

**AGENDA
CITY COMMISSION MEETING
DOTHAN, ALABAMA
10:00 A.M., August 2, 2016**

1. **Invocation: Pastor Shirley Strozier - First True Holiness Outreach**
 2. **Pledge of Allegiance: Commissioner Kenward**
 3. **Roll Call:**
Schmitz__Dorsey__Newsome__Kirkland__Ferguson__Kenward__Crutchfield__
 4. **Approval of Previous Minutes:**
 - Minutes of Meeting of July 19, 2016.
 5. **Communications from Mayor and City Commissioners:**
 6. **Communications from City Manager:**
 7. **Communications from City Clerk:**
 - Application for a Lounge Retail Liquor License – Class II (off premise) for Vans Package Store, 307 Columbia Highway, by Johnny Wilson.
 - Application for a Lounge Retail Liquor License – Class I (on or off premise) for Featured Players Cabaret, 3178 Hartford Highway, by Michael C. Prichard.
- Documents:
- [liquor license vans package store.pdf](#)
[liquor license featured players cabaret.pdf](#)
8. **Res. No._____Declaring certain properties which are overgrown with weeds, scrub, wild bushes, grass and other vegetable growth as injurious to the health, safety and welfare of the community as nuisances and calling for a public hearing to be held on the matter during the regularly scheduled commission meeting on September 6, 2016.**
- Documents:
- [weed abatement setting public hearing.pdf](#)
9. **Res. No._____Confirming the cost incurred in notification and abatement of certain properties determined to be nuisances by Resolution Number 2016-165 and 2016-203 and turning the costs over to the County Tax Collector so that the amounts can be added to the next regular bills for taxes levied against the respective lots and parcels of land.**
- Documents:
- [weed abatement cost assessment.pdf](#)
10. **Res. No._____Entering into a contract with Northstar Engineering Services for Construction Engineering and Inspection (CE&I) services for sidewalk improvements to Westgate Parkway, for a not to exceed amount of \$57,425.00, and appropriating**

funds for said services.

Documents:

[contract northstar engineering.pdf](#)

11. **Res. No. _____ Accepting a request from M4 Development, LLC for sanitary sewer flows and sanitary sewer gravity line along Murphy Mill Road right-of-way for Cottages at Bethlehem Road.**

Documents:

[sanitary sewer flows for cottages at bethlehem road.pdf](#)

12. **Res. No. _____ Amending accounts in the 2016 and 2017 Fiscal Year Budgets to fund an additional Wastewater Collections Pump Station Crew to assist in meeting the preventive maintenance program requirements for compliance with the Administrative Order on Consent.**

Documents:

[pumping station crew.pdf](#)

13. **Res. No. _____ Awarding bids and approving purchases over \$15,000.00 by the City, and appropriating funds for said bids.**

Documents:

[bids and purchases.pdf](#)

14. **Res. No. _____ Approving advance travel requests for City employees.**

Documents:

[travel requests.pdf](#)

15. **Adjournment.**

June 15, 2016

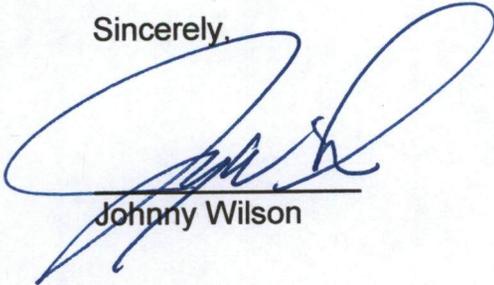
Board of City Commissioners
City of Dothan, Alabama
P.O. Box 2128
Dothan, Alabama 36302

Honorable Mayor and City Commission:

I respectfully submit my request for a Lounge Retail Liquor License for Vans Package Store located at 307 Columbia Highway, Dothan, Alabama.

Your consideration of this application would be greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Johnny Wilson', is written over a horizontal line. The signature is stylized with large loops and a long tail.

Johnny Wilson

June 9, 2016

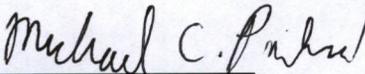
Board of City Commissioners
City of Dothan, Alabama
P.O. Box 2128
Dothan, Alabama 36302

Honorable Mayor and City Commission:

I respectfully submit my request for a Lounge Retail Liquor – Class I License for Featured Players Cabaret located at 3178 Hartford Highway, Dothan, Alabama.

Your consideration of this application would be greatly appreciated.

Sincerely,


Michael C. Prichard

RESOLUTION NO. _____

WHEREAS, the following properties are overgrown with weeds, scrub, wild bushes, grass or other vegetable growth which bear seeds of a wingy or downy nature or which attain such growth of 12 inches or taller which becomes a fire menace when dry or are otherwise noxious or dangerous;

206 E. Stough Street

Parcel 38-09-06-13-2-011-003.000
Lot 7 Block B Honeysuckle Hill Subdivision

0 Baxley Street

Parcel 38-09-06-13-2-011-002.000
Located in SE¼ of NW¼ of SEC 13 T3N R26E Commencing @ SW INT of Baxley Street & Fountain Street then W along R/W 140.01' to POB then S 95.63' W 385' NW along RR R/W 131.46' E along R/W 447.82' to POB

924 E. Cottonwood Road

Parcel 38-10-09-30-3-006-011.000
Lot of land between Lots 5 & 6 Block A Parish Subdivision

504 Roosevelt Drive

Parcel 38-09-05-22-1-005-031.000
Lot 10 Block J Highland Park Subdivision

2422 Scott Road

Parcel 38-04-08-33-0-001-021.000
Lot 3 Block 1 Rainbow Meadows Phase II

518 Chickasaw Street

Parcel 38-09-06-13-3-008-006.000
Lot 4 E 32' of Block 7 Resurvey Tindell Addition

219 Cordova Drive

Parcel 38-09-01-12-4-006-009.000
Lot 10 Block A Morningview Subdivision

700 Allen Road

Parcel 38-10-04-18-4-008-018.000
Lot 6 Block A 5th Addition Harmondale Subdivision

0 E. Main Street

Parcel 38-10-04-20-3-002-008.000
PT NE QTR of NW QTR of SW QTR S20 T3 R27

408 S. Saint Andrews Street

Parcel 38-09-06-24-4-004-019.000
NW QTR NW QTR SE QTR S24 T3 R26

114 S. Roberta Avenue

Parcel 38-09-05-22-1-001-027.000
Lots 12-16 Block B Sylvan Hills Subdivision

WHEREAS, said conditions are injurious to the general public health, safety and welfare by providing breeding grounds and shelter for rats, mice, snakes, mosquitoes and other vermin, insects and pests, by causing the spread of weeds, by hiding debris, such as broken glass or metal, which could inflict injury on any person going upon the property, and

WHEREAS, said conditions are unsightly and diminish the property value of neighboring properties, and

Res. No. _____ continued.

WHEREAS, efforts to get the property owners to correct the above deficiencies have been in vain.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Dothan, Alabama, as follows:

Section 1. It is hereby declared that the above listed properties are injurious to the health, safety and welfare of the community or a portion thereof, and therefore are nuisances and should be abated.

