

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

MONDAY, 27 FEBRUARY 2023 – 4:30 P.M. – COUNCIL CHAMBER

1. Discussion of Old Substation at Young St. and Nichols St. – Lynn E. Yonge, MD
2. Discussion of Litter Trap Grant
3. Discussion of Cost of Services Study for Utilities
4. Committee Updates
5. Department Head Updates

**City Council Agenda Meeting – 5:30 p.m.
on Monday, February 27, 2023 – Council Chamber**

Next Regular Meeting – Monday, March 13, 2023 – Same Time Same Place



Bruce Larsen 2014



Grant opportunity: 2023
GOMESA Litter Trap Fund
For: Mobile & Baldwin County
Litter Abatement

1. Grant Request: \$168,675 for litter traps to enhance Fairhope's litter program
2. This grant requires no match
3. This grant will cover cost of installation and maintenance for up to 3 years
4. City responsibility: quarterly reporting
5. Reporting information will come from contractor who will maintain the litter traps bi-weekly and after rain events, and providing volume reports monthly



EXHIBIT A

State of Alabama Gulf of Mexico Energy Security Act of 2006 Disbursement Justification

Background:

The Gulf of Mexico Energy Security Act (GOMESA) was enacted by Congress in 2006 and significantly enhances outer Continental Shelf (OCS) oil and gas leasing activities and revenue sharing in the Gulf of Mexico. Among other things, GOMESA provides for enhanced sharing of leasing revenues with Gulf producing states and the Land & Water Conservation Fund for Coastal Restoration projects. The GOMESA authorizes uses of the proceeds for the following purposes:

- a. Projects and activities for the purposes of coastal protection, including conservation, coastal restoration, hurricane protection, and infrastructure directly affected by coastal wetland losses;
- b. **Mitigation of damage to fish, wildlife, or natural resources;**
- c. **Implementation of a federally approved marine, coastal, or comprehensive conservation management plan;**
- d. Mitigation of the impact of outer Continental Shelf activities through the funding of onshore infrastructure projects; and
- e. Planning assistance and the administrative costs.

Project Description:

Alabama Department of Environmental Management Coastal Area Litter Traps

When consumer goods, often single-use disposables, are littered or improperly managed, this trash can find its way into rivers, streams and other waterways. These waterways ultimately empty into the Gulf of Mexico waters, where the trash becomes marine debris.

Litter in coastal waters adversely affects water quality, which in turn adversely affects aquatic life including fin and shellfish, sea turtles, mammals, reptiles, waterfowl, and other wildlife, as well as submerged aquatic vegetation. As debris accumulates, habitat structure may be modified, light levels may be reduced in underlying waters, and oxygen levels may be depleted. These changes can undermine the ability of benthic habitats to support aquatic life. The EPA also notes that impacts of mismanaged trash can include habitat impacts, chemical impacts, biological impacts, and human impacts. Littered debris can directly interfere with navigation, impede commercial and recreational fishing, threaten health and safety, and reduce tourism. Aquatic trash also reduces the aesthetic and recreational values of rivers, beaches and marine resources. The buildup of plastic debris on beaches is of particular concern for coastal cities in Mobile and Baldwin County since unsightly debris and entangled marine life can reduce the area's attractiveness to local residents and tourists.



Many types of litter require decades or more to degrade so the adverse effects are cumulative and long lasting. While public education can help reduce littering, it is unrealistic to expect education to completely eliminate the problem. It is also impractical to identify all the responsible parties, so litter traps are a practical solution.

Municipalities have many competing budget priorities, so they often forego aggressive litter control. However, based on experience with presently installed litter traps, municipalities have been willing to service the litter traps as a regular stop on garbage and trash collection routes.

Grantee, in cooperation with local project partners in Mobile and Baldwin Counties, plans to provide assistance and pass-through funding to local governments within Mobile County and/or Baldwin County as part of this project to address the number one pervasive issue of concern across Alabama's coastal watersheds – stormwater borne trash and litter in our waters, as noted in the Mobile Bay National Estuary Program's (MBNEP) Comprehensive Conservation Management Plan (2019-2023). ADEM, in consultation and agreement with local project partners, will identify points of greatest need and target the best locations for the implementation of at least two litter traps in one or more watersheds to improve water quality and promote trash-free communities as part of this project. Over time, this coordinated systematic approach will optimize the results of the investment in litter control. Following identification of an implementation location, Grantee will enter subaward agreements with local governments prior to distributing any funding received by Grantee under this Agreement.

The installation of litter traps in coastal Alabama watercourses have proven to be effective and successful in capturing litter such as plastic bottles, cups, straws, and other long-lived debris that would otherwise discharge into coastal waters. The objective is to improve water quality in the coastal area of Alabama.

The goal of this project is to place *at least two* litter traps into the coastal waters of Alabama. Litter collected will be recorded to measure effectiveness and assist in adaptive management for source reduction strategies, which can greatly reduce the amount of trash getting into the waterways.

Grantee will be responsible for oversight and monitoring of all funding disbursed to local governments to ensure compliance with all requirements of this Agreement including, but not limited to, compliance with all GOMESA requirements.

Project Duration:

This project is expected to take approximately 36 months from the execution of the Agreement.

Project Costs

Funding will be provided to the Grantee as a single disbursement following execution of the Grant Agreement for this project and submission of an invoice for payment of Allowable Costs.



Anticipated Costs:

Category	Estimated Cost
Procurement, Deployment and Compliance Oversight and Monitoring as necessary for installation of at least 2 Litter Traps. Additionally, if funding is available, the Department will fund up to two years of operation and maintenance of the litter traps that are installed under this agreement.	\$1,000,000
Total Not to Exceed	\$1,000,000

Category line items above are general descriptions of the type of activities anticipated to be necessary in order to achieve project completion. These categories may include itemized personnel time and/or contract services associated with project activities, in addition to subaward funding to local governments within Mobile and/or Baldwin counties. In addition, the final costs of project activities may vary from the individual line-item estimates set forth above. However, funding shall in no event exceed the total amount of approved funding for Allowable Costs as set forth pursuant to the Grant Agreement.

Nexus to Authorized Use:

This project meets the criteria set forth in authorized use (b) Mitigation of damage to fish, wildlife, or natural resources; and (c) Implementation of a federally approved marine, coastal, or comprehensive conservation management plan.

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Submitted and Approved By: *Lance R. LeFlew*
 Lance R. LeFlew Director
 Alabama Department of Environmental Management



City Staff involved in location selection:

City of Fairhope Staff

Public Works Staff:

Richard Johnson

George Ladd

Planning and Zoning:

Hunter Simmons

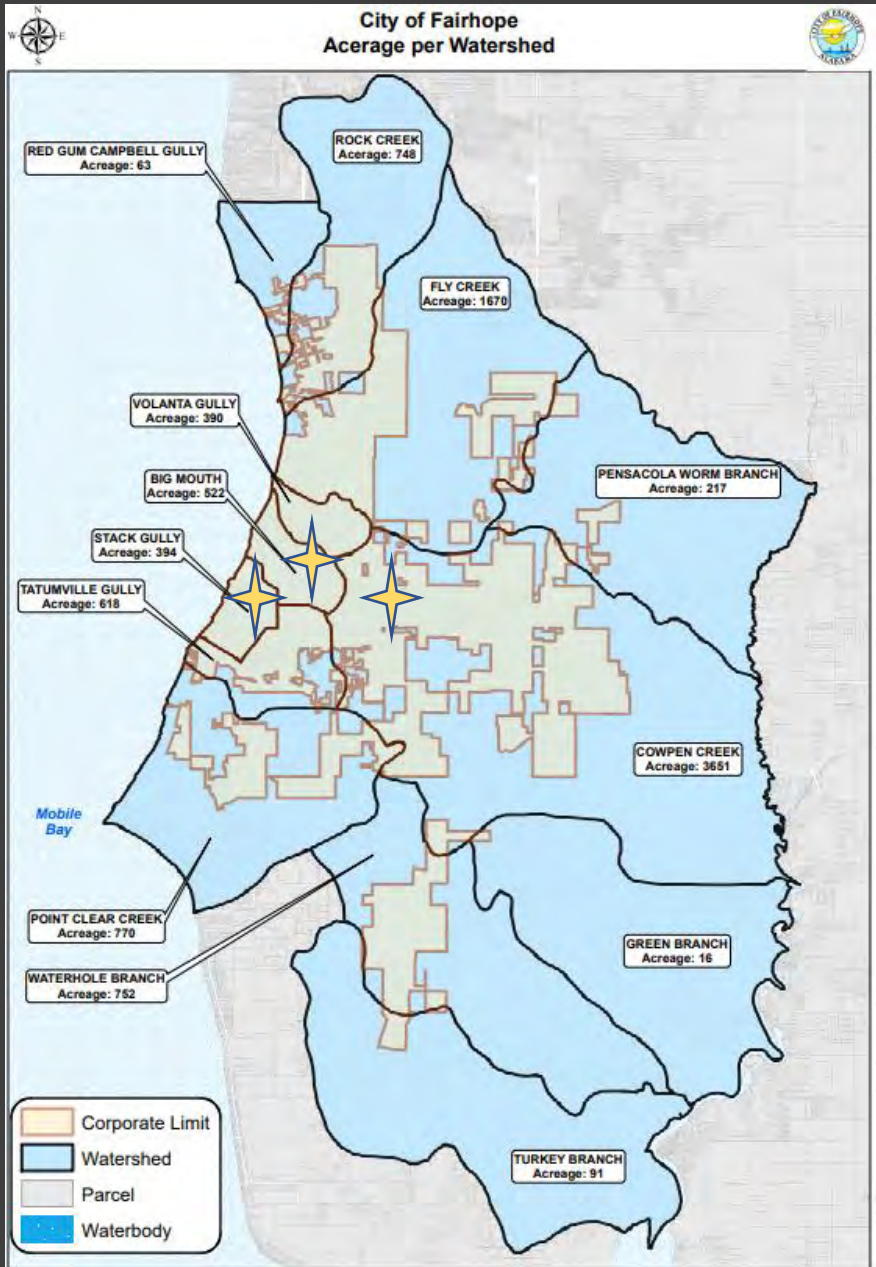
Kim Burmeister

Christina LeJeune

***GRANT APPLICATION DUE FEB. 17, 2023 *soft deadline,
extension requested**



- Proposal for 12 litter traps:
- 1. North Section Street north of Bayou @ Big Mouth Gully (BMG)
- 2. Bayou & North Section in Big Mouth Gully basin
- 3. Bayou & North Section at drain (NE corner)- school
- 4. City Hall in front of statue @ Oak Street (Big Mouth Gully)
- 5. North Section & Oak - SE corner (BMG) *old dentist office
- 6. North Beach Park round about at fowl sign (Stack Gully –SG)
- 7. North Beach Park @ old boat ramp (SG)
- 8. Rose Garden – north side (SG)
- 9. Rose Garden – southwest side (SG)
- 10. Bancroft & Morphy – NE corner at Coastal Alabama College (SG)
- 11. Fairhope Avenue @ U. S. Highway 98 Shell Station (Cowpen Creek)
- 12. Fairhope Avenue @ U. S. Highway 98 Walgreens (Cowpen Creek)



Watersheds Impacted by proposed Litter Abatement grant:



- Big Mouth Gully -5 locations
- Stack Gully – 5 locations
- Cowpen Creek – 2 locations

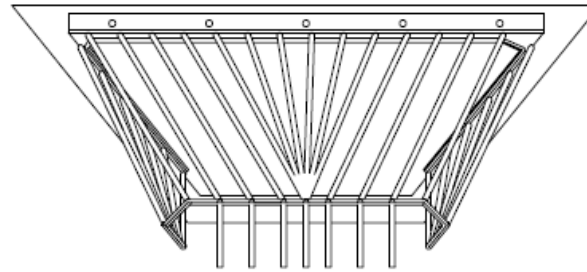
Why should Fairhope apply for litter abatement funding ?

- Though Fairhope is by no means “trashy”, we can improve our litter program by capturing litter at some of the city’s known hot spots. Outreach (watershed signage) may also be included.
- If awarded, this grant would supplement Fairhope’s existing litter program which includes street sweeping, litter pick up by Public Works staff and the existing litter boom in the Winn Dixie pond off Morphy Avenue.
- MS4 (Fairhope’s stormwater permit) requires Fairhope to have an ever-evolving litter program and encourages monitoring and reporting quantities of litter collected. This will help us achieve that goal.
- This grant requires **no** matching funding from the City of Fairhope
- The details of this proposal include staff being involved in grant acquisition, coordination with the contractor and reporting.
- If awarded, the contractor would provide installation, materials and maintenance of all litter abatement devices. Furthermore, litter collection will be conducted by the contractor at and around the abatement site (within 100’ of abatement site) and these amounts will be included in the reporting and profiling of litter collected.
- Pictured: Volanta Gully near Pensacola Avenue





Example of external litter trap



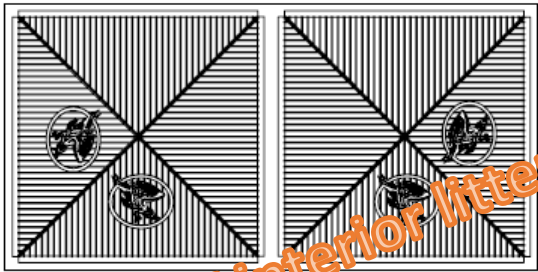
- Location #1
- Big Mouth Gully
- Proposed: Special Litter trap outside drain
- **North Section at Bayou Drive (NE corner at school)**
- (Drain pictured downhill is not a candidate for litter abatement since it was installed without a manhole).
- Approved by RJ 2/14/23

North Elevation

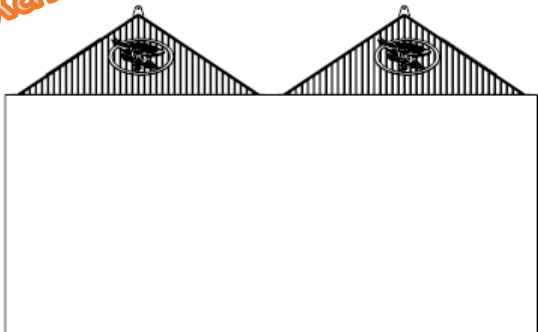
North East Elevation

- Location #2
- Big Mouth Gully
- Proposed: Basin litter trap (on top of weir structure)
- **General Location: North Section at Bayou inside basin**
- Approved by RJ 2/13/23

90°S (T) ● 30°31'47"N, 87°54'9"W ±13ft 90°SW (T) ● 30°31'47"N, 87°54'9"W ±13ft ▲ 52ft



Example of interior litter trap



- Location #3
- Big Mouth Gully
- Proposed: Litter Interceptor inside drain
- Bayou Drive @ North Section (NE corner at school)
- (Drain pictured downhill is not a candidate for litter abatement since it was installed without a manhole).
- Approved by RJ @ 2/14/2023 meeting



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- Location #4
 - Big Mouth Gully
 - Proposed: Litter Interceptor
 - North Section Street at City Hall (Statue) near Oak Street
 - Note: Litter observed in drain
 - Approved by RJ at 2/14/23 meeting



- Location #5
- Big Mouth Gully
- Proposed: Litter Interceptor
- North Section at Oak Street, SE corner (in front of old dentist office)
- Approved by RJ 2/14/23



South West Elevation

°NE (T) ● 30°31'27"N, 87°54'42"W ±236ft ▲ 13ft

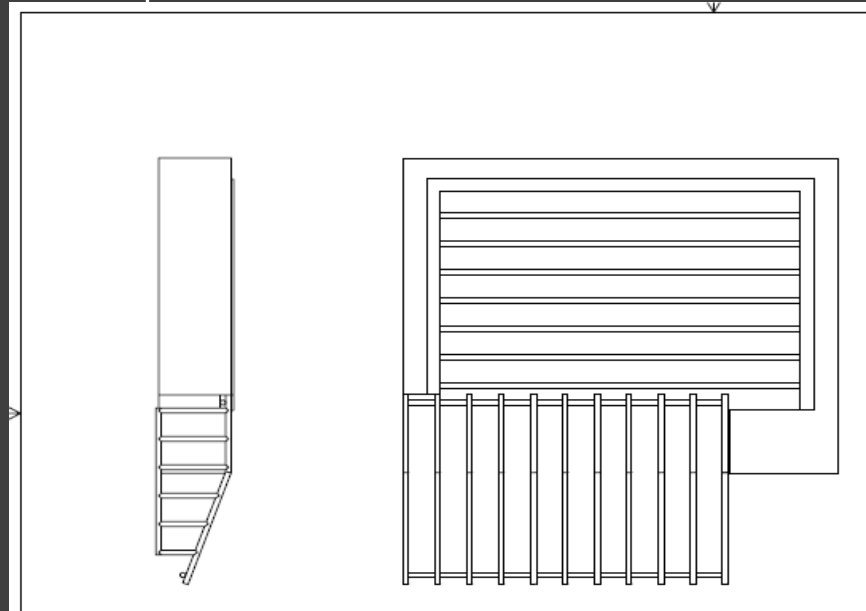
- Location #6
- Stack Gully @ North Beach park entrance near Rose Garden
- Proposed: Litter Interceptor
- Approved by RJ 2/14/23



304°NW (T) 30°31'29"N, 87°54'42"W ±131ft ▲ 5ft



- Location #7
- Big Mouth Gully
- Proposed: Special Litter Interceptor
- Rough Schematic is needed
- **North Beach Park at old boat ramp**
- Approved by RJ 2/14/23
-



East Elevation

264°W (T) ● 30°31'28"N, 87°54'42"W ±19ft ▲ 8



31 Jan 2023, 09:07:0

- Location #8
- Stack Gully
- Proposed: Litter Interceptor
- Rose Garden, north side
- Approved by RJ 2/14/23

West Elevation

92°E (T) ● 30°31'27"N, 87°54'42"W ±236ft ▲ 7



- Location #9
- Stack Gully
- Proposed: Litter Interceptor
- Rose Garden, southwest side
- Approved by RJ 2/14/23

West Elevation

107°E (T) ● 30°31'11"N, 87°54'6"W ±29ft ▲ 121



- Location #10
- Stack Gully
- Proposed: Litter Interceptor
- Coastal Alabama College
- Morphy & Bancroft
- Approved by RJ 2/14/23



- Location #11
- Cowpen Creek
- Proposed: Litter Interceptor
- Shell station
- Fairhope Avenue @ U. S. 98
- This is a city-owned drain (not AL-DOT), per George Ladd
- Note: damage of drain will not affect installation or operation of litter interceptor per Don Bates
- Approved by RJ 2/14/23

North Elevation

190°S (T) ● 30°31'25"N, 87°53'11"W ±29ft ▲ 118



31 Jan 2023, 09:29:0

- Location #12
- Cowpen Creek
- Proposed: Litter Interceptor
- Walgreens
- Fairhope Avenue @ U. S. 98
- This is a city-owned drain (not AL-DOT), per George Ladd
- Approved by RJ 2/14/23



February 15, 2023

Alabama Department of Environmental Management (ADEM)
 Attn: Devin Jenkins
 Stormwater Management Branch – UIC/MS4 Section - Water Division.
 P.O. Box 301463
 Montgomery, AL 36130-1463

Sherry Sullivan
 Mayor

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

Lisa A. Hanks, MMC
 City Clerk

Kimberly Creech
 Treasurer

RE: City of Fairhope Letter of Intent (LOI) to apply for Grant Funding: 2023 GOMESA Litter Trap Fund - Litter Abatement

Dear Mr. Jenkins:

The Gulf of Mexico Energy Security Act (GOMESA) was enacted by Congress in 2006. This Act provides for enhanced sharing of leasing revenues with Gulf producing states and the Land & Water Conservation Fund for Coastal Restoration projects. In addition, the Act authorizes uses of the proceeds for the following purposes:

- Mitigation or damage to fish, wildlife, or natural resources
- Implementation of a federally approved marine, coastal, or comprehensive conservation management plan

Let this letter serve as notice of the City's intent to apply for grant funding for a three year project/program that will enhance the City's Litter Abatement program. This project will entail the installation of physical infrastructure to mechanically intercept litter washed into the City's stormwater sewer system at 12 key locations identified as high-traffic/litter potential areas. Once installed, the program will include monthly maintenance and service, with the trapped litter inventoried, broken down by constituents, documented and reported. This grant, if awarded, would fund 36 months of post installation maintenance, service and reporting.

