special Events Manager to award to Temple Display LTD.

City Council Prior Approval/Date? _____

City Treasurer: _____ Finance Director: _____ Mayor: _____

Purchasing Memo Date: 10/19/2020 Purchasing Memo Date: 10/19/2020 Delivered To Date: 10/19/2020

Request Approved Date: 10/19/2020 Request Approved Date: 10/19/2020 Approved Date: 10/19/2020

Signatures: Kim Creech Jill Cabaniss, MBA Mayor Karin Wilson



MEMO

Karin Wilson
Mayor

MEMO

Council Members:

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

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

Date: October 19, 2020

Re: Greensheet and Council approval to award the over \$10,000 and under \$15,000 procurement of one (1) 22' Pre-lit Christmas Tree for Lighting of the Trees Celebration 2020

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

The Special Events Manager, Paige Crawford, requests approval to procure one (1) 22' Pre-lit Christmas tree for the City of Fairhope's Lighting of the Trees Celebration 2020.

Attached are Mrs. Crawford's three quotes: The recommendation from the Special Events Manager is to award to **TEMPLE Display LTD** in the amount of **THIRTEEN THOUSAND ONE HUNDRED NINETY-SEVEN DOLLARS (\$13,197.00) and includes shipping charges of \$1,300.00.** (See attached quotations).

This procurement is over the COUNCIL approval benchmark of \$10,000, and under \$15,000 Bid limit.

NOTES: See attached quotations for details.

Leadtime: as soon as possible due date of event

Please prepare a greensheet and move this request to Council to award purchase of one 22" Pre-lit Christmas Tree to TEMPLE DISPLAY, LTD in the quoted amount of \$13,197.00 including shipping.

Cc: file, P. Crawford, Jessica Walker, Randy Weaver

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

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

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Paige Crawford

Date: 10/19/2020

Department: Economic and Community Development

ITEM OR SERVICE INFORMATION

- 1. What item or service do you need to purchase?** Panel Christmas Parade
- 2. What is the total cost of the item or service?** \$13,197.00
- 3. Where will the item or service be physically located?** Clock Property
- 4. What is the primary function of the item or service?** Lighting of the Trees Décor
- 5. How many do you need?** 1
- 6. Item or Service Is:** New Used Replacement Annual Request
- 7. When do you anticipate implementation?** 11/19/2020
- 8. Additional Information or Comments:** Click or tap here to enter text.
- 9. Vendor Name:** Temple Display
- 10. Vendor Number:** 6253

BUDGET INFORMATION

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

*Email completed form with quotes and other supporting documentation to
deedee.brandt@fairhopeal.gov and jennifer.bush@fairhopeal.gov.*



TEMPLE
display, ltd.

Temple Display, Ltd.
114-C Kirkland Circle
Oswego, IL 60543
Phone 630-851-3331
Fax 630-851-4144

SALES ORDER

Sales Order # TDLQ35602
Date 10/15/2020
Sales Rep. Dawn Harmon

Sold To:

Fairhope, City of
Paige Crawford
161 North Section Street
Fairhope, AL 36533

Ship To:

Fairhope, City of
Paige Crawford
161 North Section Street
Fairhope, AL 36533

Best Way / ASAP

P.O.#	Ship Via/Date:	Terms:	NET 30	Shipping:	Prepay & Add
Qty	Part No.	Description	Unit Price	Ext. Price	
1	SSPT-22-L ED	22' LED Panel Trees, 18-4-2 Garland, 12' Base, 995 LED Lamps - Reg 14,508 Big Deal Pricing \$11,897	\$11,897.00		\$11,897.00
			SubTotal		\$11,897.00
			Sales Tax		\$0.00
			Estimated Shipping Charges		\$1,300.00
			Total		\$13,197.00

Authorized Signature _____ Paige Crawford

All Holiday Decorations are Copyrighted and cannot be duplicated.

Claims must be made within 5 days of receipt of goods. This order subject to acceptance from home office. Sales tax where applicable. Interest charges applicable on overdue accounts. Cancellations subject to sellers consent. FOB Factory.

Returns will not be accepted after 30 days from receipt of merchandise. Credit on account minus a restocking charge will be made upon inspection of returned goods.

Dee Dee Brandt

From: Paige Crawford
Sent: Monday, October 19, 2020 2:46 PM
To: Jessica Walker; Dee Dee Brandt
Subject: FW: Self-Standing Panel Tree

Quote 2

From: Blakely Taylor <blakely@jubileedecor.com>
Sent: Thursday, October 15, 2020 10:13 AM
To: Paige Crawford <Paige.Crawford@fairhopeal.gov>
Subject: Re: Self-Standing Panel Tree



Hey Paige, ok here is the pricing...

18ft Panel tree with Warm White LED lights, 4' 3D LED Nativity star tree topper, and 14 ornaments per panel: \$9,445.07
22ft Panel tree with Warm White LED lights, 4' 3D LED Nativity star tree topper, and 14 ornaments per panel: \$14,304.71

I am working on ETA and delivery cost and will send asap!

Also, I didn't know if yall had made any decisions on the cross street displays? Another option would be to purchase just the Bows to refresh your current cross street! Our most popular bow is the Outdura bow that I had originally included in the quote, and this would match your bow on the Welcome Center!! Pricing is listed below.

24" 4 Loop Outdura Bow: \$74.36 each! These are all made in house and definitely our most popular product!

Let me know if you have any questions!

Thanks!

Blakely

On Thu, Oct 15, 2020 at 9:58 AM Blakely Taylor <blakely@jubileedecor.com> wrote:



Hey!!! Sure I will get you that pricing asap this morning! Let me confirm delivery times and I will get back to you!

Blakely

On Thu, Oct 15, 2020 at 9:35 AM Paige Crawford <Paige.Crawford@fairhopeal.gov> wrote:

Good Morning,

I would like to check into one more thing for the holidays. What is the turn-around time for the self-standing panel tree? We are looking at getting a price for:

18' Tree with LED Lights and 10' base

22' Tree with LED Lights and 12' base

Can you give me a price and shipping estimate for those?

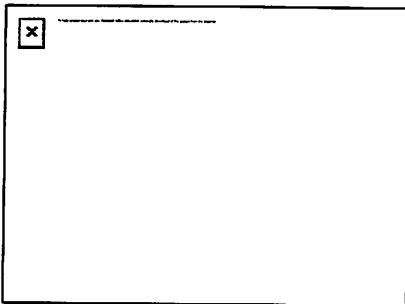
Thank you,

Paige Crawford

Tourism and Special Events Manager

Paige.crawford@fairhopeal.gov

251.929.1466



Blakely Taylor

Head Marketing Elf in Santa's Workshop

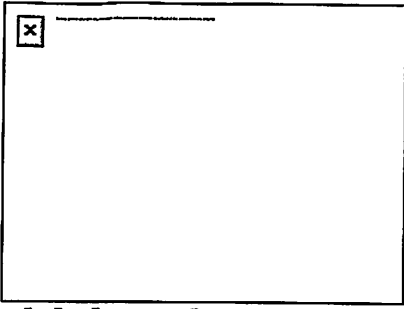
Office: [334-403-4110](tel:334-403-4110)

Cell: [205-482-7907](tel:205-482-7907)

www.jubileedecor.com

I help you make your Christmas decoration dreams a reality!

--



Blakely Taylor

Head Marketing Elf in Santa's Workshop

Office: 334-403-4110

Cell: 205-482-7907

www.jubileedecor.com

I help you make your Christmas decoration dreams a reality!

Dee Dee Brandt

From: Paige Crawford
Sent: Monday, October 19, 2020 2:46 PM
To: Jessica Walker; Dee Dee Brandt
Subject: FW: Self-Standing Panel Tree

Quote 3

From: Kristina Kullberg <kkullberg@northernlightsdisplay.com>
Sent: Monday, October 19, 2020 8:16 AM
To: Paige Crawford <Paige.Crawford@fairhopeal.gov>
Subject: RE: Self-Standing Panel Tree

Thanks for your patience Paige!

We have below sizes available.

**SSPPT18C7L - 18' Paramount Pine Tree C7 LED
\$9,072.00**

**SSPPT16C7L - 16' Paramount Pine Tree C7 LED
\$6992.00**

Prices good until October, 30th, 2020 and do not include shipping.

Lead time is 4-6 weeks.

If you would like to proceed please provide:

Bill to: organization, name, address, phone number and email

Ship to: organization, name, address, phone number

Tax exempt form if applicable

Kindly~

Kristina Kullberg

Sales and Marketing Manager

877.974.3205

northernlightsdisplay.com



From: Paige Crawford [mailto:Paige.Crawford@fairhopeal.gov]
Sent: Thursday, October 15, 2020 9:52 AM
To: Kristina Kullberg <kkullberg@northernlightsdisplay.com>
Subject: RE: Self-Standing Panel Tree

C7 please.