Section 2. That a public hearing on this matter shall be held at the regularly scheduled Commission meeting of the Dothan City Commission, in the Civic Center, 126 N. St. Andrews Street, Dothan, Alabama, at 10:00 a.m. on the 6th day of September, 2016 for the Board of Commissioners to hear any objections and vote to abate the nuisances.

PASSED, APPROVED AND ADOPTED on the _____ day of _____, 2016.

Mayor

ATTEST:

Associate Commissioner District 1

Tammy Danner
City Clerk

Associate Commissioner District 2

Associate Commissioner District 3

Associate Commissioner District 4

Associate Commissioner District 5

Associate Commissioner District 6
BOARD OF COMMISSIONERS

RESOLUTION NO. _____

WHEREAS, the following listed properties were determined, by Resolution Numbers 2016-165 and 2016-203 to be nuisances which should be abated:

1. 729 Monroe Street
2. 411 Mallon Street
3. 627 Chapelwood Drive
4. 1263 W. Selma Street
5. 1126 Ozark Street
6. 156 Webb Road
7. Webb Road (lot next to 156 Webb Road)

WHEREAS, the City of Dothan incurred certain costs in the notification and abatement of such nuisances; and

WHEREAS, an itemized report of the cost incurred in the notification and abatement of such nuisances has been prepared and posted near the chamber door at least five days prior to this date.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Dothan, Alabama, as follows:

Section 1. That the itemized report of the costs incurred in notification and abatement of the nuisances is hereby confirmed.

Section 2. That the itemized report shall be turned over to the county tax collector and the amounts due shall be added to the next regular bills for taxes levied against the respective lots and parcels of land.

PASSED, APPROVED AND ADOPTED on the _____ day of _____, 20160000.

Mayor

ATTEST:

Associate Commissioner District 1

City Clerk

Associate Commissioner District 2

Associate Commissioner District 3

Associate Commissioner District 4

Associate Commissioner District 5

Associate Commissioner District 6
BOARD OF COMMISSIONERS

REPORT ON COST OF WEED ABATEMENT

The following properties were found to be a nuisance due to violations of the City of Dothan Weed Control Ordinance, pursuant to Resolution Nos. 2016-165 and 2016-203. The amount listed below the property address is the cost of abating the nuisance. Three (3) of the properties were brought into compliance without the necessity of city crews doing the work. For the complying properties, the cost will be limited to the cost of erecting the sign on said property, if applicable, and the cost of publishing the notice in the newspaper.

Mary Clyde Peterson
729 Monroe Street

38-10-04-18-3-006-021.000

Sign	\$	89.00
Newspaper Notice		95.00
Lot Cleanup Cost		341.63
Total	\$	<u>525.63</u>

V. India Newsome
1126 Ozark Street

38-09-06-13-1-011-009.000

Sign	\$	-
Newspaper Notice		95.00
Lot Cleanup Cost		-
Total	\$	<u>95.00</u>

Nija & George Williams, IV
411 Mallon Street

38-09-06-13-1-011-018.000

Sign	\$	89.00
Newspaper Notice		95.00
Lot Cleanup Cost		167.11
Total	\$	<u>351.11</u>

Shirley Robinson Davis & ETALS
156 Webb Road

38-09-06-13-4-010-004.000

Sign		
Newspaper Notice		95.00
Lot Cleanup Cost		
Total	\$	<u>95.00</u>

Ryan J. Reeves
627 Chapelwood Drive

38-09-04-20-0-002-055.000

Sign	\$	89.00
Newspaper Notice		95.00
Lot Cleanup Cost		167.11
Total	\$	<u>351.11</u>

Shirley Robinson Davis & ETALS
Webb Road (next to 156 Webb Road)

38-09-06-13-4-010-005.000

Sign		
Newspaper Notice		95.00
Lot Cleanup Cost		
Total	\$	<u>95.00</u>

Amy Piggott
1263 W. Selma Street
38-09-07-26-1-005-007.000

Sign	\$	89.00
Newspaper Notice		95.00
Lot Cleanup Cost		83.55
Total	\$	<u>267.55</u>

Total **\$** **1,780.40**

RESOLUTION NO. _____

WHEREAS, the City of Dothan has applied for and received funds for a Transportation Alternatives Project (TAP) through the Alabama Department of Transportation (ALDOT) for Sidewalk Improvements to Westgate Parkway, Project No. TAPAA-TA15(922); and

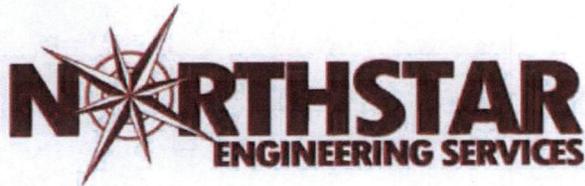
WHEREAS, Construction Engineering & Inspection (CE&I) for this project is included in these funds (80% federal funds/20% City funds); and

WHEREAS, the City of Dothan desires to obtain the professional consulting services of Northstar Engineering Services for the CE&I for this project; and

WHEREAS, the City staff has negotiated a contract with Northstar Engineering Services for a not to exceed amount of \$57,425.00.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the City of Dothan, Alabama as follows:

Section 1. That the City of Dothan enter into a contract with Northstar Engineering Services for Construction Engineering and Inspection (CE&I) services for Sidewalk Improvements to Westgate Parkway, Project No. TAPAA-TA15(922), for a not to exceed amount of \$57,425.00, which said contract follows:



June 16, 2016

Mr. Larry Bart Barefoot, P.E.
CITY OF DOTHAN ENGINEERING SERVICES
P.O. Box 2128
Dothan, AL 36302

**Re: Fee Proposal for Construction Engineering and Inspection (CE&I) Services
Westgate Parkway Sidewalk Improvements - Project TAPAA-TA15(922)**

Dear Mr. Barefoot:

Thank you for selecting Northstar Engineering Services to provide construction engineering and inspection (CE&I) services on the referenced project. Following is our understanding of the professional services to be provided by our company:

1. Preconstruction Conference – Following construction project award, Northstar will coordinate a preconstruction conference with Alabama Department of Transportation (ALDOT), City of Dothan, contractor, and utilities personnel.
2. Review Submittals & Shop Drawings – Northstar Engineering will review contractor submittal and shop drawing packages for conformance with the project drawings and specifications.
3. Review RFI's & Periodic Payment Requests – Northstar will review Requests for Information (RFI's) from the contractor during construction, and issued clarifications and directives in regard to design intent and project construction. Northstar will also review the contractor's periodic payment requests, and upon approval, make recommendations of payment.
4. Construction Inspections – Northstar will provide a resident project representative (RPR) to observe the construction activities for compliance with the project drawings and specifications. The RPR will also prepare daily reports of the construction progress, tabulate the quantities of work performed, review periodic payment requests with contractor personnel prior to submittal, and coordinate construction testing. In addition, the project design engineer will make periodic site visits to monitor the construction activities.
5. Construction Materials Testing – Northstar will procure the services of a construction testing subconsultant to perform field sampling and testing of construction materials, and to coordinate required laboratory testing by ALDOT.
6. Punchlist Inspection – Upon substantial completion, Northstar will coordinate a punchlist inspection by ALDOT, City of Dothan, contractor, and engineering personnel. Northstar will prepare a punchlist of work items identified for completion or correction prior to project closeout and final payment, and communicate these requirements to the contractor.
7. Final Inspection – Northstar will coordinate a final inspection by ALDOT, City of Dothan, contractor, and engineering personnel to verify the satisfactory completion of all work items.

