CITY OF ANNISTON
FEBRUARY 2, 2015
5:30 P.M.

- **INVOCATION**
- **PLEDGE OF ALLEGIANCE**
- **CALL TO ORDER**
- **ROLL CALL**
- **READING/APPROVAL OF MINUTES OF PREVIOUS MEETING**
- **STAFF ADDITIONS/DELETIONS TO THE AGENDA**
- **ADOPTION OF AGENDA**

I. RECEIVE INFORMAL PUBLIC COMMENTS

Informal Public Comment – Speaker Protocol

The City of Anniston believes that any member of the general public should be afforded the opportunity to address the City Council provided that designated rules are followed by the speaker. Any member of the public who wishes to address the City Council and offer public comment on items within the City Council's jurisdiction, may do so during the Informal Public Comment period of the meeting. However, no formal action will be taken on matters that are not part of the posted agenda. In order to ensure the opportunity for all those desiring to speak before the Council, there is no yielding of time to another speaker. This opportunity to address City Council may not be used to continue discussion on an agenda item that has already been held as a public hearing. Matters under negotiation, litigation, or related to personnel will not be discussed. If a member of the general public would like to address the City Council during the Informal Public Comment portion of the meeting, please respectfully indicate your desire to address the City Council when the Mayor solicits members of the general public to come forward and speak. You will be recognized by the Mayor and asked to come forward to the podium so that you can address the City Council in accordance with the rules outlined herein. Once the speaker has been recognized to speak, he/she will be given three (3) minutes to address the City Council. The speaker should not attempt to engage the City Council and/or Staff in a discussion/dialogue and the speaker should not ask specific questions with the expectation that an immediate answer will be provided as part of the three (3) minute time frame since that is not the intent of the Informal Public Comment period. If the speaker poses a question or makes a request of the City, the Mayor may refer the issue or request to the City Manager for follow up. At the conclusion of the three (3) minute time period, the speaker will be notified that his/her time has elapsed and the next speaker will be recognized to come forward to the podium and address the City Council. The Mayor may rule out of order any Speaker who uses abusive or indecorous language, if the subject matter does not pertain to the City of Anniston, or if the Speaker(s) attempts to engage the City Council Members in a discussion or dialogue on issues. City Council shall not discuss non-agenda matters because it does not give the public adequate notice. Accordingly, City Council shall be limited to asking factual and clarifying questions of staff, and when appropriate, the Council may consider placing a matter on a future agenda. In addition, it is not reasonable to expect staff to respond to any of a variety of issues on which they may or may not be prepared to respond to on a moment's notice, so the City Manager may respond, or direct staff to respond at a later time.

II. RECEIVE FORMAL PUBLIC COMMENT

Formal Public Comment – City Council Agenda Protocol

The City of Anniston has identified this portion of the meeting to allow individuals an opportunity to formally address the City Council on issues of importance. Anniston requires that individuals who desire to formally address City Council to submit a written request form outlining the subject matter that they intend to discuss so that they can be placed on an upcoming meeting agenda. Members of the public desiring to be placed on the agenda to present or address matters to the City Council must submit a formal **"REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA"** form to the Office of the City Manager at least 10 days prior to the requested City Council meeting date that you wish to speak. City Council meetings are held on the second and fourth Monday of each month so the request must be submitted no later than 5:00 pm on the Friday which constitutes 10 days prior. The request can be done in person, regular mail, fax or email and the speaker should obtain acknowledgement of the request from the City to demonstrate that the 10 day requirement has been met. The request form may be obtained from the Office of the City Manager or from the City's website www.annistonal.gov. The request should state the name of the individual(s) desiring to be heard and the subject matter to be presented to City Council. Requests may be referred, at the discretion of the City Manager, to appropriate staff for mediation prior to being placed on the public agenda. Please be advised that the mere completion of a request form does not entitle the speaker to be added to the agenda.