From: Kristina Kullberg <kkullberg@northernlightsdisplay.com>
Sent: Thursday, October 15, 2020 9:51 AM
To: Paige Crawford <Paige.Crawford@fairhopeal.gov>
Subject: RE: Self-Standing Panel Tree

Did you want C7 bulbs or 5mm mini lights?

Kindly~

Kristina Kullberg

Sales and Marketing Manager

877.974.3205

northernlightsdisplay.com



From: Paige Crawford [mailto:Paige.Crawford@fairhopeal.gov]
Sent: Thursday, October 15, 2020 9:43 AM
To: Kristina Kullberg <kkullberg@northernlightsdisplay.com>
Subject: RE: Self-Standing Panel Tree

ID#SSPPT16L

From: Kristina Kullberg <kkullberg@northernlightsdisplay.com>
Sent: Thursday, October 15, 2020 9:40 AM
To: Paige Crawford <Paige.Crawford@fairhopeal.gov>
Subject: RE: Self-Standing Panel Tree

Good morning~

Please send product ID.

Kindly~

Kristina Kullberg

Sales and Marketing Manager

877.974.3205

northernlightsdisplay.com



From: Paige Crawford [<mailto:Paige.Crawford@fairhopeal.gov>]

Sent: Thursday, October 15, 2020 9:34 AM

To: Kristina Kullberg <kkullberg@northernlightsdisplay.com>

Subject: Self-Standing Panel Tree

Good Morning,

I would like to check into one more thing for the holidays. What is the turn-around time for the self-standing panel tree? We are looking at getting a price for:

18' Tree with LED Lights and 10' base

22' Tree with LED Lights and 12' base

Can you give me a price and shipping estimate for those?

Thank you,

Paige Crawford

Tourism and Special Events Manager

Paige.crawford@fairhopeal.gov

251.929.1466

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 Potting Soil for FY 2020 (2391261.CFL002.8P-MM 360 RSI) for the Public Works Department from Sungro Horticulture, Inc. as Sole Source Distributor; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(13)): “Contractual services and purchases of commodities for which there is only one vendor or supplier and contractual services and purchases of personal property which by their very nature are impossible to award by competitive bidding.” The cost will be \$49,135.00. [5 truckloads at 900 bags (\$10.78 per 50 lb. bag plus \$125.00 per truckload)].

Adopted on this 26th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 10/19/2020

Please return this Routing Sheet to Treasurer by: ASAP

10/21/20 4:56

JAN

Project Name: Procurement of potting soil 2391261.CFL002.IP-MM 360 RSI from Sungro Horticulture Inc.

Project Location: Citywide

Presented to City Council: 10/26/2020

Funding Request Sponsor: Richard Johnson, Public Works Director
Paul Merchant, Supervisor Horticulture

Resolution # :
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 49,135.00 5 truckloads at 900 bags (\$10.78 per 50 lbs. bag plus \$125 per truckload)

Vendor: Sungro Horticulture, 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 Prod Impact Health Fed Grant

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 Plan/Zone

Project will be:

Expensed XXX
 Capitalized _____
 Inventoried _____

Funding Source:

Operating Expenses XXX
 Budgeted Capital _____
 Unfunded _____

Expense Code: 001350-51410
 G/L Acct Name: Street Material & Landscaping

Project Budgeted: \$ 49,135.00 FY2021 Draft Budget
 Balance Sheet Item-
 Included in projected
 cash flow \$0.00

Over (Under) budget amount: \$ -

Comments: This vendor is a sole source

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

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: Karin Wilson

Purchasing Memo Date: 10/19/2020 Purchasing Memo Date: 10/19/2020 Delivered To Date: 10/19/2020

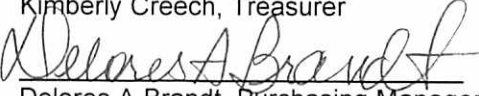
Request Approved Date: 10/19/2020 Request Approved Date: 10/19/2020 Approved Date: 10/19/2020

Signatures: Kim Creech Jill Cabaniss, MBA Mayor Karin Wilson



MEMO

Karin Wilson
Mayor

To: Kimberly Creech, Treasurer
From: 
Delores A Brandt, Purchasing Manager
Date: October 19, 2020

Council Members:

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

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

Greensheet approval – over \$10,000 Council limit for proposed budgeted procurement of Potting Soil for the Public Works Dept by a Sole Source

The Public Works Department has need to procure potting soil to be used for various plantings throughout the City. **The potting soil to be purchased, 2391261.CFL002.8P-MM 360 RSI**, is from the **Sole Source** and manufacturer, **Sungro Horticulture Inc.** The cost is **\$10.78 per 50 lb bag**, and each truckload will contain **900 bags** for a cost of **\$9,702.00 plus \$125.00 surcharge per truckload. Each truckload will be \$9827.00.**

It is anticipated that there will be a need for no more than five truck loads for the year, with an approximate total of **FORTY-NINE THOUSAND ONE HUNDRED THIRTY-FIVE DOLLARS (\$49,135.00)**. This procurement is over the Council approval benchmark of \$10,000 for proposed budgeted operational items.

NOTES:
See attached quotation for details.

Leadtime: 14 days ARO

Please compose a greensheet for this over \$10,000, proposed budgeted expenditure for POTTING SOIL for FY2021 for the Public Works Department in the approximate amount of \$49,135.00 including surcharge.

Cc: file; Paul Merchant, R, Johnson, C Steadham

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

251-928-2136 (p)



Our Expertise is Growing®

October 8, 2020

Randy Weaver
Purchasing Agent
City of Fairhope

Randy

This is to confirm that Sungro Horticulture Inc. is the manufacturer and sole source of the 2391261.CFL002.8P- MM 360 RSI product used by the City of Fairhope. We have the patent and are the only soil manufacturer incorporating Resilience in our mix. I have included some information on our Resilience for your review.

Best Regards

Jeff McMahan
District Manager – AL, KY, MS, TN
Sungro Horticulture



October 8, 2020

Randy Weaver
Purchasing Agent
City of Fairhope
Randy

Our MM 360 is one of our tier 1 most preferred mixes for applications like yours where Perlite may be an issue as it floats or settles to the top of the soil in some applications. Our MM 360 also contains a double load of vermiculite, which offers a substantial advantage with water holding capability as well as our Resilience.

Your price on the MM360 is \$10.80 during our program with minimum 120 days dating unless programs apply at time of order

I often run up against our competitors offering a lower priced product to move a customer. If price is more of a concern than the benefits of the MM360, I would suggest you consider our MM830. This mix is widely used because of its superior performance across a broad range of uses.

Thank you,

Jeff McMahan
District Manager
Sungro Horticulture – AL, KY, MS, TN



770 Silver Street
 Agawam, MA, USA 01001
 Phone: 1-800-732-8667 (Option 1)
 Fax: 1-413-789-3425
orders@sungro.com

QUOTATION

Quote Date: 10/8/2020
 Prepared by District Manager:
Jeff McMahan
jeff.mcmahan@sungro.com
 615-351-9389

Customer #: 214244
 Sold to: City of Fairhope
 Address: PO Box 429
 Address 2:
 City: Fairhope
 State: AL
 Zip Code: 36532
 Phone: 251-929-0346
 Contact: Randy Wheeler
 ap@fairhopeal.gov, Randy.Weaver@Fairhopeal.gov
 Email: v

Customer #: 214244
 Ship to: City of Fairhope
 Address: PO Box 429
 Address 2:
 City: Fairhope
 State: AL
 Zip: 36532
 Phone: 251-929-0346
 Contact: Randy Wheeler
 Email: ap@fairhopeal.gov, Randy.Weaver@Fairhopeal.gov

Order Date: 10/8/2020
 Requested Date: _____
 Customer PO Number: _____
 Program: _____
 Terms: _____

Program Details

Comments or Special Instructions

Qty	Item Number	Item Description:	UOM	# Per Pallet	Bal Y/N	Unit Price	Total Pallets
	2391261.CFL002.8P	MM360 Rsi	CFL002.8	45	No	\$ 10.80	

Total Pallets:	0
Transportation Surcharge:	\$125

Date: 10/8/2020

Accepted By: _____

All Prices quoted are subject to change due to availability, surcharges and/or price increases, and expire on: _____

Thank you for this opportunity!

Dee Dee Brandt

From: Jeffrey McMahan <Jeffrey.McMahan@sungro.com>
Sent: Thursday, October 8, 2020 2:30 PM
To: Dee Dee Brandt
Subject: RE: SOLE SOURCE LETTER update
Attachments: City of Fairhope - Sole Source 2020.pdf; Copy of Order-Quote Form Template(7-23-2020) City of Fairhope Sole Source Quote 10-8-20.pdf

Dee Dee,

Please see attached sole source, and quotation. Sorry for the delay, and if you have any further questions, please let me know.