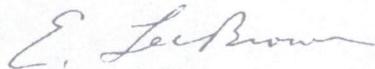
Mr. Larry Bart Barefoot, P.E.
June 16, 2016
Page 2

8. Project Closeout – Northstar will prepare documentation for project closeout by ALDOT and the City of Dothan. In addition, Northstar will prepare a set of record drawings based upon field record drawings maintained by the contractor and RPR.

It is our proposal to provide the CE&I services described above for a lump sum fee of \$57,425.00, with invoices submitted periodically as a percentage of completion along with the contractor's payment requests. Attached is a copy of our man-hour estimate for construction administration and inspection, as well as a construction materials testing estimate from Carmichael Construction Testing. As shown in the construction materials testing estimate, our proposed fee does not include any testing costs that may be charged to the project by ALDOT.

If you should find this proposal acceptable and wish for us to proceed, please sign and date the attached contract and return a copy for our files. If you should have any questions, or need to discuss our proposal further, please do not hesitate to call. Again, thank you for giving us the opportunity to submit this proposal.

Sincerely,



E. Lee Brown, P.E.
Northstar Engineering Services, Inc.

Attachments: General Conditions of Agreement with Client
CE&I Man-hour Estimate
Construction Materials Testing Budget Estimate



GENERAL CONDITIONS OF AGREEMENT WITH CLIENT

NAME OF COMPANY OR INDIVIDUAL _____ FED ID # _____

HOME OFFICE ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____

TELEPHONE _____ FAX _____

CHECK ONE OF THE FOLLOWING:

_____ CORPORATION/L.L.C _____ PARTNERSHIP _____ INDIVIDUAL

WORK AUTHORIZED BY _____ (PLEASE PRINT NAME)

AGREEMENT: The Letter of Proposal for Services, executed by the client contemporaneously with the completion of this Account Set-up Application and Guaranty, shall set forth the scope of work and services to be performed by Northstar Engineering Services, Inc., and shall supersede any prior agreements between Northstar Engineering, Inc. and the client, whether written or oral.

PAYMENT TERMS: Northstar Engineering Services, Inc. will submit invoices to undersigned monthly and a final bill upon completion of services. Payment is due 15 days from invoice date and is past due thereafter. In the event that the said credit transactions, loans, and/or open accounts and balances are not paid as and when due, the Undersigned agrees to pay any such unpaid loans and/or open accounts and unpaid balances, together with interest, at the rate of 2% per month (24% annual) and all costs of collection, including reasonable attorneys fees. Northstar Engineering Services, Inc. shall cease all further work until the account is paid in full.

STANDARD OF CARE: The only warranty or guarantee made by Northstar Engineering Services, Inc. in connection with the services performed hereunder is that we will use that degree of care and skill ordinarily exercised under similar conditions by reputable members of our profession practicing in the same or similar locality. No other warranty, expressed or implied, is made or intended by our Letter of Proposal for Services or by our furnishing oral or written reports.

RIGHT OF ENTRY: Unless otherwise agreed to in writing, undersigned will provide for the right of entry for Northstar Engineering, its agents and employees and all equipment necessary for the completion of the work. While Northstar Engineering will take reasonable precautions to minimize any damage to the site, it is understood by the Undersigned that in the normal course of work some damage may occur and that the cost of correction or repairing such damage is not included in the quoted fee and Northstar Engineering Services, Inc. is not responsible. If undersigned desires Northstar Engineering to repair or correct the damage, the cost of such repairs or corrections will be paid by undersigned as an additional fee.

SAFETY: When Northstar Engineering provides periodic observations or monitoring services at the job site during construction, Undersigned agrees that, in accordance with generally accepted construction practices, the contractor, (i.e. not Northstar Engineering) will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work, and compliance with OSHA regulations, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the contractor's procedures conducted by Northstar Engineering is not intended to include review of the adequacy of the contractor's safety measures in, on, adjacent to, or near the construction site.

ASSIGNMENT: Neither the Undersigned or Northstar Engineering may delegate, assign, sublet, or transfer its duties or interest in this agreement without the prior written consent of the other party.

GOVERNING LAW: This agreement shall be governed and construed in accordance with the laws of the State of Alabama, United States of America. The undersigned consents to venue in Houston County, Alabama.

SEPARABILITY: The provisions of this agreement are separate and divisible, and, if any court of competent jurisdiction shall determine that any provision hereof is void and/or unenforceable, the remaining provisions shall be construed and shall be valid as if the void and/or unenforceable provisions or were not included in this Agreement.

WAIVER: Except as otherwise especially provided in this Agreement, no failure on the part of either party to exercise, and no delay in exercising, any rights, privilege or power under this Agreement shall operate as a waiver or relinquishment thereof, nor shall any single partial exercise thereof, or the exercise of any right, privilege or power. Waiver by any party of any breach of any provisions of the Agreement shall not constitute or be construed as a continuing waiver, or a waiver of any other breach of any provisions of the Agreement.

LIMITATION OF LIABILITY: In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant to the Client for any and all claims, losses, cost, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and cost and expert witness fees and cost, so that the total aggregate liability of the Consultant to the Client shall not exceed \$40,000 or the Consultant's total fee for services rendered on this project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

BINDING AGREEMENT: This agreement shall be binding upon all of the parties and their respective estates, heirs, administrators, executors, successors and assigns.

STIPULATION: The Undersigned stipulates that he/she/they have read, understand and agree to be bound by all of the terms set forth pursuant to the documents which are the basis of this Agreement.

COMPANY NAME _____

BY _____

TITLE _____ DATE _____

PROJECTED MAN-HOUR ESTIMATE
 WESTGATE PARKWAY SIDEWALK IMPROVEMENTS
 TAPAA-TA15(922)
 CONSTRUCTION ENGINEERING & INSPECTION SERVICES
 CITY OF DOTHAN, AL
 June 13, 2016

Task	PE	PLS	CAD/Eng. Tech.	Admin. Asst.	Survey Tech.	RPR
1. Pre-construction Conference	4					2
2. Review Submittals & Shop drawings	8					2
3. Review Contractor RFI's & Payment Requests	16					24
4. Resident Project Representative (90 working day contract)						450
5. Periodic Site Visits & Meetings (engineer)	36					
6. Punchlist Inspections, Notes, & Correspondence	4					6
7. Final Inspection	2					2
8. Closeout Documentation	4					16
9. Record Drawings		2	8			2
Man-hour Totals	74	2	8	0	0	504
Hourly Rate	\$120.00	\$90.00	\$60.00	\$45.00	\$60.00	\$75.00
Subtotal	\$8,880.00	\$180.00	\$480.00	\$0.00	\$0.00	\$37,800.00

Construction Administration & Inspection Cost \$47,340.00
 Construction Testing Cost \$10,085.00
TOTAL COST \$57,425.00

prepared by
 Northstar Engineering Services, Inc.
 2431 Hartford Highway
 Dothan, AL 36305

Carmichael Construction Testing

A Division of Carmichael Engineering, Inc.
14 Howell Street
Midland City, Alabama 36350

