



**AGENDA
PRE-COUNCIL MEETING OF
CITY OF HOMEWOOD
February 9, 2026
5:00 p.m.**

Call to Order:
Absent:
Roll Call:
Additions to Agenda:

OLD BUSINESS AGENDA

None.

NEW BUSINESS

- 01.02.26** Request for permission for Miss Alabama Organization to use the council chambers for annual meeting. – **Bo Seagrist, City Clerk**

- 02.02.26** Request for permission to work in the ROW at 907 and 909 Frisco Street to connect to existing sanitary sewer manhole – **Amy Zari, City Engineer**

- 03.02.26** Request for permission for a tent in the City Right-of-Way in front of Trak Shak from February 19th through February 23rd – **Mayor Andress**

- 04.02.26** Request to declare 2020 Chevrolet Tahoe PPV surplus (VIN 1GNLCDEC3LR111177) – **Blake Graves, Fleet Maintenance**

- 05.02.26** Request to amend the budget for Mercury Associates for Fleet Maintenance Study – **Cale Smith,**

- 06.02.26** Request for permission to put yellow stripe on the curb at Linden – **Councilor Lane**

AGENDA

ITEM

01.02.26

RESOLUTION NO. 25-_____

WHEREAS, the Miss Alabama Organization (the “Organization”) has requested the City of Homewood (the “City”) to enter into a Facilities Use Agreement regarding the use of the 2nd Floor City Council Chambers located at the City Hall Building (the “Agreement”) for the Miss Alabama 2026 Orientation (the “Event”), a copy of which is attached hereto as Exhibit A; and

WHEREAS, the City Council has discussed the same and has determined that it would be in the public interest to authorize the execution of the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Homewood, Alabama, at a regular meeting, duly assembled, a quorum being present, as follows:

1. That the City Manager is hereby authorized to execute, on behalf of the City, the Facilities Use Agreement between the Organization and the City regarding the use of the 2nd Floor City Council Chambers at City Hall for the Event, a copy of which is attached hereto as Exhibit A.

2. That this Resolution shall become effective immediately upon its adoption by the City Council.

ADOPTED and APPROVED by the City Council of the City of Homewood, Alabama this the _____ day of _____, 2026.

Mayor

ATTEST:

City Clerk

EXHIBIT A

FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (the “Agreement”) is made this ____ day of _____, 2026, by and between the CITY OF HOMEWOOD, ALABAMA (the “City”) and the MISS ALABAMA ORGANIZATION, a 501(c)(3) non-profit corporation (the “Organization”), for and in consideration of the mutual promises, covenants and agreements set out herein, the receipt and sufficiency of which is hereby acknowledged by the parties to this Agreement, the City does agree to permit the Organization to use the 2nd Floor City Council Chambers at Homewood City Hall, located at 2850 19th Street South (the “Facilities”), to conduct the Organization’s Miss Alabama 2026 Orientation (the “Event”), subject to the terms, covenants and conditions set forth herein.

1. Term. The term of this Agreement shall be from 8:00 a.m. on March 6, 2026 until 5:00 p.m. on March 7, 2026.

2. Rent. The City will lease the Facilities to the Organization for the Event for the sum of \$1.00, considering that the Organization is providing a public purpose for the promotion of the City.

3. Use of Facilities. The Facilities are to be used solely for the purpose of conducting the Event pursuant to the provisions of this Agreement. Any changes to the use of the Facilities must be previously approved by the City.

4. City and the Organization’s Responsibilities. The City’s maintenance staff will empty the Facilities’ trash receptacles. However, general housekeeping and removal of all trash and litter from the Facilities and surrounding areas will be the responsibility of the Organization and the Organization’s participants in the Event. The Organization shall require that all patrons, players, attendees and spectators using the Facilities to aid in the cleanup of the Facilities so as to demonstrate pride in the Facilities. Any abuse of the Facilities shall be reported to the City and may be the basis for limitations of future events. The Organization shall monitor its participants and spectators so as to ensure that such participants and spectators do not damage or cause waste to the Facilities during the Event.

5. Laws and Regulations. The Organization agrees to and shall at all times comply with all applicable federal, state and local laws and regulations.

6. General Indemnity. The Organization hereby agrees to indemnify and hold harmless the City against any claims, demands, damages, costs and expenses, including reasonable attorney fees, for defending claims and demands arising from the use of the Facilities by the Organization for the Event or from any act of negligence of the Organization or any of its patrons or participants in the Event.

7. General and Premise Liability Insurance. The Organization agrees to provide general and premise liability insurance in an amount not less than \$1,000,000.00 during the Event. The City shall be named as an additional insured under such policies. The policies shall be in full force and effect during the Event and may not be cancelled without prior notice to the City. If for

any reason the insurance is not maintained, the City shall have the right to automatically terminate this Agreement.

8. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance is, to any extent, held to be invalid or unenforceable, the remainder of the Agreement or the application of such terms or provisions to persons or circumstances, other than those as to which it is held to be invalid or unenforceable, shall not be affected, and each term and provision of the Agreement shall be valid and enforced to the fullest extent permitted by law.

9. Notices. Each notice or other communication which may be or is required to be given under this Agreement shall be in writing and shall be deemed to have been properly given when mailed by first-class mail to the City of Homewood, 2850 19th Street South, Homewood, Alabama 35209, or delivered personally during the normal business hours of the City to the same location.

CITY OF HOMEWOOD

Witness

By: Cale Smith
Its: Acting City Manager

MISS ALABAMA ORGANIZATION

Witness

By: _____
Its: _____

AGENDA

ITEM

02.02.26

RESOLUTION NO. 26-_____

WHEREAS, HF Property, LLC, the owner of the properties located at 905 and 909 Frisco Street in the City, has requested the City of Homewood (the “City”) to permit certain improvements in the alley right-of-way located at 905 and 909 Frisco Street; and

WHEREAS, the City Council has discussed the same and has determined that it would be in the public interest and serve a public purpose to authorize the execution of a Municipal Right-of-Way Improvement Permit and Indemnification Agreement (the “Agreement”).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Homewood, Alabama, at a regular meeting, duly assembled, a quorum being present, as follows:

1. That the City Manager and City Clerk are hereby authorized and directed to execute, on behalf of the City, the Municipal Right-of-Way Improvement Permit and Indemnification Agreement attached hereto as Exhibit A (the “Agreement”) with HF Property, LLC, the owner of the properties located at 905 and 909 Frisco Street in the City.

