#### CITY OF FAIRHOPE CITY COUNCIL WORK SESSION AGENDA

#### MONDAY, 25 SEPTEMBER 2023 – 4:30 P.M. – CITY COUNCIL CHAMBER

- 1. Piper Sandler Financial Introduction
- 2. Discussion for creating an Appeals Process for Sign Ordinance and Violations of a PUD, etc., and to increase the Corrections Fund Assessment Judge Haymes Snedeker
- 3. Update on K-1 Center Redevelopment Project Phase 1 Demo and New Roof System (HUD Funding Availability, Project Schedule, and Budget Considerations)
- 4. Budget Discussions
- 5. Committee Updates
- 6. Department Head Updates

City Council Agenda Meeting – 5:30 p.m. on Monday, September 25, 2023 – City Council Chamber

Next Regular Meeting - Monday, October 9, 2023 - Same Time Same Place

#### CITY OF FAIRHOPE CITY COUNCIL AGENDA

#### MONDAY, 25 SEPTEMBER 2023 - 6:00 P.M. - CITY COUNCIL CHAMBER

#### **Invocation and Pledge of Allegiance**

- 1. Approve minutes of 11 September 2023 Regular City Council Meeting and minutes of 11 September 2023 Work Session.
- 2. Report of the Mayor
- 3. Public Participation Agenda Items (3 minutes maximum)
- 4. Council Comments
- 5. **Final Adoption** Ordinance An Ordinance to require annexation for property outside the City Limits but contiguous to the City Limits for new connection to the City of Fairhope's Water System. (Introduced at the August 29, 2023 City Council Meeting.)
- 6. Ordinance Annexation Utility Board of the City of Foley d/b/a Riviera Utilities and the Fairhope Single Tax Corporation (containing 1.7 acres, more or less), property located on Gayfer Road Extension, Fairhope, Alabama. Tax Parcel 46-06-14-0-000-001.521.
- Ordinance An Ordinance Amending Ordinance No. 1510 known as the Personnel Rules, Policies and Procedures Ordinance, Section 7 Time Off From Work, amending Section 7.04 Sick Leave Pay Upon Retirement; Option to Convert Unused Sick Leave to Retirement Service.
- 8. Resolution That the City of Fairhope elects to come under the provisions of §36-26-36.1, Code of Alabama 1975, authorizing employees the option to convert unused sick leave to retirement service credit or take a one-time lump sum payment according to the City of Fairhope Personnel Rules, Policies and Procedures.
- 9. Resolution To authorize submission of Pre-Application for FY2024 Airport Improvement Program and Airport Infrastructure Grant Projects for H.L. "Sonny" Callahan Airport (KCQF).
- 10. Resolution That the City of Fairhope approves the procurement of a New Replacement Roof for the Quail Creek Cart Barn from Roof Doctors with a not-to-exceed amount of \$22,000.00.
- 11. Resolution That the City of Fairhope approves the procurement and installation of a New Fire Alarm Control Panel for the Civic Center from Hunter Security with a not-to-exceed amount of \$11,494.00; and authorizes Mayor Sherry Sullivan to execute an installation agreement.

- 12. Resolution That the City Council hereby amends Resolution No. <u>3859-20</u> that established the Pedestrian and Bicycle Committee for the City of Fairhope; Rules of Procedure, Section C. The Committee shall meet every other first Tuesday of the month at 4:00 pm at the Fairhope Museum of History.
- 13. Resolution That the proposed FY 2023-2024 Budget presented and reviewed this 25th day of September 2023, be hereby approved and adopted for the FY2023-2024.
- 14. Resolution That the City Council hereby authorizes Mayor Sherry Sullivan to expend Impact Fees for projects designated from the Impact Fee Account for services for the "Police", "Fire", "Transportation", and "Parks and Recreation" Benefit Areas.
- 15. Resolution That the City Council approves and adopts the recommendations to fund new positions and approve pay grades: reclassify positions; transfers; and delete positions as presented in the FY2024 Budget and in said resolution.
- 16. Resolution That the City of Fairhope approves the selection of Krebs Engineering for Professional Engineering Services for (RFQ PS23-031) Water Distribution System Capacity Expansion Project; and hereby authorizes Mayor Sherry Sullivan to negotiate the not-to-exceed fee to be approved by Council.
- 17. Resolution That the City of Fairhope approves the procurement of one (1) 2023 Toyota Tacoma Truck or equivalent for the Police Department from Toyota of Montgomery with a not-to-exceed amount of \$29,500.00.
- 18. Request Rita Daniell with Fairhope Sunset Rotary Club, requesting permission for the use of the City streets for a fundraising event that will benefit local charities on Saturday, January 13, 2024 for the 5th Annual 0.5K Run in Fairhope from 2:30 p.m. to 3:30 p.m.
- 19. Public Participation (3 minutes maximum)
- 20. Executive Session To discuss imminent, potential, and pending litigation.
- 21. Adjourn

Next Regular Meeting – Monday, October 9, 2023 – Same Time Same Place

#### STATE OF ALABAMA

#### COUNTY OF BALDWIN )(

The City Council, City of Fairhope, met in regular session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 11 September 2023.

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

There being a quorum present, Council President Robinson called the meeting to order at 6:10 p.m. The invocation was given by Dr. Eric Hankins of First Fairhope Church and the Pledge of Allegiance was recited. Councilmember Martin moved to approve minutes of the 29 August 2023, regular meeting; and minutes of the 29 August 2023, work session. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

Mayor Sullivan addressed the City Council regarding the following items:

- 1) Thanked Ian Morrison and the Electric Crew for willing to help with the Hurricane aftermath in Florida;
- 2) Announced Coastal Clean Up on Saturday, September 16, 2023;
- 9-11 Ceremony at the Police Department remembering the terrorists attacks in New York;
- Presented two proclamations for Childhood Cancer Month: one to the Berry Strong Foundation and one to Joy of Life Foundation.

Jennifer Berry addressed the City Council and mentioned her daughter Caroline who passed away from cancer. "Gold is the Color" Cancer is the number one cause of deaths in children.

The following individual spoke during Public Participation for Agenda Items:

1) Dev Wakeley, 8856 Lake View Drive, addressed the City Council regarding Agenda Item Number 7 and thanked the City Council for the Litter Getters.

Councilmember Burrell thanked everyone for coming out and thanked the pastor for remembrance of others.

Councilmember Martin thanked everyone and remembrance of 9-11.

Councilmember Conyers mentioned 9-11 and said most of us can remember where we were when this happened. He said it is freedom to have an opinion.

Councilmember Martin moved to table Agenda Item Number 5. Seconded by Councilmember Burrell, motion passed unanimously by voice vote.

Councilmember Conyers introduced in writing Ordinance No. <u>1782</u>, an ordinance to amend Ordinance No. <u>1510</u> known as the Personnel Rules, Policies and Procedures Ordinance, Section 6 Employee Benefits, adding Section 6.11 Incentives for Recruiting New Employees. In order to take immediate action, Councilmember Burrell moved for immediate consideration. Seconded by Councilmember Martin, motion for immediate consideration passed unanimously by the following voice votes: AYE – Burrell, Martin, Conyers, Robinson, and Boone. NAY - None. Councilmember Burrell then moved for final adoption of Ordinance No. <u>1782</u>. Seconded by Councilmember Boone, motion for final adoption passed by the following voice votes: AYE – Burrell, Martin, Conyers, Robinson, and Boone. NAY - None. Seconded by Councilmember Boone, motion for final adoption passed by the following voice votes: AYE – Burrell, Martin, Conyers, Robinson, and Boone. NAY - None.

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council authorizes acceptance of the ADEM Subaward Agreement ADEMLT-SA007 for the City of Fairhope GOMESA Litter Trap Project in the amount of \$166,725.00 with no city match required; and authorizes Mayor Sherry Sullivan to sign all necessary grant documents on behalf of the City. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

#### RESOLUTION NO. 4836-23

#### AUTHORIZING ACCEPTANCE OF SUBAWARD AGREEMENT ADEMLT-SA-007 FOR THE CITY OF FAIRHOPE GOMESA LITTER TRAP PROJECT

WHEREAS, The State of Alabama Department of Environmental Management (ADEM) Water Division offers funding pursuant to the Gulf of Mexico Energy Security Act of 2006 (GOMESA) Grant Agreement, as amended, pertaining to the GOMESA Litter Trap Fund; and

WHEREAS, the Alabama Department of Conservation and Natural Resources (ADCNR) and (ADEM), Grant#: G-ADEMLT/21/ADEM, as amended (GOMESA Grant Agreement – Amendment No. 1), to offer a subaward for funding the City of Fairhope GOMESA Litter Trap Project in the amount of \$166,725.00 for installation and maintenance of five (5) litter traps on Big Mouth Gully, five (5) on Stack Gully, and two (2) on Cowpen Creek; and funding is to be used for the procurement, deployment, compliance oversite and monitoring, installation, operation and maintenance of litter trap(s); and

WHEREAS, the approved project must be carried out in compliance with the subaward agreement, and with all requirements of the GOMESA Grant Agreement, including, but not limited to, compliance with all GOMESA requirements. All funds given pursuant to this subaward agreement shall be expended solely for conducting the approved project;

WHEREAS, the project period is for three (3) years from the execution of this agreement; and

**THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, that the City Council authorizes acceptance of Subaward Agreement ADEMLT-SA007 for the City of Fairhope GOMESA Litter Trap Project in the amount of \$166,725.00 with no city match required; and authorizes Mayor Sherry Sullivan to sign all necessary grant documents on behalf of the City.

DULY ADOPTED THIS 11TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

ATTEST:

Lisa A. Hanks, MMC City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council authorizes Mayor Sherry Sullivan to execute a second year extension of the Maynard, Cooper & Gale, P.C. Engagement Letter Agreement for the City of Fairhope from October 2023 to September 2024 with a retainer fee of Eight Thousand Dollars (\$8,000.00) per month; and a not-to-exceed amount of \$96,000.00. Seconded by Councilmember Conyers, motion passed unanimously by voice vote. Councilmember Burrell commented that this agreement has paid dividends for us with multiple grants that we would have not known these were out there.

#### RESOLUTION NO. 4837-23

WHEREAS, on December 12, 2022, the City Council approved and authorized Mayor Sherry Sullivan to extend the Maynard, Cooper & Gale, P.C. Engagement Letter Agreement for the City of Fairhope for an additional year from October 2022 to September 2023.

WHEREAS, the Mayor is desirous to extend this engagement for an additional year from October 2023 to September 2024 with a not-to-exceed amount of \$96,000.00 (retainer fee of \$8,000.00 per month).

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the City Council hereby authorizes Mayor Sherry Sullivan to execute a second year extension of the Maynard, Cooper & Gale, P.C. Engagement Letter Agreement for the City of Fairhope from October 2023 to September 2024 with a retainer fee of Eight Thousand Dollars (\$8,000.00) per month; and a not-to-exceed amount of \$96,000.00.

DULY ADOPTED THIS 11TH DAY OF SEPTEMBER, 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 contract for Extension No. 1 of (Bid No. 023-02), Lease Fairhope Soccer Concession Stand at the Soccer Complex, with Blast Soccer Club, Inc. per the terms and conditions of the original contract. The lease is \$417.00 per month paid to the City of Fairhope. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

#### RESOLUTION NO. 4838-23

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, that Mayor Sherry Sullivan is hereby authorized to execute a contract for Extension No. 1 of (Bid No. 023-02), Lease Fairhope Soccer Concession Stand at the Soccer Complex, with Blast Soccer Club, Inc. per the terms and conditions of the original contract. The lease is \$417.00 per month paid to the City of Fairhope.

Adopted on this 11th day of September, 2023

Jay Robinson, Council President

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Attest:

Lisa A. Hanks, MMC City Clerk

Councilmember Martin introduced in writing, and moved for the adoption of the following resolution, a resolution to Award (Bid No. 23-036) for Magnolia Avenue Underground Electric Part 1 (Labor Only Bid) to U-Tech Construction, Inc. with a total bid proposal not-to-exceed \$295,380.68. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

#### RESOLUTION NO. 4839-23

# 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 for Magnolia Avenue Underground Electric Part 1 (Bid No. 23-036) 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:

U-TEC Construction, Inc. \$295,380.68

 [3] After evaluating the bids with the required specifications, U-Tec Construction, Inc. is now awarded (Bid No. 23-036) Magnolia Avenue Underground Electric Part 1
 (Labor Only Bid) with a total bid proposal not-to-exceed \$295,380.68.

#### ADOPTED ON THIS 11TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC City Clerk

Mayor Sullivan explained that there is funding from Blue Cross Blue Shield Grant, Fairhope Single Tax Corporation, and Fairhope Rotary Club in the amount of \$120,000.00 with the remaining balance with the City. Councilmember Burrell said he agrees with accepting grant but not exactly sure the west end is the best spot. He said there is land at the bottom of hill (Bob Pope's land) that would make the Fitness Court heavily utilized. Councilmember Martin agreed with Councilmember Burrell; and said the reason the Recreation Board did not recommend this was due to location.

Councilmember Burrell moved to amend the following resolution by adding the language after the words Tennis Center, "or other locations as decided by the City Council." Seconded by Councilmember Boone, motion passed unanimously by voice vote.

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution as amended, a resolution that the City of Fairhope approves the procurement of a Fitness Court® System (Circuit Training System), to be installed on the west end of Mike Ford Tennis Center or other locations as decided by the City Council, from National Fitness Campaign LP as Sole Source Supplier. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

#### RESOLUTION NO. 4840-23

# 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 a Fitness Court® System (Circuit Training System), to be installed on the west end of Mike Ford Tennis Center or other locations as decided by the City Council, from National Fitness Campaign LP as Sole Source Supplier for a not-to-exceed amount of \$155,000.00.

[2] The City will receive contributions towards the project from:

- Fairhope Single Tax (\$40,000.00)
- Fairhope Rotary Club (\$40,000.00)
- Blue Cross Blue Shield Grant (40,000.00)

[3] Additional costs necessary will be funded by the City and will be no greater than \$100,000.00. This project is included in the Draft FY24 Budget for the Recreation Department's Capital Improvements.

[4] Procurement is exempt from formal bid pursuant to Competitive Bid Law, Code of Alabama 1975, Section 41-16-51(7).

ADOPTED ON THIS 11TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the procurement of a New Replacement Roof for the Quail Creek Maintenance Barn from Roof Doctors with a not-to-exceed amount of \$49,000.00. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

#### RESOLUTION NO. 4841-23

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, That the City of Fairhope approves the procurement of a New Replacement Roof for the Quail Creek Maintenance Barn from Roof Doctors with a not-to-exceed amount of \$49,000.00. Three (3) quotes were obtained for this procurement and Roof Doctors provided the lowest quote.

ADOPTED ON THIS 11TH DAY OF SEPTEMBER, 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 approves the procurement of FMLA (Family Medical Leave Act) Administration Services for the Human Resources Department from American United Life Insurance Company with a not-to-exceed annual amount of \$15,646.20; and authorizes Mayor Sullivan to execute the agreement. Seconded by Councilmember Burrell, motion passed unanimously by voice vote.

#### RESOLUTION NO. 4842-23

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, That the City of Fairhope approves the procurement of FMLA (Family Medical Leave Act) Administration Services for the Human Resources Department from American United Life Insurance Company with a not-to-exceed annual amount of \$15,646.20; and authorizes Mayor Sullivan to execute the agreement.

ADOPTED ON THIS 11TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

ATTEST:

Lisa A. Hanks, MMC City Clerk

Councilmember Convers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the selection of PFM Financial Advisors LLC for Professional Consulting Services as Financial Advisor to develop a Finance Plan with a not-to-exceed amount of \$15,000.00; and hereby authorizes Mayor Sherry Sullivan to execute contract. This professional service is exempt from formal bidding per Code of Alabama 1975, Section 41-16-51 (a)(3). The motion was seconded by Councilmember Martin who said he was confused and this is still not a good deal.

Councilmember Martin moved to amend the following resolution by removing "to develop a Finance Plan with a not-to-exceed amount of \$15,000.00" and adding "for year-long services with a not-to-exceed retainer of \$20,000.00." Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

Councilmember Conyers moved for the adoption of the following resolution as amended, a resolution that the City of Fairhope approves the selection of PFM Financial Advisors LLC for Professional Consulting Services as Financial Advisor for year-long services with a not-to-exceed retainer of \$20,000.00; and hereby authorizes Mayor Sherry Sullivan to execute contract. The motion was seconded by Councilmember Martin. Councilmember Burrell said he was not for this and agrees with Councilmember Boone for going out for Request for Quotes for a line of credit. Councilmember Conyers said this is drilling down further to what do we need. Council President Robinson explained how we best space these projects out and fund. Ms. Creech stated 5-year planning is needed. After further discussion, motion passed by following voice votes: AYE – Martin, Conyers, and Robinson. NAY – Burrell and Boone.

#### RESOLUTION NO. 4843-23

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, That the City of Fairhope approves the selection of PFM Financial Advisors LLC for Professional Consulting Services as Financial Advisor for year-long services with a not-toexceed retainer of \$20,000.00; and hereby authorizes Mayor Sherry Sullivan to execute contract. This professional service is exempt from formal bidding per Code of Alabama 1975, Section 41-16-51 (a)(3).

DULY ADOPTED THIS 11TH DAY OF SEPTEMBER, 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 O'Donnell & Associates, Inc. to Professional Hydrogeologic Services for the Development of a Deep Well at Fairhope Wellfield No. 1; and hereby authorizes Mayor Sherry Sullivan to execute a Contract with an estimated amount of \$23,500.00. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

#### RESOLUTION NO. 4844-23

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, that the City Council approves the selection of O'Donnell & Associates, Inc. to Professional Hydrogeologic Services for the Development of a Deep Well at Fairhope Wellfield No. 1; and hereby authorizes Mayor Sherry Sullivan to execute a Contract with an estimated amount of \$23,500.00.

DULY ADOPTED THIS 11TH DAY OF SEPTEMBER, 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 procurement of Lighting for the Quail Creek Pickleball Courts for the Recreation Department from Musco Sports Lighting, LLC; and the equipment is available for direct procurement through the Sourcewell Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$37,250.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

#### RESOLUTION NO. 4845-23

## 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 Lighting for the Quail Creek Pickleball Courts for the Recreation Department from Musco Sports Lighting, LLC; and the equipment is available for direct procurement through the Sourcewell Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$37,250.00.

ADOPTED ON THIS 11TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC City Clerk

The following individuals spoke during Public Participation for Non-Agenda Items:

- 1) Brian Dasinger with Faith, Family, and Freedom Coalition addressed the City Council regarding his opposition to some books in the teen section of the Fairhope Public Library. He emphasized that his group "doesn't want to ban books" but wants the books moved from the young adult section to the adult section. Mr. Dasinger requested the Library Board to replace one of the librarians. He said, "we are asking the city council and the Fairhope library board to clean up our library."
- 2) Carol Wilson, 489 Bartlett Avenue, addressed the City Council and mentioned her co-worker Betty Ong who was a Flight Attendant on American Airlines Flight 11 that hit one of the twin towers. Ms. Wilson gave her opposition to some books in the teen section of the Fairhope Public Library. She said, "if I subjected myself to read the entire content of the book and filed a reconsideration form, the request to relocate the books in the adult section would more than likely be denied based upon the library's policy of diversity, equity and inclusion."

- 3) Anne Johnson, 359 South Church Street and Chair of the Fairhope Public Library, addressed the City Council and said the recent spate of challenges "kind of feels like a coordinated and targeted attack on the library." She said, "many of these books are for young adults and the request is to move them from the teen section to the adult section, or otherwise sequester them in the library; thus rendering them inaccessible to their primary audience." Ms. Johnson commented the Fairhope library board is unanimous in supporting the right to read for all Fairhope citizens."
- 4) Randal Wright, 137 Stratford Street and President of the Friends of the Fairhope Library, addressed the City Council and said each person has the right to read or not to read a book. Ms. Wright said that the library's policy on challenging books has been in place for 20 years and gives patrons the right to challenge a book in good faith.
- 5) Charles Wilson, 489 Bartlett Avenue, addressed the City Council regarding a Facebook post claiming that "the clean-up crew was coming today to ban CRT and to ban LGBTQ books." He stated, "that is a falsehood that was promoted online by a Fairhope public library employee." Mr. Wilson gave his opposition to some books in the teen section of the Fairhope Public Library.
- 6) Dev Wakeley, 8856 Lake View Drive, addressed the City Council and commented he was a lawyer. He said, "they say they are not here to ban books." He said people who say these books are obscene are coming for those books. Mr. Wakeley stated they are setting the legal groundwork and they are coming after the books.
- Student McKenna Durnin, 209 Hemlock Drive, addressed the City Council regarding her opposition to some books in the teen section of the Fairhope Public Library. She said resources should be available; just not in the children section.
- 8) Dr. Savan Wilson, 120 Oak Bend Court, addressed the City Council and said we have an exceptional Libraries; public and school. She commented every book has a potential for teaching and conversation. She said parents have the right to say what their children could read; and banning books is not the right for Council.
- 9) Student Carter Frego, State Highway 181, addressed the City Council regarding his opposition to some books in the teen section of the Fairhope Public Library. He read a list of books he thought may fail the "Miller Test."
- 10) David Gespass, 40 Echo Lane W., addressed the City Council and said he was a Civile Rights Attorney. He told the City Council all they have heard are opinions and accusations. He said that "Black Lives Matters" is not a fraud; and commented speech has to happen when it matters. Mr. Gespass said having books readily available is what the Library is for.
- 11) Amanda Dasinger, 115 Keplar Place, addressed the City Council regarding her opposition to some books in the teen section of the Fairhope Public Library. She read an excerpt from one of the books; and spelled out words and how many times these appeared in the book.
- 12) Young adult teen addressed the City Council and thanked them for what they do for the City. He gave his opposition to some books in the teen section of the Fairhope Public Library.

- 13) Jada Priley, Twin Echo Court, addressed the City Council and commented this is a City of Storytellers, a safe place to live, and we have artistic individuals. She said when her family moved to Fairhope, the Fairhope Public Library was the first place we went. She said the teen librarian has helped her children. Ms. Priley said, "she loves the Library; and loves Jesus."
- 14) Max Miller, 10613 County Road 1, addressed the City Council regarding his opposition to some books in the teen section of the Fairhope Public Library.
- 15) Steve Christiansen, Pier Avenue, addressed the City Council regarding his support for the Fairhope Public Library and said he was a great advocate of literature. He commented goodness and love should prevail.
- 16) Donna Riley Line, 19270 Greeno Road, addressed the City Council and said the local Library was a haven for her. She said books should be available for all; and it is a First Amendment right.
- Sophia Miller, 10613 County Road 1, addressed the City Council regarding her opposition to some books in the teen section of the Fairhope Public Library.
- 18) Paul Mareno, 9174 Feather Trail, addressed the City Council regarding the Fairhope Public Library. He mentioned the First Amendment and free speech; and his support for the Library.
- 19) Lauren Kress, 8450 Bishop Road, addressed the City Council and said she was a Mom of three. Ms. Kress commented she grew up in libraries and her children grew up in libraries. She said the Fairhope Public Library provides books she could not afford. Ms. Kress stated values and morals are taught at home; and her support for the Library.
- 20) Doug Greencard, Lakefield Avenue, addressed the City Council regarding his opposition to some books in the teen section of the Fairhope Public Library. He mentioned a Homeowners Association meeting at the Library; and saw books on table in teen section.
- 21) Stephane Durnin, 209 Hemlock Drive, addressed the City Council regarding her opposition to some books in the teen section of the Fairhope Public Library. She mentioned two different catalog sections: one for the children section and one for the adult section. Ms. Durnin said when searching on the children's catalog section, she could access the adult catalog section.
- 22) Janet Hinton, 373 Francilla Circle, addressed the City Council and held up her library card and i-phone. She commented if children cannot get books from Library, they can get the information from their phones. Ms. Hinton stated our Fairhope Public Library is one of the best and largest for a City our size. She mentioned freedom of speech and the written word and her support for the Library.
- 23) Linda Gibson, 124 Club Drive, addressed the City Council and said she has been a volunteer at the Fairhope Public Library for years; and shelving in the teen section. She said parents make choices for their children; and makes selections in their lives. Ms. Gibson gave her support for the Library.

#### 1.1 September 2023

- 24) Fairhope Sweet Shop owner addressed the City Council and appealed to them for help. He mentioned had to close his business several times because of a sketchy character wandering in his business. He told the City Council no officers came to shop when called. His business is in the French Quarter and asked for Police presence.
- 25) Stacy Wilson, 54 N. Church Street, addressed the City Council and stated it is a freedom to wear a mask. Ms. Wilson said she was personally offended by the citizen's comment. Ms. Wilson stated she works at an Independent Bookstore; and one of her duties is to order books. She mentioned she may not like the books but must order; and gave her support for the Library.
- 26) BK Gray, 697 Cedar Avenue, addressed the City Council regarding his support for the Library. Mr. Gray said he loves the Library just the way it is; and defends the books. He asked the City Council what they were going to do.

Council President Robinson said "quite honestly, we don't have any input on what the library carries as books. A request was made to me to put this on the agenda, and my response was this is not a City Council issue; this is a library issue. The library has a board and I would expect everybody who has expressed an opinion tonight will express that opinion to the board to make that decision. While we appreciate everybody being here and expressing their opinion, it doesn't make it a City Council issue."

27) Ron Allen, 500 Spanish Fort Boulevard, addressed the City Council and stated he was a lawyer. He said we are fighting the same issue since I was a little kid. Mr. Allen said he believes in freedom; and gave his support for the Library.

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

There being no further business to come before the City Council, the meeting was duly adjourned at 8:09 p.m.

Jay Robinson, Council President

Lisa A. Hanks, MMC City Clerk

STATE OF ALABAMA	)(
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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, 11 September 2023.

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

Council President Pro Tempore Corey Martin called the meeting to order at 4:30 p.m.

The following topics were discussed:

 The first item on the agenda was the Discussion of the Historic Preservation Ordinance by Attorney Chris Williams with Hand Arendall Harrison Sale. Mr. Williams explained the draft ordinance and asked the City Council "is this the way Council wants to go?" He said the Historic Preservation Commission would be similar to the Planning Commission with seven to thirteen members with expertise in the field, Mr. Williams said he spoke to Council President Robinson and he wants to offer benefits and incentives; and to be a Certified Local Government ("CLG").

Councilmember Burrell mentioned the maintenance of the building and the burden it places of employees and residents. He asked had the Historic Preservation Committee seen the draft. Council President Pro Tempore Martin said the Committee began this and sent it to the Mayor; and it was forwarded to our attorneys. Councilmember Convers agreed with forming a Commission if it gets us to CLG and incentives.

Mr. Williams said based on the historical survey we would bring list to City Council, hold a public hearing, get input, and then decide on historical homes. Councilmember Boone said he has a problem telling homeowners what to do. He said you would pay more money keeping it historical or it could devalue property. Councilmember Conyers stated the façade is the most important. Council President Pro Tempore Martin said it should not be as rigid for homes. Councilmember Conyers said it should be less restrictive but be able to attain CLG.

Mayor Sullivan stated she was concerned with the burden on employees; and it is hard to find Commission members. She said this is a good start for discussions but we should be very cautious before passing.

Mara Hunter, 356 Equity and member of Historic Preservation Committee, addressed the City Council and said we are trying to find the right balance; and concerned about maintenance. She commented we were trying to create a Commission only and wanted the incentives and to attain CLG. The Committee wanted something that works for everyone.

#### Monday, 11 September 2023 Page -2-

Skip Jones, 105 St. James and member of Historic Preservation Committee, addressed the City Council and commented the Committee had met with the Building Department and the Planning Department for their input. Council President Pro Tempore Martin said we fought for keeping homes and not tear these down. He said we need to protect what history we have; and possibly move structures and marker on site.

Councilmember Burrell commented we need to get this right; and maybe have a Special Work Session. Councilmember Conyers agreed to have a Special Work Session. The consensus of the City Council was to schedule a Special Work Session in two to three weeks.

The next item on the agenda was the Utilities Budget Discussion & Capital Improvements. City Treasurer Kim Creech went over highlights of each Utility Department and answered questions. (See Power Point Presentation and Utility Handouts) Councilmember Burrell questioned FY2025 the gas cast iron funds. Gas Superintendent Wes Boyett replied that the cast iron will in phases over six years; just easing in each year.

Mayor Sullivan said there is \$295,380.68 on the agenda tonight for electric; and is included in presentation figure. Electric Superintendent Ben Patterson answered questions if needed.

Mayor Sullivan explained Agenda Item No. 15 regarding Wellfield No. 1; and Water and Wastewater Superintendent Daryl Morefield answered questions if needed.

Councilmember Burrell commented some of these improvements in Wastewater he does not approve of. Mayor Sullivan stated that the Fairhope Environmental Advisory Board along with Grants Coordinator Nicole Love are working on a grant for a feasibility study. She said we must do grant before a permit can be issued. Councilmember Martin told the City Council we need to move forward on reclaiming water. Councilmember Burrell said he would allow some of the headworks funds toward a reclaiming water study. Councilmember Martin reiterated we must move forward with this project. Councilmember Burrell said we should go with potable water.

Ms. Creech briefly went through Vehicles and Equipment and gave a summary of each Department, Councilmembers Burrell and Conyers both said to use Reserves instead of borrowing money for Gas and Electric.

Council President Robinson arrived at 5:55 p.m.

Ms. Creech mentioned there are improvements for Water and Wastewater that cost \$31 million; and \$24.5 million of these improvements need some type of funding. She recommended a financial advisor to decide and give you options for this funding. Ms. Creech said we have already awarded \$15 million in projects.

Councilmember Burrell said headworks could be lowered Mayor Sullivan replied \$1.5 million of the cost is a grant.

- City Treasurer Kim Creech briefly went over the Discussion of Conversion of Unused Sick Leave to Retirement Service Credits.
- There were no Committee Updates.

Monday, 11 September 2023 Page -2-

Council President Pro Tempore Marting briefly went through the Agenda Items and who would explain if needed.

- City Treasurer Kim Creech addressed the City Council regarding Agenda Items No. 13 and No. 14; and answered any questions if needed.
- Public Works Director Richard Johnson addressed the City Council regarding Agenda Items No. 7 and No. 12; and answered any questions if needed.
- Electric Superintendent Ben Patterson introduced Ian Morrison to the City Council who gave an update on his crew that went to Florida to help with Hurricane repairs. Mr. Patterson explained Agenda Items No. 10 and No. 16; and answered any questions if needed.
- Water and Wastewater Superintendent Daryl Morefield addressed the City Council regarding Agenda Item No. 15; and answered any questions if needed.

There being no further business to come before the City Council, the meeting was duly adjourned at 6:04 p.m.

Jay Robinson, Council President

Lisa A. Hanks, MMC City Clerk



# City of Fairhope Budget

2024 Fiscal Year Budget

#### Cast Iron Pipe Replacement:

\$2,500,000 (Phase 1 of 6 – required by PHMSA) \$500,000 (Engineering for Mandatory Cast Iron Replacement) Creek Crossings:

\$360,200

Meters & Regulators:

\$500.000

ditional Upgrades and Improvement

\$603,000

# Gas Department Infrastructure (\$4.46M)

#### 44KV Line:

\$1,900,000 (Provide necessary Substation Redundancy) **Underground Electric:** 

\$1,500,000 (Magnolia – from Church St. to Bancroft and Future Upgrade) AMI System Project:

\$2,250,000 (Ongoing project for all Utilities) Additional Upgrades and Improvements:

\$778,500

Electric Department Infrastructure (\$6.42M)

Water Main Upgrade:	Water Treatment Plant Upgrades:	Water Treatment Plant Expansion:	Water Distribution Main:
\$5,000,000 (Co Rd 32 to Fairhope Ave – Increase Water Capacity)	\$3,500,000 (Plant #3 – Prep for future wells) \$4,500,000 (Plant #1 – New well/Wellfield 1)	\$2,000,000 (Plant #3 – Added capacity)	\$1,350,000 (Replace & Upsize Increase Capacity)
	Water Plant and Well upgrades:	Additional Upgrades and Improvements:	
	\$800,000 (Maintenance – Operations)	\$1,450,000 (Water Tank, Meters,	

Water Department Infrastructure (\$18.6M)



# Wastewater Department Infrastructure (\$13.2M)

### City of Fairhope Gas Department

	FY 2024	Projected FY 2025	Projected FY 2026
	Budget	Budget	Budget
Total Revenue	9,624,500	9,506,685	9,600,802
Total Operating Expense	7,993,474	8,176,779	8,282,952
Revenue Minus Operating Expenses	1,631,026	1,329,906	1,317,850
Other Uses			
Reserve for Capital Equipment/Improvements	69,152	500,000	500,000
Reserve for System Upgrades	4,463,200	4,481,200	2,470,000
Warrant & Lease Payments	43,782	41,108	41,586
General Fund Transfer	192,990	198,780	202,755
Total Other Uses	4,769,124	5,221,088	3,214,341
Excess/(Deficit) for the Year	(3,138,098)	(3,891,181)	(1,896,491)
Add back Depreciation Expense	550,000	565,600	571,256
Net Excess/(Deficit)	(2,588,098)	(3,325,581)	(1,325,235)
CASH	8/31/2023		
Cash-Operating	8,245,849		
Cash-Reserve	3,645,873		
	11,891,721		
Targeted Reserve Fund 20% of Annual Revenue	1,924,900	1,901,337	1,920,160

	2.100	FY 2020	FY 2021	FY 2022	FY2023 August	FY2023 Annual	FY2024 Annua
Object	Description	Annual	Annual	Annual	YTD	Budget	Budget
100.01	REVENUES	2.432		-			
	Federal Grants	1,241	6,094	718	C	-	-
	Fema-Grant Revenues	18,287	(4,924)	1,145		-	-
	Transfers in Capti Purchases		-		-		-
	Sale of Fixed Assets	2,312	212	22,984	9,748		0.00110
	Sale of Natural Gas	5,839,877	6,851,260	8,080,489	6,536,762	7,236,483	7,404,500
	Sale of Natural Gas-Joint Line	1,588,266	1,825,800	2,007,333	1,663,626	1,900,000	1,889,000
	Grant income-ALDOT	9,450	2,542			1000	
	Interest Earned	181,535	92,211	106,587	394,941	90,000	300,000
	Insurance Claim	4,399	65,999	68,683		100	1.1
	Rebate Income	5,237	5,201	6,914	6,492	5,000	6,000
	Miscellaneous Revenue	477	2,560				
	Connection Fees	×	2,700	26,804	65,284	20,000	25,000
0000	Aid to Construction		8		-		25,000
49080		48	84	832	1.1	1. S. S. S. S. S.	
49998		~	-	· · · ·	×	1,358,383	3,069,316
499999	Inventory revenue			÷	(0)		
	TOTAL REVENUES	7,651,129	8,849,739	10,322,488	8,676,854	10,609,866	12,718,816
	EVDENCEE					Contraction of the local distance of the loc	
50000	EXPENSES	1 545 400	2.245.107	2 754 204			
	Purchased Power-Natural Gas	1,545,490	2,216,197	3,761,281	2,367,111	2,749,684	3,017,200
	Collection Costs/Revenue Dept	59,000	59,000	266,281	218,951	291,935	298,507
	Administrative Costs	852,000	872,000	837,000	683,270	911,026	972,350
	Salaries-Oper&Maint	952,718	1,094,870	991,824	955,100	1,229,769	1,229,770
	Overtime	84,712	85,641	97,773	101,335	78,000	114,000
	Employee Payroll Taxes	88,066	90,025	81,931	78,278	108,622	109,995
	Employee Retirement Exp	92,560	137,284	53,833	84,846	114,275	113,868
	Employee Medical Insurance	302,715	291,812	236,389	197,352	299,365	210,000
	Required Contrib-OPEB	210,715	12,327	(65,423)	38,551	42,055	56,074
	Casualty/Workers Comp Ins	76,728			-		
	Workers Comp Insurance		22,498	19,600	19,916	21,168	17,975
	Casualty/Property Insurance		60,341	66,938	77,654	70,285	80,100
	Training/School/Travel	23,681	22,787	36,314	26,068	54,700	50,100
	Trustee Fees	365		99	99	350	350
50270	Audit & Accounting	14,502	9,759	16,383	13,756	17,000	13,000
	Legal Fees	6,506	3,893	5,158	3,930	6,000	6,000
50290	Professional Services	81,956	45,626	72,006	70,188	289,000	156,000
50300	Computer Expense	89,031	37,366	13,797	14,652	17,379	27,870
50320	Office Supplies	1,512	1,308	1,912	1,148	3,400	4,500
50325	Printers/Copiers/OE and supp	5,613	6,506	5,399	3,822	11,150	3,030
50330	Postage	39,848	39,793	54,035	48,019	45,000	50,000
50340	Operating Supplies	142,551	193,165	152,529	77,272	180,000	188,000
50360	Maintenance-Buildings	16,608	15,274	23,319	16,803	22,000	1,560
50365	Maintenance-Plant	61,070	119,632	136,768	176,285	198,000	208,000
50380	Communications	37,858	30,327	30,828	34,489	28,492	20,400
60390	Dues-Memberships-Subscrip	34,362	33,420	30,692	38,681	49,450	50,500
50395	Employment Screening		1,216	1,472	940	1,200	1,200
0420	Bad Debts	10,089	8,886	3,205	2,855	10,000	10,000
	Gasoline & Oil	27,939	40,709	59,705	40,888	55,000	60,000
	Small Equipment	20000		49,646	35,279	43,780	
	Maintenance-Vehicles&Equip	56,858	35,185	47,441	33,673	52,000	39,000
	Uniforms	22,210	1,014	1,470	1,894		52,000
	Safety Wear and PPE	3,852	16,106	-5,132	6,487	4,000	2,000
	Purchases Vehicles & Equipment	51052	10/100	3,252	342,577	12,755	13,880
	Warehouse Improvement Purchase			0		532,241	47,000
	Warehouse Building Purchases			0	1,570	45,000	-
	Community Dev Projects				196		-
	Amortization Expense	2,257	2 540	(306)		7	
			3,549	531 761		No. 111	1.00
	Depreciation	510,799	475,895	531,751	443,126	550,000	550,000
	Interest Expense	10,134	4,361	3,024	2,447	2,674	2,145
	Rental-other	7,892	11,493	2,634		12,000	10,000
	Bond Issue Expense	857				1.0	1
	Electricity	3,067	3,282	3,910	2,915	4,000	4,000
0560	Credit Card Processing Fees Bank Fees	60,726	66,949	105,840	108,863	80,000	100,000
man		12,885	11,322	11,402	6,198	13,000	7,500