Jeff McMahan
District Manager - TN, KY, AL, MS
Sungro Horticulture
770 Silver Street
Agawam, MA 01001
615-351-9389
jeff.mcmahan@sungro.com



From: Dee Dee Brandt <deedee.brandt@fairhopeal.gov>
Sent: Thursday, October 1, 2020 10:57 AM
To: Jeffrey McMahan <Jeffrey.McMahan@sungro.com>
Cc: Jennifer Bush <jennifer.bush@fairhopeal.gov>; Paul Merchant <Paul.Merchant@fairhopeal.gov>
Subject: SOLE SOURCE LETTER update

WARNING: External E-Mail. Do not click on links or open attachments you were not expecting.

Hi Jeff

The City of Fairhope is getting a new agreement together to get potting soil **2391261.CFL002.8P-MM360 RSI** from Sungro Horticulture.

I have attached the sole source letter we got from you last year, **please update with current date and return to me or Paul.**

I have a few questions:

Can we write this agreement for a 3-year period with costs remaining the same for that period? We are setting up a lot of our new contracts this way, and by law can write them for no more than three years at a time.

I have attached what you quoted last November, could you please send a new quote. If you are amenable to the three year agreement, it would be the pricing you send to us per year times 3.

Please call if you have any questions

Dee Dee Brandt
Purchasing Manager
City of Fairhope
251 928-8003 office
251 990- 0118 direct line
deedee.brandt@fairhopeal.gov

Sun Gro Horticulture Inc.
52130 RR 65, Seba Beach, AB T0E 2B0
www.sungro.com
Click here: [to Subscribe](#) Cliquez ici: [s'inscrire](#)
Click here: [to Unsubscribe](#) Cliquez ici: [Se désinscrire](#)

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council hereby repeals Resolution No. 2316-15 and hereby establishes a Pedestrian and Bicycle Committee for the City of Fairhope and the following rules are set forth to govern its operation:

MISSION: The mission of Fairhope Pedestrian and Bicycle Committee, an advisory committee of the Mayor and City Council, is to make walking, bicycling and other non-vehicular movements safe, accessible, and convenient for all.

POLICIES: Bicycle and pedestrian facilities shall be designed in ways that are ADA compliant, connected, and sustainable, ensuring that people of all ages and abilities can safely, comfortably, and conveniently travel across the citywide network. When there are conflicting needs among users and modes, the most vulnerable types of users shall be prioritized. The application of this policy will be flexible to permit context-sensitive design that will consider existing and planned buildings, land uses and transportation needs, ensuring that projects are appropriate within the context of the neighborhood, sensitive to community values, and balance social, economic, and environmental objectives.

MEMBERSHIP: The Fairhope Pedestrian and Bicycle Committee shall consist of eleven (11) members; nine (9) voting members appointed by the City Council, one (1) City Council member liaison (non-voting), and one (1) City employee liaison (non-voting). The quorum for the committee shall be five (5) voting members.

VOTING MEMBERSHIP APPOINTMENT: Appointed voting members shall be residents of the City of Fairhope. A vacancy in the appointed voting membership shall be filled on application by a resident, followed by a recommendation by the committee voting membership, followed by an appointment by the City Council. An appointed member with unwarranted absence from three (3) regular meetings in twelve months shall have resigned their appointment. An appointment shall be for a period of up to three years. Appointed voting members shall be removable for cause by the Mayor or the City Council.

RULES OF PROCEDURE:

- A. Each September the Committee shall elect a Chairperson and an Acting Chairperson to serve in the absence of the Chairperson, or two Co-chairpersons, and a Secretary. Each will serve for one year or until re-elected or until a successor is elected.
- B. All meetings shall be public.
- C. The Committee shall regularly meet the first Tuesday of each month at 4:00 pm at the Fairhope Museum of History.

Resolution No. ____

Page -2-

D. The minutes of meetings shall be recorded by the Secretary and provided to the City Clerk upon approval by the Committee for recording.

E. Special meetings may be called by the Mayor, the City Council liaison, the Chairperson or Acting Chairperson, or the Committee, and posted as required by the City Clerk.

F. Robert's Rules of Order shall apply to committee procedure with the following differences:

1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
2. A motion should be made prior to a vote.
3. Motions need not be seconded.
4. A member may speak more than twice to a question and motions to close or limit debate are allowed.
5. Informal discussion of a subject is permitted while no motion is pending.
6. The chair can speak in a discussion, make motions, and vote on questions.
7. When a proposal is clear to all present, a vote can be taken with the motion having been introduced.

ADOPTED ON THIS 26TH DAY OF OCTOBER 2020

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. 2316-15

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, hereby adopts and approves the Mission Statement for the Pedestrian and Bicycle Committee for the City of Fairhope and the following rules are set forth to govern its operation:

- Section 1. MISSION STATEMENT -- The Mission of Fairhope Pedestrian and Bicycle Committee, an advisory committee of the Fairhope City Council, is to promote public health and safety through Americans with Disabilities Act (ADA)-compliant transportation and recreation facilities, and to make walking, bicycling, and other non-vehicular movement safe, accessible, and convenient for all. The committee seeks to achieve this through planning, advocacy, and education, and by making recommendations to the Fairhope City Council regarding ordinances, programs, policies, and funding priorities related to bicycling and walking.
- Section 2. MEMBERSHIP -- The Committee shall consist of eight members, appointed by the City Council, and one City Council liaison.
- Section 3. VACANCIES -- Any vacancy in the membership shall be filled by appointment by the City Council at the recommendation of the City Council liaison.
- Section 4. RULES OF PROCEDURE -- The Committee shall:
- A. Elect a Chairperson, and Acting Chairperson (to serve in the absence of the Chairperson), and a Secretary. Each will serve for one year or until re-elected or a successor is elected.
 - B. All meetings shall be open to the public. Meetings will be held regularly at intervals and on dates determined by the committee. The Committee shall meet no less than once per quarter.
 - C. A majority of committee members must be present to constitute a quorum of regular and special meetings.

ADOPTED ON THIS 12TH DAY OF JANUARY, 2015

Timothy M. Kant, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING
THE APPLICATION FOR THE FISCAL YEAR 2021
AIRPORT IMPROVEMENT PROJECT FUNDING**

WHEREAS, the City of Fairhope, as the federal Airport Sponsor for H. L. "Sonny" Callahan Airport, intends to apply for State and Federal funds through the Federal Aviation Administration's Airport Improvement Program (AIP);

WHEREAS, the Alabama Department of Transportation and the FAA require a Resolution from the Airport Sponsor authorizing the submission of an application for funding through the AIP Program; and

WHEREAS, the Resolution authorizing the submission of the application is due not later than November 2, 2020.

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

1. That the City, as Airport Sponsor, is authorized to make an application for airport improvement funding assistance from the State of Alabama Department of Transportation for the purpose of undertaking a project or seeking entitlement funds in fiscal year 2021 to for the benefit of the H. L. "Sonny" Callahan Airport.
2. That the application be submitted for and on behalf of the City of Fairhope by its Mayor, who is authorized by this resolution to sign the application and any related forms or documents on behalf of the City of Fairhope.
3. That the City of Fairhope is authorized to enter into an airport improvement funding agreement with the State of Alabama, acting by and through the Alabama Department of Transportation, for the purpose of undertaking a project to make improvements and/or seeking available entitlement funds at the H. L. "Sonny" Callahan Airport, with partial funding provided by the State of Alabama.
4. That the agreement be executed in the name of the City of Fairhope for and on behalf of the City of Fairhope by its Mayor.
5. That the authority of the City of Fairhope to enter into contracts with the State of Alabama has been reviewed by the City of Fairhope attorney, and in his opinion, the City of Fairhope is duly authorized to commit the City of Fairhope to an agreement with the Alabama Department of Transportation.

BE IT FURTHER RESOLVED, that the City of Fairhope hereby affirms that the local matching share of funds in the amount required for this airport improvement project, if any, has been officially approved, placed into the budget of the Airport and is available for expenditure upon execution of the State of Alabama's funding agreement and the start of the project.

BE IT FURTHER RESOLVED, that the Council President is authorized and approved by the City Council to execute this Resolution following approval by the City Council in accordance with § 11-43-42, Ala. Code 1975, and the adopted procedures of the City Council.

I, the undersigned qualified and acting as the Council President of the City of Fairhope, Alabama do hereby certify that the above and foregoing is a true copy of a Resolution lawfully passed and adopted by the City of Fairhope, Alabama, at a regular meeting of the City Council held on the 26th day of October, 2020, and that such resolution is on file in the office of the City of Fairhope.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Fairhope on this 26th day of October, 2020.