Construction Materials Testing Fee Estimate

Westgate Parkway Sidewalk
TAPAA-TA15(922)
Dothan, Alabama

Our Proposal No.: FSD # 2051

June 10, 2016

Description	Estimated Quantity	Item	Unit Fees \$	Total \$
Soil Testing				
Senior Engineering Technician Level 1	25	Hours	45.00	1125.00
Soil Nuclear Density Test	35	Tests	11.00	385.00
Laboratory Testing				
Soil Particle Size Tests	3	Tests	ALDOT	0.00
Soil Atterberg Limits Tests	3	Tests	ALDOT	0.00
Laboratory Standard Proctor	3	Tests	ALDOT	0.00
Topsoil	2	Tests	ALDOT	0.00
Concrete Testing				
Senior Engineering Technician Level 1	120	Hours	45.00	5400.00
Concrete Cylinders - Curing and Compressive Strength Testing	90	Cylinders	ALDOT	0.00
Engineering / Project Management / Miscellaneous				
Project Manager	15	Hours	75.00	1125.00
Transport to ALDOT Lab	10	Trips	175.00	1750.00
Personal Travel	30	Trips	10.00	300.00
Fee Estimate Grand Total				\$10,085.00

Note: This estimate is for budget purposes and is based on our review of the project plans and specifications and our previous experience with similar projects. Our services are provided on an on-call basis as scheduled by the owners representative or the project contractor. The technician hours and required testing are dependent on the contractors sequencing of the work and project schedule. All services will be invoiced based on our unit fee schedule for the project. There will be a 1.4 pay factor applied to technician time more than 40 hours per week and weekend and holiday work. We will not exceed the estimated budget without authorization.

Resolution No. _____ entering into a contract with Northstar Engineering Services, continued.

Section 2. That the sum of \$57,425.00 is appropriated in FY 2016 to the General Fund/Public Works-Street/Sidewalks/Capital Outlay/Additions-Improvements Other Than Buildings, Account Number 001-2106-521.60-63, Project #210915. This appropriation is to be funded by increasing the General Fund/Intergovernment Revenue/Federal Shared Revenues/U.S. Department of Transportation, Account Number 001-0000-332.09-00, by \$45,940.00 and the Non-Revenue Resources/Utilization of Fund Balance, Account Number 001-0000-391.01-00 by the sum of \$11,485.00 in Fiscal Year 2016.

Section 3. That Mike Schmitz, Mayor of the City of Dothan, and in such capacity, is hereby authorized and directed to sign said agreement for and in the name of the City of Dothan, which shall be attested by the City Clerk.

PASSED, ADOPTED AND APPROVED on _____.

ATTEST:

City Clerk

Mayor

Associate Commissioner District 1

Associate Commissioner District 2

Associate Commissioner District 3

Associate Commissioner District 4

Associate Commissioner District 5

Associate Commissioner District 6
BOARD OF CITY COMMISSIONERS

RESOLUTION NO. _____

WHEREAS, M4 Development is developing a piece of property outside the City limits for Cottages at Bethlehem Road, a residential development; and

WHEREAS, M4 Development is requesting the City of Dothan to accept sanitary sewer flows and sanitary sewer gravity line along Murphy Mill Road right-of-way from this development; and

WHEREAS, M4 Development is prepared to pay a sanitary sewer impact fee of \$259,072.00; and

WHEREAS, the City of Dothan will also provide water services for this development; and

WHEREAS, the City of Dothan Public Works department recommends accepting sanitary sewer flows for Cottages at Bethlehem Road to include maintenance of sanitary sewer gravity line along Murphy Mill Road right-of-way after the 2-year maintenance period.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Dothan, Alabama, as follows:

Section 1. That upon the recommendation of the Public Works Department, the City of Dothan accepts sanitary sewer flows and sanitary sewer gravity line along Murphy Mill Road right-of-way for Cottages at Bethlehem Road, which said request follows:



July 28, 2016

City of Dothan City Commission
126 N. Saint Andrews Street, Suite 201
Dothan, AL 36303

Re: Request for Sewer Service
The Cottages at Bethlehem Road

To Whom It May Concern:

Northstar Engineering Services is submitting this letter on behalf of M4 Development, LLC as a request to the City of Dothan City Commission (per City of Dothan Code of Ordinances Chapter 102, Article IV, Division 4, Section 102-338) for sanitary sewer service to the Cottages at Bethlehem Road. This development will be located at the northeast corner of Murphy Mill Road and Bethlehem Road. The preliminary design of the sewer has been engineered per initial review comments by City staff. The formal review process is ongoing at this time.

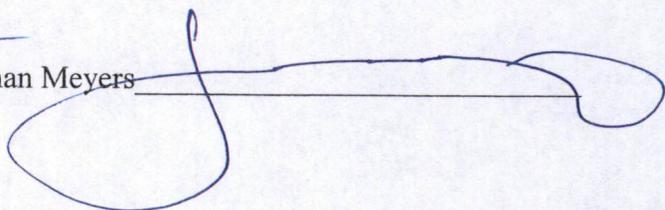
Dothan Utilities has a sewer main located on the north side of Murphy Mill Road. M4 Development is requesting to tie into this main to provide service to the Cottages at Bethlehem Road.

The anticipated flow from the Cottages at Bethlehem Road will be as follows:

- Average Daily Flow = 22,000 GPD
- Peak Flow = 66,000 GPD

M4 Development is aware of the required sewer impact fee of \$7.36/gal-person to obtain sewer service due to the development not being within the limits of the City of Dothan. There will be forty-four (44) one-bedroom units and eighty-eight (88) two-bedroom units within this development. In each one-bedroom units, there is expected to be two persons as primary residents, and three persons in the two-bedroom units. This results in a total of three hundred fifty-two persons living in this development. The total impact fee will be \$259,072 based on the impact fee rate and the number of residents described above.

Sincerely,

Josh Chapman, P.E. 
On Behalf of Owner Representative: Jonathan Meyers 

Res. No. _____, accepting sanitary sewer flows and sanitary sewer gravity line along Murphy Mill Road right-of-way for Cottages at Bethlehem Road, continued.

Section 2. That Mike Schmitz, Mayor of the City of Dothan, and in such capacity, is hereby authorized and directed to execute said documents for and in the name the City of Dothan, which shall be attested by the City Clerk.

PASSED, ADOPTED AND APPROVED on _____.

