



OPELIKA CITY COUNCIL
“ REGULAR MEETING AGENDA “
204 South 7th Street
August 20, 2019
TIME: 7:00 PM

1. CALL TO ORDER
2. ROLL CALL
 1. Patricia Jones, Tiffany Gibson-Pitts, Dozier Smith T, David Canon, Eddie Smith
3. INVOCATION
 1. Minister Charlie Kinsey from the Mount of Transfiguration Church in Opelika.
4. PLEDGE OF ALLEGIANCE
 1. Boy Scout Troop 354, Will Bennett and Taylor Brady.
5. READING OF MINUTES
 1. Minutes from the 8-06-19 city council meeting.
6. UNFINISHED BUSINESS
7. REMARKS BY THE MAYOR
 1. City financial statements for July 2019.
 2. July 2019 Building Permit Report.
 3. Recognize the new 20 Under 40 class for 2019 - 2020.
8. CITIZEN COMMUNICATIONS (Limit comments to five minutes or less)
9. REPORT OF DISBURSEMENTS
10. COMMITTEE REPORTS
11. GENERAL BUSINESS
 1. Request from Lee Co. Life Chain to use ROW on October 6th.
 2. Request from Main Street for On The Tracks event on Oct. 18th.
 3. Request for the 2019 Jean Dean Run to Read on October 20th.
12. AWARDING OF BIDS
 1. Uniform Purchases - OPS
 2. One (1) 2019 Ford F-350 Extended Cab & Chassis - OPS
13. RESOLUTIONS
 1. Expense reports from various departments.
 2. Agreement for professional grant writing services - Admin.
 3. Naming & accepting dedication of new street - Loyalty Loop.

4. Agreement with ESG, Amendment No. 6.
 5. Agreement authorizing ESG employees to use the Opelika CareHere Clinic.
 6. Authorize New Job Classification/Job Description for Building Service Worker - OPD.
 7. Reclassify Part-Time Code Compliance Officer To Full-Time - Purchasing/Revenue Dept.
 8. Reclassify Part-Time Admin. Clerk To Full-Time Admin. Assistant - HR.
 9. Authorize New Job Classification/Job Description for IT Network Administrator; Eliminate Job Classification of IT Associate - IT Dept.
 10. Authorize New Job Classification/Job Description for Youth Specialist - Library.
 11. Memorial resolution for Nancy Parker Boyd.
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14. ORDINANCES
 15. APPOINTMENTS
 16. ADJOURN
 1. Character Trait of the month - Commitment, a pledge or promise.

"In compliance with the Americans with Disabilities Act, the City of Opelika will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the ADA Coordinator 72 hours prior to the meeting at (334)705-2083."



City Council
204 South 7Th Street
Opelika, AL

ADOPTED

CM MINUTES (ID # 3612)

Meeting: 08/20/19 07:00 PM
Department: City Clerk
Category: CM Minutes
Prepared By: Robert Shuman
Initiator: Robert Shuman
Sponsors:

DOC ID: 3612

Minutes from the 8-06-19 city council meeting.



OPELIKA CITY COUNCIL

“ REGULAR MEETING MINUTES “

204 South 7th Street

August 6, 2019

TIME: 7:00 PM

1. Call to Order

President Smith called the council meeting to order at 7:00 pm and asked Mr. Shuman to call the roll.

2. Roll Call

Mr. Shuman called the roll and all city council members were present.

1. Patricia Jones, Tiffany Gibson-Pitts, Dozier Smith T, David Canon, Eddie Smith

3. Invocation

Mr. Percy Marks provided the invocation.

1. Mr. Percy Marks.

4. Pledge of Allegiance

Boy Scouts Chas Brewer and Cole Brady lead the Pledge of Allegiance. Price McWhorter was not able to attend.

1. Boy Scout Troop 354, Chas Brewer, Cole Brady and Price McWhorter.

5. Reading of Minutes

1. Minutes from the 7-16-19 city council meeting.

RESULT: APPROVED [UNANIMOUS]

MOVER: Tiffany Gibson-Pitts, Council Member

SECONDER: Dozier Smith T, Council Member

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

6. Unfinished Business

7. Remarks By the Mayor

Mayor Fuller thanked the National Night Out organizers and the City Council for attending this annual event.

Mayor Fuller passed out a letter to the City Council stating he has pardoned Natalie Spratling who was a victim of identity fraud.

Mayor Fuller nominated Margaret Mayfield and Mark Grantham for reappointment to the Historic Preservation Commission.

Mayor Fuller advised 1st Avenue downtown would be paved tomorrow and asked citizens to avoid this area if possible.

Mayor Fuller said there would be a Food Day event benefiting United Way on Friday, August 16th from 5-7 pm at Municipal Park.

1. Recognize youth in City's summer employment YES program.

Mayor Fuller with the assistance of Samantha Bullinger recognized the 18 youth who completed the City's first Summer Youth Employment (YES) program. Each youth was given a back pack and school supplies. The Mayor also gave each youth a City Challenge Coin.

8. Citizen Communications

(Limit comments to five minutes or less)

Mattie Clark asked the City to do something about the dilapidated trailers that are across the street from 706 Orchard Avenue. Ms. Clark also asked why there was so many stop signs near her home. Mayor Fuller said there had been complaints about speeders.

Erin Buchannon thanked Mayor Fuller and the City Council for the Summer Youth Employment Program. President Smith also thanked Mayor Fuller for bringing the idea to the City Council.

Maebell Maddox also thanked Mayor Fuller and the City Council for the Summer Youth Employment Program. It was a great benefit for her Grand Daughter. Ms. Maddox also asked the city to do something about the house across the street from 1110 Lake Street. It is dilapidated, with weeds to high and a breeding ground for snakes.

9. Report of Disbursements

10. Committee Reports

11. General Business

1. Street closure request by FBC on August 14th.

RESULT: APPROVED [UNANIMOUS]

MOVER: Patricia Jones, President Pro-Tem

SECONDER: Tiffany Gibson-Pitts, Council Member

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

2. Street closure request for United Way event on August 16th.

RESULT: APPROVED [UNANIMOUS]

MOVER: Dozier Smith T, Council Member

SECONDER: Patricia Jones, President Pro-Tem

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

3. B and B Bartending request a special events alcohol retail license.

RESULT: APPROVED [UNANIMOUS]

MOVER: Dozier Smith T, Council Member

SECONDER: David Canon, Council Member

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

4. 280 Marathon request a retail wine & beer off premise license.

RESULT: APPROVED [UNANIMOUS]

MOVER: David Canon, Council Member

SECONDER: Dozier Smith T, Council Member

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

5. Public Hearing, Weed Abatement Assessment - 411 S 4Th St.

Mr. Shuman presented the public hearing for a weed abatement assessment at 411 S. 4th Street in the amount of \$143.89. President Smith opened the public hearing and asked if there is anyone present that would like to speak for or against said assessment. No one came forward to speak. President Smith closed the public hearing.

6. Public Hearing, Weed Abatement Assessment - 504 S 4Th St

Mr. Shuman presented the public hearing for a weed abatement assessment at 504 S. 4th Street in the amount of \$513.34. President Smith opened the public hearing and asked if there is anyone present that would like to speak for or against said assessment. No one came forward to speak. President Smith closed the public hearing.

12. Awarding of Bids

1. Bids 208-19 Anand Street Improvements and Extension - ENG

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Dozier Smith T, Council Member

SECONDER: Patricia Jones, President Pro-Tem

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

13. Resolutions

1. Resolution 209-19 Expense reports from various departments.

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Tiffany Gibson-Pitts, Council Member

SECONDER: Patricia Jones, President Pro-Tem

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

2. Resolution 210-19 Designate City Personal Property as Surplus & Authorize Disposal

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Tiffany Gibson-Pitts, Council Member

SECONDER: Dozier Smith T, Council Member

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

3. Resolution 211-19 Purchase - Cameras for New PD - IT

RESULT: **APPROVED [UNANIMOUS]**

MOVER: David Canon, Council Member

SECONDER: Patricia Jones, President Pro-Tem

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

4. Resolution 212-19 Weed Abatement Assessment - 411 S 4Th St

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Dozier Smith T, Council Member

SECONDER: Tiffany Gibson-Pitts, Council Member

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

5. Resolution 213-19 Weed Abatement Assessment - 504 S 4Th St.

RESULT: **APPROVED [UNANIMOUS]**

MOVER: David Canon, Council Member

SECONDER: Patricia Jones, President Pro-Tem

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

6. Resolution 214-19 Refund of building permit fees.

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Patricia Jones, President Pro-Tem

SECONDER: Tiffany Gibson-Pitts, Council Member

AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

7. Resolution 215-19 CDBG PY2019 Action Plan.

Ms. Pitts asked how the 2019 Action Plan would be measured to determine if it was successful? Matt Mosley said the various areas would be looked at and how many families were assisted, as well as, the improvements in infrastructure. Ms. Pitts also asked if the City Council can be

involved when you start working on the new Five year plan. Matt said he would welcome City Council input.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tiffany Gibson-Pitts, Council Member
SECONDER: Patricia Jones, President Pro-Tem
AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

8. Resolution 216-19 Contract extension with Advance Disposal - solid waste.

RESULT: APPROVED [UNANIMOUS]
MOVER: David Canon, Council Member
SECONDER: Dozier Smith T, Council Member
AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

9. Resolution 217-19 Agreement, settlement of the David M. Forker charitable remainder Unitrust.

RESULT: APPROVED [UNANIMOUS]
MOVER: Dozier Smith T, Council Member
SECONDER: David Canon, Council Member
AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

10. Resolution 218-19 Waiver of Building & Construction Permit Fees for the Fuller Center for Housing.

Ms. Pitts asked if this housing was for anyone? President Smith said he thought it worked similar to the Habitat for Humanity program and that they would apply to the Fuller Center for consideration.

RESULT: APPROVED [UNANIMOUS]
MOVER: Dozier Smith T, Council Member
SECONDER: Patricia Jones, President Pro-Tem
AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

11. Resolution 219-19 Special appropriation to Opelika Learning Center.

RESULT: APPROVED [UNANIMOUS]
MOVER: Patricia Jones, President Pro-Tem
SECONDER: Tiffany Gibson-Pitts, Council Member
AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

12. Resolution 220-19 Authorize higher salary for Municipal Court Clerk.

RESULT: APPROVED [UNANIMOUS]
MOVER: David Canon, Council Member
SECONDER: Patricia Jones, President Pro-Tem
AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

14. Ordinances

1. Ordinance 018-19-ORD Amend Zoning Ord & Map: Rezone 47.3 Acres, 1300 Block Fox Run Parkway - 2nd Reading.

RESULT: SECOND READING AND APPROVED [UNANIMOUS]
MOVER: Dozier Smith T, Council Member
SECONDER: David Canon, Council Member
AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

15. Appointments

1. Reappoint Margaret Mayfield to the Historic Preservation Commission.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tiffany Gibson-Pitts, Council Member
SECONDER: David Canon, Council Member
AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

2. Reappoint Mark Grantham to the Historic Preservation Commission

RESULT: APPROVED [UNANIMOUS]
MOVER: David Canon, Council Member
SECONDER: Patricia Jones, President Pro-Tem
AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

16. Adjourn

President Smith reminded everyone about the Character Trait of the Month - Commitment, a pledge or promise.

President Smith advised the City Council that we are waiting to hear about a Federal grant to fund the work of the Crime and Violence Commission. President Smith said he would let the City Council members know when he hears something.

Mayor Fuller reminded everyone that the ribbon cutting for the new Pickleball Center at the Sportsplex is Saturday at 10am.

The City Council meeting minutes of August 6, 2019 are hereby adopted and approved this the ____ day of _____, 2019.

/s/

 President of City Council
 City of Opelika, Alabama

ATTEST:

/s/

 R. G. "Bob" Shuman, CMC

City Clerk - Treasurer

1. Character Trait of the Month - Commitment, a pledge or promise.
2. Motion to Adjourn.

The council meeting ended at 7:46pm.

RESULT: APPROVED [UNANIMOUS]
MOVER: Patricia Jones, President Pro-Tem
SECONDER: Tiffany Gibson-Pitts, Council Member
AYES: Jones, Gibson-Pitts, Smith T, Canon, Smith

Attachment: CM 8-20-19, minutes from the 8-06-19 CM. (3612 : Minutes from the 8-06-19 city council meeting.)



City Council
204 South 7Th Street
Opelika, AL

SCHEDULED

Meeting: 08/20/19 07:00 PM
Department: City Clerk
Category: City Financial Statements
Prepared By: Robert Shuman
Initiator: Robert Shuman
Sponsors:

MAYOR'S REMARKS (ID # 3625)

DOC ID: 3625

City financial statements for July 2019.

City of Opelika
 Combined Balance Sheet - All Funds and Account Groups
 July 31, 2019
**Thousands of dollars*

(6102) City of Opelika Financial Statements : (5296) 6102 City of Opelika Financial Statements : Attachment: 61-20-8 MC

PRELIMINARY

ASSETS										
Cash	\$	39,609	\$	12,038	\$	37	\$	1,316	\$	-
Certificates of deposit		21,987		5,000		-		-		-
Receivables:										
Accounts and unbilled service		-		-		-		283		-
Taxes		6,817		7,322		-		-		-
Licenses and fees		2,824		-		-		-		-
Assessments		128		-		-		-		-
Interest		(79)		-		-		3		-
Other		75		1,030		-		-		-
Due from other funds		472		-		-		11		82
Due from other governments		14		478		-		139		-
Inventories of supplies, at cost		99		-		-		-		-
Prepaid expenses		377		-		-		-		-
Investments		-		16		-		1,169		-
Investments with fiscal agent		-		-		403		-		-
Capital assets:										
Land		-		-		-		-		-
Buildings		-		-		-		-		-
Equipment		-		-		-		-		-
Utility systems		-		-		-		-		-
Infrastructure		-		-		-		-		-
Construction in progress		-		-		-		-		-
Total capital assets		-		-		-		-		-
Less: accumulated depreciation		-		-		-		-		-
Capital assets, net		-		-		-		-		-
Deposits		-		69		-		-		-
Amount to be provided for general long term debt		-		-		-		-		-
Total assets		72,323		25,953		440		1,738		1,183

City of Opelika
 Combined Balance Sheet - All Funds and Account Groups
 July 31, 2019
**Thousands of dollars*

(6102) June financial statements for City (525) 6102 June financial statements for City, '61-20-8 CM Attachment: 11