	GAS DEPARTMENT FUND				T		9/18/2023
Object	Description	FY 2020 Annual	FY 2021 Annual	FY 2022 Annual	FY2023 August YTD	FY2023 Annual Budget	FY2024 Annual Budget
50900	Transfers Out Captl Purchases	115,214	. 4	-			-
50902	Transfers Out Captl Purchases Gas		24,130	208,497		53,282	
50920	Transfers to General Fund	8		102,016	138,773	185,030	192,990
50925	Transfers for Comm Dev	108,000	241,334		-		-
50965	Transfers-Cap Proj Fund	~	36,125	91,131	1 1 1 m		-
51030	Publications Newspapers	66				100	100
52010	Dist of Joint Revenue	70,322	77,240	75,634	63,333	70,000	70,000
52020	Daphne 3% Rev Tax Exp	4,542	5,335	5,857	4,570	5,200	5,200
52025	Spanish Fort Franchise Tax	20,192	22,192	22,354	16,347	20.000	20,000
52030	APSC Inspection Fee	7,268	15,214	7,973		7,300	7,300
52510	Utilities for City Use	34,665	33,232	34,419	36,099	40,000	40,000
59000	Inventory Budget		-	31			
59100	SCADA Capital Purch Budget	~	~	-	8,595		120
59500	Capital Sys Improve Budget				1,187,510	1,973,200	4,463,200
59893	Transfers Out-Electric Fund	1,000,000	-	-	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		.,,
50340	General Supplies-COVID	1,241	-				
56015	Hurricane Sally	3,767	1,692				
	TOTAL EXPENSES	6,915,011	6,637,312	8,300,900	7,843,990	10,609,866	12,718,816
	EXCESS REVENUE OVER EXPENSE	736,119	2,212,427	2,021,588	832,864	22	

					2	City of Fairh	ope G	Gas Depart	ment						
Category Sales and Services Other charges sales and federots Interest income		Actual FY 2020 7,428,143 16 685 186,773	5	Actual FY 2021 8.677 060 74.097 97.412	Actual FY 2022 10,087,822 119,302 113,501	Actual YTD 8/31/2023 5,200,388 75,032 401,434	1	Budget FY 2023 9.135,453 20,000 95.000	Draft Budget FY 2024 9.293,500 25,000 306,000	Estimated Growth Rate 1.0% 2.0%	Projected FY 2025 9.386.435 25,250	Projected <u>FY 2026</u> 9.480 299 25.503	Projected FY 2027 9.575 102 25.758	Projected FY 2028 9 670,853 26,015	26,27
Total Revenue	5	7,631,602		8,848,569 \$	10,320,525			9,251,483 \$		N/A	95 000	95,000	95,000	95.000	
	-		-	0.0014	101080,080			2,601,403	8,024,000	C47A4	9,506,665	9,600,802	9,695,860	9,791,868	9,888,83
Operations Expenses															
Compensation & Benefits		1731,485		1,734,457	1.415,925	1 475 377		1 893 254	1.851.682	14 0%	1 925 749	2.002.779	2 082 890	The section in	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Energy Purchases		8,545,490		2,216,197	3,761,281	2.357.111		2,749,684	3.017.200	2.0%	3.077.544	3 139.095	3 201 877	3,265,914	
Supplies, Repairs & Maintena Le		265,453		371.071	417,014	344,283		510.330	496.090	2.0%	505.012	515,132	526.455	536 984	
Services Provided by Others		102,964		59.277	83,547	87.874		S12 D00	175,000	1.0%	176,750	178 518	180 303	182.106	
Utilities & Communication		75,590		66,841	69,155	73,503		72 492	64,400	1.056	65,044	65.694	65,351	87.015	
Travel/Training		23,681		22.787	36,314	26,068		54,T00	50,100	1 0%	50,601	51,107	51.618	52 134	52.65
Other Operating Expenditures Interest expense		407,906		362.469	389 397	365,289		393.019	436,000	1.0%	440,360	444,764	449.211	453 703	458 74
Depreciation Expenses		10,134		4,361 475,895	3.024	2,447		2,674	2,145	Schedule	2 145	1,608	1,065	715	
Bad Debl/Aniortization		12,346		12,435	531 751	443,126		550,000	550,000	1.0%	555 500	561,055	566,666	572 332	578,05
Distribution of Joint Revenue		70,322		77,240	3,205 75,634	2,855		10,000	10.000	1 (096-	10,100	10,201	10,303	10,405	10.51
Total Oper. Expenses	-	4,776,172		5.403.030 5	6.796.250	\$ 5251267			70.000	1.0%	70,700	73,528	76,469	79 52E	82,70
Total open. Expenses	-	10,112	-	0,400,020 \$	0.7.90.230	0 0,201,207	3	6,618,152 S	6,722,617	N/A	6,860,505	6.960,752	7,126,436	7.297.110	7,472,934
Revenue Minus Op Exp	5	2,855,429	5	3,445,539 5	3.524.375	\$ 3,425,588	\$	2,633,331 \$	2,901,683	N/A	2,626,180	2,640,050	2,569,424	2,494,759	2,415,904
Other Sources/Uses Other Sources															
Borrowed Funds										Valiable	0	101	0		
Other Sources	-						_			1.				Ŷ	
Total Other Sources	5		-\$	- \$		÷	5	· 5		N/A	0	0	p	0	1
Other Uses															
Administrative Cost Paid To Gen Fund		852 000		672,000	837,000	683.270		911 025	872 350	2.0%	100 miles				
Collection cost/Revenue Dopt		59 000		59,000	266.281	218.951		281.935	298.507	2.0%	991,797	1.011.632	1,031,866	1.052 503	1,072,553
Fransfer to General Fund		108.000		241.334	102 016	138 773		185.030	192,990	2.0%) 3.0%	204,477	310.567	316,778	323,114	329 576
Transfers In/Out Capital Po/chases		115,214		24.130	208 497	D		53,282	0	0.0.00	198,760	202.755	206 810	210,647	215:160
Warrant & Lease Payments		0		0	0	0		0	43,782	Per Schedule	41 106	41.586	0	D	
Reserve for Capital Equipment/Improvoments		0		0	0	0		577 241	69.152	Variable	500,000	500.000	42,154	42,662	12,070
Reserve for System Upgrades		0		0	0	D		1.973.200	4.463.200		4.481.200	2,470,000	2,590,000	4.480.000	500.000
Transfer to Electric		1.000,000	-	0	0	0		0		N/A.	0	23/0.000	000002	9,480,000	3 560.000
Total Other Uses	5	2,134,214	\$	1,196,464 5	1.413.794	5 1.040,993	5	3.991.714 \$	6,039 961	0.0%	6,517,362	4,536,541	4,667,638	6.609.225	5,690,364
Net Other Sources/Uses	-	(2,134,214)		(1,196,464)	(1,413,294)	(1.040.993	)	(3,991,714)	(6.035,981)	N/A	(6,517,362)	(4,536.541)	(4.687.638)	(6,609,225)	(5,690,364)
Excess/(Daticit) for Year	5	721,215	5	2.249,074 \$	2,110,581	5 2,384,594	ś	(1.358,383) \$	(3,138,098)	N/A	(3.991,181)	(1,896,491)	12,118,214).	(4,114,465)	(3.274.450)
Add back Depreciation Exp	5	510,799	5	475,895 \$	531,751	443,126	127	550.000 \$							0.0111.100
Net Excess/(Deficit)	\$	1.232.015	5	2.724.970 5	2 642 332	2 827 720		(808 383) \$	550,000 (2.588,098)		\$ 565,600 \$ (3,325,581)	571,256 11.325.2351	\$ 575,969	1 582,738 13.531.7281	\$ 588,565
Assets															La serie de la
Cash Balances		5 of 9/30/20		A COMPANY AND A COMPANY	312.2.2										
Cash - Operating	A			Ae of 9/30/21	As of 8/30/22	An of 6/31/2023		see: Use fund belan	ce cash \$3,089.316						
Cash - Pooled Depository	2	5.312.162	5	6.404.775 5	7 791 244 5	6,188,467									
Cach - Gas Reserves Centennial		165,163	2.1	101.764 \$	74,012 3										
Cain - Gas Reserves Centennial Cain - Super Fund Savings	3	1428,948	31	3.412.870 5	R 607,388 3	1,663,465									
Gash - Réserve Fund Valon	2		31	5											
Cash - Reserve Fund Vision Cash - Utility Reserve Fund	1.1		3	5											
Cash - Second Utility Reserve	12.11		31	1	1	Y									
Cash - Gas Customer Deposit Reserve	S		3	5	-	Sec. Sec.	with the	1.							
Tota) Cash	2	9,413,420	2	719,860 5 (0,638,724 5	711.748 5		Restricte	d.		Bestricted."					
	0	Camba W	٥.	Intraction 2	+0/40/6/00/2	12.137,723									
Targeted Reserved Fund Balance Notes			5	1,488.966 \$	1,750,231 3	1,750,231	\$	1,655,084 \$	1.924,900		5 1.901,337 5	1,920,160	1.939.172	1.958,374	1.977,767

Recommended Targeted Reserve Fund 20% of annual revenue

iscal Year	Project/Personnel	Description	Estimated Cost	Estimated engineering & contingency (20%
2024	Creek Crossings	Removing the exsposed gas lines in various creeks in our system, this will require directional boring them 10' below the mud line of the creek to eliminate the risk of damage from debris or boat traffic. Coleman Ln, Rock Creek, CR.33.	\$253,600	\$63,400
	Back Feed to County Road 1	Mary Ann Rd. backfeed to County Road 1. This will give a secound feed to County Road 1.	\$158,400	\$31,680
	Engineering of I-10 line replacement	This will engineer the replacement of our 6" High pressure line under l-10 due to a casing short.(Engineering phase only)	\$130,000	\$130,000
	Cast Iron Replacement Phase 1	This is Phase 1 of a 6 phase replacement plan to remove all cast iron gas main from our system. This is also include the removal of seperatly protected steel pipe that is in need of removal as well.	\$1,968,320	\$531,680
	Additional Rectifier	This will provide an additional rectifier to aid in Cathodic Protection for our steel system.	\$75,000	
2025	System Upgrades			Total: \$3,220,000
	System Opgrades Phase 2 of Cast Iron Replaement Remote pressure monitoring system for the gas regulator stations.	This will continue the progress of removing the Cast Iron from This will allow us to read gas pressures throughout our system in real time. This will aid in ensuring we deliver the needed and correct pressures to our customers.	\$3,224,000 \$376,000	\$806,000 \$75,200
1.0.1				Total: \$4,481,200
	System Upgrades Cathodic Protection Complete Survey	Phase 3 or Cast Iron Replacement Complete system survey to ensure the Cathodic protection system is compliant.	\$1,696,000 \$350,000	\$424,000
2027	System Upgrades			Total: 2,470,000
2027	System Opgrades	Phase 4 of Cast Iron Replacement	\$2,072,000	\$518,000
2028	System Upgrades			Total: \$2,590,000
		Phase 5 of the Cast Iron Replacement plan.	\$2,784,000	\$696,000
		Develop a North Operations Division in Spanish Fort, this will		
		aid in response time and provide support for future growth.	\$850,000	\$250,000

### City of Fairhope Electric Department

	FY 2024 Budget	Projected FY 2025 Budget	Projected FY 2026 Budget
Total Revenue	25,353,872	23,227,911	23,459,240
Total Operating Expense	20,898,091	21,350,414	21,707,646
Revenue Minus Operating Expenses	4,455,781	1,877,497	1,751,594
Other Uses			
Reserve for Capital Equipment/Improvements	747,700	500,000	500,000
Reserve for System Upgrades	6,328,500	1,748,000	2,510,000
Warrant & Lease Payments	41,586	42,184	42,662
Reserve requirements per ordinance	960,000	960,000	960,000
General Fund Transfer	507,077	517,219	527,563
Total Other Uses	8,584,863	3,767,403	4,540,224
Excess/(Deficit) for the Year	(4,129,082)	(1,889,906)	(2,788,631)
Add back Depreciation Expense	1,000,000	1,010,000	1,020,100
Net Excess/(Deficit)	(3,129,082)	(879,906)	(1,768,531)
CASH	8/31/2023		
Cash-Operating	1,222,492		
Cash-Reserve	4,425,710		
	5,648,202		
Targeted Reserve Fund 20% of Annual Revenue	4,650,774	4,645,582	4,691,848

	ELECTRIC DEPARTMENT FUND					1	9/18/202
Object	Description	FY 2020 Annual	FY 2021 Annual	FY 2022 Annual	FY2023 August YTD	FY2023 Annual Budget	FY2024 Annua Budget
	REVENUES						Douget
40835	Federal Grants	17,194	713	1,256	-	÷	1
40840	Fema-Grant Revenues	719,940	121,318	146,753			-
40900	Transfers In Captl Purchases	113,694			1.0	1.14	1
40902	Transfers In Captl Purchases Gas		8,666	147,381	-	53,282	-
	Transfers in Capti Purchases W/S		29,713	147,381		53,282	
	Sale of Fixed Assets	3,102	3,575	302	62,275		
42510	Sale of Electric Energy	20,089,648	19,852,581	19,845,437	18,402,291	22,500,000	22,500,000
42511	Charge Point Income	-	-	926	2,285		2,200
	Revenue Late Charges	115,455	161,142	108,581	107,643	135,000	110,000
42530	Pole Rental-Telephone Co	26,960	34,480	33,792	59,312	29,656	29,656
	Pole Rental-Cable T.V.	40,980	40,980	45,078	49,176	45,078	45,078
	Pole Rent-Riviera		426	426	1,438	426	1,438
	Temp Service Charges	1,550	850	4,650	7,675	1,500	4,500
	Rate Stabilization Funds	11000	1,636,546	92,610			
	Grants-Smart Grid Initiative	1,314,759	1,000,040	52,010		2,100,000	2,250,000
	Grant income-ALDOT	1,514,752					
27.73	Interest Earned		98,559	116 336	240 522		
	Insurance Claim	127,938		116,276	249,522	90,000	200,000
		5 6 2 7	66,001	C 014	- 100	10.000	
2011-0	Rebate Income	5,637	5,986	6,914	6,492	5,000	6,000
	Miscellaneous Revenue	45,349	100,527	76,056	124,328	30,000	80,000
	AMEA Income-Training	1.00	10,000	26,992		25,000	25,000
	Connection Fees	40,841	43,315	42,965	212,759	50,000	50,000
49065	Aid to Construction			~	-	1.41	50,000
49080	Community Dev Revenue	49	87	857	-	÷	
49080	Community Dev Revenue	49	87	857	1		
19892	Transfers In-Gas Fund	1,000,000	-	-	-	1.00	
49995	UB Clearing	(0)		-		2.	
49998	Budget rollover					3,161,945	4,087,496
	Inventory revenue		حنيتي		(0)		-
	TOTAL REVENUES	23,663,147	22,215,550	20,845,489	19,285,197	28,280,169	29,441,368
	EXPENSES						
0000	Purchased Power-Elect	11,330,913	13 490 700	17 204 652	11 201 010		
	Collection Costs/Revenue Dept		12,488,709	13,394,653	11,301,819	13,500,000	13,820,000
	State for the second state of the second state	37,000	35,000	149,640	120,522	160,696	161,071
	Administrative Costs	852,000	872,000	837,000	683,270	911,026	972,350
	Salaries-Oper&Maint	1,205,865	1,317,982	1,364,474	1,406,329	1,780,126	1,780,126
	Overtime	152,741	105,669	150,329	146,966	115,000	160,000
	Employee Payroll Taxes	103,584	103,313	111,356	116,280	154,512	142,500
	Employee Retirement Exp	107,865	174,982	84,465	127,407	164,973	156,500
	Insurance, Employees Group	283,412	293,242	281,284	253,054	348,038	300,000
	Required Contrib-OPEB	230,448	21,655	(387,436)	23,849	28,037	33,858
	Casualty/Workers Comp Ins	170,550	1	1.00			
50221	Workers Comp Insurance		53,066	65,458	65,693	70,694	57,845
	Casualty/Property Insurance	1.1	135,503	154,372	174,293	162,091	170,000
50230	Training/School/Travel	25,279	33,620	68,342	97,019	100,000	101,100
0250	Trustee Fees	858		99	99	500	500
50270	Audit & Accounting	23,297	12,476	16,383	13,756	17,000	13,000
0280	Legal Fees	1.1	856			-	-
0290	Professional Services	45,112	48,583	129,111	32,647	118,000	140,000
0300	Computer Expense	90,092	44,543	18,756	18,752	45,562	39,850
	Office Supplies	873	478	1,250	957	1,600	1,200
	Printers/Copiers/OE and supp	5,067	5,917	5,120	3,635	11,236	2,940
1. A.	Bond Issue Expense	857	-	-	5,055	11,250	2,240
	Postage	39,473	39,572	54,032			
	Operating Supplies	2.1.1.1.1.1			48,104	50,000	50,000
		74,828	160,997	121,747	97,974	256,517	100,000
	Maintenance-Buildings	15,915	26,701	23,646	30,493	95,000	25,312
	Maintenance-Plant	80,179	189,970	177,479	169,174	250,000	1,012,000
	Communications	38,241	33,207	26,163	24,228	20,692	21,024
	Dues-Memberships-Subscrip	4,909	5,367	10,555	10,125	15,000	15,000
	Employment Screening		1,060	1,956	1,149	1,500	1,500
0400	Miscellaneous	1.1	378		1.0	-	
0410	Cash Over or Short	(165)	210	830	(513)	1.1.2	
0420	Bad Debts	67,894	42,693	28,605	26,224	150,000	100,000
	Gasoline & Oil			50,923			

Object	Description	FY 2020 Annual	FY 2021 Annual	FY 2022 Annual	FY2023 August YTD	FY2023 Annual Budget	FY2024 Annual Budget
	Small Equipment				10,216	12,000	97,110
50440	Maintenance-Vehicles&Equip	66,098	47,391	119,465	56,169	106,000	108,500
50460	Uniforms	1,480	531	1,135	1,439	1,500	1,500
50462	Safety Wear and PPE	13,110	20,408	27,127	18,750	63,200	73,360
	Community Dev Projects			(306)	4	-	
50470	Purchases Vehicles & Equipment	~	9		502,231	532,590	562,000
50473	Warehouse Improvement Purchase			(0)	117,411	199,847	-
50475	Capital Improvements		9.00	1.6	152,120	205,000	85,700
50501	Depreciation Adjustment		1.0	1.0	-	-	
50545	Hurricane Assistance		-				
50474	Warehouse Building Purchases			-	38	1.1.1	
50495	Amortization Expense	8,040	8,040				
50500	Depreciation	851,630	979,888	994,022	828,352	850,000	1,000,000
50510	Interest Expense	11,681	32	3,024	1,247	3,200	2,145
50560	Credit Card Processing Fees	60,726	65,754	103,950	106,919	80,000	100,000
50580	Bank Fees	12,895	13,064	13,156	6,965	15,000	15,000
50900	Transfers Out Captl Purchases	58,367	15,464	1.00	-		1000
50920	Transfers to General Fund	1.00		537,655	374,852	499,803	507,077
50925	Transfers for Comm Dev	254,000	604,085		-		
51025	Colony Rent	338	338	818	790	800	800
51030	Publications Newspapers	1,118	885		-	1,000	1,000
52510	Utilities for City Use	229,612	65,271	66,231	40,316	76,000	70,000
56015	Hurricane Sally	762,268	232,814		-	-	
56025	Hurricane Zeta		10,390			100	~
50340	General Supplies	6,918	C 15	~		-	
59100	SCADA Capital Purch Budget				75,349	100,000	100,000
59110	AMI Capital					2,250,000	2,250,000
59500	Capital Sys Improve Budget	4	1	2	984,307	3,736,430	4,078,500
	Reserve Requirements per Ordin					960,000	960,000
	TOTAL EXPENSES	17,424,168	18,349,202	18,806,868	18,311,770	28,280,169	29,441,368
	EXCESS REVENUE OVER EXPENSE	6,238,978	3,866,349	2,038,622	973,426		-

		Actual	Actual	Actual	Actual	Budget	Budget	Estimated	Projected	Projected	Designation	Declarity	Destant.
Calegory		FY 2020	FY 2021	FY 2022	YTD 6/31/2023	FY 2023	FY 2024	Growth Rate	FY 2025	FY 2026	Projected FY 2027	Projected FY 2028	Projected EY 2029
Sales and Services		20,088,648	19,852,581	19,845,437	18,402,291	22,500,000	22,500,000	1.0%	22,725,000	22,952,250	23 181 773	23,413,590	23.647.72
Other charges, sales and receipts		279,924	467,368	347,639	633,363	321,560	403,672	1.09e	407,911	411,990	416 110	420,271	424,47
Interest income Grants		127.938	98,559	116.276	249.522	90.000	200.000		95,000	95,000	95,000	95,000	95,00
Rate Stablization Funds		2.001.000. D	1,636,546	92.610	0	2 100.000	2 250 000						
Total Revenue	3	22,549,403 \$	22,177,085 \$	20,549,871	19,285,197 \$		25,353,872	Nhà	23,227,911	23,459,240	23,692,882	23,928,861	24,167,20
Operations Expenses													
Compensation & Benefits		2,083,815	2,069,909	1,669,929	2,139,577	2,661,380	2,630,629	4.0%	2,736,062	2.845,505	2,959,325	3,077,698	3,200.80
Energy Purchases		11 330 913	12,488,709	13,394,653	11,301,619	13,500,000	13,820,000	2.0%	14,096,400	14.378.328	14.665.895	14,959,212	15 258 39
Supplies, Repairs & Meintenace		244,811	425,536	443.597	364 983	721,117	1 344,122	2 13%6	1,371,004	1,398,425	1.426.393	1,454,921	1,484,01
Services Provided by Others Utilities & Communication		73,477	67.630 38.478	150.614	50,039 64,544	146,236	155,940	3.0%	157,499	159,074	160,665	162,272	163,69
Travel/Training		25,279	33,620	56 342	97.019	96.692	91.024	1 0%	91,034	92,854	93 782	94,720	95,66
Other Operating Expenditores		494,164	364,333	437.709	427 865	496 153	519 510	1.0%	102 111 524,705	103,132 529,952	104,163	105 205	106.25
menesi expense		11,681	32	3 024	1,247	3.200	2.145	Pel Sch	1,608	1 065	535.252 F15	540.604 560	546,01
Depreciation Expenses		851,630	979,868	994,022	828,352	850,000	1.000.000	1 0%	1,010,000	1.020 100	1.030.301	1,040,604	1,051,01
Bad Debt/Amortization	-	75,933	50,723	28,605	26.224	150,000	100,000	7.0%	103 000	104,030	105,070	105,121	107,182
Total Oper. Expenses	-	15,459,676 \$	16,579,071 \$	17,282,079 \$	15.301,669 \$	18,724,777 \$	10,764,670	N/A	20.194,925	20,528,435	20,976,491	21,435,796	21,506,464
Revenue Minus Op Exp	5	7,089,727 \$	5,598,014 \$	3.266,992 \$	3,983,528 \$	6,286,883 \$	5,589,202	N/A	3,033,586	2,930,805	2,716,391	2,493,065	2,260,736
Other Sources/Uses Other Sources													
Burrawed Funds								Aguable	.0	0	0	đ	T
Other Sources	-												
Total Other Sources		- 1	- 2	- 3		- 3		N/A.	0	0	0	0	1
Other Uses Administrative Cost Paid To Gen Fund-		E52.000	672:000	837.000	683.270	911.026	972.350	2.0%	991 797	1 011 633	1,031,666	1.052.503	-
Collection cost/Revenue Dept		37.000	35,000	149.640	120,522	160.696	161.071	2.0%	164,292	167.578	170.930	174,348	1 0/3,553
ranster to General Fund		254,000	504,085	537,655	374,852	499.803	507.077	2.0%	517,219	527.553	538,114	548,876	559.85
ransfere In/Out Capital Purchases		(55.328)	(22,914)	(294,762)	0	(106.584)	0		0	0	0	0	1000
Variant & Lease Payments		0	0	D	0	0	41,586	Per Schedule	42,184	42,662	12.070	12,189	12.309
Reserve for Capital Equipment/imprivements. Reserve for System Upgrades.		0	0	0	964,307	1.037.431	747 700 6.328.500	Variable	500,000	500,000	500,000	\$00,000	500,000
Reserve requirements per ordinance		-	4	ų.	304,501	3,300,407	SED.000	Vanable	1,748,000 960,000	2,510,000	2,030,000	2 090 000	1,000,000
Transfer to Electric	_	D	-0	0	0	é.	Q.	N/A	0.000	350,000	960.000	960.000	960,000
Total Other Uses	\$	1,087,672 \$	1,488,171 5	1.229.533 8	2,162,951 \$	8 488 828 \$	9,718,284	0.094	4,923,492	5,719,436	5,242,979	5,337.917	4.283.551
Net Other Sources/Uses	-	(1.087 872)	(1.488.17.1)	(1,229,533)	(2.162.951)	(8,488,828)	(9,718,254)	N/A	(4.923,492)	(5.719 436)	(5,242,979)	(5,337,917)	(4,283,551)
Excess/Deficit) for Year	5	6,002,055 S	4 105,844 \$	2,037,459 5	1,820,577 \$	(2,201,945) \$	(4,129,052)	N/A	(1,889,906)	(2,788,631)	(2.526,588)	(2,844,852)	(2,022,815)
dd back Depreciation Exp	5	851,630 \$	979,888 \$	994,022 \$		850,000 \$	1,000,000		\$ 1,010,000	\$ 1,020,100	\$ 1.030.301	\$ 1,040,604	\$ 1.051.010
Net Excess/(Deficit)	\$	6,853,685 3	5,089,732 5	3,031,481 \$	2,648,929 \$	(1.351.945) 5	(3,129.082)		(679,906)	1.768.5311	(1:495.287)	(1.804.248)	1971,805
Cash Balances		+ of 9/30/20	A5 0/ #30/21	As of 9/30/22	As of 8/31/2023	Note Use fund balans							
ash - Operating		3,713,271 5	1.484.907 E	1.057.7/1 5	1.167.620	num une ning banns	e 2000 54 649 496						
lash - Pooled Depository	8	1.184.570 \$	843.323 61	142,589 5									
ash - Electric Reserves	1	2.852.499 5	3,887,1,86 €	5.0.80,46.8 5	4,447,896								
ash - Super Fund Savings	1	4	6	5									
ash - Reserve Fund Vision	8.	-\$-	6	5									
ash - Utility Reserve Fund	8	5		5									
ash - Second Utiny Reserve	8		ş.,										
Jash - Emergency Relief Checking	8	29.653 5	23,765 5	18,067 5	17,982 Br			Restricted*					
ash - Customer Deposit Reserve	5	1,124,260 5	1,129,378 5	039,202 5	839,202 Bg	Mitted"		Restricted*					
Total Cash	-5	5,998,648 S	6.861.954 S	7,168,097 5	6 610 US1								
	5	Margaret a	Transie I.	The set of		a subtra							
Targeted Reserved Fund Balance	5	4,186,521 \$	4.073.914 \$	4,063,990 \$	4,063,990 \$	3 807 135 \$	4.564.332		4,564,332	4,626,552	4.672.848	4.719.576	4.766,772

Notes Recommended Targeted Reserve Fund 20% of annual revenue

B-182111

nission System Upgrades	Install a new #397 ACSR Line along Morphy, from Ingleside to Greeno, north up Greeno to Dyer. Total length will be approximately 1.4 miles. Cost includes installation of 3 new GOS's in the 44 KV system Upgrade Existing 44 KV poles along Dyer Road	\$1,750,00	contingency (20%
	Greeno, north up Greeno to Dyer. Total length will be approximately 1.4 miles. Cost includes installation of 3 new GOS's in the 44 KV system Upgrade Existing 44 KV poles along Dyer Road	\$1,750,00	\$350.00
		\$1,750,00	\$350.00
			5550,000
	from Greeno to Bishop	\$200,000	\$40,000
ground distribution	Underground on Magnolia from Church Street to Bancroft	\$850,000	
	Led and Pole change out 4 lane lights Greeno Road Underground from Church St. down Magnola	\$300,000 \$650,000	
ution System Upgrades	Upgrade Existing #2/0 and #4/0 ACSR conductors along Summit Street and White Avenue, south from Morphy, and over to Liberty Street, approximately 0.4 miles to #307 ACSP		Total: \$4,140,000
	Upgrade existing #1/0 ACSR conductors along South Mobile Street, from White Avenue down to Pier Avenue, approximately 0.5 miles, to #4/0 ACSR	\$280,000	\$56,000
	Install new 12 KV GOS's at 8 locations		\$65,000 \$32,000
	Install new 12 KV reclosers at 8 locations Install new traffic	\$400,000	\$80,000
Signals	lights at Section/Bancroft	\$350,000	
			Total: \$1,748,000
ution System Upgrades	Unorade approximately 3.5 miles of existing oldcopper		
	ground distribution Pg ground distribution ution System Upgrades Signals ution System Upgrades	arg       Led and Pole change out 4 lane lights Greeno Road         ground distribution       Underground from Church St. down Magnola.         aution System Upgrades       Upgrade Existing #2/0 and #4/0 ACSR conductors along Summit         Street and White Avenue, south from Morphy, and over to       Liberty Street, approximately         0.4 miles, to #397 ACSR       Upgrade existing #1/0 ACSR conductors along South Mobile         Street, from White Avenue down to Pier Avenue, approximately       0.5 miles, to #4/0         ACSR       Install new 12 KV GOS's at 8 locations         Install new 12 KV reclosers at 8 locations Install new traffic       lights at Section/Bancroft	arg       Led and Pole change out 4 lane lights Greeno Road       \$300,000         ground distribution       Underground from Church St. down Magnola.       \$650,000         ution System Upgrades       Upgrade Existing #2/0 and #4/0 ACSR conductors along Summit Street and White Avenue, south from Morphy, and over to Liberty Street, approximately       0.4 miles, to #397 ACSR       \$280,000         Upgrade existing #1/0 ACSR conductors along South Mobile       Street, from White Avenue down to Pier Avenue, approximately       0.5 miles, to #4/0         ACSR       \$325,000       Install new 12 KV GOS's at 8 locations       \$160,000         Install new 12 KV reclosers at 8 locations Install new traffic       \$400,000       \$350,000         Vupgrade approximately 3.5 miles of existing oldcopper       \$100,000       \$100,000

airhope Utilities Electric Department 5-Year Plan				
Fiscal Yea	ar Project/Personnel	Description	Estimated Cost	Estimated engineering a contingency (20%
	Traffic Signals	Install new traffic lights and controls Bancroft/Fairhope	\$350,000	Total: \$2,510,00
2027	Distribution System Upgrades	Upgrade existing #4/0 ACSR conductors along Nichols from Ingleside to Greeno, approximately 0.4 miles, to #397 ACSR		
		Upgrade approximately 1.6 miles of existing copper conductors to #397 ACSR (2 locations)	\$280,000 \$1,120,000	\$56,000 \$224,000
	Traffic Signals	Install new traffic lights and controls Gayer/Section	\$350,000	Total: \$2,030,00
2028	Distribution System Upgrades	Upgrade existing #4/0 ACSR conductors along Bancroft from Equality Avenue up to Bayou Street, approximately 0.4 miles, to #397 ACSR Upgrade approximately 1.8 miles of existing copper conductors	\$280,000	\$56,000
		to #4/0 ACSR (3 locations)	\$1,170,000	\$234,000
	Traffic Signals	Install new traffic lights and controls Section/Volanta	\$350,000	Total: \$2,090,000

## City of Fairhope Water & Wastewater Department

	FY 2024	Projected FY 2025	Projected FY 2026
Total Revenue	Budget	Budget	Budget
Total Revenue	20,347,200	18,248,172	18,513,414
Total Operating Expense	12,632,778	12,872,175	13,116,875
Revenue Minus Operating Expenses	7,714,422	5,375,997	5,396,539
Other Sources			
Borrowed Funds (line of credit)	24,500,000	,	
Other Uses			
Reserve for Capital Equipment/Improvements	1,333,000	900,000	900,000
Reserve for System Upgrades	31,729,180	16,000,000	6,000,000
Warrant & Lease Payments	1,656,828	1,680,633	1,699,677
Reserve requirements per ordinance	875,000	875,000	875,000
General Fund Transfer	290,324	296,130	302,053
Total Other Uses	35,884,332	19,751,763	9,776,730
Excess/(Deficit) for the Year	(3,669,910)	(14,375,767)	(4,380,191)
Add back Depreciation Expense	1,900,000	1,984,500	2,024,395
Net Excess/(Deficit)	(1,769,910)	(12,391,267)	(2,355,796)
CASH	8/31/2023		
Cash-Operating	593,332		
Cash-Water Reserve	1,252,603		
Cash-Reserve Water-Tap/SDC	2,720,861		
Cash-Reserve Sewer-Tap/SDC	687,700		
	5,254,496		
Targeted Reserve Fund 20% of Annual Revenue	3,734,440	3,649,634	3,702,683

#### City of Fairhope Water & Wastewater Department

Category Soles and Services Other charges, sales and fecelipts intervist income Grants Budget Reliever		Actual FY 2020 12 127 989 1 505 924 209 460 246 093	8.1	Actual FY 2021 12 703 925 2,029 806 115,564 (32,335)	Actual FY 2022 14 142,409 1,618 217 145,120 18,911	Actual YTD 8/31/2023 14,935 9 1,582 21 390,5	6	Budget FY 2023 13,709,000 1,170,800 110,000 1,675,000 6,009,259	Budget FY 2024 15,600,000 2,197,200 180,000 2,400,000 1,863,082	Estimated Growth Rate 1.0% 1.0%	Projected <u>FY 2025</u> 15,839,000 2,219,172 190,000	Projected <u>FY 2026</u> 16,082,050 2,241,364 190,000	Projected <u>FY 2027</u> 16,329,224 2,263,777 190,000	2.266,415	2.309,279
Total Revenue	\$	14.171.467	5	14,818,062 \$	15,924,657	\$ 16,909,8	7 5	16,655,800 \$	20,347,200	NIA	18,248,172	18,513,414			
	-		-	and a store the	C LINE COUNTY	Cole solo	- 1		Actedition	and a	10,240,172	10,213,414	18,783,001	19,057,011	19,335,523
Operations Expenses															
Compensation & Benefits		2,555,837		2 898 910	2 854 127	2,800,75		5,585,929	3.603.095	3 0'N	3,729,457	3 860 337	3 995,904	4.136.327	4 281,786
Energy Purchases		591,229		592,436	524,405	549,35		585,000	570 000	2.0%	\$81,400	597,618	614 298		619.443
Supplies, Repairs & Maintenau		1,099,296		1,577,503	1.634,441	1,609.11		2,130,900	2 178 932	20%	2 220,471	2,275,191	2,331,316		2,447,926
Services Provided by Others		709 609		7197,465	689,623	591.28		1,026,650	1,232,040	1.0%	1,244,360	1,274,010	1.304,473		
Utillies & Communication		296.945		300.048	315 \$70	301;25		275,720	367,792	1.0%	371.470	378.606	385.916		401.078
Travel/Training		21,047		21,540	26.077	29.08		48,200	45,100	1.0%	45,551	46.476	47 426		49,402
Other Operating Expenditures		588,377		545,708	653 762	604.82		764.180	823,724	1 OW	831.961	848,694	866 255		902.308
Interest expense		380 662		203.904	120,460	97.50		106.525	85,439	Per Sch	64.079	42 445	28.490		18 244
Depreciation Expenses		1,481,004		1,611,230	1,821,380	1,606,91		1.535,000	1.900,000	1.0%	1,919,000	1.958 390	1 998,760		
Bad Debl/Amortization	_	56,367	1	(50,949)	32,237	38,06	8	80,000	65,000	0.0%	65.500	66.005	66.515		67.551
Total Oper. Expenses	5	7,760,369	\$	8,497,797 \$	8,674,261	\$ 8,227.27	0 5	10,134,103 \$	10,859,125	N/A	11.073.249	11,281,970	11:572,860		12,170,791
Revenue Minus Op Exp	5	5,411,098	5	6,320,265 \$	7.250,396	\$ 8,682,54	7 \$	6.521,697 \$	9,478,075	N/A	7,174,923	7,231,443	7.210,141	7.190,820	7.164.732
Other Sources/Uses															
Borrowed Funds	s	-	\$	- 9		s -	5	15,000.000 \$	24,500,000	Variable	i	.0	0	ō	D
Other Sources Total Other Sources	s		. 2												
rotar omer sources	-		÷			\$	5	15,000,000 \$	24,500,000	N/A	0	۵	0	0	0
Other Uses															
Administrative Cost Paid To Gen Fund		851 000		871,000	837.000	663.27		911.026	972.346	2.0%	991,798	1.011.632	1.031.865	1.052 502	1,073,652
Collection cost/Revenue Dept		160,000		157 CDO	592,585	573.16	5	764,220	791304	2.0%	807.130	823 273	839,738		873.664
Transfer to General Fund		267.000		508,581	551 190	217.74	3	290,324	290,324	2.0%	296.130	302.053	308.094		320,541
Transfers In/Old Capital Purchases		115,214		45,177	147.381		0	53,282	0		0	0	000,004		0.00,041
Warrant & Lease Payments		0		0	Ū.		0	527,354	1,655 828	Per Schedule	1,660,633	1,609,677	460,861	485 622	490 383
Reserve for Capital Equipment/improvements		0		.0	0	1,045,70	7	990,324	1 333,000	Variable	900,000	900,000	900.000	900.000	900.000
Reserve for System Upgrades		0		0	0	9,504,19	3	23,646,780	31,729,180		16,000,000	6,000,000	3,000,000	5.600,000	3 000,000
Reserve requirements per ordinance	-	0	1	0	ġ.		0	500.000	275 000		875 000	875,000	875,000	875.000	575,000
Total Other Uses	\$	1,393,214	\$	1,681,758 \$	2.228,166	\$ 12.024.07	7 5	27.183,210 5	37.647,985	0.056	21,550,690	11,611,635	7,435,558	10,083,912	7,533,140
Not Other Sources/Uses	_	1,393,214	1	1.681.758	(2,228,166)	(12,024,07	71	(12,185,310)	(13,147,985)	N/A -	(21,550,690)	(11,611,635)	(7,435,558)	10.083.912)	(7 533 140)
Excess/(Deficit) for Year	-	5 017 884		4.638.507 \$	E 020 020	5 (5.341.53	- 10		10 500 010						11,200,1901
Excessioner/ of Year	-	5,017,004		4,030,007 9	5,022,230	a (2,041,03	1.2	(5,661,613) \$	(3,669,910)	ANLY	[14,375,767]	(4,380,191)	(225,416)	(2.893,092)	(368,408)
Add back Depreciation Exp	5	1,481,001	5	1,611,230 \$		\$ 1,606,91		1,535,000 \$	1,900,000		\$ 1,984,500	\$ 2,024,395	\$ 2,065,295	\$ 2.107.228	\$ 2.150 223
Net Excess/(Deficit)	2	6,498,885	5	6.249.737 5	6.843.590	\$ (1.734.61	21 5	(4.126.613) 5	(1.769.910)		(12 391 261)	12.355.7961	1.839.879	1785,864)	1.781.816
Cash Balances		af 9 30/20		of 9/90/2021	e of 9/30/2022	At b! #/31/2023									
Cash - Operating	1	5 363 615		0.251.985 5	3.751,166	305.95	-								
Cash - Pooled Depository	6	114.665		183.008 5	46,130	78.4									
Cash - Water Reserve	4	713,755		840,182 5				date of the							
Cash - SDC Water Reserve	2	130.799	s		a part of the second	atter day									
Cash - SDC Water Reserve	\$			5	330,600			ricted."							
Cash - Superfund-Wtr Tap Res	-		5	5	332,000			riched*							
	5	2,471,808		2,230,981 5	3,211,758	5 2,057,15									
Cash - Savings-Sewer Tap Fee	5	1,048,404	5	1,280,934 \$	1,400,200			ricted*							
	5	453,027 (0, Mi5, 375	5	1,286,934 S 451,917 S 11,045,018 S	1,400,200 388,747 10,487,732	5 388,74		ricied*							

