

**Minutes  
Scottsboro City Council  
April 14, 2008**

The City Council of the City of Scottsboro, Alabama met in regular session on this the 14th day of April, 2008 in the Council Chambers of Scottsboro City Hall.

The meeting was called to order by the Council President and the roll was called with the following results:

Present:	Council President:	Keith Smith
	Council Member:	Matthew Hodges Buddy Simmons Josephine Smith Terry Thomas

Absent: None

City Clerk Gail Duffey and City Attorney Stephen Kennamer were also present. Mayor Deason was absent due to illness.

The Council President stated a quorum was present and announced that the meeting was open for the transaction of business.

The agenda was adopted as prepared by the Council President.

The minutes from the February 25, 2008 and March 3, 2008 Council Meeting were read and approved as read.

**BID OPENING FOR A SUV FOR THE FIRE DEPARTMENT**

Having requested bids for a SUV for the Fire Department the following were received and opened prior to the Council Meeting:

Company	Bid Amount
Harbin Ford	\$17,006.50
Harbin Chev	\$20,892.50
High Country	\$17,950.00
High Country	\$16,650.00

Upon the recommendation of the Bid Review Committee, motion was made by Council Member Buddy Simmons and seconded by Council Member Terry Thomas to award the bid to High Country Automotive in the amount of \$16,650.00 as the lowest responsible bidder that met specifications and that \$10,000.00 be paid from the budget and the balance to be paid from the sale of surplus items. Upon vote being taken, all voted aye. The Council President declared the motion carried.

The following Resolution was introduced by Council Member Terry Thomas and read and explained by the Clerk.

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCOTTSBORO, ALABAMA, AS FOLLOWS:**

**The following are Procurement Procedures adopted by the City of Scottsboro, Alabama to ensure that proper guidelines are met for the purpose of complying with A.D.E.C.A. auditing practices.**

Purpose: To establish efficient and economical and selection procedures for obtaining labor, materials, and services. All contract labor, materials, supplies and services purchased in whole or in part by Scottsboro, Alabama shall be acquired in accordance with these procedures.

Applicable Legislation & References: The City complies with the State of Alabama Public Works Law and State of Alabama Competitive Bid Law as its procurement policies. In those instances where guidelines for certain purchases do not appear in one of these two laws, local policies have been adopted as outlined below.

The following are procedures for purchasing for the City of Scottsboro:

1. A requisition is prepared and either faxed, emailed or hand delivered to the finance department at City Hall.
2. The requisition is presented to the Finance Director for his approval. The requisition contains the following information. Requisition Date, Vendor Name, Quantity Ordered, Detailed item description, Price per item, Total price for the item, General Ledger Account and Department Head Approval.
3. The purchasing clerk enters the requisition into the Incode accounting system through the purchase order system for General Fund purchases. Other Funds are directly entered into that fund either by check or a payable. The system has an automatic check to compare the amount of previous expenditures plus this requisitioned amount against the total budget for this account to see if there is money available for the requisition amount. If there is the purchase order is approved. If there are no funds available the requisition is not approved and sent back to the department head. The approved purchase order is then posted to the accounts payable system.
4. At the time invoices are received they are matched to purchase orders. Invoices are checked at that time for accuracy for individual item pricing and price/quantity extension calculations. Invoices are also scheduled for payment at this time. Monthly invoices are scheduled to be paid on the second and fourth Tuesday of each month unless other arrangements are made. The purchase orders are receipted making any changes to the pricing if exact pricing is not correct. We do allow estimated pricing on Purchase Orders if the exact price is not attainable.
5. Completed Purchase orders are then transferred to the Accounts Payable System for payment.
6. On the second and fourth Monday of each month invoices are selected for payment and a preliminary payment list is prepared for examination by the accounts payable clerk to visually determine if the payment list is ready to complete the check writing process. This payment list has authorization signatures of from the appropriate department head also. If any corrections are necessary they are made at this time and after all corrections have been made checks are printed.
7. All checks require two signatures. Signatories can be two out of the following three people. The mayor, city clerk and finance director. These signatures are hand written. No rubber stamps or signature machines are used for this process. The checks are examined by these people for validity at this time also.
8. After checks are signed they are given back to the accounts payable clerk for mailing.
9. Before mailing the accounts payable clerk makes copies of these checks and attaches them to the file copy consisting of the following copies:
  - Original Invoice
  - Purchase order
  - Duplicate copy of check
  - Any receipts

Any payments for electrical, water, sewer, gas, travel advances, rental or lease payments, uniform reimbursements or any one time situations are considered a direct payable and are directly entered into the accounts payable system. These items require an approved bill for utility and rental/leasing invoicing or a check request form with proper authorization for items that at the current time are considered a one time vendor or travel/uniform reimbursement.

Department heads are designated to authorize the requisitions for their respective departments with the approval of the finance director also.

The City Council of the City of Scottsboro must authorize the spending of General Fund and any other funds. The general fund spending is authorized in the form of the yearly budget. Any other spending is authorized on an item by item basis during a city council meeting or by signatures of 3 of the 5 city council members.

#### 10. Competitive Negotiations

- a. Advertise and/or solicit proposals from an adequate number of qualified sources.
- b. The RFP must identify all significant evaluation factors, including price or cost where required, and their relative importance.
- c. Evaluate all proposals using criteria listed in advertisement or solicitations.
- d. Award contract to the responsible bidder whose proposal is most advantageous to the City of Scottsboro, based on price and factors identified in the evaluation criteria.