PRELIMINARY

Governmental Funds									
					Garden Hills				
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Cemetery Permanent Fund	Internal Service Funds	Enterprise Funds	General Capital Assets	General Long Term Debt
									Total
LIABILITIES									
Accounts payable	1,473	10	-	2	-	8	8,607	-	-
Interest payable	-	-	-	-	-	-	469	-	10,100
Accrued payroll and benefits, due within one year	1,116	(8)	-	-	-	-	405	-	469
Due to other funds	49	160	-	392	1	-	9,274	-	1,513
Due to other governments	1	90	-	-	-	-	4	-	9,876
Claims and judgements, due within one year	-	-	-	-	-	332	-	-	95
Bonds payable due within one year	-	-	-	-	-	-	1,980	-	332
Claims and judgements, due in more than one year	-	-	-	-	-	117	-	-	1,980
Bonds payable, due in more than one year	-	-	-	-	-	-	31,808	-	117
Net pension liability	-	-	-	-	-	-	8,891	-	85,973
Accrued payroll and benefits, due in more than one year	-	-	-	-	-	-	1,039	-	117,781
Customer deposits held	-	-	-	-	-	-	3,178	-	8,891
Total liabilities	2,639	252	-	394	1	457	65,655	-	1,039
									3,178
									85,973
									155,371
DEFERRED INFLOWS OF RESOURCES									
Net difference in earnings on retirement plan	-	-	-	-	-	-	295	-	295
Net change in OPEB assumptions	-	-	-	-	-	-	39	-	39
Unearned revenues	3,859	8,738	-	139	-	99	503	-	13,338
Total deferred inflows of resources	3,859	8,738	-	139	-	99	837	-	13,338
									13,672
FUND BALANCES									
Nonspendable	476	69	-	-	978	-	-	-	1,523
Restricted	201	3,214	440	1,096	-	291	2,459	-	7,701
Committed	18	-	-	-	-	-	-	-	18
Assigned	17,206	8,566	-	-	-	-	-	-	25,772
Unassigned	35,614	5,284	-	1	204	-	-	-	41,103
Invested in capital assets, net of related debt	-	-	-	-	-	-	43,289	146,217	189,506
Unrestricted	-	-	-	-	-	2,578	27,859	-	30,437
Encumbrances	12,310	(170)	-	108	-	37	95	-	12,380
Total fund balances	\$ 65,825	\$ 16,963	\$ 440	\$ 1,205	\$ 1,182	\$ 2,906	\$ 73,702	\$ 146,217	\$ 308,440

City of Opelika

Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - All Governmental Funds and Account Groups

FYTD July 31, 2019

*Thousands of dollars

	Governmental Funds					Total
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Garden Hills Cemetery Permanent Fund	
REVENUES:						
Taxes	\$ 32,642	\$ 7,722	\$ -	\$ -	\$ -	\$ 40,364
Special assessments	-	-	-	-	-	-
Licenses and permits	16,323	343	-	-	-	16,666
Intergovernmental	445	1,612	-	114	-	2,171
Charges for services	1,769	-	-	-	-	1,769
Fines and forfeits	356	-	-	-	-	356
Grants	31	-	-	-	-	31
Contributions	95	28	-	-	-	123
Investment income	511	214	1	16	31	773
Miscellaneous	294	-	-	-	-	294
Total revenues	52,466	9,919	1	130	31	62,547
EXPENDITURES:						
General government	5,898	212	-	-	5	6,115
Public safety	13,687	471	-	-	-	14,158
Public works	4,348	7	-	-	-	4,355
Health	319	-	-	-	-	319
Education	3,105	6,500	-	-	-	9,605
Welfare	109	-	-	-	-	109
Culture and recreation	5,109	-	-	-	-	5,109
Economic development	1,722	286	-	-	-	2,008
Capital outlay	13,526	44	-	(32)	-	13,538
Debt service:						
Principal retirement	604	-	3,030	-	-	3,634
Interest and fees	32	-	2,711	-	-	2,743
Total expenditures	48,459	7,520	5,741	(32)	5	61,693
Excess of revenues over/(under) expenditures	4,007	2,399	(5,740)	162	26	854
Other financing sources/(uses):						
Proceeds from debt issuance	-	-	-	-	-	-
Proceeds used to refund bonds	-	-	-	-	-	-
Sale of capital assets	34	-	-	-	-	34
Transfers from other funds	2,520	3,441	6,143	274	27	12,405
Transfers to other funds	(7,388)	(2,068)	-	(431)	(15)	(9,902)
Total other financing sources/(uses)	(4,834)	1,373	6,143	(157)	12	2,537
Net change in fund balances	(827)	3,772	403	5	38	3,391
Fund balances, beginning of the year	66,652	13,191	37	1,200	1,144	82,224
Fund balances, end of period	\$ 65,825	\$ 16,963	\$ 440	\$ 1,205	\$ 1,182	\$ 85,615

Attachment: CM 8-20-19, City financial statements July 2019. (3625 : City financial statements for July 2019.)

City of Opelika
 Combined Balance Sheet
 Proprietary and Fiduciary Funds
 July 31, 2019
**Thousands of dollars*

	Electric FYTD	Telecom FYTD	Sewer FYTD	Solid Waste FYTD	Workmen's Comp. FYTD	Health Insurance FYTD	Total
ASSETS							
Current assets:							
Cash	\$ 22,939	\$ 2	\$ 10,239	\$ 1,802	\$ 3,071	\$ 283	\$ 38,336
Certificates of deposit	8,508	-	-	-	-	-	8,508
Receivables and prepaid expenses	4,662	(1,312)	321	271	-	7	3,949
Due from other funds and governments	9,274	-	1,038	-	-	82	10,394
Inventory	1,459	-	-	-	-	-	1,459
Total current assets	46,842	(1,310)	11,598	2,073	3,071	372	62,646
Restricted assets:							
Cash and investments with fiscal agent	1,266	1,192	1	-	-	-	2,459
Total restricted assets	1,266	1,192	1	-	-	-	2,459
Net capital assets	42,871	-	29,392	2,234	-	-	74,497
Other assets:							
Deposits	-	-	2	-	19	-	21
Total other assets	-	-	2	-	19	-	21
Total assets	90,979	(118)	40,993	4,307	3,090	372	139,623
DEFERRED OUTFLOWS OF RESOURCES							
Retirement contributions	864	241	-	337	-	-	1,442
Difference on projected OPEB earnings	6	2	-	2	-	-	10
Bond refunding costs	2,487	-	93	-	-	-	2,580
Total deferred outflows of resources	3,357	243	93	339	-	-	4,032
Total assets and deferred outflows of resources	\$ 94,336	\$ 125	\$ 41,086	\$ 4,646	\$ 3,090	\$ 372	\$ 143,655
LIABILITIES							
Current liabilities:							
Accounts and other payables	\$ 9,308	\$ 64	\$ 32	\$ 81	\$ 52	\$ 288	\$ 9,825
Due to electric fund	-	9,274	-	-	-	-	9,274
Due to other funds	-	-	-	-	-	-	-
Bonds payable within one year	1,325	-	655	-	-	-	1,980
Unearned revenue	503	-	-	-	-	99	602
Total current liabilities	11,136	9,338	687	81	52	387	21,681
Noncurrent liabilities:							
Claims and employee benefits due in more than one year	632	164	-	242	117	-	1,155
Bonds payable, in more than one year, net	27,090	-	4,718	-	-	-	31,808
Net pension liability	5,529	1,460	-	1,902	-	-	8,891
Customer deposits held	3,011	1	-	165	-	-	3,177
Total noncurrent liabilities	36,262	1,625	4,718	2,309	117	-	45,031
Total liabilities	47,398	10,963	5,405	2,390	169	387	66,712
DEFERRED INFLOWS OF RESOURCES							
Difference on earnings on OPEB investments	23	8	-	9	-	-	40
Difference on earnings on plan investments	158	73	-	64	-	-	295
Total deferred inflows of resources	181	81	-	73	-	-	335
NET POSITION							
Invested in capital assets, net of related debt	16,943	-	24,112	2,234	-	-	43,289
Restricted	1,266	1,192	1	-	209	82	2,750
Unrestricted	27,260	(10,346)	10,984	(39)	2,712	(134)	30,437
Encumbrances	1,288	(1,765)	584	(12)	-	37	132
Total net position	46,757	(10,919)	35,681	2,183	2,921	(15)	76,608
Total liabilities, deferred inflows, and net position	\$ 94,336	\$ 125	\$ 41,086	\$ 4,646	\$ 3,090	\$ 372	\$ 143,655

Attachment: CM 8-20-19, City financial statements July 2019. (3625 : City financial statements for July 2019.)

City of Opelika

Combined Summary Statement of Revenues, Expenses, and Changes in Net Position

Proprietary and Fiduciary Funds

FYTD July 31, 2019

*Thousands of dollars

	Electric 2019 FYTD	Telecom 2019 FYTD	Sewer 2019 FYTD	Solid Waste 2019 FYTD	Workmen's Comp. 2019 FYTD	Health Insurance 2019 FYTD	Total
Operating Revenues							
Charges for services	\$ 33,678	\$ 603	\$ 4,007	\$ 2,825	\$ 354	\$ 3,389	\$ 44,856
Operating Expenses							
Purchases	22,323	246	-	348	-	-	22,917
Depreciation	2,395	137	884	272	-	-	3,688
Personnel services	2,752	146	2	1,148	-	-	4,048
Other	1,938	1,293	1,625	567	146	3,352	8,921
Total operating expenses	29,408	1,822	2,511	2,335	146	3,352	39,574
Operating income/(loss)	4,270	(1,219)	1,496	490	208	37	5,282
Nonoperating Revenues/(Expenses)							
Gain/(Loss) on sale of capital assets	28	4,969	-	(16)	-	-	4,981
Fiber optic line leases	25	-	-	-	-	-	25
Investment income	572	28	100	16	38	-	754
Grant income	-	-	74	137	-	-	211
Pole rental	222	-	-	-	-	-	222
Miscellaneous revenues	594	9	10	10	-	-	623
Interest expense and charges	(1,223)	(294)	(209)	-	-	-	(1,726)
Total nonoperating revenues/(expenses)	218	4,712	(25)	147	38	-	5,090
Other Revenues and Transfers In/(Out):							
Capital contributions	785	-	4,075	-	-	-	4,860
Transfers from other funds	-	-	-	166	-	-	166
Transfers to other funds	(2,500)	-	-	(167)	-	-	(2,667)
Total other revenues/(expenses)	(1,715)	-	4,075	(1)	-	-	2,359
Net Income/(loss)	2,773	3,493	5,546	636	246	37	12,731
Net position, beginning of year	43,984	(14,412)	30,135	1,547	2,675	(52)	63,877
Net position before encumbrances	46,757	(10,919)	35,681	2,183	2,921	(15)	76,608
Encumbrances	1,288	(1,765)	584	(12)	-	-	95
Net position, end of period	\$ 45,469	\$ (9,154)	\$ 35,097	\$ 2,195	\$ 2,921	\$ (15)	\$ 76,513
Additional Information:							
Cash position at July 31, 2019	\$ 22,939	\$ 2	\$ 10,239	\$ 1,802	\$ 3,071	\$ 283	\$ 38,336
Cash position at July 31, 2018	17,127	1,034	8,998	1,463	2,835	353	31,810
Change in cash	\$ 5,812	\$ (1,032)	\$ 1,241	\$ 339	\$ 236	\$ (70)	\$ 6,526

Attachment: CM 8-20-19, City financial statements July 2019. (3625 : City financial statements for July 2019.)

City of Opelika
 General Fund Revenue and Expenditure Summary
 Comparison of Actual and Budget to Prior Year
 FYTD July 2019
**Thousands of dollars*

	YTD Actual			Budget to Actual		
	2018	2019	Variance	2019 Budget	2019 Actual	Variance
Revenues:						
Taxes	\$ 31,134	\$ 32,641	\$ 1,507	\$ 30,497	\$ 32,641	\$ 2,144
Licenses and permits	15,732	16,323	591	14,160	16,323	2,163
Intergovernmental	348	444	96	567	444	(123)
Charges for services	1,521	1,770	249	1,571	1,770	199
Fines and forfeits	578	356	(222)	332	356	24
Grants	28	31	3	-	31	31
Contributions	106	95	(11)	230	95	(135)
Investment income	411	511	100	374	511	137
Miscellaneous	513	296	(217)	418	296	(122)
Total revenues	50,371	52,467	2,096	48,149	52,467	4,318
Expenditures:						
General government	5,322	5,898	576	6,857	5,898	959
Public safety	11,899	13,686	1,787	15,029	13,686	1,343
Public works	3,420	4,348	928	5,109	4,348	761
Culture and recreation	4,959	5,109	150	6,008	5,109	899
Economic development	1,470	1,722	252	2,326	1,722	604
Health	257	319	62	340	319	21
Education	2,506	3,105	599	2,815	3,105	(290)
Welfare	97	109	12	114	109	5
Capital outlay	4,172	13,526	9,354	27,638	13,526	14,112
Debt service	633	636	3	594	636	(42)
Total expenditures	34,735	48,458	13,723	66,830	48,458	18,372
Other financing sources/(uses)						
Sale of capital assets	186	34	(152)	42	34	8
Transfers in	2,513	2,520	7	5,410	2,520	2,890
Transfer out	(7,145)	(7,388)	(243)	(9,344)	(7,388)	(1,956)
Total other financing sources/(uses)	(4,446)	(4,834)	(388)	(3,892)	(4,834)	942
Net change in fund balance	11,190	(825)	(12,015)	(22,573)	(825)	21,748
Fund balance, beginning of year	59,375	66,652	7,277	59,375	66,652	(7,277)
Fund balance, year to date	\$ 70,565	\$ 65,827	\$ (4,738)	\$ 36,802	\$ 65,827	\$ 29,025
Less:						
Nonspendable	98	99	1	-	42	(42)
Restricted	73	206	133	-	206	(206)
Committed	16	20	4	-	20	(20)
Assigned	9,549	17,206	7,657	-	17,206	(17,206)
Encumbrances	7,293	12,310	5,017	-	12,310	(12,310)
	17,029	29,841	12,812	-	29,784	(29,784)
Unassigned fund balance	53,536	35,986	(17,550)	36,802	36,043	58,809
20% budgeted revenues	9,629	9,629		9,630	9,630	
Available unassigned fund balance	\$ 43,907	\$ 26,357		\$ 27,172	\$ 26,413	

Attachment: CM 8-20-19, City financial statements July 2019. (3625 : City financial statements for July 2019.)

City of Opelika
General Fund Revenues
Comparison of Actual and Budget to Prior Year
FYTD July 2019
*Thousands of dollars

	YTD Actual			Budget to Actual		
	2018	2019	Variance	2019 Budget	2019 Actual	Variance
Taxes:						
Sales	\$ 26,417	\$ 27,297	\$ 880	\$ 26,311	\$ 27,297	\$ 986
Property:						
Property	3,485	3,994	509	2,963	3,994	1,031
Payments in lieu of taxes	6	6	-	5	6	1
Total property taxes	3,491	4,000	509	2,968	4,000	1,032
Other						
Gasoline	679	686	7	676	686	10
Cigarette	64	51	(13)	63	51	(12)
Wine and liquor	22	23	1	22	23	1
Rental	460	584	124	457	584	127
Total other taxes	1,225	1,344	119	1,218	1,344	126
Total taxes	31,133	32,641	1,508	30,497	32,641	2,144
Licenses and permits:						
Occupational license	10,745	11,226	481	9,628	11,226	1,598
Business:						
General	2,838	2,944	106	2,407	2,944	537
Lodging	721	799	78	623	799	176
Franchise fee	446	375	(71)	441	375	(66)
Miscellaneous	255	292	37	291	292	1
Total business	4,260	4,410	150	3,762	4,410	648
Telecommunications permits and fees	20	19	(1)	14	19	5
Permits and inspections	698	659	(39)	747	659	(88)
Other	9	9	-	10	9	(1)
Total licenses and permits	15,732	16,323	591	14,161	16,323	2,162
Intergovernmental:						
Shared county motor vehicle	119	111	(8)	100	111	11
Shared state:						
Bank excise tax	-	-	-	165	-	(165)
Business privilege tax	-	-	-	61	-	(61)
Liquor tax profits	133	121	(12)	131	121	(10)
State asset forfeiture	11	1	(10)	32	1	(31)
Total shared state	144	122	(22)	389	122	(267)
Shared federal asset forfeiture	-	136	136	20	136	116
Other	85	75	(10)	58	75	17
Total intergovernmental	348	444	106	567	444	(123)
Charges for services:						
General government - other	18	20	2	17	20	3
Public Safety:						
Fire training	5	3	(2)	7	3	(4)
City schools	12	150	138	10	150	140
Auburn University	27	2	(25)	-	2	2
EAMC	110	128	18	125	128	3
Other	7	10	3	11	10	(1)
Health - Graves and monuments	122	138	16	123	138	15
Public Works - Paving and plan review fees	72	82	10	90	82	(8)
Culture and Rec - Entry and concession fees	1,147	1,237	90	1,188	1,237	49
Total charges for services	1,520	1,770	250	1,571	1,770	199
Fines and forfeits:						
Municipal Court	320	314	(6)	297	314	17
Red light violations	218	-	(218)	-	-	-
Other	40	42	2	35	42	7
Total fines and forfeits	578	356	(222)	332	356	24
Grant income	28	31	3	-	31	31
Contributions: Mobile Clinic	60	28	(32)	88	28	(60)
Contributions: Other	44	67	23	230	67	(163)
Investment income	411	511	100	374	511	137
Miscellaneous	513	296	(217)	418	296	(122)
Total revenues	50,367	52,467	2,110	48,238	52,467	4,229
Other financing sources						
Proceeds of general obligation debt	-	-	-	-	-	-
Operating transfers from Electric fund	2,498	2,500	2	2,490	2,500	10
Other transfers	16	20	4	2,920	20	(2,900)
Sale of capital assets	186	34	(152)	42	34	(8)
Total other financing sources	2,700	2,554	(146)	5,452	2,554	(2,898)
Total revenue and other financing sources	\$ 53,067	\$ 55,021	\$ 1,954	\$ 53,690	\$ 55,021	\$ 1,331

Attachment: CM 8-20-19, City financial statements July 2019. (3625 : City financial statements for July 2019.)