Targeted Reserved Fund Balance	5	2,742,783 \$	2,742,783 \$	2,946,747 \$	3,303,849 \$	3,559,440	\$ 3,011,534 \$ 3,664,683 \$ 3,718,600 \$ 3,773,402 \$ 3,829,105
Notes							
Pasampopulat Tampilat Pasagas Eurol 10% of appenditude							

	WATER DEPARTMENT		1			1	9/18/202
Object	Description	FY 2020 Annual	FY 2021 Annual	FY 2022 Annual	FY2023 August YTD		FY2024 Annual
- allow	REVENUES	Annuar	Aintear	Annual	1 10	Budget	Budget
40840	Fema-Grant Revenues	16,317	(1,549)	1,266			
40900	Transfers In Captl Purchases			-			
	Sale of Fixed Assets	32,064	46	2,119	638	1.000	
42520	Revenue Late Charges	38,435	53,640	36,156	35,833	40,000	40,000
43010	Water Sales	7,290,522	7,185,445	7,469,514	8,084,233	7,400,000	8,300,000
43030	Tel Companies Antenna Rent	182,552	171,870	208,438	259,787	200,000	250,000
45635	Grant income-ALDOT	4,328	1,252				
49010	Interest Earned	200,166	84,363	102,659	278,324	90,000	100,000
49035	Rebate Income	4,877	3,891	4,494	4,220	4,000	4,200
49040	Miscellaneous Revenue	27,924	14,608	76,499	57,395	50,000	50,000
49045	Loan Proceeds					7,500,000	15,000,000
49060	Connection Fees	831,639	1,034,752	773,460	904,438	500,000	500,000
49065	Aid to Construction			-	-		100,000
49080	Community Dev Revenue	48	84	832			
49998	Budget Rollover	71	-		~	5,652,896	1,611,058
49999	Inventory revenue					<u> </u>	-
	TOTAL REVENUES	8,628,873	8,548,404	8,675,437	9,624,867	21,436,896	25,955,258
	EXPENSES						
50020	Purchased Power-Elect	121,069	124,502	89,250	111,566	120,000	120,000
50025	Collection Costs/Revenue Dept	101,000	98,000	431,066	363,685	484,913	500,652
50026	Administrative Costs	553,000	566,000	544,050	444,125	592,167	632,027
50040	Salaries-Oper&Maint	785,305	889,381	888,152	911,416	1,184,099	1,184,099
50045	Overtime	99,288	120,251	173,425	168,788	120,000	170,000
50190	Employee Payroll Taxes	67,471	73,467	81,739	79,476	102,860	115,460
	Employee Retirement Exp	69,520	116,892	54,269	87,521	106,139	115,321
50210	Employee Medical Insurance	217,486	205,217	196,777	164,493	252,413	200,000
50215	Required Contrib-OPEB	46,367	117,260	28,439	14,837	28,037	13,418
	Casualty/Workers Comp Ins	124,045	0		÷		
	Workers Comp Insurance		23,646	27,818	31,109	30,043	28,294
	Casualty/Property Insurance	1000	96,720	116,854	133,722	122,568	110,000
	Training/School/Travel	14,482	11,727	14,301	11,262	25,530	21,765
	Trustee Fees	6,201		3,928	1,375	6,000	1,500
	Audit & Accounting	11,223	10,093	9,830	17,883	10,000	20,000
	Legal Fees	-	-			3,000	3,000
	Professional Services	33,015	30,290	25,134	46,844	197,700	357,240
	Computer Expense	61,125	26,481	9,166	13,975	21,301	20,275
	Office Supplies Printers/Copiers/OE and supp	1,825	766	4,619	2,739	8,000	5,000
	Postage	3,282	3,684	3,153	2,208	9,200	11,440
	Operating Supplies	25,260	25,579	35,063	31,036	30,000	35,000
	Maintenance-Buildings	46,171 8,951	64,371	58,065	18,614	15,000	15,000
	Maintenance-Fountains	0,931	58,314 69	48,152	22,201	50,000	52,724
	Maintenance-Plant	312,469	360,797	3,427 206,229	2,215	12,000	12,000
	Maintenance-Distribution Sys	512,405	38,278	176,989	108,030	175,000	175,000
	Communications.	23,674	23,507	19,573	286,065	300,000	360,000
	Dues-Memberships-Subscrip	4,381	4,576	6,730	17,002 10,870	17,610	17,416
	Employment Screening	1,201	1,286	1,086	1,027	10,000	10,000
	Bad Debts	40,094	32,184	23,934	24,744	70,000	1,500
	Gasoline & Oil	29,205	37,885	65,948	52,913	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	50,000
	Small Equipment			39,344	40,772	60,000 40,000	70,000
	Maintenance-Vehicles&Equip	43,063	94,615	79,703	32,505	51,300	70,000
	Uniforms	6,277	2,659	6,233	3,873	15,000	51,300 15,000
	Safety Wear and PPE	4,578	8,606	4,220	7,236	13,800	
	Purchases Vehicles & Equipment	-	and the	-	194,053	260,540	16,300 171,000
	Warehouse Improvement Purchase	-	~	145,019	557	70,000	111,000
	Community Dev Projects	÷.		(199)	-	10,000	
	Amortization Expense	7,041	7,041	7,041			
50500	Depreciation	876,979	933,967	926,554	723,113	700,000	900,000

	WATER DEPARTMENT						9/18/202
Object	Description	FY 2020 Annual	FY 2021 Annual	FY 2022 Annual	FY2023 August YTD	FY2023 Annual Budget	FY2024 Annual Budget
50501	Depreciation Adjustment	14					
50510	Interest Expense	133,232	58,010	42,161	34,127	37,284	29,903
50520	Rental-other	7,892	2,277	17,630	3,372	30,000	30,000
50530	Bond Issue Expense	34,160	1		-		
50560	Credit Card Processing Fees	39,471	40,648	58,047	66,095	40,000	65,000
50580	Bank Fees	8,376	8,676	8,770	4,248	10,000	6,000
50900	Transfers Out Captl Purchases	74,889		-			0,000
50904	Transfers Out Captl Purchases W/S		26,466	95,798		37,269	
50920	Transfers to General Fund		-	551,190	217,743	290,324	290,324
50925	Transfers for Comm Dev	267,000	608,581		1000		2007021
51025	Colony Rent	270	287	281	280	300	300
51030	Publications Newspapers					5,000	5,000
52510	Utilities for City Use	151,914	147,530	181,757	180,513	150,000	181,000
53010	Chemicals & Testing	146,356	170,806	47,990	47,160	75,000	75,000
53011	Chemicals - Water Treament	1.27	-	279,155	334,662	300,000	350,000
59100	SCADA Capital Purch Budget	~	-		10,702	15,000	40,000
59500	System Improve-Distribution Sys	~		(0)	2,700,867	9,800,000	7,281,000
59501	System Impr-Water Plan/Wells	-		(9)	3,835,369	4,851,000	11,300,000
59998	Reserve Requirements per Ordin			+		500,000	500,000
	TOTAL EXPENSES	4,607,404	5,271,392	5,837,850	11,618,988	21,456,896	25,955,258
	EXCESS REVENUE OVER EXPENSES	4,021,468	3,277,012	2,837,588	(1,994,121)	(20,000)	

#### City of Fairhope Water Department Actual Actual Projected Actual Actual Budget Budget Estimated Projected Projected Projected Projected FY 2021 7 180,389 1 278 893 84,363 4 926 FY 2022 7.476.513 1.180.921 102.659 2.728 Eudger FY 2024 8.300 000 844.200 100.000 FY 2020 7,290,522 1,117,539 199,554 Calegory YTD 8/31/2023 FY 2023 Growth Rate FY 2025 EY 2026 8.635,320 FY 2027 FY 2028 8.964,187 FY 2020 9.163.671 Sales and Selvice 8 084,233 1.262 310 278 324 400.000 794.000 90.000 8,466,000 2.0% 8.805.026 Other charges, sales and receipts Inferest income Grants, Budget Rollover 652.642 869 760 878 478 867 263 861 168 95.000 95,000 95,000 95 000 95.000 23,526 Total Revenue 0,631,142 8,548,570 \$ 13,936,896 5 8,752,822 \$ 9,624,867 \$ 9,244,200 N/A 9,413,542 9,591,488 9,772,807 9,957,665 10,146,133 **Operations Expenses** 1,483,884 89,250 957,213 04,964 201,330 14,301 337,110 42,161 819,612 17,569 Operations Expenses Compension & Benefits. Energy Purchases Supplies. Repairs & Meintentico Services Provided by Others Utilities & Communication Travel/Training Other Operating Expenses Interest expense Depresention Expenses Bad Debt/Amortization Total Oper Expenses 1,233,858 121,069 558,834 44,237 175,587 14,482 321,832 133,232 666,450 1.403.256 124,502 788,790 40,352 171,037 11,727 259,365 1 457 640 111,566 894,962 64,727 197,515 11,262 4 0% 2 0% 2 0% 1 0% 1 0% 1 0% Per Sch 1 823 591 120 000 1 026 300 210 700 167 610 25 530 374 669 1,826,592 120,000 1,166,024 2 136,854 125,692 1,262,142 395,679 206,472 21,649 2 222 326 132 490 1 267,385 399,536 208,537 22 876 1.899.656 1.975.642 2.054.668 2.054.668 127.545 1.237.394 391.762 204.426 22.425 409.354 9.971 927.271 51.515 122,400 124,848 124,848 1213,131 387,863 202,404 22,202 405,301 14,856 918,090 51,005 380,240 984 042 198.416 200 400 21,983 401,288 22,428 909,000 21.765 332,290 34,127 723,113 22,649 413,448 22,875 ET 894 37.284 29,903 7 807 936,544 7,807 723 838 900.000 10% 40,094 24.744 50.0 52.551 9 851,888 Total Oper, Expenses 5 3 309 676 5 3 536 763 3,697 393 4.555.683 5 090 25 N/A 201.041 354,617 5511486 5,644,549 Revenue Minus Op Exp 5,321,466 \$ 5,011,807 \$ 4,765,428 5 5.772,981 5 5 9,381,213 \$ 4,153,945 NIA 4,212,601 4,327,131 4,388,189 4,446,179 4,501,584 Other Sources/Uses ed Funds 0 Q. 0 10 1,500,000 15.000.000 Veriable Ŷ .0 0 σ 0 Other Sources Total Other Sources 5 7.500,000 \$ 15,000,000 NRA Ū, 0 Other Uses Other Uses. Administrative Cost Paid To Gen Fund Oblection cov/Revenue Dept Transfer to General Fund Transfer to General Fund Transfer inOut Capital Fuurchases Warrant & Lesse Payments Reserve for System Upgrades Reserve for System Upgrades 553,000 101,000 267,000 74,889 566,000 96,000 606,581 26,466 544,050 431,066 551,190 95,798 444,125 363,685 217,743 592,167 484 913 290,324 37,269 2.0% 2.0% 2.0% 632 027 544,666 670 712 531 296 308.094 697 809 552 760 320 541 657.561 684 126 520.876 302.053 D 541,922 500 652 290 324 510 685 296.130 D 168,301 400,000 300,000 579,890 588,222 400.000 Per Schedule 169,965 400,000 171.634 408,000 2,000,000 594,887 345,540 205,312 400,000 00 361.000 Variable 14,651,000 18.561.000 6.536,237 0. $\mathfrak{D}$ Variable 10,000,000 Reserve require nenta per ordinance 500.00 500,00 500.000 7 767 102 Total Other Uses 095 88G 299.047 n av-\$ 1622 104 3 6.901.213 21.444.893 6.610.2 Net Other Sources/Uses 05.86 N/A (6,444,893) 9.401,213 12.939,685 (7.975,379) (5,878,404) 4,642,744) 6.510.7 Excess/(Deficit) for Year 4.325.577 \$ 5 3,712.760 \$ 3,149,325 (1.994.121) 5 (20,000) (2.290.948) N/A (8,727,084) 3.648.248 (141,160) (2,154,093 Add back Depreciation Exp \$ 666,450 \$ 723,838 \$ 819,612 \$ 723,113 \$ 700,000 \$ 900,000 \$ 959,500 \$ 969,095 5 978,786 S 988,574 S 998,460 Net Excess/(Deficit) 4.992,028 s 12 4.436.597 \$ 11 390,9485 17 767 5841 3.967.937 \$ (1.271.008) \$ 12 679 153) 1511 428) (1.175.520) 857.300 Cash Balances As of 3/30/20 As al \$30.21 As at 3/36/22 As of 8/31/2023 Cash - Operating Cash - Pooled Depository 100 5,303,619 5 0,211,001 5 3,753,20u 5

Cesti - Pooled Depository	8	3.56,001	3	181.076	2	48.390	5	78,309	
Gash - Water Reserves Centennial	8	7.53.755	5	800.382	5	1.7024-5111	5	1,274,632	Restricted*
Gash - SuperInd-Water Tap Reserve	5	1.071,800	5	7.930 SE1	- S	3,314,756	5	2,057,156	Restricted*
Cash - SDC Water Reserve	5		5		5	1330 607	8	663,705	Restricted
Cash - Gustomer Deposit Reserve	5	433.021	5	451,917	5-	388.747	5	388,747	Restricted*
Total Cash	5	9,330,871	5	10,6%8,164	4	1/755.01/	1	4,968,301	

Targelini Reserved Fund Balance s 1.681.612 5 1.691.856 \$ 1.691.856 \$ 1.869.309 5 1,869 300 1,638,600 1.863,728 1,899,298 1,935,561 1,972,533 Notes Recommended Targeted Reserve Fund 20% of annual revenue -

		FY 2020		FY 2022	FY2023 August	FY2023 Annual	9/18/2023
Object	Description	Annual	FY 2021 Annual	Annual	YTD	Budget	Budget
10000	REVENUE	icc inc	504 707		24.400	- Contractor	
	Connection Fees	466,422	681,787	277,223	316,914	375,000	350,000
	Grant income-ALDOT	327	0.710	20.024			
	Sale of Fixed Assets	130	9,715	39,824		~	~
49030	dis / ten / picture in	2.11	57,319	244		ALC: THE	
	Federal Grants	2,983	2,213	601		1,000,000	1,500,000
	Rebate Income	1,833	2,095	2,420	2,272	1,800	2,000
	Fema-Grant Revenues	221,257	(39,473)	15,581	~	675,000	900,000
	Miscellaneous Revenue	1		3,900	800	1.1.15	1,000
	Revenue Wastewater Charges	4,837,467	5,523,536	6,665,896	6,852,714	6,300,000	7,300,000
	Interest Earned	9,906	32,301	42,461	112,250	20,000	50,000
	Loan Proceeds	5	-	-		7,500,000	9,500,000
49065	Aid to Construction				-	~	50,000
49893	Transfer In-American Rescue Fd	8	-	113,684		140	1,000,000
49998	Budget Rollover		5		-	356,363	252,024
	TOTAL REVENUES	5,540,325	6,269,492	7,161,835	7,284,950	16,228,163	20,905,024
	EXPENSES						
50020	Purchased Power-Elect	470,160	467,936	435,156	436,786	465,000	450.000
	Collection Costs/Revenue Dept	59,000	59,000	261,529			450,000
	Administrative Costs	298,000	305,000	292,950	209,480	279,307	290,652
20.00 Contraction of the second s	Salaries-Oper&Maint		897,740	and the second second	239,144	318,859	340,322
	Overtime	808,621		920,094	873,902	1,148,382	1,148,383
		125,165	105,686	81,774	82,472	110,000	158,000
	Employee Payroll Taxes	70,052	72,119	75,006	70,515	94,531	97,500
	Employee Retirement Exp	71,664	99,096	50,539	76,666	100,057	96,457
	Employee Medical Insurance	209,528	207,152	204,692	181,762	270,761	198,000
	Required Contrib-OPEB	36,950	91,205	13,172	30,030	11,642	52,498
59999	Gain/Loss on Fixed Assets		24,618	-	-	-	
	Hwy 9/Baldwin County Swr	1	13	-	~		*
	Casualty/Workers Comp Ins	124,991	0			-	
50221	Workers Comp Insurance	e.	22,656	24,966	27,768	26,964	25,668
	Casualty/Property Insurance		141,662	131,005	112,358	136,966	135,000
50230	Training/School/Travel	6,565	9,813	13,775	17,822	22,670	23,335
50250	Trustee Fees				2,553	1,000	2,560
50270	Audit & Accounting	6,192	5,664	9,830	9,629	10,000	10,000
50280	Legal Fees	54,583	154,858	58,507		60,000	50,000
50290	Professional Services	53,797	22,810	81,622	51,181	145,950	191,800
50300	Computer Expense	32,699	18,119	7,201	6,472	8,659	28,185
50320	Office Supplies	1,192	914	866	1,135	2,000	2,000
50325	Printers/Copiers/OE and supp	2,376	3,348	2,758	1,958	4,726	8,254
50330	Postage	15,099	14,002	19,042	17,413	13,750	20,000
50340	Operating Supplies	23,696	85,616	27,308	22,449	20,000	20,000
50360	Maintenance-Buildings	39,200	29,267	41,789	30,946	56,800	75,108
50365	Maintenance-Plant/Lift Station	148,171	306,903	151,751	183,024	250,000	270,000
	Maintenance-Collection			86,564	97,526	200,000	100,000
	Maintenance-WWTP		800	71,268	193,336	200,000	200,000
	Communications	41,993	36,739	25,377	22,303	19,110	79,376
	Dues-Memberships-Subscrip	3,079	2,828	4,549	6,180	6,800	
	Employment Screening	5,075	393	904	904		6,800
	Sludge Removal	550,800	573,750	504,900		1,000	1,000
	Bad Debts				465,750	600,000	600,000
	Gasoline & Oil	16,272	17,079	14,668	13,324	10,000	15,000
		20,009	46,846	64,095	43,213	75,000	70,000
	Small Equipment	43 491	44.400	27,254	37,001	40,000	45,000
	Maintenance-Vehicles&Equip	41,481	41,169	38,669	36,190	50,800	50,800
	Uniforms	2,813	3,144	5,651	5,381	10,000	15,000
	Safety Wear and PPE	10,804	5,041	5,219	5,404	13,400	16,900
	Purchases Vehicles & Equipment	1	(0)	130	731,425	431,584	787,000
	Warehouse Improvement Purchase		-	7,315	1,278	115,000	
0475	Capital Improvements		1			18,200	125,000
	Depreciation	814,551	887,392	1,001,748			

	WASTEWATER DEPARTMENT						9/18/2023
Object	Description	FY 2020 Annual	FY 2021 Annual	FY 2022 Annual	FY2023 August YTD	FY2023 Annual Budget	FY2024 Annual Budget
50510	Interest Expense	247,430	122,010	78,299	63,378	69,241	55,536
50520	Rental-other	6,211	22,339	28,059	29,704	75,000	75,000
50560	Credit Card Processing Fees	21,253	23,910	44,014	38,880	35,000	40,000
50580	Bank Fees	4,510	3,919	3,947	1,967	4,500	4,000
51025	Colony Rent	200	209	209	209	210	210
51030	and the second se	500	582	-	-	3,500	3,500
50490	Community Dev Projects	- (*	\$	(107)			
50900	An ended and a set out of the endeded	40,325			91		
50904	the state of the second state of the second s	1.1	18,711	51,583		16,013	
52510		81,364	92,272	88,863	81,478	85,000	90,000
53010	Chemicals & Testing	286,722	324,044	181,052	58,071	145,000	145,000
53011	Chemicals - Wastewater Treatment			8,928	18,700	15,000	28,000
53012	Chemicals - Odor Control	~	÷	41,780	35,837	125,000	75,000
59100	SCADA Capital Purch Budget	-			107,692	80,000	60,000
59500	System Improve-Collection Syst			0	2,550,628	6,508,680	8,538,680
59501	System Impr-Lift Stations	8	-	4,273	343,875	1,997,600	2,000,000
59502	System Improvement-WWTP			1.0	73,454	489,500	2,609,500
59998	Reserve Requirements per Ordin	+	-	1		375,000	375,000
59999	Gain/Loss on Fixed Assets		24,618	1	-		
56015	Hurricane Sally	231,816	22,204		5,761	-	-
56025	Hurricane Zeta		9,332	÷		<u> </u>	
	TOTAL EXPENSES	5,079,834	5,424,531	5,294,411	8,638,120	16,208,163	20,905,024
	Excess Rev Over Expense	460,490	844,961	1,867,424	(1,353,170)	20,000	

				City	of Fairhope W	astewater Dep	artment						
Category Sales and Services Other charges sales and receipts Interest income Grants Budget Rollover		Actual FY 2020 4.637,467 468,385 9,906 224,567 0	Actual FY 2021 5.523.536 750.915 32,301 (37,261) 0	Actual FY 2022 6,665,096 437,296 42,451 16,183 0	Actual YTD 8/31/2023 6,652,714 319,986 112,250 0	Budget FY 2023 6,300,000 376,800 20,000 1,675,000 356,363	Budget FY 2024 7,900,000 1,953,000 50,000 2,400,000 252,024	Estimated Growth Rale 1.0% 1.0%	Projected <u>FY 2025</u> 7.373.000 1.366.530 95.000	Projected FY 2026 7,446,730 1,380,195 95,000	Projected <u>FY 2027</u> 7,521,197 1,393,997 55,000	1 407 937	Projected FY 2029 7,672.37 1,422.51 95.00
Total Revenue	-	5.540.325 \$	6,269,492 \$	7,161,835	5 7,284,950 5	8,371,800 \$	11,103,000	N/A	8,834,530	8.921,925	9,010,195	8,099,346	9,189,39
Operations Expenses Compensation 5 Benefids. Energy Purchastes Suppres Repairs & Maintenuces Services Provided by Olivers Utilities & Communication TravelTraining Other Operating Espendiums Interest separas Deprectation Expenses Bad Debl/Amantzatian Tool Oper. Expenses	15	1 321 479 470,160 540,462 565,372 123 259 6,565 244,545 247,430 814,551 16,272 4,450,693 \$	1 495,654 467,936 788,713 757,082 129,011 9 613 286,344 122,010 867,392 17,079 4 901,034 \$	1,370,243 435,156 657,238 654,859 114,240 13,775 316,852 76,299 1,001,748 14,666 4,676,868	(343,115 456,786 714,215 526,560 103,781 17,622 272,596 63,376 883,805 13,324 \$ 4,376,885 \$	1,762,336 465,000 1,104,600 815,950 104,110 22,670 359,511 69,241 835,000 10,000	1.778,500 450,000 851,000 169,376 23,335 428,409 55,536 1,000,000 15,000 5,778,370	5.0% 2.0% 2.0% 1.0% 1.0% 1.0% 9.0% 0.0% 0.0% N/A	1,829,801 459,000 1,031,125 660,316 171,070 23,558, 430,673 41,652 1,010,000 15,000 5,672,200	1,864,695 472,770 1,052,060 886,128 176,202 24,275 443,597 27,585 1,040,300 15,000 6,017,613	1,941,236 466,953 1,003,922 912,711 181,488 25,004 456,601 18,518 1,071,500 6,188,242	1,998,473 486,653 1,128,739 940,093 186,933 25,754 470,608 14,498 1,102,654 15,000 8,354,705	2,059,45 486,95 1,160,54 968,25 192,54 26,52 484,72 10,43 1,136,76 15,00 6,526,54
Revenue Minus Op Exp	5	1,089,631 \$	1,308,458 5	2,484,968	5 2,909,566 5	2,793,360 \$	5,324,130	TUA	2,962,322	2,904,313	2.621.952	2.744,642	2,663,14
Other Sources/Uses Borrowed Funds Other Sources Total Other Sources	3	0	0 S	0	0	7,500,000	€ 500,600 9 500,600	Vanable N/A	a	0	0		
Other Uses Administrative Cost Paul To Gen Fund Direction cost Revenue Depart Trainste In Control Revenue Depart Trainste In Cost Capter Purchases Wartant & Lease Payments Reserve for System Uognides Reserve for System Uognides Reserve for System Uognides Reserve Rot System Uognides		258,000 59,000 0 40,325 0 0 0	205,000 59,000 18,711 0 0	292,950 261 (129 0 51 563 0 0 0	239 144 209.460 0 640,394 2,967 056	318,859 279,307 0 16,013 527,354 044,784 8,805,780	340, 322 290,652 0 1,026,938 972,000 13,148,160 375,000	2.0% 2.0% Per Schedule Vanable	347 128 290 465 0 1.082,411 500,000 6 000,000 375 000	354,071 302,394 0 1 104,790 500,000 1,000,000 375,000	361,152 308,442 0 312,560 500,000 3,000,000	368 375 314 611 0 315,654 500,000 1,600,000	375.74 328.94 318.74 500.00 1.000.00
Total Öther Uses	\$.	397,325 5	382,711 5	606,082	4,256,975 \$	10,782,097 \$	16,203,092	0.05	8,611.005	3,636,255	4 857,154	375,000	2 690 39
Net Other Sources/Uses	-	(397,325)	(382.711)	(606;062)	(4,256,975)	(3.262,097)	(6,703 082)	N/A	(8,611,005)	(3,636,255)	(4.857,154)	(3,473,641)	(2.690,39)
Excess/(Deficit) for Yaar	3	692 306 \$	925 748 \$	1,878,905	(1.347 409) \$	(486,717) S	(1,378.962)	NIA	(5,648,683)	(731,943)	(2.035,202)	(728,999)	(227 24)
Add back Depreciation Exp Net Excess/(Deficit)	\$ 5	830,623 <u>5</u> 1 523 128 <u>5</u>	904,472 5 1.830,219 8	1,016,416	897,129 1 (450,280) \$	845,000 \$ 356,283 \$	1,015,000 (363,962)	97.5	\$ 1,025,000 ( (4.623.683)	1,055,300 323,357	5 1,086,509 (048,593)		\$ 1,151,764 924,516
Cash Balances Cash - Pooled Depositiny Cash - SDC Vastewater Keserve Cash - Suc Vastewater Tap Reserve Cash - Custamer Deposit Reserve Total Cash	a w w w w w	Ls of 900/90 1.363,615 6 334,685 5 411(017 5 1.046,404 5 <u>333,027 5</u> 7,612,716 5	As of 9:0021 5,257,995 \$ 188,028 \$ 451,317 \$ 1,285,934 \$ 452,912 \$ 0:025,793 \$	A5 of 8/30/22 3.751 / 56 48 / 50 3.88 / 50 3.88 / 47 3.88 / 57 3.88 / 57 3.87 / 59 5.87 / 59 5.97 / 59 5.87 / 59 5.97 / 59 5.97 / 59 5.97 / 59 5.97 / 59 5.97 / 59 5.97 / 5	221,450 Ke 385,747 Be	uticited" uticited" uticited"							
Targeted Reserved Fund Balance Notes		1	1.061,170 \$	1,254.890	1,254,890 \$	1,434,540 \$	1,434,540		1,335,360	1,747,906	1,765,385	1.763,039	1,800,869

Recommended Targeled Reserve Fund 20% of annual revenue

Fiscal Year	Project/Personnel	Description	Estimated Cost	Estimated engineering a contingency (20%
2024				
		Water Main upgrade (County Rd 32 Fairhope Avenue	\$5,000,000	
		Water Treatment Plant upgrades (Plant #1 and #3)	\$8,000,000	
		Water Treatment Plant expansion (Plant #3)	\$2,000,000	
		Water Distribution Main (Replace and upsize)	\$1,350,000	
		Water plant and well upgrades	\$800,000	
		Additional upgrades and improvements (Watertank repairs, meters, valves and taps)	\$1,450,000	
				Total: \$18,600,00
2025			2	
		Add well(s) and treatmant plant at St. Michaels	\$4,000,000	
		Add 2MG tank North of Hwy104 on SR181	\$3,000,000	
		Sandblast and paint 3MG tank (Walmart tank)	\$2,000,000	
		Water Distribution upgrades	\$1,000,000	
2026				Total: \$10,000,00
2020		Seek additional locations and develop wells	\$4,000,000	
		Water Distribution upgrades	\$1,000,000	
		in the production of Brades	31,000,000	Total: \$5,000,000
2027				
		Add 1.5MG water tank south of town, Barnwell area	\$2,000,000	
		Removing 300KG tank (TP#3 & South Section)	Unknown	
		Water Distribution upgrades	\$1,000,000	
				Total: \$3,000,000
2028				and the second second
		Water main upgrades as determined by flow model	\$3,000,000	
		Water Distribution upgrades	\$1,000,000	
			and the second se	Total: \$4,000,0000

Fiscal Year Project/Personnel	Description	Estimated Cost	Estimated engineering contingency (209
2024			
	Force main upgrades to connect of RESTORE Sewer project	\$4,375,000	
	Force main upgrades from Bishop on Fairhope Avenue to new 181/104 lift station	\$3,688,680	
	Generators & bypass pumps	\$1,000,000	
	Headworks system	\$2,000,000	
	Generators (Hazard Mitigation Grant 90/10 match)	\$1,000,000	
	Other facility upgrades and improvements	\$1,144,500	
2025			Total: \$13,208,18
2025	Rhor lift station relocation	C1 000 000	
	Carva Point lift station	\$1,000,000	
	Grand Hotel lift station	\$1,000,000	
		\$2,000,000	
	Lakewood lift station (install inground station & reroute force main	\$2,000,000	
			Total: \$6,000,00
2026	East of the Sun (EOTS) lift station renovation	\$1,000,000	
	Last of the Sun (LOTS) in station renovation	31,000,000	Total: \$1,000,00
2027			1000100
	Fairfield lift station	\$1,000,000	
	Redo area piping for Fairfield lift station	\$2,000,000	
			Total: \$3,000,000
2028	Control Service & Manualia Danah life station	6000.000	
	Carmel Square & Magnolia Beach lift station Fair Harbor & Yacht Club lift stations	\$800,000	
	Fair marbor & Tacht Club Int stations	\$800,000	-
			Total: \$1,600,000

#### ORDINANCE NO.

#### AN ORDINANCE TO REQUIRE ANNEXATION FOR PROPERTY OUTSIDE THE CITY LIMITS BUT CONTIGUOUS TO THE CITY LIMITS FOR NEW CONNECTION TO THE CITY OF FAIRHOPE'S WATER SYSTEM

WHEREAS, in recent years the explosive growth the City of Fairhope has put heavy demand on the resources of the City to meet the water needs of Fairhope residents and businesses; and

WHEREAS, this demand on the City's resources, particularly the demand for water, has made it increasingly difficult for the City to meet the needs of Fairhope's customers while continuing with the City's prior policy of serving water customers outside Fairhope's corporate limits; and

WHEREAS, while the City is presently engaged in an extensive search for new water sources, the future availability of a clean and reliable water supply is far from certain and, in any event, the costs of securing significant new water sources is substantial; and

WHEREAS, the Governing Body of the City of Fairhope finds and declares its primary purpose to be the provision of adequate and safe water service to customers located within the corporate limits of the City of Fairhope.

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

Section 1. The Code of Ordinances, City of Fairhope, Alabama, Chapter 21, Article III. Water is hereby amended to reflect the following changes and additions:

#### ARTICLE III. WATER

In addition to other requirements set forth by the City and codified in the Fairhope Code of Ordinances, property located outside the Fairhope corporate limits, but contiguous to the corporate limits, must be annexed into the City of Fairhope prior to the establishment of any new connections to the Fairhope Water System.

Notwithstanding this requirement, the City will continue to serve customers with existing water connections located outside the Fairhope corporate limits. Additionally, the City will honor existing commitments to provide water service to property located outside the corporate limits if it has an active building permit with the City, or received preliminary or final plat approval with prior written acknowledgment of the City's ability to provide water service to the property.

Ordinance No. \_\_\_\_\_ Page -2-

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. This ordinance shall take effect immediately upon its due adoption and publication as required by law.

ADOPTED THIS THE 25TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

Attest;

Lisa A. Hanks, MMC City Clerk

ADOPTED THIS THE 25TH DAY OF SEPTEMBER, 2023

)

Sherry Sullivan, Mayor

*Water and Wastewater Board of the City of Madison v. Anderson*, 850 So.2d 1230 (Ala.2002): In this case, the Alabama Supreme Court reversed the trial court's order directing a City Water Board to provide service to property owned by the plaintiff. The Water Board adopted a policy under which service would be available to property located outside the City limits only if the landowner filed a petition to have the property annexed into the City. The plaintiff, who owned a tract of land located outside the City, contended that it was improper for the Water Board to serve the plaintiff's property. In reversing that order, the Supreme Court held that the Water Board to serve the plaintiff's property. In reversing that order, the supreme Court held that the Water Board had established a reasonable rationale for the annexation requirement.

#### Brown v. City of Huntsville and Huntsville Utilities, (Ala.2004):

The plaintiff Rex B. Brown ("Brown") appeals a judgment declaring that the defendants City of Huntsville and Huntsville Utilities (collectively "the Utility") owed no obligation to provide water service to Brown's property outside the Huntsville city limits unless the property was annexed into the city. The dispositive issue is whether the trial court erred in holding that the Utility did not discriminate against Brown or act unreasonably in conditioning provision of water service to Brown's property on annexation of Brown's property into the city. Because we conclude that the trial court did not err, we affirm. Our resolution of this case is consistent with our resolution of Water & Wastewater Board of Madison v. Anderson, 850 So.2d 1230 (Ala.2002), addressing another landowner's attempt to obtain substantially the same relief against another utility in the same county.

#### ORDINANCE NO.

WHEREAS, <u>UTILITY BOARD OF THE CITY OF FOLEY D/B/A RIVIERA UTILITIES</u> <u>AND THE FAIRHOPE SINGLE TAX CORPORATION</u>, the owner of the hereinafter described property, did, in writing, petition the City of Fairhope, a municipal corporation, for annexation under Section 11-42-21 of the Code of Alabama, 1975, as amended; and

WHEREAS, a map of said property is attached to said Petition as an exhibit:

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

Property is located on Gayfer Road Extension, Fairhope, Alabama.

#### LEGAL DESCRIPTION:

#### TAX PARCEL 46-06-14-0-000-001.521

From the NW Corner of Northeast Quarter (NE ½) of Section 14, run East 332.5 ft. to a point, run thence South 33 ft. to the Southern margin of Gayfer Rd, Extension, for P.O.B., run thence South 228 ft. to a point; run thence East 332 ft. to a point; run thence North 228 ft. to a point; run thence West 332 ft. to P.O.B.; lands of the Fairhope Single Tax Corporation, Section 14, Township 6 South, Range 2 East, Baldwin County, Alabama, containing 1.75 acres, more or less.

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

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

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

Adopted and approved this 25th day of September, 2023.

By:

Jay Robinson, Council President

Attest:

BV

Lisa A. Hanks. MMC City Clerk

Adopted and approved this 25th day of September, 2023.

By:

Sherry Sullivan, Mayor

Receive 9/6/2023 MH



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

## PETITION FOR ANNEXATION

STATE OF ALABAMA COUNTY OF BALDWIN

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

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The subject land is delineated on the map attached hereto as EXHIBIT B that will be prepared by the City of Fairhope to verify property is contiguous.

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

- A This petition is for R-1 Zoning
- The condition of the Petition is that zoning be established as Concurrent with Annexation.

(Zoning Request)

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

1 de. Signature of Petitioner

Signature of Petitioner

Signature of Petitioner

Utility Board of the City of Foley d/b/a Riviera Utilities Gia S. Long, Interim CEO

Print petitioner's name

Print petitioner's name

Print petitioner's name

Physical Address of property being annexed:

Petitioner's Current Physical Address: 413 East Laurel Avenue

Petitioner's Current Mailing Address: 413 East Laurel Avenue

Foley, AL 36535

Foley, AL 36535

Telephone Number(s):

251-943-5001

Work

Tax Parcel ID Number: 05-46-06-14-0-000-001.521 Size of Property: 1.75 Acres

Home

Petition for Annexation Page -2-

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

Seal O OTARY	nd Seal this 24th day of <u>August</u> , 20,23,
0 4 4 -00	Notary Public
PUBLIC	My commission expires 56 2026
MA STATE AMUNIN	11

I, <u>Evans</u> a Notary Public in and for said State and County, hereby certify that <u>Curber 6</u>, <u>Davidson</u>, <u>III</u> whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

antitution of the second second Given under my Hand and Seal this day of - CR (Seal) Notary Public My commission expires NO STAN

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

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

(Seal)

Notary Public

My commission expires



R-5 - High Density Dwelling Residential R-6 - Mobile Home Park District R-A - Residential/Agriculture District

/ TR - Tourist Resort

Exhibit A: FST and Utilities Board of The City of Foley and a Corporation Annexation and Zoning to R-1





53

#### ORDINANCE NO.

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

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

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

Add the following to:

VII. TIME OFF FROM WORK

SECTION 7.04 SICK LEAVE

Sick Leave Pay Upon Retirement

Employees are not paid for accumulated sick leave upon termination of employment, *except* for employees who retire under the RSA retirement program. An employee who retires in good standing has the option to convert unused sick leave to retirement service or *has an accumulated sick leave balance of at least 960 hours* will be paid in a lump sum payment for accumulated paid sick leave as follows:

Length of Service with the City of Fairhope	Payment
At least 10 years but less than 20 years	50% of Accumulated Sick Leave, up to a maximum of 960 hours.
20 years or more	100% of Accumulated Sick Leave, up to a maximum of 960 hours.