2. That the City Manager and City Clerk are hereby authorized to take any other actions necessary in order to consummate the Agreement referred to hereinabove.

3. That this Resolution shall become effective immediately upon its adoption by the City Council.

ADOPTED and APPROVED by the City Council of the City of Homewood, Alabama this the _____ day of _____, 2026.

Mayor

ATTEST:

City Clerk

EXHIBIT A

STATE OF ALABAMA)
JEFFERSON COUNTY) **MUNICIPAL RIGHT-OF-WAY IMPROVEMENT PERMIT**
CITY OF HOMEWOOD) **AND INDEMNIFICATION AGREEMENT**

This Agreement is made the ____ day of _____, 2026, between the CITY of Homewood, a municipal corporation, hereinafter referred to as “CITY” or “GRANTOR,” and HF Property, LLC, owner of the properties located at 905 and 909 Frisco Street, Homewood, Alabama, being the legal owner of land whose boundary is the right-of-way line for that portion of the CITY’s right-of-way for which this permission is granted, hereinafter referred to as “GRANTEE.”

The CITY hereby grants permission to GRANTEE to use the CITY’s right-of-way for the following purposes:

To allow for installation of 2” force main sewer laterals in the 10’ alley right-of-way, constructed per Jefferson County Environmental Services Department standards, to connect to the existing sanitary sewer manhole at those locations, as depicted in Exhibit 1 attached hereto,

hereinafter referred to as “IMPROVEMENTS.”

The permissions granted pursuant to this Agreement shall be limited solely to the specific location and specific purposes as described hereinabove and shall not be construed as a franchise agreement to utilize the public right of way for commercial or business purposes, or for purposes that violate federal, state or local laws, regulations or ordinances.

1. Term. The permissions granted herein shall be possessed and enjoyed by GRANTEE for only so long as the conditions of this permit are complied with, unless otherwise terminated sooner as provided for herein.

2. Rights of City. The CITY retains full title and ownership for the right-of-way. The CITY further reserves the right to use and enjoy the right-of-way to the fullest possible extent, including the right to exercise police powers, traffic control and parking regulations and ordinances over the right-of-way subject to this permit. This Permit does not give the right to GRANTEE to exclude the public from the right-of-way nor prohibit the CITY from regulating parking thereon. It is understood by and between the CITY and GRANTEE that this is a non-exclusive Permit and the CITY reserves the right to convey similar or other permits to public utilities or private parties. This Permit is a mere license and as such confers no property rights upon GRANTEE.

3. Maintenance. GRANTEE shall be solely responsible for and shall bear all cost of upkeep and maintenance of the IMPROVEMENTS. In the event said IMPROVEMENTS fall into a state of disrepair or become unsightly or unsafe, the CITY shall have the right, upon ten (10) days’ written notice to the GRANTEE, to remove said IMPROVEMENTS, and the GRANTEE shall reimburse the CITY for the cost of said removal.

4. **City Guidelines.** During the construction of the IMPROVEMENTS, GRANTEE will coordinate any temporary, pedestrian or motor vehicle traffic rerouting with the CITY's Engineering Department. GRANTEE shall follow all applicable CITY Ordinances, Building Codes and Engineering Department Guidelines for the work.

5. **Termination/Removal.** The CITY shall have the absolute right to terminate this Permit upon ten (10) days' written notice to GRANTEE and to require removal in whole or in part by GRANTEE of said IMPROVEMENTS for any reason whatsoever. Upon receipt of such notice and as may be specified by the CITY, the GRANTEE, at the GRANTEE's expense, shall be responsible for removing any specified objects from the Improvement and returning the area to its original condition or an acceptable substituted condition. In the event the CITY exercises any of its rights pursuant to this Permit, GRANTEE does hereby waive and release any and all claims against the CITY, including but not limited to claims pursuant to Section 235 of the Alabama Constitution.

6. **Utilities.** The CITY gives its permission subject to the rights of any utility companies or franchises, including the CITY itself, which may now or in the future utilize the CITY's right-of-way. Furthermore, GRANTEE accepts responsibility for any costs incurred in connection with the repair, maintenance or replacement of any utilities affected by the issuance of this Permit. Furthermore, GRANTEE shall, and fully agrees to, indemnify and hold harmless the CITY, its agents, officers, servants and employees from any and all lawsuits, actions or claims of any nature brought forth due to injuries or damage received/sustained by any person, persons or property arising from the construction, maintenance and/or presence of the IMPROVEMENTS located as described herein.

7. **Laws and Regulations.** GRANTEE agrees to, and shall at all times comply with, all applicable federal, state and local laws and regulations.

8. **Indemnity.** GRANTEE agrees to indemnify and forever hold harmless the CITY, its officers, agents, employees and contractors from any and all damages or claims for damages which might arise in connection with the use of the CITY's right-of-way pursuant to the issuance of this Permit to GRANTEE.

9. **Third-Party Beneficiaries.** This Permit confers no property rights or interest upon GRANTEE. There shall be no third-party beneficiaries to this Permit.

10. **Non-Assignable.** This Permit is non-renewable, non-transferable, non-assignable and issued to the GRANTEE solely for the purpose(s) stated herein.

IN WITNESS WHEREOF, the parties hereto have executed this Permit, individually or through their authorized officers, agents or attorneys-in-fact as the case may be, causing their respective seals to be affixed hereto the day and year first above written.

Executed on this the _____ day of _____, 2026.