The City will be requesting **\$168,675.00** in total grant funding – the cost breakdown of the project/program is as follows:

- Design, fabrication and installation of 12 litter interceptors - \$39,075.00
- Year One of maintenance, service and reporting (12 sites) - \$43,200.00
- Year Two of maintenance, service and reporting (12 sites) - \$43,200.00
- Year Three of maintenance, service and reporting (12 sites) - \$43,200.00

Upon final approval and action by the Fairhope City Council, we will submit the complete detail grant application. We anticipate formal Council Action on February 27, 2023, and would submit the Formal Application upon receipt the signed Resolution.

Respectfully,

Richard Johnson, Director of Public Works
richard.johnson@fairhopeal.gov
 251 928-8003

CC: Planning and Zoning Department, PW Admin, Clerk, File

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

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

ADEM letter of intent from RJ 2/15/23

COST ESTIMATE Litter Interceptors Purchase, Install, and Maintenance Big Mouth Gully, Stack Gully, and Cowpen Creek Fairhope, AL - ADEM Grant Proposal

Drain #	Litter Interceptor Installation/Maintenance				Grant Year One	Grant Year Two	Grant Year Three
1	Bayou and North Section Street (BMG)						
	Special Design Litter Interceptor	1 unit @	\$1,995.00 /unit	\$1,995.00	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$500.00 /event	\$500.00	\$2,495.00	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
2	Bayou and North Section Street Basin Cap (BMG)						
	Basin Litter Cap	1 unit @	\$15,000.00 /unit	\$15,000.00	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$1,000.00 /event	\$1,000.00	\$16,000.00	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
3	Bayou and North Section Street-Bayou (BMG)						
	Litter Interceptor	1 unit @	\$997.50 /unit	\$997.50	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$300.00 /event	\$300.00	\$1,297.50	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
4	Oak Street and North Section Street (BMG) @ city hall						
	Litter Interceptor	1 unit @	\$420.00 /unit	\$420.00	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$300.00 /event	\$300.00	\$720.00	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
5	Oak Street and North Section Street SE Corner @ old dentist office (BMG)						
	Litter Interceptor	1 unit @	\$1,071.00 /unit	\$1,071.00	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$300.00 /event	\$300.00	\$1,371.00	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
6	North Beach Park near Fom sign (SG)						
	Litter Interceptor	1 unit @	\$997.50 /unit	\$997.50	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$300.00 /event	\$300.00	\$1,297.50	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
7	North Beach Park at Old Boat Ramp (SG)						
	Special Design Litter Interceptor	1 unit @	\$1,995.50 /unit	\$1,995.50	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$500.00 /event	\$500.00	\$2,495.50	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
8	North Beach Park Rose Garden North (SG)						
	Litter Interceptor	1 unit @	\$997.50 /unit	\$997.50	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$300.00 /event	\$300.00	\$1,297.50	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
9	North Beach Park Rose Garden South (SG)						
	Litter Interceptor	1 unit @	\$997.50 /unit	\$997.50	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$300.00 /event	\$300.00	\$1,297.50	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
10	Bancroft Street and Morphy Ave (SG)						
	Litter Interceptor	1 unit @	\$997.50 /unit	\$997.50	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$300.00 /event	\$300.00	\$1,297.50	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
11	Fairhope Avenue and US Highway 98 Shell Station						
	Litter Interceptor	1 unit @	\$997.50 /unit	\$997.50	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$300.00 /event	\$300.00	\$1,297.50	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
12	Fairhope Avenue and US Highway 98 Walgreens						
	Litter Interceptor	1 unit @	\$997.50 /unit	\$997.50	Fab/Install	Fab/Install	Fab/Install
	Install	1 event @	\$300.00 /event	\$300.00	\$1,297.50	\$0.00	\$0.00
	Maintenance	12 months @	\$300.00 /month	\$3,600.00	Maint	Maint	Maint
	Educational Signage						
	Watershed Stgange	13 units @	\$150.00 /unit	\$1,950.00	Fab/Install	Fab/Install	Fab/Install
	Final Field Design	1 lumpsum @	\$5,000 /event	\$5,000	Fab/Install	Fab/Install	Fab/Install

	Year One	Year Two	Year Three
Yearly Fabrication and Installation Cost	\$39,075.00	\$0.00	\$0.00
Yearly Maint, Service and Reporting Cost	\$43,200.00	\$43,200.00	\$43,200.00
Total Grant Costs	\$168,675.00	\$82,275.00	\$43,200.00

Questions?

- Contact Kim Burmeister
- City of Fairhope Planning and Zoning Department
- 251 990-2877

Pictured: Red
Gum Gully

COST OF SERVICES STUDY FOR THE UTILITIES

AMEA will provide \$25,000 in funding for the cost of services study for the electric services.

PROJECT OBJECTIVE

To develop an analysis to determine the appropriate rates and costs of each utility service supplied and distributed to the customers of the City. In order to provide this analysis and meet the objectives of this engagement and provide the results desired from this project, we propose that these projects be completed for each utility as a multi-phased process.

Phase I – Revenue Requirements Analysis “RRA” – This phase of the project includes working with the management team to review historical accounting and cost records for plant investment and expenditures. We will also review budgets (financial, capital requirements, cash flow, etc.) and bond indenture requirements in order to determine the projected revenue requirements of each utility service. After performing this RRA, we will know if the current rates will generate the needed revenue requirements for each class of service provided and for the system.

Phase II – PART 1 - Prepare Embedded Cost of Service Studies “COSS” – This phase of the project includes working with your management team to perform a detailed allocation of the distribution plant, operating expenses, debt service and capital improvement projects to each rate class. From this phase we can determine if rate equity exists between rate classes and within rate classes. The results of this COSS will provide the support for any changes in the City’s rates, if any are needed.

PART 2 - Prepare Preliminary Rate Designs for Each Rate Class – The second part of this phase includes using the COSS results to determine what changes in current rates are needed to generate the revenues desired from each rate class in each utility system. After preliminary rates have been determined for each rate class, analysis can be prepared reflecting existing rates versus proposed rates and total revenues generated by each different rate class in each utility system.

**CITY OF FAIRHOPE
CITY COUNCIL AGENDA**

MONDAY, 27 FEBRUARY 2023 - 6:00 P.M. - CITY COUNCIL CHAMBER

Invocation and Pledge of Allegiance

1. Approve minutes of 13 February 2023 Regular City Council Meeting and minutes of 13 February 2023 Work Session
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. Resolution - That City Council authorizes submission of an application to ADEM requesting a grant funded through GOMESA for additional litter abatement; and authorizes the Mayor Sherry Sullivan to sign all necessary grant documents on behalf of the City.
6. Resolution - That the City of Fairhope hereby terminates the contract titled Annual Contract for Fire Extinguisher Inspection Services (Bid No. 23-008) between the City of Fairhope and Fire and Safety Commodities, Inc. for Termination for Convenience clause found in Standard Terms and Conditions Item #6.b., Clause 57; and authorizes Mayor Sherry Sullivan to sign the necessary paperwork.
7. Resolution - That Mayor Sherry Sullivan is hereby authorized to execute a contract with TischlerBise, Inc. to perform Professional Financial Consulting Services to Study Update of Impact Fees (RFQ No. PS23-10); with a not-to-exceed amount of \$72,160.00.
8. Resolution - That the City of Fairhope approves the selection for (RFQ PS23-015) to hire a Professional Engineer for Fairhope Municipal Pool Investigative Phase; and hereby authorizes Mayor Sherry Sullivan to execute a contract with Watermark Design with a cost of \$37,500.00.
9. Resolution - To Award (Bid No. 23-015) to Jerry Pate Company for Irrigation Pump System Control Panel Replacement for Quail Creek Golf Course with a total bid proposal not-to-exceed \$30,096.50.
10. Resolution - That the City of Fairhope approves the procurement of forty-four (44) loads of Washed Beach Sand to replenish the sand at Magnolia Beach on Fairhope’s waterfront with Hwy 27 Dirt, Inc. with a total cost not-to-exceed \$19,800.00.
11. Resolution - That the City of Fairhope approves and adopts to include the use of a boat slip at the Fairhope Docks as part of its agreement with the Fairhope Volunteer Fire Department for the safety of the citizens of Fairhope and others in the fire jurisdiction and waives the annual fee of \$3,360.00.

12. Resolution - That the City Council approves the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to fund (Lead Electrician – Grade 8) and defund Licensed Electrician – Grade 11) positions in the Electric Department; and the job descriptions and grade of pay for same.
13. Recreation Board recommendations from the January 18, 2023 meeting:
 - That the high school baseball field be named Mike Fillingim Field at Volanta Park.
 - That the older youth baseball fields be named Vann Saltz Youth Baseball Complex at Volanta Park.
14. Public Participation – (3 minutes maximum)
15. Adjourn

Next Regular Meeting – Monday, March 13, 2023 – Same Time Same Place

STATE OF ALABAMA)(
 :
COUNTY OF BALDWIN)(

The City Council met in a Work Session at 4:30 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 13 February 2023.

Present were Council President Jay Robinson, Councilmembers: Jack Burrell (Arrived 4:41 p.m.), Corey Martin, Jimmy Conyers, and Kevin Boone; and Mayor Sherry Sullivan, City Attorney Marcus E. McDowell and Assistant City Clerk Jenny Opal Wilson. City Clerk Lisa A. Hanks was absent.

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

Council President Robinson asked Council for Committee Updates.

Councilmember Martin presented update for the Recreation Board and the Fairhope Environmental Advisory Board. Recreation Board are in the process of vetting new members; two (2) current vacancies; received five (5) applications. Council to vote on new members. Fairhope Environmental Advisory Board met on Friday, February 10th, discussed relationship with Baldwin County on streaming.

Councilmember Conyers presented update for Library Board. Friends of the Fairhope Public Library had the "Chocolate and Champagne Gala" on February 8th to benefit the library. Heard it went well, I was unable to attend.

Councilmember Boone had no update.

Council President Robinson asked for Department Head updates with Agenda Items.

City Treasurer Kim Creech presented update to Council on Press Release from the Governmental Finance Officers Association of the United States and Canada (GOFA) that the City of Fairhope has been awarded the Certificate of Achievement for Excellence in Financial Reporting for its annual Comprehensive Financial Report for the fiscal year that ended September 30, 2021. Council commended good job.

Richard Johnson, Public Works Director presented update to Council a Pre-Bid Meeting is scheduled for tomorrow on the Asbestos Abatement for the K1 Center. We will open bids on February 23rd. I will report back to the Council on February 27th. We have an opportunity with Alabama Rebuild Act for a one-time \$250,000.00 non-matching to resurface road in network. Last year we submitted a portion of County Road 13 in the City limits from Morphy Avenue South. Workshop Meeting with the Design Team and Forester on contract at the Triangle Property. The team would like present to Council the conceptual and preliminary proposals for different elements of grant to start development of the park lands. I will confirm date with Clerks for March.

Mr. Johnson discussed Items No. 13 and No. 14. and answered Council questions. Item No. 13 selection of Watermark Design Group for Professional Architectural & Engineering Services for Master Planning for (RFQ PS020-22) Redevelopment & Remodel of the Fairhope K-1 Center for the Design Phase (that includes providing a Campus Master Plan) and the Construction Phase (that includes additional site inspections and/or observations); and hereby authorizes Mayor Sherry Sullivan to execute a contract with a not-to-exceed amount of \$151,900.00; and Item No. 14 That the City of Fairhope approves the selection of Watermark Design Group for Professional Architectural & Engineering Services (RFQ PS020-22) Redevelopment & Remodel of the Fairhope K-1 Center (Grant Project No. COF-2023 EDA001); and hereby authorizes Mayor Sherry Sullivan to execute a contract with a not-to-exceed amount of \$293,000.00 subject to the review and approval of the US Chamber of Commerce's Economic Development Administration (EDA), and must comply with all granted related laws, regulations and requirements. Council President Robinson will bring Mr. Johnson back up later to discuss Item No. 8.

Chief Chris Ellis, Fairhope Volunteer Fire Department presented update to Council and provided handout on 2022 Accomplishments and Goals/Projects for 2023.

January 2023 Report

- 1 Brush Fire
- 2 Structure Fires
- 1 Vehicle Fire
- 25 EMS Assist
- 21 Motor Vehicle Accidents
- 53 False or Miscellaneous Runs
- 103 Calls for the Month
- January 2022 Comparison 101 Calls

2022 Accomplishments

- Firehouse Subs Grant for Thermal Imaging Cameras (\$50,000)
- 14 Radios Purchased (4 by the City of Fairhope and 10 by an AFG Grant \$53,000)
- 23 Sets of Turnout Gear Purchased (Almost Half of Our Department) (8 by the City of Fairhope, 11 from FD, and 4 from a COVID Grant)
- Polaris Ranger and Trailer Purchased for Wildland Fires (Fairhope VFD)

Monday, 13 February 2023
Page -3-

- New Command Truck Purchased and in Service (Fairhope VFD)
- New Ladder Truck Ordered (City of Fairhope)
- Squad 2 put into Service (City of Fairhope)
- 2 New Mutual Aid Response Areas (Silverhill and Fish River – Marlow)
- Firehall Improvements
- Firefighter Symposium that Hosted 35 Fireman from Fire Departments within Baldwin/Mobile County
- Hands on Class that Hosted 50 Fireman from 5 Different States
- Fallen Firefighter Foundation had \$7,000 Donated to it Via our Boston Butt Sale
- 1st Annual Firefighter Banquet to Show Appreciation to Our Members and Family.

Goals/Projects for 2023

- Grant for Extrication Tools (\$55,000)
- Grant for Breathing Air Compressor (\$85,000)
- Engine 3 Process Started
- Station 5 Land Deeded
- VOD (Volunteer on Duty) Up and Running Internally
- Squad 1 Ordered and In Service (City)
- Boat Lift for Our Rescue Boat
- Gas Monitor Devices for all FVFD Engines
- Station 1 Kitchen Upgrades (City)
- Hands on Class that is Projected to Host 100-125 Firemen from All Over This Year
- Alabama Fire College Classes (Currently have 4 Scheduled Throughout the Year; Firefighter I, Firefighter II, Instructor I, Officer I)
- Training Field Upgrades
- BBQ Fundraiser Starting Back This Year

Monday, 13 February 2023

Page -4-

Councilmember Martin inquired on Explorer Program with Fairhope High School. Chief Ellis commented eight (8) in program with room for fifteen (15). We are currently evaluating program. Councilmember Burrell asked if St. Michael High School was in program. Chief Ellis to reach out to St. Michael High School. Councilmember Conyers inquired on rotation of VFD. Chief Ellis said they are going to man Station 1 behind Thomas Hospital right now. As we grow, we will man other stations. Council thanked Chief Ellis.

Jason Langley, Water/Wastewater Superintendent presented update to Council. Valley Street Lift Station is complete and running well. We are at River Mill Lift Station now and rehab work is being done in-house and utilizing our on call contractor on cleaning the wet well. Two (2) more lift stations out for bid. New Vac Truck has been put in service a couple of months ago. Both Vac Trucks are being utilized daily and the guys are doing a great job taking care of trucks. Two (2) new hires started on lift station crew. Water Treatment Plant #3 going well, pouring wet well. Councilmember Boone toured. Invited Council to schedule a tour. New well should be finished in a couple of days. Mr. Langley thanked Tim Bung, Maintenance Supervisor for his work with vendors on the purchase of generators that meet our Buyers Group.

Mr. Langley discussed Item No. 10 and answered Council questions on the City of Fairhope procurement of Equipment for Planters Point Publix Lift Station from J.H Wright & Associates for a total not-to-exceed \$163,786,000 that includes equipment, shipping, and startup only, installation of equipment including piping and valves, by others. This equipment is exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7). Council President Robinson stated to Council this item is a Regional Lift Station.

Jeremy Little, Gas Installation Crew Leader presented update to Council. We have installed a new metering station at Thomas Hospital. We hired one (1) employee. Conducting interviews and have good applicants on job openings.

Mr. Little discussed Item No. 11 and No. 12 and answered Council questions. Item No. 11 the selection of Volkert, Inc. to perform Professional Engineering Services for Utilities Relocation of Baldwin County's County Road 64 Widening Project (RFQ PS23-13); and Item No. 12 the selection of Volkert, Inc. to perform Professional Engineering Services for Utilities Relocation for State of Alabama's US 31 Project (RFQ PS23-014) and authorize Mayor Sherry Sullivan to negotiate the not-to-exceed fee to be approved by Council. Councilmember Boone inquired on items being reimbursable. Mr. Little confirmed yes, they are reimbursable. Council thanked Mr. Little.

Jeff Montgomery, Director of Information Technology discussed Item No. 16 and answered questions on the Lenovo ThinkPad T470, Serial PF-11M5T6, City Asset Number T0139 as surplus, and the Mayor and City Treasurer are hereby authorized and directed to dispose of personal property; hereby amends the 2023 annual appropriation to the Fairhope Airport Authority to include a transfer of said personal property at fair

market value; and transfers said personal property for fair market value to the Airport Authority and shows that the annual appropriation has been increased by same amount. Councilmember Burrell added Airport Authority inquired on surplus computer for the Airport Manager to save Airport Authority money. Mr. Montgomery said the computer should be a good one.

Pat White, Director of Recreation Department presented update to Council on project at Volanta is making progress. Mr. White discussed Item No. 9 and answered Council questions to award (Bid No. 23-14) to Xtreme Golf management for Greens Drainage Project for Nine (9) Greens with at total bid proposal not-to-exceed \$103,500.00. Council President Robinson commented bid is underbudget and thanked Mr. White.

Cory Pierce, Human Resources Manager presented update to Council that Donnie Grice, Safety Coordinator is certified to give CPR classes and will certify employees. Training will be provided at orientation to new employees. We are working with a New Workers Compensation company Millennium.

Mr. Cory Pierce discussed Item No. 17 and answered Council questions on adding a temporary part-time overlap position of Station Control Tech/Digital Forensic (Pay Grad 9/Hr) for current employee (Donald D.J. White) and allows him to work with and train the new Station Control Tech/Digital Forensic employee that will benefit the City as well as the new hire. The temporary overlap position will expire in six (6) months after the date of City Council's approval with a cost for additional temporary overlap position not-to-exceed \$1,500.00. Mr. Pierce thanked Council.

Hunter Simmons, Planning Director discussed Items No. 5 and No. 6 for final adoption and answered Council questions. Item No. 5 Final Adoption Ordinance to Amend No. 1253 and Ordinance No. 1317 and 1572 known as Fly Creek PUD. The property of Highlands at Fly Creek PUD. The property of Highlands at Fairhope Village, LLC, is approximately 11.76 acres and is generally located on the north and south side of Corte Ridge Road, and East of the Publix on U.S. Highway 98 in Fairhope, Alabama. PPIN Numbers: 369505, 369508, 386030, 386029, 369509. (Introduced at City Council Meeting on January 23, 2023.); and Item No. 6 to amend Ordinance No. 1253 and Ordinance No. 1402, to amend Ordinance No. 1402, known as the Idlewild PUD. The property of Fairhope East, LLC, is approximately 10 acres and is generally located on the west side of State Highway 181, south of Fairhope Avenue in Fairhope, Alabama. PPIN Numbers: 261908, 310693. (Introduced at City Council Meeting on January 23, 2023.) Council President Robinson encouraged in the future to not use words that we do not have defined in our Ordinances.