An employee who is unable to continue working for the City as a result of a permanent and total disability will be paid 100% accumulated sick leave, up to a maximum of 960 hours, upon termination of employment for that reason.

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

Section 3. This Ordinance shall take effect immediately upon its due adoption and publication as required by law.

Adopted this 25th Day of September, 2023

Attest:

Jay Robinson, Council President

Lisa A. Hanks, MMC City Clerk

Adopted this 25th Day of September, 2023

Sherry Sullivan, Mayor

#### Vacation Pay

Hourly paid employees will be paid their regular rates of pay for the number of hours regularly scheduled to work as vacation pay. Salaried employees will be paid their regular salaries while on vacation. Employees must take vacation in four (4) hour increments.

#### Scheduling of Vacation

Because vacation is to provide employees time off with pay to rest and relax, the City encourages eligible employees to take at least one full week off as vacation. The remaining vacation days can be taken separately in four (4) hour increments. The Mayor must approve in advance vacation requests of more than two consecutive weeks.

While the City seeks to grant vacation leave on the dates the employee requests, circumstances may arise that necessitate denying a vacation request or withdrawing approval of a request previously granted. The employee should schedule vacation through his or her supervisor and Department Head.

Vacation requests should be completed and submitted at least two (2) weeks before the requested vacation date(s). Each Department Head is responsible for scheduling employee's vacation without undue disruption to City operations and services. Employees may be denied permission to take vacation if the dates requested will, in the judgment of the Department Head, unduly disrupt operations. Length of continuous service generally will determine granting requests for vacation leave if two or more employees *timely* request the same dates and, in the judgment of the Department Head, the City cannot grant all requests. Vacation will not be granted in excess of accumulated vacation eligibility.

#### Vacation Pay Upon Termination of Employment

Employees who resign in good standing with two weeks prior written notice of resignation, who retire or who are dismissed for reasons other than misconduct, will be paid for accumulated but unused vacation.

If an employee dies, accumulated vacation will be paid to the employee's spouse or as otherwise allowed by law.

#### 7.04 SICK LEAVE

Regular full-time employees and Appointed Officials accumulate paid sick leave at the rate of four hours for each pay period the employee is *actively* employed. Employees do *not* accumulate paid sick leave during a leave of absence without pay in excess of thirty (30) days. There is no maximum number of hours an employee may accumulate. Part-time employees and temporary employees are not eligible for paid sick leave.

The City does not allow donations of sick leave from one employee to another

An employee who is unable to continue working for the City as a result of a permanent and total disability will be paid 100% accumulated sick leave, up to a maximum of 960 hours, upon termination of employment for that reason.

#### 7.05 FAMILY AND MEDICAL LEAVE

**Eligibility.** To be eligible for family and medical leave or servicemember leave under this policy, you must meet all of the following eligibility requirements: (1) you must have worked for the City for at least 12 months (52 weeks), which need not be 12 consecutive months; and (2) you must have worked at least 1,250 hours for the City during the 12 months immediately preceding the family and medical or service member leave.

**Reasons for FMLA Leave.** *Eligible* employees may request *up to* 12 weeks of *unpaid* family and medical leave during a 12-month period:

• For the birth of your child (mother and/or father) or the placement of a child with you for adoption or foster care, and for childcare after the birth of your child or the placement for adoption or foster care. If both a husband and wife are *eligible employees* of the City, they may take only a *total* of 12 weeks. Leave to care for a child after birth or after adoption or placement with you for foster care must be taken within one year after the birth or placement of the child.

• To care for the employee's spouse, child or parent with a *serious* health condition.

• For the employee's *serious health condition*.

• For "any qualifying exigency" if an employee's spouse, child or parent is activated to deploy or deployed to any foreign country with the U.S. Armed Forces, the National Guard or the U.S. Reserves. A "qualifying exigency" leave must be related to the activation for deployment or deployment to a foreign country and includes: (i) notice of a deployment (limited to seven calendar days beginning on the date a covered military member is notified of deployment); (ii) military events and related activities; (iii) childcare and school activities; (iv) making or updating financial and legal arrangements; (v) attending counseling related to the military call-up; (vi) rest and recuperation to spend with a military member on short-term leave (limited to fifteen days per leave); (vii) leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty and (viii) post-deployment activities (within 90 days following termination of active duty status).

**Computing FMLA Leave Entitlement.** In determining whether an eligible employee has taken his or her full entitlement to 12 weeks unpaid leave of absence during a 12-month period, we use a "rolling" 12-month period measured backward from the date an employee would begin a requested FMLA leave.

## RESOLUTION NO.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City of Fairhope elects to come under the provisions of §36-26-36.1, Code of Alabama 1975, authorizing employees the option to convert unused sick leave to retirement service credit or take a one-time lump sum payment according to the City of Fairhope Personnel Rules, Policies and Procedures.

**BE IT FURTHER RESOLVED,** that by electing to come under the provisions of §36-26-36.1, the City of Fairhope agrees to assume the cost of benefits provided by said Act with regards to its employees who are members of the Employees' Retirement System of Alabama.

**BE IT FURTHER RESOLVED,** that the provisions of §36-26-36.1 shall become effective on the date of adoption of said Resolution.

Adopted on this 25th day of September, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC City Clerk

I, the undersigned qualified and City Clerk of the City of Fairhope, Alabama do hereby certify that the above and foregoing is a true copy of a resolution passed and adopted by the City Council of the City of Fairhope therein, at a regular meeting of such Council held on the <u>25th</u> of <u>September</u> 2023, and that such resolution is on file in the City Clerk's Office.

Lisa A. Hanks, City Clerk

Date

SEAL

## **Sick Leave Conversion**

Sick leave conversion **only** applies to state of Alabama employees and employees of public agencies that elected to adopt this provision.

An ERS member may convert unused sick leave toward meeting the minimum service requirement for retirement eligibility instead of receiving any payment the member may be entitled to receive. The converted sick leave will be used in calculating the retirement benefit.

The following chart is used by the ERS to convert accumulated sick leave days to months of service credit upon service retirement. The employing agency determines the maximum days that may be converted.

Members cannot convert unused sick leave to retirement credit in order to meet the 10-year vesting requirement unless otherwise eligible for retirement with the conversion of sick leave, such as age 60 or older with sick leave conversion putting you at 10 years or more of service credit.

Accumulated Sick Leave Days	Months of Service
0-10	0
11-30	1
31-50	2
51-70	3
71-90	4
91-110	5
111-130	6
131-150	7
151-170	8
171-190	9
191-210	10
211-230	11
231-250	12
251-270	13
271-290	14
291-310	15
311-330	16
331-350	17
351-370	18
371-390	19
391-410	20
411-430	21
431-450	22
451-470	23
471-490	24
491-510	25
511-530	26
531-550	27
551-570	28
571-590	29
591-610	30
611-630	31
631-650	32
651-670	33
671-690	34
691-710	35
711-730	36

#### RESOLUTION NUMBER

#### A RESOLUTION TO AUTHORIZE SUBMISSION OF PRE-APPLICATION FOR FY2024 AIRPORT IMPROVEMENT PROGRAM AND AIRPORT INFRASTRUCTURE GRANT PROJECTS FOR H. L. "SONNY" CALLAHAN AIRPORT (KCQF)

WHEREAS, the City of Fairhope, Alabama, as the designated Sponsor for H. L. "Sonny" Callahan Airport (KCQF) intends to apply for Federal and State matching funds for an Airport Improvement Program Project (AIP) and an Airport Infrastructure Grant Project (AIG) during fiscal year 2024; and

WHEREAS, the overall scope of the AIP and AIG projects is expected to be runway rehabilitation, replacement of runway lighting, replacement of taxiway lighting, and parking lot construction for a terminal building; and

WHEREAS, the pre-application submission deadline is no later than September 29, 2023.

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

1. That the City of Fairhope is authorized to make pre-application/Application for Federal Assistance for the AIP and AIG projects for FY2024 for the purpose of seeking Federal funding through the AIP and AIG programs for each of the projects described above.

2. That the pre-application be submitted for and on behalf of the City of Fairhope by its Mayor, as designated by the City Council, who is authorized by this Resolution to sign the pre-application and any related forms or documents on behalf of the City of Fairhope.

3. That the final grant agreement, if AIP and/or AIG funds are awarded based on the pre-application, shall remain subject to the approval of the City Council.

BE IT FURTHER RESOLVED, that the City of Fairhope, in reliance upon an appropriate resolution from Fairhope Airport Authority, hereby affirms that the local matching share of funds in the amount required for the AIP and/or AIG project funds during FY2024 shall be the responsibility of Fairhope Airport Authority, and not the City of Fairhope.

I, the undersigned qualified and acting as the City Clerk of the City of Fairhope, Alabama hereby certify that the above and foregoing is a true copy of a resolution lawfully passed and adopted by the City Council of the City of Fairhope named therein, at a regular meeting of such body held on the <u>25th</u> day of <u>September</u>, 2023, and that such resolution is on file in the office of the City Clerk, City of Fairhope, Alabama.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Fairhope on this 25th day of September, 2023.

Sherry Sullivan, Mayor City of Fairhope, Alabama

ATTEST:

Lisa A, Hanks, MMC City Clerk

#### RESOLUTION AUTHORIZING AND APPROVING MATCHING FUNDS IN CONNECTION WITH FISCAL YEAR 2024 AIRPORT IMPROVEMENT PROGRAM PROJECT AND FISCAL YEAR 2024 AIRPORT INFRASTRUCTURE GRANT FUNDING

WHEREAS, the City of Fairhope intends to apply for Federal and State matching funds for Airport Improvement Program (AIP) funding and for Airport Infrastructure Grant (AIG) funding projects for the H. L. "Sonny" Callahan Airport during fiscal year 2024, including runway rehabilitation, replacement of runway lighting, replacement of taxiway lighting, and parking lot construction for a terminal building; and

WHEREAS, Fairhope Airport Authority, and not the City of Fairhope, shall be responsible for setting aside and appropriating the matching portion of the funds for the airport improvement project for the H. L. "Sonny" Callahan Airport during fiscal year 2020;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Fairhope Airport Authority at a special call meeting on August 24, 2023 as follows:

- That in support of the AIP funding and the AIG funding projects for the H. L. "Sonny" Callahan Airport during fiscal year 2024, Fairhope Airport Authority does hereby commit to set aside and/or appropriate sufficient funds to cover the entire matching portion required by the United States Federal Aviation Administration and the State of Alabama Department of Transportation (ALDOT) for the said airport improvement project.
- 2. That should any portion of any grant application or any grant agreement require the approval of Fairhope Airport Authority, then Fairhope Airport Authority does hereby authorize its Board Chairman to execute any and all such pre-application documents, applications, agreements, or other documents which shall be required by the FAA or by the State of Alabama for the AIP funding and the AIG funding for the H. L. "Sonny" Callahan Airport during fiscal year 2024.

I, the undersigned qualified and acting as the Board Chairman of Fairhope Airport Authority do hereby certify that the above and foregoing is a Resolution duly passed and adopted by Fairhope Airport Authority at a special call meeting of such body held on August 24, 2023, and that such Resolution is on file in records of Fairhope Airport Authority.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Fairhope Airport Authority on this 24th day of August, 2023.

FAIRHOPE AIRPORT AUTHORITY

GRONER, Board Chairman

Muc . ATTEST 11. William Bruce, Board Secretary

### RESOLUTION NO.

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

[1] That the City of Fairhope approves the procurement of a New Replacement Roof for the Quail Creek Cart Barn from Roof Doctors with a not-to-exceed amount of \$22,000.00.

[2] Three (3) quotes were obtained for this procurement and Roof Doctors provided the lowest quote.

ADOPTED ON THIS 25TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC City Clerk

COF Project No.

#### 2359

Issuing Date:9/14/2023	City of Fairhope Project Funding Request Please return this Routing Sheet to Treasurer by:ASAP
Project Name: Approve the Procurement of New Replacement Roof for Quail	I Creek Cart Barn
Project Location: Quail Creek Golf Course	
Presented to City Council: 9/25/2023	Resolution # : Approved
Funding Request Sponsor: George Ladd, Assistant Public Works Director Richard Johnson, Public Works Director	rector Changed
	Rejected
Project Cash Requirement Requested: Cost: <u>\$ 22,000.00</u>	Not-to-Exceed Amount
Vendor: <u>Roof Doctor of Alaba</u>	ama (Vendor #248) 5 SEP 14 '23 PM4:28
Project Engineer: <u>n/a</u> Order Date: <u>n/a</u>	Lead Time:n/a
Department Funding This Project	
General 🗹 Gas 🗆 Electric 🗆 Wate	Wastewater Sanitation Cap Project Impact Gas Tax Fed Grant
Department of General Fund Providing the Funding	
Imin-10         Bldg-13         Police-15         Fire-20         H           eet-46         Golf-50         Golf Grounds-55         Museum-27         H	ECD-24         Rec-25         Civic-26         Street-35         Meter-19         IT-16           NonDeptFac-75         Debt Service-85         Marina-34         Plan/Zone-12         Adult Rec-30         IT-16
oject will be: Expensed XXX 2 Capitalized	Funding Source: Operating Expenses XXX Budgeted Capital Unfunded
Expense Code: 001500-50475 G/L Acct Name: Capital Improvements	Federal - not to exceed amount State
	City Local
Project Budgeted: \$ 22,000.00 FY2024 Budget Balance Sheet Item- Included in projected cash flow	
Over (Under) budget amount: _\$	Bond: Title Year Loan: Title Year
This request is to approve the procurement of new replacement roof for th Barn in the not-to-exceed amount of \$22,000.00.	he Quail Creek Cart
	Capital Lease: Payment Term
City Council Prior Approval/Date? N/A	
Senior Accountant	City Treasurer Mayor
Purchasing Memo Date:8/17/2023 Purcha	asing Memo Date: 8/17/2023 Delivered To Date: 9/15/2023
Request Approved Date:9/15/2023 Reque	King Creech States Stat



## MEMO

Sherry Sullivan Mayor

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

From:

To:

Re:

E quele

Kimberly Creech, Treasurer

Suzanne Doughty, Senior Accountant

Erin Wolfe, Purchasing Manager

Date: August 17, 2023

Lisa A. Hanks, MMC City Clerk

Kimberly Creech Treasurer The Assistant Director of Public Works, George Ladd, is requesting procurement of a new replacement roof for the Quail Creek Cart Barn.

Green Sheet and City Council Approval of Procurement of New

Three (3) quotes were obtained for this procurement and Roof Doctors provided the lowest quote of Twenty-Two Thousand Dollars (\$22,000,00).

#### NOTES:

See Attached Vendor Proposal for Details.

Replacement Roof for the Quail Creek Cart Barn

<u>Please compose a Green Sheet and place on the next available City Council</u> <u>Agenda this request to approve this procurement for a new replacement roof for</u> <u>the Quail Creek Cart Barn for \$22,000.00.</u>

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



ś

Miles of California			PHONE	DAT	
ty of Fairhope			JOB NAME	108/*	11/2023
			Golf Cart Buildi	ng	
CITY, STATE AND ZIP CODE			JOB LOCATION		
ARCHITECT	1	DATE OF PLANS		JOB	PHONE
We hereby submit s	specifications a	nd estimates for:	3	4	
emove existing	metal & sk	ylights .			
epair damaged	insulation				
nstall 26 gauge	R-panel (G	alvalume)			
stall continuous	s ridge vent	on entire building			
lean & haul awa	ay all job re	lated materials			
ncludes 25 year	material wa	arranty			
ncludes 2 year w					
			×		1.1
We Propos	SE hereby to fi	Irnish material and labor, co MAKE CHECKS PAYABLE TO	nplete in accordance v	with above specification	ons, for
THE SUM OF:	I hereby to fu	Jrnish material and labor, co MAKE CHECKS PAYABLE TO	nplete in accordance v ROOF DOCTOR OF ALABAMA, I	vith above specification	
the sum of:		urnish material and labor, con MAKE CHECKS PAYABLE TO Upon Completion	All payments are e	dollars (\$22,0(	00.00 ).
the sum of: Payment to be man All material is guarantee workmanlike manner acc from above specifications orders, and will becom agreements contingent	ide as follows: ad to be as specific cording to standard is involving sutha co e an extra charge upon strikes, soci do and other nece.	Upon Completion ed. All work is to be completed in a practices. Any alteration or deviation ats will be executed only upon written to over and above the estimate. All fants or delays beyond our control. sary insurance. Our workers are fully	All payments are e	dollars (\$22,0( xpected to be made tent options are che a Carbary	00,00), no later than 10 day ck or credit cards.
the sum of: Payment to be ma All material is guarantee workmanlike manner acc from above specifications orders, and will becom agreements contingent Owner to carry fire, toma covered by Workman's C	ade as follows: ad to be as specific cording to standard s Involving extra co e an extra charg upon strikes, acci- ado and other nece- compensation Insur f Propos s are satisfaciory and	ed. All work is to be completed in a practices. Any alteration or deviation sts will be executed only upon written to over and above the estimate. All fants or delays beyond our control. ssary insurance. Our workers are fully ance.	All payments are es after invoice. Paym Authorized Signature	dollars (\$22,0( xpected to be made tent options are che a Carbary	00.00 ).



## CITY OF FAIRHOPE PURCHASING DEPARTMENT PURCHASING REQUEST FORM

Name:

George Ladd

Date: 8/17/23

Department: Public Works

Expenditure Threshold**	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No restrictions	Not Required	N/A	N/A	N/A
Utilities \$5,001-\$10,000	Operational NON-Budgeted	Three	Treasurer/Mayor	N/A	N/A
Greater than: Gen Govt - \$5,001 Utilities - \$10,001	Operational <u>NON</u> -Budgeted	Three	Council	Required	Required
Gen Govt - \$5,001-\$15,000 Utilities - \$10,001 - \$15,000	Operational Budgeted	Three	Treasurer	<u>N/A</u>	<u>N/A</u>
Over \$15,000/\$50,000	Operational Budget*	State Bid List or Buying Group	Treasurer/Mayor	N/A	<u>N/A</u>
Over \$15,000/\$50,000	Operational Budgeted	Bids	Council	Reguired	Required
Professional Service Over \$5,000	Budgeted or Non-Budgeted	Mayor Select	Council	Required	Required

\*Budgeted items that meet or are under budget may be purchased with the Mayor and/or Treasurer's approval if they are on the State Bid list or fram an approved buying group. Items that are over budget must go to Council for approval and will require a green sheet and resolution.
\*\*Expenditure Threshold is a combined total of labor and materials, including materials provided by the City. If the total amount is within \$10,000 of

the listed threshold, Purchasing/Treasurer may require a formal bid due to potential materials cost increases.

#### QUOTES

Vendor Name		Vendor Qu	ote
Roof Doctor		\$ 22,000.00	
Finishing Solutions	A.	\$ 32,000.00	
F&H General Contracting		\$ 25,000.00	

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

#### ITEM OR SERVICE INFORMATION

- 1. What item or service do you need to purchase? New Replacement roof for the Quail Creek Cart Barn
- 2. What is the total cost of the item or service? \$22,000.00
- 3. How many do you need? One
- 4. Item or Service Is: □ New □ Used ⊠ Replacement □ Annual Request
- 5. Vendor Name (Lowest Quote): Roof Doctor
- 6. Vendor Number: 248

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

#### BUDGET INFORMATION

- 2. If budgeted, what is the budgeted amount? Click or tap here to enter text.
- 3. Budget code: 001550-50360

Email completed form with quotes and other supporting documentation to Erin.Wolfe@FairhopeAL.gov and Rhonda.Cunningham@FairhopeAL.gov.



roofbama.com

Commercial Roofing GC License # 48603 Moster Elite DURO-LAST Installers 1001 Morgan Park Drive Pelham, AL 13555 Sandy Key Drive Pensacola, FL (205)733-1702

August 17, 2023 City of Fairhope **Golf Maintenance Buildings** The following price is to prepare for and repair your roof. Our quote consists of the following: Scope of Work for metal

1. Pull permits from City of Fairhope

A.

- Contractor shall prepare the existing roofing system for the 26 gauge R panel .Color to be galvalume 2.
- Remove existing metal and underlayment and dispose offsite 3.
- Inspect and repair insulation where needed. 4.
- Renail decking to bring to current code. 5.
- Install 26 Gauge R -Panel 6.
- Install drip edge around perimeter of building 7.
- Clean up all debris. Issuance of 30 year Clear Acrylic Gavalume Plus with 2 year labor warranty 8.

Our total price, including all Labor, Equipment, Material, and Supervision, is: Golf Cart Building Total Cost = \$32,000.00 Golf Maintenance Building Total Cost = \$61,000.00

This price is based on the following:

- Any HVAC work will be owners responsibility \*
- Damaged wood nailers will be replaced at \$6.00 per ft of 2x6



City of Fairhope	TTED TO	Contact	DATE:
The lot of the state of the state of the state of	A Martine Advances of the second s	George Ladd	8/13/2023
Job Name:		Phone	
Golf cart Building	the second s	251-928-8003	
stanbbA dol		Email:	
Fairhope, AL 3653	2	george.ladd@fairh	iopeal.gov
We hereby sub	mit specifications and estin	nates for:	
R-oanel 26ga G	alvalume 36" coverage:		
Remove existing			
Remove existing			
	lace damaged insulation		
	nel with 36" coverage		
Install Ridge vent			
Remove all Job-n			
1-year workman			
25 Year Galvalun	ne Material Warranty		
The sum of	Twenty Five thousand dollars		(\$ 25,000 )
		stanizant shack as such The	
Payment to be All Material is guar	made as follows: <u>Maserial co</u> anteed to be as specified. All work i	s to be completed in a Work like mann	remainder is due upon completion.
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#### 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 and installation of a New Fire Alarm Control Panel for the Civic Center from Hunter Security with a not-to-exceed amount of \$11,494.00; and authorizes Mayor Sherry Sullivan to execute an installation agreement.

[2] Three (3) quotes were obtained for this procurement and Hunter Security provided the lowest quote.

ADOPTED ON THIS 25TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC City Clerk

Resolution # Presented to City Council: 9/25/2023 Approved Funding Request Sponsor: Michael Stonehouse, Rental Facilities Manager Changed \_\_\_\_\_ Rejected \_\_\_\_ Project Cash Requirement Requested: Cost: \$ 11,494.00 Not-to-exceed Arnount SEP 14 '23 PH4:59 Jav Vendor: Hunter Security (Vendor #1785) Project Engineer: n/a Order Date: n/a Lead Time: n/a Department Funding This Project General Gas 🗔 Electric Wate Sanitation Cap Project Impact Gas Tax Wastewater Fed Grant Department of General Fund Providing the Funding Admin-10 🔲 Bldg-13 🖸 Police-15 ECD-24 🖾 Rec-25 🖾 Fire-20 Civic-26 Street-35 Meter-19 Marina-34 Plan/Zone-12 Adult Rec-30 IT-16 Fleet-46 Golf-50 C Golf Grounds-55 🗍 Museum-27 🗌 NonDeptFac-75 Debt Service-85 Froject will be Funding Source: Expensed Operating Expenses Capitalized XXX **Budgeted Capital** XXX Inventoried Unfunded Expense Code: 001260-50475 Federal - not to exceed amount G/L Acct Name: Civic Center - Capital Improvements State City Local Project Budgeted: \$ 11,494.00 Balance Sheet Item-Included in projected cash flow Bond: Title Year Over (Under) budget amount: \$ . Loan Title Year Approve the procurement and installation of a new fire alarm control panel for the Civic Center in the not-to-exceed amount of \$11,494.00. Authorize the Mayor to execute an installation agreement with Hunter Security. Capital Lease: Payment Term City Council Prior Approval/Date? Senior Accountant City Treasurer Mayor Purchasing Memc Date: 9/14/2023 Purchasing Memo Date: 9/14/2023 Delivered To Date: 9/14/2023 Request Approved Date 9/14/2023 Request Approved Date: 9/14/2023 Down open Thin Erecht

#### City of Fairhope

Project Funding Request

Issuing Date: 9/14/2023

Project Name: Approve the Procurement of a New Fire Alarm Panel for the Civic Center

Project Location: Fairhope Civic Center

2368

COF Project No.

Please return this Routing Sheet to Treasurer by: \_\_\_\_\_ ASAP

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## MEMO

Sherry Sullivan Mayor

To: Suzanne Doughty, Senior Accountant Kimberly Creech, Treasurer

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

From:

Date:

Re:

E holfe

Erin Wolfe, Purchasing Manager

Alarm Control Panel for the Civic Center

September 14, 2023

Lisa A. Hanks, MMC City Clerk

**Kimberly Creech** Treasurer

The Rental Facilities Manager, Michael Stonehouse, is requesting procurement of a replacement fire alarm control panel at the Civic Center, located at 161 N. Section Street, Fairhope, AL.

Green Sheet and City Council Approval of Procurement of a New Fire

A request for quote was sent to three (3) potential vendors. The lowest quote was from Hunter Security for Eleven Thousand Four Hundred Ninety-Four Dollars (\$11,494.00). The work will include replacing the following:

- 1 Fire Alarm Addressable Control Panel
- 1 12-volt 18amp Batteries
- 18 Smoke Detectors
- 3 Heat Detectors
- 21 Bases for the Detectors
- 14 Pull Stations
- 9 Horn Strobes

#### NOTES:

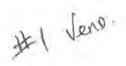
See Attached Vendor Proposal for Details.

Please compose a Green Sheet and place on the next available City Council Agenda this request to approve this procurement of a new fire alarm control panel for the Civic Center for \$11,494.00.

CC file, Michael Stonehouse, Clint Steadham

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

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



August 14, 2023

Fairhope Civic Center 161 N Section Street Fairhope AL

The following is an Estimate to replace your existing fire alarm system for Fairhope Civic Center located at, 161 N Section Street, Fairhope AL.

We will replace the following equipment

1-Fire Alarm Addressable Control Panel 2-12volt 18amp Batteries 18-Smoke Detectors 3-Heat Detectors 21-Bases for Detectors 14-Pull Stations 9-Horn Strobes

Customer shall; Be responsible for all cost associated with a Licensed Master Electrician who shall provide appropriate Electrical Permits and make all applicable 110VAC connections to a dedicated breaker in Customers Electrical Panel;

This system shall be warranty from the date of completion. The warranty shall include parts and labor for 1 year during regular business hours but shall exclude; Vandalism, Acts of God, Changes in Code or requirements after approval, changes in system configuration, remodeling, etc.

Any additional devices or points of detection required by the local Authorities Having Jurisdiction (AHJ) shall be added to the Estimate at HSI current parts and labor rate. Any changes in this system after acceptance by the AHJ shall be made at HSI current parts and labor rate. This Estimate shall include (1) one scheduled Completion/Compliance Inspection with AHJ, if required. Additional required inspection visits, regardless of cause and shall be billed at HSI current hourly labor charge. Additional labor time for any work not specifically defined within the scope of this Estimate shall be charged at HSI current hourly labor rate.

This Fire Alarm System shall be inspected and tested by HSI Fire Alarm Service Technicians. This inspection shall be annual (unless more frequently required), in accordance with required testing intervals listed in the most current Revision of NFPA 72 and The State of Alabama Fire Alarm Act (Act# 2009-657) [Sections 34-33A-1 to 34-33A-13, Code of Alabama, 1975,]. All inspections and/or testing shall be billed at HSI regular hourly labor rate. Sprinkler System components monitored by this FACP shall be installed, inspection and tested by Customers Sprinkler System service provider. All other associated devices not installed by HSI shall be tested, inspected, serviced and warranted by others and is wholly beyond the control of HSI.

The Labor Charge shall be due and payable upon actual completion of work by HSI. Completion of this project by contractor and/or completion of final inspection shall not be a condition for payment. Customer shall provide HSI a complete listing of all necessary documentation and forms required for payment prior to start of work. Approval of an HSI

Attachment # A

Security Agreement by customer and an officer of HSI shall be required to commence

As of January 1, 2020. Hunter Security is required to notify The City of Mobile Fire of any fire alarm systems that are not being monitored.

This Estimate, all components and configurations contained herein have been compiled for the exclusive use of the person to which this Estimate is addressed. No reproduction or duplication of this Estimate or the specific components contained herein, whether by brand or quantity is authorized without written permission of HSI. This proposal is based on the use of FPL (Fire Power Limited) cabling connected to a Power Limited Fire Alarm Control Panel.

Parts/Labor Charge

\$11,494.00

If you have any questions please don't hesitate to call. My cell number is 205-410-2295. Respectfully:

Leon Love Representative

Please proceed with the a forementioned System Installation.

Approved By; \_\_\_\_\_ Date \_\_/\_/\_

Title; \_\_\_\_\_

Attachment # A



Name Fairhope Civic (	Center	and the state of the second	
and the second	Coursed Describer A.L		Residential
Street 161 N Section Str	Secured Premises Add	aress	Landline Phone
	eet		Phone 1 251-554-6909
City Fairhope	State AL	Zip	Phone 2
County Baldwin		Email michael	.stonehouse@fairhopeal.gov

Services to be Provided (check all that apply)	Charges	Lease (commercial only)	
□ Monitoring: □ Burglar □ Fire □ Medical □ CO □ Water □ Temp		Installation	Charges
Cellular Communication  Primary  Secondary  Service Plan		Total Install Charges	\$11,494.00
		50% Deposit Due (with agreement)	\$0.00
□Virtual Keypad □Texting		Balance Due (upon installation)	\$11,494.00
Access Control Managed		Billing Cycle	
□Video Surveillance □Video Monitoring □Video Verification		Monthly Qua	arterly
Open & Close Monitoring		Semi-Annually Ann Notes:	ually
Lease (commercial only)		Notes.	
Other		-	
Total Initial Monthly Service Charges	\$	-	
Agreement & Authorization	4		

Effective Date; Term and Renewal: This Agreement shall be effective as of the date written below, or on the date services, installation or monitoring begins, whichever occurs first. Except for Leases which shall have an initial term of 60 months. The initial term of this agreement is for 36 months, commencing on the effective date and shall automatically renew for successive terms of 12 months unless terminated by either party through written notice provided at least thirty (30) days before the end of the current term. If the 12 months renewal term is not permitted by applicable law, the term will continue after the initial term from month to month, unless terminated by either party through written notice provided at least thirty (30) days

By executing this Agreement, Customer agrees to the terms and conditions set forth herein. Customer specifically acknowledges Customer has read all pages of the Agreement and understands all the terms and conditions of this Agreement, including but not limited to, Paragraph 5, Limitation of Liability and Paragraph 6, No Third-Party Beneficiaries; Indemnification of Company; and Subrogation Waiver.

	CUSTOMER Title (Commercial only)
Submitted by (HSI Rep)Leon Love Authorized by:	Customer Signature:
	x
	Date:x

Page 1 of 4

### IMPORTANT TERMS AND CONDITIONS

1. Definitions. This paragraph defines certain terms used in this Installation and Monitoring Agreement. "Agreement" means this Installation and Monitoring Agreement. "Premises" means the Secured Premises Address identified on page 1. "Company" means Hunter Security, Inc., and, when such term is used in paragraphs 5 and 6 of this Agreement, shall also include its partners, limited partners, general partners, shareholders, directors, officers, employees, agents, subcontractors, independent contractors and assigns. "Customer" means, in the case of residential premises, the individual(s) signing this Agreement, and, in the case of commercial premises, the entity named as the "Customer" on page 1. Any individual signing this Agreement on behalf of an entity hereby represents and warrants to Company that he/she has the authority to legally bind such entity, "System" means the equipment, hardware, wiring, related components, CPU chip, software, data, passcode to the software, the transmitting and receiving equipment required for monitoring service, and apparatus provided in the Schedule of Equipment (to be installed) section of this Agreement.

2. Installation Charges; Ownership; Risk of Loss; Credit Investigative Report; Monitoring. Customer shall pay Company the "Deposit Due (with Agreement)" when this Agreement is executed and "Balance Due (upon installation)" upon substantial completion of the installation of the System. If there is a delay of installation due to no fault of Company, Company may in its sole discretion bill the "Balance Due (upon installation)" progressively on a percentage of completion basis or invoice the remaining balance upon substantial completion of the installation. Unless the System is leased, except as provided in the last sentence of this paragraph, the System will become the property of Customer upon full payment of the "Total Installation Charges." Leased equipment will always remain property of the Company. If purchased, risk of loss to the System shall pass to Customer upon delivery to the Premises. Customer permits and consents to credit investigations/reports by Company throughout the initial term and all renewal terms of this Agreement. Company will begin the monitoring and notification services only after the System is installed, operational, and the "Total Installation Charges" have been paid, in full. The following will always remain property of the Company: the CPU chip, software, data, pass code to the software, FCC licensed transmitters,

3. Total Monthly Service Charges; Finance and Late Charges. Customer agrees to pay Company the "Total Initial Monthly Service Charges" per the "Billing Cycle" set forth on page 1 of this Agreement (subject to increase as provided in Paragraph 4 of this Agreement) for the initial term of this Agreement and any renewal term. Payment is due on the date provided on each invoice. A finance charge of 1.5% percent per month (18% percent per year) will apply to all invoices not timely paid per the applicable invoice. Customer agrees to pay Company an administrative fee (late charge) of 5% percent of any payment received by Company after the date the payment is due and owing.

4. Increase in Charges. Company may increase the Total Initial Monthly Service Charges at any time after 12 months from the date of this Agreement. If Customer is unwilling to pay the increase, Customer must (i) notify Company in writing by certified mail, return receipt; and (ii) mail the notice within 30 days of the date of Company's notice of the increase. If the Customer does not timely notify the Company, the Customer hereby consents to the increase and all other terms and conditions of this Agreement shall remain unchanged and in full force and effect. In the event the Company receives a notice from the Customer indicating unwillingness to pay the increase, the Company may, in its sole discretion, elect to terminate this Agreement upon 30 days written notice to the Customer, or continue the prior rate and allow this Agreement to remain in full force and effect.

5. LIMITATION OF LIABILITY. IF THE COMPANY IS FOUND LIABLE FOR ANY LOSS OR DAMAGE WHATSOEVER DUE TO BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, NEGLIGENT MISREPRESENTATION, STRICT PRODUCT LIABILITY, INDEMNIFICATION OR CONTRIBUTION, OR ANY OTHER THEORY OF LIABILITY WHATSOEVER ARISING IN ANY WAY FROM ANY FAILURE OF THE SYSTEM, OR ANY COMPONENT THEREOF. IN ANY RESPECT, OR A FAILURE OF COMPANY OR OTHERS TO PERFORM, OR PROPERLY PERFORM, ANY OF THE OBLIGATIONS CONTRACTED FOR HEREIN, INCLUDING, BUT NOT LIMITED TO, RECOMMENDATIONS, DESIGN, INSTALLATION, REPAIR, MONITORING, SERVICES, OR ANY OTHER SERVICES WHICH THE CUSTOMER CLAIMS WERE PROVIDED OR SHOULD HAVE BEEN PROVIDED UNDER THIS AGREEMENT, THE COMPANY'S MAXIMUM LIABILITY WILL BE LIMITED TO A SUM EQUAL TO ONE THOUSAND DOLLARS (\$1,000.00), COLLECTIVELY FOR COMPANY, ITS EMPLOYEES, AGENTS, SUBCONTRACTORS AND REPRESENTATIVES, AND THIS LIABILITY SHALL BE EXCLUSIVE. THE COMPANY MAY AGREE TO ASSUME A GREATER LIABILITY, BUT ONLY FOR AN ADDITIONAL CHARGE TO BE AGREED UPON BY THE CUSTOMER AND THE COMPANY. IF THE COMPANY DOES AGREE TO ASSUME A GREATER LIABILITY, A RIDER WILL BE ATTACHED TO THIS AGREEMENT WHICH MUST BE SIGNED BY COMPANY AND CUSTOMER TO BE BINDING. THIS LIMITATION OF LIABILITY SPECIFICALLY COVERS LIABILITY FOR, AMONG OTHER THINGS, LOST PROFITS; LOST OR DAMAGED PROPERTY; LOSS OF USE OF PROPERTY OR THE PREMISES; BUSINESS INTERRUPTION; GOVERNMENT FINES AND CHARGES; PERSONAL INJURIES OR DEATH; ECONOMIC DAMAGES; NON-ECONOMIC DAMAGES; PAIN AND SUFFERING; LOST WAGES; LOSS OF EARNING CAPACITY; CROSS-CLAIMS AND OTHER CLAIMS FOR INDEMNITY AND CONTRIBUTION; AND THE CLAIMS OF THIRD PARTIES. ALSO COVERED BY THIS LIMITATION ARE THE FOLLOWING TYPES OF DAMAGES: DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL AND PUNITIVE.