City of Opelika
General Fund Expenditures
Comparison of Actual and Budget to Prior Year
FYTD July 2019
**Thousands of dollars*

	YTD Actual			Budget to Actual		
	2018	2019	Variance	2019 Budget	2019 Actual	Variance
General government:						
Legislative	\$ 290	\$ 293	\$ 3	\$ 367	\$ 293	\$ 74
Executive	216	198	(18)	499	198	301
Legal	290	400	110	382	400	(18)
Administration	512	382	(130)	635	382	253
Accounting	348	435	87	434	435	(1)
Human resources	343	301	(42)	336	301	35
Information technology	1,648	1,947	299	2,120	1,947	173
Revenue	300	345	45	349	345	4
Municipal court	348	319	(29)	316	319	(3)
Purchasing	174	222	48	223	222	1
Community development	125	177	52	219	177	42
Planning	275	356	81	408	356	52
Other - nondepartmental	452	523	71	569	523	46
Total general government	5,321	5,898	577	6,857	5,898	959
Public safety:						
Police	7,018	8,290	1,272	9,355	8,290	1,065
Probation	99	118	19	128	118	10
Fire	4,509	5,007	498	5,245	5,007	238
Other - nondepartmental	273	271	(2)	300	271	29
Total public safety	11,899	13,686	1,787	15,028	13,686	1,342
Public works:						
Streets	1,007	1,123	116	1,166	1,123	43
Engineering	399	526	127	755	526	229
Administration	375	417	42	443	417	26
Cemetery	169	183	14	183	183	-
Auto shop	306	439	133	550	439	111
Building maintenance	333	449	116	604	449	155
Inspection	349	420	71	570	420	150
Grounds maintenance	481	791	310	839	791	48
Total public works	3,419	4,348	929	5,110	4,348	762
Culture and recreation:						
Parks and recreation	4,179	4,246	67	4,974	4,246	728
Library	690	771	81	950	771	179
Other - nondepartmental	91	92	1	83	92	(9)
Total culture and recreation	4,960	5,109	149	6,007	5,109	898
Economic development:						
Development	236	307	71	467	307	160
Other - nondepartmental	1,234	1,415	181	1,859	1,415	444
Total economic development	1,470	1,722	252	2,326	1,722	604
Health:						
Animal control	53	63	10	67	63	4
Mobile Clinic	-	-	-	-	-	-
Other	204	256	52	274	256	18
Total health	257	319	62	341	319	22
Education	2,506	3,105	599	2,815	3,105	(290)
Welfare	97	109	12	114	109	5
Capital outlay	4,172	13,526	9,354	27,638	13,526	14,112
Debt service						
Principal retirement	574	604	30	565	604	(39)
Interest and charges	59	32	(27)	30	32	(2)
Total debt service	633	636	3	595	636	(41)
Total expenditures	34,734	48,458	13,724	66,831	48,458	18,373
Other financing uses						
Transfers out:						
Transfers to PR/Jail construction fund	2,670	2,780	110	2,490	2,780	(290)
Transfers to other funds	4,475	4,608	133	6,854	4,608	2,246
Total transfers out	7,145	7,388	243	9,344	7,388	1,956
Total expenditures and other financing uses	\$ 41,879	\$ 55,846	\$ 13,967	\$ 76,175	\$ 55,846	\$ 20,329

Attachment: CM 8-20-19, City financial statements July 2019. (3625 : City financial statements for July 2019.)

City of Opelika
 Capital Outlay
 Comparison of Actual and Budget to Prior Year
 FYTD July 2019
 *Thousands of dollars

	FYTD Actual			Budget to Actual		
	2018	2019	Variance	Budget	Actual	Variance
GENERAL FUND						
General Government:						
Legislative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Executive	54	-	(54)	-	-	-
Legal	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Accounting	-	-	-	1,372	-	1,372
Human Resources	-	-	-	-	-	-
Information Technology	203	546	343	727	546	181
Revenue	-	-	-	-	-	-
Municipal Court	-	-	-	-	-	-
Purchasing	-	-	-	-	-	-
Community Development	-	-	-	-	-	-
Planning	-	-	-	-	-	-
Health	-	101	101	202	101	101
Other	50	-	(50)	-	-	-
Total general government	307	647	289	2,099	647	1,553
Public Safety:						
Police	891	10,505	9,614	17,035	10,505	6,530
Probation	-	-	-	-	-	-
Fire	1,287	33	(1,254)	319	33	286
Total public safety	2,178	10,538	8,360	17,354	10,538	6,816
Public Works:						
Streets	1,154	1,033	(121)	2,539	1,033	1,506
Engineering	209	557	348	4,245	557	3,688
Administration	229	137	(92)	370	137	233
Cemetery	-	-	-	-	-	-
Auto Shop	-	-	-	-	-	-
Building Maintenance	-	-	-	-	-	-
Inspection	-	-	-	-	-	-
Grounds Maintenance	-	-	-	-	-	-
Total public works	1,592	1,727	135	7,154	1,727	5,427
Culture and Recreation:						
Parks and Recreation	42	549	507	745	549	196
Library	54	14	(40)	15	14	1
Total culture and recreation	96	563	467	760	563	197
Total General Fund capital outlay expenditures	<u>\$ 4,173</u>	<u>\$ 13,526</u>	<u>\$ 9,353</u>	<u>\$ 27,367</u>	<u>\$ 13,526</u>	<u>\$ 13,841</u>
PROPRIETARY FUNDS						
Electric	1,419	2,204	785	7,821	2,204	5,617
Telecommunications	463	38	(425)	2,886	38	2,848
Sewer	19	4,565	4,546	2,137	4,565	(2,428)
Solid Waste	654	562	(92)	604	562	42
Total Proprietary funds	2,555	7,369	4,814	13,448	7,369	6,079
OTHER GOVERNMENTAL FUNDS						
Municipal Complexes fund - Municipal Court	-	-	-	83	-	83
4 & 5 Cent Gas Tax fund - Street Resurfacing	-	-	-	63	-	63
2011 Road Construction - Streets - Fred. Rd.	1,729	(112)	(1,841)	594	(112)	706
2011 Road Construction - Street paving	-	-	-	-	-	-
2011 Road Construction - Other	914	71	(843)	804	71	733
Capital Improvement funds - Other	192	20	(172)	113	20	93
Industrial Road Grant funds - Other	16	7	(9)	32	7	25
Industrial Road Grant funds - Engineering	496	2	(494)	27	2	25
Total Other Governmental funds	3,347	(12)	(3,359)	1,716	(12)	1,728
Total City of Opelika Capital Outlay	<u>\$ 10,075</u>	<u>\$ 20,883</u>	<u>\$ 10,808</u>	<u>\$ 42,531</u>	<u>\$ 20,883</u>	<u>\$ 21,648</u>

Attachment: CM 8-20-19, City financial statements July 2019. (3625 : City financial statements for July 2019.)



City Council
204 South 7Th Street
Opelika, AL

SCHEDULED

Meeting: 08/20/19 07:00 PM
Department: Building Inspection
Category: Building Permit Report.
Prepared By: Tina Mnor
Initiator: Jeff Kappelman
Sponsors:

MAYOR'S REMARKS (ID # 3617)

DOC ID: 3617

July 2019 Building Permit Report.



BUILDING INSPECTIONS

700 Fox Trail
Opelika, AL 36801
(p) 334-705-5420
(f) 334-705-5159
www.opelika-al.gov

Monthly Permits For July, 2019

Work & Repair On Buildings:

Building Repairs	Commercial	Residential
Buildings Condemned	1	4
Buildings Demolished	0	0
Building Repairs	8	7
Plumbing Upgrades	0	3
Electrical Upgrades	1	11
Mechanical Upgrades	4	3
Reroofs And Roof Repairs	3	1
Mobile Home Services	0	4
Building Additions/Accessory Structures	0	5

Monthly Totals For July 2010-2019

2010	\$15,454,374.00
2011	\$2,746,405.00
2012	\$2,019,998.00
2013	\$9,059,891.00
2014	\$4,340,584.00
2015	\$12,019,990.00
2016	\$13,921,378.00
2017	\$10,392,839.00
2018	\$7,366,371.18
2019	\$26,889,523.59

Total Permits Issued:

1	New Buildings: Commercial	\$11,035,339.00
15	Commercial Renovations And Repairs	\$6,184,555.00
8	Signs	\$139,933.19
36	New Single Family Homes	\$9,315,997.40
9	Residential Repairs And Renovations	\$213,699.00
	New Apartment Units	
	New Duplex Residences	
	Total Building Permits Issued	

69

Total Permits Issued For July, 2019

\$26,889,523.59

TAKEN FROM THE RECORDS OF THE
BUILDING INSPECTOR


Jeff Kappelman
Chief Building Inspector





BUILDING INSPECTIONS

700 Fox Trail
Opelika, AL 36801
(p) 334-705-5420
(f) 334-705-5159
www.opelika-al.gov

Fiscal Year To Date Report - 2019

Building Repairs	Commercial	Residential
Buildings Condemned	1	4
Buildings Demolished	0	1
Building Repairs	68	140
Plumbing Upgrades	22	98
Electrical Upgrades	53	168
Mechanical Upgrades	38	111
Reroofs And Roof Repairs	18	51
Mobile Home Services	0	34
Building Additions/Accessory Structures	7	63

Yearly Totals For Oct. 1st - Sept. 30th	
2010	\$96,662,342.00
2011	\$45,352,237.00
2012	\$178,221,004.00
2013	\$61,881,917.00
2014	\$79,409,560.00
2015	\$192,080,600.00
2016	\$127,079,852.00
2017	\$166,673,506.00
2018	\$111,654,002.74

Total Permits Issued:

20	New Buildings: Commercial	\$17,994,688.60
55	Commercial Renovations And Repairs	\$15,541,820.33
37	Signs	\$878,181.44
230	New Single Family Homes	\$57,253,351.00
157	Residential Repairs And Renovations	\$3,637,600.30
0	New Apartment Units	\$0.00
15	New Duplex Residences	\$1,824,848.00
0	Total Building Permits Issued	\$0.00

514

Permit Total Issued for FY 2019

\$96,721,489.67

JEFF KAPPELMAN
Chief Building Inspector



City of Opelika Building Inspections Department
July 2019 Monthly Building Permit Detail Report

Issue Date	Main Address	Company	Work Class	Valuation
7/1/2019	909 INDIA RD	Brian Brown	Accessory Buildings	\$1,200.00
7/3/2019	1505 BRANCH ST	A&E HOLDINGS LLC	Alteration	\$2,154.00
7/8/2019	2211 GREENE WAY	Jackie Thomas	Accessory Buildings	\$15,000.00
7/9/2019	600 S 8TH ST	CHRIS CARMACK CONSTRUCTION	Addition	\$1,200.00
7/10/2019	1312 SPRING DR	LEE COUNTY YOUTH DVLPMT CTR	Alteration	\$10,000.00
7/10/2019	20 VETERANS PKWY CELL	FIBER OPTIC CONCEPTS & LIGHTING LLC	Communication Towers	\$17,508.00
7/10/2019	5 N 17TH ST	CHARMEL CONSTRUCTION CO	Alteration	\$13,800.00
7/10/2019	3304 HEATHERBROOK DR	John Williams	Accessory Buildings	\$5,133.00
7/12/2019	760 OWENS WAY	STONE MARTIN BUILDERS	New Single Family Detached	\$301,708.90
7/12/2019	1956 CALCUTTA CIR	MOORES CONSTRUCTION	New Single Family Detached	\$280,235.00
7/12/2019	630 TOWNE LAKE PKWY	STONE MARTIN BUILDERS	New Single Family Detached	\$268,418.40
7/12/2019	805 MORNING GLORY DR	STONE MARTIN BUILDERS	New Single Family Detached	\$301,740.00
7/12/2019	2690 ENTERPRISE DR	EFFECTIVE SIGNS LLC	Signs	\$1,959.63
7/12/2019	802 MORNING GLORY DR	STONE MARTIN BUILDERS	Swimming Pool	\$195,000.00
7/12/2019	801 MORNING GLORY DR	STONE MARTIN BUILDERS	New Single Family Detached	\$314,989.30
7/12/2019	2009 PEPPERELL PKWY	Effective Signs LLC	Signs	\$12,000.00
7/15/2019	730 N 10TH ST	Daniel Kingsbury	Alteration	\$5,573.00
7/15/2019	2733 SPRING LAKES XING	CLAYTON PROPERTIES GROUP INC	New Single Family Detached	\$173,362.00
7/16/2019	2106 GREENE WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$266,524.00
7/16/2019	3000 PEPPERELL PKWY 16	ELECTRICAL ADDITIONS	Alteration	\$9,800.00
7/16/2019	3000 PEPPERELL PKWY 16	ELECTRICAL ADDITIONS	Alteration	\$32,600.00
7/16/2019	3065 WAVERLY PKWY	Victor Delacruz	Accessory Buildings	\$2,000.00
7/16/2019	1401 DOUGLAS ST	PREFERRED CONTRACTOR	Roofs	\$4,939.00
7/17/2019	100 N 17TH PL	Shannon Wiggins	Alteration	\$35,000.00
7/17/2019	501 2ND AVE 2	DANIEL SIGNS INC	Signs	\$12,613.56
7/17/2019	1113 GWYNNE'S WAY	SUN POOL COMPANY	Swimming Pool	\$27,000.00
7/17/2019	2900 WAVERLY PKWY	MCCOY FIRE & SAFETY INC	Fire Alarm	\$7,200.00
7/18/2019	3442 LAKESHORE DR DR	TOLAND CONSTRUCTION LLC	New Single Family Detached	\$245,359.00