(a) Board Confirmation:

i. Dr. Angela Fears – McClellan Development Authority

III. CONDUCT PUBLIC HEARING - None

Speaking to a Public Hearing Item

In the interest of time and to ensure the fairness of all persons who appear before the City Council to speak for or against a public hearing item, speakers will be limited to three (3) minutes each to address City Council except as described herein. One speaker for the Petitioner may address the City Council for no more than 10 minutes, unless extended by the Mayor. In an effort help the City Council and the general public to better understand the issues, the Mayor may request that a City staff member address the City Council from the podium. Speakers from the general public may only speak when recognized by the Mayor during the public hearing. Speakers will be asked to come to the podium to address the City Council for three (3) minutes and they shall state their name and resident address for the record. Speakers addressing City Council on a public hearing item should coordinate comments in order to respect City Council's time constraints. Groups should select a spokesperson to present the major points that summarize their position and opinions. Speakers are urged to be brief and non-repetitive with their comments. Comments shall specifically address the public hearing item before the City Council, and the speaker shall maintain appropriate tone and decorum when addressing the City Council. City Council may ask questions of the applicant, speakers, or staff during these proceedings only for the purpose of clarifying information. The speaker shall not direct derogatory comments to any individual, organization, or business. At the conclusion of the three (3) minute time period, the speaker will be notified that his/her time has elapsed and the next speaker will be recognized to come forward to the podium and address the City Council. Once the public hearing is closed on an item, there will be no further opportunity for formal or informal public input at a City Council meeting.

(a) To hear public comments regarding permit application for bingo to Elk's Lodge BPOE #189 located at 1019 South Noble.

IV. UNFINISHED BUSINESS – None

V. CONSENT AGENDA

(a) Resolution authorizing reimbursements to city officials for expenses incurred while traveling away from the city.
(b) Resolution declaring a reported condition to be a public nuisance. (Grp 39 – Dangerous Structures)
(c) Resolution appointing a member to the McClellan Development Authority.
(d) Resolution adopting a Public Records Request Policy.
(e) Motion to approve the permit application for bingo to Elk's Lodge BPOE #189 located at 1019 South Noble Street.
(f) Motion to approve an amendment to the City of Anniston Policies and Procedures Manual on Personal Appearance and Dress.
(g) Motion to approve the applications for wrecker rotation within the city limits of Anniston.
(h) Evaluation of bid for tent for Farmers Market.

VI. OTHER ADDITIONAL OR FURTHER MATTERS THAT MAY COME BEFORE COUNCIL

COUNCIL COMMENTS

ADJOURNMENT

MINUTES

Anniston, Alabama
January 20, 2015

The City Council of the City of Anniston, Alabama, met in Regular Session in the Council Chamber in the City Hall of the City of Anniston, Alabama, on Tuesday, January 20, 2015, at approximately 5:30 o'clock p.m.

Council Member Jenkins prayed the Invocation.

Council Member Jenkins led the Pledge of Allegiance to the Flag.

Mayor Stewart called the meeting to order. On call of the roll the following Council Members were found to be present: Council Members Jenkins, Reddick, Selase, Harris and Stewart; absent: none. A quorum was present and the meeting opened for the transaction of business.

Brian Johnson, City Manager, was present.

Bruce Downey, City Attorney, was present.

Council Member Selase made a motion to waive the reading of the minutes of December 15, 2014. The motion was seconded by Council Member Reddick; and on call of the roll the following vote was recorded: ayes: Council Members Jenkins, Reddick, Selase, Harris and Stewart; nays: none. The motion carried.

Council Member Harris made a motion to approve the minutes of December 15, 2014. The motion was seconded by Council Member Jenkins; and on call of the roll the following vote was recorded: ayes: Council Members Jenkins, Reddick, Selase, Harris and Stewart; nays: none. The motion carried.

Council Member Jenkins made a motion to adopt the agenda. The motion was seconded by Council Member Reddick; and on call of the roll the following vote was recorded: ayes: Council Members Jenkins, Reddick, Selase, Harris and Stewart; nays: none. The motion carried.

Glen Ray addressed the Council and stated he could not get a copy of his son's arrest report and he had been trying for months to get the report. He stated he was becoming frustrated and it seemed there was a conspiracy in the judicial system. He stated he had read the arrest report before and he now wanted to see if it had been changed. He stated he would not give up on getting this arrest report.

Council Member Selase stated that whenever he had asked for information from Chief Denham, Police Department, he had received the information requested.

Mayor Stewart announced that was the time for the Board Confirmation Hearing for Sonny McMahand and his nomination to the McClellan Development Authority.

Mr. McMahand verified that the information provided by him through his application and this confirmation hearing is true and accurate to the best of his knowledge and he pledged that if appointed he would faithfully, dutifully, and honestly serve the best interests of the City and the McClellan Development Authority.