ATTEST:

GRANTEE, HF Property, LLC

By: Chase Fisher

Its: Managing Member











ATTEST:

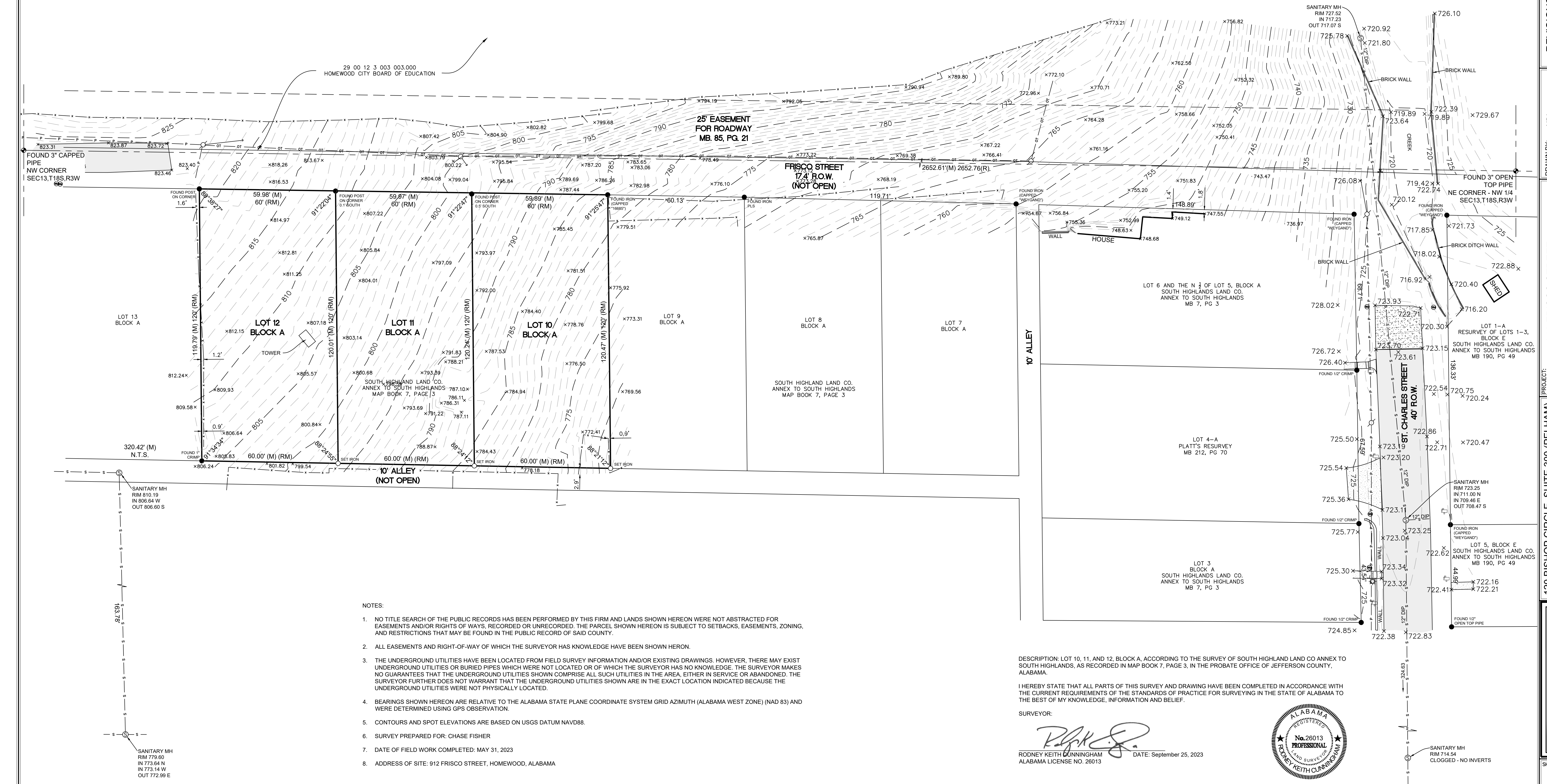
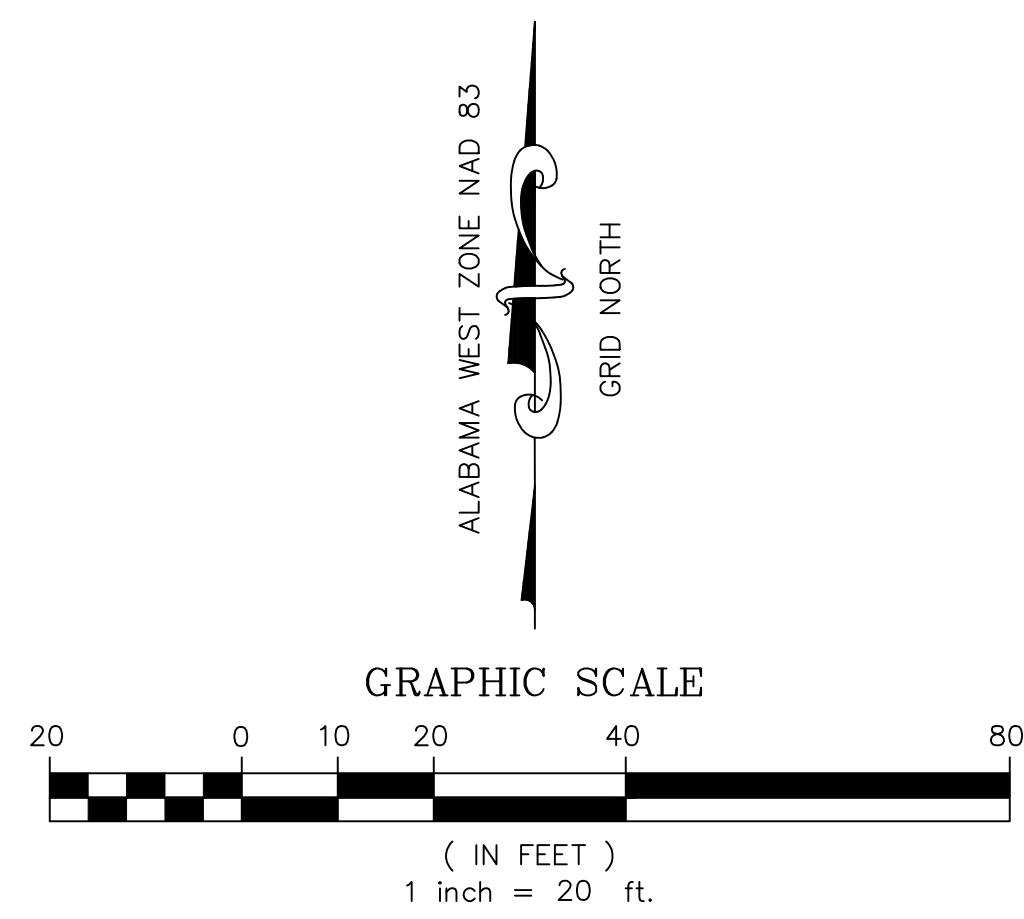
GRANTOR, City of Homewood

By: Cale Smith

Its: Acting City Manager

SITUATED IN SECTION 13,
TOWNSHIP 18 SOUTH, RANGE 3 WEST,
JEFFERSON COUNTY, ALABAMA

LEGEND	
• 267.49	EXISTING SPOT ELEVATION
	UTILITY POLE
	LIGHT POLE
	GUY WIRE
	WATER VALVE
	WATER METER
	SANITARY MANHOLE
	MAILBOX
— P —	OVERHEAD ELECTRIC
— OT —	OVERHEAD TELEPHONE
— S —	SANITARY LINE
— X —	FENCE
	ASPHALT
	CONCRETE
	GRAVEL



DESCRIPTION: LOT 10, 11, AND 12, BLOCK A, ACCORDING TO THE SURVEY OF SOUTH HIGHLAND LAND CO ANNEX TO SOUTH HIGHLANDS, AS RECORDED IN MAP BOOK 7, PAGE 3, IN THE PROBATE OFFICE OF JEFFERSON COUNTY, ALABAMA.