Jack Burrell, Council President
City of Fairhope, Alabama

ATTEST:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council awards RFP for a \$5,000,000.00 Revolving Line of Credit, to be drawn as needed for Cash Flow purposes to fund Hurricane Sally FEMA reimbursable expenditures for City clean-up costs. The City's repayment obligations under the Line of Credit will be evidenced by the City's \$5,000,000.00 General Obligation Warrant, Series 2021 (the "Warrant"). The Line of Credit and the Warrant are to have terms of no more than two (2) years.

Adopted on this 26th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Request for Proposals
for
\$5,000,000
General Obligation Warrant
(Revolving Line of Credit)
Series 2021

Introduction

The City of Fairhope (the "City") is requesting proposals for a \$5,000,000 line of credit, to be drawn down as needed for cash flow purposes to fund Hurricane Sally FEMA reimbursable expenditures for City clean-up costs. The City's repayment obligations under the line of credit will be evidenced by the City's \$5,000,000 General Obligation Warrant, Series 2021 (the "Warrant"). The line of credit and Warrant are to have terms of no more than two (2) years. Specific information regarding the line of credit and the Warrant is listed below. Responses must be made using the attached response form. Responses may be e-mailed to kim.creech@fairhopeal.gov or mailed to Kimberly Creech, P. O. Drawer 429, Fairhope, AL 36533. *If you wish to email your proposal*, the email subject should be: "LINE OF CREDIT".

Specific Terms

1. **Loan amount.** Revolving line of credit available for draws up to \$5,000,000.
2. **Maturity.** Two (2) years from closing.
3. **Purpose.** Temporary funding source for Hurricane Sally clean-up costs.
4. **Draws.** The City may make draws on the line of credit at any time until maturity, subject to satisfaction of customary conditions. The City expects to make a substantial draw at closing.
5. **Security.** General obligation of the City; full faith and credit pledge. The City intends to use expected reimbursement proceeds from FEMA to repay principal amounts drawn, though such proceeds will not be pledged.
6. **Repayment Terms.** Interest on the line of credit draws payable on a monthly basis; principal due at maturity. Please specify the method of computing interest (e.g., 30/360, Actual/360, etc.).
7. **Prepayment.** Principal is prepayable at any time, without penalty or premium. Amounts prepaid may be re-advanced.
8. **Fees.** Please specify the amount of any proposed fees or charges to be assessed for the line of credit. The City will consider such fees or charges when comparing proposals. Please note that the City does not desire undrawn facility fees or similar charges.
9. **Electronic Deposit.** Draws on the line of credit will be available by wire transfer or electronic deposit, at the request of the City Treasurer.
10. **Tax status.** The City requests both federally taxable AND federally tax-exempt (non-BQ) interest rate proposals. Exempt from Alabama income taxation.
11. **Miscellaneous.** The proposal should fully disclose all terms of the line of credit. In the proposal clearly disclose the amount of the line, the City's interest rate, index and margin (for variable rate proposals), and all fees, charges applicable for the duration of the line.

12. **Loan documentation.** City Bond Counsel (Bradley Arant Boult Cummings LLP, Birmingham, Alabama) will prepare the loan documents including the minutes for the City Council meetings and other customary closing documents.

Procedure and Miscellaneous Information

The following is the tentative schedule for submission of this RFP and award of the line of credit:

- October 19, 2020 - RFP Issued
- October 23, 2020 (2:00 p.m.) - Bids Due
- October 26, 2020 - Notification of Apparent Winning Provider (subject to Council approval)
- November 9, 2020 - Award of the Term Loan by City Council
- November 23, 2020 - Approximate closing on bank loan

The line of credit will be awarded to the bidder who provides the City with the lowest overall borrowing cost and most favorable terms pursuant to certain conditions as determined solely by the City.

The City reserves the right to reject any and all proposals, to waive any informalities or irregularities in any proposals received, or to take any other such actions that may be deemed to be in the best interest of the City.

Copies of the City's comprehensive annual financial report (CAFR) for the preceding five fiscal years are available on the City's website, at the following address:

<https://www.fairhopeal.gov/city-government/finance>

If you have any questions about the specifications or terms, please call Kimberly Creech at (251) 929-0346 or email at kim.creech@fairhopeal.gov. Thank you for your interest in providing financing to the City of Fairhope.

RESOLUTION NO. _____

WHEREAS, on the 12th day of October, 2020, the City of Fairhope adopted Resolution No. 3850-20 to approve this unbudgeted procurement for CitizenServe Software to be used by the Planning and Building Departments from Online Solutions, LLC. The amount for this procurement training, setup, and migration and integration fees for the first year was \$111,500.00; and funded thru the CARES Act; and

WHEREAS, after consultation with the City Attorney, Purchasing Manager, and Vendor, it was determined that the amount was only an estimate for Integration Fees in the amount of \$24,000.00. The actual cost for Integration Fess is \$28,000.00; and

WHEREAS, the City of Fairhope hereby amends Resolution No. 3850-20 and authorizes the the procurement in the amount of \$115,500.00.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council hereby amends Resolution No. 3850-20 to increase cost by \$4,000.00; approves the procurement for CitizenServe Software to be used by the Planning and Building Departments from Online Solutions, LLC; and authorizes the the procurement in the amount of \$115,500.00.

Adopted on this 28th day of October, 2020

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk



Order Form

Account Name: City of Fairhope, Alabama

Contact Information:

Erik Cortinas, CBO, CFM, LEED AP
Building Official
City of Fairhope
161 North Section St.
Fairhope, AL 36532
Email: erikc@fairhopeal.gov
Phone: (251) 990-0141

Billing Information:

Erik Cortinas, CBO, CFM, LEED AP
Building Official
City of Fairhope
161 North Section St.
Fairhope, AL 36532
Email: erikc@fairhopeal.gov
Phone: (251) 990-0141

Contract Term:

Billing Cycle: Annual
Billing Schedule: Upon Contract Signing
Service Term Starts: 10/13/2020
Service Term Ends: 10/12/2021

Components to be Implemented:

Building Permits
Planning and Zoning
Citizen Access Pages

Fees:

25 User Subscriptions	\$1,500 per named user per year	\$37,500.00
Setup, Training and Implementation	\$1,200 per named user	\$30,000.00
Additional Services	Data Migration (Munis: BP, PZ)* System Integration*	\$20,000.00
	GIS/Parcel Data	\$8,000.00
	Permits into Munis	\$10,000.00
	Code Enforcement & Business Licensing from Munis	\$10,000.00
	Payment processors listed in Appendix A	\$0.00
	Total 1st Year Fees	\$115,500.00
	Each Additional Year Fees	\$37,500.00

I authorize Online Solutions, LLC to invoice as per the above information.

Online Solutions:

Customer:

Authorized Signature

Authorized Signature

Print or Type Name of Signatory

Print or Type Name of Signatory

Execution Date

Execution Date

Address:
1101 E. Warner Road
Suite 160
Tempe, AZ 85284

Address:
City/Town of



Erik Cortinas

From: Jim Garvey <ray@citizenserve.com>
Sent: Monday, September 28, 2020 10:35 AM
To: Erik Cortinas
Subject: Citizenserve Pricing Form

Citizenserve pricing is simple, your fees are based on how many staff members will use the system. Your citizens and contractors have access to all of your online services for free. You have complete access to all citizenserve features as well as unlimited support and unlimited training as part of your subscription.

Citizenserve is easy to buy. You can purchase citizenserve directly or through a reseller (Dell, Insight or SHI International). Dell, Insight and SHI International are on almost all State and Federal purchasing contracts, so no need to go through an expensive and time consuming RFP process.

Number of Users: 25
Annual Subscription: \$37500
Setup & Training Fee: \$30000
Estimated Data Migration Fee*: \$20000
Estimated Integration Fee*: \$24000

First Year Total Fees: \$111500
Each Additional Year Fees: \$37500

***data migration and integration costs are estimates based on what we typically see with a municipality of your size. When you're ready let us know and we will take a look at your data and systems then give you a final fixed price for these services.**

Best,

Ray Barker
Citizenserve Account Manager
ray@citizenserve.com
800-325-9818 x708

erik.cortinas@fairhopeal.gov

RESOLUTION NO. 3850-20

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 CitizenServe Software to be used by the Planning and Building Departments from Online Solutions, LLC; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(a)(11). The amount for this procurement training, setup, and migration and integration fees for the first year is \$111,500.00. This will be funded thru the CARES Act.