City Treasurer, Kim Creech discussed Item No. 7 and answered Council questions that the City of Fairhope to establish a fund known as the "City of Fairhope Employee Fund." The purpose of the fund shall be to account for the receipt and expenditure of funds derived from sales from vending machines located in all City

Monday, 13 February 2023
Page -6-

buildings and facilities. The fund shall be established with funds presently collected from the sales. Council thanked Ms. Creech.

Mayor Sherry Sullivan discussed Item No. 15 and answered Council questions that the Mayor is authorized to execute a South Alabama Mutual Assistance Agreement between the City of Fairhope and among the counties, towns, and cities of the South Alabama Mutual Assistance Compact to provide and receive mutual aid as a result of “Disasters.”

Chief Stephanie Hollinghead discussed Item No. 18 and answered Council questions on Application for Restaurant Liquor License by Jenna Laine Rachal, The Venue Fairhope LLC d/b/a The Venue Fairhope, located at 105 South Section Street, Fairhope, AL 36532.

Council President Robinson discussed Item No. 19 and answered Council questions on Thomas Hospital Foundation request approval to serve beer on City property contingent on Bottles Up Bar Service getting One Time Event License from ABC and the City of Fairhope for the Thomas Hospital Foundation “Cornhole for a Cause Tournament” on March 25, 2023.

Council President Robinson asked Richard Johnson, Public Works Director to come forward for discussion and answer Council questions on Item No. 8 Resolution to Award (Bid No. 23-009) to McElhenney Construction Company for Founders Park Athletic Track and Additional Parking Project with a total bid proposal not- to-exceed \$2,480,680.04. Mr. Johnson referenced Council President Robinson clarification on never using a term until everyone agrees with the definition. Mr. Johnson clarified Turnkey. Mr. Johnson asked Jaye Robertson, PE Sawgrass to come forward for continued discussion and Council questions on design elements and parameters. Council President Robinson thanked Mr. Johnson and Mr. Robertson.

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

Jay Robinson, Council President

Jenny Opal Wilson, CMC
Assistant City Clerk

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)(

The City Council, City of Fairhope, met in regular session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 13 February 2023.

Present were Council President Jay Robinson, Councilmembers: Jack Burrell, Corey Martin, Jimmy Conyers, and Kevin Boone; and Mayor Sherry Sullivan, City Attorney Marcus E. McDowell, and Assistant City Clerk Jenny Opal Wilson. City Clerk Lisa A. Hanks was absent.

There being a quorum present, Council President Robinson called the meeting to order at 6:09 p.m. The invocation was given by Rev. William Parsons III Redeemer Lutheran Church and the Pledge of Allegiance was recited. Councilmember Conyers moved to approve minutes of the 23 January 2023, Regular City Council Meeting and 23 January 2023 Work Session. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

Mayor Sullivan had no report.

Council President Robinson opened Public Participation for Agenda Items. Gary Gover, 300 Lincoln Street, Fairhope, Alabama came forward and addressed Item #13 Master Planning for the Redevelopment of the K1 Center. In the contractor’s proposal there are additional services available if needed for Environmental Analysis, Steering Committee, and Public Engagement. Mr. Gover recommended in deliberations that Council consider these additional services that are important to the success of a Master Plan.

Council President Robinson moved forward with Council Comments. Councilmember Burrell discussed the Airport Authority entered into a new contract with realtor Ashurst Niemeyer on property previously marketed on the west side as one parcel. We now have a plan ready for review to break into multiple lots that will make marketable for development and industry and to remove from City books. He discussed a private road off of Hwy 98 McGowin Drive with opportunity to take over maintenance and have access to the Airport property that will make lots more valuable to market if we can work out with owners. Councilmember Martin did not have report. Councilmember Conyers thank the members of KOER for a great parade Saturday night. Congratulations to the Fairhope Middle School Cheerleaders for coming back from Orlando, Florida with a 7th in nation in Cheerleading. Councilmember Boone gave kudos to our City employees for their work Saturday night on setting up for parades and cleanup afterwards was phenomenal, thank you. Council President extended his appreciation for their service and how quickly work was completed.

13 February 2023

Council President Robinson read Ordinance to amend Zoning Ordinance No. 1253 and Ordinance No. 1317 and No. 1572; to amend Ordinance No. 1317 and 1572, known as the Fly Creek PUD. The property of Highlands at Fairhope Village, LLC, is approximately 11.76 acres and is generally located on the north and south side of Corte Ridge Road, and East of the Publix on U.S. Highway 98 in Fairhope, Alabama. PPIN Numbers: 369505, 369508, 386030, 386029, 369509. (Introduced at City Council Meeting on January 23, 2023.)

Hunter Simmons, Planning Director gave brief of Ordinance and discussed the Staff recommends approval of Case ZC 22.14 Fly Creek PUD (2nd) Amendment with the following conditions:

- 1) Buildings shall fall within established setbacks and allow room for required landscape/buffers.
- 2) A formal Site Plan/Multiple Occupancy Project shall be conducted.
- 3) Final layout of the sidewalks, trails, and crosswalks will be approved during the follow-up Multiple Occupancy Review (MOP) case.

Council President Robinson opened Council Comments. Councilmember Burrell asked for clarification on increase/decrease of greenspace. Mr. Simmons asked Ms. Cathy Barnette of Dewberry to clarify. Ms. Barnette commented there was an increase to greenspace, very minute. Councilmember Burrell inquired on total number of units, 330. Mr. Simmons confirmed yes. Councilmember Martin inquired on the completion of the Environmental Trails. Mr. Simmons discussed revised site plan resolves how roads are connected, but final locations of sidewalks, trails, and crosswalks will require more discussion. A condition has been added to clarify final layout of the pedestrian connectivity that will be approved during the follow-up (MOP) review. Councilmember Martin inquired on private roads. Mr. Simmons replied there are three (3) private roads with one (1) public road Corte Ridge Road. Councilmember Burrell added an additional comment this particular project is an exception to the rule when changing PUDs. He discussed we should use caution on future discussions of changing PUDs.

Councilmember Burrell moved for final adoption to amend Zoning Ordinance No. 1253 and Ordinance No. 1317 and 1572; to amend Ordinance No. 1317 and 1572, known as the Fly Creek PUD. The property of Highlands at Fairhope Village, LLC, is approximately 11.76 acres and is generally located on the north and south side of Corte Ridge Road, and East of the Publix on U.S. Highway 98 in Fairhope, Alabama. PPIN Numbers: 369505, 369508, 386030, 386029, 369509. (Introduced at City Council Meeting on January 23, 2023.) Seconded by Councilmember Martin, motion for final adoption passed by the following voice votes: AYE – Burrell, Martin, Conyers, Robinson, and Boone. NAY - None.

13 February 2023

Council President Robinson read Ordinance to amend Zoning Ordinance No. 1253 and Ordinance No. 1402; to amend Ordinance No. 1042, known as the Idlewild PUD. The property of Fairhope East, LLC, is approximately 10 acres and is generally located on the west side of State Highway 181, south of Fairhope Avenue in Fairhope, Alabama. PPIN Numbers: 261908, 310693. (Introduced at City Council Meeting on January 23, 2023.)

Hunter Simmons, Planning Director gave brief of Ordinance and discussed Staff and Planning Commission recommendations for approval of Case ZC 22.06 Idlewild Planned Unit Development (PUD) Amendment with the following conditions:

1. Provide a strong landscape buffer to provide screening, such as evergreens, in addition to providing significant light pollution prevention to be reviewed at time of Multiple Occupancy Project approval.
2. Front setbacks shall be 118’.

Council President Robinson opened Council Comments. Councilmember Burrell had concern if ALDOT comes thru and acquires a Right-Of-Way with four (4) lane what happens to setbacks, wetlands, and buffer. Mr. Simmons discussed the Landscape Plan with buffers and highway setback line with boardwalk. He discussed components of the required landscape are within the Highway Construction Setback. Final plans will be reviewed during the MOP review. Councilmember Burrell asked if ALDOT has to approve. Mr. Simmons to confirm. Councilmember Burrell had concern with greenspace. Mr. Simmons discussed proposed development standards/conditions. Greenspace shall meet or exceed the Commercial Multiple Occupancy Project requirement of 10%. Councilmember Burrell inquired on connectivity to Idlewild. Mr. Simmons confirmed pedestrians and low speed vehicles. Councilmember Martin inquired on name change to Boardwalk Village. Mr. Simmons confirmed. Councilmember Burrell had concern with Perimeter Landscape Requirements within ALDOT Highway Inspections that take up the 60 ft. highway construction setbacks. Mr. Simmons confirmed we can handle with a condition.

Councilmember Burrell moved for final adoption to amend Zoning Ordinance 1253 and Ordinance No. 1402; to amend Ordinance No. 1402, known as the Idlewild PUD, the property of Fairhope East, LLC, is approximately 10 acres and is generally located on the west side of State Highway 181, south of Fairhope Avenue in Fairhope, Alabama. PPIN Numbers: 261908, 310693. (Introduced at the City Council Meeting on January 23, 2023.) with staff recommendations and additional condition that ALDOT will meet the Perimeter Landscape Requirements within ALDOT highway inspections that take up the 60 ft. highway construction setbacks. Seconded by Councilmember Martin. Motion for final adoption passed by the following voice votes: AYE – Burrell, Martin, Conyers, Robinson, and Boone. NAY - none.

13 February 2023

Council President Robinson read an Ordinance that the City of Fairhope to establish a fund known as the “City of Fairhope Employee Fund.” The purpose of the fund shall be to account for the receipt and expenditure of funds derived from sales from vending machines located in all City buildings and facilities. The fund shall be established with funds presently collected from the sales.

Councilmember Burrell introduced in writing an Ordinance that the City of Fairhope to establish a fund known as the “City of Fairhope Employee Fund.” The purpose of the fund shall be to account for the receipt and expenditure of funds derived from sales from vending machines located in all City buildings and facilities. The fund shall be established with funds presently collected from the sales. (Introduced at City Council Meeting on February 13, 2023.)

Councilmember Boone moved to suspend rules for immediate consideration on Ordinance that the City of Fairhope to establish a fund known as the “City of Fairhope Employee Fund.” The purpose of the fund shall be to account for the receipt and expenditure of funds derived from sales from vending machines located in all City buildings and facilities. The fund shall be established with funds presently collected from the sales. Seconded by Councilmember Conyers. Motion for immediate consideration passed by the following voice votes: AYE – Burrell, Martin, Conyers, Robinson, and Boone. NAY - none.

Councilmember Martin moved for final adoption on Ordinance that The City of Fairhope to establish a fund known as the “City of Fairhope Employee Fund.” The purpose of the fund shall be to account for the receipt and expenditure of funds derived from sales from vending machines located in all City buildings and facilities. The fund shall be established with funds presently collected from the sales. Seconded by Councilmember Conyers. Motion for immediate consideration passed by the following voice votes: AYE – Burrell, Martin, Conyers, Robinson, and Boone. NAY - none.

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution to award (Bid No. 23-009) to McElhenney Construction Company for Founders Park Athletic Track and Additional Parking Project with a total bid proposal not-to-exceed \$2,480,680.04 with condition that track must be certifiable to Alabama High School Athletic Association (AHSAA) standards. Seconded by Councilmember Conyers, motion passed unanimously by voice vote. Council President Robinson asked for Council comments. Councilmember Martin discussed turnkey, and proposed bleachers and PA system in the amount of \$200,000.00 for completion of project. City Attorney Marcus E. McDowell stated project would have to be rebid with proposal. Richard Johnson, Public Works Director recommended getting bids for Grand Stand and PA System, and will bring back to Council.

13 February 2023

RESOLUTION NO. 4682-23

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

[1] That the City of Fairhope did request, receive, and open bids to procure services for (Bid No. 23-009) Founders Park Athletic Track and Additional Parking Project at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

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

Please see attached Bid Tabulation for
Founders Park Athletic Track and Additional Parking Project

[3] After evaluating the bids with the required specifications, McElhenney Construction Company is now awarded (Bid No. 23-009) Founders Park Athletic Track and Additional Parking Project with a total bid proposal not-to-exceed \$2,480,680.04, over budget \$1,280,680.04.

- \$250K from Baldwin County Board of Education
- \$400K from Fairhope Single Tax
- General Fund Reserve to be used to cover shortfall.

ADOPTED ON THIS 13TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

13 February 2023



Bid Tabulation - City of Fairhope
Founders Park Athletic Track and Additional Parking
DATED December 6, 2022

ITEM #	DESCRIPTION	CONSTRUCTION QUANT		MidRange Contractors		Elite Contractors		Alphast Services Inc.		Arrows & Business Consultants	
		UNIT	QTY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
200-A	SEWER AND GROUNDING 3-18" (MAX) DIA)	EA	1	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
200-B	ASPHALT FINISH	BT	100	\$ 12.00	\$ 1,200.00	\$ 1.00	\$ 100.00	\$ 10.00	\$ 1,000.00	\$ 10.00	\$ 1,000.00
200-C	CONCRETE PAD REMOVAL	BT	200	\$ 0.27	\$ 54.00	\$ 0.20	\$ 40.00	\$ 0.20	\$ 40.00	\$ 0.20	\$ 40.00
200-D	2-4" PVC WATERLINE REMOVAL	LF	545	\$ 0.97	\$ 528.15	\$ 1.00	\$ 545.00	\$ 1.00	\$ 545.00	\$ 1.00	\$ 545.00
200-E	18" PVC SANITARY SEWER LINE REMOVAL	LF	300	\$ 7.28	\$ 2,184.00	\$ 10.00	\$ 3,000.00	\$ 10.00	\$ 3,000.00	\$ 10.00	\$ 3,000.00
200-F	20' CHAIN LINK FENCE REMOVAL	LF	1,180.0	\$ 1.66	\$ 1,957.00	\$ 1.50	\$ 1,770.00	\$ 15.00	\$ 17,700.00	\$ 1.50	\$ 1,770.00
200-G	RELIGATE EXISTING LIGHT POLES (SHALL, FOLD REMOVAL,INDCT, NEW FOUNDATION, REINFORCE EXISTING CONCRETE FOUNDATION INCLUDES SIGN, FOOTING, ETC.)	EA	3	\$ 6,000.00	\$ 18,000.00	\$ 6,000.00	\$ 18,000.00	\$ 14,000.00	\$ 42,000.00	\$ 14,000.00	\$ 42,000.00
200-H	REINFORCE EXISTING CONCRETE FOUNDATION INCLUDES SIGN, FOOTING, ETC.)	EA	3	\$ 6,000.00	\$ 18,000.00	\$ 6,000.00	\$ 18,000.00	\$ 14,000.00	\$ 42,000.00	\$ 14,000.00	\$ 42,000.00
210-A	GROUND EXCAVATION, SELECT FILL (A-B-4) STRUCTURAL FILL	CY (777M)	2,790	\$ 24.01	\$ 66,987.90	\$ 20.00	\$ 55,800.00	\$ 15.00	\$ 41,850.00	\$ 25.00	\$ 69,750.00
210-B	GROUND EXCAVATION, SELECT FILL	CY (777M)	4,000	\$ 14.40	\$ 57,600.00	\$ 15.00	\$ 60,000.00	\$ 21.00	\$ 84,000.00	\$ 19.00	\$ 76,000.00
210-C	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-D	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-E	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-F	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-G	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-H	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-I	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-J	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-K	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-L	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-M	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-N	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-O	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-P	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-Q	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-R	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-S	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-T	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-U	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-V	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-W	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-X	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-Y	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00
210-Z	EMBANKMENT EXCAVATION, SLOPE SHAPED AND STABILIZED	CY (777M)	80	\$ 21.75	\$ 1,740.00	\$ 20.00	\$ 1,600.00	\$ 18.00	\$ 1,440.00	\$ 20.00	\$ 1,600.00

13 February 2023



Bid Tabulation - City of Fairhope
 Founders Park Athletic Track and Additional Parking
 DATE: December 6, 2022

