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STATE OF ALABAMA
COUNTY OF COVINGTON

ANDALUSIA, ALABAMA
NOVEMBER 2, 2004

REGULAR COUNCIL MEETING

The City Council of the City of Andalusia, Alabama, convened in a Regular Meeting on Tuesday, November 2, 2004, at 6:00 P.M., in the auditorium in City Hall at 505 East Three Notch Street. The roll was checked by City Clerk Pam Steele and those present and those absent were as follows:

PRESENT:

Jerry B. Andrews, Mayor
Bridges, D. Anderson, Councilman
Michael L. Jones, Jr., Councilman
Andy Alexander, Councilman
Don Cotton, Councilman
Terry Powell, Councilman
Tom Albritton, City Attorney

ABSENT:

None

Mayor Andrews presided at the meeting and called the meeting to order after which Councilman Alexander voiced the invocation and led in the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES:

A motion was made by Councilman Jones, seconded by Councilman Powell, and unanimously voted to approve the minutes of the October 19, 2004 Regular Meeting as written.

MAYOR ANNOUNCES COMPLETION OF COLEMAN CENTER LWCF GRANT:

Mayor Andrews announced that a representative from the Alabama Department of Economic and Community Affairs recently conducted a final inspection of Land and Water Conservation Fund Grant Project #01-00762. The Mayor stated that this grant was used to renovate the Coleman Center swimming pool and construct a picnic pavilion and playground. Mayor Andrews stated that the final inspection report revealed that grant activities were conducted in compliance with LWCF regulations and that the quality of construction was excellent. Mayor Andrews commended city staff for their work on this excellent project.

COUNCIL DISCUSSES RESURFACING PORTIONS OF SIXTH AVENUE AND OAK STREET:

Mayor Andrews stated that the City Council has agreed to resurface portions of Sixth Avenue and Oak Street in connection with the East Three Notch Resurfacing and Sidewalk Improvement Project. The Mayor said the additional resurfacing will cost approximately \$28,000, and he will ask the Council to consider an appropriation at the next meeting when the exact cost is known.

COUNCIL APPROVE FY 2005 BUDGET:

Mayor Andrews stated that the City Council spent many hours reviewing and revising the FY 2005 budget. The Mayor commended Councilmembers for their hard work and introduced Resolution No. 2004-39 to approve the final draft of the FY 2005 Budget for consideration as follows:

**CITY OF ANDALUSIA
ANDALUSIA, ALABAMA**

RESOLUTION NO. 2004-39

BE IT RESOLVED by the City Council of the City of Andalusia, Alabama, that the following budget be adopted:

FY 2005 BUDGET

CITY OF ANDALUSIA FUNDS

TOTAL REVENUES AND CASH FROM ALL SOURCES	\$10,652,658
TOTAL OPERATING EXPENSES	\$ 9,644,813
TOTAL CAPITAL EXPENDITURES	\$ -0-
CONTINGENCIES	\$ 1,007,845
TOTAL EXPENDITURES AND CONTINGENCIES	\$10,652,658
DIFFERENCE IN REVENUES AND EXPENDITURES	\$ -0-

SPECIAL FUNDS

TOTAL REVENUES AND CASH FROM ALL SOURCES	\$ 596,540
TOTAL EXPENDITURES	\$ 596,540
EXCESS OF REVENUES OVER EXPENDITURES	\$ -0-

BE IT FURTHER RESOLVED that the following guidelines be adopted and implemented in accordance with budget expenditures made under the authority of this budget for FY 2005:

- 1) No vacant positions, including temporary, will be filled without approval of the Mayor.
- 2) Department Heads will approve overtime only when necessary.
- 3) The Treasurer is authorized and directed to pay all expenditures during the 2005 fiscal year.
- 4) Departmental expenditures must not exceed those authorized by this budget.

ADOPTED AND APPROVED this 2nd day of November, 2004.

THE CITY OF ANDALUSIA, ALABAMA

By: _____
Jerry B. Andrews, Mayor

ATTEST:

Pam Steele, City Clerk

A motion was made by Councilman Alexander, seconded by Councilman Cotton, and unanimously voted to approve Resolution No. 2004-39 as presented.

Mayor Andrews stated that he will be monitoring expenses closely to ensure departmental operations within the budget.