7/18/2019	3696 QUAIL TRCE	CONNER BROTHERS CONSTRUCTION	New Single Family Detached	\$221,993.00
7/19/2019	2000 PEPPERELL PKWY	BAILEY HARRIS CONST CO	Alteration	\$1,616,219.00
7/19/2019	2000 PEPPERELL PKWY	BAILEY HARRIS CONST CO	Alteration	\$344,816.00
7/22/2019	1340 SPRING LAKES XING	MATHEWS DEVELOPMENT CO LLC	New Single Family Detached	\$195,698.00
7/22/2019	122 PLUM AVE	Emily Key	Alteration	\$18,000.00
7/22/2019	108 HAMER PL	Emily Key	Alteration	\$12,000.00
7/22/2019	2090 ANDREWS RD	Camellia Custome Homes LLC	New Single Family Detached	\$290,000.00
7/22/2019	951 TOWNE LAKE PKWY	BACKYARD EXPERIENCE, THE	Swimming Pool	\$33,000.00
7/22/2019	1310 SPRING LAKES XING	MATHEWS DEVELOPMENT CO LLC	New Single Family Detached	\$304,242.00
7/22/2019	124 PLUM AVE	Emily Key	Alteration	\$32,000.00
7/23/2019	2950 PEPPERELL PKWY	FREY-MOSS STRUCTURES INC	Signs	\$33,710.00
7/23/2019	13 N 8TH ST	L.E. SCHWARTZ & SON INC	Roofs	\$91,280.00
7/23/2019	2604 3RD AVE	SCF BUILDING A&O LLC	Accessory Buildings	\$4,900.00
7/24/2019	3183 EAGLE TRL	CONNER BROTHERS CONSTRUCTION	New Single Family Detached	\$162,475.00
7/24/2019	2773 SPRING LAKES XING	CLAYTON PROPERTIES GROUP INC	New Single Family Detached	\$224,559.00
7/24/2019	706 N RAILROAD AVE	SOUTHERN ROOFING COMPANY	Roofs	\$49,900.00
7/24/2019	3000 CAPPS WAY	SIGNS INC	Signs	\$18,000.00
7/25/2019	2601 VILLAGE PROFESSIONAL DR	BAILEY HARRIS CONST CO	New	\$11,035,339.00
7/25/2019	781 TOWNE LAKE PKWY	STONE MARTIN BUILDERS	New Single Family Detached	\$228,806.90
7/25/2019	822 MORNING GLORY DR	STONE MARTIN BUILDERS	New Single Family Detached	\$334,142.30
7/26/2019	1947 BOXWOOD WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$282,040.00
7/26/2019	1938 BOXWOOD WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$223,754.00
7/26/2019	1931 BOXWOOD WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$269,009.00
7/26/2019	1934 BOXWOOD WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$266,944.00
7/26/2019	2311 GATEWAY DR MTR 1	WHATLEY CONSTRUCTION LLC	Alteration	\$2,127,700.00
7/26/2019	1963 BOXWOOD WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$237,162.00
7/26/2019	1954 BOXWOOD WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$242,925.00
7/26/2019	1928 BOXWOOD WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$291,478.00
7/26/2019	215 S 9TH ST	WHATLEY CONSTRUCTION LLC	Alteration	\$1,606,712.00
7/26/2019	1946 BOXWOOD WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$269,174.00
7/26/2019	1939 BOXWOOD WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$246,300.00
7/26/2019	1955 BOXWOOD WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$266,524.00

7/26/2019	1962 BOXWOOD WAY	EDGAR HUGHSTON BUILDER INC	New Single Family Detached	\$263,812.00
7/29/2019	811 FOX RUN PKWY	PRO SIGNS INC	Signs	\$29,650.00
7/29/2019	2019 PEPPERELL PKWY	RIVER SIGNS LLC	Signs	\$30,000.00
7/29/2019	802 MORNING GLORY DR	HERRING ENTERPRISES LLC	Swimming Pool	\$60,000.00
7/29/2019	121 N 20TH ST 20B	CROSS COUNTRY ROOFING INC	Roofs	\$9,620.00
7/30/2019	725 TOWNE LAKE PKWY	STONE MARTIN BUILDERS	New Single Family Detached	\$302,320.20
7/30/2019	669 TOWNE LAKE PKWY	STONE MARTIN BUILDERS	New Single Family Detached	\$260,672.00
7/30/2019	1067 ODEN CT	STONE MARTIN BUILDERS	New Single Family Detached	\$212,589.80
7/30/2019	1009 HAMPSTEAD LN	STONE MARTIN BUILDERS	New Single Family Detached	\$212,589.80
7/30/2019	1007 ODEN CT	STONE MARTIN BUILDERS	New Single Family Detached	\$186,648.40
7/30/2019	641 TOWNE LAKE PKWY	STONE MARTIN BUILDERS	New Single Family Detached	\$268,418.40
7/31/2019	1032 S RAILROAD AVE	ADS SECURITY LP	Fire Alarm	\$5,000.00
7/31/2019	107 LANCELOT LN	LOWDER NEW HOMES INC	New Single Family Detached	\$306,360.00
7/31/2019	2101 GARETH ST	LOWDER NEW HOMES INC	New Single Family Detached	\$325,298.00
7/31/2019	101 LANCELOT LN	LOWDER NEW HOMES INC	New Single Family Detached	\$267,726.00
7/31/2019	2580 PEPPERELL PKWY	SIGN SOURCE	Signs	\$2,000.00
7/31/2019	1401 LIVE OAK CIR	Shane Childs	Decks	\$2,000.00
				\$26,889,523.59

Chief Building Official, Jeff Kappelman



City Council
204 South 7Th Street
Opelika, AL

ADOPTED

GENERAL BUSINESS (ID # 3610)

Meeting: 08/20/19 07:00 PM
Department: City Clerk
Category: Request / Temp Street Closure
Prepared By: Robert Shuman
Initiator: Robert Shuman
Sponsors:
DOC ID: 3610

Request from Lee Co. Life Chain to use ROW on October 6th.

Shuman, Robert

From: Angela <alotthambys@charter.net>
Sent: Saturday, August 3, 2019 8:30 AM
To: Shuman, Robert
Subject: Request ROW usage / Lee Co. Life Chain - Sunday Oct. 6th

Lee County Life Chain Committee would like city council approval to have the annual Life Chain on Sunday, October 6, 2019 from 2:30 till 4 p.m. The event will be held on the right of way of Gateway Drive and Frederick Road by the Regions Bank and down past O'Charley's. Participants will form a human chain standing 5 to 10 feet apart holding signs that say "Abortion Kills Children", "Adoption: A Loving Option", or "Jesus Heals and Forgives", and a few similar to those. This is a peaceful, prayerful stand against the evil of abortion in our society. The committee follows guidelines put out by National Life Chain Committee www.lifechain.net Regions Bank has given us permission to use their parking area for participants to park and for a registration table. Adjacent businesses will be notified prior to event of what will be going on and if additional parking is required permission will be acquired. We expect about 100 participants and will begin to gather [at 2 p.m.](#) and be dispersed by [4:30 p.m.](#)

Thank you,
 Angela Hamby
 Lee County Life Chain Committee

Will send letter from Regions branch manager in another email

Sent from my iPhone
 Sent from my iPhone

Attachment: CM 8-20-19, Request from Lee Co. Life Chain, ROW usage, Sunday Oct. 6th (3610 : Request from Lee Co. Life Chain to use ROW



City Council
204 South 7Th Street
Opelika, AL

ADOPTED

Meeting: 08/20/19 07:00 PM
Department: City Clerk
Category: Request / Temp Street Closure
Prepared By: Robert Shuman
Initiator: Robert Shuman
Sponsors:

GENERAL BUSINESS (ID # 3611)

DOC ID: 3611

Request from Main Street for On The Tracks event on Oct. 18th.



August 6, 2019

TO: Opelika City Council
FROM: Opelika Main Street, Ken Ward
RE: Street Closure Request

Please find below the street closure request for Main Street's upcoming On the Tracks event:

On The Tracks - This event is Friday, October 18, 2019 - 6-11pm. The request is to block South Railroad Avenue between 8th Street and 9th Street. 8th Street between South Railroad and Avenue A and 9th Street between S. Railroad and Avenue A. We will begin blocking off and clearing cars from these areas starting around 4:30. They will remain blocked until 9 PM. This is our semi-annual wine trail event. We will have ticket booths and food vendors set up in these areas.

Thank you for your consideration

Ken Ward Executive Director Opelika Main Street





Attachment: CM 8-20-19, Main Street street closure map for Oct 18th (3611 : Request from Main Street for



Attachment: CM 8-20-19, Main Street street closure map for Oct 18th (3611 : Request from Main Street for



City Council
204 South 7Th Street
Opelika, AL

ADOPTED

GENERAL BUSINESS (ID # 3609)

Meeting: 08/20/19 07:00 PM
Department: City Clerk
Category: Request / Temp Street Closure
Prepared By: Robert Shuman
Initiator: Robert Shuman
Sponsors:
DOC ID: 3609

Request for the 2019 Jean Dean Run to Read on October 20th.



Reading Is
Fundamental
Jean Dean RIF

**signature service project of the Alabama Kiwanis Foundation-- all donations are tax deductible*

Cathy Gafford, Director, PO Box 848, Opelika, AL 36803-0848 334-750-9974 jeandeanrif@gmail.com www.jeandeanrif.org

August 7, 2019

R. G. "Bob" Shuman, CMC
City Clerk – City Treasurer
City of Opelika

Dear Bob -

We need to verify date and place as soon as possible every year for RUN TO READ, which benefits Jean Dean RIF. As always, we need your help to facilitate this needed permission from the Opelika City Council.

This is our formal request for the City Council's permission to plan our Run to Read event in Opelika on October 20, 2019. It is our desire to operate again from West Ridge Park. We worked with Sam Bailey to set up this date, and it has been approved by the Parks and Rec committee.

With your approval, we plan to continue doing a 5K, a 10K, and a 1 mile walk exactly as we did last year, using the same route. The proposed maps and directions for the same routes are attached. The walk will be completely in the park and has been passed by Sam. The other events will have to come out into the surrounding streets and neighborhoods and need council approval please. We found this to be an even safer route for our runners last year.

It is our habit to have volunteer "road guards" at all intersections used by runners/walkers to help slow traffic and increase safety. No roads have been officially closed in the last 3 years but we have worked with the OPD for special assistance in some areas for extra safety. With your permission, I'd like to do that again in 2019 and meet with OPD as usual about their recommendations and assistance.

Note – October 20th is a Sunday, and therefore, the event will occur in the afternoon instead of the morning. We have had many requests to try this new time frame so in this, our last year to have this event, we decided to do it.

Please let me know any other info you might need from me at this time. My cell number is 334-750-9974.

Thanks again for your help!

Cathy

Cathy Gafford, Executive Director
Jean Dean RIF

Attachment: CM 8-20-19, request Jean Dean Run to Read on Oct. 20th. (3609 : Request for the 2019 Jean Dean Run to Read on October 20th.)

10K Directions. See aerial photo – blue arrows are going out, yellow arrows are returning.

1. Start at gated entrance to park (Start-end location)
2. Facing the track, go to the right (counter-clockwise)
3. Go around the track until they reach first "exit" near Hanson St.
4. Take this "exit" and run west on Ridge Rd. to the intersection with Sawyer
5. Go South on Sawyer to Douglas/Covington, turn left (East)
6. Turn right on Douglas
7. Follow Douglas to North/first entrance to Outlet Mall
8. Follow road/edge of parking lot counter-clockwise, getting on sidewalk under awnings
9. Follow sidewalk to end of building, then follow edge of parking lot to South entrance
10. Turn left back onto Douglas
11. Follow Douglas back to intersection with Covington, turn right, back to start location on track
12. Turn left (clockwise) on to track, all the way around to the entrance to the southern-most concession stand
13. Turn right onto the sidewalk, run counter clock-wise around concession stand.
14. On north side of concession stand, turn right onto sidewalk, follow sidewalk toward playground
15. Turn right on sidewalk, run northeast on grass, to sidewalk, to east-side restrooms.
16. Run to building, then to NE edge of large parking lot.
17. Run along north edge of large parking lot , to track
18. Follow track back to gate entrance, back to start

5K Directions (see aerial photos with blue and yellow arrows – blue is going to Outlets, yellow is returning)

1. From "Start" at gate, run E to concession stand. Run along NW edge of building, turn right onto sidewalk.
2. Run north on sidewalk from playground.
3. At concession/bathroom building, turn right, stay on sidewalk
4. Just outside of ball field fence, run northeast on grass, to sidewalk, turn left to concession stand.
5. Run to building, then to NE edge of large parking lot.
6. Run along north edge of large parking lot , to Covington.
7. Head west on Covington to intersection with Douglas, turn left (south)
8. Follow Douglas to first entrance to outlets
9. Follow edge of grass triangle back out onto Douglas, turn left (north)
10. Follow Douglas back to Covington intersection, turn right
11. Follow signs, ending at "Start" gate



Imagery ©2018 Google, Map data ©2018 Google 200 ft

Measure distance

Total distance: 1.13 mi (1.82 km)



Imagery ©2018 Google, Map data ©2018 Google 200 ft

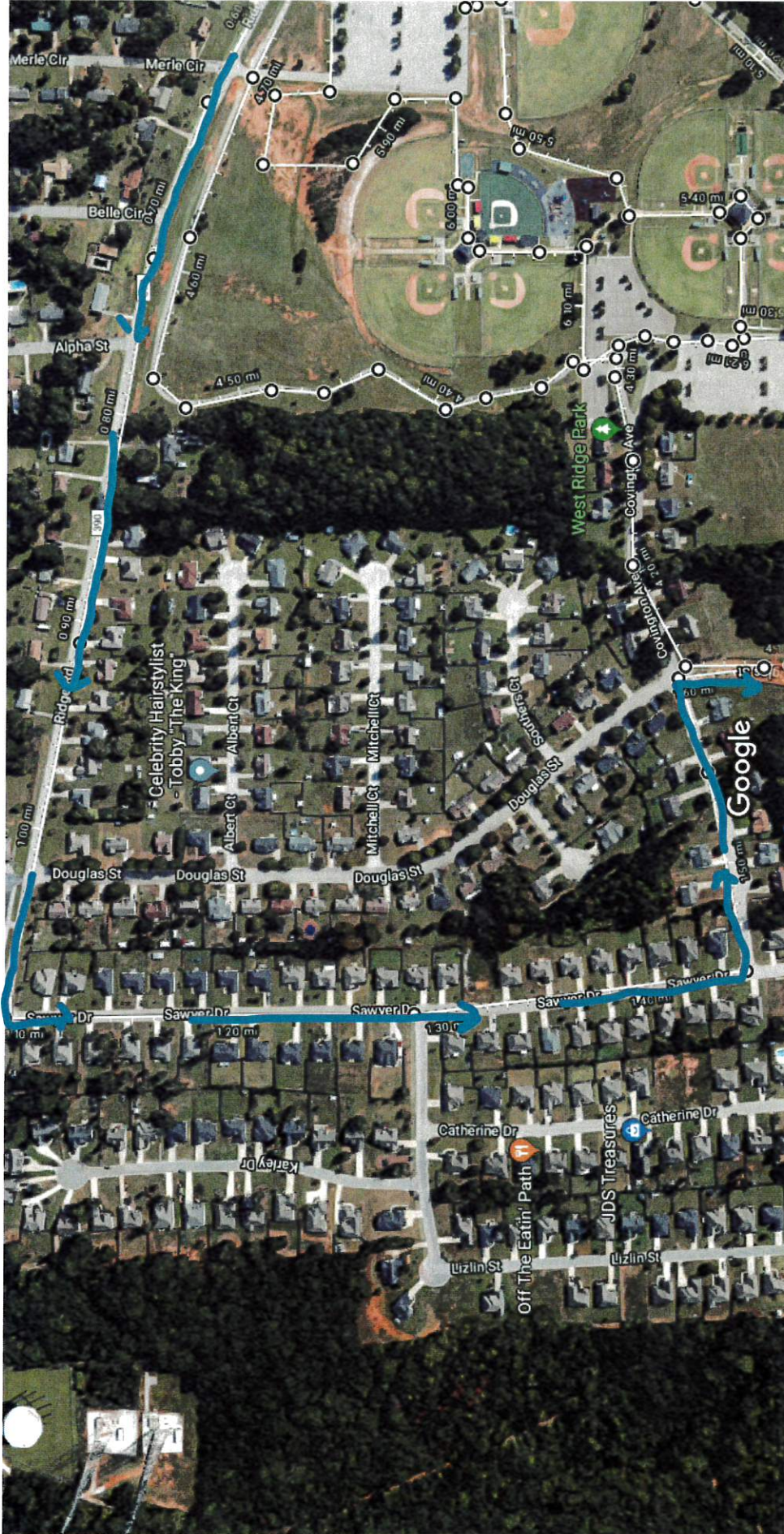
Measure distance

Total area: 483,952.81 ft² (44,960.69 m²)