Council Member Jenkins made a motion to approve the Consent Agenda items:

(a) Resolution authorizing reimbursements to city officials for expenses incurred while traveling away from the city.
(b) Resolution declaring a reported condition to be a public nuisance. (Grp 2015-01 Debris)
(c) Resolution declaring a reported condition to be a public nuisance. (Grp 2015-01 Vehicles)
(d) Resolution appointing a member to the McClellan Development Authority.
(e) Resolution to amend the FY15 budgets for the General Operating Fund, Stormwater Enterprise Fund, and three Internal Service Funds to adjust for the differences between the previously adopted budgets and presently projected revenues and expenditures in the budgets of the various funds.

The motion was seconded by Council Member Harris; and on call of the roll the following vote was recorded: ayes: Council Members Jenkins, Reddick, Selase, Harris and Stewart; nays: none. The motion carried.

Council Member Harris introduced and read Resolution Number 15-R-6 as follows:

(15-R-6, to amend the FY15 budgets for the Museum of Natural History, the Berman Museum and the Longleaf Botanical Gardens to adjust for the differences between the previously adopted budgets and presently projected revenues and expenditures in the budgets of the various funds)

Council Member Jenkins stated he would need to recuse himself from discussion and voting on this resolution and left the meeting at approximately 5:49 p.m.

Council Member Harris made a motion for the passage and adoption of Resolution Number 15-R-6 as introduced and read. The motion was seconded by Council Member Selase; and on call of the roll the following vote was recorded: ayes: Council Members Selase, Harris and Stewart; nays: none; abstentions: Council Member Reddick; absent: Council Member Jenkins. The motion carried and Resolution Number 15-R-6 was passed and adopted.

Council Member Jenkins returned to the meeting at approximately 5:51 p.m.

Council Member Harris thanked Council Member Jenkins for his work in updating the Council Chambers.

Council Member Selase stated thanked the Parks and Recreation Department for the wonderful Martin Luther King Day breakfast.

Council Member Reddick stated that the City of Anniston had the best employees in the world and thanked them for their work.

Council Member Jenkins thanked the Council for their hard work.

Mayor Stewart thanked everyone involved with the wonderful Martin Luther King Day breakfast. He stated there was a lot of interest in the City's bicycle plans.

There being no further business to come before the meeting at that time Council Member Reddick made a motion the meeting be adjourned. The motion was seconded by Council Member Harris; and on call of the roll the following vote was recorded: ayes: Council Members Jenkins, Reddick, Selase, Harris and Stewart; nays: none. The motion carried and the meeting was adjourned at approximately 5:56 o'clock p.m.

CONSENT AGENDA

RESOLUTION NO. 15-R-__

A RESOLUTION AUTHORIZING REIMBURSEMENTS TO CITY OFFICIALS FOR EXPENSES INCURRED WHILE TRAVELING AWAY FROM THE CITY

BE IT RESOLVED, by the City Council of the City of Anniston, Alabama, that reimbursement is made by the City of Anniston, Alabama, as follows:

a. $116.15 to Angie Dothard, Museum, while attending America's Mart on January 10, 2015 in Atlanta, Georgia.

b. $127.07 to James Green, Engineering, while attending Non-Point Source Conference on January 15, 2015 in Montgomery, Alabama.

PASSED AND ADOPTED this ____ day of February, 2015

CITY COUNCIL OF THE CITY
OF ANNISTON, ALABAMA

BY:_____
Vaughn M. Stewart II, Mayor

BY:_____
Jay W. Jenkins, Council Member

BY:_____
David E. Reddick, Council Member

BY:_____
Seyram Selase, Council Member

BY:_____
Mille Harris, Council Member

ATTEST:

_____
Alan B. Atkinson, City

RESOLUTION NUMBER 15-R-__

A RESOLUTION DECLARING A REPORTED CONDITION TO BE A PUBLIC NUISANCE

WHEREAS, Tana Bryant, an Appropriate City Official, pursuant to Section 34.5 of said Ordinance, has reported to the City Council that conditions exist at **attached (Group 39-Dangerous Structures)** in Anniston, Alabama that are believed to be a public nuisance; and