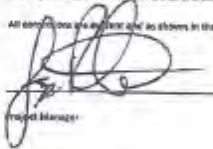
ITEM #	DESCRIPTION	UNIT	QTY	McDermoney Construction		J Hunt Enterprises		Asphalt Services Inc.		Arrows & Blount Construction	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
641-A2	6" PVC C-900 WATERLINE	L	850	\$ 52.00	\$ 44,200.00	\$ 62.07	\$ 52,759.50	\$ 47.00	\$ 39,850.00	\$ 49.00	\$ 41,800.00
641-C	6" FITTINGS FOR WATER	LOS	100	\$ 16.30	\$ 1,630.00	\$ 19.00	\$ 1,900.00	\$ 21.50	\$ 2,150.00	\$ 23.00	\$ 2,300.00
641-D	FIRE HYDRANT ASSEMBLY (INCLUDES TEST VALVE & FIRE HYDRANT)	EA	1	\$ 8,017.35	\$ 8,017.35	\$ 7,706.00	\$ 7,706.00	\$ 6,561.49	\$ 6,561.49	\$ 7,000.00	\$ 7,000.00
641-E	3" DATE VALVE (PVC VALVE BOX)	EA	2	\$ 2,386.00	\$ 4,772.00	\$ 2,000.00	\$ 4,000.00	\$ 1,900.00	\$ 3,800.00	\$ 1,900.00	\$ 3,800.00
641-F	6" DATE VALVES (PVC VALVE BOX)	EA	8	\$ 2,411.36	\$ 19,290.88	\$ 1,000.00	\$ 8,000.00	\$ 4,766.00	\$ 38,128.00	\$ 1,750.00	\$ 14,000.00
641-G	CONCRETE FOR WATER MAINS	CY	8	\$ 456.87	\$ 3,654.96	\$ 160.00	\$ 1,280.00	\$ 504.00	\$ 4,032.00	\$ 450.00	\$ 3,600.00
642-A	12" PVC, SOL. SANITARY SEWER GUINITY MAIN (PVC, REDDISH, HANGHONG, ETC.) (5.0'-36.0' DEEP)	LF	300	\$ 61.74	\$ 18,522.00	\$ 66.46	\$ 19,938.00	\$ 67.50	\$ 20,250.00	\$ 66.00	\$ 19,800.00
642-B	CONCRETE SANITARY SEWER MANHOLE (6'-10' DEEP)	EA	3	\$ 4,800.72	\$ 14,402.16	\$ 6,000.00	\$ 18,000.00	\$ 5,700.00	\$ 17,100.00	\$ 4,900.00	\$ 14,700.00
642-C	CONNECT TO EXISTING MAIN	EA	1	\$ 1,395.47	\$ 1,395.47	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,300.00	\$ 1,300.00
642-D	6" PVC ENCASEMENT PIPE	LF	330	\$ 23.24	\$ 7,669.20	\$ 26.00	\$ 8,580.00	\$ 24.00	\$ 7,920.00	\$ 26.00	\$ 8,580.00
630-B	TOPSOIL FROM STOCK PILES (FITTED)	CY	3,300	\$ 12.00	\$ 39,600.00	\$ 11.00	\$ 36,300.00	\$ 17.38	\$ 57,351.00	\$ 11.50	\$ 37,950.00
635-A1	SOLID SOIL (18"-36" DEEP)	CY	10,000	\$ 6.00	\$ 60,000.00	\$ 6.00	\$ 60,000.00	\$ 6.00	\$ 60,000.00	\$ 6.00	\$ 60,000.00
635-A2	SOLID SOIL (36"-60" DEEP)	CY	10,800	\$ 7.00	\$ 75,600.00	\$ 7.00	\$ 75,600.00	\$ 7.00	\$ 75,600.00	\$ 7.00	\$ 75,600.00
602-A	TEMPORARY FENCING	ACRS	1	\$ 1,113.09	\$ 1,113.09	\$ 7,000.00	\$ 7,000.00	\$ 1,400.00	\$ 1,400.00	\$ 1,500.00	\$ 1,500.00
602-B	TEMPORARY FENCING	ACRS	1	\$ 490.00	\$ 490.00	\$ 7,000.00	\$ 7,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00	\$ 1,100.00
602-C	POSTS	CY	1,000	\$ 2.00	\$ 2,000.00	\$ 2.00	\$ 2,000.00	\$ 2.00	\$ 2,000.00	\$ 2.00	\$ 2,000.00
602-D	RAILS	EA	300	\$ 30.00	\$ 9,000.00	\$ 12.00	\$ 3,600.00	\$ 10.00	\$ 3,000.00	\$ 10.00	\$ 3,000.00
602-E	BRACKETS	EA	100	\$ 10.00	\$ 1,000.00	\$ 8.00	\$ 800.00	\$ 8.00	\$ 800.00	\$ 7.00	\$ 700.00
602-F	POSTS, TYPE "A"	LF	3,000	\$ 4.80	\$ 14,400.00	\$ 5.00	\$ 15,000.00	\$ 6.00	\$ 18,000.00	\$ 6.00	\$ 18,000.00
602-G	TEMPORARY CORNER BRACKET, ALUM. M.C.P.	TON	100	\$ 80.00	\$ 8,000.00	\$ 60.00	\$ 6,000.00	\$ 60.00	\$ 6,000.00	\$ 100.00	\$ 10,000.00
602-H	BLIND & BRUSH BRUSH PROTECTION	EA	30	\$ 727.40	\$ 21,822.00	\$ 1,000.00	\$ 30,000.00	\$ 800.00	\$ 24,000.00	\$ 900.00	\$ 27,000.00
602-I	WARRANTIES	LF	300	\$ 11.20	\$ 3,360.00	\$ 10.00	\$ 3,000.00	\$ 12.00	\$ 3,600.00	\$ 10.00	\$ 3,000.00
602-J	POST CONTROL TREATMENT (NEW SOIL) (AS DIRECTED BY ENGINEER)	ACRS	2	\$ 591.80	\$ 1,183.60	\$ 800.00	\$ 1,600.00	\$ 1,000.00	\$ 2,000.00	\$ 1,500.00	\$ 3,000.00
602-K	BROADCAST PEST-EMERGENT WEEDING TREATMENT (TYPE, RATE, CARRIER RATE, TYPE OF COMB)	ACRS	2	\$ 170.50	\$ 341.00	\$ 1,000.00	\$ 2,000.00	\$ 800.00	\$ 1,600.00	\$ 1,500.00	\$ 3,000.00
602-L	GEOMETRIC CONTROL	LF	1	\$ 14,265.91	\$ 14,265.91	\$ 4,500.00	\$ 4,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
701-A1	SOLID WHITE, CLASS 1, TYPE A TRAFFIC STRIP (2" STRIP)	LF	800	\$ 2.31	\$ 1,848.00	\$ 2.00	\$ 1,600.00	\$ 2.00	\$ 1,600.00	\$ 2.50	\$ 2,000.00
701-A2	SOLID BLUE, CLASS 1, TYPE A TRAFFIC STRIP (2" STRIP)	LF	100	\$ 10.00	\$ 1,000.00	\$ 2.00	\$ 200.00	\$ 1.00	\$ 100.00	\$ 1.00	\$ 100.00
701-A3	TRAFFIC CONTROL MARKINGS, NO SYMBOL, WHITE	LF	30	\$ 10.00	\$ 300.00	\$ 10.00	\$ 300.00	\$ 20.00	\$ 600.00	\$ 7.00	\$ 210.00
701-A4	TRAFFIC CONTROL MARKINGS, STOP BAR, WHITE (24" WIDE)	SP	40	\$ 2.31	\$ 92.40	\$ 1.50	\$ 60.00	\$ 10.00	\$ 400.00	\$ 8.00	\$ 320.00
701-A5	TRAFFIC CONTROL MARKINGS, ARROW, WHITE	SP	20	\$ 2.00	\$ 40.00	\$ 1.00	\$ 20.00	\$ 10.00	\$ 200.00	\$ 8.00	\$ 160.00
800-A	SYNTHETIC TRACK SURFACE (EPG TRACKS (200) OR APPROVED EQUAL (GRAY IN COLOR TO BE APPROVED BY OWNER) TRACK AND HIGH JUMP(S))	SY	5,000	\$ 37.40	\$ 187,000.00	\$ 41.00	\$ 205,000.00	\$ 47.00	\$ 235,000.00	\$ 43.00	\$ 215,000.00
800-B	STOPPING FOR TRACK AND EVENTS (TRACK, 2 (HIGH JUMP, POLE VAULT, HIGH JUMP, SHOT PUT, DISCUS))	EA	1	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 21,000.00	\$ 21,000.00	\$ 24,000.00	\$ 24,000.00
899-C	FABRIC FRAMING (CONCRETE)	EA	41	\$ 55.86	\$ 2,290.26	\$ 55.00	\$ 2,255.00	\$ 70.00	\$ 2,870.00	\$ 110.00	\$ 4,510.00
899-D	PRE-FABRICATED HAMMER/DISCUS THROW FENCE (ENCLOSURE (ESH SPORTS-PONY A FIT COMPETITION) (20" DISCUS CAGE)	EA	1	\$ 11,478.24	\$ 11,478.24	\$ 8,625.00	\$ 8,625.00	\$ 12,500.00	\$ 12,500.00	\$ 23,700.00	\$ 23,700.00
899-E	PERMANENT CONCRETE MONUMENTS	EA	2	\$ 1,465.51	\$ 2,931.02	\$ 1,000.00	\$ 2,000.00	\$ 750.00	\$ 1,500.00	\$ 900.00	\$ 1,800.00
899-F	EXISTING PARKING LOT STRIPING (CLASS 1 TYPE A)	LF	1	\$ 4,063.23	\$ 4,063.23	\$ 3,180.00	\$ 3,180.00	\$ 15,000.00	\$ 15,000.00	\$ 6,500.00	\$ 6,500.00
899-G	VEGETATION (FIELD ONLY) (INCLUDES DEMO, ALL NIP FITTINGS, HEADS, CONTROL, ETC.)	EA	1	\$ 40,446.20	\$ 40,446.20	\$ 37,700.00	\$ 37,700.00	\$ 45,000.00	\$ 45,000.00	\$ 48,000.00	\$ 48,000.00
899-H	UNADJACENT SIGNAL (INCLUDES SIGN, POSTS, CONCRETE, ETC.)	EA	1	\$ 125.00	\$ 125.00	\$ 100.00	\$ 100.00	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00
				\$ 2,447,412.07		\$ 2,530,257.72		\$ 2,851,757.34		\$ 2,945,682.77	
GRAND TOTAL				\$ 2,447,412.07	\$ 2,447,412.07	\$ 2,530,257.72	\$ 2,530,257.72	\$ 2,851,757.34	\$ 2,851,757.34	\$ 2,945,682.77	\$ 2,945,682.77

13 February 2023



Bid Tabulation - City of Fairhope
 Founders Park Athletic Track and Additional Parking
 DATE: December 6, 2022

CONSTRUCTION ITEMS				McRae Construction		J Hunt Construction		Popwell Services Inc.		Andrews & Blakeman Construction	
ITEM #	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
ADDITIONAL ALTERNATE											
006	SYNTHETIC TURF SURFACE (EMERALD PLAZER 5300) OR APPROVED EQUAL (GRAY IN COLOR TO BE APPROVED BY CHAIR) (WHEELER, BOTH LEAD/TRIPLE JUMPS AND POLE VAULT SURFACES)	SF	143	\$ 37.35	\$ 5,341.05	\$ 64.00	\$ 9,152.00	\$ 24.35	\$ 3,481.00	\$ 63.00	\$ 9,009.00
ADDITIONAL ALTERNATE TOTAL				\$	\$ 17,983.05	\$	\$ 9,152.00	\$	\$ 3,481.00	\$	\$ 9,009.00
TOTAL BIDDING + ADDITIONAL ALTERNATE AMOUNT				\$	\$ 2,480,680.84	\$	\$ 2,575,987.72	\$	\$ 7,885,711.14	\$	\$ 7,980,020.75
				\$	\$ 2,443,437.05					\$	\$ 2,978,820.75

I certify that this Bid Tabulation is true and accurate based on unit prices provided by each (individual) bidder.
 All conditions and terms are as shown in the tabulation.

 Project Manager
 Date: 12-7-22

Councilmember Martin introduced in writing, and moved for the adoption of the following resolution, a resolution to award (Bid No. 23-14) to Xtreme Golf Management for Greens Drainage Project for Nine (9) Greens with a total bid proposal not-to-exceed \$103,500.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 4683-23

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

[1] That the City of Fairhope did request, receive, and open bids to procure services for (Bid No. 23-014) Greens Drainage Project for Nine (9) Greens at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

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

Please see attached Bid Tabulation for
 Greens Drainage Project for Nine (9) Greens

[3] After evaluating the bids with the required specifications, Xtreme Golf Management is now awarded (Bid No. 23-14) Greens Drainage Project for Nine (9) Greens with a total bid proposal not-to-exceed \$103,500.00, under budget \$15,300.00.

13 February 2023

ADOPTED ON THIS 13TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

Attest:


Lisa A. Hanks, MMC
City Clerk

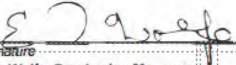
City of Fairhope Bid Tabulation
Bid No. 23-014 Greens Drainage Project at Quail Creek Golf Course
Opened January 26, 2023 at 10:00 A.M.

Vendor	Bid Documents Signed / Notarized (Y/N)	Bid Bond (Y/N)	Vendor Compliance (Y/N)	Lump Sum Bid
XGD Systems, LLC	Y	Y	Y	\$119,700.00
Xtreme Golf Management	Y	Y	Y	\$103,500.00

Recommendation:

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


Signature
Pat White, Director of Parks and Recreation


Signature
Erin Wolfe, Purchasing Manager

13 February 2023

Councilmember Martin introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the procurement of Equipment for Planters Point Publix Lift Station from J.H. Wright & Associates for a total not-to-exceed \$163,786.00 that includes equipment, shipping, and startup only, installation of equipment including piping and valves, by others. This equipment is exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7). Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 4684-23

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 Equipment for Planters Point Publix Lift Station from J.H. Wright & Associates for a total not-to-exceed \$163,786.00 that includes equipment, shipping, and startup only, installation of equipment including piping and valves, by others. This equipment is exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7).

ADOPTED ON THIS 13TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

Councilmember Martin introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council approves the selection of Volkert, Inc. to perform Professional Engineering Services for Utilities Relocation for Baldwin County's County Road 64 Widening Project (RFQ PS23-13); and hereby authorizes Mayor Sherry Sullivan to negotiate the not-to-exceed fee to be approved by Council. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

13 February 2023

RESOLUTION NO. 4685-23

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

[1] That the City Council approves the selection of Volkert, Inc. to perform Professional Engineering Services for Utilities Relocation for Baldwin County's County Road 64 Widening Project (RFQ PS23-13); and hereby authorizes Mayor Sherry Sullivan to negotiate the not-to-exceed fee to be approved by Council.

DULY ADOPTED THIS 13TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council approves the selection of Volkert, Inc. to perform Professional Engineering Services for Utilities Relocation for State of Alabama's US 31 Project (RFQ PS23-014); and hereby authorizes Mayor Sherry Sullivan to negotiate the not-to-exceed fee to be approved by Council. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 4686-23

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

[1] That the City Council approves the selection of Volkert, Inc. to perform Professional Engineering Services for Utilities Relocation for State of Alabama's US 31 Project (RFQ PS23-014); and hereby authorizes Mayor Sherry Sullivan to negotiate the not-to-exceed fee to be approved by Council.

13 February 2023

DULY ADOPTED THIS 13TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the selection of Watermark Design Group for Professional Architectural & Engineering Services for Master Planning for (RFQ PS020-22) Redevelopment & Remodel of the Fairhope K-1 Center for the Design Phase (that includes providing a Campus Master Plan) and the Construction Phase (that includes additional site inspections and/or observations); and hereby authorizes Mayor Sherry Sullivan to execute a contract with a not-to-exceed amount of \$151,900.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote. Council President Robinson asked Council for discussion. Councilmember Burrell asked for clarification on grant. City Treasurer Kim Creech clarified Items No. 13 and Item No. 14. Resolutions No. 13 \$151,900.00 no grant. Item No. 14 \$293,000.00 EDA grant covering 80%. Councilmember Martin asked for clarification on basement within proposal. Richard Johnson, Public Works Director discussed proposal language. Council President Robinson noted basement will be discussed in Item #14.

RESOLUTION NO. 4687-23

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

[1] That the City of Fairhope approves the selection for Professional Architectural & Engineering Services for Master Planning for (RFQ PS020-22) Redevelopment & Remodel of the Fairhope K-1 Center for the Design Phase (that includes providing a Campus Master Plan) and the Construction Phase (that includes additional site inspections and/or observations); and hereby authorizes Mayor Sherry Sullivan to

13 February 2023

execute a contract with Watermark Design Group with a not-to-exceed amount of \$151,900.00.

DULY ADOPTED THIS 13TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC
Assistant City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the selection of Watermark Design Group for Professional Architectural & Engineering Services (RFQ PS020-22) Redevelopment & Remodel of the Fairhope K-1 Center (Grant Project No. COF-2023 EDA001); and hereby authorizes Mayor Sherry Sullivan to execute a contract with a not-to-exceed amount of \$293,000.00 subject to the review and approval of the US Chamber of Commerce's Economic Development Administration (EDA), and must comply with all granted related laws, regulations and requirements. Seconded by Councilmember Boone, motion passed unanimously by voice vote. Council President Robinson asked Council for further discussion. Councilmembers proposed amending proposal language. Councilmember Martin moved to amend motion on language by striking out the proposal does not include work within basement level but can be amended. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 4688-23

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

[1] That the City of Fairhope approves the selection for Professional Architectural & Engineering Services (RFQ PS020-22) Redevelopment & Remodel of the Fairhope K-1 Center for Architectural/Engineering Design and Construction Inspection

13 February 2023

Services as part of the Economic Development Administration Grant Project No. COF-2023 EDA001; and hereby authorizes Mayor Sherry Sullivan to execute a contract with Watermark Design Group with a not-to-exceed amount of \$293,000.00 to be paid for with grant funds.

BE IT FURTHER RESOLVED, that the approval of this contract is subject to the review and approval of the US Chamber of Commerce's Economic Development Administration (EDA), and must comply with all grant related laws, regulations and requirements.

DULY ADOPTED THIS 13TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Martin introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a South Alabama Mutual Assistance Agreement between the City of Fairhope and among the counties, towns, and cities of the South Alabama Mutual Assistance Compact to provide and receive mutual aid as a result of "Disasters." Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 4689-23

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, that Mayor Sherry Sullivan is hereby authorized to execute a South Alabama Mutual Assistance Agreement between the City of Fairhope and among the counties, towns, and cities of the South Alabama Mutual Assistance Compact to provide and receive mutual aid as a result of fire, flood, storm, epidemic, technological failure or accident, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, earthquake, explosion, terrorism, or man-made disaster, or other conditions ("Disasters").

13 February 2023

ADOPTED ON THIS 13TH DAY OF FEBRUARY 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Martin introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope declares a Lenovo ThinkPad T470, Serial PF-11M5T6, City Asset Number T0139 as surplus; and the Mayor and City Treasurer are hereby authorized and directed to dispose of personal property; hereby amends the 2023 annual appropriation to the Fairhope Airport Authority to include a transfer of said personal property at fair market value; and transfers said personal property for fair market value to the Airport Authority and shows that the annual appropriation has been increased by the same amount. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 4690-23

WHEREAS, the City of Fairhope, Alabama, has certain items of personal property which are no longer needed for public or municipal purposes; and

WHEREAS, Section 11-43-56 of the Code of Alabama of 1975 authorizes the municipal governing body to dispose of unneeded personal property;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FAIRHOPE, ALABAMA, AS FOLLOWS:

SECTION 1. That the following personal property owned by the City of Fairhope, Alabama, is not needed for public or municipal purposes, and hereby declared surplus:

- Lenovo ThinkPad T470, Serial PF-11M5T6, City Asset Number T0139

13 February 2023

SECTION 2. That the Governing body of the City of Fairhope hereby amends the 2023 annual appropriation to the Fairhope Airport Authority to include a transfer of said personal property at fair market value to the Airport Authority.

SECTION 3. That Mayor Sherry Sullivan and City Treasurer Kim Creech are hereby authorized and directed to transfer said personal property for fair market value to the Airport Authority and show that the annual appropriation has been increased by the same amount.

ADOPTED AND APPROVED THIS 13TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution That the City Council authorizes and approves adding a temporary part-time overlap position of Station Control Tech/Digital Forensic (Pay Grade 9/HR) for current employee (Donald D.J. White) and allows him to work with and train the new Station Control Tech/Digital Forensic employee that will benefit the City as well as the new hire. The temporary overlap position will expire in six months after the date of City Council's approval with a cost for the additional temporary overlap position not-to-exceed \$1,500.00. Seconded by Councilmember Martin, motion passed unanimously by voice vote. Council President asked for any further discussion. Councilmember Martin commented he hated to lose DJ.

City Council reviewed an application for Liquor License by Jenna Laine Rachal, The Venue Fairhope LLC d/b/a The Venue Fairhope located at 105 South Section Street, Fairhope, AL 36532. Councilmember Burrell moved to approve the issuance of the license. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

13 February 2023

RESOLUTION NO. 4691-23

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council authorizes and approves adding a temporary part-time overlap position of Station Control Tech/Digital Forensic (Pay Grade 9/HR) for current employee (Donald D.J. White) and to allow him to work with and train the new Station Control Tech/Digital Forensic employee. This will be beneficial to the City as well as the new hire. The temporary overlap position will expire in six months after the date of City Council’s approval. The cost for the additional temporary overlap position should not exceed \$1,500.00.

ADOPTED THIS 13TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

Councilmember Martin moved to grant the request of Thomas Hospital Foundation approval to serve beer on City property contingent on Bottles Up Bar Service getting One Time Event License from ABC and the City of Fairhope for the Thomas Hospital Foundation “Cornhole for a Cause Tournament” on March 25, 2023. Seconded by Councilmember Conyers, motion passed unanimously by voice vote. Shannon Preston, Executive Director, Infirmary Foundations was present on request. Council President Robinson thanked Ms. Preston.

Council President Robinson opened Public Participation. There were no public participation.

At the request of the City Attorney, Marcus E. McDowell, the City Council will rise from the meeting to go into Executive Session based on Alabama Code Section 36-25A-7(a)(3) and to discuss the purchase, sale, and acquisition of real property pursuant to Alabama Code Section 36-25A-7(a)(6). The approximate time to be in Executive Session is sixty (60) minutes. Councilmember Boone moved to go

13 February 2023

into Executive Session. Seconded by Councilmember Burrell, motion passed unanimously by voice vote.

Exited the dais at 7:27 p.m. Returned at 8:50 p.m.

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

There being no further business to come before the City Council, the meeting was duly adjourned at 8:51 p.m.

Jay Robinson, Council President

Jenny Opal Wilson, CMC
City Clerk

RESOLUTION NO. _____

AUTHORIZING THE SUBMISSION OF A GOMESA GRANT TO THE ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT FOR ADDITIONAL LITTER ABATEMENT IN THE CITY OF FAIRHOPE

WHEREAS, the Alabama Department of Environment Management (“ADEM”) is accepting grant applications funded through the Gulf of Mexico Energy Security Act of 2006 (“GOMESA”); and

WHEREAS, the City of Fairhope has identified a need for additional litter abatement within the City of Fairhope; and

WHEREAS, the grant if awarded would pay 100% of the cost for installing 12 litter interceptors at key high-traffic and potential high litter areas; and pay 100% of the cost of third party maintenance, servicing, litter collection, inventorying by constituent and reporting back to ADEM.