Total distance: 3.11 mi (5.00 km)



Total distance: 3.11 mi (5.00 km)

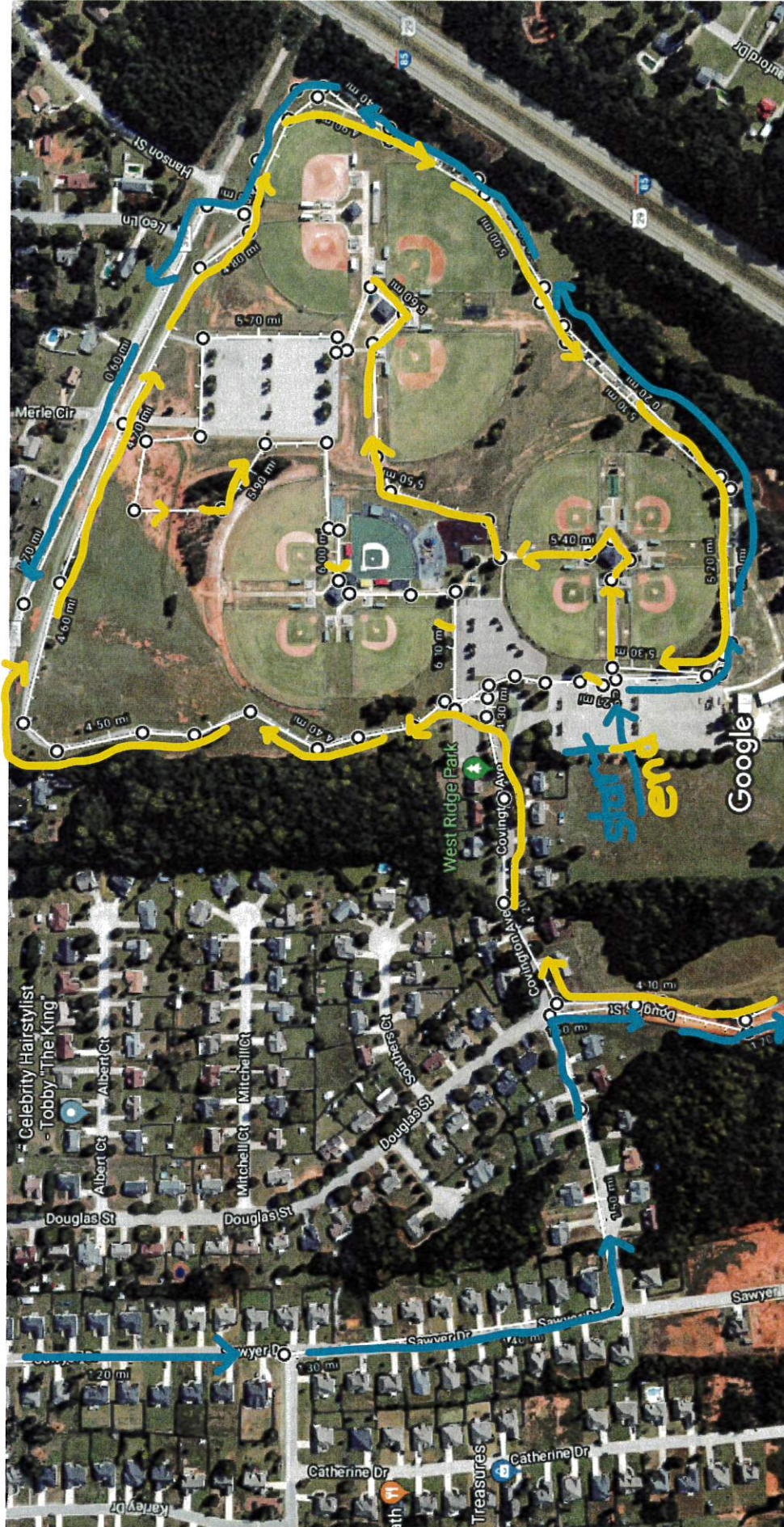


Imagery ©2018 Google, Map data ©2018 Google 200 ft

Measure distance

Total area: 3,473,988.39 ft² (322,744.08 m²)

Total distance: 6.21 mi (9.99 km)



Measure distance

Total area: 3,452,812.78 ft² (320,776.80 m²)

Total distance: 6.21 mi (9.99 km)

Imagery ©2018 Google, Map data ©2018 Google 200 ft



Measure distance

Total area: 3,473,988.39 ft² (322,744.08 m²)

Total distance: 6.21 mi (9.99 km)



City Council
204 South 7Th Street
Opelika, AL

ADOPTED

BIDS 221-19

Meeting: 08/20/19 07:00 PM
Department: Purchasing and Revenue
Category: Bid
Prepared By: Angela Norrell
Initiator: Lillie Finley
Sponsors:
DOC ID: 3623

Uniform Purchases - OPS

RESOLUTION NO. _____

WHEREAS, the Purchasing Department solicited sealed bids for a contract for Uniform Purchases for Opelika Power Services; and

WHEREAS, Perfect Fit Image Apparel, Inc. submitted the lowest bid meeting specifications; and

WHEREAS, funds are budgeted from Operating Supplies;

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

1. That the contract be awarded to Perfect Fit Image Apparel, Inc. on their low bid meeting specifications.
2. That the Purchasing-Revenue Manager be authorized to issue a purchase order to Perfect Fit Image Apparel, Inc. on an as needed basis.
3. That the Mayor is hereby authorized to sign all documents pertaining to this contract.
4. That the Controller be authorized to adjust the budget as necessary for this contract.

APPROVED AND ADOPTED this the _____ day of _____, 2019.

C.E. "Eddie" Smith, Jr.
President of the City Council
City of Opelika, Alabama

ATTEST:

Robert G. Shuman, CMC
City Clerk - Treasurer

FACT SHEET

SUBJECT: Sealed Bid #19027 – We are asking the council to approve a contract for Uniform Purchases

FACTS:

- Bid opening date – 8/12/19
- User department(s) – Opelika Power Services
- The bid was mailed to 11 vendors
- 2 bids were received
- Budgeted purchase
- Bid tabulation sheet attached

RECOMMENDATION:

- **Recommend the contract be awarded to Perfect Fit Image Apparel, Inc. on their low bid meeting specifications.**

Packet Pg. 43



City Council
204 South 7Th Street
Opelika, AL

ADOPTED

BIDS 222-19

Meeting: 08/20/19 07:00 PM
Department: Purchasing and Revenue
Category: Bid
Prepared By: Angela Norrell
Initiator: Lillie Finley
Sponsors:
DOC ID: 3624

One (1) 2019 Ford F-350 Extended Cab & Chassis - OPS

RESOLUTION NO. _____

WHEREAS, the Purchasing Department solicited sealed bids for one (1) 2019 Ford F-350 Extended Cab & Chassis for Opelika Power Services; and

WHEREAS, Tallassee Automotive, Inc. submitted the lowest bid meeting specifications; and

WHEREAS, funds are budgeted from Automobiles and Trucks;

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

1. That the purchase be awarded to Tallassee Automotive, Inc. on their low bid meeting specifications.
2. That the Purchasing-Revenue Manager be authorized to issue a purchase order to Tallassee Automotive, Inc. in the amount of \$56,282.00.
3. That the Mayor is hereby authorized to sign all documents pertaining to this purchase.
4. That the Controller be authorized to adjust the budget as necessary for this purchase.

APPROVED AND ADOPTED this the _____ day of _____, 2019.

C.E. "Eddie" Smith, Jr.
President of the City Council
City of Opelika, Alabama

ATTEST:

Robert G. Shuman, CMC
City Clerk - Treasurer

FACT SHEET

SUBJECT: Sealed Bid #19028 – We are asking the council to approve a purchase for one (1) 2019 Ford F-350 Extended Cab & Chassis

FACTS:

- Bid opening date – 8/12/19
- User department(s) – Opelika Power Services
- The bid was mailed to 12 vendors
- 2 bids were received
- Budgeted purchase
- Bid tabulation sheet attached

RECOMMENDATION:

- **Recommend the purchase be awarded to Tallassee Automotive, Inc. on their low bid meeting specifications in the amount of \$56,282.00.**

Lillie Finley

[illegible]

RESOLUTION NO. 223-19

Expense reports from various departments.

RESOLUTION NO. _____

BE IT RESOLVED, by the City Council of the City of Opelika, Alabama, as follows:

-) That the following employee(s) were required by the City of Opelika to travel on City business and/or attend a training session, meeting or conference.

Employee	Department	\$ Amount
-----	-----	-----
Rachel Dennis	Planning	294.00
Cindy Boyd	Accounting	106.60
Jon Hayes	Accounting	294.18
Kelly Smith	Accounting	267.38

-) That attached is an expense report(s) prepared, dated and signed by the City employee or official covering the various expenses incurred on said trip and reviewed/approved by the City's accounting department and City official.
- 3) That the Opelika City Council hereby approves the attached expense reports for reimbursement to said City employee or official.
- 4) That the Mayor and/or appropriate City official is hereby directed and authorized to take the necessary steps so a check(s) can be prepared covering the attached expense report(s).
- 5) That the City Treasurer is authorized to sign said check(s) so it can be delivered to the appropriate City employee or official.

ADOPTED and APPROVED this the ____ day of _____, 2019.

C. E. “Eddie” Smith, Jr.
President of the City Council
City of Opelika, Alabama

ATTEST:

Robert G. Shuman, CMC
City Clerk - City Treasurer

7/26/2019

7/26/2019

ITEMIZE ALL REIMBURSABLE EXPENSES IN APPROPRIATE BLANKS - ITEMIZE ANY NON-REIMBURSABLE EXPENSES ON REVERSE OF LAST COPY.

DATE	CITY AND STATE	LODGING	TRANSPORTATION				BUSINESS MEALS			MISC EXPENSES Itemize Below	DAILY TOTAL
			AIR, RAIL, ETC	RENTAL CAR, LIMO, ETC.	LOCAL TAXI, TOLLS, & PUBLIC TRANSIT	AUTO EXPENSES Itemize Below	Itemize Below				
							BREAKFAST	LUNCH	DINNER		
7/24-25/19	Mileage Round Trip - Gulf Shores, AL					\$ 294.00					\$ 294.00
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
WEEKLY CATEGORY TOTALS \$		\$ -	\$ -	\$ -	\$ -	\$ 294.00	\$ -	\$ -	\$ -	\$ -	\$ 294.00

[illegible]

ITEMIZED AUTOMOBILE EXPENSES		
DATE	\$, PARKING, REPAIRS, ETC	AMOUNT
7/24-25/	MILEAGE 507x.0580 = \$294.06	\$ 294.00

ITEMIZED MISCELLANEOUS EXPENSES			
DATE	ITEMS		AMOUNT

APPROVED BY

NAME	BOYD, CINDY	DEPARTMENT	ACCOUNTING	PERIOD ENDING	7/31/2019
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ITEMIZE ALL REIMBURSABLE EXPENSES IN APPROPRIATE BLANKS - ITEMIZE ANY NON-REIMBURSABLE EXPENSES ON REVERSE OF LAST COPY.

DATE	CITY AND STATE	LODGING	TRANSPORTATION				BUSINESS MEALS			MISC EXPENSES Itemize Below	DAILY TOTAL
			AIR, RAIL, ETC	RENTAL CAR, LIMO, ETC.	LOCAL TAXI, TOLLS, & PUBLIC TRANSIT	AUTO EXPENSES Itemize Below	Itemize Below				
							BREAKFAST	LUNCH	DINNER		
7/16/2019										\$ 53.30	\$ 53.30
7/18/2019										\$ 53.30	\$ 53.30
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
WEEKLY CATEGORY TOTALS \$		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106.60	\$ 106.60

[illegible]

ITEMIZED AUTOMOBILE EXPENSES		
DATE	MILEAGE, GAS, PARKING, REPAIRS, ETC	AMOUNT
16-Jul	TO ATL AIRPORT (91.9 MILES X .058)	\$ 53.30
18-Jul	FROM ATL AIRPORT (91.9 MILES X .058)	\$ 53.30

ITEMIZED MISCELLANEOUS EXPENSES		
DATE	ITEMS	AMOUNT

NUMBER OR DAYS AWAY FROM HOME

3

NUMBER OF DAYS AWAY ON PERSONAL AFFAIRS

% OF TOTAL DAYS AWAY FOR PERSONAL AFFAIRS

NATURE OR PURPOSE OF TRAVEL

FERC ACCOUNTING CLASS

METHOD OF REIMBURSEMENT

MAIL TO:

ACCT DEPT

SIGNATURE

APPROVED BY

ITEMIZE ALL REIMBURSABLE EXPENSES IN APPROPRIATE BLANKS - ITEMIZE ANY NON-REIMBURSABLE EXPENSES ON REVERSE OF LAST COPY.

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EXPENSE REPORT

NAME Smith, Kelly DEPARTMENT Acct PERIOD ENDING 7/31/2019

ITEMIZE ALL REIMBURSABLE EXPENSES IN APPROPRIATE BLANKS - ITEMIZE ANY NON-REIMBURSABLE EXPENSES ON REVERSE OF LAST COPY.

DATE	DAY	CITY AND STATE	LODGING	TRANSPORTATION				BUSINESS MEALS			MEALS Itemize Below	MISC EXPENSES Itemize Below	DAILY TOTAL
				AIR, RAIL, ETC	RENTAL CAR, LIMO, ETC.	LOCAL TAXI, TOLLS, & PUBLIC TRANSIT	AUTO EXPENSES Itemize Below	BREAKFAST	LUNCH	DINNER			
	SUN												\$ -
	MON												\$ -
	TUE												\$ -
	WED	Spanish Fort, Al Mobile, Al										\$ 267.38	\$ 267.38
	THU	Opelika, Al											\$ -
	FRI												\$ -
	SAT												\$ -
WEEKLY CATEGORY TOTALS \$			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 267.38	\$ 267.38

WEEKLY TOTAL OF EXPENSES ↑

ITEMIZED BUSINESS MEALS				
DATE	NAME OF PERSON(S) DINING	TIME	PLACE	AMOUNT

ITEMIZED AUTOMOBILE EXPENSES		
DATE	MILEAGE, GAS, PARKING, REPAIRS, ETC	AMOUNT
	461 miles x .58	\$ 267.38

ITEMIZED MISCELLANEOUS EXPENSES		
DATE	ITEMS	AMOUNT

NUMBER OF DAYS AWAY FROM HOME

1

NUMBER OF DAYS AWAY ON PERSONAL AFFAIRS

% OF TOTAL DAYS AWAY FOR PERSONAL AFFAIRS

NATURE OR PURPOSE OF TRAVEL

Munis State User Group

METHOD OF REIMBURSEMENT

MAIL TO:

Acct Dept

SIGNATURE

APPROVED BY

RESOLUTION NO. 224-19

Agreement for professional grant writing services - Admin.**RESOLUTION _____****RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT****WITH L.P. CAMPBELL COMPANY**

WHEREAS, the City of Opelika recognizes the value of retaining the service of a professional grant writer to assist the City in securing grant assistance; and

WHEREAS, L.P. Campbell Company is qualified to provide such service.