Adopted on this 12th day of October, 2020

Jack Burrell, Council President

Attest:

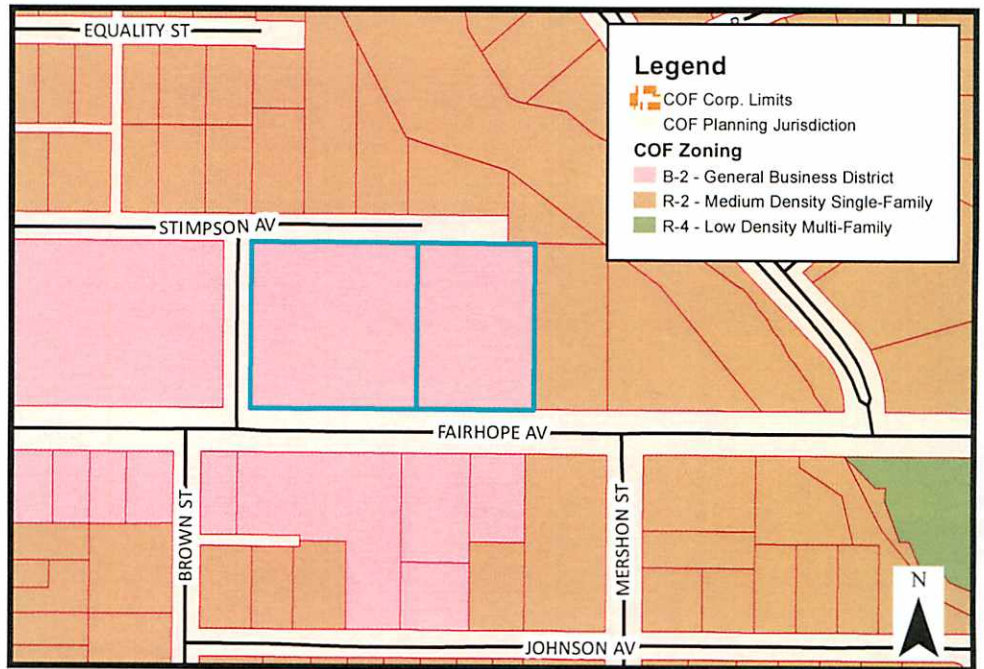
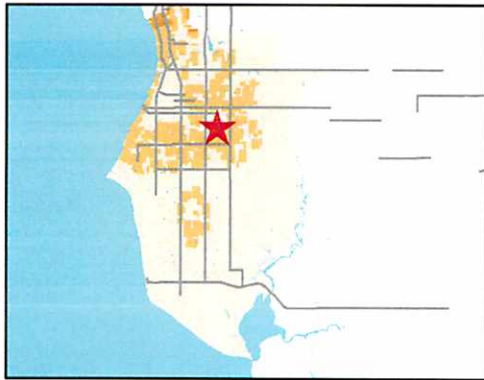
Lisa A. Hanks, MMC
City Clerk

City of Fairhope City Council

October 26, 2020



SR 20.02 - Portico, Phase II



Project Name:

Portico, Phase 2

Site Data:

3.52 acres

Project Type:

Site Plan Review

Jurisdiction:

Fairhope Planning Jurisdiction

Zoning District:

B-2 inside Central Business District

PPIN Number:

16630

General Location:

Northeast corner of Fairhope Avenue and Brown St

Surveyor of Record:

NA

Engineer of Record:

Chris Lieb

Owner / Developer:

Left Rigger, LLC

School District:

Fairhope West, Middle, and High School

Recommendation:

Denial

Prepared by:

Mike Jeffries





APPLICATION FOR SITE PLAN APPROVAL

Application Type: Site Plan
Attachments: Articles of Incorporation or List all associated investors

Date of Application: 7/27/2020

Property Owner / Leaseholder Information

Name of Property Owner: Left Rigger, LLC Phone Number: (251) 278-4720
Address of Property Owner: 561 Fairhope Avenue, Suite 201
City: Fairhope State: AL Zip: 36532

Proposed Site Plan Name: Portico
Site Acreage: 3.52 Sq. Footage: 153,331.20
Parcel No: 05-46-03-37-0-007-076.518 Current Zoning: CBD
05-46-03-37-0-007-076.517

Authorized Agent Information

Name of Authorized Agent: Lieb Engineering Company Phone Number: (251) 978-9779
Address: P.O. Box 2266
City: Fairhope State: AL Zip: 36533
Contact Person: Chris Lieb

Engineer/Architect Information

Name of Firm: Lieb Engineering Company Phone Number: (251) 978-9779
Address: P.O. Box 2266
City: Fairhope State: AL Zip: 36533
Contact Person: Chris Lieb

I certify that I am the property owner/leaseholder of the above described property and hereby submit this site plan to the City for review. *If property is owned by Fairhope Single Tax Corp. an authorized Single Tax representative shall sign this application.

Chris Lieb
Property Owner/Leaseholder Printed Name

[Signature]
Signature

7/27/20
Date

Fairhope Single Tax Corp. (If Applicable)

Summary of Request:

The owner and applicant is Chris Haley, on behalf of Left Rigger, LLC working with Lieb Engineering Company. Chris Lieb is the engineer of record on the proposed project. This application is as an amendment to an existing Site Plan (Portico) located at the northeast corner of Fairhope Avenue and Brown Street. The application was heard by the Planning Commission February 6, 2017 and approved by the City Council February 23, 2017. Administrative approval was given to build the phase two portion of the approved Site Plan first and it be completely commercial. The construction of the first building and parking behind it is complete. The requested modifications are to the remaining site and part of the existing parking. The proposed modifications are considered substantial and exceed those which could be approved administratively pursuant to Fairhope’s Zoning Ordinance Article II.C.2.f. Therefore, this Site Plan amendment is being presented for approval per Fairhope’s Zoning Ordinance Article II.C.2. The Planning Commission will review and make a recommendation to the City Council who will make the final approval decision.

Comments:

The original approved development was 7 two story buildings with a total of 33 residential units and 23 commercial units. The proposed Site Plan includes 12 cottages, 4 townhomes, and 2 three story buildings each containing 8 flats and 2 commercial units a piece. Commercial on the first floor and residential on the second and third floor.

- A square footage comparison of residential use and commercial/office use is as follows
 - o Approved site plan
 - o Residential +/-49,382 S.F.
 - o Commercial +/-27,715 S.F.
 - o Proposed Site Plan
 - o Residential +/-66,390 S.F. Increase of +/-17,008 S.F. (34%)
 - o Commercial +/-23,453 S.F. Decrease of +/-4,262 S.F. (15%)

- The subject property was zoned B-2 in the original approval
- The subject property is still zoned B-2 but is now in the Central Business District Overlay which gives some additional allowances and restrictions.
 - o The proposed Site Plan shows 5’ sidewalks and the Central Business District (CBD) requires 8’ sidewalks. See exert below:

Article V Section B.4(e) Sidewalks shall be a minimum of eight feet (8’) in width for all new construction. This may be reduced, through the site plan approval process, upon satisfactorily demonstrating to the City Council that streetscape improvements constrain the site to the extent that eight feet (8’) is not feasible. In no case shall the sidewalk width be less than six feet (6’) in width. A written request must be made with accompanying justification statement and drawings for consideration of reduction in sidewalk width.

The applicant is requesting the Site Plan to be approved with 6’ sidewalks along Brown Street and Stimpson Avenue. The sidewalk along Fairhope Avenue complies.

- Per Zoning Ordinance the first floor is encouraged to be restaurant/retail
- Per Comprehensive Plan *pedestrian experience* - one operative question is “What is the use on the 1st floor of the buildings?”
- Greenspace is encouraged but not required
- Parking required is 1 space per residential unit
- Maximum building height of 40’ (Including architectural features)
- **Portico Exterior Material Descriptions**

Cottage ‘A’- Exterior Materials will include painted masonry brick exterior with aluminum clad wood windows, a combination of painted true wood and cementitious trim siding between windows, gable end, exposed soffits rafter tails, barge rafters, eaves and rakes, with laminated asphalt shingle roofing.

Front Multi-Use Buildings- Exterior materials will include painted masonry brick, aluminum clad direct set wood windows with painted wood trim infill and canvas awnings at the main level, and aluminum clad wood windows with painted wood framed projected balconies with wood infill panels at the second and third floors.

The Planning Commission and City Council that approved the original Site Plan emphasized the fact that the property was adjacent to the existing CBD and that the site was providing a large green space for the community and granted waivers from different requirements because of it. The amended Site Plan proposed does not meet the intent of the Central Business District and does not meet the intent of the Comprehensive Plan. Staff understands that current business demands may be for residential use, but the city is charged with maintaining the character of downtown.