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that City Council authorizes submission of an application to ADEM requesting a grant funded through GOMESA for additional litter abatement; and authorizes the Mayor Sherry Sullivan to sign all necessary grant documents on behalf of the City.

DULY ADOPTED THIS 27TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

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

[1] That on December 21, 2022 the City of Fairhope did award Fire and Safety Commodities, Inc. (Bid No. 23-008) for an Annual Contract for Fire Extinguisher Inspection Services.

[2] That the City of Fairhope hereby terminates the contract titled Annual Contract for Fire Extinguisher Inspection Services (Bid No. 23-008) between the City of Fairhope and Fire and Safety Commodities, Inc. for Termination for Convenience clause found in Standard Terms and Conditions Item #6.b., Clause 57; and authorizes Mayor Sullivan to sign the necessary paperwork.

Adopted on this 27th day of February, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk



MEMO

To: Aislinn Stone, Senior Accountant
Kimberly Creech, City Treasurer

From: _____
Erin Wolfe, Purchasing Manager

Date: February 20, 2023

Re: **Requesting Approval by City Council to Terminate the Contract with Fire and Safety Commodities for Bid No. 23-008 Fire Extinguisher Inspection Services**

The Director of Public Works, Richard Johnson, and the Fire Maintenance Supervisor, John Saraceno, are requesting termination of the annual contract for fire extinguisher inspection services.

Per Terms and Conditions of the contract dated January 12, 2023 between the City of Fairhope, Alabama and Fire and Safety Commodities, specifically contract clause, Item 6.b., Termination for Convenience and City of Fairhope Standard Terms and Conditions, Clause 57. Termination for Convenience:

Item 6.b. Termination for Convenience: The OWNER has the absolute right to terminate the Agreement upon "Award of Contract" another CONTRACTOR, to perform the work referenced herein. In such event, payment of the monthly contract fee shall cease on the date of cancellation of the CONTRACT by the OWNER.

Clause 57. Termination for Convenience: Any Contract/Agreement/Purchase Order may be terminated for convenience by the City of Fairhope, in whole or on part, by written notification to the awarded vendor.

Due to incorrect estimated inventory in the bid specifications and an unbalanced bid that was awarded based on those numbers, the contract will need to be rebid with accurate inventory numbers.

Please place before City Council this request to terminate the remainder of the one year with two one-year renewal options contract titled Bid No. 23-008 Fire Extinguisher Inspection Services, dated January 12, 2023, with an effective termination date of March 28, 2023.

Enclosure

Cc: Richard Johnson, Chris Ellis, John Saraceno, Clint Steadham

Sherry Sullivan
Mayor

Council Members:
Kevin G. Boone
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin
Jay Robinson

Lisa A. Hanks, MMC
City Clerk


Kimberly Creech
City Treasurer

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

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



Memorandum

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

To: Erin Wolfe, Purchasing Manager

CC: Fire Maintenance; Treasurer; Legal; File

Date: February 20, 2023

Subject: Vendor Assessment: Fire and Safety Commodities – Spanish Fort, AL

Let this memorandum serve as a record of the Fire Facility Maintenance Division, Public Works Department's experience and interaction with the following vendor:

Fire & Safety Commodities
Spanish Fort, AL Office
8270 Spanish Fort Blvd
Spanish Fort, AL 36527
Phone: (251) 520-3473

Background: This vendor was awarded Bid No. 23-008 (Annual Contract for Fire Extinguisher Inspection Services) on December 21, 2022. Due to a change in budgeting and allocation of funding, this program was formally placed out for competitive bid. One early unknown issue was the inaccuracy of estimated quantities. The number of 5# ABC Extinguishers to be serviced was greatly underreported in the bid documents. Four (4) were estimated when the actual number was twenty-fold – around 80. From the vendor's bid response:

- | | | |
|----------------------------------|---------|----------------------------------|
| • 2.5# ABC Extinguisher Recharge | \$5.00 | Equates to \$2.50/Pound |
| • 5.0# ABC Extinguisher Recharge | \$75.00 | Equates to \$15.00 /Pound |
| • 10# ABC Extinguisher Recharge | \$30.00 | Equates to \$3.00/Pound |
| • 20# ABC Extinguisher Recharge | \$20.00 | Equates to \$1.00/Pound |

This at face value, is the very definition of an "Unbalanced Bid" - *unbalancing of the bid on an estimated quantities contract with an unreliable estimate, creates a reasonable doubt that the apparent low bid will actually result in the lowest cost to the Government*". Due to the unreliable estimate on the number of 5# extinguishers this vendor was not the lowest cost option. There were other variances within the quantities pricing that indicated a planned manipulation to achieve the maximum cost to the City while portraying the "Lowest Bidder" for the vendor. Adding insult to injury, their bid price for a brand new 5# ABC Fire Extinguisher was \$35.00,

\$40.00 less than the cost to recharge/service an old 5# extinguisher. An honest vendor would of have suggested the lower cost option to the client. In their case, they charged ahead with the recharge/service at the much higher cost to the City.

On Wednesday, February 15, 2023, I met with representatives with Fire & Safety Commodities (Derek Johnson and Justin Sturm – Sales and Service), members of City Purchasing and Fire Maintenance to discuss the unbalanced bid. The representatives of the vendor were unapologetic and unashamed of the obvious tactics they used to manipulate the bid process in their favor. Their key reasoning was other vendors do it. They stated they knew the estimated quantities were incorreced and worked it to their advantage. I offered them an opportunity to readjust their unbalanced quantities based on work already performed. They adjusted the erroneous 5# Extinguisher Recharge to \$50.00 – that equates to \$10.00/Pound – still remaining three-fold higher than any other equivalent rate quoted.

I have submitted a request to City Council to terminate the contract for convenience at the next available meeting. The City will pay for the services already performed at the adjusted rate for #5 Extinguisher Recharge. This equates to as much as the City normally spends on an annual basis for Fire Extinguisher Inspection Services with only 2/3rds of the needed work performed. I cannot justify the City continuing business with this vendor. We will rebid the remaining work once this contract is terminated.

I recommend the City no longer accept bids, quotes or proposals from this vendor for the following reasons:

1. The obvious and purposeful submission of a designed "unbalanced bid"
2. The admission that that knew in advance that the City estimate was unreliable and submitted no RFI for addendum in advance of bid opening
3. Failed to point out or allow the City to choose in advance the lower cost option of new 5# Extinguishers vs. the much higher cost of recharge/servicing of existing
4. The failure to adjust the quantities price of the #5 ABC Recharge to a reasonable cost – they adjusted to \$50.00/each – bidders 2,3 & 4 were \$20.00, \$17.00 & \$32.00 respectively

Please place on permanent file with this vendor.

Thanks,

RDJ

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Sherry Sullivan is hereby authorized to execute a contract with TischlerBise, Inc. to perform Professional Financial Consulting Services to Study Update of Impact Fees (RFQ No. PS23-10); with a not-to-exceed amount of \$72,160.00.

DULY ADOPTED THIS 27TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 2/17/2022

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: RFQ PS23-010 Professional Financial Consulting Services to Study Update of Impact Fees

Project Location: Building Dept

Presented to City Council: 2/27/2022

Funding Request Sponsor: Erik Cortinas, Building Department Director

Resolution # :
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 72,160.00 (Not-to-Exceed)

Vendor: TischlerBise, Inc

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

FEB 20 '23 4:48 PM *ESW*

Department Funding This Project

General Gas Electric Water Wastewater Sanitation Cap Project Impact Gas Tax 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 Meter-19 IT-16
Fleet-46 Golf-50 Golf Grounds-55 Museum-27 NonDeptFac-75 Debt Service-85 Marina-34 Plan/Zone-12 Adult Rec-30

Project will be:

Expensed XXX
Capitalized _____
Inventoried _____

Funding Source:

Operating Expenses _____
Budgeted Capital _____
Unfunded XXX

Expense Code: 001130 50290
G/L Acct Name: Professional Services

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

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

Over (Under) budget amount: \$ 72,160.00

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

Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? _____

Senior Accountant

City Treasurer

Mayor

Purchasing Memo Date: 2/15/2023

Purchasing Memo Date: 2/15/2023

Delivered To Date: 2/17/2023

Request Approved Date: 2/17/2023

Request Approved Date: 2/17/2023

Approved Date: 2/17/2023

Signatures: *Aislinn Stone*
Aislinn Stone

Signatures: *Kim Creech*
Kim Creech

Signatures: *Sherry Sullivan*
Mayor Sherry Sullivan



MEMO

To: Lisa Hanks, City Clerk
Kim Creech, Treasurer

From: Erin Wolfe, Purchasing Manager

Date: February 15, 2023

Re: RFQ PS23-010 Professional Financial Consulting Services to Study Update of Impact Fees

Sherry Sullivan
Mayor

Council Members:
Kevin G. Boone
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

Erik Cortinas, the Building Official/Floodplain Administrator, is requesting the hiring of a professional consultant for RFQ PS23-010 Professional Consulting Services to Study Update of Impact Fees.

Per the City's "Procedure for Procuring Professional Services for Projects Under \$100K", under the section for "Variants to the Procedure", the Mayor exercised Option 1 and chose TischlerBise, Inc. to perform the professional service.

The work to be performed is as follows:

1. Project Initiation/Data Acquisition
2. Prepare Land Use Assumptions and Development Projections
3. Determine Capital Facility Needs and Service Levels
4. Evaluate Different Allocation Methodologies
5. Determine Need for "Credits" to be Applied Against Capital Costs
6. Conduct Funding and Cash Flow Analysis
7. Prepare Impact Fee Report, Public Presentations

Krebs Engineering has submitted a proposal for Seventy-Two Thousand One Hundred Sixty Dollars (\$72,160.00) for these services.

Please place on the next available City Council Agenda this request for City Council to Approve the selection by the Mayor for RFQ PS23-010 Professional Consulting Services to Study Update of Impact Fees and authorize the Mayor to execute a contract with a not-to-exceed amount of Seventy-Two Thousand One Hundred Sixty Dollars (\$72,160.00).

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

251-928-2136 (p)

Cc: file, Erik Cortinas, Clint Steadham



TischlerBise

FISCAL | ECONOMIC | PLANNING

**Proposal for Impact Fee
Study Update**

City of Fairhope, AL

January 30, 2023



Table of Contents

Letter of Interest	1
Project Approach	3
Relevant Experience	5
Project Personnel	13
Work Scope	18
Schedule and Costs	22



Section 1: Letter of Interest

January 31, 2023

Erik Cortinas, CBO, CFM, LEED AP, Building Official
City of Fairhope
161 North Section Street
Fairhope, AL 36532

RE: Proposal for Impact Fee Study Update

Dear Erik,

TischlerBise is pleased to submit the enclosed proposal to update the City's Impact Fee Study. We feel that TischlerBise is ideally suited to undertake this project based on our extensive national and Baldwin County impact fee experience. There are several points we would like to note that make our qualifications unique:

1. **Depth of Experience.** TischlerBise is the nation's leading impact fee and infrastructure financing consulting firm. Our qualified professionals bring an unparalleled depth of experience to this assignment. **We have managed over 1,000 impact fee studies across the country – more than any other firm.** We are innovators in the field, pioneering approaches for credits, impact fees by size of housing unit, and distance-related/tiered impact fees. More importantly, a TischlerBise impact fee methodology has never been challenged in a court of law.
2. **Technical Knowledge of Land Use Planning and Local Government Finance.** The City requires consulting expertise in the areas of land use planning and growth management in the State of Alabama, as well as in local government finance. **Many communities overlook the fact that impact fees are a land use regulation.** The TischlerBise team will apply years of impact fee experience within the context of overall City financial needs, land use, and economic development policies. This will lead to a work product that is both defensible and that promotes equity.
3. **Baldwin County Experience.** TischlerBise has conducted numerous impact fee studies in Baldwin County, including Gulf Shores, Orange Beach, Daphne, Fairhope, Foley, as well as Baldwin County.
4. **Responsiveness.** As a small firm, we have the flexibility and responsiveness to meet all deadlines of the City's project.

Sincerely,



L. Carson Bise II, AICP, President
4701 Sangamore Road, Suite S240
Bethesda, MD 20816
Phone: 800-424-4318 Ext. 12
E-mail: carson@tischlerbise.com



Section 2: Project Understanding and Approach

Project Understanding

It's been a number of years since TischlerBise prepared the City's impact fee study, and much has happened during this time frame, including fallout from the Great Recession and changing trends in the retail sector of the economy. There have also been significant national demographics changes, shifting market preferences for walkable urbanism, and the importance of place making.

Project Approach

Impact fees are fairly simple in concept, but complex in delivery. Generally, the jurisdiction imposing the fee must: (1) identify the purpose of the fee, (2) identify the use to which the fee is to be put, (3) show a reasonable relationship between the fee's use and the type of development project, (4) show a reasonable relationship between the facility to be constructed and the type of development, and (5) account for and spend the fees collected only for the purpose(s) used in calculating the fee.

Reduced to its simplest terms, the process of calculating impact fees involves the following two steps:

1. Determine the cost of development-related improvements, and
2. Allocate those costs equitably to various types of development.

There is, however, a fair degree of latitude granted in constructing the actual fees, as long as the outcome is "proportionate and equitable." Fee construction is both an art and a science, and it is in this convergence that TischlerBise excels in delivering products to clients.

Any one of several legitimate methods may be used to calculate impact fees for the City. Each method has advantages and disadvantages given a particular situation, and to some extent they are interchangeable because they all allocate facility costs in proportion to the needs created by development.

In practice, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for capital facilities. The following paragraphs discuss the three basic methods for calculating impact fees and how those methods can be applied.

Plan-Based Fee Calculation - The plan-based method allocates costs for a specified set of future improvements to a specified amount of development. The improvements are identified by a CIP. In this method, the total cost of relevant facilities is divided by total demand to calculate a cost per unit of demand. The plan-based method is often the most advantageous approach for facilities that require engineering studies, such as roads and utilities.

Cost Recovery Fee Calculation - The rationale for the cost recovery approach is that new development is paying for its share of the useful life and remaining capacity of facilities from which new growth will benefit. To calculate an impact fee using the cost recovery approach, facility cost is divided by the ultimate number of demand units the facility will serve. An oversized arterial roadway is an example.

Incremental Fee Calculation - The incremental expansion method documents the current level-of-service (LOS) for each type of public facility in both quantitative and qualitative measures, based on an



existing service standard such as square feet per capita or park acres per capita. The LOS standards are determined in a manner similar to the current replacement cost approach used by property insurance companies. However, in contrast to insurance practices, clients do not use the funds for renewal and/or replacement of existing facilities. Rather, the jurisdiction uses the impact fee revenue to expand or provide additional facilities as needed to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments with LOS standards based on current conditions in the community.

Evaluation of Alternatives. Designing the optimum impact fee approach and methodology is what sets TischlerBise apart from our competitors. Unlike most consultants, we routinely consider each of the three methodologies for each component within a fee category. The selection of the particular methodology for each component of the impact fee category will be dependent on which is most beneficial for Fairhope. In a number of cases, we will prepare the impact fee using several methodologies and will discuss the various trade-offs with the City. There are likely to be policy and revenue tradeoffs. We recognize that "one size does *not* fit all" and create the optimum format that best achieves our clients' goals.



Section 3: Relevant Experience

TischlerBise, Inc., was founded in 1977 as Tischler, Montasser & Associates. The firm became Tischler & Associates, Inc., in 1980 and TischlerBise, Inc., in 2005. The firm is a Subchapter (S) corporation, is incorporated in Washington, D.C., and maintains offices in Bethesda, Maryland and Bradenton, Florida. The firm's legal address is:

Principal Office

L. Carson Bise, AICP, President
4701 Sangamore Rd, Suite 240
Bethesda, MD 20816
301.320.6900 x12 (w) | 301.320.4860 (f)
carson@tischlerbise.com

Idaho Office

Colin McAweeney
999 W. Main Suite 100
Boise, ID 83702

TischlerBise is a fiscal, economic, and planning consulting firm specializing in fiscal/economic impact analysis, impact fees, market feasibility, infrastructure financing studies and related revenue strategies. Our firm has been providing consulting services to public agencies



for over thirty years. In this time, we have prepared over **800 fiscal/economic impact evaluations and over 900 impact fee/infrastructure financing studies** – more than any other firm. Through our detailed approach, proven methodology, and comprehensive product, we have established TischlerBise as the leading national expert on revenue enhancement and cost of growth strategies. The graphic depicts our vast fiscal/economic impact experience with clients nationwide.

Alabama Experience

An important factor to consider related to this work effort is our relevant experience working in Baldwin County, which makes us intimately familiar with local government revenue structures as well as the planning



and growth management issues facing the City of Fairhope. The following table summarizes TischlerBise's vast impact fee experience in Baldwin County.

STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Solid Waste	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
AL	Baldwin County		◆							◆				◆
AL	Daphne		◆					◆	◆	◆				
AL	Fairhope		◆					◆	◆	◆		◆		
AL	Foley		◆					◆	◆	◆				
AL	Gulf Shores		◆					◆	◆	◆				
AL	Madison							◆		◆				◆
AL	Orange Beach		◆					◆	◆	◆		◆		
AL	Pike Road		◆					◆	◆	◆				

National Experience

TischlerBise is the national leader in impact fee calculations, having prepared over 900 impact fee evaluations nationwide. Our widespread national experience has enabled us to stay ahead of the latest approaches and impact fee trends. TischlerBise staff members are frequently called upon to speak on impact fees for various national groups and organizations including the American Planning Association, the National Association of Homebuilders, the National Impact Fee Roundtable, the Urban Land Institute and the Government Finance Officers Association. While every community is unique, this national experience provides invaluable perspective for our clients. The table below illustrates our vast national impact fee experience over the past ten years.

STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Solid Waste	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
AR	Bentonville			◆	◆			◆	◆	◆		◆		
AR	Siloam Springs		◆	◆	◆			◆	◆	◆				
AZ	Apache County	◆												
AZ	Apache Junction		◆					◆	◆	◆		◆	◆	
AZ	Avondale		◆	◆	◆			◆	◆	◆		◆	◆	
AZ	Buckeye		◆	◆	◆			◆	◆	◆		◆	◆	
AZ	Bullhead City		◆					◆		◆			◆	
AZ	Camp Verde	◆						◆		◆		◆	◆	
AZ	Carefree	◆	◆		◆						◆		◆	
AZ	Casa Grande		◆	◆				◆	◆	◆		◆	◆	



STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Solid Waste	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
AZ	Cave Creek		◆	◆	◆					◆	◆		◆	
AZ	Cochise County	◆												
AZ	Coolidge		◆	◆			◆	◆	◆	◆			◆	
AZ	Dewey-Humboldt		◆					◆	◆	◆		◆	◆	
AZ	El Mirage			◆	◆			◆	◆	◆			◆	
AZ	Eloy			◆	◆			◆		◆		◆	◆	
AZ	Flagstaff	◆	◆					◆	◆	◆		◆	◆	
AZ	Gilbert		◆		◆			◆	◆			◆		
AZ	Glendale			◆	◆	◆		◆	◆	◆		◆	◆	
AZ	Goodyear		◆	◆	◆			◆	◆	◆		◆		
AZ	Holbrook			◆	◆		◆							
AZ	Lake Havasu City		◆											
AZ	Maricopa	◆	◆					◆	◆	◆	◆	◆	◆	
AZ	Navajo County	◆	◆						◆					
AZ	Northwest Fire District								◆					
AZ	Peoria	◆	◆					◆	◆	◆	◆	◆	◆	
AZ	Phoenix		◆				◆	◆	◆	◆	◆	◆		
AZ	Pinal County	◆	◆					◆		◆				
AZ	Pinetop-Lakeside		◆					◆		◆	◆		◆	
AZ	Prescott	◆												
AZ	Queen Creek		◆	◆	◆			◆	◆		◆	◆	◆	
AZ	Safford			◆	◆									
AZ	San Luis		◆	◆	◆	◆		◆	◆	◆				
AZ	Scottsdale			◆	◆									
AZ	Sedona		◆			◆		◆		◆			◆	
AZ	Show Low	◆	◆	◆	◆			◆		◆		◆		
AZ	Sierra Vista		◆					◆	◆	◆	◆	◆		
AZ	Somerton		◆	◆	◆	◆		◆	◆	◆				
AZ	Springerville	◆		◆	◆									
AZ	Surprise		◆	◆	◆			◆	◆	◆		◆	◆	
AZ	Taylor	◆	◆					◆	◆	◆			◆	
AZ	Tolleson	◆	◆	◆	◆	◆		◆	◆				◆	
AZ	Tucson		◆											
AZ	Wellton		◆	◆	◆	◆		◆	◆	◆				
AZ	Yuma		◆	◆	◆	◆		◆	◆	◆	◆		◆	
CA	Avenal		◆	◆		◆	◆	◆	◆	◆		◆		
CA	Banning		◆					◆	◆	◆			◆	
CA	Butte County		◆					◆	◆			◆	◆	



STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Solid Waste	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
CA	Chino Hills		◆	◆		◆				◆				
CA	Clovis			◆										
CA	Corcoran			◆	◆			◆		◆			◆	
CA	El Centro							◆	◆	◆		◆	◆	
CA	Grass Valley		◆	◆	◆	◆		◆	◆	◆			◆	
CA	Half Moon Bay		◆	◆				◆		◆	◆			
CA	Hemet		◆			◆		◆	◆	◆	◆	◆	◆	
CA	Imperial County	◆												
CA	Maywood	◆												
CA	National City							◆	◆	◆		◆		
CA	Rancho Cucamonga									◆				
CA	Suisun City		◆							◆			◆	
CA	Temecula		◆	◆	◆			◆		◆	◆	◆	◆	
CA	Tulare		◆	◆	◆	◆		◆	◆	◆	◆	◆	◆	
CA	Visalia									◆		◆	◆	
CO	Arapahoe County		◆											
CO	Boulder		◆					◆	◆	◆	◆	◆		
CO	Castle Rock		◆			◆		◆	◆	◆	◆		◆	
CO	Colorado Springs		◆											
CO	Eaton			◆	◆			◆		◆	◆		◆	
CO	Erie		◆					◆		◆	◆		◆	
CO	Evans		◆											
CO	Garfield County		◆											
CO	Greeley		◆	◆					◆	◆				
CO	Johnstown		◆					◆	◆	◆	◆	◆	◆	
CO	Longmont		◆						◆				◆	
CO	Louisville	◆	◆					◆		◆	◆	◆	◆	
CO	Montezuma County		◆											
CO	Pitkin County		◆											
CO	Pueblo		◆											
CO	Steamboat Springs							◆	◆	◆	◆		◆	
CO	Thornton		◆			◆		◆	◆	◆			◆	
CO	Vail		◆											
DE	Appoquinimink Schools													◆
DE	New Castle County			◆				◆	◆	◆		◆	◆	
DE	State of Delaware		◆					◆	◆					◆
FL	Coral Gables		◆	◆				◆	◆	◆			◆	
FL	Deerfield Beach							◆	◆					



STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Solid Waste	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
FL	DeSoto County	◆	◆						◆	◆		◆	◆	
FL	DeSoto County Schools													◆
FL	Key Biscayne	◆												
FL	Lake Wales			◆	◆			◆	◆	◆		◆		
FL	Manatee County		◆					◆	◆	◆			◆	
FL	Manatee County Schools													◆
FL	Miami	◆						◆	◆	◆	◆		◆	◆
FL	Naples	◆												
FL	North Miami	◆		◆	◆			◆	◆	◆	◆	◆	◆	
FL	Parkland							◆		◆				
FL	Pasco County School Board													◆
FL	Plant City											◆		
FL	Polk County							◆		◆				
FL	Port St. Lucie									◆			◆	
FL	Punta Gorda		◆					◆	◆	◆		◆	◆	
FL	Seminole County Schools													◆
FL	Stuart		◆					◆	◆	◆			◆	
FL	Sunny Isles Beach							◆		◆			◆	
FL	West Miami			◆				◆		◆			◆	
GA	Atlanta		◆					◆	◆	◆		◆	◆	
GA	Calhoun	◆												
GA	Douglas County	◆	◆					◆	◆	◆		◆		
GA	Douglasville	◆	◆					◆		◆				
GA	Effingham County		◆	◆	◆			◆		◆		◆		
GA	Gordon County	◆							◆	◆		◆		
GA	Henry County		◆											
GA	Roswell		◆						◆	◆				
IA	West Des Moines									◆				
ID	Caldwell	◆												
ID	Canyon County	◆												
ID	Hailey		◆	◆	◆			◆	◆	◆	◆	◆	◆	
ID	Hayden		◆					◆		◆				
ID	Kellogg			◆				◆		◆				
ID	Kootenai County Fire & Rescue								◆					
ID	Nampa	◆	◆	◆	◆			◆	◆	◆	◆			
ID	Post Falls	◆	◆					◆		◆				
ID	Sandpoint		◆						◆	◆	◆			



STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Solid Waste	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
ID	Shoshone Fire District								◆					
ID	Victor		◆					◆	◆	◆				
IL	Evanston	◆	◆		◆					◆		◆		
LA	Covington			◆	◆									
MD	Anne Arundel		◆											◆
MD	Brunswick							◆		◆			◆	
MD	Calvert County		◆					◆	◆					◆
MD	Caroline County													◆
MD	Carroll County					◆			◆	◆		◆	◆	◆
MD	Cecil County		◆					◆	◆				◆	
MD	Charles County		◆							◆				◆
MD	Dorchester County	◆						◆						◆
MD	Easton	◆	◆					◆	◆	◆			◆	
MD	Frederick		◆											
MD	Frederick County		◆					◆	◆	◆		◆	◆	◆
MD	Hagerstown		◆					◆		◆			◆	
MD	Hampstead				◆			◆		◆				
MD	Harford County	◆												
MD	Ocean City	◆												
MD	Queen Anne's County	◆						◆	◆	◆	◆	◆	◆	◆
MD	Salisbury	◆	◆	◆	◆			◆	◆	◆	◆		◆	
MD	Snow Hill	◆						◆	◆	◆			◆	
MD	Talbot	◆	◆							◆		◆	◆	◆
MD	Washington County							◆						◆
MD	Westminster		◆		◆					◆			◆	◆
MD	Wicomico		◆											◆
MD	Worcester					◆				◆		◆	◆	◆
MN	Woodbury			◆	◆	◆								
MO	Nixa			◆	◆			◆		◆			◆	
MO	Nixa Fire Protection District								◆					
MS	Madison							◆	◆	◆	◆			
MT	Belgrade	◆	◆	◆	◆				◆	◆				
MT	Big Sky			◆										
MT	Bozeman		◆	◆	◆				◆					
MT	Corvallis School District													◆
MT	Flathead County		◆						◆					
MT	Florence School District													◆
MT	Gallatin County	◆	◆						◆					



STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Solid Waste	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
MT	Gallatin County Fire Districts								◆					
MT	Great Falls	◆												
MT	Madison	◆												
MT	Manhattan			◆	◆									
MT	Missoula							◆	◆	◆	◆		◆	
MT	Missoula County							◆	◆	◆				
MT	Polson			◆	◆					◆				
MT	Ravalli	◆												
NC	Cabarrus County													◆
NC	Camden County													◆
NC	Catawba County													◆
NC	Chatham County													◆
NC	Creedmoor			◆	◆									
NC	Currituck County													◆
NC	Durham													◆
NC	Greenville		◆						◆	◆				
NC	Jacksonville	◆		◆	◆									
NC	Nags Head							◆		◆			◆	
NC	Orange County									◆	◆			◆
NC	Pasquotank													◆
ND	Minot											◆	◆	
NE	Lincoln		◆	◆	◆					◆				
NM	Albuquerque		◆					◆	◆	◆				
NM	Las Cruces			◆	◆									
NV	North Las Vegas	◆							◆					
NV	Nye County		◆			◆		◆	◆	◆				
NV	Washoe County		◆											
OH	Delaware							◆	◆	◆			◆	
OH	Lebanon		◆							◆				
OH	Pickerington	◆	◆					◆		◆			◆	
OH	Sunbury							◆					◆	
OK	Edmond			◆	◆									
RI	East Greenwich								◆	◆	◆		◆	◆
RI	Middletown			◆				◆	◆	◆			◆	◆
SC	Aiken		◆				◆	◆	◆	◆				
SC	Anderson County		◆											
SC	Georgetown County		◆					◆				◆		
SC	Horry County	◆						◆	◆	◆	◆	◆		



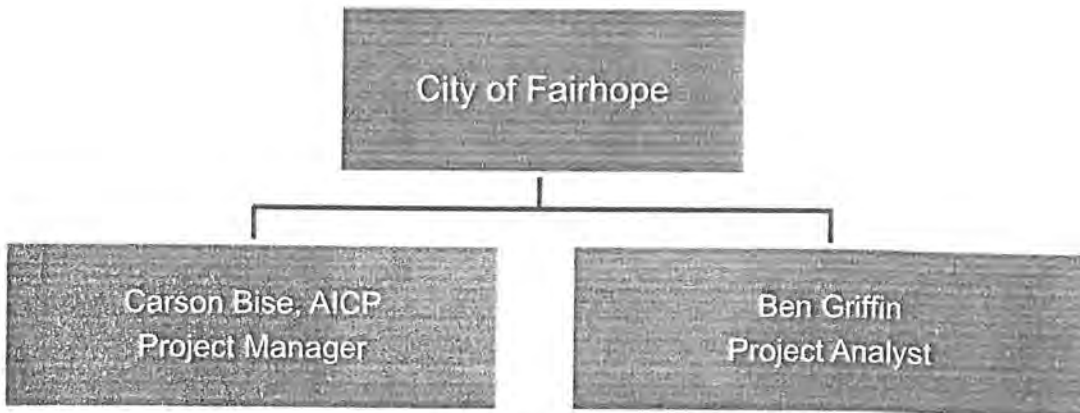
STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Solid Waste	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government	Schools
SC	Richland County		◆											
SC	Summerville								◆	◆			◆	
UT	American Fork	◆	◆	◆						◆				
UT	Brigham City	◆												
UT	Clearfield	◆		◆	◆	◆				◆				
UT	Clinton City		◆	◆	◆	◆			◆	◆	◆			
UT	Draper		◆		◆	◆			◆	◆	◆			
UT	Farmington		◆	◆	◆	◆		◆	◆	◆	◆			
UT	Hyde Park		◆	◆	◆					◆				
UT	Kaysville		◆	◆						◆				
UT	Logan	◆	◆	◆	◆	◆		◆		◆	◆			
UT	Mapleton			◆	◆	◆			◆	◆	◆			
UT	North Logan	◆	◆	◆	◆					◆	◆			
UT	Pleasant Grove	◆	◆	◆	◆			◆	◆	◆				
UT	Salt Lake County					◆				◆				
UT	Sandy City		◆			◆		◆	◆		◆			
UT	South Valley Sewer District	◆		◆										
UT	Spanish Fork	◆		◆	◆	◆				◆				
UT	Springville									◆				
UT	Wellsville		◆	◆	◆				◆	◆				
UT	West Jordan		◆	◆	◆	◆		◆	◆	◆				
UT	Woods Cross	◆		◆	◆					◆				
VA	Chesterfield County		◆						◆	◆		◆		◆
VA	Goochland County		◆											◆
VA	Henrico County		◆							◆		◆		◆
VA	Isle of Wight County								◆	◆				◆
VA	Prince George County							◆	◆	◆		◆	◆	◆
VA	Prince William County		◆											
VA	Spotsylvania County		◆											
VA	Stafford County		◆											
VA	Suffolk			◆	◆									
VA	Sussex County	◆												
WI	Eau Claire		◆	◆	◆	◆				◆				
WV	Jefferson County							◆	◆	◆			◆	◆
WY	Casper	◆	◆						◆	◆				
WY	Pinedale	◆		◆	◆				◆	◆	◆		◆	
WY	Teton County		◆											



Section 4: Project Personnel

Project Team Overview

Our proposed Project Team of Carson Bise, AICP and Ben Griffin., has unsurpassed experience performing projects requiring the same expertise as that needed to serve the City of Fairhope. Our Project Team brings over 50 years of impact fee calculation, infrastructure finance, demographic and market analysis, and implementation experience to the City's assignment. In summary, each of our Project Team are considered national thought leaders in the areas of impact fees, exactions, infrastructure finance, impact fee program administration, and implementation. The organizational chart below shows our project team for this assignment.



Carson Bise, AICP, President of TischlerBise, will serve as Project Manager and coordinate our project team's interaction with the City to ensure that all work is completed properly, on time, and within budget. He will work closely with TischlerBise and City staff, developing and reviewing all aspects of the project and providing overall quality assurance for the project. He will also have a major role in all aspects of the project.

Benjamin Griffin, Senior Fiscal / Economic Analyst at TischlerBise, will assist with this assignment. Mr. Griffin, in conjunction with Mr. Bise, will ensure constant collaboration and communication between Park and Planning Commission staff and our team through frequent progress memorandums, conference calls, and in-person meetings. Mr. Griffin has prepared impact fees, market analyses, and revenue strategies for local governments in 13 states.

Project Team Resumes

L. Carson Bise, II, AICP, President

Mr. Bise has 25 years of fiscal, economic and planning experience, and has **conducted fiscal and infrastructure finance evaluations in over 35 states**. Mr. Bise is a leading national figure in the calculation of impact fees, having completed over 200 impact fees for the following categories: parks and recreation, open space, police, fire, schools, water, sewer, roads, municipal power, and general government



facilities. In his seven years as a planner at the local government level he coordinated Capital Improvement Plans, conducted market analyses and business development strategies, and developed comprehensive plans. Mr. Bise has also written and lectured extensively on fiscal impact analysis and infrastructure financing. His most recent publications are *Next Generation Transportation Impact Fees* and *Fiscal Impact Analysis: Methodologies for Planners* published by the American Planning Association, a chapter on fiscal impact analysis in the book *Planning and Urban Design Standards* also published by the American Planning Association, and the ICMA IQ Report, *Fiscal Impact Analysis: How Today's Decisions Affect Tomorrow's Budgets*. Mr. Bise was also the principal author of the fiscal impact analysis component for the Atlanta Regional Commission's Smart Growth Toolkit and is featured in the recently released AICP CD-ROM Training Package entitled *The Economics of Density*. Mr. Bise is currently on the Board of Directors of the Growth and Infrastructure Finance Consortium and recently **Chaired the American Planning Association's Paying for Growth Task Force. He was also recently named an Affiliate of the National Center for Smart Growth Research & Education.**

SELECTED IMPACT FEE AND INFRASTRUCTURE FUNDING STRATEGY EXPERIENCE

- City of Daphne, Alabama – *Impact Fee Study*
- City of Foley, Alabama – *Impact Fee Study*
- City of Gulf Shores, Alabama – *Impact Fee Study*
- City of Orange Beach, Alabama – *Impact Fee Study*
- City of Apache Junction, Arizona – *Impact Fee Study*
- Town of Camp Verde, Arizona – *Impact Fee Study*
- City of Eloy, Arizona – *Impact Fee Study*
- City of Siloam Springs, Arkansas – *Impact Fee Study*
- City of Avenal, California – *Impact Fee Study*
- City of Banning, California – *Impact Fee Study*
- City of National City, California – *Impact Fee Study*
- City of Temecula, California – *Impact Fee Study*
- City of Tulare, California – *Impact Fee Study*
- City of Boulder, Colorado – *Impact Fee/Excise Tax Study*
- Town of Castle Rock, Colorado – *Impact Fee Study*
- City of Evans, Colorado – *Impact Fee Study*
- City of Greeley, Colorado – *Impact Fee Study*
- City of Longmont, Colorado – *Impact Fee Study*
- City of Louisville, Colorado – *Impact Fee Study*
- City of Steamboat Springs, Colorado – *Impact Fee Study*
- City of Thornton, Colorado – *Impact Fee Study*
- Town of Vail, Colorado – *Impact Fee Study*
- DeSoto County, Florida – *Impact Fee Study*
- Manatee County, Florida – *Impact Fee Study*
- City of North Miami, Florida – *Impact Fee Study*
- Pasco County, Florida – *School Impact Fee Study*
- Polk County, Florida – *Impact Fee Study*
- City of Punta Gorda, Florida – *Impact Fee Study*



- Seminole County, Florida – *School Impact Fee and Infrastructure Financing Study*
- Anne Arundel County, Maryland – *Revenue Strategies*
- Calvert County, Maryland – *Impact Fee Study*
- Caroline County, Maryland – *Schools Excise Tax Study*
- Carroll County, Maryland – *Impact Fee Study*
- Charles County, Maryland – *Impact Fee Study*
- Dorchester County, Maryland – *Impact Fee Study*
- Town of Easton, Maryland – *Impact Fee Study*
- City of Hagerstown, Maryland – *Impact Fee Study*
- Town of Hampstead, Maryland – *Impact Fee Study*
- City of Salisbury, Maryland – *Impact Fee Study*
- Talbot County, Maryland – *Impact Fee Study*
- Washington County, Maryland – *Impact Fee Study*
- Wicomico County, Maryland – *Impact Fee Study*
- Worcester County, Maryland – *Impact Fee Study*
- Broadwater County, Montana – *Impact Fee Feasibility Study*
- Flathead County, Montana – *Impact Fee Feasibility Study and Impact Fee Study*
- Florence-Carlton School District, Montana – *Impact Fee Study*
- Gallatin Canyon/Big Sky, Montana – *Capital Improvement and Funding Plan*
- City of Great Falls, Montana – *Impact Fee Feasibility Study*
- City of Laurel, Montana – *Impact Fee Feasibility Study*
- City of Missoula/Missoula County, Montana – *Impact Fee Study and Capital Facility Plan*
- City of North Las Vegas, Nevada – *Impact Fee Study*
- Nye County/Town of Pahrump, Nevada – *Impact Fee Study*
- City of Las Cruces, New Mexico – *Water and Sewer Impact Fee Study*
- Cabarrus County, North Carolina – *Voluntary Mitigation Payment Studies (Two School Districts)*
- City of Greenville, North Carolina – *Impact Fee Study*
- Abbeville County, South Carolina – *Infrastructure Funding Strategy*
- Beaufort County, South Carolina – *Infrastructure Funding Strategy*
- Clinton City, Utah – *Impact Fee Study*
- Draper City, Utah – *Impact Fee Study*
- Farmington City, Utah – *Impact Fee Study*
- Logan City, Utah – *Impact Fee Study*
- Mapleton City, Utah – *Impact Fee Study*
- City of Spanish Fork, Utah – *Impact Fee Study*
- City of West Jordan, Utah – *Impact Fee Study*
- Goochland County, Virginia – *Cash Proffer Study*
- Henrico County, Virginia – *Impact Fee Study; Cash Proffer Study*
- Prince George County, Virginia – *Cash Proffer Study*
- Prince William County, Virginia – *Impact Fee Study*
- Spotsylvania County, Virginia – *Impact Fee Study*
- Stafford County, Virginia – *Impact Fee Study*
- Sussex County, Virginia – *Cash Proffer Study*



EDUCATION

M.B.A., Economics, Shenandoah University

B.S., Geography/Urban Planning, East Tennessee State University

B.S., Political Science/Urban Studies, East Tennessee State University

PUBLICATIONS

- "Next Generation Transportation Impact Fees," American Planning Association, Planners Advisory Service.
- "Fiscal Impact Analysis: Methodologies for Planners," American Planning Association.
- "Planning and Urban Design Standards," American Planning Association, Contributing Author on Fiscal Impact Analysis.
- "Fiscal Impact Analysis: How Today's Decisions Affect Tomorrow's Budgets," ICMA Press.
- "The Cost/Contribution of Residential Development," Mid-Atlantic Builder.
- "Are Subsidies Worth It?" Economic Development News & Views.
- "Smart Growth and Fiscal Realities," ICMA Getting Smart! Newsletter.
- "The Economics of Density," AICP Training Series, 2005, Training CD-ROM (American Planning Association).