I HEREBY STATE THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF ALABAMA TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

SURVEYOR:

RODNEY KEITH DUNNINGHAM
ALABAMA LICENSE NO. 26013

DATE: September 25, 2023

[illegible]

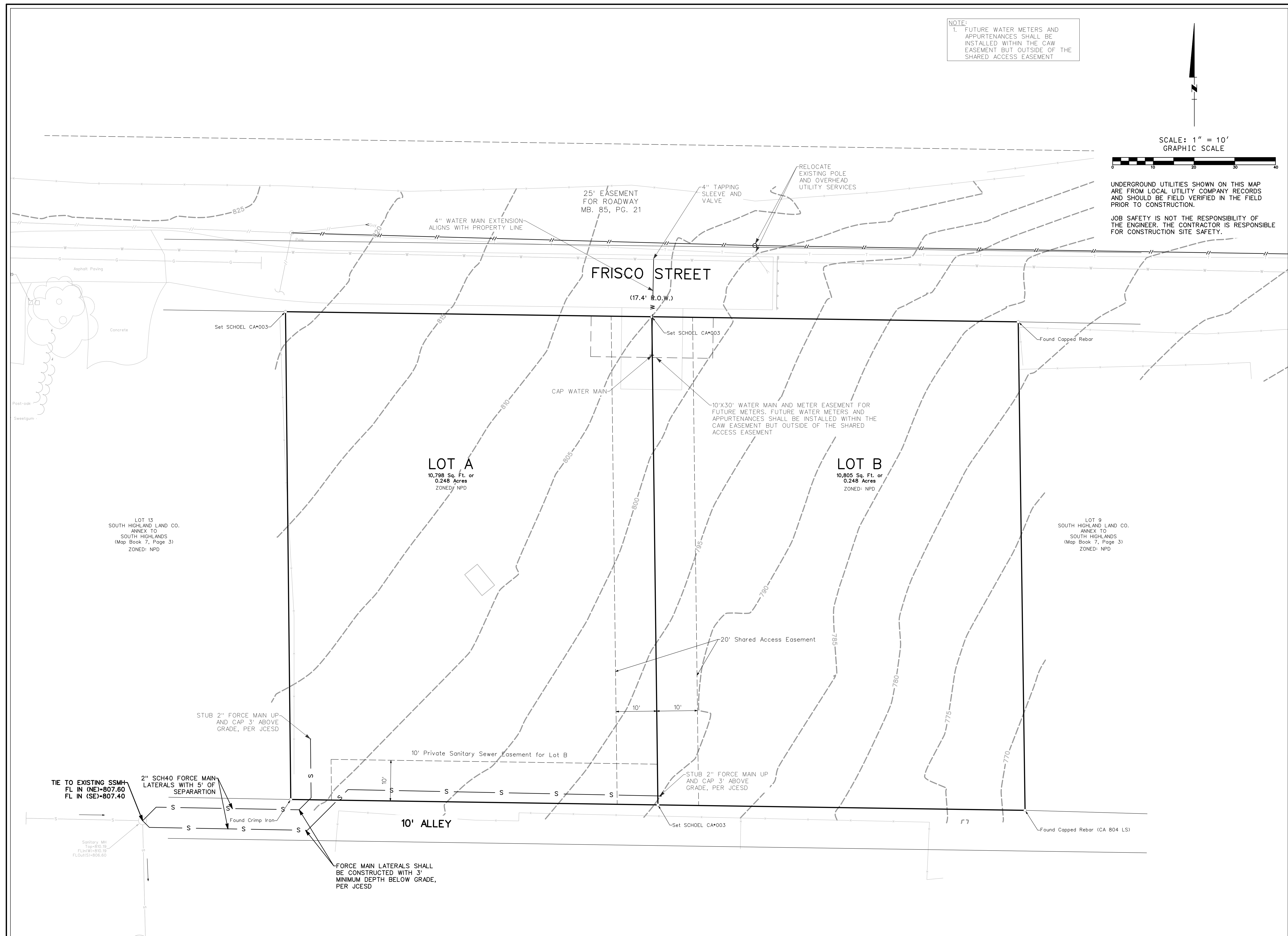
DRAWN BY:	MBA
CHECKED BY:	RKC
PROJECT No.:	FISH0001
DATE:	September 25, 2023
SCALE:	1" = 20"

912 FRISCO STREET,
HOMEWOOD, ALABAMA

TITLE:
BOUNDARY AND TOPOGRAPHIC SURVEY

120 BISHOP CIRCLE, SUITE 300 (PELHAM)
 PELHAM, AL 35124
 TEL - (205) 403-9158
 1000 E. LAUREL AVENUE (FOLEY)
 FOLEY, AL. 36535
 (251) 943-8960

EDG
ENGINEERING DESIGN GROUP, LLC
CIVIL ENGINEERING • LAND SURVEYING
(205) 403-9158 (251) 943-8960



BIRMINGHAM
1001 22nd Street South
Birmingham, AL 35205
irmingham@schobel.com
205.933.2111x200

HUNTSVILLE
103 Washington Street SE
Huntsville, AL 35801
huntsville@schobel.com
256.531.1729

TUSCALOOSA
3600 Watermelon Road
Tuscaloosa, AL 35706
North@schobel.com
205.210.6766

AGENDA

ITEM

03.02.26

RESOLUTION NO. 26-_____

WHEREAS, the owner of the property located at 2839 18th Street South has requested the City of Homewood (the “City”) to permit certain improvements in the right-of-way located on the Plaza in front of the Trak Shak; and

WHEREAS, the City Council has discussed the same and has determined that it would be in the public interest to authorize the execution of a Municipal Right-of-Way Improvement Permit and Indemnification Agreement (the “Agreement”).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Homewood, Alabama, at a regular meeting, duly assembled, a quorum being present, as follows:

1. That the City Manager and City Clerk are hereby authorized and directed to execute, on behalf of the City, the Municipal Right-of-Way Improvement Permit and Indemnification Agreement attached hereto as Exhibit A (the “Agreement”) with the owner of the property located at 2839 18th Street South in the City.