ATTEST:

City Clerk

Mayor

Associate Commissioner District 1

Associate Commissioner District 2

Associate Commissioner District 3

Associate Commissioner District 4

Associate Commissioner District 5

Associate Commissioner District 6
BOARD OF CITY COMMISSIONERS

RESOLUTION NO. _____

WHEREAS, the 2016 and 2017 Fiscal Year Budgets were approved by Resolution No. 2015-260 and requires that budget changes be approved by the Board of Commissioners; and

WHEREAS, the City of Dothan entered into an Administrative Order on Consent with the U.S. Environmental Protection Agency Region IV relating to the operation and maintenance of its publicly owned treatment works (POTW) including the Wastewater, Collection and Transmission System (WCTS) on July 25, 2012; and

WHEREAS, The Administrative Order on Consent required the City to perform a Self-Assessment of the City's Capacity, Management, Operation and Maintenance (CMOM) programs; and

WHEREAS, As a result of this assessment and the development of AOC preventive maintenance programs by Barge, Waggoner, Sumner & Cannon, Inc., several staffing and equipment needs have been identified that the City will need to implement to satisfy the terms of the Administrative Order on Consent; and

WHEREAS, One staffing requirement is the addition of a Pumping Station crew which consists of a Pumping Station Maintenance Worker position (Pay Grade 41; \$31,012.80-\$47,465.60) and a Maintenance/Construction Worker position (Pay Grade 37; \$28,080.00-\$42,931.20); and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Dothan, Alabama, as follows:

Section 1. That the following accounts in the 2016 and 2017 Fiscal Year Budgets are hereby amended as follows:

		<u>Fiscal Year 2016</u>	<u>Fiscal Year 2017</u>
401-0000-391.01-00	Utilization of Fund Balance	\$ 31,586.00	\$ 94,753.00
401-8410-584-10-11	Salaries & Wages	\$ 19,698.00	\$ 59,093.00
401-8410-584-10-13	FICA	1,507.00	4,521.00
401-8410-584-10-15	Retirement	4,135.00	12,404.00
401-8410-584-10-16	Insurance	6,216.00	18,648.00
401-8410-584-10-18	Federal Unemployment	13.00	39.00
401-8410-584-10-19	Employee Assistance Program	16.00	48.00
Estimated Appropriations		<u>\$ 31,585.00</u>	<u>\$ 94,753.00</u>

Section 2. That the Finance Director is hereby authorized and directed to make the said budget changes.

PASSED, ADOPTED AND APPROVED ON _____.

Attest:

City Clerk

Mayor

Associate Commissioner – District 1

Associate Commissioner – District 2

Associate Commissioner – District 3

Associate Commissioner – District 4

Associate Commissioner – District 5

Associate Commissioner – District 6

BOARD OF CITY COMMISSIONERS



Wastewater Collection and Transmission System

Staffing Assessment

June 2015

City of Dothan, Alabama

File: 3265006

DOTHAN UTILITIES

9JUNE2015

1. INTRODUCTION

This supplemental assessment was prepared at the request of the Dothan City Manager to assess the staffing needed to appropriately implement the City's Capacity, Management, Operations, and Maintenance (CMOM) program.

The AOC requires the City to operate its wastewater collection system, modeling EPA's CMOM guidelines. Additional work will be required from staff, in the form of more frequent inspections in greater detail of its system, additional regular maintenance being performed, and additional rehabilitation to be completed. This will generate considerable analysis, additional documentation, as well as the achievement of set performance measures above what the City is accustomed to in its current collection system operations.

This document compares staffing levels for key components of other utilities with Dothan's staffing levels and also reviews the work load assignments. The proposed additional staffing is required to meet the minimum requirements of the AOC. One note is that the proposed additional staffing still places the utility below industry averages. Consequently, this may result in the need for occasional contract work supplementation to meet the required performance measures and to provide specialty services.

3. **PUMP STATIONS** 50 PUMP STATIONS + 7 PRIVATE CITY (3 STORM STA / 4 PRIVATE)

3.1. GENERAL COMPARABLE

12 High Performing Utilities (AVG #'s) BWSC
STAFF / 10 STATIONS
1.24/10 STATIONS OR 6.2/50 STATIONS ⇒ SAFETY CREW SIZE IS 2

*COMPARE – Averages of agencies compared to City of Dothan number of PumpStations

Dothan Utilities	CURRENT	PROPOSED
STAFF / 10 STATIONS	0.8 (4)	1.2 (6)
CREWS	2	3
TOTAL STAFF PROPOSED AT 6 + FOREMAN = 7		

NOTE: (Easement crew on Gravity Line PMP & WWC does Maintenance on City's Private Stations).

PUMP STATION PERSONNEL ANALYSIS

Agency	Pop Served	Gravity		Crews	Crew Size PS	Staff per 10
		Sewer (miles)	#Pump Stations			
A	10,444	44.5	9	1		2.22
B	40,000	114.0	11	1		0.91
C	75,560	400.0	8	1		1.25
D	88,250	348.0	27	2		0.74
E	150,000	500.0	21	1		0.95
F	177,000	630.0	34	2		1.18
G	284,000	1,481.0	21	4		1.90
H	347,000	1,537.0	107	9		1.68
I	456,445	1,385.0	25	2.5		2.00
J	475,000	2,664.0	36	1		0.56
K	700,000	2,289.0	71	15		4.23
L	737,877	2,946.0	61	3		0.98
M	950,000	2,543.0	926	24		0.52

MAX 4.23
MIN 0.52
AVERAGE 1.47

AGENCY	POP SERVED	GRAVITY SEWER (MILES)	# PUMP STATIONS	CREWS	CREW SIZE	STAFF PER 10 PS
DOTHAN (CURRENT)	65,000	480	50	2	2	0.80
DOTHAN (PROPOSED)	65,000	480	50	3	2	1.20
COMPARISONS WITH K REMOVED					MAX	2.22
(K removed due to Staff per 10 PS being out of range of average)					MIN	0.56
(K is 2X the next high value and 3.5X the average without it)					AVERAGE	1.24
Data Source: <i>Collection Systems: Methods for Evaluating and Improving Performance</i>						

Excerpt from Pump Station O&PMP – 4.3.5 Staffing Needs

Nationwide research presented in *Collection Systems: Methods for Evaluating and Improving Performance* (Office of Water Programs, College of Engineering and Computer Science, California State University, Sacramento, 2012) has shown that wastewater utilities have an average of 1.47 staff members dedicated to pump station maintenance per ten pump stations. One utility in this study has staffing levels at three times the average. Removing this utility from consideration results in an average of 1.24 staff members per ten pump stations. Dothan currently has 0.80 staff members per ten pump stations. The addition of one additional crew of two individuals would raise the DU's ratio staff members per ten pump stations to 1.20