WHEREAS, the said City official submitted proof of said condition that was deemed by the City Council to be satisfactory to show that a public nuisance existed at the place specified; and

WHEREAS, Section 34.5 (1) (2), of the City of Anniston Ordinance No. 11-O-9 declares the following conditions to be a public nuisance: **Abandoned or Unsafe Construction and Any building that, due to poor design, obsolescence, or neglect has become unsafe or that may cause blight on the City or neighborhood in which it is located;** and

RESOLVED THEREFORE, that a public nuisance exists at the above said locations within the City of Anniston, said property being more particularly described on **Exhibit "A"** to this resolution; and

RESOLVED FURTHER, that the public nuisance must be abated by the City and the cost of abatement charged as a lien against the property if not remedied by the owner(s); and

RESOLVED FURTHER, that a hearing be set before the City Council at its next regular scheduled meeting to hear objections to the City's actions; and

RESOLVED FURTHER, that at least two NOTICES TO REMOVE PUBLIC NUISANCE be promptly posted by the Appropriate City Official in front of the said property at not more than 100 feet in distance apart as specified in Section 34.16 of the Code of Ordinances; and

RESOLVED FURTHER, that the Appropriate City Official shall post said NOTICE TO REMOVE PUBLIC NUISANCE, as aforesaid, at least 5 days prior to the time for hearing objections by the City Council; and

RESOLVED FURTHER, that the Appropriate City Official shall determine the name and address of the person or entity last assessing said property for tax purposes, and shall further cause a search to be made of the public records, and shall further make a diligent investigation to discover the name(s) and contact information of the owners of every beneficial interest in the said property; and

RESOLVED FURTHER, that the Appropriate City Official shall, at least 5 days prior to the time for a hearing of objections by the City Council, mail a copy of said Notice by certified or registered mail, with postage prepaid and return receipt requested, to the last

person/entity assessing the property for taxes and to each owner of a beneficial interest in said property including, without limitation, mortgagees of record.

PASSED AND ADOPTED this the ____ day of _____, 2015.

CITY COUNCIL OF THE CITY OF ANNISTON, ALABAMA

BY: _____
Vaughn M. Stewart II, Mayor

BY: _____
Jay W. Jenkins, Council Member

BY: _____
David E. Reddick, Council Member

BY: _____
Seyram Selase, Council Member

BY: _____
Millie Harris, Council Member

ATTEST:

_____
Alan B. Atkinson, City Clerk

Exhibit "A"

Group 39 – Dangerous Structures

Lenlock Center LLC
5818 McClellan Blvd. E., Anniston, AL 36206
Parcel Numbers:

18-04-17-1-001-003.000
18-04-17-1-001-004.000
18-04-17-1-001-005.000
18-04-17-1-001-006.000
18-04-17-1-001-007.000
18-04-17-1-001-008.000
18-04-17-1-001-009.000
18-04-17-1-001-010.000
18-04-17-1-001-011.000
18-04-17-1-001-012.000
18-04-17-1-001-013.000
18-04-17-1-001-014.000
18-04-17-1-001-015.000
18-04-17-1-001-016.000
18-04-17-1-001-016.000
18-04-17-1-001-017.000
18-04-17-1-001-018.000

RESOLUTION NUMBER 15-R-____

A RESOLUTION APPOINTING A MEMBER TO THE MCCLELLAN DEVELOPMENT AUTHORITY

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

Section 1. That Dr. Angela Fears be and she is hereby appointed as a representative of the McClellan Development Authority to the unexpired term of Mark Hearn to expire on March 9, 2015.

Section 2. That a copy of this resolution be mailed to the above named appointee and to the Chairman of the McClellan Development Authority.

PASSED AND ADOPTED this the _____ day of January, 2015.

CITY COUNCIL OF THE CITY OF ANNISTON, ALABAMA

BY: _____
Vaughn M. Stewart II, Mayor

BY: _____
Jay W. Jenkins, Council Member

BY: _____
David E. Reddick, Council Member

BY: _____
Seyram Selase, Council Member

BY: _____
Millie Harris, Council Member

ATTEST:

_____
Alan B. Atkinson, City Clerk

RESOLUTION NUMBER 15-R-

ADOPTING A PUBLIC RECORDS REQUEST POLICY

WHEREAS, the City Council of the City of Anniston, Alabama, desires a comprehensive set of general guidelines and policies governing all public records requests to the City of Anniston; and

WHEREAS, the City Council of the City of Anniston, Alabama has reviewed and considered the attached "Public Records Request Policy";

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

Section 1. That the "City of Anniston, Public Records Request Policy" attached hereto as Exhibit A and incorporated herein by this reference is adopted by the Anniston City Council.