2. That the City Manager and City Clerk are hereby authorized to take any other actions necessary in order to consummate the Agreement referred to hereinabove.

3. That this Resolution shall become effective immediately upon its adoption by the City Council.

ADOPTED and APPROVED by the City Council of the City of Homewood, Alabama this the _____ day of _____, 2026.

Mayor

ATTEST:

City Clerk

EXHIBIT A

STATE OF ALABAMA)
JEFFERSON COUNTY) **MUNICIPAL RIGHT-OF-WAY IMPROVEMENT PERMIT**
CITY OF HOMEWOOD) **AND INDEMNIFICATION AGREEMENT**

This Agreement is made the ____ day of _____, 2026, between the CITY of Homewood, a municipal corporation, hereinafter referred to as “CITY” or “GRANTOR,” and the Trak Shak located at 2839 18th Street South, Homewood, Alabama, being the legal owner of a business whose boundary is the right-of-way line for that portion of the CITY’s right-of-way for which this permission is granted, hereinafter referred to as “GRANTEE.”

The CITY hereby grants permission to GRANTEE to use the CITY’s right-of-way for the following purposes:

To install 20’ x 20’ and 10’ x 20’ tents on the City Plaza in front of the Trak Shak for a sidewalk sale from February 19 to February 23, 2026,

herein after referred to as “IMPROVEMENTS.”

The permissions granted pursuant to this Agreement shall be limited solely to the specific location and specific purposes as described hereinabove and shall not be construed as a franchise agreement to utilize the public right of way for commercial or business purposes, or for purposes that violate federal, state or local laws, regulations or ordinances.

1. Term. The permissions granted herein shall be possessed and enjoyed by GRANTEE for only so long as the conditions of this permit are complied with, unless otherwise terminated sooner as provided for herein.

2. Rights of City. The CITY retains full title and ownership for the right-of-way. The CITY further reserves the right to use and enjoy the right-of-way to the fullest possible extent, including the right to exercise police powers, traffic control and parking regulations and ordinances over the right-of-way subject to this permit. This Permit does not give the right to GRANTEE to exclude the public from the right-of-way nor prohibit the CITY from regulating parking thereon. It is understood by and between the CITY and GRANTEE that this is a non-exclusive Permit and the CITY reserves the right to convey similar or other permits to public utilities or private parties. This Permit is a mere license and as such confers no property rights upon GRANTEE.

3. Maintenance. GRANTEE shall be solely responsible for and shall bear all cost of upkeep and maintenance of the IMPROVEMENTS. In the event said IMPROVEMENTS fall into a state of disrepair or become unsightly or unsafe, the CITY shall have the right, upon ten (10) days’ written notice to the GRANTEE, to remove said IMPROVEMENTS, and the GRANTEE shall reimburse the CITY for the cost of said removal.

4. City Guidelines. During the construction of the IMPROVEMENTS, GRANTEE will coordinate any temporary, pedestrian or motor vehicle traffic rerouting with the CITY’s Engineering Department. GRANTEE shall follow all applicable CITY Ordinances, Building Codes and Engineering Department Guidelines for the work.

5. **Termination/Removal.** The CITY shall have the absolute right to terminate this Permit upon ten (10) days' written notice to GRANTEE and to require removal in whole or in part by GRANTEE of said IMPROVEMENTS for any reason whatsoever. Upon receipt of such notice and as may be specified by the CITY, the GRANTEE, at the GRANTEE's expense, shall be responsible for removing any specified objects from the Improvement and returning the area to its original condition or an acceptable substituted condition. In the event the CITY exercises any of its rights pursuant to this Permit, GRANTEE does hereby waive and release any and all claims against the CITY, including but not limited to claims pursuant to Section 235 of the Alabama Constitution.

6. **Utilities.** The CITY gives its permission subject to the rights of any utility companies or franchises, including the CITY itself, which may now or in the future utilize the CITY's right-of-way. Furthermore, GRANTEE accepts responsibility for any costs incurred in connection with the repair, maintenance or replacement of any utilities affected by the issuance of this Permit. Furthermore, GRANTEE shall, and fully agrees to, indemnify and hold harmless the CITY, its agents, officers, servants and employees from any and all lawsuits, actions or claims of any nature brought forth due to injuries or damage received/sustained by any person, persons or property arising from the construction, maintenance and/or presence of the IMPROVEMENTS located as described herein.

7. **Laws and Regulations.** GRANTEE agrees to, and shall at all times comply with, all applicable federal, state and local laws and regulations.

8. **Indemnity.** GRANTEE agrees to indemnify and forever hold harmless the CITY, its officers, agents, employees and contractors from any and all damages or claims for damages which might arise in connection with the use of the CITY's right-of-way pursuant to the issuance of this Permit to GRANTEE.

9. **Third-Party Beneficiaries.** This Permit confers no property rights or interest upon GRANTEE. There shall be no third-party beneficiaries to this Permit.

10. **Non-Assignable.** This Permit is non-renewable, non-transferable, non-assignable and issued to the GRANTEE solely for the purpose(s) stated herein.

IN WITNESS WHEREOF, the parties hereto have executed this Permit, individually or through their authorized officers, agents or attorneys-in-fact as the case may be, causing their respective seals to be affixed hereto the day and year first above written.

Executed on this the _____ day of _____, 2026.

ATTEST:

GRANTEE, The Trak Shak

By: _____

Its: _____

ATTEST:

GRANTOR, City of Homewood

By: Cale Smith

Its: Acting City Manager

AGENDA

ITEM

04.02.26

ORDINANCE NO. _____

AN ORDINANCE TO DECLARE CERTAIN PROPERTY AS SURPLUS

Section 1. It is hereby established and declared that the following described personal property of the City of Homewood, Alabama, is no longer needed for the public or municipal purposes and is therefore declared surplus property (the “Property”), to-wit:

- 2020 Chevrolet Tahoe (VIN No. 1GNLCDEC3LR11117)

Section 2. That the City Manager and City Clerk be, and they hereby are, authorized and directed to dispose of the Property by auction to the highest bidder.