3.2. WEEKLY PS MAINTENANCE

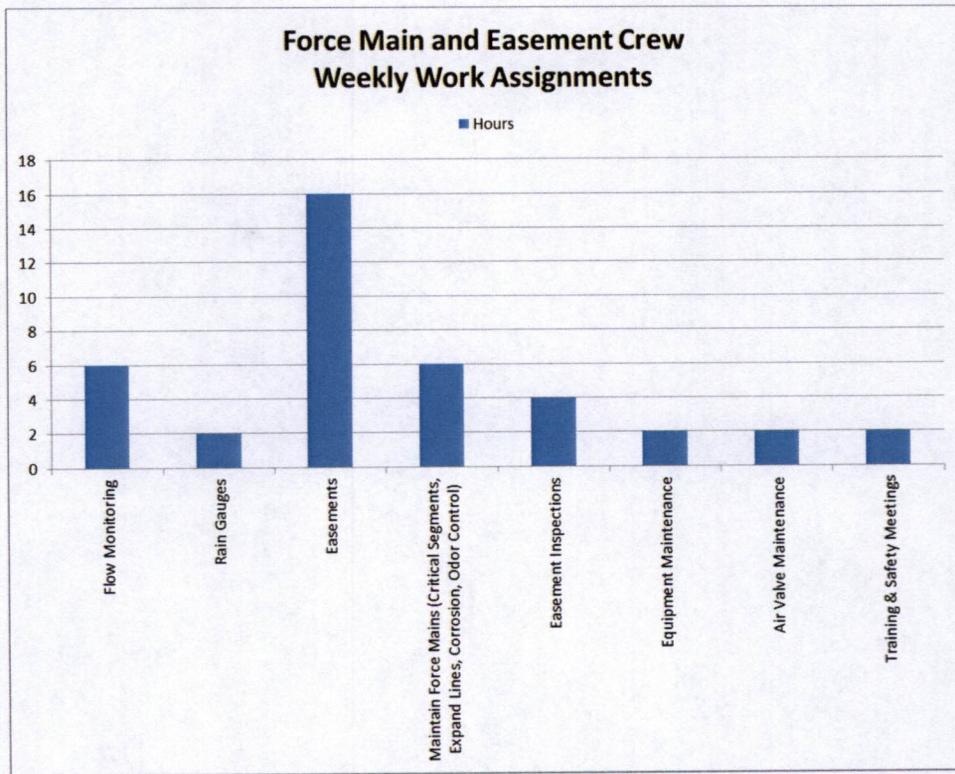
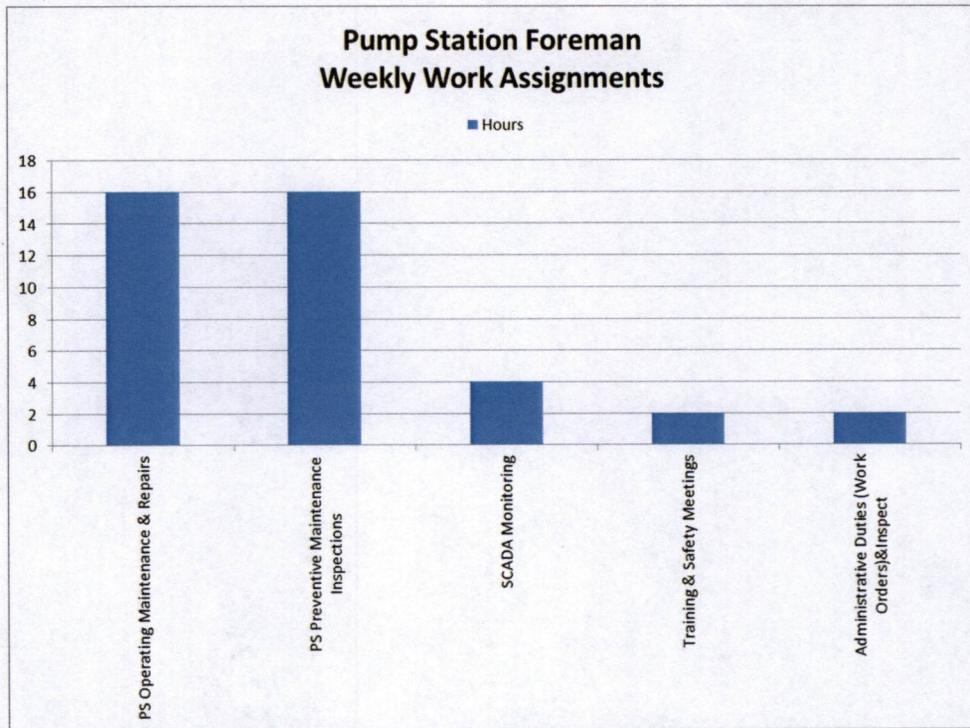
1. WEEKLY - CURRENT	
CREW 1: 26 L/S	<ul style="list-style-type: none"> - M-T & Part W- Inspect stations and complete detailed inspection reports. - Part W-R- Complete maintenance activities. - Start/Finish day w/SCADA reviews. - Respond to customer/SCADA callouts. - Emergency repairs.
CREW 2: 24 L/S	<ul style="list-style-type: none"> - T-W & Part R- Inspect stations and complete detailed inspection reports. - Part R-F- Complete maintenance activities. - Start/Finish day w/SCADA reviews. - Respond to customer/SCADA callouts. - Emergency repairs.
TIME TO COMPLETE QUARTERLY/ANNUAL INSPECTIONS & MAINTENANCE NOT ALLOTTED AS OUTLINED IN PUMP STATION PMP.	
STAFF TO PROVIDE FOR VACATION / SICK LEAVE / TRAINING COMES FROM INTERNAL SECTION, REDUCING WORK PRODUCTIVITY.	
2. WEEKLY - PROPOSED	
CREW 1: 17 L/S	<ul style="list-style-type: none"> - M-T- Inspect L/S and complete detailed inspection reports. - W-R- Complete maintenance activities. - R- Complete quarterly and annual maintenance details (draw downs, etc.). - R- Pull ↑ amp / ↑ hours, pumps for inspection. - Start/Finish day w/SCADA reviews. - Respond to customer/SCADA callouts. - Emergency repairs. - Sewer Maintenance Engineer W.O.s on maintenance.