6. NO THIRD-PARTY BENEFICIARES; INDEMNIFICATION OF COMPANY; AND SUBROGATION WAIVER. CUSTOMER AND COMPANY AGREE THAT THERE ARE NO THIRD PARTY BENEFICIARIES TO THIS AGREEMENT. IF ANY LAWSUIT OR CLAIM IS FILED OR MADE BY ANY THIRD PARTY (INCLUDING, WITHOUT LIMITATION, CROSS-CLAIMS, THIRD PARTY CLAIMS, SUBROGATION CLAIMS, AND CLAIMS BY OTHERS WHO ARE NOT PARTIES TO THIS AGREEMENT) AGAINST COMPANY DUE TO OR ARISING FROM THE FAILURE OF THE SYSTEM OR SERVICES IN ANY RESPECT WHATSOEVER OR A FAILURE OF COMPANY TO PERFORM, OR PROPERLY PERFORM, ANY OF THE OBLIGATIONS HEREIN, INCLUDING, BUT NOT LIMITED TO, DESIGN, INSTALLATION, REPAIR, MONITORING, OR SERVICE, CUSTOMER AGREES TO BE SOLELY RESPONSIBLE FOR AND SHALL INDEMNIFY, SAVE, DEFEND, AND HOLD COMPANY HARMLESS FROM AND AGAINST ALL SUCH CLAIMS INCLUDING PAYMENT OF ALL COMPANY DAMAGES, EXPENSES, SETTLEMENTS, COSTS, AND REASONABLE ATTORNEYS' FEES. THESE OBLIGATIONS OF CUSTOMER WILL APPLY REGARDLESS OF WHETHER SUCH LAWSUIT OR CLAIM IS BASED UPON ANY NEGLIGENCE OR GROSS NEGLIGENCE OF THE COMPANY, BREACH OF EXPRESS OR IMPLIED WARRANTY, CONTRIBUTION, INDEMNIFICATION, STRICT OR PRODUCT LIABILITY, FAILURE TO COMPLY WITH ANY APPLICABLE LAW, OR ANY OTHER FAULT OR FAILURE OF COMPANY WHATSOEVER, OR THE SYSTEM OR SERVICES. CUSTOMER HEREBY WAIVES ALL CLAIMS FOR RECOVERY AGAINST COMPANY AND OTHERS FOR ANY LOSS OR DAMAGE OF WHATEVER KIND OR SORT INSURED UNDER ANY POLICIES OF INSURANCE. THIS WAIVER OF SUBROGATION RIGHT SHALL EXTEND TO ALL FORMS OF SUBROGATION, INCLUDING, BUT NOT LIMITED TO, EQUITABLE AND CONVENTIONAL SUBROGATION, AND SHALL BE BINDING ON ANY AND ALL ASSIGNEES OR SUBROGEES OF CUSTOMER'S RIGHTS.

7. Additional Customer Duties, Responsibilities. It is Customer's sole responsibility to (A) follow all the Company's and manufacturer's guidelines, instructions, and recommendations; (B) comply with all laws, codes and regulations pertaining to the System and the services the Company provides under this Agreement; (C) confirm that Customer's communications equipment, technology and services are compatible with the System and communicating with the Company's central monitoring station (if applicable), especially if there are changes to the equipment, technology or services, e.g., call waiting, answering machines, Digital Subscriber Line ("DSL"), Broadband over Power Lines ("BPL"), voice (or data) over the Internet ("VOIP") service, internet service provider (ISP), server, router and related passwords, etc.; (D) test the System at least weekly, and whenever changes are made to communications equipment, technology or service for the Premises; and (E) immediately report any problem or failure of the System to the Company for service. Customer promises that (i) the System and services in this Agreement are for Customer's own use and not for the benefit of any other party; and (ii) Customer is the owner of the Premises where the System is being installed or Customer has the authority to authorize the Company to install such

8. Laws and Permit Requirements; False Alarm Fees. Local and/or national codes or laws may require Customer to have certain types of Systems or components installed in various specified locations of Customer's premises. Because Customer has chosen the System described herein after considering and balancing the levels of protection afforded by various Systems and the related costs, it is agreed that it is Customer's responsibility to be informed of, and to comply with, such local and/or national codes and laws as they may relate to Customer's premises. Under no circumstances will Customer hold Company responsible for violations of any such codes or laws. Many jurisdictions require an alarm permit with any monitored security system. Please be advised that it is Customer's responsibility to acquire an alarm permit from the local authorities or Customer may be fined. Any permit fees which may be required for monitoring may be passed along to Customer. Some police departments will not dispatch unless a permit is on file with the central monitoring station. Customer is responsible for any fine or penalty assessed as a result of a false alarm.

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9. Installation. Customer shall provide Company with access to the Premises during Company's normal working hours and provide Company with adequate light and power for installation of the System. Installation may require drilling into various parts of the Premises, Customer consents to same, and understands and agrees that Company is not responsible for any damage or repairing any damage (cosmetic or otherwise) caused during installation, including from lead paint, asbestos or otherwise. Customer acknowledges that Company has no knowledge of existing hidden pipes, wires or other like objects or dangers within walls, floors, ceilings, and other concealed spaces, and it is Customer's obligation to advise Company of such objects, or dangers and Company is released from any damages, losses or expenses resulting from or as a consequence of

10. Takeover Systems. If contracted for, Company will attempt to connect Customer's personally owned system which was not installed by Company ("Pre-existing System") to Company's central monitoring station. Company will advise Customer of required repair or replacement costs, if any, to connect Customer's Pre-existing System to the central monitoring station. If Customer declines to pay such costs, Company may cancel this Agreement without any liability, If Customer's Pre-existing System is connected to the central monitoring station, Company shall have no liability for the operation, non-operation, actuation, non-actuation, or erroneous actuation of the Pre-existing System or connection. Any repairs will be performed on a time and material basis, subject to available parts, and the Pre-existing System will not be eligible for the "New Installation Service" in paragraph 10. If Company takes over from another company rendering services to a Pre-existing System, in whole or in part, Company has no duty or obligation to re-engineer. verify compliance to code or industry standards, or test the Pre-existing System at any time, including during any future service call.

11. New Installation Service; Service Plan; Time and Material Service; Service Hours. New Installation Service. For 90 days following the installation of the System, Company will repair or, at Company's option, replace any part of the System which becomes defective excluding wiring, ordinary wear and tear, and all conditions and exclusions set forth below without charge to Customer (hereinafter the "New Installation Service"). The New Installation Service does not apply to a "Pre-existing System" or any of the Exclusions below. Service Plan. If Customer purchased the "Service Plan," Company will repair or, at its option, replace any part of the System due to ordinary wear and tear or malfunction of the System, but not due to any Exclusion below. The "Service Plan" and the related billing will commence on the date the System is installed or on the date the service plan is purchased. Exclusions. The following are excluded from the New Installation Service and Service Plan: (i) damage from accidents, vandalism, negligence, Acts of God, natural disasters, war, terrorism, civil strife, water and moisture, lightning, electrical surge, fire, alteration, abuse, or misuse; (ii) Customer's failure to properly close or secure a door, window or other point protected by an alarm device; (iii) Customer's failure to follow Company's and manufacturer's guidelines, instructions, and recommendations; (iv) trouble in telephone line, use of non-traditional telephone line or service (including, but not limited to, DSL, Asymmetric Digital Subscriber Line ("ADSL"), VOIP, etc.), radio frequency interference, or due to any service interruption; (v) changes to the System necessitated by a change in telephone service provider, area code or dialing changes; (vi) addition or removal of an answering machine, fax, modern, DSL, T-1, Integrated Services Digital Network ("ISDN"), call waiting or other calling features; (vii) repairs needed to security screens, exterior mounted devices or Programmable Read Only Memory ("PROM"); (vili) alterations to the Premises; (ix) alterations to the System made at Customer's request, required by a change to the Premises or technology made by cellular, internet, and radio frequency service providers; (x) unauthorized repair or service; (xi) replacement batteries and related labor; and (xii) for any other cause beyond Company's control. Time and Material & Emergency Service. For any services not covered by the New Installation Service or a Service Plan, Customer shall pay Company on a time and material basis at Company's then prevailing rate for any service call. If any services are requested outside of Company's normal working hours, Customer will be required to pay a surcharge at Company's then applicable rates. Service Hours, Company will not perform any service unless requested by the Customer. Upon such request, all service will be done as soon as reasonably possible during Company's normal working hours. Company assumes no responsibility for any delay in performing any service, or any event (burglar, fire or otherwise) or loss (property, personal injury or otherwise) which occurs before or during any service. Company may, in its sole discretion, use new or used parts for any replacement services from the original or other manufacturers.

Disclaimer of All Other Warranties. EXCEPT FOR THE LIMITED EQUIPMENT WARRANTY DESCRIBED ABOVE, COMPANY MAKES NO OTHER EXPRESS WARRANTIES. THE DURATION OF ANY IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED TO THE NINETY (90) DAYS DURATION OF THIS WARRANTY. HOWEVER, COMPANY MAKES NO WARRANTY THAT THE SYSTEM OR SERVICES SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN EVERY CASE PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED.

12. Internet Monitoring. If applicable or contracted for, Customer acknowledges that internet monitoring is subject to interruptions due to numerous causes that may result in loss of System's communication signals from Premises through no fault of Company. Customer acknowledges that Company cannot warrant reliability of Customer's internet service or provider, and that Company makes no representations regarding the reliability of internet communications. Customer accepts full responsibility for mitigating loss of, and restoration of, internet communications. Customer acknowledges that, in the event of internet communication failure, the System will not be monitored by the central monitoring station until internet communications are restored by Customer and verified by Company. Further, Customer acknowledges that Company will not be able to advise Customer of communication failure when internet communications fail. Customer further understands that altering, changing, switching, or disconnecting the communications equipment and/or Customer's internet network (including, without limitation, the server, router, passwords or internet service providers) may compromise the transmission of monitored conditions to the central monitoring station and render the communications equipment unable to transmit monitored conditions. Customer is solely responsible for (i) testing the communications equipment to assure that monitored conditions are being properly transmitted to the central monitoring station; and (ii) performing all repairs, modifications, changes, additions and/or services to Customer's internet network and communications equipment which may be required to re-establish the proper transmission

13. Remote Access to System. For any remote access or user interface for monitoring and controlling the System, Customer is responsible for maintaining the confidentiality of any access login and password, and Customer is responsible for all uses of the login, password, and PINS, and any and all related charges or changes, whether

14. Video Surveillance. If Customer purchased video surveillance services ("Video Surveillance") then Customer agrees to: (A) use the services for security and/or management purposes only; (B) inform all persons on the Premises that they may be monitored by video; (C) provide and maintain adequate power and lighting for all cameras and other video-related equipment; (D) not use or permit the use of the video in any location where a person may have a reasonable expectation of privacy; (E) not use the video for any unlawful activity; (F) use appropriate broadband speed to transmit video images; and (G) obtain and maintain all required permits and licenses. Customer further understands and agrees that the video surveillance system may allow Company to record, store and review images of certain areas of the Premises. In that event, Customer agrees, authorizes and consents to Company recording, storing and reviewing video images.

15. Additional Equipment or Service. Any additional equipment or services requested or authorized by Customer and provided by the Company after the execution of this Agreement shall be subject to all terms of this Agreement (including the Limitation of Liability and No Third-Party Beneficiaries, Indemnification of Company and Subrogation Waiver), and any Additional Services Addendum which may be signed by Customer and Company. If there is any conflict between the Term and Renewal of this Agreement and any Additional Services Addendum, the Term and Renewal of any Additional Services Addendum shall apply.

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17. Transmission of Data. Customer understands that the System may transmit data to a central monitoring station or elsewhere using one or more forms of communications equipment or services, including, a telephone network, BPL, VOIP, the internet, cable system or some form of wireless communications (e.g., cellular or another form of radio of the communication equipment and service provided. The Company is not responsible in any way for the proper functioning of the applicable customer provided and makes no warranties or representations whatsoever regarding its reliability, adequacy or functionality. Accordingly, service used, may be interrupted, circumvented, outside the control of Company, or otherwise compromised. Customer understands: (i) the System is not infallible and the System, is not supervised; (ii) if the communications equipment or service is incompatible, inoperative, or of such interrupted by any interference, loss of a telephone line or dial tone (either because the line is cut, off the hook, or otherwise), or any other cause, there will be no indication of such interruption at the central monitoring station; and (iii) for an additional cost, Customer may purchase some form of redundant communication equipment or service, such as some form of wireless communication equipment or service is incompatible.

18. Access, Communication, and Storage. Company is not responsible for Customer's or the System's method of access, communication, or data storage, whether via internet, cellular, radio, telephone, remote, wireless, cloud, or otherwise. It is understood that the access, communication, and data storage providers are not agents of Company and Company shall not be liable for the access, communication, or storage provider's negligent performance or delay in performance. Company shall have no responsibility for failure of data transmission, corruption or unauthorized access.

19. Customer Default; Company's Remedy. Customer will be in breach of this Agreement if: (i) Customer fails to pay any fees, charges, or other amounts within 10 days of when due; (ii) Customer terminates this Agreement prior to the end of the Term or any Renewal Term; or (iii) Customer fails to comply with any of the other terms of this terminate monitoring services and this Agreement; (2) accelerate and declare immediately due and payable an amount equal to 75% percent of all fees to be paid by and/or (4) offset any prepayments or credits owed to Customer against any amounts Customer owes Company. All remedies are cumulative. A default by Customer under this agreement, services and this Agreement between Customer and Company. Even if Customer moves from the Premises, Customer is responsible for

20. Company's Default. If Customer believes Company has breached this Agreement, Customer shall provide written notice to Company specifically identifying the breach, and then allow Company an opportunity to cure any breach within 10 business days after receipt of the written notice. If the breach cannot be reasonably cured within said uninterrupted and Company shall not be liable to Customer for any suchbreach.

21. Company's Right to Cancel. Company may cancel this Agreement upon thirty (30) days written notice to Customer for any of following reasons: (A) the central monitoring station or facilities are destroyed or damaged so that it is impractical for Company to continue service; (B) Customer fails to follow Company's and cannot acquire or retain the transmission connections or authorizations to transmit signals between the Premises, the central monitoring station, and the police or fire installation; (F) the System, in the sole discretion of Company, is generating an excessive number of false alarms or signals which may adversely affect the central monitoring station; or (G) if Customer is verbally or physically abusive to any employee, subcontractor or representative of Company (including any operator at the central monitoring station). If Company cancels this Agreement pursuant to this paragraph, Company will refund any payments made for services to be supplied after the date of such cancellation.

22. Assignability of Agreement. This Agreement is not assignable by Customer except upon the written consent of Company, which shall be in Company's sole and absolute discretion. This Agreement (in whole or in part) is assignable by Company without consent of Customer.

23. Consent to Record, Disclose and Use Contents of Communications. Customer, as the authorized agent of Customer's family, guests, employees, agents and others hereby consents to Company recording, retrieving, reviewing, copying, disclosing and using the contents of all telephone, video, wire, oral, electronic and other forms of transmission or communication to which Customer, any person or Company are parties.

24. Subcontractors. Company has the right to subcontract any of its duties or obligations under this Agreement without consent of Customer, including, but not limited to, the use of subcontractors to provide installation, repair, monitoring or signal transmission facilities and services. This Agreement (including without limitation, Limitation of Liability, No Third-Party Beneficiaries, Indemnification of Company and Subrogation Waiver) applies to all the work and services of the subcontractors.

25. Agreement for Telephone/Text/Email Contact. You hereby expressly authorize Company to contact you using an automated calling device, text, or email to deliver a message to set/confirm a service/installation appointment, notify of alarm alerts, for marketing related purposes or other updates at the telephone number(s) or email address shown above (in addition to those currently on file with Company).

26. State of Alabama Notice. If Customer is a resident of the State of Alabama, complaints may be directed to: The Executive Director, The Alabama Electronic Security-Board of Licensure, 7956 Vaughn Road, Suite 392, Montgomery, AL 36116. Customer may also call (334) 264-9388 or fax to (334) 264-9332.

27. License Numbers. AL ELECTRONIC SECURITY BOARD OF LICENSURE #312 \*FL LIC EF0000994 \*MIS LIC 083-43672-5\*AL BUSINESS LIC 12150 \* AL FIRE PERMIT A-0282 \* AL GENERAL CONTRACTORS LIC #19057

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### CITY OF FAIRHOPE PURCHASING DEPARTMENT PURCHASING REQUEST FORM

Name: Michael Stonehouse

Date: 9/5/23

Civic Center/ECD Department:

Expenditure Threshold**	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No restrictions	Not Required	N/A	N/A	
Utilities \$5,001-\$10,000	Operational NON-Budgeted	Three	Treasurer/Mayor	N/A	N/A N/A
Greater than: Gen Govt - \$5,001 Utilities - \$10,001	Operational <u>NON</u> -Budgeted	Three	Council	Required	Required
Gen Govt - \$5,001-\$30,000 Utilities - \$10,001 - \$30,000	Operational Budgeted	Three	Treasurer	<u>N/A</u>	N/A
Over \$30,000	Operational Budget*	State Bid List or Buying Group	Treasurer/Mayor	N/A	N/A
Over \$30,000/\$100,000	Operational Budgeted	Bids	Council	Required	Domuland
Professional Service Over \$5,000	Budgeted or Non-Budgeted	Mayor Select	Council	Required	Required Required

\*Budgeted items that meet or are under budget may be purchased with the Mayor and/or Treasurer's approval if they are on the State Bid list or from an approved buying group. Items that are over budget must go to Council for approval and will require a green sheet and resolution. \*\*Expenditure Threshold is a combined total of labor and materials, including materials provided by the City. If the total amount is within \$10,000 of

the listed threshold, Purchasing/Treasurer may require a formal bid due to patential materials cost increases.

### QUOTES

Vendor Name Vendor Quote Hunter Security 1. Ś 11,494.00 2. S&S Sprinkler Company, LLC \$ 69,045.00 3. **Hiller** Systems Ś NA

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

#### ITEM OR SERVICE INFORMATION

- 1. What item or service do you need to purchase? Fire alarm control panel -Municipal Complex Zones 1/2
- 2. What is the total cost of the item or service? \$11,494.00
- How many do you need? 1
- 4. Item or Service Is: ☑ New □ Used □ Replacement □ Annual Request
- 5. Vendor Name (Lowest Quote): Hunter Security
- 6. Vendor Number: 1785

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

### BUDGET INFORMATION

- 1. Is it budgeted? Xes INO Emergency Request
- 2. If budgeted, what is the budgeted amount? 40,000.00
- 3. Budget code: 50475

Email completed form with quotes and other supporting documentation to Erin.Wolfe@FairhopeAL.gov and Rhonda.Cunningham@FairhopeAL.gov.

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MOBILE, AL 1125 BUILT I 1251 473 6000 BATON ROUCE, LA 1405 - 2, 14 - Ho 2ator Horo 225 753,8512



LAKE CHARLES, LA Description of British Automatica (Charles) 337.882.0000

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#### SERVICES

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ALEI & ROPPORT

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August 14, 2023

Quote # M23-0452

Michael Stonehouse Rental Facilities Manager City of Fairhope, Alabama 251-990-0130

Re: Upgrade Existing Fire Alarm System like for like with a new Voice Evac Non-Proprietary Fire Alarm System

S&S Sprinkler Company, LLC (S&S) is pleased to provide you with our quotation for the necessary material and labor to replace the existing interior fire alarm system with a new one. S&S will replace all existing devices like for like with new and add Voice Evac Notification throughout the Building per Assembly occupancy requirements for 1000 or more occupants.

#### Description of the proposed system

- (1) Firelite ES 200X Fire Alarm Panel to replace Existing Simplex Fire Panel
- [1] Ann 801CD Anunciator
- (1) ECC50/100 Emergency Command Center
- (1) ECL RM Remote Mic Station
- [10] CRF 300 Relays (9) for HVAC Unit Shutdown and 1 for Mosic Shutdown
- (1) FLPS10 Fire Lite 10 Amp Power Supply
- (20) SD 365 Addressable Smoke detectors to replace the existing smoke detectors
- (14) Addressable Manual Pull Stations to replace the existing pull stations
- (18) Duct Smoke Detectors with Sampling Tube
- (18) SD365 R Resettable smoke detector heads
- (4) H365 Addressable Heat Detector
- (1) MMI 300 Addressable monitor module to monitor Hood
- (30) Systems Sensor Celling-Mount Speaker Strobes
- (30) System Sensor Ceiling Mount Strobes
- (1) Document box
- (6) 12volt 7 ab batteries
- (2) 1000 Spool of 14/2 Shielded Red Pienum wire
- (1) 1000 Spool of 14/2 Solid Pienem Fire Cable
- (1) 1000: Spool of 18/4 Solid Plenem File Lable
- (1) 1000' Spool of 16/2 solid Plenum Fire Cable
- (60) T Hangers with deep 4 squares for Speaker Strobes
- Misc Elec and Enit Where required

#### Material

Design:	\$37,683.00
Installation Labor	\$3,975.00
Annual Monitoring	\$26,200.00
UL listed Fire Protection Cell Dialer	\$720.00/YR
Intal	\$467.00
- Sector	\$69.045.00

#### Notes and Clarifications:

- S&S shall use the existing 120VAC that is currently being used to power the existing Fire Alarm System under the assumption it's on a dedicated 20-amp breaker. If not a new breaker and power shall be by others or in addition to this proposal to the fire alarm panel voice evac and power supply.
- This proposal is based on S&S using all existing wire and infrastructure wherever possible.

- This proposal includes design.
- The above proposal includes the above material and labor to install the above material only. Any additional material and or labor required for additional material shall be in addition to this proposal.
- This proposal includes (18) Duct smoke detectors on units that are less than 10 tons we can use one unit versus 2 which . could save some money if it determined some of the units are less than 10 tons. (This proposal is based on all 9 units being 10 tons which required 2 duct smoke in each of the 9 units totaling 18 duct smokes)
- This proposal is based on replacing all existing material with new nonproprietary material like for like.
- This proposal is based on S&S strapping wire every 5 feet to the building structure above ceiling per National electric code. Where S&S is unable to route wires in walls, we will have to install EMT surface mounted conduit
- This proposal includes stub down EMT where required 7 feet from finished floor and under. All other wiring shall be run exposed with no raceway above ceiling strapped per NEC. Does not include full conduit. If full conduit is desired and or required, it shall be in addition to this proposal.
- This proposal does not include work at the nurses building and is strictly based on the civic center/city hall. If additional work is desired in the nurses' building it shall be in addition to this proposal. ۰
- This proposal does not include additional material. If it is determined additional equipment is needed other than that listed above during design and or fire marshal walkthrough it shall be in addition to this proposal. •
- This proposal includes 1 Annunciator if more than one annunciator is determined required it shall be in addition to this
- This proposal will require a yearly monitoring agreement be signed for S&S to monitor the fire alarm system before completion and final walkthrough. ٠
- This proposal is based on material mentioned above if during design, permit process, and or walkthrough additional devices are determined required it shall be in addition to this proposal. .
- This proposal does not include Nurses building and or city hall. If city hall requires additional material, it shall be in addition to this proposal as the drawing did not indicate layout for city hall.
- We exclude the sealing of penetrations including fire caulk.
- We exclude the monitoring of any outside back flow preventers.
- This proposal does not include prevailing wages and or certified payroll.
- This proposal does not include remote test stations. If remote test stations are determined required, they shall be in addition
- Performance and payment bonds are not included in this proposal. .
- The above proposal does not include a lift and is based on lift being provided by others. If S&S is to supply a lift it shall be in . addition to this proposal.
- This proposal does not include Panduit and or wire molding. If it is determined wire molding and Panduit is desired and or required, it shall be in addition to this proposal.
- This price is based on our being able to work during normal business hours and having unrestricted access to all areas in the
- If after-hours work is desired and or determined required, it shall be at overtime rates and in addition to this proposal as this . proposal does not include overtime.
- This proposal does not include full conduit and or full smoke detections. If fully automatic detection is desired and or later 611 required, it shall be in addition to this proposal.
- This proposal does not include a sprinkler system. If a sprinkler system is required and or desired, it shall be in addition to this proposal.
- The proposal is valid 30 days from the date above.
- This proposal does not include patching and or painting of walls.
- This proposal does not include the replacement of ceiling tiles, sheetrock, and or floor tiles.

We appreciate the opportunity of providing you with our quotation. Please do not hesitate to contact us. Yours perv truly

All	in		
	en C. Kayda	Accepted by:	
	Systems Division		
S&S Sp	prinkler Company, LLC	Date:	
2485 B	Burden Lane		
Mobile	e, AL 36617		
Tel:	251.473.6000		
Fax:	251.478.6830		
stephe	n.kavda@sssprinkler.com		

If you wish for SRS to provide the above scope of work, please email and or tax back executed copy to 251 478,6830 Thankst

# 3 Venoce

From:	Michael Stonehouse
To:	hill patrick (hill.patrick@gc.sysco.com)
Cc:	Joyce Tiller
Subject:	Fairhope Civic Center - fire panel system upgrade FY 2023
Date:	Thursday, August 17, 2023 9:36:00 AM

Hello,

The Fairhope Civic Center would like to request an estimated cost to upgrade the following equipment on the fire panel unit that is currently servicing the Fairhope Municipal Complex, located at 161 N Section Street, Fairhope AL.

1-Fire Alarm Addressable Control Panel 2-12volt 18amp Batteries 18-Smoke Detectors 3-Heat Detectors 21-Bases for Detectors 14-Pull Stations 9-Horn Strobes

The system would continue to service and monitor zone 1 for city hall and zone 2 for the civic center. This is a budgeted item, so we would like to get this project started before our fiscal year ends in October 2023.

If you should need anymore information or would like to discuss further, you can contact me directly or via email.

Thank you,

Michael Stonehouse Rental Facilities Manager City of Fairhope, Alabama 251-990-0130

From: Microsoft Outlook To: Joyce Tiller Subject: Delivered: Fairhope Civic Center - fire panel system upgrade FY 2023 Date: Thursday, August 17, 2023 9:36:43 AM Attachments: Fairhope Civic Center - fire panel system upgrade FY 2023.msg

Your message has been delivered to the following recipients Joyce Tiller (joyce tiller a fairhopeal.gov) <mailto joyce tiller a fairhopeal gov> Subject Fairhope Civic Center - fire panel system upgrade FY 2023

From: To:	Joyce Tiller
Subject:	Michael Stonehouse Read: Fairhope Civic Center - fire panel system upgrade FY 2023
Date:	Thursday, August 17, 2023 11:58:31 AM

Your message To: Joyce Tiller Subject: Fairhope Civic Center - fire panel system upgrade FY 2023 Sent: Thursday, August 17, 2023 9 36 38 AM (UTC-06:00) Central Time (US & Canada) was read on Thursday. August 17, 2023 11 58 26 AM (UTC-06:00) Central Time (US & Canada)

### RESOLUTION NO.

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIR-HOPE, ALABAMA**, That the City Council hereby amends Resolution No. <u>3859-20</u> that established the Pedestrian and Bicycle Committee for the City of Fairhope; Rules of Procedure, Section C. The Committee shall meet every other first Tuesday of the month at 4:00 pm at the Fairhope Museum of History beginning January 2024.

### ADOPTED ON THIS 25TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

ATTEST:

Lisa A. Hanks, MMC City Clerk

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### RESOLUTION NO. 3859-20

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

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

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

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

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

### **RULES OF PROCEDURE:**

A. Each September the Committee shall elect a Chairperson and an Acting Chairperson to serve in the absence of the Chairperson, or two Co-chairpersons, and a Secretary. Each will serve for one year or until re-elected or until a successor is elected.

B. All meetings shall be public.

C. The Committee shall regularly meet the first Tuesday of each month at 4:00 pm at the Fairhope Museum of History.

Resolution No. <u>3859-20</u> Page -2-

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

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

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

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

ADOPTED ON THIS 26TH DAY OF OCTOBER 2020

Jack Burrell Council President

ATTEST

Hanks, MMC

City Clerk

### Lisa A. Hanks, MMC

From:	William Hall <captbillhall@gmail.com></captbillhall@gmail.com>
Sent:	Friday, September 15, 2023 3:24 PM
То:	Lisa A. Hanks, MMC
Cc:	govers@bellsouth.net; Jenny Wilson
Subject:	Re: Pedestrian and Bicycle Resolution

Lisa,

Yes, we would like to meet every other month on the first Tuesday at 4:00 pm.

Than you, Bill Hall

On Sep 15, 2023, at 2:13 PM, Lisa A. Hanks, MMC <Lisa.Hanks@fairhopeal.gov> wrote:

If the change is just meeting every other month, I can amend the resolution and make that one change. Will it still be on the first Tuesday at 4:00 p.m. ?

LISA A. HANKS, MMC City Clerk City of Fairhope P. O. Drawer 429 Fairhope, AL 36533 251-928-2136 251-302-7552 (Fax) <image001.jpg> <image002.png> **BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE**, **ALABAMA**, that the proposed Budget presented and reviewed the <u>25th</u> day of <u>September</u> 2023, be hereby approved, and adopted for the FY 2023-2024; and

**BE IT FURTHER RESOLVED**, that the Annual Salaries of City Personnel shall be as shown on a list entitled Annual Salaries of All City Personnel; and said list filed in the Office of the City Treasurer and of Human Resources; and

**BE IT FURTHER RESOLVED**, that the City Council hereby authorizes the portion of the Sales and Use Tax revenue for FY 2023-2024 that is restricted in the General Fund Debt Pre-Payment Account can be used for General Fund operations up to the \$2,900,000.00 reduction; and

**BE IT FURTHER RESOLVED**, that the City Council hereby authorizes the portion of the Sales and Use Tax revenue FY 2023-2024 that is restricted in the Capital Projects Fund (Infrastructure Improvements Special Fund) can be used for General Fund operations up to the \$2,900,000.00; and

**BE IT FURTHER RESOLVED**, that the City Council hereby authorizes the City Treasurer to perform Administrative Budget Transfers, as needed throughout the Fiscal Year. Administrative Budget Transfer include transfers from one line item to another within a department's operating budget or within a capital project. More specifically: Budget transfers less than \$20,000.00 requires approval by the Mayor and City Treasurer. All Administrative Budget Transfers are documented and tracked in the City's financial management system.

**BE IT FURTHER RESOLVED**, that the City Council hereby approves 2% set aside for Cost of Living Allowance ("COLA") and up to 3% merit raises for City of Fairhope employees as defined in the proposed budget will become effective the first payroll in December 2023.

**BE IT FURTHER RESOLVED,** that all other salary changes adopted in the budget will become effective the first payroll after the passage of the budget.

ADOPTED THIS 25TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

ATTEST:

Lisa A. Hanks, MMC City Clerk

### RESOLUTION NO. 4570-22

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the proposed Budget presented and reviewed the <u>26th</u> day of <u>September</u> 2022, be hereby approved, and adopted for the FY 2022-2023; and

**BE IT FURTHER RESOLVED**, that the Annual Salaries of City Personnel shall be as shown on a list entitled Annual Salaries of All City Personnel; and said list filed in the Office of the City Treasurer and of Human Resources; and

**BE IT FURTHER RESOLVED,** that the City Council hereby authorizes the portion of the Sales and Use Tax revenue for FY 2022-2023 that is restricted in the General Fund Debt Pre-Payment Account can be used for General Fund operations up to the \$2,800,000.00 reduction; and

**BE IT FURTHER RESOLVED**, that the City Council hereby authorizes the portion of the Sales and Use Tax revenue FY 2022-2023 that is restricted in the Capital Projects Fund (Infrastructure Improvements Special Fund) can be used for General Fund operations up to the \$2,800,000.00; and

**BE IT FURTHER RESOLVED**, that the City Council hereby authorizes the City Treasurer to perform Administrative Budget Transfers, as needed throughout the Fiscal Year. Administrative Budget Transfer include transfers from one line item to another within a department's operating budget or within a capital project. More specifically: Budget transfers less than \$20,000.00 requires approval by the Mayor and City Treasurer. All Administrative Budget Transfers are documented and tracked in the City's financial management system.

**BE IT FURTHER RESOLVED**, that the City Council hereby approves 2% set aside for merit raises for City of Fairhope employees as defined in the proposed budget will become effective the first payroll in December 2022.

**BE IT FURTHER RESOLVED**, that all other salary changes adopted in the budget will become effective the first payroll after the passage of the budget.

ADOPTED THIS 26TH DAY OF SEPTEMBER, 2022

Convers. Jr

Council President

ATTEST:

Lisa A. Hanks, MMC

Lisa A. Hanks, MMC City Clerk

### RESOLUTION NO.

WHEREAS, the City of Fairhope adopted Ordinance No. <u>1625</u>, An Ordinance repealing and replacing Ordinance No. <u>1331</u> to establish Impact Fees on new development in the City of Fairhope on October 13, 2018 in accordance with Act No. 2006-300 enacted by the Legislature of Alabama on April 4, 2006; and

WHEREAS, the City desires to use funds for "Police" which is a Benefit Area for (i) the cost recovery of the City's cost and expense related to the construction, development and improvement of its justice center, (ii) the cost recovery of the City's cost and expense related to the construction, development and improvement of its animal shelter, (iii) the acquisition of police vehicles, and (iv) the acquisition of police-related apparatus and equipment, and (v) the police component of the "Impact Fee Study" prepared by TischlerBise; and

WHEREAS, the City desires to use funds for "Fire" which is a Benefit Area for (i) the construction, development and/or improvement of fire stations, (ii) the acquisition of fire fighting vehicles, and (iii) the acquisition of firefighting apparatus, and (iv) the fire component of the "Impact Fee Study" prepared by TischlerBise; and

WHEREAS, the City desires to use funds for "Transportation" which is a Benefit Area for the cost of intersection improvements made to address additional demand generated by New Development and the transportation component of the "Impact Fee Study" prepared by TischlerBise; and

WHEREAS, the City desires to use funds for "Parks and Recreation" which is a Benefit Area for (i) the acquisition of new public parks lands, (ii) the construction, development and/or improvement of public recreational facilities, (iii) the construction, development and/or improvement of public park amenities, (iv) the acquisition of new park vehicles, and (v) the parks and recreation component of the "Impact Fee Study" prepared by TischlerBise; and

WHEREAS, the following project shall be paid from the Impact Fees Account and have met the criteria stated to be paid from said Account:

	POLICE	FIRE	TRANS- PORTATION	PARKS AND RECREATION
FY2024 BUDGET PROJECTS			and a statement	
2024 W-Onw HR 100 Aerial Ladder Truck Bleacher Seating for New Founders		1,180,443.00		
Track				135,000.00
Scoreboard for New Track				21,000.00
New Police Tahoe with Equipment	79,418.00			
Pickleball Lights				37,250.00
Resurface			266,000.00	
Impact Fees for FY 2024	\$79,418.00	\$1,180,443.00	\$266,000.00	\$193,250.00

Resolution No. \_\_\_\_\_ Page -2-

### **NOW BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, That the City Council hereby authorizes Mayor Sherry Sullivan to expend Impact Fees for the above projects as designated from the Impact Fee Account for services for the "Police", "Fire", "Transportation", and "Parks and Recreation" Benefit Areas.

DULY ADOPTED THIS 25TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

Attest

Lisa A. Hanks, MMC City Clerk

### Impact Fee Fund

	and shows be new build	T T			1		9/10/2023
Object	Description	FY 2020 Annual	FY 2021 Annual	FY 2022 Annual	FY2023 August YTD	FY2023 Annual Budget	and the second second second second
	REVENUES					Dunger	Budget
40030	and the field of the	124,469	148,090	142,699	169,894	120,000	122.000
40040	and the state	148,964	173,498	168,181	201,659		133,000
40050	Cash Acct-Transportation	207,127	246,459	210,733	307,085	150,000	171,000
40060	Cash Acct-Recreation	492,085	559,990	541,785	492,626	175,000	266,000
40950	Interest Income	34,330	2,763	7,907		450,000	380,000
49998	Budget Rollover		2,705	1,507	84,005	2,000	50,000
			· + · · · ·			1,097,480	719,111
	TOTAL REVENUES	1,006,975	1,130,800	1,071,305	1,255,268	1,994,480	1,719,111
	EXPENSES						
50580	Bank Fees	0			503		
50961	Transfer to General-Police	58,797			692	1. S.	-
	Transfer to General-Fire	8,855	417,157	210,533	6,985	224,893	79,418
	Transfer to General-Transporta	0,000	417,137	210,555		÷	1,180,443
	Transfer to General-Recreation	1,304,320		-		Υ.	
	Transfers-Cap Proj-Transportat	300,000	900,763	210,415		10.2	
	Transfers-Cap Proj-Recreation	25,000	275,500	10 M	Sec. Sec.	400,000	266,000
		25,000	275,500	674,463	1,267,087	1,392,087	193,250
	TOTAL EXPENSES	1,696,973	1,593,420	1,100,701	1,274,764	2,016,980	1,719,111
	Excess Rev Over Expense	(689,998)	(462,620)	(29,396)	(19,496)	(22,500)	

### FY2024 Budget Impact Fees Projects

	POLICE	FIRE	TRANS- PORTATION	PARKS / RECREATION	TOTAL
2024 W-Onw HR 100 Aerial Ladder Truck Bleacher seating for new Founders		1,180,443			1,180,443
Track Scoreboard for new track New Police Tahoe with Equipment	79,418			135,000 21,000	135,000 21,000 79,418
Pickleball lights Resurface			266,000	37,250	37,250 266,000
	79,418	1,180,443	266,000	193,250	1,719,111

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**. That the City Council approves and adopts the recommendations to fund new positions and approve Pay Grades; reclassify positions; defund; and delete positions as presented in the FY2024 Budget as follows:

Positions	Department	Status	Pay Grade
New Positions and/or Title Changes			
Staff Accountant	Treasury	FTE	10
GIS Supervisor	Planning	FTE	1
Building and Fire Plans Examiner	Building	FTE	10
Police Training Sergeant	Police	FTE	10
Police Officer (2)	Police	PTE	8
HR Coordinator	HR	FTE	8
Code Enforcement Officer	Revenue	FTE	8
Customer Service Rep I	Revenue	FTE	5
Meter Operations Supervisor	Meter	FTE	9
Parks Maintenance Worker	Recreation	Seasonal	7
Youth Sports Program Coordinator	Recreation	FTE	9
Marina Worker	Marina/Harbor	PTE	4
City Engineer/General Superintendent	Public Works	FTE	16
Gardner II	Public Works	FTE	7
Park Ranger/Urban Forester	Public Works	FTE	9
Mechanic	Fleet	FTE	5
Golf Shop Attendant (3)	Golf Operations	PTE	4
Project Manager	Gas	FTE	11
Line Crew Chief	Electric	FTE	14
Water Operator Trainee	Water	FTE	4
Water Operator II	Water	FTE	7
Equipment Operator IV	Sanitation	FTE	9
Defunded and/or Deleted Positions		-	-
ROW Construction Inspector	Building	FTE	9
Police Corporal	Police	FTE	9
HR Coordinator	HR	PTE	8
Customer Service Rep 1	Revenue	PTE	5
Meter Reader II	Meter	FTE	6
Emergency Management Coordinator	Adult Recreation	FTE	9
Gardener I	Public Works	FTE	4
Starter/Marshall	Golf Operation	PTE	3
Equipment Operator III	Sanitation	FTE	8
GIS Technician	Planning	FTE	10
Transfers:			
ROW Construction Supervisor-Building	Public Works	FT	10
Linitian Difficure Course does	D	1700 B	

ADOPTED THIS 25TH DAY OF SEPTEMBER, 2023

Revenue

Jay Robinson, Council President

FT

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ATTEST:

Lisa A. Hanks, MMC City Clerk

Utility Billing Supervisor

## CITY OF FAIRHOPE JOB DESCRIPTION

Job Title: Geographic Information System (GIS) Supervisor

Department: Planning Department

FLSA: Exempt

Grade: 11 Safety Sensitive Job: Yes Security Sensitive Job: No

Job Description Prepared: September 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to:	Director of Planning
Subordinate Staff:	GIS Technician I; GIS Technician II
Internal Contacts:	Mayor's Office; City Clerk's Office; Utilities Department; Public Works Department; Building Department
External Contacts:	General Public; Baldwin County GIS Commission; Baldwin County GIS User's Group

### Job Summary

Geographic Information System (GIS) Supervisors perform administrative and technical activities to ensure the design and functionality of Geographic Information System hardware and software resources within the context of programs and policy directives. The GIS Supervisor must have extensive knowledge of terminology, methods and practices used in GIS mapping and addressing systems as well as knowledge of the standards for GIS indexing systems according to legal standards, local, state and departmental specifications and guidelines. The GIS Supervisor exercises considerable discretion and independent judgement in their work. The GIS Supervisor also assists in the coordination of hardware, software, and data cabling activities, service vendor contracts, planning and organizing system development through subordinate staff.