ADOPTED and APPROVED by the City Council of the City of Homewood, Alabama this the _____ day of _____, 2026.

Mayor

ATTEST:

City Clerk

AGENDA

ITEM

05.02.26

RESOLUTION NO. 26-_____

WHEREAS, Fleet Management has requested the City to enter into an agreement with Mercury Associates, to provide fleet management consulting services for the City pursuant to the Proposal attached hereto as Exhibit A (the “Proposal”); and

WHEREAS, the City Council has considered the request and has determined that it would serve a public purpose and is in the public interest to authorize the City Manager to accept the Proposal.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Homewood, Alabama, at a regular meeting, duly assembled, a quorum being present, as follows:

1. That the City Council does by the adoption of this Resolution authorize the City Manager to accept the Proposal to Provide Fleet Management Consulting Services with Mercury Associates, Inc., a copy of which is attached hereto as Exhibit A (the “Proposal”), in that the services to be rendered pursuant to the Proposal serve a public purpose.

2. That the City Council does by the adoption of this Resolution amend the General Fund Budget for the Fiscal Year 2025-2026 to provide for following transfer of funds:

a. \$44,250.00 from Account No. 01-09-499301/Carry Over Fund Balance to to Account No. 01-10-520400/Professional Services.

3. That the funds necessary to satisfy the financial obligations as authorized by paragraph 1 above are to be paid from Account No. 01-09-499301/Carry Over Fund Balance, not to exceed the sum of \$44,250.00.

4. That this Resolution shall become effective immediately upon its adoption by the City Council.

ADOPTED and APPROVED by the City Council of the City of Homewood, Alabama this the _____ day of _____, 2026.

Mayor

ATTEST:

City Clerk

EXHIBIT A

MERCURY

The City of Homewood

Proposal to Provide Fleet Management Consulting Services

January 2026



Mercury Associates, Inc.

186 Seven Farms Drive, Suite F, PMB #103 • Daniel Island, SC 29492 • (888) 518-3377

MERCURY

1/22/2026

Mr. Cale Smith, PE, City Manager
City of Homewood
cale.smith@homewoodal.org
(205) 332-6827

Mr. Smith and Mr. Gaston:

Mercury Associates, Inc. ("Mercury") is pleased to submit this proposal to provide fleet consulting services to the City of Homewood ("City"), pursuant to our recent conversations. Based upon our understanding of the City's needs and priorities, we have included the following tasks for your consideration:

- **Task 1:** 360 assessment of fleet management practices
- **Task 2:** Right sizing analysis
- **Task 3:** Development of fleet policies and procedures

While we believe this encompasses the City's primary areas of need, based upon our introductory conversation, we welcome the opportunity to collaborate with the City to amend this scope of work, based upon the City's goals, priorities, and budget, if needed and/or desired.

Mercury offers a unique combination of hands-on fleet experience, fleet management business process evaluation methods, and analytical capability that is unmatched by any consulting firm serving the fleet industry. Unlike other firms providing similar services, all of our advisory professionals have served as professional fleet managers in the public and/or private sector prior to beginning their consulting careers with Mercury. We bring to bear the resources, expertise, and capability to successfully complete this assessment with high quality results, on time and within budget.

Since incorporation in 2002, Mercury has worked with more than 650 fleet organizations across the world. We appreciate being given the opportunity to add the City of Homewood to this list of esteemed partnerships, and we look forward to hearing from you. If you have any questions regarding this proposal, please contact me at (202) 306-8127 or dreichmann@mercury-assoc.com.

Sincerely,

Dan Reichmann

Dan Reichmann
Director of Advisory Services
Mercury Associates, Inc.

Mercury Associates, Inc.

186 Seven Farms Drive, Suite F, PMB #103 • Daniel Island, SC 29492 • (888) 518-3377

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Firm Experience

Founded in 2002, Mercury Associates, Inc. is a well-known and trusted fleet management consulting firm in North America with a combination of technical, analytical, and advisory capabilities and hands-on fleet industry experience that is unmatched in the management consulting field. Notably, Mercury is ideally suited to serve fleet organizations due to the following unique characteristics:

1. **100% Fleet Focused:** One hundred percent of our consulting engagements are specific to the fleet industry. Unlike a generalized consulting firm that might have a surface-level understanding of fleet management processes or outsource recommendations from an external fleet expert, our consultants spend one hundred percent of their time dedicated to helping fleet organizations succeed.
2. **Independent, Objective, Agnostic:** Mercury does not own, resell, or exclusively partner with any external software or service providers, and we are committed to providing objective, unbiased guidance in pursuit of your unique fleet goals. We do not believe in one-size-fits-all solutions, and our sole intent is to assist our clients with identifying the best solutions for their specific fleet needs.

Mercury's mission, simply put, is to assist organizations in improving the management and operation of their vehicle and equipment fleets. Through our commitment to providing these services, Mercury is widely considered the premier provider of fleet advisory services and is a leader in assessing fleet trends and emerging solutions. Furthermore, all of our consulting staff members were fleet managers prior to becoming fleet management consultants. This wealth of hands-on experience, coupled with a single-minded focus on fleet management, helps explain why Mercury has been retained by more than 300 clients *in the last six years alone*.

Our fleet consulting work typically ranges between 40-50 unique clients each year, with fleets with as few as 50 vehicles, to as many as 200,000 vehicles or more. This breadth, depth, and variety of fleet clients gives us a comprehensive and nuanced understanding of the challenges clients are facing in managing and operating their fleets, in a variety of industries, geographic regions, and with different operational goals and philosophies. Subsequently, and as a testament to our team's ability to build trust within our client partnerships, many of our clients either reengage Mercury for implementation services immediately following the original engagement or, in some cases, bring us back many years later to re-evaluate the fleet program and determine the level of improvement accomplished since completion of the previous study.

Finally, Mercury has employees spread throughout the United States and Canada, allowing our team the flexibility to execute work in a timely and affordable manner. Mercury has a long track record of completing projects on time and within the stated project budget. Our fleet-specific resources, including the quality and expertise as our staff, as well as our internal processes and tools, are unmatched in the fleet consulting industry, making our team both uniquely suited and amply equipped to serve as your ideal fleet management partner.