Benjamin Griffin, Senior Fiscal / Economic Analyst

Mr. Griffin is a Senior Fiscal / Economic Analyst at TischlerBise with specialties in finance and economic development planning. Prior to joining TischlerBise, Mr. Griffin worked on real estate and economic development projects for the New Orleans Business Alliance. During this time, he conducted field surveys to determine the economic health of key retail corridors, researched real estate development projects, and analyzed economic development initiatives. Prior to his real estate and economic development experience, Mr. Griffin worked with the New Orleans Redevelopment Authority, where he gained experience in performance-based funding sources, title clearance, and GIS. This position provided practical experience with issues concerning the redevelopment process, title clearance of properties received and acquired through various means, and analysis of property data for redevelopment projects. Mr. Griffin also possesses professional experience with the Jefferson Parish Planning Department, where he worked in the Current Planning Division.

SELECTED IMPACT FEE AND INFRASTRUCTURE FUNDING STRATEGY EXPERIENCE

- City of Buckeye, AZ - *Development Impact Fee Study*
- Pinal County, AZ - *Development Impact Fee Study*
- City of Sierra Vista, AZ - *Development Impact Fee Study*
- City of Yuma, AZ - *Development Impact Fee Study*
- Town of Mammoth Lakes, CA - *Development Fee Study*
- City of Suisun City, CA - *Development Fee Study*
- Town of Evans, CO - *Impact Fee Study*
- City of Fort Collins, CO - *Transportation Fee Study*
- City of Thornton, CO - *Impact Fee Study*
- Town of Mead, CO - *Impact Fee Study*



- Manatee County, FL - *Impact Fee Study*
- Manatee County, FL - *School Impact Fee Study*
- City of Covington, LA – *Capacity Charge Study*
- Town of Middletown, RI - *Impact Fee Study*
- City of Corpus Christi, TX – *Wastewater User Rate Affordability Study*
- Jefferson County, WV – *School Impact Fee Study*

EDUCATION

Master of Urban and Regional Planning, Economic Development, University of New Orleans

Bachelor of Business Administration, Finance, University of Mississippi



Section 5: Work Scope

TASK 1: PROJECT INITIATION / DATA ACQUISITION

During this task, we will meet with City staff to establish lines of communication, review and discuss project goals and expectations related to the project, review (and revise if necessary) the project schedule, request data and documentation related to new proposed development, and discuss City staff's role in the project. The objectives of this initial discussion are outlined below:

- Obtain and review current demographics and other land use information for the City of Fairhope
- Review and refine work plan and schedule
- Discuss current and previous work efforts related to this topic
- Assess additional information needs and required staff support
- Identify and collect data and documents relevant to the analysis
- Identify any major relevant policy issues
- Discuss outreach strategy and schedule

Meetings:

One (1) on-site visit to meet with City project management team/City staff as appropriate.

Deliverables:

1) Revisions to project schedule, if necessary. 2) Data request memorandum.

TASK 2: PREPARE LAND USE ASSUMPTIONS AND DEVELOPMENT PROJECTIONS

The purpose of this task is to review and understand the current demographics of the City as they relate to growth and development and determine the likely development future for the City in terms on new population, housing units, employment, and nonresidential building area over the next 10-20 years. Information from the City will serve as the basis for preparing projections of residential and nonresidential development for consideration by staff and the stakeholder group. TischlerBise will prepare a plan that includes projections of changes in land uses, densities, intensities, and population for a specific service area.

Meetings:

Discussions with the Planning and Zoning Department will be held as part of Task 1, as well as conference calls as needed.

Deliverables:

TischlerBise will prepare a draft technical memorandum discussing the recommended land use factors and projections. After review and sign-off by the City, a final memorandum will be issued, which will become part of the final Impact Fee Study.



TASK 3: DETERMINE CAPITAL FACILITY NEEDS AND SERVICE LEVELS

This Task as well as Tasks 4-6 may vary somewhat depending on the methodology applied to a particular impact fee category. The impact fee study for each facility type would be presented in separate chapters in the impact fee report.

Identify Facilities/Costs Eligible for Impact Fee Funding. As an essential part of the nexus analysis, TischlerBise will evaluate the impact of development on the need for additional facilities, by type, and identify costs eligible for impact fee funding. Elements of the analysis include:

- Review facility plans, fixed asset inventories, and other documents establishing the relationship between development and facility needs by type.
- Identify planned facilities, vehicles, equipment, and other capital components eligible for impact fee funding.
- Prepare forecast of relevant capital facility needs.
- Adjust costs as needed to reflect other funding sources.

As part of calculating the fee, Fairhope may include the construction contract price; the cost of acquiring land, improvements, materials, and fixtures; the cost for planning, surveying, and engineering fees for services provided for and directly related to the construction system improvement; and debt service charges, if the City of Fairhope might use impact fees as a revenue stream to pay the principal and interest on bonds, notes or other obligations issued to finance the cost of system improvements. All of these components will be considered in developing an equitable allocation of costs.

Identify Appropriate Level of Service (LOS) Standards. We will review needs analyses and LOS for each facility type. Activities related to this Task include:

- Apply defined service standards to data on future development to identify the impacts of development on facility and other capital needs. This will include discussions with staff of the existing versus adopted LOS, as appropriate.
- Ascertain and evaluate the actual demand factors (measures of impact) that generate the need for each type of facility to be addressed in the study.
- Identify actual existing service levels for each facility type. This is typically expressed in the number of demand units served.
- Define service standards to be used in the impact fee analysis.
- Determine appropriate geographic service areas for each fee category.

Meetings:

Two (2) meetings with City staff to discuss capital facility needs and levels-of-service.

Deliverables:

Memoranda as appropriate. Results integrated into Draft/Final Impact Fee report (See Task 7).

TASK 4: EVALUATE DIFFERENT ALLOCATION METHODOLOGIES

The purpose of this Task is to determine the methodology most appropriate for each impact fee category. As noted previously, the three basic methodologies that can be applied in the calculation of impact fees are



the plan-based, incremental expansion, and cost-recovery approaches. Selection of the particular methodology for each component of the impact fee category will depend on which is most beneficial for Fairhope. In a number of cases, we will prepare the impact fees for a particular infrastructure category using several methodologies and will discuss the trade-offs with Fairhope. This allows the utilization of a combination of methodologies within one fee category. For instance, a plan-based approach may be appropriate for a new building while an incremental approach may be appropriate for support vehicles and equipment. By testing all possible methodologies, Fairhope is assured that the maximum supportable impact fee will be developed. Policy discussions will then be held at the staff level regarding the trade-offs associated with each allocation method prior to proceeding to the next Task as well as trade-offs regarding implementation as impact fees.

Meetings:

One (1) meeting with City staff to discuss issues related to allocation methodologies

Deliverables:

Memoranda as appropriate. See Task 7.

TASK 5: DETERMINE NEED FOR "CREDITS" TO BE APPLIED AGAINST CAPITAL COSTS

A consideration of "credits" is integral to the development of a legally valid impact fee methodology. There is considerable confusion among those who are not immersed in impact fee law about the definition of a credit and why it may be required.

There are two types of "credits" that are included in the calculation of impact fees, each with specific, distinct characteristics. The first is a credit due to possible double payment situations. This could occur when a property owner will make future contributions toward the capital costs of a public facility covered by an impact fee. The second is a credit toward the payment of an impact fee for the required dedication of public sites and improvements provided by the developer and for which the impact fee is imposed. Both types of credits will be considered and addressed in the impact fee study.

Deliverables:

Memoranda as appropriate. See Task 7.

TASK 6: CONDUCT FUNDING AND CASH FLOW ANALYSIS

In order to prepare a meaningful capital funding strategy, it is important to not only understand the gross revenues, but also the capital facility costs and any deficits. In this case some consideration should be given to anticipated funding sources. This calculation will allow Fairhope to better understand the various revenue sources possible and the amount that would be needed if the impact fees were discounted.

The initial cash flow analysis will indicate whether additional funds might be needed or if the funding strategy might need to be changed to have new growth pay its fair share of new capital facilities. This could also affect the total credits calculated in the previous Task. Therefore, it is likely that a number of iterations will be conducted in order to refine the cash flow analysis reflecting the capital improvement needs.



Deliverables:

See Task 7.

TASK 7: PREPARE IMPACT FEE REPORT, PUBLIC PRESENTATIONS

TischlerBise will prepare a draft report for City's review. The report will summarize the need for all relevant categories of impact fees in Fairhope and the relevant methodologies employed in the calculation. It will also document all assumptions and cost factors. The report will include at a minimum the following information:

- Executive summary
- A detailed description of the methodologies used during the study
- A detailed description of all LOS standards and cost factors used and accompanying rationale
- A detailed schedule of all proposed fees listed by land use type and activity
- Other information which adequately explains and justifies the resulting recommended fee schedule
- Cash flow analysis
- Implementation and administration procedures

Following the City's review of the draft report, we will make mutually agreed upon changes to the impact fee report and issues a final version.

Meetings:

One (1) meeting/ presentation to present results with the City Council.

Deliverables:

Draft and final reports and presentation materials for meetings.



Section 6: Schedule and Costs

Project Schedule

The following figure provides our anticipated schedule for the Impact Fee Study, as well as number of meetings and deliverables.

PROPOSED SCHEDULE- IMPACT FEE STUDY			
Tasks	Anticipated Dates	Meetings*	Meetings/Deliverables
Task 1: Project Initiation	Month 1	1*	Data Request Memorandum and Revised Project Schedule, if necessary.
Task 2: Prepare Land Use Assumptions and Development Projections	Months 1 and 2	1*	Technical Memorandum on Land Use Assumptions/Development Projections
Task 3: Determine Capital Facility Needs and Service Levels	Months 2 through 4	2*	Memoranda as Appropriate
Task 4: Evaluate Different Allocation Methodologies	Month 4	1	Memoranda as Appropriate
Task 5: Determine Need for "Credits" to be Applied Against Capital Costs	Month 4	0	Memoranda as Appropriate
Task 6: Conduct Funding and Cash Flow Analysis	Month 4	0	See Task 7
Task 7: Prepare Development Impact Fee Report, Presentations	Months 4 and 5	1*	Draft and Final Development Impact Fee Report

*In several cases it is assumed meetings are held with multiple departments over one (1) trip.



Project Costs

We are submitting the following table that provides pricing for a wholesale update of projects, costs, and assumptions included in the Impact Fee Study.

PROPOSED FEE - FULL IMPACT FEE STUDY UPDATE				
Project Team Member:	Bise	Griffin	Total	
Hourly Rate*	\$250	\$205	Hours	Cost
Task: Project Initiation	8	8	16	\$3,640
Task: Prepare Land Use Assumptions and Development Projections	16	48	64	\$13,840
Task Calculate Parks and Recreation Impact Fee	8	40	48	\$10,200
Task Calculate Transportation Impact Fee	16	60	76	\$16,300
Task Calculate Fire Impact Fee	8	36	44	\$9,380
Task Calculate Police Impact Fee	8	16	24	\$5,280
Task: Public Hearing	16	4	20	\$4,820
<i>Expenses:</i>				\$8,700
Total Cost:			292	\$72,160

* Hourly rates are inclusive of all costs.

We are submitting the following table that provides pricing for a partial update to the City's Impact Fee Study. A partial update to the development fees means updating to reflect current land use assumptions and cost assumptions.

PROPOSED FEE - PARTIAL IMPACT FEE STUDY UPDATE				
Project Team Member:	Bise	Griffin	Total	
Hourly Rate*	\$200	\$185	Hours	Cost
Task: Project Initiation	8	8	16	\$3,080
Task: Prepare Land Use Assumptions and Development Projections	16	48	64	\$12,080
Task Calculate Parks and Recreation Impact Fee	8	24	32	\$6,040
Task Calculate Transportation Impact Fee	8	32	40	\$7,520
Task Calculate Fire Impact Fee	4	16	20	\$3,760
Task Calculate Police Impact Fee	4	8	12	\$2,280
Task: Public Hearing	16	4	20	\$3,940
<i>Expenses:</i>				\$8,700
Total Cost:			204	\$47,400

* Hourly rates are inclusive of all costs.

TischlerBise

FISCAL | ECONOMIC | PLANNING

Principal Office

4701 Sangamore Road, Suite S240 |

Bethesda, MD 20816

301.320.6900 x12 (w) | 301.320.4860 (f) |

carson@tischlerbise.com

Florida Office:

606 3rd Avenue West #304 | Bradenton,

FL 34205

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 selection for (RFQ PS23-015) to hire a Professional Engineer for Fairhope Municipal Pool Investigative Phase; and hereby authorizes Mayor Sherry Sullivan to execute a contract with Watermark Design with a cost of \$37,500.00.

DULY ADOPTED THIS 27TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President


Attest:

Lisa A. Hanks, MMC
City Clerk



MEMO

To: Lisa Hanks, City Clerk
Kim Creech, Treasurer

From: 
Erin Wolfe, Purchasing Manager

Date: February 20, 2023

Re: RFQ PS23-015 Fairhope Municipal Pool – Investigative Phase

The Director of Public Works, Richard Johnson, is requesting the hiring of a professional engineer for RFQ PS23-015 Fairhope Municipal Pool – Investigative Phase.

Per the City's "Procedure for Procuring Professional Services for Projects Under \$100K", under the section for "Variants to the Procedure", the Mayor exercised Option 1 and chose Watermark Design to perform the professional service.

The work to be performed is to professional engineering associated with the project, which will include facilitating a solution for the current facility's potential structural degradation, while attempting to resolve the overlying moisture and humidity problems. The project will be broken down into three phases: Investigative Phase, Design Documentation Phase, and Construction.

Watermark Design has submitted a proposal for the Investigative Phase for Thirty-Seven Thousand Five Hundred Dollars (\$37,500.00) for these services.

Please place on the next available City Council Agenda this request for City Council to Approve the selection by the Mayor for RFQ PS23-015 Professional Engineering Services for Fairhope Municipal Pool - Investigative Phase and authorize the Mayor to execute a contract with a not-to-exceed amount of Thirty-Seven Thousand Five Hundred Dollars (\$37,500.00).

Cc: file, Richard Johnson, Mayor Sherry Sullivan

Sherry Sullivan
Mayor

Council Members:
Kevin G. Boone
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

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

251-928-2136 (p)



December 9, 2022

Mayor Sherry Sullivan
City of Fairhope
161 North Section St.
Fairhope, AL 36532

Cc: Richard Johnson, PE

**RE: Proposal for Professional Services
Fairhope Municipal Pool – Investigative Phase
WDG Proposal #22-5010-52**

Dear Mayor Sullivan,

Pursuant to your request, Watermark Design Group, LLC (Watermark) in association with its sister company Thompson Engineering (Thompson), and preferred Mechanical/Electrical consultants, Dell Consulting, Inc., are pleased to submit this proposal for professional services to the City of Fairhope. The following scope of work is proposed for the Investigative Phase of the Fairhope Municipal Pool located at 803 N. Greeno Road, Fairhope, AL 36532.

Project Understanding

Our team's understanding of the project is to facilitate a solution for the current facility's potential structural degradation, while attempting to resolve the overlying moisture and humidity problems. In order to do so, we propose to breakdown the project into three phases: Investigative Phase, Design Documentation Phase, and Construction Administration Phase. This proposal will outline the Investigative Phase scope of services and fees.

Scope of Services

Our team proposes to perform an investigation of the in-place structural and mechanical field installations and conditions. The structural assessment will observe integrity of the existing members and provide a diagrammatic layout of the members that should remain or be repaired/replaced. The mechanical (and associated electrical) assessment will identify the causes of the humidity and provide potential solutions for the problematic areas.

- Record existing conditions through field data collection and selective deconstruction to develop an "as-built" set of documents.
- Structural investigation of the existing exposed members (mainframe, girts, purlins, tie-rods) with rust to determine the viability of each member to meet current International Building Code requirements.
- Mechanical investigation of the existing system to determine the appropriate action(s) needed to remedy the problematic areas.
- Submit a cumulative report of the findings, with recommendations for repairs and a rough order of magnitude (ROM) costs.

Exclusions

(Though not included within this proposal, these items can be provided as additional services if needed.)

- Phase 1 will not include Construction Documentation or Construction Administration. These are being proposed in Phases 2 and 3 respectively.
- Any Plans Review Fees required by the AHJ are not included within the Fee below. However, these could be billed at cost plus 10% per conditions of the contract.

Compensation

Watermark proposes to provide these services for a fixed fee as follows:

Description	Fee Type	Total
Architectural & Building Envelope Investigation	Lump Sum	\$10,000.00
Structural Investigation	Lump Sum	\$12,500.00
Mechanical Investigation (with Associated Electrical)	Lump Sum	\$15,000.00
Grand Total	Lump Sum	\$37,500.00

This fee includes all labor, expenses, equipment, and temporary patch materials, needed to complete the assessment, and provide a report of conditions to the client report labor and a report review with the client.

In addition to these initial services, Watermark recommends performing waterproofing condition assessments (spray tests) during and post construction. The scope and calendar period of these tests can be tailored to focus on any areas of concern or as a more comprehensive condition assessment. This service is not included within the scope or fees outlined above and would be additional services.

Progress payments will be as follows:

- 20% with executed contract.
- 80% upon submittal of the report with recommendations.

We are prepared to commit resources within 3 days of execution of the attached Limited Services Contract. If you should have any questions or concerns, please let me know, I'm more than happy to discuss them.

For the Firm,



Nicholas W. Gray
Watermark Design Group, LLC
Architect Project Manager

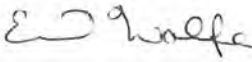


John A. McArthur, III, "Sandy"
Watermark Design Group, LLC
Architect / President



MEMO

To: **Lisa Hanks, City Clerk**
Kim Creech, Treasurer

From: 
Erin Wolfe, Purchasing Manager

Date: **February 20, 2023**

Re: **RFQ PS23-015 Fairhope Municipal Pool**


The Director of Public Works, Richard Johnson, is requesting the hiring of a professional engineer for **RFQ PS23-015 Fairhope Municipal Pool**.

Per our Procedure for Procuring Professional Services, Richard Johnson and I are providing firms for the Mayor to select from for the work.

The work to be performed is to professional engineering associated with the project, which will include facilitating a solution for the current facility's potential structural degradation, while attempting to resolve the overlying moisture and humidity problems. The project will be broken down into three phases: Investigative Phase, Design Documentation Phase, and Construction.

Please move this procurement of professional services forward to the Mayor for the selection of a professional service provider.