BE IT RESOLVED by the City Council of the City of Opelika, Alabama, as follows:

1. That the Mayor is authorized to enter into the Service Agreement with L.P. Campbell Company for a period of one year commencing August 17, 2019 and ending August 16, 2020 at an annual fee of \$ 18,000 to be paid in equal quarterly installments; and
2. That the Mayor is authorized to enter into the Service Agreement with L.P. Campbell Company on behalf of the City of Opelika.

APPROVED AND ADOPTED, this _____ day of August 2019.

PRESIDENT OF THE CITY COUNCIL OF THE
CITY OF OPELIKA, ALABAMA

ATTEST:

CITY CLERK

**PROFESSIONAL SERVICE AGREEMENT
BETWEEN
L.P. CAMPBELL COMPANY
AND
CITY OF OPELIKA, ALABAMA**

This Service Agreement is between L.P. Campbell Company (hereinafter referred to as “Consultant”) and the City of Opelika, Alabama (hereinafter referred to as “Client”).

It is understood by the Consultant and the Client, and as consideration for the formation of this agreement that the Client desires assistance in its effort to obtain federal, state, and private funding for local projects and programs; and that the Consultant can provide services which will assist the Client in identifying and securing grant funding federal, state, and private funding for the Client’s local projects and programs.

In further consideration of the mutual promises herein contained it is agreed as follows:

The Service Agreement will become effective and shall remain in effect for twelve months from August 17, 2019 through August 16, 2020.

The Consultant will provide the Client with the following services:

1. Information on federal, state, and private grant and/or local programs as requested by the Client or as deemed appropriate by the Consultant.
2. Preparation of all grant applications as authorized by the Mayor and/or City Council for submission to federal/state agencies.
3. Site visits by the Consultant for the purpose of developing and/or preparing grant/loan applications.
4. Reports on the status of work being accomplished by the Consultant on behalf of the Client.

It is understood by both parties that in order to undertake the above services that:

The Consultant will receive guidance from and coordinate all grant application activities through the Office of the Opelika City Administrator.

The Client will provide the Consultant with all necessary data and materials requested by the Consultant for preparation of loan and grant applications; and

SERVICE AGREEMENT**Page 2**

The Consultant reserves the right to refuse to prepare an application based on an assessment by the Consultant that the project for which the funds are requested is inappropriate or noncompetitive for the program through which the funds are to be requested.

The Client is wholly and completely responsible for the administration of grant programs awarded to the Client unless the Client and the Consultant have entered into a separate contract detailing services to be performed by the Consultant.

In consideration for the services provided by the Consultant, the Client agrees to pay the Consultant an annual non-refundable fee of \$ 18,000 beginning August 17, 2019; to be paid in equal quarterly installment payments of \$ 4,500.

The undersigned acknowledges, confirms, and certifies that he/she is authorized to enter into this Agreement by and on behalf of L.P. Campbell Company and the City of Opelika, Alabama.

In witness, whereof, we have executed this Agreement effective the 17th day of August 2019.

L.P. CAMPBELL COMPANY**CITY OF OPELIKA, ALABAMA**

BY: _____

Louise Pryor Campbell
Owner, L.P. Campbell Company

BY: _____

Gary Fuller
Mayor, City of Opelika

DATE: _____

DATE: _____

RESOLUTION NO. 225-19

Naming & accepting dedication of new street - Loyalty Loop.

RESOLUTION NO. _____

**RESOLUTION NAMING NEW CONNECTOR STREET BETWEEN
FREDERICK ROAD AND CORPORATE PARK DRIVE AS LOYALTY LOOP AND
ACCEPTING THE DEDICATION OF THE STREET AS WELL AS DRAINAGE
CULVERTS, SANITARY SEWER MAINS AND OTHER INFRASTRUCTURE**

WHEREAS, on October 21, 2014, the City of Opelika, Alabama (the “City”) acquired approximately 1.21 acres for use as right-of-way for a proposed connector road between Corporate Park Drive and Frederick Road; and

WHEREAS, the City subsequently constructed a new public street within said right-of-way and also constructed drainage culverts and sanitary sewer lines within the right-of-way of said street; and

WHEREAS, said public works infrastructure and utilities have been inspected in accordance with the City of Opelika Public Works Manual; and

WHEREAS, Section 4.9 of the Subdivision Regulations requires the acknowledgement of the dedication of such infrastructure and utilities by the City Council; and

WHEREAS, the City Council desires to name the public street constructed within said right-of-way.

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

1. That the City Council hereby designates the right-of-way of the new connector street between Corporate Park Drive and Frederick Road to bear the name of Loyalty Loop and said street shall hereinafter be known as Loyalty Loop.

2. That the City Council directs the Engineering Department to add Loyalty Loop to the City's official list of street names.

3. That the Public Works Department is directed to prepare appropriate street signs indicating the name of the street "Loyalty Loop".

4. That the City of Opelika hereby accepts the dedication of Loyalty Loop that was funded and constructed by the City of Opelika as well as all drainage culverts and sanitary sewer mains that serve the parcels abutting said public street. The construction costs paid by the City of Opelika for the public works infrastructure and utilities are as follows:

- Street \$131,149.00
- Drainage Culverts \$10,000.00

5. That the Mayor and the Controller are hereby authorized to make the necessary financial adjustments to properly record the dedication of the new public works infrastructure to the City of Opelika.

ADOPTED AND APPROVED this the _____ day of _____, 2019.

C. E. 'Eddie' Smith, Jr.

President of the City Council

City of Opelika, Alabama

ATTEST:

R. G. Shuman, CMC

City Clerk - Treasurer

RIGHT OF WAY EXHIBIT OF
CORPORATE PARK DRIVE/FREDRICK ROAD CONNECTOR

Legal Description:

All that certain tract of land containing 1.21 acres, more or less, being located in Section 23, Township 19 North, Range 26 East, Opelika, Lee County, Alabama, and being more particularly described as follows:

Starting at the Southwest corner of Parcel B1-A, also being a point on the East right of way of Corporate Park Drive, as recorded in Southern State Bank Subdivision, Plat Book 30, Page 133 in the Office of the Judge of Probate of Lee County, Alabama go along the East right of way of mentioned road S01°07'03"E 114.48 to the POINT of BEGINNING; thence leaving mentioned right of way S50°16'19"E 37.82; thence N80°34'26"E 89.84; thence along a curve concave Southeasterly having a Length of 35.85, a Radius of 439.00, and a Chord of N82°54'47"E 35.84; thence N85°15'09"E 305.46; thence N40°40'04"E 35.10; thence N03°55'01"W 444.54 to the South right of way of Frederick Road; thence along mentioned South right of way S83°19'54"E 50.87; thence leaving mentioned right of way S03°55'01"E 534.48; thence S85°15'09"W 50.01; thence N49°19'56"W 35.61; thence S85°15'09"W 304.01; thence along a curve concave Southeasterly having a Length of 31.77, a Radius of 389.00, and a Chord of S82°54'47"W 31.76; thence S80°34'26"W 104.44; thence S39°43'41"W 32.70 to the East right of way of Corporate Park Drive; thence along mentioned East right of way N01°07'03"W 101.06 to the POINT of BEGINNING.



RESOLUTION NO. 226-19

Agreement with ESG, Amendment No. 6.

RESOLUTION NO. _____

RESOLUTION APPROVING AMENDMENT NO. 6 TO
AGREEMENT WITH ESG OPERATIONS, INC.

WHEREAS, ESG Operations, Inc. (“ESG”) and the City of Opelika (the “City”) heretofore entered into an Agreement for Operations, Maintenance and Management Services dated as of September 20, 2005 (herein called the “Original Agreement”) pursuant to which ESG agreed to operate, manage and provide those services formerly provided by the Wastewater Treatment Division of the Engineering Department, Wastewater Collection Division of the Engineering Department, Streets Division of the Public Works Department, Grounds Maintenance Division of the Public Works Department, Building Maintenance Division of the Public Works Department, Auto Shop Division of the Public Works Department, and Cemeteries Division of the Public Works Department; and

WHEREAS, the City and ESG entered into that certain First Amendment to the Original Agreement dated as of September 12, 2006; and

WHEREAS, the City and ESG entered into a certain Second Amendment to the Original Agreement dated as of October 20, 2010; and

WHEREAS, the City and ESG entered into a certain Third Amendment to the Original Agreement dated as of November 6, 2012; and

WHEREAS, the City and ESG entered into a certain Fourth Amendment to the Original Agreement dated as of April 1, 2014; and

WHEREAS, the City and ESG entered into a certain Fifth Amendment to the Original Agreement dated as of August 30, 2016; and

WHEREAS, ESG and the City have agreed to amend ESG's staffing plan by adding one (1) new staff member to the Grounds Division to operate equipment for tasks associated with the cutting and maintenance of the City's rights-of-way; and

WHEREAS, the City has agreed to increase ESG's Base Fee by \$59,400; and

WHEREAS, a proposed Amendment No. 6 to the Original Agreement has been prepared and submitted to the City Council for approval and the City Council has determined that it is now in the best interest of the City and its citizens to approve said Amendment No. 6; and

WHEREAS, to the extent not specifically amended by the six amendments, the Original Agreement will remain in full force and effect.

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

1. That the proposed Amendment No. 6 to be entered into between the City and ESG, a copy of which is attached hereto as Exhibit "A," is hereby approved, authorized, ratified and confirmed in substantially the form submitted to the City Council with such changes thereto (by addition, deletion or substitution) as the Mayor shall approve, which approval shall be conclusively evidenced by execution and delivery of said Amendment No. 6.

2. That the Mayor and the City Clerk are hereby authorized and directed to execute, attest and deliver said Amendment No. 6 and such other ancillary documents and certificates as may be necessary to effect the purpose and intent of said Amendment No. 6 and to carry out

fully the transactions contemplated therein on behalf of the City.

3. That the officers of the City and any person or persons designated and authorized by any officers of the City to act in the name and on behalf of the City, or any one or more of them, are authorized to do or cause to be done or performed in the name and on behalf of the City such other acts and to execute or cause to be executed and delivered in the name and on behalf of the City such other notices, certificates, assurances or other instruments or communications under the seal of the City or otherwise, as they or any of them deem necessary or advisable or appropriate in order to carry into effect the intent of the provisions of this Resolution and the attached Amendment No. 6.

4. This resolution shall take effect upon its passage and adoption by the City Council

ADOPTED AND APPROVED this the _____ day of _____, 2019.

PRESIDENT OF THE CITY COUNCIL OF THE
CITY OF OPELIKA

ATTEST:

CITY COUNCIL

AMENDMENT NO. 6
to the
AGREEMENT Between
ESG Operations, Inc.
And
Opelika, Alabama
For
Operations, Maintenance and Management Services

This Amendment is made and entered into this ____ day of _____, 2019, by and between the City of Opelika, Alabama (hereinafter 'Owner') and ESG Operations, Inc. (hereinafter 'ESG') as to that certain Agreement between the Owner and ESG dated as of September 20th, 2005, and as subsequently amended. The Owner and ESG, for and in consideration of the mutual covenants, agreements and promises as hereinafter set forth, do hereby agree to the following amendments to the existing agreement between the parties:

ADD new Article 2.21 as follows:

- 2.21 Provide One (1) additional staff member to ESG's staffing plan along with uniforms, safety supplies, operating supplies, tools and equipment. The additional new staff member shall be added to the grounds division to operate equipment for tasks associated with the cutting and maintenance of the Owner's right of way.

ADD new Article 5.1.2 with the following new Article:

- 5.1.2 Owner shall pay to ESG, for the additional staffing provided by the terms of Article 2.21 of this Amendment, Fifty-Nine Thousand and Four Hundred Dollars (\$59,400.00) for the twelve (12) month contract period beginning on October 1, 2019. Said amount shall be part of the Base Fee and shall represent an increase to the Base Fee established for the same twelve (12) month contract period (beginning on October 1, 2019 and ending on September 30, 2020) and shall be payable in monthly installments.

Attachment: AMENDMENT NO 6 Opelika (226-19 : Approve Amendment No. 6 to Agreement with ESG)

All other terms and conditions remain in effect in accordance with the Agreement referenced in this Amendment.

Both parties indicate their approval of this Amendment by signature below.

Authorized signatures:

CITY OF OPELIKA, ALABAMA

By: _____
Gary Fuller, Mayor

Date: _____

ESG OPERATIONS, INC.

By: _____
J. Clay Sykes, PE, Principal

By: _____
Daniel E. Groselle, Jr., PE, Principal

Date: _____

Attachment: AMENDMENT NO 6 Opelika (226-19 : Approve Amendment No. 6 to Agreement with ESG)

RESOLUTION NO. 227-19

Agreement authorizing ESG employees to use the Opelika CareHere Clinic.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING CLINIC SHARE AGREEMENT BY AND AMONG
THE CITY OF OPELIKA, ALABAMA, ESG OPERATIONS, INC.,
AND CAREHERE MANAGEMENT, PLLC**

WHEREAS, on October 2, 2012, the City of Opelika, Alabama (hereinafter the “City”) and CareHere Management, PLLC (hereinafter “CareHere”) entered into an Employer Agreement whereby CareHere agreed to provide on-site medical services to the City’s employees, retirees and dependents who are eligible under the City’s health plan; and

WHEREAS, the City, CareHere and ESG Operations, Inc., (hereinafter “ESG”) desire to enter into an agreement pursuant to which CareHere will provide on-site medical services at its Opelika Clinic to ESG’s employees and dependents and ESG will pay to the City a monthly utilization fee for said services, and ESG will pay its pro rata share of medications, lab fees and supplies used by its employees during visits to the Clinic; and

WHEREAS, a proposed Clinic Share Agreement (the “Agreement”) by and among the City, ESG and CareHere has been prepared and submitted to the City Council for approval, and the City Council has determined that it is now in the best interest of the City and its citizens to approve said Agreement.

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

1. That the proposed Agreement to be entered into by and among the City, ESG and CareHere, a copy of which is attached hereto and incorporated herein by reference as Exhibit “A”, be and the same is hereby approved, authorized, ratified and confirmed in the form substantially submitted to the City Council with such changes thereto (by addition, deletion or substitution) as the Mayor shall approve, which approval shall be conclusively evidenced by the execution and delivery of said Agreement.

2. That the Mayor is hereby authorized and directed to execute said Agreement in the name and on behalf of the City.

3. That the officers of the City and any person or persons designated and authorized by any officers of the City to act in the name and on behalf of the City, or any one or more of them, are authorized to do or cause to be done or performed in the name and on behalf of the City such other acts and to execute and deliver or cause to be executed and delivered in the name and on behalf of the City such other notices, certificates, assurances or other instruments or other communications under the seal of the City or otherwise, as they or any of them deem necessary or advisable or appropriate in order to carry into effect the intent of the provisions of this Resolution and the attached Agreement.