- e. When price is not an appropriate evaluation factor, the RFP process may include the evaluation of competitors' qualifications only. The most *qualified competitor will be selected, subject to negotiation of fair and reasonable compensation.*

11. Methods of Small Purchase Procedures

- a. Price or rate quotations for materials or supplies with an aggregate cost less than \$7,500 must be obtained from at least three (3) qualified sources. File documentation is required.
- b. Price or rate quotations for professional services with an aggregate cost of \$100,000 or less must be obtained from at least three (3) qualified sources. File documentation and contract for professional services are required.

**STATE OF ALABAMA:**

**CODE OF ETHICS**

Purpose: Communities will maintain a written code of standards of conduct governing the performance of their employees engaged in the awarding and administration in selection or in the awarding or administration of a contract supported by federal funds if a conflict of interest real or apparent would be involved.

Applicable Laws and References: State of Alabama Code of Ethics, Uniform Administrative Requirements (Common Rule) as adopted by ADECA, OMB Circular A-87.

Adopted this the 14th day of April, 2008.

Motion was made by Council Member Terry Thomas and seconded by Council Member Josephine Smith to adopt the above Procurement Resolution. Upon vote being taken, all voted aye.

**APPROVAL TO LET BIDS FOR A TRUCK FOR THE STREET DEPARTMENT**

Motion was made by Council Member Buddy Simmons and seconded by Council Member Josephine Smith to approve for the Street Department to let bids for a truck to be paid for from surplus sales and to be used in the daily operation of the department. Upon vote being taken, all voted aye. The Council President declared the motion carried.

It was the unanimous consensus of the Council to introduce **AN ORDINANCE OF THE CITY OF SCOTTSBORO, ALABAMA, TO EXEMPT CERTAIN "COVERED ITEMS" FROM THE MUNICIPAL SALES AND USE TAX DURING THE FIRST FULL WEEKEND OF AUGUST, 2008, AS AUTHORIZED BY SALES TAX HOLIDAY RULE 810-3-65 AND CODE OF ALABAMA 1975 SECTION 11-51-210(e), GENERALLY REFERRED TO AS THE STATE SALES TAX HOLIDAY LEGISLATION AND OTHER MATTERS IN RESPECT THERETO.**

The Ordinance will be voted on at the April 28, 2008 Council Meeting.

**BID OPENING FOR COMPACTOR WHEELS FOR THE SOLID WASTE DEPARTMENT**

Upon the recommendation of the Bid Review Committee, motion was made by Council Member Josephine Smith and seconded by Council Member Terry Thomas to reject and rebid since the specifications were not complete by not including the exchange of wheels. Upon vote being taken, all voted aye. The Council President declared the motion carried.

**BID OPENING FOR A TRUCK FOR THE ANIMAL CONTROL DEPARTMENT**

Having requested bids for a pickup truck for the Animal Control Department the following were received and opened prior to the Council Meeting.

High Country Automotive	\$20,650.00
Harbin Ford	\$20,902.00

Upon the recommendation of the Bid Review Committee motion was made by Council Member Terry Thomas and seconded by Council Member Matthew Hodges to award the truck to High Country Automotive as the lowest responsible bidder that met specifications. Upon vote being taken, all voted aye. The Council President declared the motion carried.

The following Resolution was introduced by Council Member Buddy Simmons and read in full by Attorney Kennamer.

### **RESOLUTION**

**BE IT RESOLVED** by the City Council of the City of Scottsboro that the place for Municipal Court during renovation of the old City Hall is temporarily set for 316 South Broad Street.

Duly adopted this the 14<sup>th</sup> day of April, 2008.

Motion was made by Council Member Buddy Simmons and seconded by Council Member Terry Thomas to adopt the above Resolution. Upon vote being taken, all voted aye. The Council President declared the motion carried.

### **APPROVAL TO APPLY FOR AN ARCHITECT LANDSCAPE GRANT FOR THE DOWNTOWN SQUARE**

Motion was made by Council Member Josephine Smith and seconded by Council Member Terry Thomas to approve Council President, Keith Smith apply for a grant that would be used to have an Architect Landscape for the Downtown Square. Upon vote being taken, all voted aye. The Council President declared the motion carried.

The following Resolution was introduced by Council Member Buddy Simmons and read in full by the Council President.

### **RESOLUTION**

**WHEREAS**, the City of Scottsboro, Alabama, has certain items of personal property which are no longer needed for public or municipal purposes; and

**WHEREAS**, Section 11-43-56 of the Alabama Code of 1975 authorizes the municipal governing body to dispose of unneeded personal property.

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

Section 1. That the following personal property owned by the City of Scottsboro, Alabama is not needed for public or municipal purposes:

25 Street lights and poles from the Downtown Square

Section 2. That the Mayor and City Clerk and they hereby are authorized and directed to dispose of the property owned by the City of Scottsboro, Alabama, described in Section 1. above by placing on GovDeals.

Motion was made by Council Member Buddy Simmons and seconded by Council Member Josephine Smith to approve the above Resolution. Upon vote being taken, all voted aye. The Council President declared the motion carried.

The Council thanked everyone for coming out and also thanked the Department Heads and City Employees for taking care of City Business.

There being no further business to come before the Council at this time, motion was made by Council Member Matthew Hodges and seconded by Council Member Terry Thomas that the meeting be adjourned. All voted aye.