COUNCIL ADOPTS ACCOUNTING PROCEDURES AND PURCHASING & PROCUREMENT PROCEDURES FOR GRANT PROGRAMS:

Mayor Andrews stated that it is necessary to update accounting and purchasing/procurement policies and procedures for the 2004 Community Development Block Grant Project currently in progress. The Mayor reminded Councilmembers that this grant will fund the Snowden Drive/Packer Avenue Water and Sewer Improvement Project. The Mayor said the new policies contain several changes including the most recent references to ADECA Policy Letters, state laws, etc. Mayor Andrews introduced Resolution No. 2004-40 for consideration as follows:

**CITY OF ANDALUSIA
ANDALUSIA, ALABAMA**

RESOLUTION NO. 2004-40

WHEREAS, the City of Andalusia has been awarded CDBG Project No. LR-CM-PF-04-015 for the purpose of water and sewer rehabilitation; and

WHEREAS, implementation of the project requires the City of Andalusia to comply with all regulations and adopted policies that relate to the program in accordance with the Housing and Community Development Act of 1974, as amended, along with associated regulations implied therein; and

WHEREAS, one such requirement is that the City of Andalusia implement said program in accordance with and under written adopted accounting and purchasing policies.

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

SECTION 1. That the CDBG Project No. LR-CM-PF-04-015 be implemented in strict conformance to a written adopted accounting and purchasing procedure policy. Said policies are attached.

SECTION 2. That the Alabama State Bid Law and the Public Works Bid Law be followed, in conjunction with the Federal Common Rule, or when in conflict the most restrictive guideline must be used.

SECTION 3. That said policies are hereby adopted by the City of Andalusia for the purpose of implementation of CDBG Project No. LR-CM-PF-04-015, and remain in effect for the purpose of future CDBG projects, until said policies are otherwise amended.

ADOPTED AND APPROVED this 2nd day of November, 2004.

THE CITY OF ANDALUSIA, ALABAMA

BY: _____

Jerry B. Andrews, Mayor

ATTEST:

Pam Steele, City Clerk

A motion was made by Councilman Powell, seconded by Councilman Jones, and unanimously voted to approve Resolution No. 2004-40 as presented.

COUNCIL RENEWS ALATAX, INC. TAX REVENUE ENHANCEMENT AGREEMENT FOR A TWO-YEAR TERM:

Mayor Andrews stated that AlaTax, Inc., has collected the City's sales, use, and rental taxes for many years. The Mayor said he reviewed the costs incurred by the City under this contract and found that the City pays AlaTax approximately \$41,000 per year to collect over \$3.3 million in taxes. The Mayor said the AlaTax agreement has expired and asked the Council to consider renewing the agreement for a two year period.

A motion was made by Councilman Anderson, seconded by Councilman Jones, and unanimously voted to authorize Mayor Andrews to execute an Agreement with Alatax, Inc. to provide tax collection services for a two year period.

COUNCIL APPROVES JOB DESCRIPTION FOR COMPTROLLER AND ADDITION TO EMPLOYEE STRENGTH PLAN:

Mayor Andrews stated that the City and the Utilities Board have discussed hiring a Comptroller to supervise finance operations for the

City and Utilities Board. The Mayor said under the administrative direction of the Mayor/Utilities Superintendent, the Comptroller will perform financial and supervisory duties. He/she will act as City Treasurer and Comptroller of the Utilities Board and control all monies collected and disbursed by the City and the Board. He said the Comptroller will invest funds and prepare and administer the budget, and will serve as Utility Office Manager. The Mayor also said the Utilities Board has agreed to pay one-half the salary and fringe benefits for this position.

A motion was made by Councilman Cotton to approve the job description for the position of Comptroller to include the GFOA certification requirement, and to add this position to the Employee Strength Plan. The motion was seconded by Councilman Alexander, and upon being put to a vote, was unanimously passed.

COUNCIL TABLES ACTION ON COMPUTER SERVICES TECHNICIAN POSITION:

Mayor Andrews stated that the Computer Department currently maintains nearly 200 pieces of computer equipment throughout the City, and this is done with one full-time employee and one temporary employee. The Mayor said Computer Services Coordinator Kathy Ammons has recommended that the temporary position be made permanent and introduced a job description for the position of Computer Services Technician.

A motion was made by Councilman Jones, seconded by Councilman Anderson, and unanimously voted to table action on this item until the next Council Meeting.