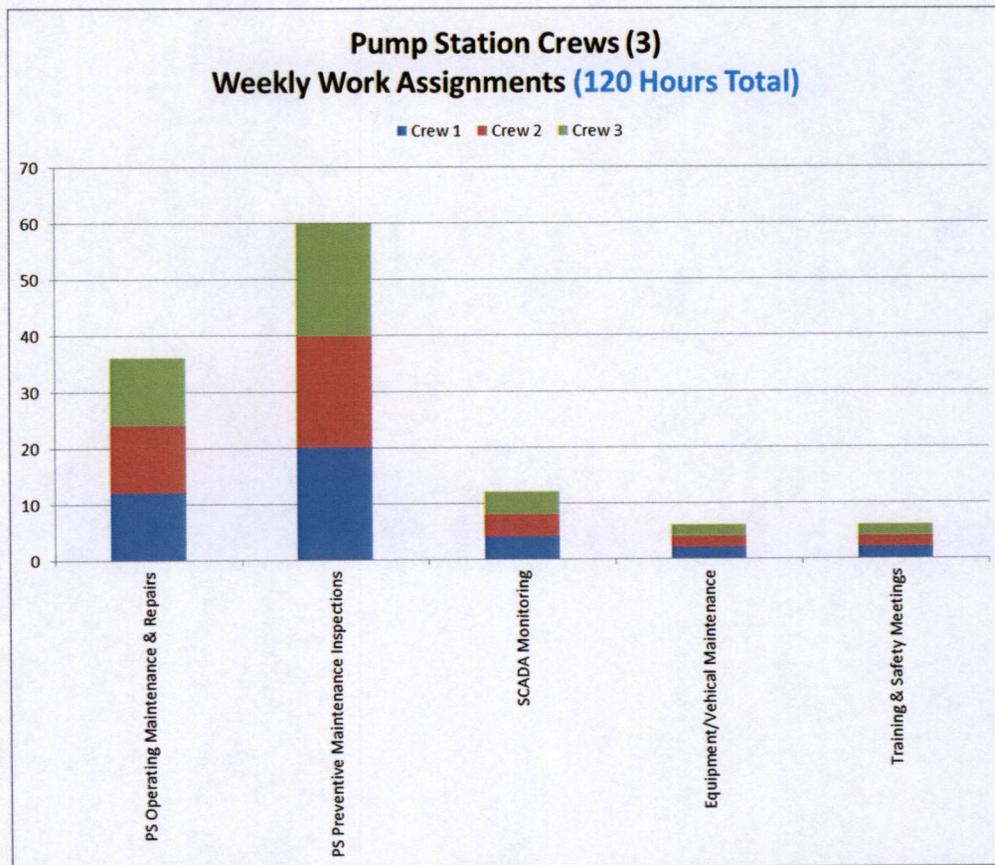
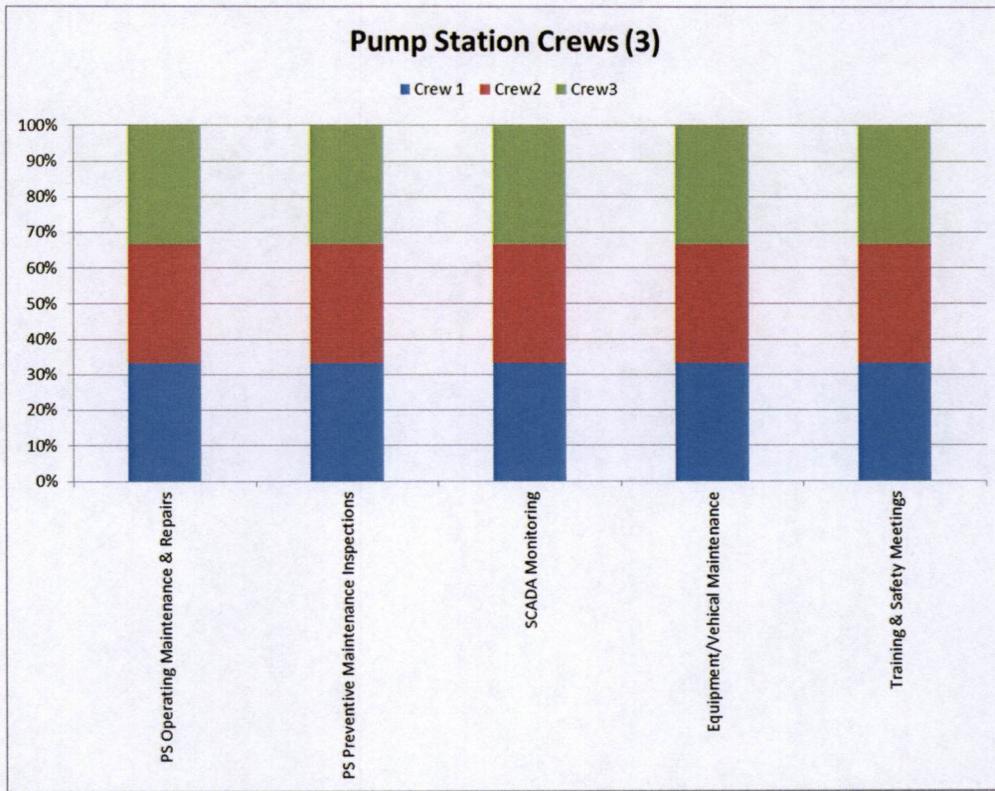
<p>CREW 2: 17 L/S</p>	<ul style="list-style-type: none"> - M-T - Inspect L/S and complete detailed inspection reports. - W-R- Complete maintenance activities. - R- Complete quarterly and annual maintenance details (draw downs, etc.). - R- Pull ↑ amp / ↑ hours, pumps for inspection. - Start/Finish day w/SCADA reviews. - Respond to customer/SCADA callouts. - Emergency repairs. - Sewer Maintenance Engineer W.O.s on maintenance.
<p>CREW 3: 16 L/S</p>	<ul style="list-style-type: none"> - T-W - Inspect L/S and complete detailed inspection reports. - R-F- Complete maintenance activities. - F- Complete quarterly and annual maintenance details (draw downs, etc.). - F- Pull ↑ amp / ↑ hours, pumps for inspection. - Start/Finish day w/SCADA reviews. - Respond to customer/SCADA callouts. - Emergency repairs. - Sewer Maintenance Engineer W.O.s on maintenance.

- Assumed Full Crew Utilization rate is 75% of workable hours, due to equipment dependencies, heavy maintenance requirements, training requirements, and crew fragmentation risks.