4. That this Resolution shall take effect upon its passage and adoption by the City Council.

ADOPTED AND APPROVED this the _____ day of _____, 2019.

PRESIDENT OF THE CITY COUNCIL

OF THE CITY OF OPELIKA

ATTEST:

CITY CLERK

EXHIBIT "A"

CLINIC SHARE AGREEMENT

CLINIC SHARE AGREEMENT

This Clinic Share Agreement ("Agreement") is entered into by and among the City of Opelika, Alabama (hereinafter referred to as "Opelika"); ESG Operations, Inc. (hereinafter referred to as "ESG"); and CareHere Management, PLLC, a Tennessee professional limited liability company (hereinafter referred to as "CareHere"), on this ____ day of _____, 2019. Each individually a Party and collectively the Parties.

RECITALS:

Opelika and CareHere previously entered into the CareHere Management, PLLC City of Opelika, Alabama Agreement, dated October 12, 2012, as amended, ("Opelika Contract") in which CareHere agreed to provide on-site employee health services for Opelika's employees, retirees, and their dependents at a health center.

ESG and CareHere are entering into the CareHere Management, PLLC / ESG Operations, Inc. Medical Services Agreement ("ESG Contract") in which CareHere agrees to provide on-site employee health services for ESG's employees their dependents at a health center.

All of the Parties agree that all of the duties, rights and responsibilities of the Opelika Contract and the ESG Contract apply and in the event any of the provisions of this Agreement conflicts with any of the provisions of those certain Contracts, the individual Contract provision will control and not the provisions of this Agreement.

THE PARTIES AGREE AS FOLLOWS:

1. **Purpose.** The Parties have determined that it is appropriate to share access to the City of Opelika Health and Wellness Center (the "Facility") to receive services provided by CareHere to their respective employees, retirees (the City of Opelika only) and their dependents under the terms and conditions set forth herein.
2. **Location of Facility.** The location of the Facility to be used by the participants of Opelika and ESG is as follows:
 - A. 105 E. North Tenth Street, Opelika, Alabama – leased and operated by Opelika
3. **Term.** This Agreement takes effect _____, 2019, and continues until it is terminated by any Party by giving 90 days' written notice to the other Parties or any Party terminates its relationship with CareHere. The Agreement may also be terminated by the mutual agreement of the Parties hereto upon execution of a writing evidencing their intention to terminate said Agreement.
4. **Opelika Duties.** Opelika shall:
 - A. Make its Facility available to the employees, and their dependents of ESG to receive medical and occupational health services provided by CareHere;
 - B. Be responsible for all the cost of stocking the medications (subject to reimbursement pursuant to Paragraph 7) required to perform such services at its Facility;

- C. Be responsible for managing the utilities, property/lease and insurance associated with its Facility, and will be financially responsible for liability, if any, accruing from, incidents occurring at or connected with its Facility;
- D. Make any required payments to the other Parties as provided under the terms of this Agreement; and
- E. Stay current on its required Monthly Fee to CareHere pursuant to the Opelika Contract.

5. ESG Duties. ESG shall:

- A. Make any required payments to the other Parties as provided under the terms of this Agreement; and
- B. Stay current on its required Monthly Fee to CareHere pursuant to the ESG Contract.

6. CareHere Duties. CareHere shall:

- A. Keep all protected health information obtained from the Parties separate and confidential; and
- B. Facilitate the resolution of complaints and concerns raised by the Parties related to the clinics to the extent the subject of the complaints and concerns are CareHere's responsibility.
- C. Manage billings for the shared service.
- D. Manage appointments and the process of allocation appointments between the Parties.

7. Payment Obligations. Each Party will be responsible for the 'specific expenses' related to their usage of the Facility. 'Specific expenses' include any labs and any medications used during a visit to the Facility. Unlike specific expenses 'shared expenses' shall be divided among the Parties based on each Parties monthly utilization of the clinic. 'Shared expenses' include, but are not limited to, provider time (based on all appointments both used and unused), care coordinator time, and new equipment/supplies. Utilization shall be determined based on each month's used appointments. For example, if the clinic had 100 used appointments during a month and 80 were used by Opelika and 20 were used by ESG, the split of the 'shared expenses' would be 80% and 20% respectively.

ESG shall pay to CareHere a Facilities Use Cost (which includes the cost of rent, maintenance, utilities, and insurance of and for the facilities) equal to \$4.75 per employee per month. CareHere shall then credit that amount to Opelika's CareHere invoice.

Invoices for specific and shared expenses shall go out monthly pursuant to Opelika's and ESG's respective contracts with CareHere.

8. Records. In the event that any records are created as a result of this Agreement, then those records shall belong to the party that created such record. All other records are governed by the individual contracts between CareHere and the other Parties.

9. Cooperation between the Parties. The Parties shall use their best efforts to resolve any disputes that may arise between them under this Agreement.

10. Release of Information. The Parties shall take all reasonable steps to insure that information with respect to the terms of this Agreement or with respect to the business of the Parties acquired by virtue of the Parties under this Agreement shall not be disclosed or used outside of the business of either Party;

provided, however, the foregoing restriction shall not apply to information (a) provided to government authorities are required by applicable law or applicable regulation or consented to by the patient; (b) furnished to healthcare providers involved in a particular patient's case; (c) which is or becomes public knowledge through no fault of any Party; or (d) which is otherwise required to be disclosed by applicable law or applicable regulation or pursuant to a court order.

11. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter herein and supersede all prior understandings, agreements, contracts or arrangements between the Parties, whether oral or written.

12. Amendment. This Agreement may be amended only if done in writing signed by the Parties' authorized representatives.

13. Notices. Except as otherwise provided herein, all notices, requests, demands and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been duly given if delivered personally, by fax, mailed first-class, postage prepaid, or sent by registered or certified mail, return receipt requested, to the Party to receive such notice, request, demand or other communication at such Party's address set forth below, provided that any Party may change its address for notice by giving the other Parties prior written notice of such change. Any notice given pursuant to this Clinic Share Agreement shall be effective (a) if delivered personally, when delivered; (b) if sent by fax 24 hours after sending; and (c) if mailed, three (3) postal service days after date of postmark.

Opelika

Name: Mayor Gary Fuller
Address: P.O. Box 390, Opelika, AL 36803
Telephone: 334-705-5150
Fax: 334-705-5153
E-mail: HR@opelika-al.gov

ESG

Name: Roger Dodd
Address: 6400 Peake Rd. Macon, GA 31210
Telephone: 478-474-5025 Ext. 231
Fax: 478-474-5045
E-mail: rdodd@esginc.net

CareHere

Name: Ben Baker
Address: 5141 Virginia Way, Suite 350, Brentwood, TN 37027
Telephone: (615) 376-9623
Fax: _____
E-mail: bbaker@carehere.com

14. Governing Law and Venue. This Agreement shall be governed by, and interpreted in accordance with the internal laws of the State of Tennessee, without giving effect to its conflict of laws provisions.

15. Transferability. No Party may assign or otherwise transfer this Agreement to a third Party without written consent from the other Parties, which may be given or withheld by the other Parties at their sole discretion. Such consent shall not be unreasonably withheld. Any assignment, transfer or delegation in violation of this section shall be void.

16. Conflict. Unless otherwise stated herein, if a conflict arises between a term or condition of this Agreement and the Opelika Contract, the term or condition of the Opelika Contract governs as between Opelika and CareHere. The terms of the ESG Contract shall govern in a conflict between a term or condition of this Agreement and the ESG Contract between CareHere and ESG.

(Signatures on following page.)

IN WITNESS WHEREOF, Opelika, ESG, and CareHere have executed this Agreement as of the date last signed below.

Opelika

By: _____ Date: _____
 Name: _____
 Title: _____

ESG

By:  Date: AUGUST 8, 2019
 Name: DANIEL E. GESSNER
 Title: PRINC. PART

CAREHERE MANAGEMENT, PLLC

By:  Date: 8/9/19
 Name: BEN BAKER
 Title: COO

RESOLUTION NO. 228-19

Authorize New Job Classification/Job Description for Building Service Worker - OPD.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING NEW JOB CLASSIFICATION
AND JOB DESCRIPTION FOR BUILDING SERVICE WORKER AT THE OPELIKA
POLICE DEPARTMENT**

WHEREAS, the Mayor has submitted his recommendation to the City Council to authorize the new job classification and job description for Building Service Worker and to amend the organizational chart of the Opelika Police Department.

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

1. That the new job classification of Building Service Worker in the Opelika Police Department at pay grade 7 is hereby approved and authorized by the City Council.
2. That the new job description of Building Service Worker, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby approved by the City Council.
3. That the Police Chief and the Controller are hereby authorized and directed to modify the organizational chart of the Opelika Police Department to implement the changes in personnel as contemplated by this Resolution. The Building Service Worker shall report directly to the Staff Services Captain.
4. That all compensation and benefits attributable to the position of Building Service Worker for fiscal year 2018-2019 shall come from the Unassigned Fund Balance.

5. That the Controller is authorized to make the appropriate budget adjustments to implement this Resolution.

6. That this Resolution shall take effect upon its passage and adoption by the City Council.

ADOPTED AND APPROVED this the _____ day of _____, 2019.

PRESIDENT OF THE CITY COUNCIL OF THE
CITY OF OPELIKA, ALABAMA

ATTEST:

CITY CLERK

**CITY OF OPELIKA
POSITION DESCRIPTION**

TITLE: BUILDING SERVICE WORKER

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform general cleaning and maintenance tasks of the Opelika Police Department facilities. The position is responsible for maintaining the cleanliness of the assigned area and preparing meeting rooms, or gathering recycling materials. The position works under general supervision according to some procedures; decides how and when to complete tasks.

PRIMARY DUTIES: *This list represents the essential tasks performed by this position. Employees may be assigned additional duties by management as required.*

Performs cleaning of inside of buildings, including tasks such as sweeping, mopping, and polishing floors; washing walls, windows and woodwork; dusting and polishing furniture and equipment; cleaning and sanitizing restrooms and replenishing supplies; or vacuuming and shampooing carpets.

Collects and disposes of trash/garbage, replacing liners in receptacles as needed; gathers recycling materials and delivers to designated area.

Cleans furniture as directed; sets up meeting/community rooms.

Performs minor maintenance tasks such as changing light bulbs or assisting with small equipment repair.

Other duties and responsibilities as assigned by the Center Director and / or supervisory staff.

Assists in directing trustee inmates who will be assisting with building cleaning, when assigned.

Moves furniture as directed; sets up meeting/community rooms and breaks down tables and chairs at conclusion of activities/events.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, equipment or work aids involving little or no latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as brooms or vacuum cleaners.

BUILDING SERVICE WORKER

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

JUDGMENT REQUIREMENTS: *Judgement requirements refers to the frequency and complexity of judgments and decisions given the stability of the work environment, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Guides others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

IMPACT OF ERRORS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death for individuals.*

Makes decisions with very minor impact - affects only the individual.

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Updated November 2011

BUILDING SERVICE WORKER

Requires heavy work involving exerting 50 pounds of force on a regular basis, and moderate dexterity and skill in operating cleaning machinery.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for the safety of others, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to wet/humid conditions, bright and/or dim light, dust or pollen, fumes or noxious odors, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, sense of smell, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Opelika is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

RESOLUTION NO. 229-19

Reclassify Part-Time Code Compliance Officer To Full-Time - Purchasing/Revenue Dept.**RESOLUTION NO. _____**

**RESOLUTION CHANGING THE CLASSIFICATION OF PART-TIME POSITION OF
CODE COMPLIANCE OFFICER IN THE REVENUE DEPARTMENT
TO A FULL-TIME CODE COMPLIANCE OFFICER**

WHEREAS, the Mayor has submitted his recommendation to the City Council to authorize reclassify the part-time position of Code Compliance Officer in the Revenue Department to a full-time Code Compliance Officer and to amend the organizational chart of the Revenue Department of the City of Opelika.

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

1. That the part-time position of Code Compliance Officer at pay grade 17 in the Revenue Department is hereby reclassified to a full-time position at pay grade 17 and said full-time position is hereby authorized and approved by the City Council. The reclassified position shall be in addition to the two (2) classified (full-time) positions of Code Compliance Officer. The total number of classified (full-time) positions of Code Compliance Officers will be three (3). The person appointed to fill the new position shall have the same qualifications and shall perform the same job duties and functions as the current classified Code Compliance Officers. The former part-time position of Code Compliance Officer is eliminated.

2. The Purchasing-Revenue Manager is hereby authorized and directed to modify the organizational chart of the Revenue Department to implement the changes in personnel as

contemplated by this Resolution.

3. That the Mayor and Controller are hereby authorized to make the appropriate budget adjustments to implement this Resolution.

4. That this Resolution shall take effect upon its passage and adoption by the City Council.

ADOPTED AND APPROVED this the _____ day of _____, 2019.

 PRESIDENT OF THE CITY COUNCIL OF THE
 CITY OF OPELIKA, ALABAMA

ATTEST:

 CITY CLERK

**CITY OF OPELIKA
POSITION DESCRIPTION**

TITLE: Codes Compliance Officer

GENERAL DESCRIPTION

The essential function of the position within the organization is to enforce City of Opelika revenue laws and ordinances and to ensure code compliance. The position is responsible for examining and evaluating business licenses, permits and taxes for compliance; serving as backup for other departmental personnel; assisting with audits and prosecution for unpaid taxes; and related clerical tasks. This position also is responsible for related inspections, processing license permit applications, and preparing reports. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by this position. Employees may be assigned additional duties by management as required.*

Patrols streets throughout the City to inspect construction and job sites to check to make sure contractors have the appropriate business licenses.

Calls on City businesses to check for violations of business licenses, occupational and sales taxes, delivery licenses, or building permits.

Examines and evaluates business licenses, permits, and taxes paid to the City to ensure compliance with City laws and ordinances.

Provides suggestions on corrective action to non-compliant business owners, issues citations, or initiates court action as required; performs follow-up evaluations to ensure compliance.

Checks business classifications for possible non-compliant business activity.

Makes departmental bank deposits and gets change; collects on unpaid bills and bad checks from City businesses.

Assists and train Revenue Assistants as needed in collecting fees for business licenses, permits, and tax payments.

Assists with audits for unpaid taxes, providing necessary information/data.

Appears and testifies in Municipal Court regarding cases in violation of City ordinances.

Stays abreast of changes in local, state and federal laws, ordinances, and procedures pertaining to the area of responsibility.

Process alcoholic beverage application requests for City Council Approval.

Process refund requests.

Performs inspections, investigations, and enforces compliance with applicable City ordinances and codes, and the Zoning Ordinance, Chapter 14 License and Taxation.

Enforces Weed Ordinance and works with weed abatement contractor to ensure compliance with the ordinance. Determines area to be cut and negotiates cutting costs with contractor.

Municipal Codes Compliance Officer

Checks for compliance for conditions on conditional use permits, as directed by Planning Department, resolves non-compliance issues, and/or issues warning letters and citations to violators; performs follow-up inspections to ensure implementation of corrective measures.

Inspects permitted and non-permitted installed signage within the City limits for ordinance compliance; takes corrective action as required, including removal of signage.

Performs clerical tasks such as preparing citations or correspondence, telephoning, maintaining records, or prepare and disburse routine reports to city departments.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items such as standard office equipment.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads professional publications; composes reports; speaks formally to groups outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

JUDGMENT REQUIREMENTS: *Judgement requirements refers to the frequency and complexity of judgments and decisions given the stability of the work environment, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Created September 2015

Municipal Codes Compliance Officer

Requires decision-making as a major part of the job, affecting a major segment of the organization and the general public; works in a dynamic environment with responsibility for developing policies and practices.