Staff Recommendation:

Denial

Planning Commission Recommendation:

Motion: Art Dyas made a motion to APPROVE with the following conditions:

1. Building height shall be no greater than 40’ including architectural features, parapet walls, roof equipment/screen, and the like.
2. Sanitary services shall be agreed upon between applicant and Public Works Director. Private sanitary services may be required.
3. Site plan shall reflect cottages are available for business use.

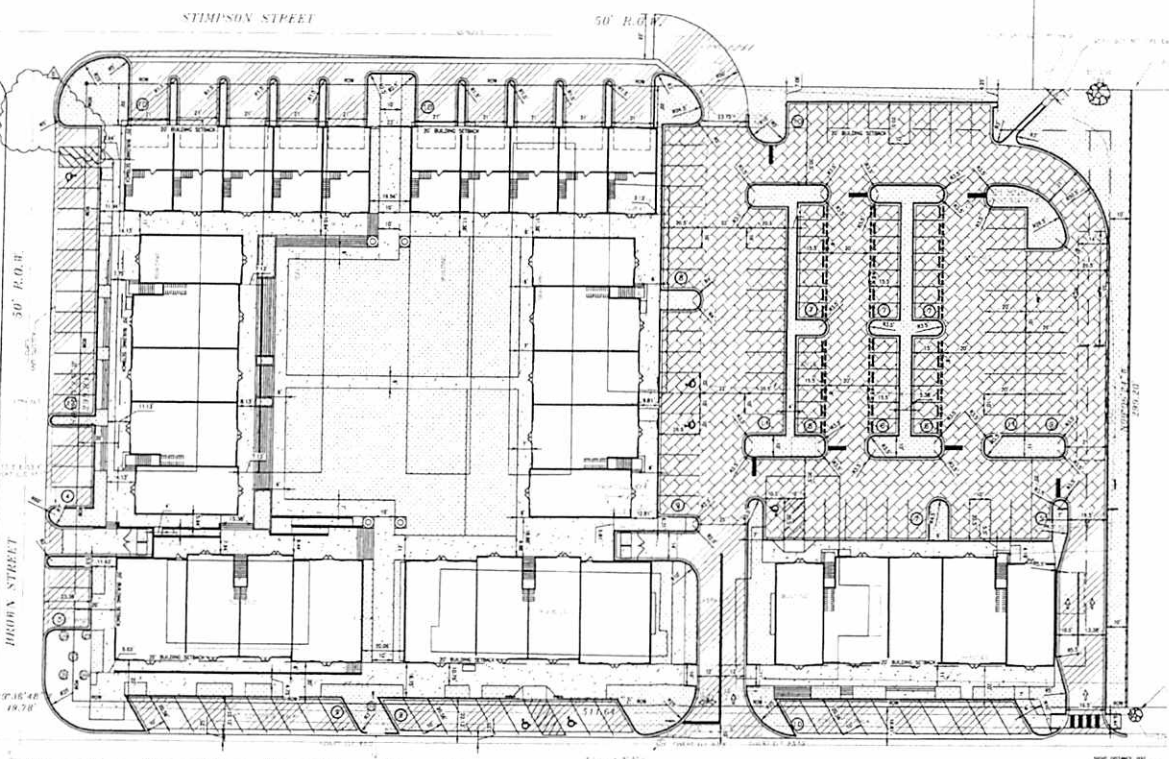
2nd: Kevin Boone 2nd the motion and the motion carried with the following vote: Vote: AD – Aye RB – Absent HK – Aye JW – Aye LT – Aye HM – Absent JL – Aye CHB – Nay KB – Aye

Site Plan has been revised to reflect PC Recommendation and shows 6’ sidewalks.



ORIGINAL SITE PLAN

SCALE
1. SEE SHEET C12 FOR GENERAL NOTES



DETAILED DATA

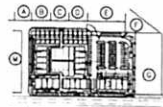
1. ZONING	RS-10
2. LOT AREA	3,004 SQ. FT.
3. PROPOSED BUILDING HEIGHT	20
4. TOTAL GROSS FLOOR AREA	83,407 SF
5. PROPOSED BALCONY OVERHANG	12.00 SF
6. PROPOSED W/STAIRS AREA	31.00 SF
7. PROPOSED W/STAIRS AREA	31.00 SF
8. PROPOSED # OF PARKING SPACES	147
9. PROPOSED # OF PARKING SPACES	147
10. PROPOSED GARAGE FLOOR SPACES	47
11. 1.00% GRADE WITH BALCONY OVERHANG 10.00'	
12. 2.00% GRADE WITH BALCONY OVERHANG 10.00'	
13. 3.00% GRADE WITH BALCONY OVERHANG 10.00'	
14. 4.00% GRADE WITH BALCONY OVERHANG 10.00'	
15. 5.00% GRADE WITH BALCONY OVERHANG 10.00'	
16. 6.00% GRADE WITH BALCONY OVERHANG 10.00'	
17. 7.00% GRADE WITH BALCONY OVERHANG 10.00'	
18. 8.00% GRADE WITH BALCONY OVERHANG 10.00'	
19. 9.00% GRADE WITH BALCONY OVERHANG 10.00'	
20. 10.00% GRADE WITH BALCONY OVERHANG 10.00'	

OWNER: LETT ROGER, LLC
P.O. BOX 104
MOBILE, AL 36684

THE SITE IS LOCATED IN ZONE 1 PER THE LATEST PLAN
PROVIDED BY FEMA

ADJACENT PARCELS

PARCEL	OWNER	ADDRESS
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20



ADJACENT PARCELS

PARCEL	OWNER	ADDRESS
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

PRELIMINARY NOT FOR CONSTRUCTION
ISSUED FOR APPROVAL

REVISIONS

NO.	DESCRIPTION	DATE
1	ISSUED FOR APPROVAL	10/25/2014
2	ISSUED FOR APPROVAL	11/19/2014
3	ISSUED FOR APPROVAL	12/12/2014
4	ISSUED FOR APPROVAL	12/12/2014
5	ISSUED FOR APPROVAL	02/02/2017

NOT VALID WITHOUT THE DATED SIGNATURE AND SEAL OF AN ALABAMA LICENSED ENGINEER.
ALABAMA LICENSED ENGINEER: CHRISTOPHER JAY LEE, P.E. LICENSE NUMBER 31204
ALABAMA CERTIFICATE OF AUTHORIZATION NUMBER: 4938

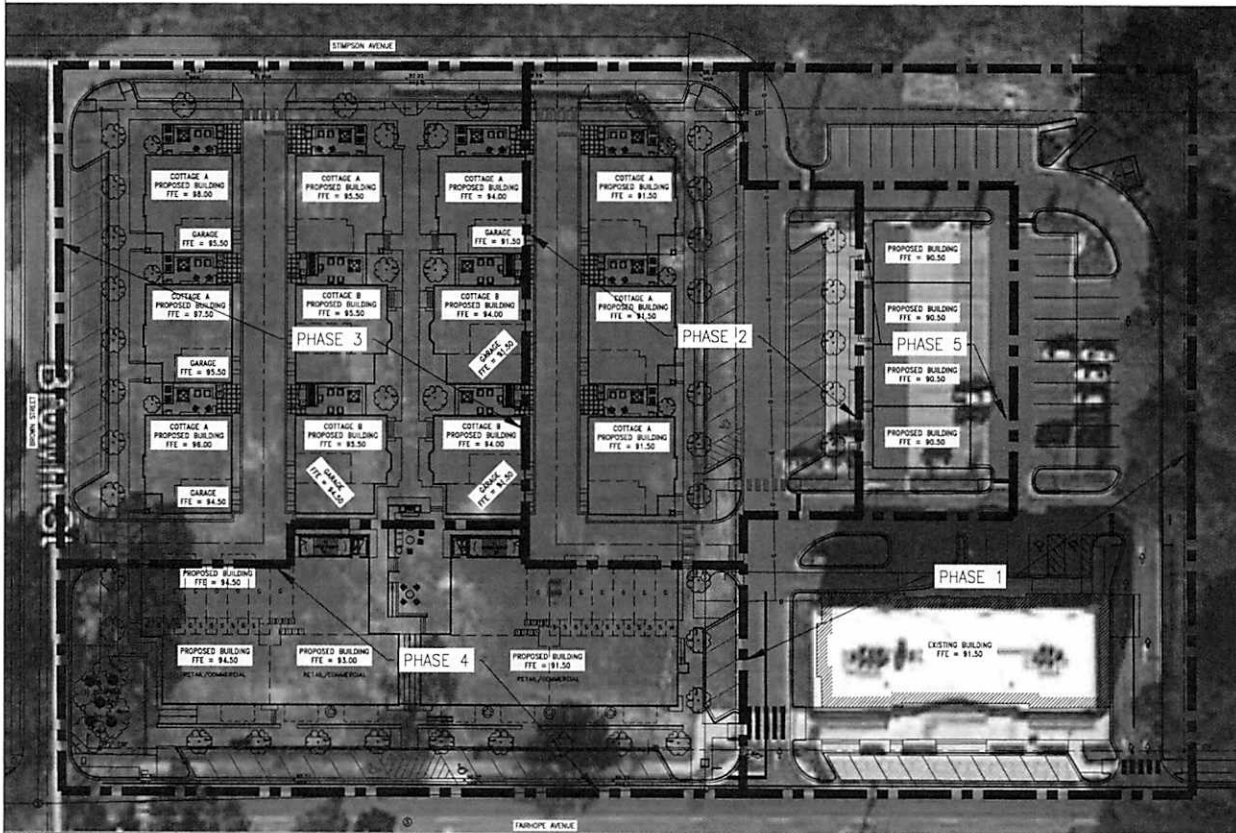
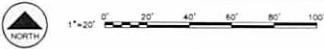