This position is a supervisory level job. The GIS Supervisor may coordinate with subordinate supervisors to plan employee schedules and timelines for completing various assignments. The work performed by a Geographic Information System Supervisor is primarily conducted in an office setting and includes few physical tasks.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Management. Employee oversees the GIS operations for the City to ensure timely and efficient production of GIS products and services.

- Maintains and creates department interest and efficiencies by attending meetings, tracking productivity, creating reports, representing department findings in court, maintaining equipment, suggesting or creating department policy changes, creating or editing procedures, and maintaining physical and digital files.
- Enters or modifies basic records in a Geographic Information Systems (GIS) database and/or on a paper map (e.g., property owner changes, property splits or combinations, jurisdictional assets, voting districts) using techniques such as coordinate geometry and keyboard entry of tabular data.
- Enters or modifies complex or impactful records in external databases or internal Geographic Information Systems (GIS) databases (e.g., right of ways, roads, annexations, deannexations, new subdivisions, new construction, reconstruction) using techniques such as coordinate geometry and keyboard entry of tabular data.
- 4. Researches, verifies accuracy and completeness of, and assigns records to staff of GIS related information in preparation of it being entered into GIS database.
- Engages on cross-department/municipality projects by working with others to establish goals and deadlines for projects, performing duties within scope of the project, and communicating throughout projects (e.g., attending meetings, producing reports) to stay informed or communicate progress towards goals.
- Supervises staff by assigning and distributing work, directing staff in their job duties, monitoring progress of work, providing feedback and/or training.
- Conducts training to provide knowledge and understanding of work processes to ensure compliance with procedures and standards.
- 8. Participates in new GIS vendor software or equipment selection.
- 9. Provides service to internal and/or external customers.

### Performance Appraisal Competencies

Leadership & Management, Oral Communication & Comprehension, Planning & Organizing, Problem Solving & Decision Making, Self-Management & Initiative, Teamwork & Interpersonal, Technical & Job Specific Knowledge, Written Communication & Comprehension.

### All Competencies

Computer & Technology Operations. Heavy Equipment & Vehicle Use. Leadership & Management. Mathematical & Statistical Skills. Oral Communication & Comprehension. Planning & Organizing. Problem Solving & Decision Making. Professionalism & Integrity. Researching & Referencing. Reviewing, Inspecting & Auditing. Self-Management & Initiative. Teamwork & Interpersonal. Technical & Job-Specific Knowledge, Training & Facilitation. Small Tool & Equipment Use. Written Communication & Comprehension.

# ESSENTIAL FUNCTION: Data Base Maintenance. Oversees the maintenance of GIS mapping data base used by the public.

- 1. Oversees the maintenance of the City's public access GIS data base.
- 2. Works with data base consultant to maintain the GIS data base.

ESSENTIAL FUNCTION: Interprets Aerial Photographs. Interprets aerial photographs and maps.

- 1. Interprets aerial photographs and maps to locate exact locations of property boundaries and rights-of-way (ROW).
- Updates or corrects maps based on aerial photos and maps.

### NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

### Critical Knowledge, Skills and Abilities (\* Can be acquired on the job)

- 1. Knowledge of automated mapping and information processing methods and techniques.
- Knowledge of GIS hardware (e.g., plotters and scanners) data communication and network methods and techniques.
- Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, and interrelationships.
- Knowledge of relational database operations.
- 5. Knowledge of terminology, methods and practices used in GIS mapping and addressing systems.
- Knowledge of the standards for GIS indexing systems according to legal standards, local, state and departmental specifications and guidelines.
- Knowledge of the standards for mapping systems according to legal standards, local, state and departmental specifications and guidelines.

### Minimum Qualifications

Option A:

Work experience supervising or working in a lead capacity in a GIS or IT environment to include training and reviewing work of coworkers or staff.

Work experience creating and editing (e.g., creating/editing fields, setting dropdown options, programing with SQL or Oracle) in GIS databases (Esri, ArcGIS, MapInfo).

Work experience maintaining a GIS database to include spatial analysis (e.g., modeling problems geographically) and data extraction (e.g., creating scripts to efficiently isolate data).

Work experience with database reporting software (e.g. Crystal Reports, ArcGIS data reporting).

Option B:

Work experience supervising or working in a lead capacity in a GIS or IT environment to include training and reviewing work of coworkers or staff.

Associate degree in Geographic Information Systems or related IT field.

Option C:

Work experience supervising or working in a lead capacity in a GIS or IT environment to include training and reviewing work of coworkers or staff.

Geographic Information Systems Certificate or Certification from an accredited organization (e.g., Alabama Certified Mapper Designation, US Armed Forces, GISCI, GISP).

Option D:

Work experience supervising or working in a lead capacity in a GIS or IT environment to include training and reviewing work of coworkers or staff.

GIS Specialist in the Merit System.

### Physical Demands

Job is primarily sedentary involving sitting for long periods of time, but may involve occasional walking or standing for brief periods. May involve occasional light lifting of items or objects weighing up to 25 lbs.

### Work Environment

Work is conducted almost exclusively indoors in an office setting. Work involves use of standard office equipment, such as computer, phone, copier, etc.

DISCLAIMER: This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at the discretion of the Personnel Board at any time.

### COMPENSABLE FACTORS:

Bachelor's Degree in Computer Science, Planning, Engineering or related field and four years of experience in GIS design, implementation and management, including GIS hardware and software related activities.

# CITY OF FAIRHOPE JOB DESCRIPTION

Job Title:

Building and Fire Plans Examiner

**Building Department** 

Department:

FLSA:

Grade: 10 Safety Sensitive: Yes Security Sensitive: No

Job Description Prepared: July 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to:

**Building Official** 

Subordinate Staff; None

Internal Contacts: All Departments; All Employees

External Contacts:

General Public; Builders; Architects; Engineers; Vendors; Electric Contractors; Alabama Building Commission; International Code Council (ICC); National Fire Protection Association (NFPA)

### Job Summary

Under direction the person in this position performs highly professional level work involving the review and examination of building plans and specifications to ensure compliance with all applicable codes, ordinances, state and federal regulation, including land use and flood determination issues. This person reviews permit applications and supporting documents for accuracy and completeness, document deficiencies and conducts conferences with engineers, contractors, developers, architects and private citizens. It is the responsibility of the Plans Examiner to maintain and document status for all development projects for the purposes of control and systematic processing and to prepare and present project reports to the Building Official and Community Development Director. The person in this position also maintains, updates and organizes the archived files and records for the Department and facilitates public requests for records

The employee may perform plumbing, gas, mechanical and structural inspections. Work is performed in accordance with established rules, regulations, and instructions, and the employee is afforded independent judgment and latitude in the performance of duties. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

- ESSENTIAL FUNCTION: Reviews building, fire, plumbing, electrical and mechanical plans for commercial and residential construction within the Building Division Jurisdiction. Reviews site plans for proposed projects and submits reports and comments to the Planning Division for Planning Commission consideration.
- Reviews plans prior to permitting for building, fire, accessibility, zoning, flood zone, land development, FEMA and ADEM compliance, as well as all State and Federal requirements enforced by the department.
- Reviews all fire protection and detection shop drawings to ensure compliance with applicable codes and standards.
- Schedules and conducts review conferences and pre-construction meetings when required.
- Assembles staff review comments for each plan submitted; prepares a summary report for each applicant detailing corrections to be made to the plans or other action necessary prior to issuance of a permit.
- Receives and reviews certifications from architects and engineers for compliance with special inspection requirements. Reviews surveys and elevation certificates for compliance with approved plans.
- Maintains files of plans and specifications for all projects under review.
- Answers questions concerning codes, permits, and flood zones, setbacks, zoning ordinances. Interprets code changes, researches code problems, keeps informed and researches newly approved building materials. Writes informational letters,

completes various forms and reports, maintains records of permits, plans, code reviews and inspections.

- Investigates complaints of improper construction and noncompliant sites.
- Conducts field inspections to assist building/zoning inspectors with enforcement of
- Completes permits
- Writes informal letters
- Researches code problems. .
- Interprets code.
- Serves as a liaison between the building and fire departments.
- Assists CRS Coordinator with public outreach activities.
- · Maintains technical library for the Building Division with copies of all adopted codes, standards, ordinances and technical bulletins.
- Works in conjunction with the sewer and fire departments, and planning division to assure compliance with mutual codes and concerns.
- · Serves as the coordinator for Substantial Damage Estimation in the event that flooding occurs within the jurisdiction in accordance with the requirements of the Flood Damage Prevention Ordinance.

### NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

### Knowledge, Skills and Abilities (\* Can be acquired on the job)

- 1. Considerable knowledge of architectural, engineering, and construction standards governing design, construction and use of buildings.
- 2. Considerable knowledge of design and installation standards for building and fire safety, plumbing, gas, electrical and mechanical systems.
- 3. Knowledge of city zoning ordinance, FEMA regulations, ADEM regulations, flood zones, insurance and construction methods particular to coastal areas, and adopted building and fire codes/standards.
- 4. Extensive knowledge of construction terminology and blue prints.
- 5. Skill to read and interpret plans, quickly and accurately, and compare with code requirements and the construction in progress.

- 6. Ability to establish and maintain pleasant, professional working relationships with coworkers, subordinates, the general public, property owners, public officials, contractors, and enforce the building codes with firmness and tact.
- 7. Skill to maintain records of permits, plan reviews, plans, and violations.
- 8. Computer skills to utilize permitting and inspection software.
- 9. Clear and concise writing and communication skills.
- 10. Reading and cognitive skills for interpreting plans and codes.
- 11.Math skills required for calculations used in code enforcement and plans examination.
- 12. Skill to organize time and work wisely and efficiently, deal with interruptions and changes to work schedule with minimal amount of supervision.
- 13. Excellent customer service skills.

### Minimum Qualifications

- 1. Possess a high school diploma or GED and two (2) years of college or trade equivalent training.
- 2. Any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
- Possess a current and valid driver's license; must be insurable.
- Possess ICC or NFPA certification as a Building Inspector, Building Plans Examiner, Fire Inspector, and Fire Plans Examiner.
- Certification by International Code Council in sub-trade Plans Examiner categories or the ability to obtain these certifications at a minimum of one every 12 months.
- 6. Ability to work non-standard hours, including weekends and overtime.
- 7. Ability to travel.
- 8. Ability to pass a pre-employment background check and an initial drug screen.

### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

4

# Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.

### CITY OF FAIRHOPE JOB DESCRIPTION

Job Title: Police Training Sergeant

Grade: 10

Department: Police Department

FLSA: Non-Exempt

Job Description Prepared: August 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Lieutenant - Patrol

Subordinate Staff: None

Internal Contacts: All City Departments

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Alabama Department of Human Resources (DHR); Alabama Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Alabama Department of Public Health (DPH); Other Law Enforcement Agencies; Ambulatory Services; Sheriff; Game Warden; Schools; Hospitals; Mental Health; Juvenile Probation; Attorneys; District Attorney; District/Circuit Courts; Department of Homeland Security (DHS); Drug Enforcement Administration (DEA); United States Police Canine Association (USPCA); Baldwin County Emergency Management Agency; E-911

### JOB SUMMARY

The purpose of this classification is to provide administrative support to the Fairhope Police Departments Field Operations and coordination for the in-service training program and manage the professional development of police department employees.

### **Essential Functions**

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

- Prepares an annual training plan and ensures the training program complies with the Alabama Peace Officers Standard Training Commission regulations; Coordinates attendance to outsourced professional development classes; Assists police department employees with career path goals
- 2. Prepares and/or generates a variety of information to include schedules, training questionnaires, training audits, critical forms, and purchase request forms.
- Maintains appropriate instructor certifications, training records, and training equipment inventory.
- Provides instruction on law enforcement related topics; Conducts remedial training as directed; Briefs and trains the department on relevant court decisions.
- Communicates and coordinates with command staff regarding training issues; Researches and implements equipment by testing and evaluation, makes equipment and technology recommendations to command staff; Assists in budget preparation and tracking trainingrelated expenditures.
- 6. Assists the FTO Coordinator and SRT Commander.
- Reviews a variety of information to include training reports, travel requests, FTO daily
  observation reports, equipment requests, and pursuit/use of force critiques; completes various
  reports and forms.
- 8. Assists with annual reviews of department policies and procedures.
- 9. Interacts and communicates with a wide variety of groups and individuals to include vendors, officers, civilian employees, citizens, instructors, trainers, and supervisors.
- Utilizes and/or operates a variety of equipment and/or machinery to include police vehicle(s). Utilizes and/or operates a variety of tools/sets of tools to include firearms, less-lethal devices. flashlights, radios, and computers.
- 11. Participate in the preparation and administration of the training budget; submit budget recommendations; monitor expenditures.
- 12. Assists in developing goals and objectives for the department based upon guidelines established by the command staff; developing new department rules and policies as needed. Assist the Field Operations Captain and Police Chief in developing long term plans and needs.
- Assists the Fire Department, Public Works Department, Utilities Departments, and Animal Control as needed.
- 14. Performs other related duties as assigned.

### NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

### Knowledge, Skills and Abilities:

- 1. Knowledge of general police procedures, officer safety protocols, and operation of law enforcement related equipment
- 2. Skills in providing training and instruction to adult learners
- 3. Ability to coordinate, manage, and/or correlate data
- 4. Ability to function in a managerial capacity for a division or organizational unit

- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments
- 6. Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- 7. Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages.
- 8. Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems
- 9. Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### QUALIFICATIONS

### **Education and Experience:**

Must hold current rank of Fairhope Police Officer Sergeant; must be a certified instructor in a law enforcement related discipline with at least three (3) years' experience as an instructor or field training officer.

Licenses or Certifications: Valid State of Alabama driver's license.

### PHYSICAL DEMANDS

The work requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (over 100 pounds).

### WORK ENVIRONMENT

Work is performed in an indoor and outdoor environment. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, violence, toxic agents, hazardous materials, disease, pathogenic substances, fire, smoke, unstable structures, heights, or confined spaces.

The City of Fairhope has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

## CITY OF FAIRHOPE JOB DESCRIPTION

Job Title: Code Enforcement Officer - Revenue

Department: Police

FLSA:

Grade: 8 Safety Sensitive Job: Yes Security Sensitive Job: No

Job Description Prepared: July 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Chief of Police

Subordinate Staff: None

Internal Contacts: All City Departments

External Contacts:

General Public; Business Owners: Alabama Law Enforcement Agency (ALEA); Alabama Department of Human Resources (DHR); Alabama Department of Public Health (DPH); Alabama Beverage Control Board (ABC); Alabama Regulatory Licensure Boards: Other Law Enforcement Agencies; Ambulatory Services; Sheriff; Game Warden; Schools; Hospitals; Mental Health; Juvenile Probation; Attorneys: District Attorney: District/Circuit Courts: Department of Homeland Security (DHS); E-911; Baldwin County Emergency Management Agency

### Job Summary

The Chief of Police will assign an APOSTC officer to work from City Hall under the direction of the Revenue Manager and/or City Treasurer. This position is responsible for specialized functions associated with enforcing city codes and ordinances, including revenue such as business licenses and tax. This position is responsible for examining

and evaluating business licenses and taxes for compliance; serving as backup for other revenue departmental personnel; assisting with assisting with prosecution for unpaid taxes and license fees; and related clerical tasks. This position is also responsible for related inspections, processing license permit applications and preparing reports. This position works under general supervision independently developing work methods and sequences.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

# ESSENTIAL FUNCTION: Enforces the Revenue laws and ordinances to ensure compliance.

- 1. Monitors the City and its Police Jurisdiction to look for non-compliance with Revenue Code Ordinances. Such as checking construction and job sites to make sure contractors have the appropriate business licenses.
- Calls on City businesses to check for violations of business licenses, taxes, delivery licenses and alcohol ordinance compliance.
- Operates a motor vehicle to transport self to and from inspection sites and moves about the sites to check for violations.
- Provides education and information to the community and businesses about Revenue Code requirements.
- 5. Communicates and exchanges information with others to call city businesses to check for violations of business license and taxes.
- Provides suggestions on corrective action to non-compliant businesses or property owners, issues citations or initiates court action as required; performs follow-up evaluations to ensure compliance.
- 7. Responds to questions and complaints related to codes and violations; provides information, research problems and initiates problem resolution.
- 8. Makes departmental bank deposits and gets change; collects on unpaid bills and bad checks from City businesses.
- 9. Stays abreast of changes in local, state, and federal laws, ordinances, and procedures pertaining to the area of responsibility.
- 10. Performs clerical tasks such as preparing citations or correspondence, telephoning, maintaining records, or prepare and disburse routine reports to city departments.

ESSENTIAL FUNCTION: Civil and Criminal Process. The employee serves court issued papers and follows Departmental procedures when dealing with arrestees and the community.

- 1. Receives outline of duties to be performed from supervisor.
- 2. Serves various types of court issued papers in accordance with established procedures; provides general information to person receiving papers regarding their responsibility of response or action.
- 3. Makes written execution documenting service of court issued papers including date of service, place of service and person receiving process.
- 4. Presents and executes warrants of arrest on persons identified by appropriate issuing authority; ensures accuracy in identity of arrestee; provides all identification information necessary for incarceration to appropriate corrections staff or transfer agency.
- 5. Places person arrested by warrant in custody and transports to the City jail; completes formal booking procedures as required; assists in application of bail within department regulations; assists in transfer to another jurisdictional agency as required.
- 6. Provides appropriate direction regarding applicable criminal laws to victims or persons involved; advises on options and gives concise information on procedures for obtaining warrants from magistrate or court clerk.
- 7. Required to testify in Municipal Court regarding cases in violation of City Revenue and Tax ordinances and in Circuit Court in appealed cases.
- Follows up on warrant process after arrest.

ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.

- 1. Promotes good public relations by addressing citizens' questions and complaints.
- 2. Maintains positive public relations with the community
- Provides escort for funerals.
- Escorts employees with money deposits from businesses to banks.
- 5. Refers citizens to appropriate agencies for inquiries regarding civil matters (i.e., custody, evictions, etc.).
- 6. Assumes responsibility for assigned vehicle; performs daily check and monthly inspection and arranges for routine and special maintenance with City Shop.
- Maintains videotapes, digital cameras, video cassette recorders (VCRs), and other surveillance equipment according to requirements; stores equipment as needed.
- 8. Conducts inspection of police equipment to include weapons, hand-held radios, Tasers, handcuffs, and other assigned items.
- 9. Provides support to other jurisdictions as needed.
- 10. Attends training and development programs necessary to maintain personal and departmental requirements.

- 11. Attends specialized training classes to achieve specific expertise needed for current job or promotion.
- 12. Participates in safety and educational classes.
- 13. Maintains physical condition required for performance of duties.
- 14. Wears required safety and personal protective equipment (PPE) according to Department standard operating procedures (SOPs).

#### NON-ESSENTIAL FUNCTION:

- 1. Performs other job-related duties as required or assigned.
- Responds to calls during hurricanes, inclement weather or other emergency situations.

**SUPERVISORY CONTROLS:** The Police chief will assign this position to work from City Hall under the direction of the Revenue Manager and/or City Treasurer who will assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

> Knowledge, Skills and Abilities (\* Can be acquired on the job)

- 1. \*Knowledge of City and department SOPs, rules, regulations, policies, and procedures.
- 2. \*Knowledge of the City, its buildings, and road system and police jurisdiction.
- 3. \*Knowledge of City, state, and federal law and court procedures.
- Knowledge of disaster and emergency procedures.
- 5. Knowledge of <u>Accident Manual</u>, <u>Alabama Criminal Code</u>, and Alabama motor vehicle laws.
- Knowledge of modern law enforcement procedures and techniques.
- \*Knowledge of all forms and other paperwork required for job.
- 8. Knowledge of evidence preservation/collection including fingerprinting.
- Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
- 10. Communication skills to effectively communicate internally and externally, both orally and in writing.
- 11. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
- 12. Reading skills to read and understand department rules, regulations, policies, and procedures.
- 13. Writing skills to prepare plans, procedures, reports, compose letters and documents, using correct English, grammar, spelling, and punctuation.
- 14. Math skills to perform basic calculations (add, subtract, multiply, divide).

- 15. Non-verbal communication skills to observe body language and other indicators when interviewing witnesses, suspects, and bystanders.
- 16. Listening skills to receive radio calls, take complaints, and interview witnesses.
- 17. Driving skills to operate department vehicle safely and effectively under adverse conditions.
- 18. Skills to properly maintain and use all types of weapons required to carry out job duties as described herein.
- 19. Ability to pursue and detain a fleeing or belligerent individual.
- 20. Ability to use a computer for data entry, word processing, reports, and investigative strategies.
- 21. Ability to deal firmly and tactfully with the public.
- 22. Ability to maintain composure in stressful situations.
- 23. Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
- 24. Ability to perform effective cardio-pulmonary resuscitation (CPR) and First Aid procedures when required.
- 25. Ability to work independently without close supervision.
- 26. Ability to multi-task.
- 27. Ability to organize files and work assignments.
- 28. Ability to obtain information through interview and interrogation.
- 29. Ability to speak clearly and factually in court and other situations.
- 30. Ability to work outdoors under adverse conditions.
- 31. Ability to travel on foot for long distances without stopping, must be able to run, climb, jump, and crawl.
- 32. Ability to use a two-way radio.
- 33. Ability to wear personal protective equipment (PPE).
- 34. Ability to drive.

#### Minimum Qualifications

- 1. Possess a high school diploma or GED; an associates degree in public administration, business, finance, accounting, or a related field, from an accredited college, is preferred.
- 2. Minimum of three (3) years' experience in law enforcement. Previous experience involving municipal code enforcement is preferred; or a combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- 3. Possess and maintain the Alabama Peace Officers Standards and Training Commission (APOSTC) certification.
  - 4. Possess and maintain Alabama Municipal Revenue Officer's Association Certification
  - 5. Possess a current and valid driver's license; must be insurable.
  - 6. Possess firearm, NCIC, Draeger, Taser, First Aid and CPR certifications and ability to maintain certifications.

- 7. Ability to wear appropriate uniforms and safety equipment.
- 8. Ability to work nonstandard hours, rotating shifts, and emergency callbacks.
- 9. Ability to travel as required.
- 10. Ability to pass a pre-employment background check and an initial drug screen.

#### Physical Demands

The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity and distinguishes between shades of color.

#### Work Environment

The work environment is typically performed in an office, patrol vehicle, computer room, or outdoors where the employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infections diseases, irritating chemicals and cold or inclement weather. The work requires the use of protective devices such as gloves and ballistics vests, officer must adhere to Uniform and Appearance standards.

## **CITY OF FAIRHOPE** JOB DESCRIPTION

Job Title: Meter Operations Supervisor

Department: Treasury Department

FLSA:

Grade: 9 Safety Sensitive Job: Yes Security Sensitive Job: Yes

Job Description Prepared: September 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

#### Relationships

Reports to:	Treasurer
Subordinate Staff:	Meter Reader I, II and Field Audit Tech
Internal Contacts:	Gas Department; Water and Wastewater Department; Electric Department; Solid Waste Services, Revenue Department
External Contacts:	General Public; Vendors

#### Job Summary

Under the general supervision of the Treasurer, this employee directs the operations of the Meter Division, including plans, organizes, and supervises field personnel engaged in meter reading, field collections, and disconnection/restoration of service. The employee supervises Meter Readers and Field Audit Technician. This employee sets job duties for subordinate employees, establishes performance goals, and monitors and evaluates performance. The employee imports meter readings into the central billing system. This employee confirms accuracy of readings before passing readings data on to the Utilities Billing Supervisor. The employee creates new utility billing accounts and inputs new utility service data to ensure new customers are billed properly. This employee responds to customer questions regarding their utility bill and clarifies utility service issues. Customer service may involve a home or business visit at times. This employee develops the

operating budget and oversees all aspects of budget reporting and utilization. This job is considered security-sensitive and subject to a pre-employment background check.

#### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

## ESSENTIAL FUNCTION: Division Supervision. Supervises Utility Meter Division staff and activities.

- 1. Supervises Meter Readers I and II and Field Audit Technician.
- 2. Plans, manages, and oversees division tasks and activities related to collection and customer relations.
- 3. Establishes performance goals for division staff and evaluates task performance.

## ESSENTIAL FUNCTION: Meter Department Operations. Oversees day-to-day Department data collection and reporting operations.

- 1. Ensures accuracy of collected meter readings (meter reading oversight).
- 2. Ensures meter data is collected and reported on schedule.
- 3. Supervises and assists field staff engaged in the reading of meters and collections of delinquent accounts.
- 4. Authorizes meter turn-offs for non-payment.
- 5. Responds to and investigates customer complaints regarding leaks, high readings, and a variety of service-related complaints.
- 6. Monitors the meter reading program to ensure it stays on schedule.
- 7. Oversee and reviews meter reads and evaluates routes to implement changes, as necessary.
- 8. Reports meter collection information to Utility Billing Supervisor.

#### ESSENTIAL FUNCTION: Customer Assistance. Assists utility customers regarding billing or service questions.

- 1. Develops and maintains a courteous, professional relationship with utility customers in the City.
- 2. Provides utility customers with information concerning their utility bill questions.
- 3. Assists Division staff in resolving complex or difficult customer complaints
- 4. Answers customer questions concerning utility service issues or problems.
- 5. Coordinates between Meter Department and Revenue Department with service request.

ESSENTIAL FUNCTION: Service Application Review. Supervises the review of applications for utility services with staff from water, electric, gas, solid waste, and wastewater departments.

- 1. Organizes utility service application meetings with appropriate utility departments.
- 2. Supervises service review application meetings.

ESSENTIAL FUNCTION: Prepares Division Budget. Develops the utility meter Division's annual operating budget, monitors Division budget operations and actions during the fiscal year.

- 1. Develops a recommended operating budget for the Utility Meter Division.
- 2. Monitors the Division budget to ensure expenditures are within budget limits.
- 3. Makes regular budget reports to higher management as required.

#### NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

## Knowledge, Skills and Abilities

(\* Can be acquired on the job)

- 1. \*Knowledge of City rules, regulations, policies, and procedures.
- 2. \*Knowledge of City geography, road, and street systems.
- 3. Skill and ability to: plan, organize, schedule, supervisor, and review daily activities of field-based personnel.
- 4. Knowledge of City utility systems and services.
- 5. Knowledge of utility system meters and meter operation.
- 6. Knowledge of City utility billing system and processes.
- 7. Knowledge of safety rules including accident causation and prevention.
- Communication skills to effectively communicate internally and externally, both orally and in writing.
- 9. Verbal skills to effectively communicate with co-workers, supervisors, the general public and over the telephone.
- 10. Writing skills to develop professional reports and other materials using correct English, grammar, punctuation, and spelling.
- 11. Listening skills to understand customer questions and complaints.
- 12. Math skills to perform basic calculations (add, subtract, multiply, divide).
- 13. Reading skills to understand and interpret City policies and guidelines.
- 14. Ability to accurately read City utility meters.
- 15. Ability to install and service utility meters.
- 16. Ability to operate standard office equipment.
- 17. Ability to train new employees.

- 18. Ability to use computers and office productivity software.
- 19. Ability to handle and account for monies.
- 20. Ability to deal with all contacts in a courteous and patient manner.
- 21. Ability to handle upset or irate individuals.
- 22. Ability to prioritize work projects and multi-task.
- 23. Ability to organize files and work projects.
- 24. Ability to work with little or no supervision.
- 25. Ability to perform supervisory functions.
- 26. Ability to effectively prepare all required reports related to utility division operations and activities.
- 27. Ability to make needed changes or adjustments to division operations or procedures.
- 28. Ability to maintain strict confidentiality dealing with personnel records.
- 29. Ability to work more than 40 hours in a work week.
- 30. Ability to travel to attend training courses or professional development programs.
- 31. Ability to drive.

#### Minimum Qualifications

- 1. Possess a high school diploma or GED.
- 2. Minimum of seven (7) years of experience in municipal utility meter reading, utility billing and meter installation and service.
- 3. Supervisory experience desired.
- 4. Possess a current and valid driver's license; must be insurable.
- 5. Ability to pass a pre-employment background check.

#### Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

#### Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines, with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

## City of Fairhope Job Description

Job Title:	Youth Sports Program Coordinator	Grade:	9
Department:	Parks and Recreation Director	Safety Sensitive Job:	Yes
FLSA Status:	Non-Exempt	Security Sensitive Job:	No

Job Description Prepared: September 2023

#### Relationships

Reports to:	Parks and Recreation Director/Mayor
Subordinate Staff:	None
Internal Contacts:	All City Departments
External Contacts:	General Public & School Personnel

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

#### Job Summary

The Sports and Recreation Coordinator is responsible for the planning and implementation of the direct instruction for youth sport recreational classes, programs, camps and youth sports leagues.

#### **Essential Functions**

- Organize, and supervise seasonal youth league programs, and serve as a liaison for the City of Fairhope with schools, coaches and league contacts, schedule games/practices as needed, etc.
- Evaluate available recreation/sports opportunities for school-age youth and develop, and implement new leagues as needed or requested.
- Assist in coordinating other youth enrichment classes.
- Collaborate with the Parks & Recreation Director/Mayor to create a recreation/league marketing plan that
  includes class descriptions, website content, communication strategies/channels, and development and
  distribution of collateral materials.
- Perform all necessary administrative responsibilities, including, but not limited to phone calls, emails, recruitment of new participants, and other program-related duties.
- · Perform work on weekends and evening, as needed.
- Plan, coordinate, schedule, promote, lead, and evaluate recreation programs and special events.
- Research and assist in formulating safety policies and procedures, lightning safety, training CPR/AED,

- · Assist in the development and monitoring of the Sports and Recreation program budget.
- Partner with other program staff to develop and carry out developmentally appropriate recreation and fitness activities.
- Training for safe coaches course and CPR training for coaches
- Quality Management of playing surfaces and recreational parks
- Attend youth league board meetings
- Organize Yearly Team Summit
- · Coordinate field management with Parks & Recreation Director
- Record keeping for all league information including board contacts, insurance and financial records.
- Responsible for managing and coordinating multiple facility operations.
- Attends Committee meetings and other city events/functions as required.

#### Knowledge & Skills & Abilities

- Able to receive and delegate tasks to recreation groups and volunteer help.
- Ability to prepare written reports.
- Able to organize and prioritize workload.
- Able to effectively communicate verbally and in writing.
   Establish and maintain strong working relationships with participants and coworkers.
- Prosses knowledge of the principals and techniques of planning, organizing, promoting, and evaluating recreation programs.
- · Department organization, standard operating guidelines and policies, rules, and regulations
- Works with youth and adult sport programs and a general understanding of sports philosophy and best practices
- Develop budgets, program-related activities, policies, and procedures.
- Motivating staff and fostering a team approach.
- Communicate orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- All computer applications and hardware related to performance of the essential functions of the job.
- Performs other related duties as assigned.

#### **Minimum Qualifications**

- 1. Bachelor's Degree in recreation or sports management, or related degree with three years or more of related experience or a combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- 2. Possess a current and valid driver's license; must be insurable.

### **Physical Demands**

The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity and distinguishes between shades of color.

#### Work Environment

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust.

## City of Fairhope Job Description

Job Title:	<b>City Engineer</b>	Grade:	16
Department:	Administration	Safety Sensitive Job:	Yes
FLSA Status: Exempt		Security Sensitive Job:	No

Job Description Prepared: August 2023

#### Relationships

#### Reports to: Mayor

Under limited supervision, this position plans, organizes, directs and reviews the projects of the City of Fairhope. Provides professional and technical engineering advice and recommendations to the Mayor and/or the City Council and other departments. Consults and directs with consulting firms in development of capital projects plans. Performs necessary math calculations for drainage and other civil engineering projects. Oversees and approves monthly pay requests from contractors on capital projects. Responds to requests and complaints from citizens and city officials and develops mitigation when necessary.

### **Essential Functions**

#### **Essential Functions:**

- Plans, organizes, directs and reviews work of assigned staff; assists in development of goals.
- Manages, supervises and administers functions of the Engineering Department and ensures compliance with the City, Council, state and federal codes.
- Advises Mayor, Council, and City Administrator on engineering matters of the City.
- Provides project management of major and minor capital improvements from inception through bidding, awarding, inspecting, final completion and closeout.
- Coordinates and consults with private developers to assist with economic development of the City.
- Scopes and oversees prioritization, design, bidding and monitors paving work for annual resurfacing project in coordination with Public Works department.
- Prepares accurate property descriptions, accurate property descriptions, cost estimates, recommendations, contracts and correspondence; authorizes progress and final payments to contractors based upon field inspections; performs field inspections and surveys as required. Examines subdivision plans, drainage calculations, grading plans, street improvement hydrological studies, storm drain plans and specifications for Public Works construction and development projects.

- Inspects capital projects for adherence to plans, specifications and compliance within City standards.
- Assists at times in the review of Planning Commission case files and provide comments on technical aspects of proposed subdivisions.
- Performs engineering work for more complex Public Works construction projects, and Recreation and Utilities projects.
- Prepares budgets and requests for proposals for capital improvement projects; monitors expenditures; reviews and approves pay required.
- Confers with and makes presentations to various boards, commissions and government agencies.
- Responds personally to or corresponds in writing to questions relating to engineering projects and/or policy; prepares progress reports; researches and implements computerized engineering applications.
- Provides public reports and answers questions in public meetings and council work sessions; attends various meetings.
- Reviews and authorizes department purchase orders.
- Develops and evaluates department policies, procedures and operations.
- Promotes safety in the department.
- Maintains good public relations.
- Receives and/or reviews information such as drainage calculations, pipe flows, surveys, collect car speeds, overland drainage flows and differential level notes.
- Prepares and generates information such as project cost estimates, maximum storm water flows, cost comparison rental vs. purchase and speed limit study.
- Refers to budgetary information, requests and complaints from citizens and requests from the Mayor and Council.
- Serves on MPO Technical Committee and attends other professional meetings as requested.
- Interacts and communicates with a wide variety of groups and individuals to include citizens, Mayor, Council, engineering staff, City department heads and City employees.
- Serves on the City's Emergency Management Team Coordinates Public Assistance (PA) Projects with all affected departments and is responsible for identifying and implementing Mitigation Projects and managing the City's Hazard Mitigation Grant Program (HMGP).
- Oversees the preparation and approval of all Utility ROW Permits for jurisdictions other than the City of Fairhope including other municipalities, Baldwin County and ALDOT.
- Manages Assigned Department Staff, including but not limited to: Assistant City Engineer(s), ROW/Construction/Utility Inspectors, Permit Techs, Administrative Assistants, Engineering Techs and GIS Technicians.

#### Additional Functions:

Performs other duties as assigned.

## **Minimum Qualifications**

#### **Education and Experience:**

Bachelor's Degree from an accredited university and five (5) years of experience, as a Professional Engineer, in a job-related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

#### **Special Qualifications:**

- Professional Engineer License. Alabama Registration Required or the ability to obtain reciprocity within six months of hire date.
- Valid Driver's License.
- All required ICS and NIMS Courses

#### Knowledge, Skills and Abilities

- Knowledge of civil and environmental engineering practices, methods and equipment related to the design and construction of water and wastewater facilities, including applicable local, State and Federal laws, ordinances and regulations.
- Knowledge of modern principles and practices of civil engineering as applied to public works projects.
  - Knowledge of municipal engineering and techniques in relation to design, construction, rehabilitation and maintenance of public infrastructure.
  - Knowledge of the principles and practices of contract administration and project management.
  - Skill in performing trigonometry, measurements, distances, volumes, angles, percentages and surveying calculations. Support budget processes for capital projects and operating budgets.
- Ability to exercise considerable judgment, tact and courtesy in frequent contacts with County, municipal, state and federal officials, and the general public.
- · Ability to understand and follow complex written and oral instructions with little detail.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to establish priorities with appropriate attention, details, and the ability to think through and analyze a problem resulting in the best possible solution.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- · Ability to operate computers for data entry, word processing and/or accounting purposes.
- Ability to operate highly technical computer applications, such as GIS or CAD.
- Ability to operate small/light equipment, such as power tools.

- Ability to operate medium equipment and machinery, such as light-duty vehicles or mid-size commercial trucks/equipment.
- Ability to create and guide implementation of capital improvement plans or programs.
- Ability to create plans for and guide implementation of major construction projects.

#### **Physical Demands**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/ or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: sufficient to pick, pinch, type, or otherwise work, primarily with fingers rather than with the whole hand as in handling.
- Handling: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Reaching: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- · Standing: Particularly for sustained periods of time.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those
  activities in which they must convey detailed or important spoken instructions to other workers
  accurately, loudly, or quickly.
- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

#### Work Environment

The employee will be exposed to the following conditions in the work environment: hot or cold indoor work environment; and occasional visits to non-temperature-controlled facilities and outside areas. The noise levels in this work environment are moderate.