Section 2. That this resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this the _____ day of _____, 2015.

CITY COUNCIL OF THE CITY OF
ANNISTON, ALABAMA

BY: _____
Vaughn M. Stewart, II, Mayor

BY: _____
Jay Jenkins, Council Member

BY: _____
David E. Reddick, Council Member

BY: _____
Seyram Selase, Council Member

BY: _____
Millie Harris, Council Member

ATTEST:

_____
Alan B. Atkinson, City Clerk

City of Anniston, Alabama
Public Records Request Policy

The City of Anniston acknowledges and supports the public's right to inspect and make copies of public records as allowed by Alabama law. This Policy was adopted and implemented pursuant to City of Anniston Resolution No. 15-R-__, and in accordance with The Open Records Law of the State of Alabama, Alabama Code Section 36-12-40, the Alabama case law governing and interpreting the public's right to inspect public records, and Chapter 2, Article II, Section 2.11 of the Anniston, Alabama Code of Ordinances.

Intent

This Policy is intended to (a) ensure that the inspection of public records held by the City of Anniston is performed by those with a legitimate interest in the requested records, (b) to maintain the integrity of the public records, (c) to provide an orderly process to facilitate the citizenry's right to inspect public records, and (d) to promote the public's interest in having the business of government carried on efficiently and without under interference.

Records Available for Public Inspection

Many records of the City are available to the public for inspection, including the following commonly requested records:

- Ordinances, Resolutions and minutes of City Council meetings;
- City issued permits and licenses;
- Deeds, easements and right-of-way information;
- The front of Uniform Incident/Offense Reports;
- Original bids and all documents related to awarding public contracts;
- The names and resumes of applicants for City employment, or summaries thereof; and
- The names, titles, and compensation of City employees.

However, as proscribed by the Code of Alabama and interpretive court decisions, some records are not available for public inspection. Records typically not subject to public inspection include those where privacy or security issues are of overriding importance, or where documents are not necessary to record the status and condition of business carried out by the City. Such exceptions from disclosure may include, but not be limited to:

- Information received by a public officer in confidence;
- Sensitive personnel records;
- Law enforcement investigative reports;
- Banking records;
- Tax returns and financial statements;
- Records which would be detrimental to the best interests of the public if disclosed, such as those related to security plans, procedures, assessments, measures, or systems, and any other records relating to, or having an impact upon, the security or safety of persons, structures, facilities, or other infrastructures, including without limitation information concerning critical infrastructure and critical energy infrastructure;

- Documents regarding pending, threatened or anticipated litigation or arbitration, and other documents created by or at the direction of the City's attorney(s) or communications by and between the City and its attorney(s) where legal advice is sought, discussed and/or received.

Procedure for Requesting Public Records

To request public records, other than law enforcement records, a requesting party must complete a Public Records Request Form (PRRF), available at the reception desk at Anniston City Hall, 1200 Gurnee Avenue. A requesting party seeking public law enforcement records should obtain a PRRF from the Anniston Police Department, 174 W. 13th Street. PRRFs are available during normal business hours, Monday through Friday. If submitting the completed PRRF in person, please return it to the receptionist on duty at the time of your visit to City Hall or the Police Department. If returning the PRRF by mail, please address it as follows:

Non-Law Enforcement Records:	Anniston City Hall Attn: City Clerk - Public Records Request 1200 Gurnee Avenue Anniston, Alabama 36201
Law Enforcement Records:	Anniston Police Department Attn: Public Records Request 174 W. 13th Street Anniston, Alabama 36201

The submission of a fully completed PRRF is the exclusive procedure for requesting public records from the City of Anniston, including its employees, agents and representatives. The City of Anniston will not respond to any request for public records submitted through any other process other than that set forth herein. Furthermore, the City of Anniston will not respond to any incomplete PRRF. A party who submits an incomplete PRRF may resubmit a fully completed PRRF, which the City of Anniston will treat as a separate and distinct request to inspect public records.