LIEB ENGINEERING COMPANY
8577 LAKE VIEW DRIVE
FAIRHOPE, AL 36532
PH: (251) 878-9779

PROJECT: SITE LAYOUT PLAN
FARMERS, AL
OWNER: LETT ROGER, LLC - HALEY DEVELOPMENT

JOB NUMBER: 2014-033
DRAWN BY: C.S.
DATE: 10/25/2014
SCALE: 1" = 20'
CHECKED BY: C.S.
APPROVED BY: C.S. ENGR. C.S.

PORTFOLIO: SHEET NUMBER: 5 OF 12
REV: C5.0
DATE: 02/02/2017



ISSUED FOR REVIEW

REVISION	ISSUED FOR REVIEW	DATE
A	55549 FOR REVIEW	3/27/2020



LIEB ENGINEERING COMPANY
 PO BOX 2366
 FAYBOURNE, AL 36533
 PH (251) 978-9779

NOT VALID WITHOUT THE DATED SIGNATURE AND SEAL OF AN ALABAMA LICENSED ENGINEER
 ALABAMA LICENSED ENGINEER: CHRISTOPHER JAY LIEB, P.E. LICENSE NUMBER 31204
 ALABAMA CERTIFICATE OF AUTHORIZATION NUMBER 4938

JOB NUMBER: 2020-014
 DRAWN BY: JLS
 DATE: 3/27/2020
 SCALE: 1" = 20'
 CHECKED BY: CUL
 APPROVED BY: CUL ENGR. S.A.

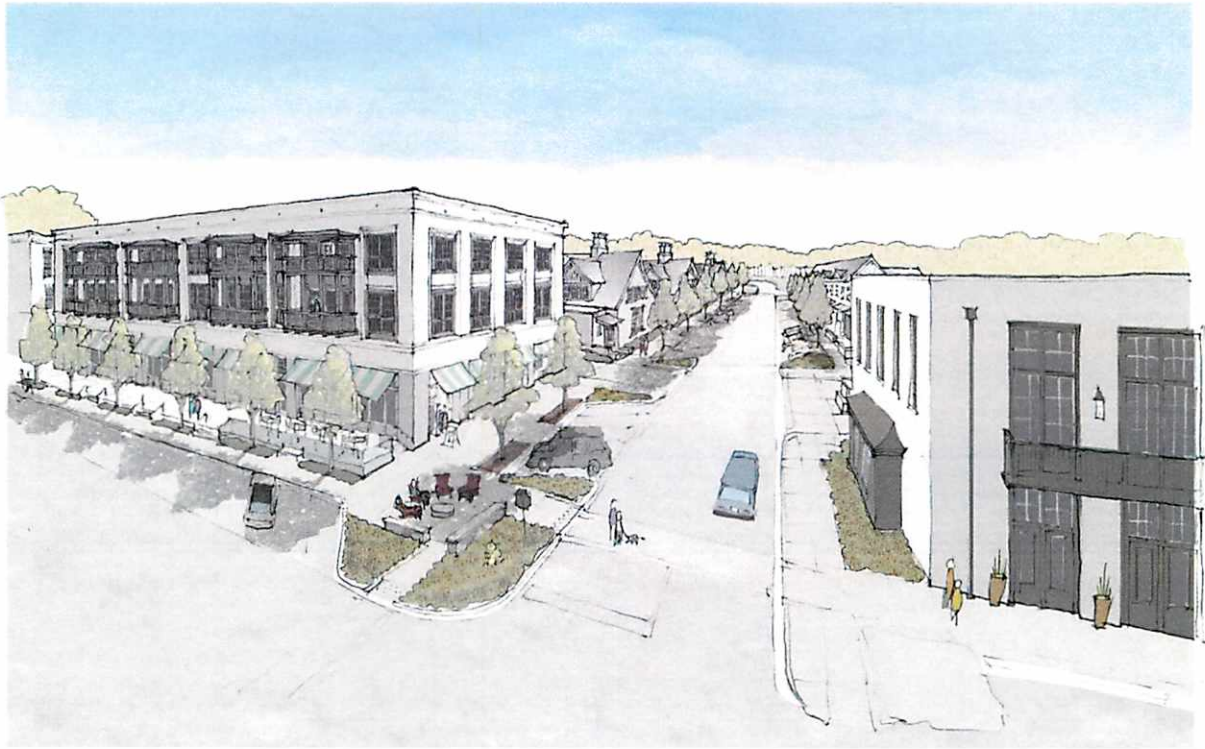
PORTICO
 AERIAL OVERLAY AND PHASING PLAN
 FAYBOURNE, AL
 OWNER: LEFT BIGGER, LLC - HALEY DEVELOPMENT

SHEET NUMBER: 3 OF 11

REV: C3.0 A



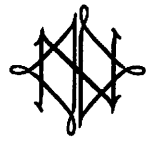
07/31/2020



PORTICO

FAIRHOPE AVENUE VIEW

FAIRHOPE, AL



NEQUETTE

ARCHITECTURE & DESIGN

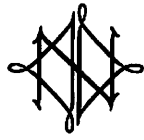


Street Scape Elev. $\frac{3}{32}''$

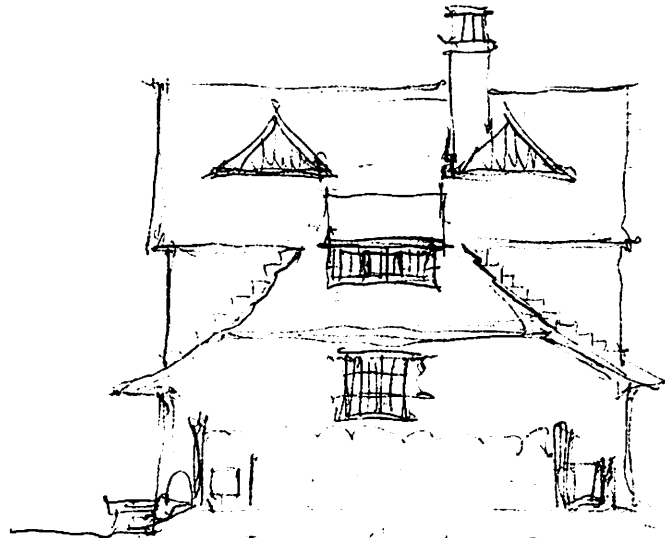


Courtyard Elevation $\frac{3}{32}''$

PORTICO COTTAGE A



NEQUETTE
ARCHITECTURE & DESIGN

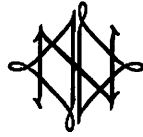


Living Northside Court



Alley View

PORTICO COTTAGE A



NEQUETTE
ARCHITECTURE & DESIGN



Cottage 'B' Pedestrian Path Elevation
scale: 3/32" = 1'-0"



Cottage 'B' Courtyard Elevation
scale: 3/32" = 1'-0"