## CITY OF FAIRHOPE

## **Uniform Job Description**

Position Title:	Park Ranger/Urban Forester	Pay Range:	\$41,910.96 - \$57,089.76 - \$77,772.24
Department:	Public Works	Pay Grade:	9 (Salary)
Reports To:	Department Supervisor	Effective Date:	Budget YR 2024
Supervises:	Park Ranger(s)/Laborers	Supersedes:	New Position

Approvals:Supervisor		Human Resources Director				
	Date			Date		_
FLSA Exen	npt:	Yes No	Safety Sensitive:	⊠Yes □No*	DOT Regulated:	⊠Yes □No*

#### **I** BASIC PURPOSE OF THE POSITION

Under limited supervision, this position assists in the supervision of maintenance, projects and events for the City's Nature Parks; including but not limited to Triangle Park, Knoll Park and Colony Park. Staff supervised by this position include Park Ranger/s, Part and Full-Time Laborers. This position is primarily responsible for managing and maintaining Parks for user experiences and to prevent hazards to public safety including trail and facilities maintenance. Also responsible for habitat management operations including coordinating prescribed burning operations, implementing an invasive species control program and maintaining wildlife environments. The incumbent will coordinate Park programs, environmental education activities, interpretation, and outreach events. In addition, the incumbent will develop and implement new and innovative programs that successfully engage citizens by providing opportunities for meaningful experiences in nature. This position will also assist with recruitment and training of candidates for a volunteer program and assist in developing work projects for those volunteers. Initiates or assists with the development or revision of interpretive materials, such as brochures, guidebooks, handouts, and exhibits that meet the needs of visitors and urban target audience. To document the duties, work orders and maintenance logs will be completed and processed. Reports to the Public Works Director/City Engineer.

#### **II DISTINGUISHING CHARACTERISTICS OF THIS POSITION**

The Park Ranger/Urban Forester is a highly responsible position that requires extensive education, knowledge, talent and experience in urban forestry silviculture and maintenance, park operations, employee management, communication, organization and administration skills as well as education in herbicide and pesticide applications. This position requires extensive organizational skills and an ability to give attention to details concerning the overall aesthetic and function of the City's nature parks. Responsible for operating equipment safely and efficiently in the routine work tasks performed in maintaining the Nature Parks. Work at times is performed independently under the direction of Public Works Director/City Engineer and at times within a team/crew setting and in coordination with other City Departments.

#### III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises and participates in a maintenance program for the Nature Parks including mowing, trimming and weed eating.
- In coordination with Public Works Director, develops management plans for habitat management and restoration projects.
- Manages habitat management operations. This includes oversight of prescribed burn operations, invasive plant control programs and wildlife gardens.
- Manages event operations to include preparation, setup, and breakdown for nature educational events, holiday events, school events, races and private events.
- Responsible for nature parks amenity development and construction. This includes, but is not limited to, trail development, outdoor classrooms, nature interaction structures, restrooms and benches.
- Performs invasive plant control using mechanical and chemical methods.
- Oversees recreational programs to include nature tours and kayak tours.
- Develops, manages, and oversees nature science summer camps and field trips.
- Coordinates volunteer days to include developing projects and oversight of volunteer construction.
- Develops and maintains landscaped and natural areas to include flower beds, tree trails, butterfly gardens, perches, etc.
- Supervises the Parks Ranger(s), part-time Park Ranger(s), part and full-time laborers which involves duties such as determining activities, instructing, assigning and reviewing work, maintains standards, and communicating to Public Works Director/City Engineer on employee problems.
- Processes work orders and maintains log of completed tasks.
- Develops and maintains equipment maintenance log to include assuring all equipment is properly maintained.
- Develops Urban Forestry program (with emphasis on a longleaf pine habitat) to

include educational programming and tours.

- Manages silviculture operations to include inspections of forest ecosystem, planting, care with water, nutrient management, and crop production.
- Patrols nature parks and waterways surrounding nature parks for observations of litter, trash collection, maintenance needs and security issues.
- Operates and supervises the operation of heavy equipment such as commercial mowers and tractors.
- Refers to equipment manuals, chemical instructions, various program materials, Triangle Park Master Plan and Fly Creek Management Plan and all other park management plans.
- Uses a computer, printer, and software programs such as Microsoft Word, Excel, and others.
- Utilizes and/or operates a variety of equipment/machinery to include zero turn mowers, front mount mowers, front end loader, tractors, bush hog, augers and discs.
- Operates small equipment such as weed eaters, trimmers, sprayers, ATVs, brush cutter and chainsaw.
- Interacts with dangerous wildlife, such as snakes, and relocates prior to activities at parks.
- Interacts and communicates with a wide variety of groups and individuals to include City maintenance, streets and mowing crews, supervisors, co-workers, event coordinators, event participants, local schools, volunteers, interns, and general public of all ages.
- Operates small and midsize commercial machines and equipment daily.
- Available, if called upon, to operate larger more complex machines & equipment.\*
- Cleans, maintains, and services all assigned equipment.
- Trains on various other larger commercial machines and equipment (sweeper, backhoe, loader).
- · Coordinates (preventative) maintenance schedule with Supervisor/Mechanic Dept.
- Checks fuel, oil, grease, fluids, filters, and tires on all machinery operated.
- Assists within the department as necessary.
- Operates equipment in a safe, efficient, courteous manner.
- May participate in the training of new employees on equipment.
- Interacting with the public on Nature Park concerns, in a friendly, conscientious manner.
- Ensuring safety of operations, including the proper use of safety equipment such as vests, gloves, and safety goggles.
- Assuring work areas are clean.
- Answer and return phone/radio calls.

\*CDL Dependent

#### IV OTHER DUTIES AND RESPONSIBILITIES

- · Perform related duties and responsibilities as required.
- Remain subject to recall to work during hurricane or other emergency incidents.
- Assisting with Special events, as needed.
- Assist other duties of the public works department including horticulture, sanitation, streets and construction.
  - Other duties, as assigned.

#### V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Self-starter
- Knowledge of principles and processes for providing customer services.
- Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- Knowledge of plant and animal organisms and their functions, interdependencies, and interactions with each other and the environment.
- Skills in public relations, oral and written communications, public speaking, program planning and auditing preferred.
  - Ability to interact with venomous snakes, biting insects and poisonous plants.
  - Ability to perform arithmetic such as circumferences, angles, pairs of angles, properties, etc.
  - Ability to establish and maintain effective working relationships with coworkers and the general public.
  - Ability to establish priorities with appropriate attention, details, and the ability to think through and analyze a problem resulting in the best possible solution.
  - Ability to operate small office equipment, including copy machines or multi-line telephone systems.
  - Ability to operate computers for data entry, word processing and/or accounting purposes.
  - · Ability to operate small/light equipment, such as power tools safely and efficiently.
  - Ability to operate medium equipment and machinery, such as vehicles or commercial mowers safely and efficiently - CDL, including appropriate endorsement (required).
  - · Ability to communicate on a radio, cellphone, landline, etc ...
  - Knowledge of city streets.
  - · General knowledge of construction/landscaping processes.
  - Ability to perform physical tasks and handle moderate to heavy lifting.
  - Ability to satisfactorily work with customers and co-workers.
  - Ability to maintain regular and punctual attendance.
  - Ability to communicate effectively both verbally and in writing.
  - Ability to solve problems.

- Ability to perform strenuous work in a variety of outdoor conditions including extreme weather conditions.
- Ability to work overtime when requested including nights and weekends.
- Knowledge of basic first aid and CPR.
- Knowledge of public safety issues and natural resources law enforcement regulations, laws, and procedures.
- Knowledge of the diverse range of outdoor facilities such as trails, visitor centers, wayside exhibits and their maintenance, in order to provide safe, wildlife-dependent recreation opportunities to visitors.

#### VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

Associate's or Bachelor's Degree in Forestry or related field and three (3) years of experience in a job-related field, OR an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities,

#### **Special Qualifications:**

- Alabama Urban Forester Certification
- Boaters License
- Alabama Certified Prescribed Burn Manager
- Alabama Private Applicator Permit for Pesticides
- Valid Alabama Driver's License
- Preference for CPR/First Aid
- Preference for Wildlife Survival Certification
- Preference for an Alabama Class A CDL

#### VII EXTENT OF PUBLIC CONTACT

- Extensive Public Contact
- An employee in this position must be able to communicate effectively with fellow City of Fairhope employees, outside vendors, contractors and the general public.
- Must be comfortable in addressing groups and making presentations at City Council meetings.
- Everyday contact with the public educating on program, environment and operations of the City's Nature Parks.
- This position will serve as an "Educational Ambassador" for the City's Nature Parks
- General questions about the City's Nature Parks

#### VIII PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, feel or operate objects, tools, or controls; reach and stretch with hands and arms. The employee frequently is required to sit, stand, walk, talk and hear. The employee is often required to balance, stoop, kneel, or crouch.

Tasks require the regular and, at times, sustained performance of moderately to highly physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and/or crawling. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employees in this position must have:

- Sufficient clarity of speech and hearing or other communication capabilities, with
  or without reasonable accommodation, to permit the employee to communicate
  effectively and to understand department rules and regulations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit
  the employee to operate a personal computer, typewriter, telephone, copier, and
  other similar or related office equipment;
- Sufficient strength, personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to sit, walk, stand and talk in order to perform required tasks.

#### IX WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. Working conditions may include, but not be limited to:

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.
- Work from the cab of vehicle and/or truck.

- Must be able to work early morning and/or late-night shifts (flexible shifts).
- Must be able to work in cold, hot and rainy weather.
- Must be accustomed to working in the field including within the natural areas, on route, assigned public spaces, public facilities and right-of-ways.

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

# JOB DESCRIPTION

Job Title: Project Manager

Department: Gas Department

FLSA: Exempt

Donada la:

Grade:11 Safety Sensitive Job: Y Security Sensitive Job: N

Yes

Job Description Prepared: June 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

#### Relationships

Reports to.	Gas Assistant Superintendent	
Subordinate Staff:	Gas Crew Leader; Operators	
Internal Contacts:	Gas Department; Water and Wastewater Department; Electric Department; Building; Planning; Geographic Information Systems (GIS)	
External Contacts:	General Public; Businesses; Plumbers; Other Municipalities; Contractors; engineers; Vendors	

#### Job Summary

Under the supervision of the Assistant Gas Superintendent, this safety sensitive position is responsible for all gas related projects performed on the gas pipeline. This position will coordinate, oversee and ensure all projects are completed according to gas department procedures and are compliant with all federal and state regulations. This position will handle project budget requirements and ensure projects follow state bid law. Documenting and reporting pipeline information to utility GIS will be the responsibility of this position.

#### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Ensure oversight for all projects performed by contract labor for the gas department.

- 1. Develops RFQ, RFP and like documents associated with contract work performed.
- 2. Plans, manages, and oversees subordinate tasks and work schedules.
- 3. Reviews and scores potential contractors based on like experience and ability.

## ESSENTIAL FUNCTION: Establishing relationships with contractors, etc.:

- 1. Establish good working relationships with contractors, engineers and regulatory agencies.
- 2. Working with inhouse and external employees to accomplish set goals.
- Makes regular budget reports to the Gas Superintendent.

ESSENTIAL FUNCTION: Homeowner and Business Communication. Regularly communicates with homeowners and businesses in the service area regarding service needs or problems.

- 1. Discusses gas service needs or problems with homeowners and businesses in person and over the telephone.
- 2. Informs the Gas Superintendent concerning unusual or difficult homeowner or business service requests or problems.

ESSENTIAL FUNCTION: Contractor Relations. Communicates with building contractors concerning gas service needs and line locations.

- 1. Routinely talks with contractors both in person and by telephone regarding gas service needs and service line locations.
- Informs the Gas Superintendent of unusual or difficult contractor questions or requests.

## ESSENTIAL FUNCTION: Subordinate Training. Identifies and applies or arranges for appropriate training programs for all subordinate employees.

1. Identifies appropriate annual training programs or classes for all subordinate staff members.

- 2. Monitors program or class completion and subordinate performance in the class or program.
- 3. Evaluates impact of training classes or programs on subordinate work performance.

ESSENTIAL FUNCTION: Assists with Gas Line Repairs. Assists subordinate staff in repairing gas lines when necessary.

- 1. Assists subordinate staff in making gas line repairs when needed.
- 2. Informs Gas Superintendent when involved in assisting subordinates.

#### NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

#### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

- 1. \*Knowledge of City rules, regulations, policies, and procedures.
- \*Knowledge of the City gas system, including line locations and service problems or needs.
- \*Knowledge of all City utilities, including utility locations, service requirements and plans.
- Communication skills to effectively communicate internally and externally, both orally and in writing.
- 5. Verbal skills to effectively communicate with, supervisors, subordinates, and the general public.
- 6. Writing skills to prepare professional letters, reports and other materials using correct English, grammar, punctuation, and spelling.
- 7. Listening skills to take understand customer complaints and questions.
- 8. Reading skills to understand and interpret City policies and guidelines.
- 9. Math skills to perform basic calculations (add, subtract, multiply, divide).
- 10. Ability to perform basic supervisory functions.
- 11. Ability to operate standard office equipment.
- 12. Ability to use computers and office productivity software.
- 13. Ability to maintain professional attitude.
- 14. Ability to acquire and maintain appropriate operator qualifications to perform all job requirements.
- 15. Ability to use a telephone.
- 16. Ability to deal with all contacts in a courteous and patient manner.
- 17. Ability to handle irate or upset individuals.
- 18. Ability to prioritize work projects and multi-task.
- 19. Ability to organize files and work projects.
- 20 Ability to work with little or no supervision.
- 21. Ability to drive.

- 22. Ability to work non-standard hours or more than 40 hours in a work week.
- Ability to travel to attend training programs or development classes.

#### Minimum Qualifications

- 1. Possess a high school diploma or GED; prefer some college-level course work in municipal utility operations or related course work.
- Minimum of three (3) to five (5) years of experience in municipal gas system operations.
- 3. Possess a current and valid Class A Commercial Driver's License (CDL) or be able to obtain this license within six (6) months of employment; must be insurable.
- 4. Ability to work non-standard hours.
- 5. Ability to travel.
- 6. Ability to pass a pre-employment background check and an initial drug screen.

#### Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

#### Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

## **CITY OF FAIRHOPE** JOB DESCRIPTION

Job Title: Line Crew Chief

Department: Electric Department

FLSA: Exempt

Grade: 14 Safety Sensitive Job: Yes Security Sensitive Job: No

Job Description Prepared: July 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being allinclusive. The employee may be assigned other duties that are not specifically included.

#### Relationships

Reports to:

Electric Superintendent

#### Job Summary

This position is responsible for providing effective leadership of assigned personnel, ensuring adherence to safety and specification requirements and/or performing the construction, maintenance, and repair of either energized or de-energized overhead and underground electric transmission and distribution systems. Assists in developing standards, policies and procedures pertaining to the construction, operation and maintenance of the electric transmission and distribution system. Ensures that work is being conducted according to company policies, procedures and safety standards. Works to develop positive public relations. This position works alongside the assistant superintendent in the absence of the Electrical Superintendent.

#### Essential Functions

#### ESSENTIAL FUNCTIONS:

- Plans, organizes, assigns, checks and approves work assigned to the Line Crew.
- Supervises the daily activities of Line Crew in all phases of line work.
- Provides verbal and written feedback to employees, prepares annual evaluations.

- Assists in developing policies and procedures related to the construction, operation, and maintenance of the electric system.
- Develops and implements measurable performance goals and objectives that support the strategic plan of the department and complement the municipal strategic plan.
- Constructs, maintains, and operates the electric transmission and distribution system, in conjunction with supervisory duties.
- Provides assistance to Engineering Department, consulting engineers and others who are engaged in the planning and design of the electric transmission and distribution system, as required.
- Responds to outage and other trouble calls, determines and corrects the problems.
- Acquires and/or maintains a working knowledge of all substation and system switching operations and devices.
- Stays abreast of the laws, rules and regulations that affect the various departments and recommends action to ensure compliance.
- Responds to public inquiries in a courteous manner; provides information within scope of his/her knowledge or refers to an employee or higher classification.
- Manages the daily work schedule for the line crew and verifies all scheduled work is being performed at the scheduled time.
- Meets with engineers and customers on a daily basis regarding the crew's upcoming jobs.
- Assists in evaluating and developing Electric Operations Department policies and procedures related to the construction, operation and maintenance of electrical systems.
- Assists in evaluating Line Crew employees and recommends appropriate actions.
- Stimulates a high standard of morale among the employees of the Line Crew by the creation and use of team spirit and enthusiasm throughout the crew and by determining the employees' attitudes.
- Assists the Line Crew Supervisor in reviewing periodically the functions and activities of the Line Crew.
- Oversees and ensures the proper use and maintenance of equipment and tools assigned to the Line Crew.
- Maintains a working knowledge of City of Fairhope Utilities' construction specifications, the National Electric Safety Code, and mapping system.
- Ensures the work of the Line Crew is performed in accordance with sound safety
  practices, including the safe operation of vehicles.
- Assists with the day-to-day on the job training and development of Line Crew personnel, as necessary.
- Reads and interprets drawings, maps, specifications, staking sheets, and framing diagrams.
- Encourages suggestions, constructive criticisms, and expressions of viewpoints from employees.

- Promotes and presents a positive professional image when performing his/her duties.
- Assists in supervision and dispatching during emergencies and is available after hours when needed.
- Operates all types of electrical sectionalizing devices and equipment.

#### OTHER FUNCTIONS:

- Performs standby duties for power restoration and associated problems during and after normal working hours, holidays, and weekends.
- Assists other departments as requested or required.
- Performs other related duties as required/assigned.

### Knowledge, Skills and Abilities

- 1. Knowledge of the operation of all equipment used by the Line Crew, such as bucket trucks, derrick trucks, trenchers, backhoes, etc.
- 2. Knowledge of transmission and distribution systems, system layout, system operations, and safe work practices.
- 3. Knowledge of the care and use of hand tools and equipment necessary to perform various electrical repair tasks.
- Knowledge of personnel management concepts such as leadership, motivation, communication, performance management, evaluation, goal setting, strategy development, and ethics.
- Knowledge of leadership principles and practices such as: authenticity, integrity, humility, motivation, communication, service, influence, recognition, collaboration, and innovation.
- 6. Knowledge of management principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources.
- 7. Knowledge of City of Fairhope's policies, procedures, and organizational structure.
- 8. Skill in hand-eye coordination with dexterity in order to operate tools and equipment.
- 9. Skill in written, verbal, and interpersonal communication.
- 10. Ability to perform electrical line work while climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, and seeing.
- 11. Ability to measure, cut, and otherwise work on materials or objects with great precision.
- 12. Ability to accept responsibility and complete duties and tasks assigned in a timely and safe manner.
- 13. Ability to interpret and communicate engineering plans and specifications, applicable electrical code requirements, government regulations, and legal descriptions of property.

- 14. Ability to manage multiple projects and people with completing timeframes and goals in a professional and efficient manner.
- 15. Ability to establish and maintain effective working relationships with the public, employees, and contract personnel.
- 16. Ability to use computer applications such as spreadsheets, work processing, email, outlook calendar, and data base applications.
- 17. Ability to define problems collect data, establish facts, and draw valid conclusions.
- 18. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- 19. Ability to deal with people beyond giving and receiving instructions such as in a team, supervisory, subordinate, or counseling situation including exhibiting a pleasant and cooperative attitude and professionalism.
- 20. Ability to effectively organize, delegate and supervise employees.
- 21. Ability to speak effectively to present information and respond to questions from groups of managers, employees, customers, and the general public with confidence.
- 22. Ability to direct and assist in the following duties: installation and removal of poles and related hardware, stringing and sagging wire, installation of both overhead and pad mounted transformers, installation of underground primary and secondary, and any and all other task as necessary in the construction, maintenance repair and operation of an electric power transmission and distribution system.
- 23. Ability to effectively coordinate available resources (people, supplies, funds, and equipment) to meet the needs of City of Fairhope customers and employees.
- 24. Ability to have regular and predictable attendance at work.
- 25. Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- 26. Ability to operate small/light equipment, such as power tools.
- 27. Ability to operate medium equipment and machinery, such as vehicles.
- 28. Ability to operate heavy or complex machinery, such as construction equipment.
- 29. Ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery.
- Ability to create plans for and guide implementation of major construction projects.

#### Minimum Qualifications

High School Diploma or an acceptable equivalency diploma (GED) and twelve (10) years of experience in the planning, construction, operation, and maintenance of an electric power system, with a minimum of four (4) of said years in a leadership position, or an equivalent combination of education and experience.

#### Special Qualifications

Certificate of completion of the following: TVPPA Advanced Line worker Program or TVPPA Foreman's Academy or similar training programs will be considered in place of some of the years of work experience.

Possession of or ability to obtain a valid Driver's License within 60 days of employment.

The selected applicant must obtain a valid commercial Driver's License (CDL) within 1 year after the date of hiring. Applicant must have a valid Driver's License.

#### Physical Demands

The work is heavy work which requires the employee to lift 50 pounds maximum, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Walking and standing are required constantly, as well as driving a number of different vehicles, with both standard and automatic transmissions. Reaching, handling, feeling, seeing, climbing, hearing, kneeling, crouching, crawling, stooping, and balancing. Additionally, the following physical abilities are required:

Balancing: sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

- Climbing: sufficient to ascend or descend ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: sufficient to move about on hands and knees or hands and feet.
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Crouching: sufficient to bend the body downward and forward by bending leg and spine.

Feeling: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Grasping: sufficient to apply pressure to an object with the fingers and palm.
  - Handling: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
  - Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: sufficient to bend legs at knee to come to a rest on knee or knees.
  - Lifting: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-toposition. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.

Reaching: sufficient to extend hand(s) and arm(s) in any direction.

Repetitive Motion: substantial movements (motions) of the wrist, hands, and/or fingers.

 Speaking: sufficient to express or exchange ideas by means of the spoken work including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.

Standing: particularly for

sustained periods of time.

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- Stooping: sufficient to bend body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

### Work Environment

The work environment outside is a variety of weather conditions, with some inside work under normal office conditions. Likelihood of responding to frequent after-hours trouble calls to restore power outages and problems. Likelihood of working continuous and lengthy hours with minimal rest during adverse weather conditions to correct hazardous situations and restore customer service. Routinely working in situations in which the individual is exposed to a definite risk of bodily injury.

## CITY OF FAIRHOPE JOB DESCRIPTION

Job Title: Utility Billing Supervisor

Department: Revenue Department

FLSA:

Grade: 9 Safety Sensitive Job: No Security Sensitive Job: Yes

Job Description Prepared: September 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

#### Relationships

Reports to:TreasurerSubordinate Staff:Customer Representative IInternal Contacts:Gas Department; Water and Wastewater Department; Electric<br/>Department; Solid Waste Services, Treasury DepartmentExternal Contacts:General Public; Vendors

#### Job Summary

Under the general supervision of the Treasurer, this employee directs the operations of the Utility Billing Division, including all billing procedures, collections, and customer relations. Utility billing covers electric, gas, water, wastewater, and solid waste services. The employee supervises customer service representatives. This employee sets job duties for subordinate employees, establishes performance goals, and monitors and evaluates performance. The employee establishes and maintains effective billing procedures for the division and recommends improved procedures to higher management when appropriate. This employee develops the billing division's operating budget and oversees all aspects of budget reporting and utilization. This job is considered security-sensitive and subject to a pre-employment background check.

## **Essential Functions**

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

#### ESSENTIAL FUNCTION: Supervises Utility Billing Division staff and activities.

- 1. Plans, manages, and oversees Division tasks and activities related to billing, collection, and customer relations.
- Establishes performance goals for Division staff and evaluates task performance.

## ESSENTIAL FUNCTION: Customer Relations. Establishes and maintains effective relationships with utility customers in the City.

- Develops and maintains a courteous, professional relationship with utility customers in the City.
- Communicate directly with customers to resolve issues.

## ESSENTIAL FUNCTION: Develops Billing Procedures. Prepares and maintains effective utility billing procedures.

- 1. Develops effective utility billing procedures utilizing the most current technology available.
- 2. Evaluates new billing procedures and technology and recommends improvements to higher management when appropriate.
- Serve as liaison with third party vendor for printing and mailing the bills, revising layouts, processing downloaded files and reconciling monthly invoices.
- Balance monthly accounts receivable to general ledger.

# ESSENTIAL FUNCTION: Service Application Review. Supervises the review of applications for utility services with staff from water, electric, gas, solid waste, and wastewater departments.

- 1. Organizes utility service application meetings with appropriate utility departments.
- 2. Supervises service review application meetings.

ESSENTIAL FUNCTION: Prepares Division Budget. Develops the utility billing Division's annual operating budget; monitors Division budget operations and actions during the fiscal year.

1. Develops a recommended operating budget for the Utility Billing Division.

- Monitors the Division budget to ensure expenditures are within budget limits.
- Makes regular budget reports to higher management as required.

#### ESSENTIAL FUNCTION: Resolves Customer Complaints. Resolves more difficult or complex customer complaints concerning billing, payment, or service issues.

- 1. Assists Division staff in resolving complex or difficult customer complaints.
- 2. Interprets administrative policies affecting customer billing or payments.

#### NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

## Knowledge, Skills and Abilities

(\* Can be acquired on the job)

- 1. \*Knowledge of City rules, regulations, policies, and procedures.
- 2. Knowledge of the principles and practices of utility billing and collecting.
- Communication skills to effectively communicate internally and externally, both orally and in writing.
- 4. Verbal skills to effectively communicate with co-workers, supervisors, the general public and over the telephone.
- 5. Writing skills to prepare professional letters, reports and other materials using correct English, grammar, punctuation, and spelling.
- Listening skills to understand customer complaints and questions.
- 7. Reading skills to understand and interpret City policies and guidelines.
- 8. Math skills to perform basic calculations (add, subtract, multiply, divide).
- 9. Ability to perform supervisory functions.
- 10. Ability to plan, organize, assign, and evaluate the work tasks of subordinate employees.
- 11. Ability to effectively prepare all required reports related to utility division operations and activities.
- Ability to make needed changes or adjustments to division operations or procedures.
- 13. Ability to operate standard office equipment.
- 14. Ability to use computers and office productivity software.
- 15. Ability to maintain professional attitude.
- 16. Ability to handle and account for monies.
- 17. Ability to use a telephone.
- 18. Ability to deal with all contacts in a courteous and patient manner.
- 19. Ability to handle irate or upset individuals.
- 20. Ability to maintain strict confidentiality dealing with personnel records.
- 21. Ability to prioritize work projects and multi-task.
- 22. Ability to organize files and work projects.

- 23. Ability to work with little or no supervision.
- Ability to travel to attend training courses or professional development programs.
- 25. Ability to drive.

### Minimum Qualifications

- Possess an associate's degree in business administration, auditing, accounting, or a related business field from an accredited college or university.
- 2. Minimum of five (5) years of experience working in business or government setting interacting with the public using accounting practices; billing experience preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
- Ability to work extended hours.
- Possess a current and valid driver's license; must be insurable.
- Ability to pass a pre-employment background check.

#### Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

#### Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

#### 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 of Krebs Engineering for Professional Engineering Services for (RFQ PS23-031) Water Distribution System Capacity Expansion Project; and hereby authorizes Mayor Sherry Sullivan to negotiate the not-to-exceed fee to be approved by Council.

DULY ADOPTED THIS 25TH DAY OF SEPTEMBER, 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

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

Sherry Sullivan

Mayor

Lisa A. Hanks, MMC City Clerk

Kimberly Creech Treasurer Date: September 20, 2023

Re: <u>RFQ PS23-031 Professional Engineering Services for the Water</u> Distribution System Capacity Expansion Project

The Mayor, Sherry Sullivan, and the Superintendent of the Water/Wastewater Department, Daryl Morefield, is requesting the hiring for Professional Engineering Services for the Water Distribution System Capacity Expansion Project.

Mayor Sullivan has selected Krebs Engineering for this project. Krebs Engineering has been working as the engineer for several water projects that are related to this project, including the Water System Planning Project and the Engineering and Design Services for Treatment Plant #3 and Well #3-11. Due to the necessary timeline for this project, the Mayor requests an expedited process for contracting the Professional Engineering Services.

The work to be performed with the project, and the estimated timeline for completion of each item, will include:

- Production Well Development for Well No. 8B, May 2024
- Production Well Development for Well No. 13, April 2024
- Pilot Bore Well Exploration
- Water Treatment Plant No. 1 Expansion, May 2024
- Water Distribution Hydraulic Model, May 2024

Krebs will develop four bid packages and facilitate the procurement process for each. They will also provide Construction Review Services for each project item.

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

251-928-2136 (p)

Please place on the next available City Council Agenda this request for City Council to approve the selection by the Mayor for RFQ PS23-031 Professional Engineering Services for the Water Distribution System Capacity Expansion Project and allow the Mayor to negotiate the not-to-exceed fee to be approved by Council.

Cc: file, Daryl Morefield, Mayor Sherry Sullivan



September 18, 2023

Mr. Daryl Morefield City of Fairhope 555 South Section Street Fairhope, AL 36532

Re: Water Distribution System Capacity Expansion - Scope Letter

Dear Daryl:

Krebs Engineering, Inc. is pleased to present the scope to the City of Fairhope (City) for professional engineering services associated with the Water Distribution System Capacity Expansion project. This project aims to add additional water supply capacity by May 2024 and develop a 10-year strategy using the hydraulic model to plan for future growth. The project will generally consist of four (4) bid packages, one (1) request for proposal (RFP) for high service pumps at WTP No. 1, developing new production wells at Water Treatment Plants Nos. 1 and 3, drilling four (4) pilot bores at locations identified by O'Donnell and Associates, Inc. (Geologist), and expanding the Water Treatment Plant No. 1 to treat the additional raw water from the new well mentioned above. Additionally, Krebs will develop a calibrated hydraulic water model of the distribution system and summarize the results in a technical memorandum to identify future improvements needed to meet current and future water demands. The scope of services is described in more detail below.

#### SCOPE OF SERVICES

#### A. Production Well Development Well No. 8B

Well No. 8B is a new well located at the Water Treatment Plant No. 1 site and is understood to be in the same aquifer as Well No. 8. This well is being developed to add more raw water capacity by May 2024. This well is being drilled in conjunction with improvements at WTP No. 1. The following further describes the scope of services.

- 1. Coordinate with the Geologist to develop the well site.
- 2. Assist in the development of the testing program for the well.
- 3. Assist the City with drawings and maps to obtain the necessary temporary easements from the School Board. These drawings and maps will be used for

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> informational purposes only. The City will obtain the required legal descriptions and easement documents to execute final easements as required.

- 4. Develop Bid Documents for Well No. 8B, including a production well, water quality analysis, and capacity testing per ADEM standards.
- 5. Finalize the vertical turbine well pump sizing based on the flow and drawdown provided from the well capacity test.
- 6. Review the testing data in conjunction with the Geologist and make a recommendation to the City regarding the viability of the well.

#### B. Production Well Development Well No. 13

Well No. 13 is a new well located on adjacent property to the WTP No. 3 site and is understood to be in the same aquifer as Well Nos. 3, 10, and 11. This well is being developed to provide more raw water to WTP No. 3. The current project under construction at WTP No. 3 is schedule to be completed in April 2023 and will be capable of treating the additional raw water from Well No. 13. The following further describes the scope of services.

- 1. Coordinate with the Geologist to develop the well site.
- 2. Assist in the development of the testing program for the well.
- 3. Assist the City with drawings and maps to obtain the necessary easements from the adjacent property owner(s). These drawings and maps will be used for informational purposes only. The City will obtain the required legal descriptions and easement documents to execute final easements as required.
- 4. Develop Bid Documents for Well No. 13, including a pilot bore, a production well, water quality analysis, and capacity testing per ADEM standards.
- 5. Finalize the vertical turbine well pump sizing based on the flow and drawdown provided from the well capacity test.
- 6. Review the testing data in conjunction with the Geologist and make a recommendation to the City regarding the viability of the well.
- A pilot well will be included for Well No. 13 to ensure the water-bearing sand is present prior to drilling the production well.
- Design the required raw water main from the final location of Well No. 13 to WTP No. 3.

#### C. Pilot Bore Well Exploration

The pilot bores are being drilled to provide the City, Geologist, and Krebs additional information for planning beyond 2024. The pilot bores will be used to identify the presence and depth of water-bearing sands at sites the City either owns or feels confident easements could be obtained and are in locations of high growth. The following further describes the scope of services.

- Develop bid documents and coordinate with the Geologist to drill four (4) pilot bore locations at 8300 Morphy Avenue, Nichols Tank, School Board property, and St. Michael Church. The pilot bores will range from 300 to 450 feet in depth and require an E-log to determine if water-bearing sand is present.
- 2. Review the pilot bore data with the Geologist and assist as needed, recommending to the City the viability of future wells.

#### D. Water Treatment Plant No. 1 Expansion

The improvements at WTP No. 1 are being proposed to increase the treatment capacity and make necessary chemical feed improvements. The work will be done in two (2) construction contracts to allow work to begin more quickly on the most critical items to meet the May 2024 goal. The following further describes the scope of services.

- Develop an overall conceptual site plan for the WTP to show improvements (major piping, wells, and buildings/structures) needed for this expansion and improvements that may be needed for future expansion(s). The conceptual site plan will be presented to the City and discussed in detail to determine which option the City would like to proceed with.
- 2. Develop a Preliminary Engineering Report to included with the ADEM Construction Permit.
- 3. Coordinate and conduct a boundary and topographic survey.
- Coordinate with a Geotechnical Engineer to develop a scope of work for a geotechnical investigation and materials testing.
- 5. Coordinate with sub-consultants to provide electrical engineering, mechanical engineering, structural engineering, and architectural design services.
- Develop Bid Drawings, Specification, and Contract Documents for two bid packages:
  - i. The first bid package will be for the critical path items needed to increase capacity by May 2024. These items include relocation of the existing

aerator, building modifications, new high-service pumps with variable frequency drives (VFD'S), new yard piping and valves, and miscellaneous appurtenances required for the increased capacity.

- ii. The second bid package will include items that are not as critical for meeting the schedule but are required to ensure the long-term viability of the WTP. These items include chemical feed improvements to include a sodium hypochlorite building and feed system, liquid lime feed system, and improvements to the existing chemical feed building to provide space for new electrical gear.
- 7. Develop detailed design drawings and specifications for the following improvements:
  - Chemical Feed: The chemical feed facilities will include modifications to the existing chemical building to make room for new high-service pump electrical equipment, a new sodium hypochlorite building, and a new liquid lime system.
  - Aerator: The existing aerator at WTP No. 3 is being replaced with a larger, new aerator. The existing aerator will be relocated and reused at WTP No. 1.
  - iii. Finished Water Transmission Main: A new finished water transmission main to the east connecting to an existing 16-inch water transmission main on County Road 13 will be included.
  - iv. Finished Water Pumps: Krebs will issue an RFP for the high-service pumps to expedite the delivery to meet the May 2024 deadline. Krebs will review and make a recommendation for the purchase of the new Finished Water Pumps. The finished water pump station will include two (2) new vertical turbine high-service pumps installed in the existing wetwell/clearwell, each designed to meet the maximum design capacity of the WTP. These pumps will be equipped with VFDs.
  - v. Yard Piping and Valves: The yard piping, flow meter vault, and valves will be designed to provide additional capacity to meet the WTP's estimated future maximum capacity.
- Develop and update the construction cost estimate and schedule as the design progresses.
- Submit Construction Documents to ADEM as required for an ADEM Water Supply Construction Permit.

> Submit Construction Documents to the City or County as required for building permits.

#### E. Water Distribution Hydraulic Model

The water distribution hydraulic model is being developed to assist in short-term (May 2024) planning and future (10-year) planning. The following further describes the scope of services.

- 1. Develop a preliminary hydraulic model to size the pump and piping improvements needed at WTP No. 1 to increase water supply capacity by May 2024.
- Import the City's GIS water distribution system database into the hydraulic network modeling software (WaterGEMs).
- 3. Update the hydraulic piping network in the model based on discussions and input from the City and drawings provided by the City.
- Gather current operational data of all the water treatment plants (finished water pumping stations), booster pumping stations, water storage tanks, and pressurereducing valves.
- 5. Develop a plan for field testing (pressure monitoring and flow testing at fire hydrants) and review the plan with City staff.
- 6. Perform initial field testing (assume seven (7) days of field testing required for field calibration).
- <u>Calibrate the Model for Water Storage Tank Levels</u>: Incorporate field testing data into the model and run the model using 72-hour extended-period simulations. Continue modeling runs and field testing as needed to calibrate the model for water levels in water storage tanks (+/-10% calibration error for water levels in model vs. actual water levels from SCADA data).
- <u>Calibrate the Model for Pressure/Fire Flow Demands</u>: Incorporate field testing data into the model and run the model using 72-hour extended-period simulations. Continue modeling runs and field testing as needed to calibrate the model for pressures during fire flow tests (+/-10% calibration error for fire flow pressures in model vs actual fire flow pressures recorded during fire flow/pressure testing in field).
- 9. Develop an average day demand modeling scenario, evaluate the results, and develop recommendations for improvements.
- 10. Develop a peak day demand modeling scenario, evaluate the results, and develop recommendations for improvements.

- 11. Develop future average and peak day demands based on growth projections/future developments, evaluate the results, and develop recommendations for improvements. The City will provide the input for the City's future developments and growth rate.
- 12. Develop a technical memorandum to summarize the hydraulic modeling, the evaluation of the water distribution system, and the recommended improvements.

#### F. Bid Period Services

- Distribute four (4) bid packages (production wells, pilot bores, and 2 packages for the WTP No. 1 upgrades). Krebs will perform the following services for each bid package.
  - Notify contractors engaged in the type of construction work contemplated in order to facilitate interest in the project (the Client shall pay the direct cost of inserting the "Advertisement for Bids" in newspapers, construction journals, etc.).
  - ii. Issue Plans and Specifications to those contractors requesting such Plans and Specifications.
  - iii. Respond to perspective bidders' question(s) and distribute addenda to the Contract Documents as required.
  - iv. Furnish a representative for attendance at the pre-construction conference.
  - v. Furnish a representative for attendance at the opening of bids.
  - vi. Tabulate, evaluate, and certify the bids received.
  - vii. Make recommendations to the Client regarding the award of the construction contract.
  - viii. Prepare construction contract documents for execution by the Client and the Contractor to whom the award is made.
  - ix. Review all sets of executed documents for completeness of forms and required attachments.

#### G. Construction Review Services

- 1. Provide the location of horizontal and vertical control (reference points and benchmarks) for use by the Contractor in his layout of the work.
- General review of the work through an engineer or field inspector, who will make periodic reviews at the work site as construction of the project progresses.
- Review and forward to the City a copy of each reviewed shop drawing, equipment drawing, material specification, laboratory test report, shop and mill test report submitted by the Contractor.
- 4. Report any observed deviations from the intent of the Plans and Specifications to the City and recommend to the City any appropriate action to take.
- Conduct progress meetings as required to ensure the project progresses as it should.
- Review and present to the City for payment the Contractor's periodic and final estimates of work performed on the project.
- 7. Upon completion of the work, prepare a "punch list" of items of work, if any, to be corrected by the Contractor.
- Coordinate with the Contractor the correction of any items of work required to complete the project in substantial accordance with the intent of the Plans and Specifications.
- 9. Preparation of Record Drawings.