COUNCIL DISCUSSES ABANDONMENT OF STORM SEWER EASEMENT ON SHANNON DRIVE:

Mayor Andrews stated that the Council discussed the possible abandonment of a storm sewer easement on Shannon Drive in the Council Workshop. He said the Public Works and Planning Departments recommend exchanging an existing storm easement for an easement in another location on the same parcel of property. The Mayor said the City Attorney recommended that a petition be presented to the City Council for abandonment of the original easement before any action is taken.

A motion was made by Councilman Cotton, seconded by Councilman Alexander, and unanimously voted to table action on this item until the next meeting.

COUNCIL AWARDS BID FOR ADMINISTRATIVE VEHICLE:

Mayor Andrews announced that sealed bids were opened on November 2, 2004, at 10:00 a.m. for a 2004 Sports Utility Vehicle. The Mayor said only one bid was received from Andalusia Ford, LLC, for \$22,459.68. The Mayor stated that this vehicle will be used for City and Utilities Board business, and that the Utilities Board has agreed to pay one-half the cost of the vehicle (\$11,230). The Mayor stated that the Crown Victoria utilized by the previous Mayor will be transferred to the Police Department.

A motion was made by Councilman Powell to award the bid to Andalusia Ford, LLC, for \$22,459.68, and to authorize the purchase of the 2004 Ford

Explorer, subject to an agreement with the Utilities Board regarding the disposal of said vehicle. The motion was seconded by Councilman Cotton, and upon being put to a vote, was unanimously passed.

COUNCIL APPOINTS COUNCILMAN DON COTTON TO RETIREE RELOCATION ADVISORY COMMITTEE:

Mayor Andrews stated that there are nine members on the Retiree Relocation Advisory Committee and reviewed the current members of the Committee and their terms of service. Mayor Andrews also stated that the City Council needs to appoint a Councilmember to serve as an ex-officio member of the Committee.

A motion was made by Councilman Jones, seconded by Councilman Anderson, and unanimously voted to appoint Councilman Don Cotton to the Retiree Relocation Advisory Committee.

COUNCIL HEARS REPORT ON "HALLOWEEN ON THE SQUARE" AND PRESENTS CERTIFICATE OF APPRECIATE TO DURRELL "DUKE" SMITH:

Director of Leisure Services Dwight Mikel reported on the activities of the 5th Annual "Halloween on the Square" event. Mr. Mikel stated that the event was a great success enjoyed by everyone who participated. Mr. Mikel said his department is already planning to expand activities for next year and thanked the Mayor, City Council, and downtown merchants for their support.

Mayor Andrews commended Department of Leisure Services staff for their hard work in organizing and coordinating this event, especially Mr. Durrell "Duke" Smith, who served as event manager. Mayor Andrews presented the following Certificate of Appreciation to Mr. Smith:

City of Andalusia



Certificate of Appreciation

Presented to

Durrell "Duke" Smith

*in recognition of outstanding service for your efforts
in planning, and coordinating activities of the
5th Annual Halloween on the Square
event which was a great success*

WITNESS MY HAND this 2nd day of November, 2004.

THE CITY OF ANDALUSIA, ALABAMA

BY: _____
Jerry B. Andrews, Mayor

ANNOUNCEMENTS:

1) Mayor Andrews announced that the Safety Recognition Program and United Fund Drive Annual Picnic will be held on Wednesday, November 10, 2004, at 11:30 a.m., at Lake Armstrong.

2) Mayor Andrews announced that the City received a "Distinguished Merit Award" on October 28, 2004, presented by the Alabama Historical Commission. The Mayor said he received the award on behalf of Mayor Earl Johnson and members of the previous City Council in recognition of the City Hall renovation project.

3) Mayor Andrews announced that a bid opening will be held on November 15, 2004, at 2:00 p.m. for the Transportation Enhancement Grant Project (Church Street Sidewalk Improvements).

4) Mayor Andrews announced that a dedication ceremony will be held on Veteran's Day, November 11, 2004, at 11:00 a.m. to dedicate the Covington County Veterans' Memorial.

5) Councilman Terry Powell stated that he has received several

calls regarding drainage problems on Marie Street, Berman Street, and Antioch Road, and will be investigating the problems next week. Mayor Andrews also stated that he will be meeting with Councilmembers concerning projects in their Districts.

ADJOURNMENT:

There being no further business to come before the City Council, and upon the motion being made by Councilman Jones, seconded by Councilman Powell, and unanimously voted, the meeting was adjourned.

THE CITY OF ANDALUSIA, ALABAMA

**BY: _____
Jerry B. Andrews, Mayor**

ATTEST:

Pam Steele, City Clerk