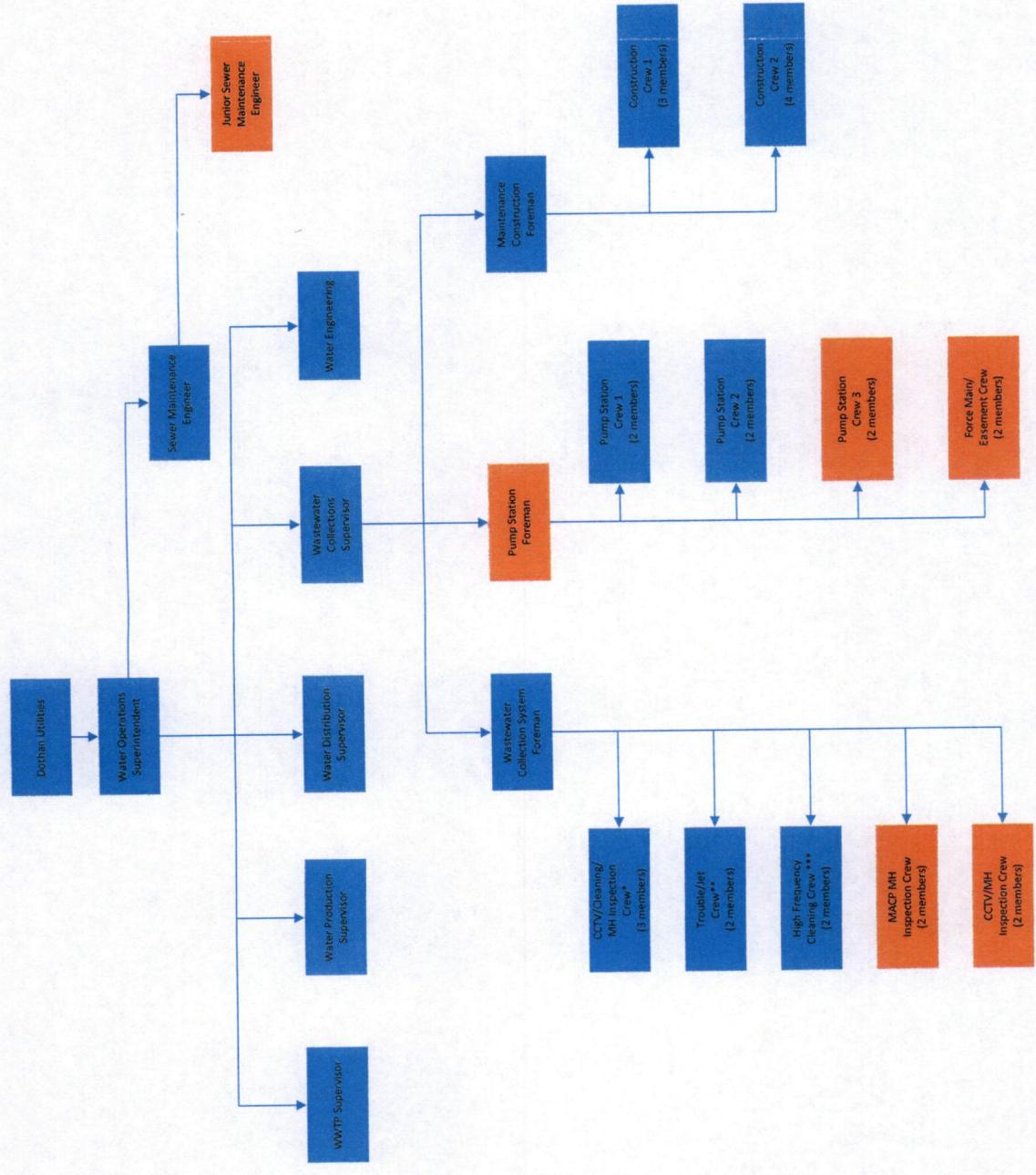
80%

3.3. PERSONNEL TASK DISTRIBUTION CHARTS





**Dothan Utilities Wastewater Collections
Proposed Organization**



Legend:
 Existing Position
 New Position

Sheppard Electric Motor Service LLC

Po Box 190817 Mobile AL 36619

3460 Hurricane Bay Dr

Theodore, AL 36582

United States

Voice: 251-443-0700

Fax: 251-443-6204

QUOTATION

Quote Number: 7232

Quote Date: May 19, 2016

Page: 1

Quoted To:
CITY OF DOTHAN

Customer ID	Good Thru	Payment Terms	Sales Rep
CITY OF DOTHAN	6/18/16	Net Due	

Quantity	Item	Description	Unit Price	Amount
1.00		Service contract proposal to provide 2 men to work 40hrs per week to perform lift station inspection and lift station general maintenance.		
1.00		Provide service truck outfitted with all tools needed to perform lift station maintenance. Truck shall have crane attached with capabilities of lifting a minimum of 3000lbs at 15ft. All truck expenses are included in this price.		
40.00	Labor	The cost shall be at a rate of \$165.00 P/H. This includes all personnel and equipment listed. Labor and Crane Truck weekly. Overtime Rate shall be at a rate of \$247.50	165.00	6,600.00
			Subtotal	6,600.00
			Sales Tax	
			TOTAL	6,600.00

RESOLUTION NO. _____

BE IT RESOLVED by the Board of Commissioners of the City of Dothan, Alabama, as follows:

Section 1. That the Board of Commissioners does hereby award bids and approve other purchases over \$15,000.00 by the City, which are attached to and made a part of this Resolution.

Section 2. That the sum of \$58,100.00 is appropriated in FY 2016 to the Utility Fund/Dothan Utilities/Electric/Capital Outlay/Public Utilities/Capital Outlay/Construction Projects, Account Number 401-8160-581.60-67, Project Number SSTA02, for 500 kcmil tape shield 15kV primary cable for construction of the E. Burdeshaw Substation. This appropriation is to be funded by increasing the Utility Fund/Non-Revenue Receipts/Utilization of Fund Balance, Account Number 401-0000-391.01-00 by the sum of \$58,100.00.

PASSED, ADOPTED AND APPROVED on _____.

ATTEST:

City Clerk

Mayor

Associate Commissioner District 1

Associate Commissioner District 2

Associate Commissioner District 3

Associate Commissioner District 4

Associate Commissioner District 5

Associate Commissioner District 6
BOARD OF CITY COMMISSIONERS



CITY OF DOTHAN, ALABAMA

August 2, 2016

EXHIBIT "A"

BIDS TO BE AWARDED

DEPARTMENT	BID#	#ITB ¹	ITEM	VENDOR	AMOUNT
Dothan Utilities Electric	16-019 ²	45	500 kcmil Tape Shield 15kV Primary Cable: Quantity 4.66 (or more) 1,500 Foot Coils Unit Price: \$ <u>8.30</u> Total Price: \$ <u>58,100.00</u>	Gresco Capstone Utility Supply Dothan, AL.	See Price In Description
Public Works Traffic	16-048	50	Uninterruptable Power Supply for Traffic Lights: Quantity 6 Units (more or less) Price Per Unit: \$ <u>6,175.00</u> Total Price: \$ <u>37,050.00</u>	Traffic Products Inc. Birmingham, AL.	\$ 37,050.00
Leisure Services Citywide Pools	16-051	22	Proteam 3 Inch High Tech Tabs (or Equal) in 50 Pound Buckets for City Pools: Quantity 75 (more or less) Unit Price: \$ <u>155.79</u> Total Price: \$ <u>11,684.25</u> ³	Consolidated Ace Hardware Dothan, AL.	See Price In Description
Leisure Services Citywide Pools	16-052	26	Pulsar Chlorine Briquettes (or Equivalent) in 50 Pound Buckets for Pools: Quantity 195 Units (more or less) Price Per Unit: \$ <u>129.79</u> Total Price: \$ <u>25,309.05</u>	Consolidated Ace Hardware Dothan, AL.	See Price In Description

OTHER PURCHASES over \$15,000

DEPARTMENT	ITEM	VENDOR	AMOUNT
General Services for Leisure Services Rose Hill Senior Center	To Waterproof Basement of Rose Hill Senior Center: Work will include: installation of SuperSump pump system; WaterGuard sub-floor drainage system and TrenchDrain.	Alabama Foundation Specialist Leeds, AL.	\$ 21,753.90
General Services for Public Works Street Division	2017 350 Crew Cab Chassis only: Purchase Using State of Alabama contract #T193A 4013268 lines 10-12. Replacing vehicle 9006 Quantity 1	Tallassee Automotive, Inc. Tallassee, AL.	\$ 28,267.00
General Services Fleet	2016 Terex Dealer Parts: Sole Source Supplier of Inventory Parts for Terex	Terex Services Birmingham, AL.	\$ 30,000.00

Notes:

¹ITB-Invitations to Bid

²This is an additional purchase from a previously awarded bid for the E. Burdeshaw substation.

³This total estimated price is less than \$15,000 for one year but, the bid will be renewable up to three years thereby holding this pricing so it is desirable to formally award the bid.

RESOLUTION NO. _____

BE IT RESOLVED by the Board of Commissioners of the City of Dothan, Alabama, as follows:

Section 1. That the Board of Commissioners does hereby approve advance travel requests for individual City employees as stated in Exhibit "A", which is attached and made a part of this Resolution.

PASSED, ADOPTED AND APPROVED on _____.

Mayor

ATTEST:

Associate Commissioner District 1

City Clerk

Associate Commissioner District 2

Associate Commissioner District 3

Associate Commissioner District 4

Associate Commissioner District 5

Associate Commissioner District 6

BOARD OF CITY COMMISSIONERS

EXHIBIT "A"

<u>NAME</u>	<u>CONFERENCE</u>	<u>AMOUNT</u>
Randall S. Morris	2016 Alabama Water Resources Conference Orange Beach, AL	\$ 786.30
Rose Gordon Tonja Minnifield	2016 Municipal Court Summit Birmingham, AL	\$ 656.00
Hannah Hutto Rachel Bradley	Association of Public-Safety Communications Officials (APCO) Communications Training Officer Course Enterprise, AL	\$ 60.00
Anthony McClendon	Fire Investigator I Training Eufaula, AL	\$ 447.95