#### H. Services Not Provided

- 1. Full time onsite Field Representative during the Construction Period.
- 2. Easement surveys and/or legal descriptions for the necessary easements.
- Materials Testing services including, but not limited to: Mill, shop and laboratory testing for metallurgical, chemical, and physical characteristics of materials, coatings, welds, and manufactured/fabricated articles or equipment.
- 4. Miscellaneous Surveys/Assessments/Studies services include, but are not limited to: surveys/assessments/studies related to cultural or historical artifacts or remains, endangered animal or vegetative species, wetland delineation or identification, population or economic status, traffic volumes, environmental conditions, or preparation of environmental impact statements.

- 5. Construction materials testing including, but not limited to: concrete compressive strength, compaction, etc.
- 6. Litigation services include but are not limited to: Preparation for or appearances before courts or boards on litigation related to the work, except when related to negligent errors and/or omissions by Krebs.

Sincerely yours,

Krebs Engineering, Inc.

By

Caleb L. Leach, P.E. Associate

cc: Mark Smith Krebs File No. 23040



## SHORT TERM WATER SYSTEM IMPROVEMENTS SCHEDULE (DRAFT) FAIRHOPE, ALABAMA

#### KREBS 7

#### Page 1 of 1

TASK	2023				2024						
WATER SYSTEM PLANNING AND MODELING	S	0	N	D	3	F		м		A	M
Short Term Hydraulic Modeling for WTP No. 1 Pump Sizing and Distribution System Improvements	0	Ð									
Hydraulic Model for Existing Water System		0		)							-
Develop Future Water Demand Projections			C								-
Identify Needed Water System Improvements				0		0					
Summarize in Technical Memorandum						0					-
VATER TREATMENT PLANT NO. 1 IMPROVEMENTS	Develop We				-						-
Develop Well No. 8B (600 gpm/0.9 MGD)	0	ents Bid Period/Cor	(			Construction			_		-
Expand WTP No. 1 from 3 MGD to 3.9 MGD	0	Procurement	Bid Period/Con		)Co	nstruction o	-	WTP Impro	ovement	IS	-
FWTM Improvements from WTP No. 1 Site	Q Design i	Procurement	Bid Period/Con	ract Execution		Constru	uction		_		1
Easement/Property Acquisitions	-			)					-		
VATER TREATMENT PLANT NO. 3 IMPROVEMENTS											-
Expand WTP No. 3 from 1.6 MGD to 3.4 MGD Capacity (Project Under Construction)	Develop We Bid Docume	II nts-Bid Period/Co	ntract Execution		Well (	Construction	h and Pe	rmitting	_	0	
me a state state a state state state state state a	Design/	Procurement	Bid Period/Con	ract Execution		Constru	uction		-	(	
Develop Additional Wells Adjacent to WTP No. 3				(					0		
Raw Water Piping from Additional Well(s) to WTP No. 3	0	4	RFP/Procuremen			Installa	ation				
Raw Water Piping from Additional Well(s) to WTP No. 3 6 MGD Finished Water Pump	0	0	RFP/Procuremen	0	)	Installa	ation		=0		1
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Raw Water Piping from Additional Well(s) to WTP No. 3 6 MGD Finished Water Pump Easement/Property Acquisitions		0	RFP/Procuremen	0	)	Installa	ation	_0	=0		



#### MEMO

To:	Lisa Hanks, City Clerk
	Kim Creech, Treasurer

September 19, 2023

From:

Date:

Re:

Erin Wolfe, Purchasing Manager

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

Sherry Sullivan Mayor

Lisa A. Hanks, MMC City Clerk

Kimberly Creech Treasurer The Superintendent of the Water/Wastewater Department, Daryl Morefield, is requesting the hiring for Professional Engineering Services for the Water Distribution System Capacity Expansion Project.

Distribution System Capacity Expansion Project

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

RFQ PS23-031 Professional Engineering Services for the Water

The work to be performed is to professional services associated with the project, which will include:

- Production Well Development Well No. 8B
- Production Well Development Well No. 13
- Pilot Bore Well Exploration
- Water Treatment Plant No. 1 Expansion
- Water Distribution Hydraulic Model

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

The short list is:

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

251-928-2136 (p)

Sep 19, 2023 Krebs Engineering

None. Submit another list

Cc: file, Daryl Morefield, Mayor Sherry Sullivan

#### 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 one (1) 2023 Toyota Tacoma Truck or equivalent for the Police Department from Toyota of Montgomery with a not-to-exceed amount of \$29,500.00.

[2] This purchase is under the new Purchasing Threshold and does not require formal bids.

[3] A Request for Quote (RFQ) was submitted to three potential vendors for purchase.

[3] The funds for this purchase will be from:

Insurance funds	\$17,267.00
DEA Fund	\$12,233.00

ADOPTED ON THIS 25TH DAY OF SEPTEMBER, 2023

Jay Robinson, Council President

Attest:

Lisa A. Hanks, MMC City Clerk

COF Project No.

2369

City of Fairhope Project Funding Request

Issuing Date: 9/21/2023

Please return this Routing Sheet to Heasurer by ASAP Project Name: Approve the Procurement of a Toyota Tacoma for Support Services Technician (Police) Project Location: Police Department Presented to City Council: Resolution # : 9/25/2023 Approved Funding Request Sponsor: Stephanie Hollinghead, Chief of Police Tim Bung, Supervisor Vehicle mechanics Changed Rejected Project Cash Requirement Requested: Cost: 29,500.00 Not-to-exceed Amount \$ s Vendor: Toyota of Montgomery (Vendor #TBD) Project Engineer: n/a Order Date: n/a Lead Time: n/a Department Funding This Project General 🗵 Gas [ Electric Wate Wastewater C Sanitation [ Cap Project Impact 🗆 Gas Tax 🗆 Department of General Fund Providing the Funding Fed Grant Admin-10 Bldg-13 Police-15 🖸 Fire-20 ECD-24 Fleet-46 Rec-25 Golf-50 Golf Grounds-55 Museum-27 Civic-26 Street-35 C NonDeptFac-75 Debt Service-85 Meter-19 E IT-16 Plan/Zone-12 Adult Rec-30 Marina-34 HR-17 Project will be: Funding Source: Expensed **Operating Expenses** Capitalized XXX **Budgeted Capital** Inventoried XXX Unfunded -Expense Code: 001150-50470 G/L Acct Name: Policed - Purchases Vehicles & Equipment Federal - not to exceed amount State City Project Budgeted: \$ 29,500.00 Local Balance Sheet Item-C Included in projected cash flow Over (Under) budget amount: \$ Bond: Title Year Loan: Title Year Approve the procurement of a Toyota Tacoma to replace vehicle for the Support Services Technician in Police Department from Toyota of Montgomery in the not-to-exceed amount of \$29,500.00. This request does not require formal bids. Requests for quotes were sent to three (3) vendors. The source of funds to purchase vehicle are insurance proceeds of \$17,267.00 from 2015 Tahoe that was totaled and \$12,233.00 from DEA Fund. Capital Lease: Payment Term City Council Prior Approval/Date? Senior Accountant City Treasurer Mayor Purchasing Memo Date: 9/21/2023 Purchasing Memo Date: 9/21/2023 Delivered To Date: Request Approved Date: 9/21/2023 9/21/2023 Request Approved Date: AM 9/21/2023 anne Approved Date Signatures: 9/21/2023



### MEMO

From:

Re:

Sherry Sullivan Mayor To: Suzanne Doughty, Senior Accountant Kimberly Creech, Treasurer

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

Lisa A. Hanks, MMC City Clerk

Kimberly Creech Treasurer

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

251-928-2136 (p) 251-928-6776 (f) www.FairhopeAL.gov E Develo

Erin Wolfe, Purchasing Manager

Date: September 21, 2023

Green Sheet and City Council Approval for the Procurement of a Toyota Tacoma

The Chief of Police, Stephanie Hollinghead, is requesting approval of the procurement of a Toyota Tacoma to replace the vehicle for the Support Services Technician.

A request for quote was sent to three (3) potential vendors for this purchase. One vendor provided a quote, but then sold the vehicle four days later. One vendor did not respond with a quote. Toyota of Montgomery provided a quote of Twenty-Nine Thousand Five Hundred Dollars (\$29,500.00).

The funds for this purchase will be from:

	Insurance Funds	\$17,267.00
•	DEA Fund	\$12,233.00

This purchase is under the new Purchasing Threshold and does not require formal bids.

NOTES:

See Attached Memo from the Chief of Police for details.

Please compose a Green Sheet and place on the next available City Council Agenda this request to approve this procurement for a Toyota Tacoma or equivalent for a not-to-exceed cost of \$29,500.00.

CC file, Stephanie Hollinghead, Tim Bung, Clint Steadham



### Fairhope Police Department

Stephanie H. Hollinghead Chief of Police

"On Beautiful Mobile Bay"

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

DATE: August 9, 2023

TO: Erin Wolfe, Purchasing Agent Ofly of Fairhôpe

FROM:

Stephanie H. Hollinghead, Chief Fairhope Police Department

SUBJECT: One (1) 2023 Toyota Tacoma Truck

Please find attached quotes for the purchase of a 2023 Toyota Tacoma Truck from Toyota of Montgomery. This vehicle will be for the Support Services Technician, who currently drives a 2002 Chevrolet Suburban. His current vehicle needs to go out of service due to the age, mileage, and reoccurring mechanical issues.

This purchase was not previously approved in the 2023 budget. The total cost is \$29,500.00 and will be funded as follows:

FUNDING SOURCE	AMOUNT
Insurance funds from 2015 Tahoe that was totaled	\$17,267.00
DEA Fund	\$12,233.00
TOTAL	\$29,500.00

A quote was received on September 15<sup>th</sup> from Hoover Toyota in the amount of \$29,439.00 (lowest quote), but I was informed on September 19<sup>th</sup> that this vehicle is no longer available. I was unable to obtain another quote at such short notice due to having to use these insurance funds before September 30<sup>th</sup>.

Please prepare the necessary paperwork for this item to be placed on the next City Council agenda. Let me know if you need additional paperwork or have any questions.

SHH/tdh

BOYOTA BOYOTA of Mantgomery	Date: Salesperson: Manager:	9/19/2023 DGAuser16 Lest Jerry Spivey			
FOR	NTERNAL USE C	NLY			
CUSTOMER TYRON HOSKINS			Home Phone : (251) 990-0191		
Address : ,			Work Phone :		
E-Mail : TYRON.HOSKINS@FAIRHOPEAL.GV		Cell Phone :			
VEHICLE	Col II. Construction				
Stock # : PT085909 New / Used : New		and the second se			
	VIN : 31 YR	(5GN8PT085909	Mileage: 5		
Vehicle : 2023 Toyota Tacoma	and the second s	(5GN8PT085909 Color : Celestial Silve			
	and the second s	and the second se			
Vehicle : 2023 Toyota Tacoma	and the second s	Color : Celestial Silve			
Vehicle : 2023 Toyota Tacoma Type : SR (A6) 4x2 Access Cab 6 ft. box 12	and the second s	Color : Celestial Silve			
Vehicle : 2023 Toyota'Tacoma Type : SR (A6) 4x2 Access Cab 6 ft. box 12 Market Value Selling Price	and the second s	Color : Celestial Silve	28,988.49		
Vehicle : 2023 Toyota 'Tacoma Type : SR (A6) 4x2 Access Cab 6 ft. box 12 Market Value Selling Price Discount	and the second s	Color : Celestial Silve	28,988.49 499.99		
Vehicle : 2023 Toyota 'Tacoma Type : SR (A6) 4x2 Access Cab 6 ft. box 12 Market Value Selling Price Discount Adjusted Price	and the second s	Color : Celestial Silve	28,988.49 499.99 28,488.50		
Vehicle : 2023 Toyota 'Tacoma Type : SR (A6) 4x2 Access Cab 6 ft. box 12 Market Value Selling Price Discount Adjusted Price Taxable Fees (Estimated)	and the second s	Color : Celestial Silve	28,988.49 499.99 28,488.50 995.00		

Office of the Chief of Police Received On: SEP 1 9 2023 Ho Received By epartment Fairhope Police



### CITY OF FAIRHOPE PURCHASING DEPARTMENT PURCHASING REQUEST FORM

#### Name: Stephanie H. Hollinghead

Date: September 20, 2023

Department: Police

Expenditure Threshold**	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No restrictions	Not Required	N/A	N/A	N/A
Utilities \$5,001-\$10,000	Operational NON-Budgeted	Three	Treasurer/Mayor	N/A	N/A
Greater than: Gen Govt - \$5,001 Utilities - \$10,001	Operational <u>NON</u> -Budgeted	Three	Council	Required	Required
Gen Govt - \$5,001-\$15,000 Utilities - \$10,001 - \$15,000	Operational Budgeted	Three	Treasurer	<u>N/A</u>	<u>N/A</u>
Over \$15,000/\$50,000	Operational Budget*	State Bid List or Buying Group	Treasurer/Mayor	N/A	<u>N/A</u>
Over \$15,000/\$50,000	Operational Budgeted	Bids	Council	Required	Required
Professional Service Over \$5,000	Budgeted or Non-Budgeted	Mayor Select	Council	Required	Required

\*Budgeted items that meet or are under budget may be purchased with the Mayor and/or Treasurer's approval if they are on the State Bid list or from an approved buying group. Items that are over budget must go to Council for approval and will require a green sheet and resolution. \*\*Expenditure Threshold is a combined total of labor and materials, including materials provided by the City. If the total amount is within \$10,000 of the listed threshold, Purchasing/Treasurer may require a formal bid due to potential materials cost increases.

#### QUOTES

- Vendor Name
- Toyota of Montgomery 1.
- 2. Hoover Toyota
- 3. Palmer's Toyota - Verbal Quote

\$ \$ \$

Check any applicable boxes: 
State Contract 
ALDOT □ Purchasing Group

□ Sole Source (Attach Sole Source Justification)

#### ITEM OR SERVICE INFORMATION

- 1. What item or service do you need to purchase? Vehicle
- 2. What is the total cost of the item or service? \$29,500.00
- 3. How many do you need? 1
- 4. Item or Service Is: 🛛 New 🗆 Used 🗆 Replacement 🗀 Annual Request
- 5. Vendor Name (Lowest Quote): Toyota of Montgomery
- 6. Vendor Number: Completing Vendor Packet

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**

- 1. Is it budgeted? 
  Yes No Emergency Request
- 2. If budgeted, what is the budgeted amount? Click or tap here to enter text,
- 3. Budget code:

Email completed form with quotes and other supporting documentation to Erin.Wolfe@FairhopeAL.gov and Rhonda.Cunningham@FairhopeAL.gov.

Vendor Quote

#### 29,500.00

- 29,439.00 (Quote rec'd on 9/15 and sold on 9/19)
- 29,500.00 (Will not send quote & truck is red)



Hoover Toyota 2686 Highway 150 Hoover AL 35244 205-978-2600 Vehicle NO Longer Available AS OF Sept. 19, 2023

2023 TACOMA

Tacoma SR

Model: 7162 VIN: 3TYRX5GN7PT083858 Stock: N/A Engine: 2.7L 4-Cyl. Engine Transmission: 6-Speed Automatic Transmission

Office of the Chief of Police Received On SEP 1 5 2023 Received By Hostins Fairhope Police Department

> EXTERIOR Ice Cap

Cement Gray Fabric

1

00

PRICE		FUEL ECONOMY		
Base MSRP *	\$28,250.00	21		
Factory Installed Packages & Accessories	-\$1,715.00		20мрб	
Distributor Installed Packages & Accessories	\$1,569.00	Combined City/Hwy	City	Highway
Delivery Processing and Handling	\$1,335.00			
Total Suggested Retail Price	\$29,439.00			

#### INSTALLED PACKAGES & ACCESSORIES

Utility Package (4-Cyl. Access Cab)	FIO	-\$1,715.00
Utility Package (4-cyl. Access Cab)—includes black door handles, black mirror caps, black rear bumpers and fixed rear window. Removes rear speakers, seats (seatbacks, headrests and seatbelts), along with rear cup holders and intermittent wiper.		
50 State Emissions	FIO	\$0.00
6-Gallons of Gas	LIO	\$0.00
Southeast Toyota Distributor	LIO	\$0.00
Phone Cable Charge Package	LIO	\$73.00
<ul> <li>Contents.</li> <li>1-Apple Lightning to USB-A Cable - 3'</li> <li>1-Apple Lightning to USB-C Cable - 3'</li> <li>1-USB-C to USB-A Cable - 3'</li> <li>1-USB-C to USB-C Cable - 3'</li> </ul>		
LED Interior Light Upgrade	LIO	\$209.00
Carpet Floor Mats	LIO	\$339.00
Clear Paint Protection – Door Package <ul> <li>Includes coverage on:</li> </ul>	LIO	\$249.00

- · Door Cups
- Door Edge Guards

#### 2023 TOYOTA Tacoma SR - 3TYRX5GN7PT083858

#### TOYOGUARD Platinum

- · 2 Oil and Filter Changes at any Toyota Dealer
- Four Tire Rotations
- Roadside and Rental Car Assistance
- Exterior Paint Sealant and Interior Protector

Total Optional Equipment

#### Vehicle Base Model

Delivery Processing and Handling

#### FEATURES

#### Mechanical & Performance

- 2.7-liter DOHC 16-valve 4-cylinder with VVT-I; 159 hp @ 5200 rpm; 180 lb.-ft. @ 3800 rpm
- Low Emission Vehicle III (LEV-III)
- One-piece frame rails with eight cross members and fully boxed front sub-frame
- Variable-assist power rack-and-pinion steering
- 6-speed Electronically Controlled automatic Transmission with intelligence (ECT-I)
- . Engine 2.7L 4-Cyl Engine
- · Weight Rating 5600 lbs

#### Exterior

- Dark gray grille with black surround, and color-keyed heated power outside mirrors, door handles and rear bumper
- 16-in styled steel wheels with P245/75R16 tires
- · 6-ft. Standard Bed
- Deck rail system with four adjustable tie-down cleats and four fixed cargo bed tie-down points
- Integrated color-keyed tailgate spoiler

#### Interior

- + Urethane till/telescopic steering wheel with audio controls
- · Air conditioning
- Analog instrumentation with speedometer, tachometer, coolant temperature and fuel gauges; 4 2-in color Multi-Information Display (MID) with outside temperature, pdometer, tripmeters and average fuel economy.
- · Three total USB ports: one USB media port, two USB charge ports

#### Audio Multimedia

 Audio—includes 7-in, touchscreen, six speakers, Android Auto™ & Apple CarPlay® compatible, hands-free phone capability and music streaming via Bluetooth® wireless technology, SiriusXM® with 3-month Platinum Plan trial subscription. See toyota com/ audio-multimedia for details. S

#### ToyotaCare

24-hour Roadside Assistance \$0 (NO COST).

#### Safety & Convenience

- Tire Pressure Monitor System (TPMS)
- Driver and front passenger seat-mounted side airbags, driver and

 Rear-Wheel Drive (RWD) with Automatic Limited-Slip Differential (Auto LSD)

LIO

- Power-assisted ventilated front clisc brakes, rear drum brakes with tandem booster and Star Safety System™
- Hill Start Assist Control (HAC)
- Coil-spring double-wishbone front suspension and stabilizer bar: leaf spring rear suspension with staggered outboard-mounted gas shock absorbers and stabilizer bar
- Rear-Wheel Drive (RWD) with Automatic Limited-Slip Differential (Auto LSD)
- 6-Speed Automatic Transmission
- · Projector-beam headlights with turn Daytime Running Lights (DRL)
- Sliding rear glass with privacy glass
- · Variable intermittent windshield wipers with mist cycle
- Skid plate(s) on engine/front suspension
- Fiber-reinforced Sheet-Molded Composite (SMC) inner bed with steel outer panels, storage compartments and rail caps, with easy lower, lockable and removable tailgate
- Manual day/night rearview mirror
- Fabric-trimmed seats; 4-way adjustable driver's seat with lumbar support, 4-way adjustable front passenger seat
- · Power windows and door locks

- No cost maintenance \$0 (NO COST)
- Star Safety System<sup>16</sup>—includes Vehicle Stability Control (VSC). Traction Control (TRAC), Anti-lock Brake System (ABS) with

\$699.00

-\$146.00 \$28,250.00

\$1,335.00

#### 2023 TOYOTA Tacoma SR - 3TYRX5GN7PT083858

front passenger knee airbags and front and rear Roll-sensing Side Curtain Airbags (RSCA)

- · LATCH (Lower Anchors and Tethers for CHildren) Includes lower anchors for front passenger seats on Access Cab and outboard rear seats on Double Cab
- Driver and front passenger active headrests

Electronic Brake-force Distribution (EBD), Brake Assist (BA) and Smart Stop Technology® (SST)

- Toyota Safety Sense™ P : Pre-Collision System w/Pedestrian Detection, Dynamic Radar Cruise Control, Lane Departure Alert. Automatic High Beams
- Engine immobilizer
- Driver and front passenger Advanced Airbag System

#### **Connected Services**

- vehicle health reports. Subscription required after trial: 4G network dependent. Up to 10-year trial subscription
- WI-FI Connect includes AT&T WI-FI hotspot. Subscription required after trial. 4G network dependent. Up to 3-month/2 GB trial subscription
- Service Connect receive personalized maintenance updates and
   Safety Connect\* includes Emergency Assistance button, enhanced Roadside Assistance, Automatic Collision Notification and Stolen Vehicle Locator. Subscription required after Inal. 4G network dependent 1-year trial subscription

\* Base MSRP excludes manufacturer, distributor and dealer options, taxes, title and license and dealer fees and charges. Also excludes the Delivery, Processing and Handling of \$1,095 for Cars (Corolla, Corolla HV, Corolla HB, GR Corolla, Camry, Camry HV, Prius, Prius Prime, Toyota Crown, Mirai, GR86, GR Supra), \$1,350 for Entry SUV/Small SUV (Corolla Cross, Corolla Cross HV, RAV4, RAV4 HV, RAV4 Prime, p74X), \$1,395 for Mid SUV/Van (4Runner, Venza, Highlander, Highlander, HV, Grand Highlander, Grand Highlander HV, Sienna). \$1,495 tor Small Pickup (Tacoma). \$1,850 for Large Pickup/Large SUV (Tundra, Tundra HV, Sequoia). (Historically, vehicle manufacturers and distributors have charged a separate lee for processing, handling and delivering vehicles to dealerships. Toyota's charge for these services is called the 'Delivery, Processing and Handling" and is based on the value of the processing, handling and delivery services Toyota provides as well as Toyota's overall pricing. structure and may be subject to change at any time. Toyota may make a profit on the Delivery, Processing and Handling.) The Delivery, Processing and Handling in AL AR, FL, GA, LA, MS, NC, OK, SC and TX may vary. The published prices do not apply to Puerto Rico and the U.S. Virgin Islands. Dealer price with vary

Total Suggested Retail Price includes manufacturer and distributor options and delivery, process and handling fees, which may be subject to change at any time Excludes taxes, title, license and dealer options, fees and charges. Dealer price will vary

ToyotaCare, which covers normal factory scheduled maintenance for 2 years or 25,000 miles, whichever comes first, is included as oart of the sales price of the vehicle for qualifying buyers. See participating dealer for eligibility and coverage details.

Disclaimer. This document is only representative of some of the information contained by an actual window sticker, and is not meant to replace or substitute for the actual window sticker on the vehicle. Please see your retailer for further information

## City of Fairhope

### **Approval Special Event Request**

<sub>Event:</sub> 0.5k Road Rad	e		
Person Requesting: Rita Dar	niell (Fairhope Suns	et Rotary Club)	
Date of Event: January 13t			
Location: CBD- Fairhope Ave., Ma	ignolia Ave., Summit St. and C	hurch St. (Block around Bay B	reeze Cafe)
Approval/Disapproval suppo	rting documentation a	ttached.	
Approval:			
Stephanie Hollinghead Lephane Hollinghead (Sep 12, 2023 10:59 CDT)		Approx. security cost	<sub>\$</sub> 540.00
olice Chief/Designee			
Director of Public Works/Designee	<sub>Date:</sub> <u>9/12/23</u>	_ Approx. cost city services	<sub>\$</sub> 350.00
Paige Crawford			
Director of Community Events	<sub>Date:</sub> 9/12/23	-	
a new particular and the state			
Disapproval:			
	Date:		
Police Chief	Date	-	
	Date:		
Director of Public Works/Designee			
	Date:	5	
Director of Community Events			

□ Route back to rental facilities department for application package finalization

NOTES:

Rev. 01/20 MS/CM

## APPLICATION FOR USE OF THE CITY OF FAIRHOPE SIDEWALKS AND/OR STREETS

Fairhope Civic Center, P.O. Drawer 429, Fairhope Al. 36532 (251) 990-0130 (251) 929-1479 (251) 929-1467 Fax

We the undersigned hereby apply for the use of certain sidewalks and/or streets within the City of Fairhope and in connection with said application, furnish the following:

1. Which street and/or sidewalk do you wish to use? Fairhope Ave Manulia A & Summant S
1. Which street and/or sidewalk do you wish to use? Fairhope Ave, Manulia Are Summit St. 2. Date Requested: 1-13-2024 Hours requested from: 2:30 pm to 3:30 pm
3. Renter's Name: Fairhope Sunset Rotzy Club
Address: P.O. Buy 143
City: Enick ma
City: Michope State: th Zip: 36533
Phone Numbers: (Cell) 251-377-7702 (Home/Alternate) aniell, contact)
4. Purpose of Use: O.S.K. Road Race
5. Approximate number of persons expected to attend (adults and minors): 350
<ol> <li>Will there be alcohol on the premises during the event?NO If requested, the Fairhope City Council may allow alcoholic beverages. If alcohol is allowed, the user must adhere to all rules of the Alabama Beverage Control Board and its permitting process. All permits required must be submitted to the City of Fairhope Police Chief at least 12 weeks prior to the event.</li> </ol>
7. Describe any decorations, tents, sound equipment, staging, port-o-lets, etc.: None on the vordways.
Rental Company:
8. Will you need electricity? Yes No For:
Will you need water? Yes K No For:
SIDEWALK AND/OR STREET USAGE CANCELLATION POLICY
Any and all cancellations and/or date changes must be in writing and signed by the same person who signed the application and paid the rental fees and must be given to the Site Manager not less than 30 days prior to the event. Fee refunds will be made, by check, less a \$10.00 or 20% handling charge, whichever is greater and will be delivered by mail. No fee refunds will be made for cancellations made less than 30 days prior to the event.
<b>INDEMNITY AND HOLD HARMLESS AGREEMENT</b>
In consideration of the permission granted to me by the City of Fairhope to use the sidewalks and/or streets. I hereby indemnify and hold harmless the City of Fairhope, its agents, servants and employees from any and all claims and causes of action that may arise from injury of the sidewalks and/or streets. This indemnity and hold harmless agreement is given to the City of Fairhope to protect the City and its agents, servants and employees from cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the sidewalks and/or streets.
We have read and understand all rules and regulations according to <b>Ordinance No. <u>1490</u></b> as set forth by the governing body of the City of Fairhope and will abide by these rules and regulations. We understand that damage to parklands can and will result in additional fees. We also understand that if at any time the City of Fairhope appointed Law Enforcement Personnel feel that said rules and regulations are not being followed the function will be terminated.
I have read and understand the above, including the cancellation and indemnity policies.
Renter's Signature:       Michtale Throm Abon, Date:       8/22/23.         City Personnel:       PRES, Fairbale Subject Rate:       Ck. #:
1 Office Use Only

Application

Indemnity

Deposit

Entered in Calendar

Cancellation Policy V

# FAIRHOPE PARK AND/OR STREET USAGE CHECKLIST

	ON REGARDING YOUR EVENT MUST BE SUBMITTED TO
	LEAST 12 WEEKS PRIOR TO YOUR EVENT.
ANY DOCUMENTATION THAT IS SUBMI	TTED LESS THAN 12 WEEKS WILL NOT BE ACCEPTED.
1. Application completed - signed and dated,	with permit fee paid.
<ol> <li>A copy of the letter to the City Council required include any special requests (i.e. law enforce</li> </ol>	uesting specific streets to be closed, and for what times. Also, be sure t cement personnel, <u>barricades</u> , <u>trash cans</u> , etc.)
- /	hicle (i.e. police, fire, etc.) access must be provided]
Estimated Law Enforcement/Personn	el Cost: §
4. NON-PROFIT ORGANIZATIONS: Proof	of nonprofit status (IRS letterhead)
	be named as certificate holder with date of event requested.
E State Stat	
6. Bror Street Closings within the Central storefronts are directly affected by storefronts to store the store to	Business District: signatures from 75% businesses/residences whose
	be closed (12 weeks prior to event) <u>AND</u> notification to 100% of (30 days prior) [see attached signature sheet]
closed AND notification to 100% of all busin	ignatures from 75% of all businesses within 300 ft. of the street to be
the second	nesses/residences along the race route.
8 F.	
8. For events, at the Bay Front Parks, signature	es from:
Restaurant on the Pier:	
	Deter
	Date:
Down by the Bay Cafe:	Date:
Down by the Bay Cafe: 9. Event details (Items, including the ones listed cleaned and restored to original condition. (If r	Date: Date:
Down by the Bay Cafe: 9. Event details (Items, including the ones listed cleaned and restored to original condition. (If r	Date: Date:
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Down by the Bay Cafe: 9. Event details (Items, including the ones listed cleaned and restored to original condition. (If the Law Enforcement Personnel Barricades Staging	Date: Date: I below, must be removed <u>immediately</u> following event and park/street not, additional fees will be incurred.) Provided by: Provided by: Provided by:
Down by the Bay Cafe: 9. Event details (Items, including the ones listed cleaned and restored to original condition. (If r Law Enforcement Personnel Barricades Staging Tents Port-o-lets Special transportation needs	Date:
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Down by the Bay Cafe:	Date: Date: Date: Date: Date: Date: Date: Date: following event and park/street not, additional fees will be incurred.) Provided by:

### Fairhope Sunset Rotary Club

P.O. Box 143 - Fairhope, AL 36533

August 21, 2023

City Council City of Fairhope P.O. Box 429 Fairhope, AL 36533

To Whom It May Concern.

On Saturday, January 13, 2024, we are proposing to have the 5th annual 0.5K Run in Fairhope. Attached is our application to request the use of the City streets for this fundraising event that will benefit local charities.

The event will carry the same logistics as last year. The run will start at Bay Breeze Cafe at 3pm and will proceed west on Fairhope Avenue, then right on Summit Street followed by a right on Magnolia and then right on Church Street and then back to Fairhope Avenue to the end at Bay Breeze Café. Pre-race events and post-race activities will be held at the Bay Breeze Cafe. Given the short distance of the run, we are anticipating that the race portion of the event will only last about 15 minutes. We plan to hire Fairhope Police Officers for a 3 hour period to ensure that the safety of the runners before, during and after the race. For your review, we have also attached a copy of our certificate of insurance for special events that is provided by Rotary International.

Please do not hesitate to contact me with any questions regarding the event or if you need any further information.

Sincerely.

Michelle Thomason President, Fairhope Sunset Rotary

Depart	W-9 October 2018) Iment of the Treesury PRevenue Service	Request for Taxpaye Identification Number and Ce Go to www.lrs.gov/FormW9 for instructions and the	rtification	Give Form to the requester. Do not send to the IRS.
100	1 Name (as shown	n your Income too return). Name is required on this line; do not leave this line	blank	
	Fairhope Suns	Rotary Club Charlty		
	2 Business name/d			
Print or type. Specific Instructions on page 3.	following seven b individual/sola single-membe Limiled liability Note: Check II LC II the LLC another LLC II	proprietor or C Corporation S Corporation Partnersh LLC company. Enter the tax classification (C=C corporation, S=S corporation, Pe o appropriate box in the line above for the tax classification of the single-me is classified as a single-member LLC that is disragarded from the owner unle a lis not disregarded from the owner (or U.S. rederail tax purposes. Otherwise rom the owner should check the appropriate box for the tox classification of	Partnership) > Partnership) > mbor owner. Do not check. ss the owner of the LLC is a single-member LLC that its owner.	4 Exemptions (codes apply only to certain entitles, not individuals; see instructions on page 3): Exemption on code (if any) Exemption from FATCA reporting code (if any) Write IS eccempt numbered buskle liet U.S.)
	6 Address (number	street, and ept. or suite no.) See instructions	and address (oplional)	
See	PO Box 143			
01	6 City, slate, and Z	code		
	Fairhope Alaba	na 36533		
	7 List account numb	er(s) here (optional)		
Pa	Тахрау	er Identification Number (TIN)	-	
backu reside antitle <i>TIN</i> , la Note:	p withholding. For ant alian, sole propr is, it is your employ ater. If the account is in	opriate box. The TIN provided must match the name given on line adividuals, this is generally your social security number (SSN). How stor, or disregarded entity, see the instructions for Part I, later. For ir identification number (EIN). If you do not have a number, see How more than one name, see the instructions for line 1. Also see What restor for guidelines on whose number to enter.	ever, for a other v to get a or	identification number

Part II Certification Under penalties of perjury, I certily that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. cltizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (il any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above II you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, pancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ₽	11	15-1-	Director	Dales November	17,2021
	2.11.2		1	1 Form 1000	DW/duideade leatudes these last	- /

#### General Instructions

Section references are to the Internal Revenue Code unlass otherwise noted,

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

#### **Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an Information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

+ Form 1099-INT (Interest earned or paid)

 Form 1099-DIV (dividends, including those from stocks or mutual funds)

 Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)

- \* Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- . Form 1099-S (proceeds from real estate transactions)
- + Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgege interest), 1098-E (student loan interest), 1098-T (tuillion)
- . Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only If you are a U.S. person (including a resident allen), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

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The ACORD name and logo are registered marks of ACORD

SIGNATURES of BUSINESSES & RESIDENCES

Date of Street Closing:	1-13.2024	Times: 2:30 3:30p
Type of Event: Char	ity Road Pace	<u> </u>
Street(s) to be closed:	0	

INSIDE CBD: Signatures of approval from 75% of biz/res whose store fronts are directly affected by street to be closed (12 weeks prior) AND Notification to 100% of bus/res within 300 ft. of the event (30 days prior)\*

OUTSIDE CBD: Signatures of 75% of businesses and residences within 300 ft. of street to be closed (12 weeks prior), AND notification to 100% of bus/res along the street to be closed (30 days prior)\*

\*NOTIFICATIONS MUST BE GIVEN VIA U.S. MAIL, E-MAIL, OR DOOR-TO-DOOR, 4 WEEKS BEOFRE TO YOUR EVENT. ALL SIGNATURES ARE DUE NO LATER THAN 12 WEEKS PRIOR TO EVENT DATE.

NAME	ADDRESS	PHONE	SIGNATURE
Bus Breeze Cofe	a V C	(251)990-0294	SIGNATURE
Fairhope P. nor Pints	212 B Fairhope Ave (	251) 209-5874	Auto In
Ganlyngilles		ast that have	yeing on-
Shalley Springer	131 Fairlyone Ave	751 605 01098	Children and
CHRISTOPHER SINGLETON	5 N SUMMIT ST	251 490 2181	C C
Aulie Main	207 magnolia	318 393-8581	Julia Main
al John	215 Mg Nilig	251-928-7924	and Jula
0			in you

Personis) responsible for collecting and authenticating above signatures: Name \_

Phone

SIGNAT	HDEC of DUCH		
	URES of BUSH		SIDENCES
	1-13.2024	-	2:300-3:300
Type of Event:	raking Road P.	ace	1 1
Street(s) to be closed:	0		
closed (12 weeks	tures of approval from 75% of biz prior) <b>AND</b> Notification to 100% o	of bus/res within 300 ft. of the	rectly affected by street to l event (30 days prior)*
Closed (12 weeks OUTSIDE CBD: Sig prior), AND notific *NOTIFICATIONS MUST B ALL SIGNATURES ARE DUE NAME	prior) AND Notification to 100% o natures of 75% of businesses and cation to 100% of bus/res along th E GIVEN VIA U.S. MAIL, E-MAIL, O E NO LATER THAN 12 WEEKS PRIO ADDRESS	of bus/res within 300 ft. of the residences within 300 ft. of str he street to be closed (30 days OR DOOR-TO-DOOR, 4 WEEKS B R TO EVENT DATE. PHONE	event (30 days prior)* reet to be closed (12 weeks prior)*
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V	5 N. Church Nt.	251-270-1111	anna	RE
Sanchian y Brandith	9 N Church St.	251 990 4779	Brandetbrug	aus
RE/MAX	300 Magnolia Av	251. 928. 7474	Dethy Dass	2
Ohana Salon	300 Magnolia Av 212 Magnolia tue	770 356 - 5007	Milita	

Person(s) responsible for collecting and authenticating above signatures: Name \_

Phone\_

Date of Street Closing: Type of Event:Ch Street(s) to be closed:	1-13-2024 arity Road R	Times: _	2:30p-3:30
OUTSIDE CBD: Signa prior), AND notificat	res of approval from 75% of bia ior) AND Notification to 100% of tures of 75% of businesses and ion to 100% of bus/res along th SIVEN VIA U.S. MAIL, E-MAIL, O O LATER THAN 12 WEEKS PRIO	of bus/res within 300 ft. of the residences within 300 ft. of sti ne street to be closed (30 days	event (30 days prior)* reet to be closed (12 week prior)*
NAME	ADDRESS	PHONE	SIGNATURE
Peak Allalinity	217-B Fairhope A	251-270-7200	The A A
aura Norton		251-422-3300	2000
amala mande	231 Fairhope as	251-928-6650	marco
amera mayor	1 Mul Mapping		
Michelle Johnson	5 n Church Steete		Dera La Baca
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Person(s) responsible for collecting and authenticating above signatures: Name \_

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Phone

### 0.5 K Road Race 1.13.24 Packet

Final Audit Report

2023-09-12

Created:	2023-09-12	
By:	Nick Martin (nicholas.martin@fairhopeal.gov)	
Status:	Signed	
Transaction ID:	CBJCHBCAABAAGWcYx7xhDleut_9esCIPsGNFJ7HWQo8X	

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- Document created by Nick Martin (nicholas.martin@fairhopeal.gov) 2023-09-12 - 2:31:33 PM GMT
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