Cost for Inspection and Copying of Public Records

Due to budgetary constraints, it is necessary for the City to assess a reasonable charge to all requesting parties for certain costs associated with a public records request.

Time. If a request is deemed, or becomes, time-intensive, defined as requiring more than one hour of City employee time to complete, a fee of $25 per hour will be charged beginning with the second hour. Partial hours will be billed in quarter hour increments (i.e. $6.25 per 15 minute increment). If it is estimated charges will reach or exceed $50, a cash deposit of half the estimated amount will be required before City personnel undertake a search for the requested records.

Copying Expenses. Photocopies of letter or legal size records subject to public inspection may be obtained at a cost of $0.25 per page. The cost of specialized documents, such as maps or large documents are subject to a higher fee as determined on a case-by-case basis based upon the size of the document requested and whether the document can be reproduced in-house or must be sent to an outside vendor for replication. The City will provide requesting parties the cost of such reproduction prior to copying and the City may require full or partial payment in advance. Electronic copies of public records subject to public inspection may be obtained at a cost of $25.00 per DVD or 8GB flash drive required to copy the requested

records.

Responding to Requests for Inspection of Public Records

The City of Anniston endeavors to provide timely responses to requests received in accordance with this Policy. The length of time it takes the City to respond to a request is dependent upon a number of factors, including, but not limited to:

- The age, location and availability of the records sought;
- Whether the records sought are kept in electric or paper form;
- Resolution of any legal issues that may exempt or prohibit particular records from disclosure;
- The availability of City staff to undertake the search for and/or copying of the requested records;
- If any search and/or copying of requested documents cannot be completed by the City within ten business days, the individual requesting the records will be notified.

The City will make a reasonably diligent search for the records requested. The City will not assemble reports or compile data that isn't already being assembled or compiled in the normal course of business. When appropriate, information resources will be provided to enable the requestor to assemble or compile their own reports or data. If providing this information requires staff time and other resources, these costs will be borne by the requesting party.

Unless otherwise requested, and subject to any corresponding payment obligations, the City will make available for inspection the records it discovers pursuant to a request and that it determines are subject to inspection. The City will not unilaterally reproduce records. When records are available for inspection, the City will respond to set a mutually convenient date and time, and reasonable timeframe for the inspection. Absent extraordinary circumstances, an inspection shall only be allowed on regular business days, Monday through Friday, between 9:00 a.m. and 3:00 p.m. When copies of records are provided, they may be obtained during the same hours.

Revisions to Policy

This policy is subject to revision as permitted or required by changes to Alabama law governing the disclosure public records.

City of Anniston, Alabama Public Records Request Form

Please type or print all requested information in the fields provided and submit completed form in-person or via mail to:

Non-Law Enforcement Records
Anniston City Hall
Attn: City Clerk - Public Records Request
1200 Gurnee Avenue
Anniston, Alabama 36201

Law Enforcement Records
Anniston Police Department
Attn: Public Records Request
174 W. 13th Street
Anniston Alabama 36201

Name:_____

Address:_____

City:_____State:_____ Zip:_____

Telephone:_____Email:_____

I Request to:

☐ **Inspect** the following public records of the City of Anniston. I agree that I will not cause harm or damage to any public record and further agree that these records will not be removed from City premises at any time. I understand I will be required to pay fees as described in the Public Records Request Policy if my request is deemed time-intensive.

☐ **Receive Copies** of the following public records of the City of Anniston. I understand that I will be required to pay fees as described in the Public Records Request Policy.

☐ **Electronic Copies -** If available, please provide electronic copies of documents on _____ DVD-R or ____ USB Flash Drive. I understand that electronic documents will likely be provided in PDF format.

The City of Anniston reserves the right to require inspection before copies are provided.

Description of Document(s) and Purpose of Request:

Description of Document(s) Requested:_____

_____

_____

Purpose of Request:_____

_____

_____

The Alabama Open Records Act and related case law allows municipalities to require a reason be provided to show a direct, legitimate interest in the specific document(s) requested. Statements should communicate a direct interest in the specific materials requested (i.e. "I am a student doing a paper on…") and should not be general statements of entitlement (i.e. "I am a taxpayer" or "It is a public document.").

The Requesting Party will be notified:

1) Of the estimated costs associated with completing the request*;
2) If their request is expected to take longer than ten business days; and
3) Upon completion of the search and/or copying of the public records request.