IMPACT OF ERRORS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death for individuals.*

Makes decisions with serious impact - affects work unit and may affect other units or citizens.

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or the equivalent of two years of college or specialized vocational training in revenue, business administration, ordinances, tax laws, or a closely related field as determined by the hiring authority.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires State of Alabama Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three years of related revenue, tax collections, codes enforcement, and/or related experience as determined by the hiring authority.

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for the safety of others, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat and/or cold, wet/humid conditions, bright and/or dim light, dust or pollen, and traffic.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Created September 2015

Municipal Codes Compliance Officer

The City of Opelika is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

RESOLUTION NO. 230-19

Reclassify Part-Time Admin. Clerk To Full-Time Admin. Assistant - HR.**RESOLUTION NO. _____**

**RESOLUTION CHANGING THE CLASSIFICATION OF PART-TIME POSITION OF
ADMINISTRATIVE CLERK IN THE HUMAN RESOURCES DEPARTMENT
TO A FULL-TIME ADMINISTRATIVE ASSISTANT**

WHEREAS, the Mayor has submitted his recommendation to the City Council to authorize reclassify the part-time position of Administrative Clerk in the Human Resources Department to a full-time Administrative Assistant and to amend the organizational chart of the Human Resources Department of the City of Opelika.

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

1. That the part-time position of Administrative Clerk at pay grade 9 in the Human Resources Department is hereby reclassified to a full-time Administrative Assistant position at pay grade 12 and said full-time position is hereby authorized and approved by the City Council. The person appointed to fill the new position shall have the same qualifications and shall perform the same job duties and functions as the current classified Administrative Clerk. The former part-time position of Administrative Clerk is eliminated.

2. The Human Resources Director is hereby authorized and directed to modify the organizational chart of the Human Resources Department to implement the changes in personnel as contemplated by this Resolution.

3. That the Mayor and Controller are hereby authorized to make the appropriate

budget adjustments to implement this Resolution.

4. That this Resolution shall take effect upon its passage and adoption by the City Council.

ADOPTED AND APPROVED this the _____ day of _____, 2019.

PRESIDENT OF THE CITY COUNCIL OF THE
CITY OF OPELIKA, ALABAMA

ATTEST:

CITY CLERK

**CITY OF OPELIKA
POSITION DESCRIPTION**

TITLE: ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide administrative, organizational, and clerical support. The position is responsible for tasks of responsibility for the assigned department. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by this position. Employees may be assigned additional duties by management as required.*

Serves as receptionist by greeting visitors and establishes purpose of the visit; provides information and forms. Provides contact information on other departments within the City and/or directs visitor to appropriate personnel or department.

Processes incoming departmental mail, opening and routing letters and parcels as appropriate; prepares outgoing mail and parcels.

Performs clerical tasks, such as scanning documents and entering data into computer system as needed, typing and processing documents such as letters, lists, memos; sorting mail, and faxes; preparing routine reports; and assists with maintaining departmental filing system observing strict confidentiality.

Performs accounting tasks such as processing receivables and payables, preparing payroll, creating purchase orders, reconciling financial accounts, or monitoring expenditures; collects and processes fees and/or payments for service.

Schedules and maintains calendar of appointments for assigned personnel.

Organizes and maintains files and records; destroys records as appropriate; performs data entry of specific departmental information.

Maintains inventory of supplies for area of responsibility; requisitions and/or picks up supplies and/or office equipment; enters data and receiving tickets into database for Purchasing; performs periodic physical inventory.

Gathers and maintains information/data to support periodic and special reports for the area of responsibility as directed; makes copies and distributes to appropriate personnel/departments.

This position is responsible for binding policies and booklets.

Other duties and responsibilities as assigned by the Area Supervisor and / or supervisory staff.

Attends staff, committee and other professional meetings to exchange information, represent supervisor, or take minutes; transcribes and distributes copies of minutes to appropriate personnel; organizes and coordinates meetings as directed and prepares meeting agendas/packages.

Human Resources Administrative Assistant

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, files, transcribes, enters, or posts data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, equipment or work aids involving little or no latitude for judgment regarding attainment of a standard or in selecting appropriate items such as telephone or copier.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

JUDGMENT REQUIREMENTS: *Judgement requirements refers to the frequency and complexity of judgments and decisions given the stability of the work environment, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Guides others, requiring frequent decisions, affecting the individual, co-workers, and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.

IMPACT OF ERRORS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death for individuals.*

Makes decisions with limited impact – decisions usually affects only the immediate area

Human Resources Administrative Assistant

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training. 2 years of office related experience as determined by the hiring authority.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related office experience. Education and other work experience may substitute as determined by the hiring authority. Experience in a Human Resources office is preferred.

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis.

Willing to work non-standard hours and overtime time as required. Willing to travel to attend workshops and recreation related seminars and classes.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for the safety of others, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat and/or cold, wet/humid conditions, bright and/or dim light, and dust or pollen.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Opelika is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

RESOLUTION NO. 231-19

Authorize New Job Classification/Job Description for IT Network Administrator; Eliminate Job Classification of IT Associate - IT Dept.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING NEW JOB CLASSIFICATION
AND JOB DESCRIPTION FOR IT NETWORK ADMINISTRATOR;
ELIMINATING THE JOB CLASSIFICATION OF IT ASSOCIATE IN THE
INFORMATION TECHNOLOGY DEPARTMENT**

WHEREAS, the Mayor has submitted his recommendation to the City Council to authorize the new job classification and job description for IT Network Administrator; eliminate the job classification of IT Associate and to amend the organizational chart of the Information Technology Department.

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

1. That the new job classification of IT Network Administrator in the Information Technology Department at pay grade 16 is hereby approved and authorized by the City Council.
2. That the job description of IT Network Administrator, attached hereto as Exhibit “A” and incorporated herein by reference, is hereby approved by the City Council.
3. That the Mayor is hereby authorized to fill the position of IT Network Administrator at any time in fiscal year 2019-2020.
4. That the job classification of IT Associate at pay grade 8 is hereby eliminated.
5. That the Chief Technology Officer and the Controller are hereby authorized and

directed to modify the organizational chart of Information Technology Department to implement the changes in personnel as contemplated by this Resolution.

6. That the Controller is authorized to make the appropriate budget adjustments to implement this Resolution.

7. That this Resolution shall take effect upon its passage and adoption by the City Council.

ADOPTED AND APPROVED this the _____ day of _____, 2019.

PRESIDENT OF THE CITY COUNCIL OF THE
CITY OF OPELIKA, ALABAMA

ATTEST:

CITY CLERK

**CITY OF OPELIKA
POSITION DESCRIPTION**

TITLE: Network Administrator

GENERAL DESCRIPTION

Network Administrator works with moderate supervision and guidance from supervisor on operation for installing, testing, and troubleshooting telecommunication connectivity systems.

PRIMARY DUTIES: *This list represents the essential tasks performed by this position. Employees may be assigned additional duties by management as required.*

Help load and unload daily supplies and equipment on to and off of vehicles.
 Accept direction from Team Members in higher classifications.
 Knowledgeable on the proper use of basic hand tools.
 Ability to properly install both copper and fiber optic cable.
 Ability to properly terminate copper cable (Cat5e, Cat6, Cat6a etc.).
 Ability to properly create and install labels.
 Ability to perform all component and system testing.
 Ability to complete the tasks assigned in a timely manner.
 Ability to understand wiring diagrams and installation instructions.
 Ability to work with small telecommunication components such as fiber optic strands and small gauge copper wire.
 Use proper care on all company assets to avoid breakage, misuse, theft, etc.
 Complete and submit basic paperwork (timecards, material forms, etc.) according to City policies and procedures.
 Understands, adheres to, and promotes the Environmental, Health & Safety policies.
 Attend classes and training sessions, as requested by City management, to obtain and maintain vendor certifications.
 Ability to climbing stairs, ladders, scaffolds, as needed.
 Identify and escalate situations requiring urgent attention.
 Track and route problems and requests and document resolutions.
 Working outdoors on installing technology in vehicles.
 Maintaining and administering computer networks and related computing environments including systems software, applications software, hardware, and configurations.
 Protecting data, software, and hardware by coordinating, planning and implementing network security measures.
 Replacing faulty network hardware components when required.
 Maintaining, configuring, and monitoring virus protection software and email applications.
 Ability to think through problems and visualize solutions.
 A self-starter able to work independently but comfortable working in a team environment.
 Ability to quickly learn new or unfamiliar technology and products using documentation and internet resources.
 Ability to create accurate network diagrams and documentation for design and planning network communication systems.
 Strong understanding of network infrastructure and network hardware.
 Other duties as assigned by Manager.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

IT Network Administrator

Copies, transcribes, enters, or posts data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as vehicles or postage machines.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or moderate amounts of money.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Analytical Thinking— Exceptional ability to analyze data and utilize it to make sound decisions.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs routine work using common sense;
Finger& wrist dexterity& hand/eye coordination.

JUDGMENT REQUIREMENTS: *Judgement requirements refers to the frequency and complexity of judgments and decisions given the stability of the work environment, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Guides others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

IMPACT OF ERRORS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death for individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires Specialized vocational training or 2 years previous experience as determined by the hiring authority.

IT Network Administrator

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires State of Alabama Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience as determined by the hiring authority.

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and moderate dexterity and skill in operating machinery, tools, or office equipment.

Ability to work from heights such as man lifts, scissor lifts& roof tops utilizing proper fall protection.

Candidate must successfully pass a Post-Offer – Validated Essential Job Functions and Physical Demands Evaluation.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for the safety of others, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat and/or cold, wet/humid conditions, bright and/or dim light, dust or pollen, and traffic.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Opelika is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

RESOLUTION NO. 232-19

Authorize New Job Classification/Job Description for Youth Specialist - Library.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING NEW JOB CLASSIFICATION
AND JOB DESCRIPTION FOR YOUTH SPECIALIST AT THE
LEWIS COOPER JR. MEMORIAL LIBRARY**

WHEREAS, the Mayor has submitted his recommendation to the City Council to authorize the new job classification and job description for Youth Specialist and to amend the organizational chart of Lewis Cooper Jr. Memorial Library.

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

1. That the new job classification of Youth Specialist in the Lewis Cooper Jr. Memorial Library at pay grade 17 is hereby approved and authorized by the City Council.
2. That the new job description of Youth Specialist, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby approved by the City Council.
3. That the Mayor is hereby authorized to fill the position of Youth Specialist at any time during fiscal year 2019-2020.
4. That the Library Director and the Controller are hereby authorized and directed to modify the organizational chart of Lewis Cooper Jr. Memorial Library to implement the changes in personnel as contemplated by this Resolution.
5. That the Controller is authorized to make the appropriate budget adjustments to

implement this Resolution.

6. That this Resolution shall take effect upon its passage and adoption by the City Council.

ADOPTED AND APPROVED this the _____ day of _____, 2019.

PRESIDENT OF THE CITY COUNCIL OF THE
CITY OF OPELIKA, ALABAMA

ATTEST:

CITY CLERK

**CITY OF OPELIKA
POSITION DESCRIPTION**

TITLE: YOUTH SPECIALIST

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide library services to children and young adults. The position is responsible for selecting and maintaining library materials, instructing part-time staff, planning and producing programs, and making presentations to groups of people. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by this position. Employees may be assigned additional duties by management as required.*

Reads reviews and interacts with teachers and other professionals to make material selections for the Children's Department.

Sorts and shelves returned library materials; inspects materials for damage and makes repairs when possible.

Provides training for part-time employees and assigns duties for area of responsibility; collaborates with supervisor to plan activities for part-time personnel.

Plans and produces programs for children 18 months to 18 years of age; provides regularly scheduled story-times.

Speaks to various groups, such as school students, regarding services available in the library's Children's Department; works with various local agencies and Friends group.

Creates and maintains departmental displays.

Assists in other departments of the library as needs arise and time permits.

Maintains excellent customer service daily.

This position requires regular attendance at work and requires rotating nights and weekends.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

YOUTH SPECIALIST

Handles or uses machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items such as computers, peripherals, or software programs such as word processing, spreadsheets, or custom applications.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads professional publications; composes reports; speaks formally to groups outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

JUDGMENT REQUIREMENTS: *Judgement requirements refers to the frequency and complexity of judgments and decisions given the stability of the work environment, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Requires responsibility for the actions of others, requiring almost constant decisions affecting co-workers, patrons, or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

IMPACT OF ERRORS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death for individuals.*

Makes decisions with very minor impact - affects only the individual.

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires bachelor's degree in library science or a closely related field as determined by the hiring authority.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six years of related experience as determined by the hiring authority.

Created May 2019

YOUTH SPECIALIST

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating machines, tools, or office equipment.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for the safety of others, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Opelika is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

RESOLUTION NO. 233-19

Memorial resolution for Nancy Parker Boyd.

From the Governing Body of

Opelika, Alabama

ba

Resolution

cd

WHEREAS, Nancy Parker Boyd was born in Opelika, Alabama July 27, 1966 to longtime educators Bill and Patsy Parker; and,

WHEREAS, Nancy was a warm, giving, empathetic and compassionate person. Nancy learned the value of hard work, perseverance and public service early on from her parents, teachers and neighbors. Nancy graduated with honors from Opelika High School and was the first African American Miss OHS. She also graduated with honors from the University of Alabama College of Communications Information Sciences with a Bachelor of Arts degree in Journalism in 1988; and,

WHEREAS, Nancy started her journalism career while a student at Opelika High School by writing for the Mainstreet Gazette and working as an anchorperson at the WJHO Radio Station. Nancy spent several months working in Washington, DC in the late Congressman Bill Nichols' press office. After that, she landed her first television news job in 1989 as the Alabama Bureau reporter for WTVM Channel 9 in Columbus, Georgia, then continued her career as a news reporter for WSFA News Channel 12 in Montgomery, Alabama; and,

WHEREAS, Nancy moved to Baton Rouge in 1990 to host the 5 a.m. morning broadcast and then moved to New Orleans as the weekend anchor of WVUE and has since anchored every prime time newscast at WVUE Fox 8 in New Orleans for the past 22 years; and,

WHEREAS, Nancy is a five-time Emmy Award winning journalist, received five Edward R. Murrow awards and several Associated Press awards for reporting and documentary work. She was one of only four Gulf Coast reporters invited to the White House for a one-on-one interview with President George W. Bush on the Katrina Recovery in 2006; and

WHEREAS, Nancy was married to the love of her life, Glynn Boyd, for more than 25 years, with whom she had three cherished children: son Parker and twins Piper and Pierce; and

WHEREAS, Nancy will be remembered for her outstanding professionalism and unwavering journalistic integrity and deeds of public service. Nancy is mourned by the Opelika community, her family and friends.

NOW, THEREFORE, BE IT RESOLVED, that Mayor Gary Fuller and City Council recognize with great admiration and appreciation the achievements and contributions of Nancy Parker Boyd and extend their condolences for her family and friends.

ADOPTED and APPROVED this the 20th day of August 2019.

Gary Fuller
Mayor, City of Opelika

C. E. "Eddie" Smith, Jr., President
City Council - Ward 4

Patricia A. Jones, President Pro-Tem
City Council - Ward 1

Tiffany Gibson-Pitts
City Council - Ward 2

Dozier Smith T
City Council - Ward 3

David Canon
City Council - Ward 5

Attest:

R. G. Shuman, CMC
City Clerk - Treasurer