Mercury's Project Team

Our consultants are the strength of our firm and are among the foremost experts in the fleet management field. They tackle challenges that require a degree of technical sophistication and analytical rigor that simply cannot be found anywhere else. They are recognized industry experts in virtually every area of fleet management including shop operations, outsourcing feasibility, organizational structure and staffing levels, replacement planning, facility space planning, fleet sustainability, finance, leasing, maintenance, information technology, chargeback rate development, fuel including alternative fuels, managed maintenance contracts, and safety, among others.

Our proposed project team for this engagement is provided below and represents decades of experience in the fleet industry.



Dan Reichmann, *Project Executive* is Mercury's current Director of Advisory Services, with over 20 years of experience in management roles for the General Services Administration Office of Fleet Management (GSA Fleet) in addition to prior consulting experience. His work with GSA Fleet included providing program support to GSA Fleet vehicles located in all 50 U.S. states, the American territories of Puerto Rico, Guam, and American Samoa, Europe (Germany, Italy, Spain, and Belgium), Japan, Honduras, and Afghanistan. GSA fleet is the U.S. federal government's in-house fleet leasing and management services company, comprised of a fleet of approximately 225,000 vehicles utilized by 75 military and civilian agencies, representing the largest "motor pool" in the world. In addition to his work in fleet management, Dan also worked as a management consultant for 8 years prior to joining GSA Fleet. His current work serves public, federal, and private-sector clients in the areas of fleet management, business process evaluation and reengineering, fleet right sizing and replacement plan development, and fleet management information systems (FMIS) implementation.

Dan holds a bachelor's degree in Economics and History from Georgetown University, a Master of Business Administration degree in Finance from the Smith School of Business at the University of Maryland, and a Master of Science degree in Physiology and Biophysics from Georgetown University.



John Martin, *CAFS, Fleet Consultant*, is a Certified Automotive Fleet Specialist (CAFS) with over ten years of experience in program management and more than seven years in the automotive sector. Before joining Mercury Associates, John worked for the Massachusetts Office of Vehicle Management (OVM), where he served as a Business Specialist before being promoted to Program Manager. In this capacity, he oversaw fleet operations for 37 Executive Branch agencies, implementing key initiatives to enhance efficiency and sustainability.

John played a pivotal role in launching the state's first telematics program by securing buy-in from senior government officials. In addition to leading this initiative, he successfully negotiated agreements with six collective bargaining units, ensuring collaboration and smooth program implementation. Concurrently, he directed multiple business units in developing a Business Intelligence application that tracked historical and real-time compliance data, which later became a model for the fleet industry. His efforts resulted in a 10% reduction in the size of the executive branch fleet, optimizing operations and reducing costs.

More recently, John has focused on electrifying the Massachusetts state fleet, collaborating with executive branch agencies to transition vehicles to electric and develop policies that support long-term sustainability. His leadership in fleet electrification played a key role in shaping Massachusetts' clean transportation strategy and served as the inspiration for Executive Order 604, which expands the state's commitment to zero-emission vehicles. As a member of the Massachusetts Green Fleet Committee, he has been instrumental in advancing the state's EV adoption efforts.

In addition to his work in fleet management, John serves as the Co-Chair of the NAFA Northeast Regional Council, where he supports fleet professionals by fostering collaboration, sharing best practices, and driving innovation in the industry. John holds a Bachelor of Arts degree in Geography from the University of Massachusetts – Amherst, with a minor in Natural Resource Conservation.



Marcella Boyd, *Fleet Consultant* brings nearly a decade of experience across multiple divisions of Enterprise Mobility, with a strong focus on fleet management in both the private and public sectors. Prior to joining the Mercury team, she worked with Enterprise Fleet Management, partnering with municipal governments, utilities, and private companies to optimize operations, reduce total cost of ownership, and implement sustainable vehicle lifecycle strategies.

Throughout her tenure at Enterprise, Marcella held roles in business development, management, and operations, gaining a comprehensive understanding of fleet leasing, remarketing, maintenance programs, and data-driven asset management. Leveraging this experience, she played a key role in helping clients modernize their fleets by integrating telematics, implementing fuel programs, and enhancing vehicle replacement strategies.

In her most recent role in Denver, Marcella served as a trusted advisor to public and private-sector clients, delivering customized fleet solutions that addressed operational challenges and aligned with long-term business goals. She was instrumental in acquiring and expanding client accounts by tailoring strategies that addressed cost efficiency and industry-specific needs. In addition to managing large-scale fleet portfolios, she worked closely with stakeholders on budget forecasting, vehicle procurement and upfitting, including public entities with complex purchasing requirements. Marcella is passionate about helping organizations adopt innovative, results-driven fleet solutions.



Brian Franklin, *Fleet Consultant* serves the Mercury Associates team as a Senior Consultant with a background in finance and fleet management, including 31 years of experience working for municipal government with the City of Tulsa. Prior to his work with the City of Tulsa, Brian served with the Tulsa Air National Guard as a U.S. Air Force Technical Sergeant and Administrative Specialist. Brian holds an associate degree in Administrative

Management, a bachelor's degree in management of human services, and a Master's degree in Human Relations. He also holds certifications as a National Association of Fleet Administrators (NAFA) Certified Automotive Fleet Manager (CAFM) and an American Public Works Association (APWA) Certified Public Fleet Professional (CPFP). Brian's broad set of skills allows him to participate on projects in a variety of capacities including conducting research, analyzing processes, making recommendations for efficiency improvements, and developing procedures, policies, descriptions, and reports.



Sarah Hollis, *Senior Analyst* is a Senior Consultant with Mercury with more than 16 years of experience in fleet management consulting. She has primary responsibility for the development and maintenance of several of Mercury's analysis and decision support tools, including our fleet replacement planning and cost modelling program, CARCAP (Capital Asset Replacement Cost Analysis Program™); our optimal vehicle replacement cycle analysis tool,

ORCA; and the company's eVAM solution suite for conducting fleet rightsizing studies. Sarah has worked on more than 100 fleet utilization and rightsizing, replacement, and benchmarking projects during her career, including several large projects for the State of California Department of General Services encompassing as many as 48,000 vehicles and pieces of equipment. She has managed surveys of as many as 36,000 vehicle operators for a single fleet rightsizing study. Sarah holds a Bachelor's degree in Computer Science from the University of Houston.