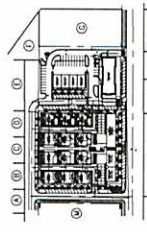
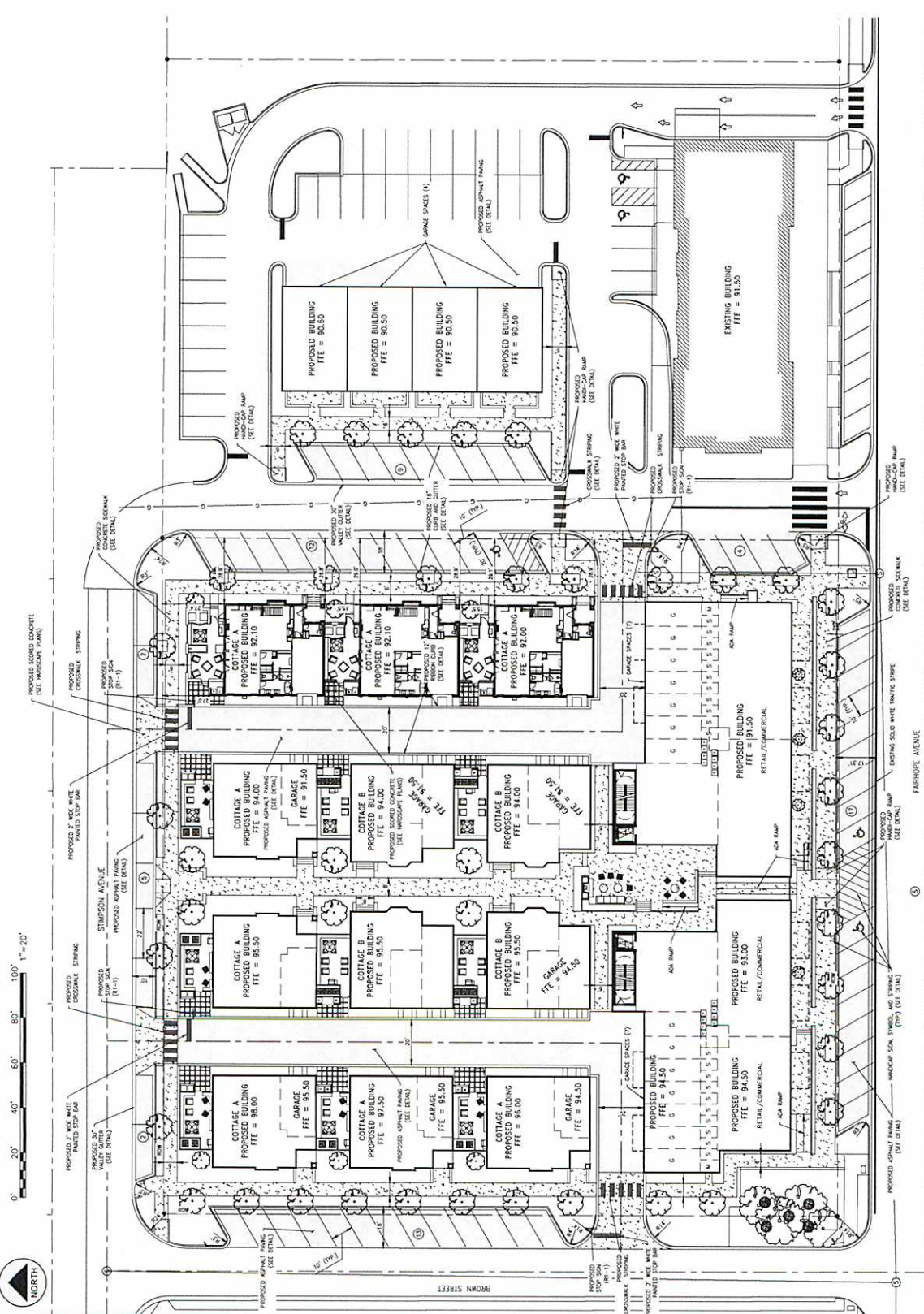
NOTES:

- SEE SHEET C1.0 FOR GENERAL NOTES.
- ARCHITECTURAL FEATURES, FINISHES, WALL, ROOF, EQUIPMENT/SCREEN AND SMART SERVICES SHALL BE ADDED UPON REVIEW BETWEEN APPOINT AND CONSTRUCTION PERMITS. FINISHES, WALL, ROOF, EQUIPMENT/SCREEN AND SMART SERVICES MAY BE MODIFIED.
- COURTESY ARE AVAILABLE FOR BUSINESS USE.

TOTAL SITE DATA:

- 1. ZONING:**
 A-2
2. PROPOSED BUILDING HEIGHT:
 35'-0" MAX
3. PROPOSED BUILDING FOOTPRINT:
 42,200 SF
4. PROPOSED BUILDING FOOTPRINT PERCENTAGE OF PAVEMENT AREA:
 84%
5. PROPOSED # OF PARKING SPOTS:
 36
6. REQUIRED # OF PARKING SPOTS:
 45
7. EXISTING # OF PARKING SPOTS:
 12
8. EXISTING # OF PARKING SPOTS PER 100 SF OF FLOOR AREA:
 12.1
9. EXISTING # OF PARKING SPOTS PER 100 SF OF FLOOR AREA:
 12.2
10. EXISTING # OF PARKING SPOTS PER 100 SF OF FLOOR AREA:
 12.3
11. EXISTING # OF PARKING SPOTS PER 100 SF OF FLOOR AREA:
 12.4
12. EXISTING # OF PARKING SPOTS PER 100 SF OF FLOOR AREA:
 12.5
13. EXISTING # OF PARKING SPOTS PER 100 SF OF FLOOR AREA:
 12.6

- OWNER:**
 LEFT ROCKER, LLC
 10000 W. BIRCHWOOD DRIVE
 FARMHOPE, AL 36533
 PH: (251) 874-9779
- THE SITE IS LOCATED IN ZONE # FOR THE LATEST PLAN**
- 8 Cottage A - 4/- 130' x 120'0" (UP/TN), NET 2300 SF**
4 Cottage B - 4/- 80' x 100'0" (UP/TN), NET 3350 SF
- Building 1 Retail Building**
 Commercial/Plaza - 4424 sq. ft. 2211 sq. ft. Storage/Complex, Lobby 900 sq. ft.
 4.5 BR Large Park +/- 1375 sq. ft.
 2.2 BR Park +/- 1138 sq. ft.
 2.2 BR Park +/- 1138 sq. ft.
 2.2 BR Park +/- 1138 sq. ft.
- Building 2 Retail Building**
 Commercial/Plaza - 4128 sq. ft. 2211 sq. ft. Storage/Complex, Lobby 900 sq. ft.
 5.5 BR Large Park +/- 1375 sq. ft.
 2.2 BR Park +/- 1138 sq. ft.
 2.2 BR Park +/- 1138 sq. ft.



ADJACENT PARCEL ZONING:

Parcel	Zoning	Area
1	A-2	25-44-43-31-00-071-020
2	A-2	25-44-43-31-00-071-021
3	A-2	25-44-43-31-00-071-022
4	A-2	25-44-43-31-00-071-023
5	A-2	25-44-43-31-00-071-024
6	A-2	25-44-43-31-00-071-025
7	A-2	25-44-43-31-00-071-026
8	A-2	25-44-43-31-00-071-027
9	A-2	25-44-43-31-00-071-028
10	A-2	25-44-43-31-00-071-029
11	A-2	25-44-43-31-00-071-030
12	A-2	25-44-43-31-00-071-031
13	A-2	25-44-43-31-00-071-032
14	A-2	25-44-43-31-00-071-033
15	A-2	25-44-43-31-00-071-034
16	A-2	25-44-43-31-00-071-035
17	A-2	25-44-43-31-00-071-036
18	A-2	25-44-43-31-00-071-037
19	A-2	25-44-43-31-00-071-038
20	A-2	25-44-43-31-00-071-039
21	A-2	25-44-43-31-00-071-040
22	A-2	25-44-43-31-00-071-041
23	A-2	25-44-43-31-00-071-042
24	A-2	25-44-43-31-00-071-043
25	A-2	25-44-43-31-00-071-044
26	A-2	25-44-43-31-00-071-045
27	A-2	25-44-43-31-00-071-046
28	A-2	25-44-43-31-00-071-047
29	A-2	25-44-43-31-00-071-048
30	A-2	25-44-43-31-00-071-049
31	A-2	25-44-43-31-00-071-050

ISSUED FOR REVIEW



FORFICO
 SITE LAYOUT PLAN
 FARMHOPE, AL
 OWNER: LEFT ROCKER, LLC - MALET DEVELOPMENT
 SHEET NUMBER 5 OF 11
 REV C5.0 B
 DATE: 7/27/2020
 SCALE: 1" = 20'
 APPROVED BY: [Signature] ENGR. CAL

NOT VALID WITHOUT THE DATED SIGNATURE AND SEAL OF AN ALABAMA LICENSED ENGINEER.
 ALABAMA LICENSED ENGINEER CHRISTOPHER JAY LEE, P.E. LICENSE NUMBER 31204
 ALABAMA CERTIFICATE OF AUTHORIZATION NUMBER: 4748
 FARMHOPE, AL 36533
 PH: (251) 874-9779

LEE ENGINEERING COMPANY
 10000 W. BIRCHWOOD DRIVE
 FARMHOPE, AL 36533
 PH: (251) 874-9779

LEE ENGINEERING COMPANY

REVISIONS

NO.	DATE	REVISION
1	7/27/2020	ISSUED FOR REVIEW
2	7/27/2020	ISSUED FOR REVIEW