The short list is:

-  Watermark Design
- _____ Goodwyn, Mills, Cawood, Inc.
- _____ Kimley-Horn
- _____ None. Submit another list

Cc: file, Richard Johnson, Mayor Sherry Sullivan

Sherry Sullivan
Mayor

Council Members:
Kevin G. Boone
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

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

251-928-2136 (p)

RESOLUTION NO. _____

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

[1] That the City of Fairhope did request, receive, and open bids to procure services for (Bid No. 23-015) Irrigation Pump System Control Panel Replacement for Quail Creek Golf Course at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

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

Please see attached Bid Tabulation for
Irrigation Pump System Control Panel Replacement for Quail Creek Golf Course

[3] After evaluating the bid with the required specifications, Jerry Pate Company is now awarded (Bid No. 23-015) Irrigation Pump System Control Panel for Quail Creek Golf Course with a total bid proposal not-to-exceed \$30,096.50.

ADOPTED ON THIS 27TH DAY OF FEBRUARY, 2023

Jay Robinson
Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 2/17/2022

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Award Bid No. 23-015 Irrigation Pump System Control Panel Replacement

Project Location: Quail Creek Golf Course

Presented to City Council: 2/27/2022

Resolution # :
Approved _____

Funding Request Sponsor: Pat White, Recreation Director
Tomm Johnson, Golf Grounds

Changed _____

Rejected _____

Project Cash Requirement Requested:
Cost: \$ 30,096.50

FEB 20 '23 48137 *JSW*

Vendor: Jerry Pate Company

Project Engineer: n/a

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

Department Funding This Project

General Gas Electric Water Wastewater Sanitation Cap Project Impact Gas Tax 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 Meter-19 IT-16
Fleet-46 Golf-50 **Golf Grounds-55** Museum-27 NonDeptFac-75 Debt Service-85 Marina-34 Plan/Zone-12 Adult Rec-30

Project will be:

Expensed _____
Capitalized XXX
Inventoried _____

Funding Source:

Operating Expenses _____
Budgeted Capital _____
Unfunded XXX

Expense Code: 001550-50475
G/L Acct Name: Capital Improvements

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

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

Over (Under) budget amount: \$ 30,096.50

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

Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? _____

Senior Accountant

City Treasurer

Mayor

Purchasing Memo Date: 2/6/2023

Purchasing Memo Date: 2/6/2023

Delivered To Date: 2/17/2023

Request Approved Date: 2/17/2023

Request Approved Date: 2/17/2023

Approved Date: 2/17/2023

Signatures: *Aislinn Stone*
Aislinn Stone

Kim Creech
Kim Creech

Sherry Sullivan
Mayor Sherry Sullivan



MEMO

To: Aislinn Stone, Senior Accountant
Kimberly Creech, City Treasurer

From: _____
Erin Wolfe, Purchasing Manager

Sherry Sullivan
Mayor

Council Members:

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

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
City Treasurer

Date: February 6, 2023

Re: **Requesting Green Sheet and Approval by City Council to award Bid No. 23-015 Irrigation Pump System Control Panel Replacement for Quail Creek Golf Course**

The Director of Parks and Recreation, Pat White, and the Golf Course Superintendent, Tomm Johnson, have requested to procure and install an upgrade to the existing irrigation pump system control panel for Quail Creek Municipal Golf Course located at 19841 Quail Creek Drive, Fairhope, AL 36532.

Bid No. 23-015 Irrigation Pump System Control Panel Replacement for Quail Creek Golf Course was issued on January 15, 2023, posted to the City website, and viewed by 143 of 376 vendors who select to receive e-notifications. One (1) responsive bid was received at the bid opening on January 31, 2023 at 10:00 a.m.

The Director of Parks and Recreation recommends the award be made to the only bidder, Jerry Pate Company. The bid response was a lump sum cost of Thirty Thousand Ninety-Six Dollars and Fifty Cents (\$30,096.50).

Please prepare a Green Sheet and place on the next City Council Agenda this request to award Bid No. 23-015 Irrigation Pump System Control Panel Replacement for Quail Creek Golf Course for \$30,096.50.

Enclosure

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

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

Cc: Pat White, Tomm Johnson, Clint Steadham

City of Fairhope Bid Tabulation
 Bid No. 23-015 QC Golf Course Pump System
 Opened January 31, 2023 at 10:00 A.M.

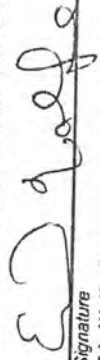
Vendor	Bid Documents Signed / Notarized (Y/N)	Vendor Compliance (Y/N)	Total Bid Price
Jerry Pale Company	Y	Y	\$10,000.00

Recommendation:

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



Signature
 Pat White, Director of Parks and Recreation



Signature
 Erin Wolfe, Purchasing Manager

**ITEM III
BID RESPONSE FORM**

Date: 1/19/2023

Bid No: 23-015 Irrigation Pump System Control Panel Replacement for Quail Creek Golf Course

Bids Due: Tuesday, January 31, 2023 at 10:00 A.M.

Item Number	Description	Cost
MCI101922QCPACE	MCI PACE Retrofit Kit	\$ 17,536.50
MCI CELL CONNECT	Cell Connect for Single Pump Station Connection to Irrigation Central	\$ 3,780.00
MCI OPTIONAL WARRANTY	Optional Six (6) Year Warranty On All Components As furnished Under the Retrofit Kit	\$ 2,880.00
Installation Supplies	Installation Supplies as needed to complete project	\$ 350.00
Installation Labor	Installation Labor as needed to complete project	\$ 5,550.00
TOTAL BID PRICE		\$ 30,096.50

Bid will include all labor, materials, equipment, shipping and postage, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within this CONTRACT and scope of work.

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

ADDENDUM NO.	DATE ISSUED	ADDENDUM NO.	DATE ISSUED
_____	_____	_____	_____
_____	_____	_____	_____

Each bid must give the full business address of the CONTRACTOR and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president," "secretary," "agent," or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the City of Fairhope, Baldwin County, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

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

Umarando J. Puello

Witness our hands and seals this 19 day of January, 2023.

If Individual or Partnership

(Name of Individual or Partnership) _____ (Name of Partner Print) _____

(Name of Representative Authorized to sign Bids and CONTRACTs for the firm Print) _____ (Name of Partner Print) _____

Address _____

Phone Number () _____ Fax Number () _____

E-mail address _____ Alabama Contractor's License No. _____

Foreign Entity ID (if outside of Alabama) _____

If Corporation or LLC

Company Jerry Pate Turf - Irrigation, Inc.

State of Incorporation FL

Company Representative Scott Pate
(Representative Authorized to sign Bids and CONTRACTs for the firm Print)

Company Representative Mandy Bills
(Representative Authorized to sign Bids and CONTRACTs for the firm Signature)

Address 301 Schubert Drive
Pensacola, FL 32504

Phone Number (850 479-4653) _____ Fax Number () _____

E-mail address IRRIGATIONSERVICES@JERRYPAPE.COM AL Contractor's License No. _____

Foreign Vendor Id _____

BID PROPOSAL NOTARIZATION:

STATE OF Florida)

COUNTY OF Escambia)

I, the undersigned authority in and for said State and County, hereby certify that Amanda Bills as CFD respectively, of Jerry Pate Turf & Irrigation Inc., whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this 19th day of January, 2023.

NOTARY PUBLIC Austin Malone

MY COMMISSION EXPIRES 6/16/2026



AUSTIN MALONE
Notary Public
State of Florida
Comm# HH277654
Expires 6/16/2026

ITEM IV
CONTRACTOR INFORMATION

This Section must be printed, completed, and turned in with your bid response to

Bid No. 23-015
Irrigation Pump System Control Panel Replacement for Quail Creek Golf Course

Business Organization

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

Jerry Pate Turf Irrigation, Inc.
Doing-Business-As Name of CONTRACTOR: _____

301 Schubert Drive
Principal Office Address: _____
Pensacola, FL 32504

LOCAL Telephone Number: 850-479-4653 Toll-Free _____

LOCAL Fax Number: _____

Email address: _____

Website: jerry pate.com

Form of Business Entity [check one (X)]

Corporation

Partnership

Individual

Joint Venture

Other (describe): _____

Corporation Statement

If a corporation, answer the following:

Date of incorporation: 10/3/1997

Location of incorporation: FL

The corporation is held: Publicly

Privately

Partnership Statement

If a partnership, answer the following:

Date of organization: _____

Location of organization: _____

The partnership is: General

Limited

Joint Venture Statement

If a Joint Venture, answer the following:

Date of organization: _____

Location of organization: _____

JV CONTRACT recorded? Yes No

Contact: MARZ WALLACE Email: IRRIGATION.SERVICE@JERRY.PATE.COM

Phone _____ Fax _____

END OF CONTRACTOR INFORMATION SECTION

FEDEX

Express

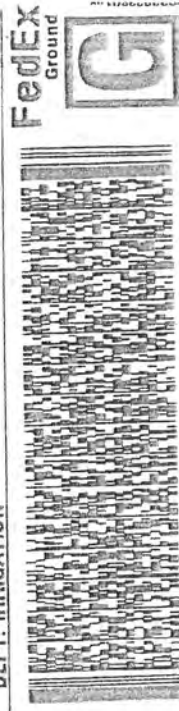
FROM: (404) 346-5340
JERRY PATE COMPANY
5350 TULANE DRIVE
ATLANTA GA 30336
US

SHIP DATE: 25 JAN 23
ACT WT: 0.10 LB
CAD: 0424444/CAFE3616

BILL SENDER

TO: CITY OF FAIRHOPE
CITY SERVICES AND PUBLIC UTILITIES
555 SOUTH SECTION ST
SEALED BID
FAIRHOPE AL 36532
(US)

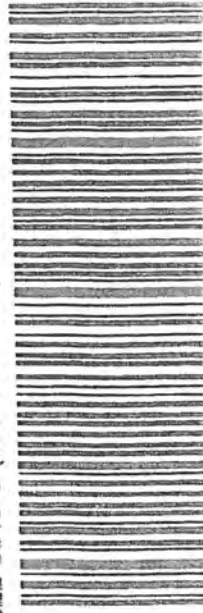
DEPT: IRRIGATION



TRK# 5929 0285 5239

36531

9622 0019 0 (000 000 0000) 0 00 5828 0285 5239



27

received
01/27/23

12 pm

577C2/297/432A

JERRY RATE TURF AND IRRIGATION
301 SCHUBERT DR
PENSACOLA, FL 32504

CITY SERVICES AND PUBLIC UTILITIES
555 SOUTH SECTION ST
FAIRHOPE, AL 36532

SEALED BID

received
01/27/23
12:00pm

BID NUMBER 23-015

IRRIGATION PUMP SYSTEM CONTROL PANE | REPLACEMENT
FOR
QUAL CREEK GOLF COURSE

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 forty-four (44) loads of Washed Beach Sand to replenish the sand at Magnolia Beach on Fairhope's waterfront. A quote was sent to three (3) vendors. Hwy 27 Dirt, Inc. provided the lowest quote for a total not-to-exceed \$19,800.00.

ADOPTED ON THIS 27TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

ATTEST:

Lisa A. Hanks, MMC
Assistant City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 2/17/2022

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of Washed Beach Sand

Project Location: Magnolia Beach

Presented to City Council: 2/27/2022

Funding Request Sponsor: George Ladd, Assistant Public Works Director
Richard Johnson, Public Works Director

Resolution # :
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 19,800.00

Vendor: Hwy 27 Dirt, Inc

Project Engineer: n/a

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

FEB 20 '23 AM 8:37 *Jaw*

Department Funding This Project

General
 Gas
 Electric
 Water
 Wastewater
 Sanitation
 Cap Project
 Impact
 Gas Tax
 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
 Meter-19
 IT-16
 Fleet-46
 Golf-50
 Golf Grounds-55
 Museum-27
 NonDeptFac-75
 Debt Service-85
 Marina-34
 Plan/Zone-12
 Adult Rec-30

Project will be:

Expensed XXX
 Capitalized _____
 Inventoried _____

Expense Code: 001350-51170
G/L Acct Name: Beach Repairs and Maint

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

Over (Under) budget amount: \$ (200.00)

Funding Source:

Operating Expenses XXX
 Budgeted Capital _____
 Unfunded _____

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

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

Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? _____

<p><u>Senior Accountant</u></p> <p>Purchasing Memo Date: <u>2/15/2023</u></p> <p>Request Approved Date: <u>2/17/2023</u></p> <p>Signatures: <i>Aislinn Stone</i> Aislinn Stone</p>	<p><u>City Treasurer</u></p> <p>Purchasing Memo Date: <u>2/15/2023</u></p> <p>Request Approved Date: <u>2/17/2023</u></p> <p>Signatures: <i>Kim Creech</i> Kim Creech</p>	<p><u>Mayor</u></p> <p>Delivered To Date: <u>2/17/2023</u></p> <p>Approved Date: <u>2/17/2023</u></p> <p>Signatures: <i>Sherry Sullivan</i> Mayor Sherry Sullivan</p>
--	---	---



MEMO


Sherry Sullivan
Mayor

Council Members:
Kevin G. Boone
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

To: **Aislinn Stone, Senior Accountant**
Kimberly Creech, Treasurer

From: 
Erin Wolfe, Purchasing Manager

Date: February 15, 2023

Re: **Green Sheet and City Council Approval of Procurement of Washed Beach Sand for Magnolia Beach**

The Assistant Director of Public Works, George Ladd, is requesting procurement of washed beach sand to replenish the sand at Magnolia Beach on Fairhope's waterfront.

A request for quote was sent to three (3) potential vendors for this public works purchase. The quote from Hwy 27 Dirt, Inc. was the lowest at Four Hundred Fifty Dollars (\$450.00) per load. 44 loads would be a total of Nineteen Thousand Eight Hundred Dollars (\$19,800.00).

This cost is under the budgeted amount of \$20,000.00.

NOTES:

See Attached Vendor Proposal for Details.

Please compose a Green Sheet and place on the next available City Council Agenda this request to approve this procurement for 44 loads of washed beach sand for the total amount of \$19,800.00.

CC file, George Ladd, Richard Johnson, Clint Steadham

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

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



**CITY OF FAIRHOPE
PURCHASING DEPARTMENT
REQUEST FORM**

Name: George Ladd

Date: 2/15/23

Department: Streets & Construction (Public Works)

Expenditure Threshold	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No restrictions	Not Required	N/A	N/A	N/A
\$5,001 and greater	Operational NON -Budgeted	Three	Council	Required	Required
\$5,001 – 7,500	Operational Budgeted	Three	Treasurer	N/A	N/A
\$7,501 - \$15,000	Operational Budgeted	Three	Finance/Treasurer/ Mayor	N/A	N/A

QUOTES

	Vendor Name		Vendor Quote
1.	Hwy 27 Dirt Inc	\$	450.00
2.	Sand & Clay	\$	499.12
3.	Precision Sand Products	\$	625.00

Check any applicable boxes: State Contract ALDOT Purchasing Group
 Sole Source (Attach Sole Source Justification)

ITEM OR SERVICE INFORMATION

- What item or service do you need to purchase? Washed Beach Sand
- What is the total cost of the item or service? \$19,800.00
- How many do you need? One
- Item or Service Is: New Used Replacement Annual Request
- Vendor Name (Lowest Quote): HWY 27 Dirt Inc
- Vendor Number: 1834

If you do not have a Vendor Number, please go to the City of Fairhope page: www.FairhopeAL.gov, Departments, Purchasing, Vendor Registration, and complete the required information.

BUDGET INFORMATION

- Is it budgeted? Yes No Emergency Request
- If budgeted, what is the budgeted amount? \$20,000.00
- Budget code: 001350-51170

*Email completed form with quotes and other supporting documentation to
Cory.Pierce@FairhopeAL.gov and Rhonda.Cunningham@FairhopeAL.gov.*

Hwy 27 Dirt, LLC
15304 State Highway 181
Fairhope, AL 36532 US
251-990-5213
Hwy27dirtbooks@att.net



Estimate

ADDRESS

Clint Steadham

ESTIMATE # 1002
DATE 02/14/2023

SERVICE DATE	TICKET #	ITEM	DESCRIPTION	QTY	RATE	AMOUNT
02/14/2023		Sand/Base:Beach Sand	44 loads at 25 tons delivered \$450 per load	44	450.00	19,800.00
			SUBTOTAL			19,800.00
			TAX			0.00
			TOTAL			\$19,800.00

Accepted By

Accepted Date

Sand & Clay, Inc.

24311 State Hwy 181
Daphne, AL 36526-6089

Estimate

Date	Estimate #
2/13/2023	168

Name / Address
City of Fairhope POB 429 Fairhope, AL 36533-0429 clint.steadham@fairhopeal.com

Project

Description	Qty	Cost	Total
Beach Sand	24	20.38	489.12
Fuel Surcharge	1	10.00	10.00
Per load, not to exceed \$20,000 Delivered to Magnolia Boat Ramp, Pier Street Approx. 40 loads			
		Subtotal	\$499.12
		Sales Tax (9.0%)	\$0.00
		Total	\$499.12

Phone #	Fax #
(251)928-4601	(251)990-0046

George Ladd

From: Clint Steadham
Sent: Friday, February 10, 2023 11:45 AM
To: George Ladd
Subject: FW: Beach Sand Quote for Magnolia Beach from Precision Sand Products

From: Michael Taylor <michael@headwaterholdings.com>
Sent: Friday, February 10, 2023 10:54 AM
To: Clint Steadham <Clint.Steadham@fairhopeal.gov>
Subject: Beach Sand Quote for Magnolia Beach from Precision Sand Products

SENT FROM AN EXTERNAL ADDRESS

Clint,

Thank you for again allowing us to quote your sand project for Magnolia Beach.

Based on your budget of \$20,000, you would be able to get approximately 31 loads of sand at an average of 25 tons per load. The pricing breakdown is as follows:

Material: Beach Sand \$10.10/ton plus applicable taxes
Freight: \$375/load plus applicable taxes

This quote is good for 60 days from the date it is sent. All prices are subject to applicable taxes. The price of sand includes the cost of loading the sand on a truck. The term "ton" refers to a short ton (2000lbs).

Michael Taylor
Precision Sand Products
6301 Monroe Street
Daphne, AL 36526
(251) 284-4372 cell
(251) 988-1460 ofc

RESOLUTION NO. _____

WHEREAS, the Fairhope Volunteer Fire Department, Inc. (“Department”) furnishes fire protection to all property within the City of Fairhope (“City”); and

WHEREAS, the City desires that the Department provide such services to the City and the fire jurisdiction which includes the waters of the City; and

WHEREAS, the Department has a need for a slip for their 28 foot Rescue Boat and the Fairhope Docks has a boat slip that will work perfect for this Rescue Boat; and

WHEREAS, the City would like to include the use of this boat slip as part of its agreement with the Department for the safety of the citizens of Fairhope and others in the fire jurisdiction and waives the annual fee of \$3,360.00; and

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City of Fairhope approves and adopts to include the use of this boat slip as part of its agreement with the Fairhope Volunteer Fire Department for the safety of the citizens of Fairhope and others in the fire jurisdiction and waives the annual fee of \$3,360.00.

DULY ADOPTED THIS 27TH DAY OF FEBRUARY, 2023

Jay Robinson, 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 approves the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to fund and defund specific job positions in the Electric Department; and the job descriptions and grade of pay for same:

Fund:	Job Positions	Grade of Pay
	Lead Electrician	8
Defund:	Licensed Electrician	11

ADOPTED THIS 27TH DAY OF FEBRUARY, 2023

Jay Robinson, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

February 1, 2023

Lisa A. Hanks
City Clerk

Please add the following recommendation and request to the February 13, 2023 City Council agenda on behalf of the Recreation Board. This was a favorable recommendation made at the January 18, 2022 meeting.

- That the high school baseball field be named Mike Fillingim Field at Volanta Park, and 2nd by Dan Hoover, motion passed unanimously.
- That the older youth baseball fields be named Vann Saltz Youth Baseball Complex at Volanta Park, and 2nd by Scott Berry, motion passed unanimously.

The Recreation Board