**Estimates exceeding $50 will require a deposit of half the estimated amount. Please see the Public Records Request Policy for details.*

_____ _____

Signature of Requesting Party **Date**

FOR STAFF USE ONLY

Date received and reviewed by City Clerk:_____Initials:_____

Reviewed by City Attorney Y/N?:_____ Date:_____Initials:_____

Action Taken (check one): ☐ **Approved** ☐ **Denied**

Responding Department(s):_____

Estimated Time to Complete:_____ Actual Time to Complete:_____

Estimated Completion Date:_____ Actual Completion Date:_____

Is this a time-intensive request Y/N?:_____ Deposit Required Y/N:_____ Amount: $_____

Notes:_____

_____

_____

Signature of Employee(s) Fulfilling Request:_____Date:_____

_____Date:_____

Complete Upon Fulfillment of Request

Total Page Count:_____Copies Provide on Electronic Media Y/N?:_____

Amount Paid by Requesting Party: $_____Receipt Provided Y/N?:_____

Description or List of All Documents Provided to Requesting Party for Inspection and/or Copying:

_____

_____

_____

_____

_____ _____

Signature of Custodian of Records **Date**

COMPLETED FORM MUST BE RETURNED TO THE OFFICE OF CITY MANAGER

CITY OF ANNISTON

FINANCE DEPARTMENT
FACT SHEET

TO: CITY COUNCIL AND CITY MANAGER

FROM: MARY MOTLEY, REVENUE COMPLIANCE SPECIALIST

SUBJECT: ELK'S LODGE BPOE # 189

DATE: 1/7/2015

CC:

- City Code requires that the Council formally approve all permit applications for bingo within the licensing jurisdiction annually. A public hearing is required prior to the vote. The location is inside the corporate limits of Anniston 1019 South Noble Street.
- A copy of the application package was forwarded to the Calhoun County Bingo Commission.
- The Police Department reports no local criminal history.

2/2/2015

2/2/2015

FACT SHEET

SUBJECT: Evaluation of bids for the purchase and installation of a commercial frame tent for the Downtown Farmer's Market.

FACTS: This is a grant expenditure.

VENDORS SUBMITTING BIDS

Top Notch Events and Rentals	$19,800.00
Chattanooga Tent Company	$40,251.00
Great American Tent Company	No response

RECOMMENDATION: The bid should be awarded to Top Notch Events and Rentals in the total amount of $19,800.00.

BID SCHEDULE

The City of Anniston will accept bids for the purchase and installation of a Commercial Frame Structure Tent for the Downtown Farmer's Market to meet the attached specifications. The attached specifications are being provided to potential bidders as guidelines which describe the type and quality of the product the City of Anniston is seeking to purchase. The name of a certain brand, make, manufacturer, or definite specification is to denote to quality, standard, general style, type or character of the item desired but does not restrict the bidder to the specified brand, make, manufacturer or specification names. Minor exceptions from the specifications may be considered if they do not alter the performance for the intended purpose. It will be assumed that all bids are based upon the specifications unless the bidder stipulates to the contrary.

Item	Description	Qty	Unit	Unit Price
1.	Commercial Tent New and Unused, Installed in accordance With the following Specifications:	1	each	$_____

Specifications:

One - 40 ft. x 120 ft. tent
Color – Blackout white – vinyl
Valance – scalloped
One – 40 ft. x 40 ft. sectional top – 2 piece
Four – 40 ft. x 20 ft. mid 1 piece top
Future framework with 8 ft. legs – 16 or more
1 ft. x 40" white dh steel stake kit
2" hand ratchets
5 hole stake bars – 8 or more
Stake kit
Cable kit
Long term installation of tent (8 or more months)

BIDDING ON:

MFG: _____

MODEL: _____

BRAND: _____

COMPLETION: _____ CALENDAR DAYS FROM DATE OF ORDER.

NOTE: It is the intent of this Invitation for Bid to award a firm, fixed price contract with no provisions for price escalation.

NOTE: The City of Anniston reserves the right to accept or reject all bids or any portion thereof.

NOTE: Bids shall be submitted in sealed envelopes and marked with the Invitation for Bid number and bid opening time and date.

NOTE: Delivery shall be F.O.B. destination, Anniston, Alabama.