Shane Mattax, *Analyst* serves as a member of the Data Analytics team, applying his strong analytical background derived from his studies as well as additional experience through an internship with the Frederick County Treasury Department to support a wide array of transportation and fleet organizations. His project work includes financial evaluation, replacement planning, asset lifecycle optimization, rate model development for capital and operating costs, and right-sizing studies. Shane holds a Bachelor of Arts in

Economics with a minor in Technology Entrepreneurship from the University of Maryland.

Project Understanding and Approach

Project Methodology Our approach to conducting this assessment will be inclusive, interactive, and results oriented. Our goal as management consultants is for our clients to improve their fleet management practices by acting based upon our recommendations. This requires that our recommendations be practical and appropriate to the challenges and opportunities facing a specific client at a specific point in time. We have no interest in making recommendations that are technically or academically sound but ill-suited to the real-world conditions our clients face.

Site Visits and Stakeholder Engagement Mercury's approach to fleet management consulting is characterized by a combination of high-touch client engagement, unmatched industry expertise, and premium service. Consequently, our approach does not seek to merely gather data, plug it into a system, and provide generic results. Rather, we make a concerted effort to travel onsite to meet our client partners face to face, evaluate the condition of vehicles, and assess the operational landscape firsthand. During this time, we will also meet with representatives of user departments, as appropriate or directed, to obtain their unique perspective of their use and need for fleet assets and the fleet program in general, which will help ensure our recommendations are feasible and directly applicable to the City's unique challenges and goals pertaining to fleet.

Project Management Mercury takes a collaborative approach to all of our consulting engagements in an effort to ensure that the recommendations we make are practical, actionable, and tailored to the needs of the fleets we serve. Following contract execution, and prior to conducting the tasks outlined in the Work Plan below, members of our project team will meet with the City's designated project team to conduct a project kick-off meeting. The primary objectives of the meeting will be to introduce the members of both project teams to one another and to confirm both parties' understanding of project parameters including but not limited to goals and objectives, scope, approach, timeline, critical success factors, and deliverables.

In addition to specifically initiating the project through this task, Mercury will also monitor the progress of the project throughout the duration of the engagement and subsequent tasks. We will schedule and hold project calls at a cadence to be determined with the City's project team, and we will set regular checkpoints aligned with the deliverable due dates for each task to ensure we remain on schedule and expectations remain aligned.

Data Collection Our team understands that clear, comprehensive data is paramount to accurately conducting our analyses. Thus, our approach also includes a formal request for information (RFI) once the project has been initiated. The RFI will be in the form of a checklist which identifies the documentary material that we would like to obtain to conduct the analysis and a detailed inventory and roster template developed in Microsoft *Excel*. Once received, we will review all documentary material and data provided for completeness and follow up, if necessary, on any missing or erroneous items to ascertain if they will be forthcoming or are not available.

Task 1: Conduct 360 Fleet Assessment

Objective: Develop an understanding of current fleet makeup, processes, and operations by conducting an evaluation of fleet management practices.

Approach:

Our team will conduct an evaluation of fleet management practices which will entail a review of current conditions, resources, and business practices. Our assessment will be rooted in industry best practice, reinforced by our team's experience and expertise and guided by the eight disciplines of fleet management as put forth by the National Association of Fleet Administrators (NAFA). Those eight principles are:

Asset Management

Maintenance Management

Financial Management

Risk Management

Fuel Management

Information Management

Professional Development

Business Management

The results of this evaluation will serve as the foundation for developing specific recommendations for actionable improvements to fleet management processes which will reduce costs and/or improve the quality and effectiveness of both fleet management activities and the vehicles and equipment themselves that comprise the fleet.






We will determine *how* processes currently are performed through a combination of documentation review, employee interviews, focus group meetings, and site visits. Our team recognizes that successful fleet management is not determined by policy alone, and we acknowledge that the way processes and procedures are supposed to be performed and the way they are actually performed can differ. Thus, we will assess the adequacy of both the *definition*, as expressed in regulations, rules, policies, procedures, forms, etc. and the *execution* of fleet management processes in accordance with these requirements and guidelines.

Ultimately, our evaluation approach will not seek to merely differentiate good practices from bad, but to identify the factors unique to the client – whether political, organizational, managerial, operational, administrative, fiscal, technological, educational, or other – that explain why some practices are strong and others weak. This will allow us to develop recommendations for improvement that are not generic or academic in nature, but of *direct applicability* to the needs, objectives, conditions, and capabilities of the fleet.

We will also evaluate the organizational staffing of the City's fleet department by calculating the workload (VEUs and demand hours) required to manage and maintain the fleet and then use reasonable and appropriate performance standards to recommend the required workforce. In evaluating key aspects of a fleet management organization's performance, Mercury uses Vehicle Equivalency Unit (VEU) values derived from our VSRS. This benchmarking technique allows us to compute and compare certain metrics for different fleets by expressing the size of a fleet comprised of many different types of assets in terms of the equivalent number of passenger vehicles. The database includes the entire spectrum of vehicle and equipment types found in a utility or government fleet. Each class is given a VEU value that reflects the amount of

maintenance and repair labor hours it is estimated to require in one year, in proportion to the amount of such effort typically required by a passenger vehicle (rated at 1.0 VEU's). The following graphic illustrates how this technique works:

Sample Vehicle Equivalent Unit Values

Vehicle Classification	Sample	VEU Value
Sedan, mid-size, administrative use		1.0
Pickup truck, LD		1.5
Backhoe, MD		4.5
Street Sweeper, HD		8.5
Aerial Ladder Truck		10.5

Mercury strives to compare standard VEU values to an organization's actual performance, and to conduct the in-depth analysis required to successfully develop a comprehensive staffing plan. We also consider a number of other factors such as age and condition of the fleet, fleet maintenance facility limitations, skill level of technicians, training programs, business and workflow processes, fleet availability requirements, bargaining unit implications, tooling and shop equipment, use of fleet technologies, etc.

Deliverable: Thorough report documenting our observations and recommendations, including the use of our proprietary **360 Fleet Assessment**, presented in an executive summary with interactive visualizations powered by Microsoft Power BI®

Task 2: Conduct Right Sizing Study

Objective: Evaluate fleet size and composition to identify opportunities to more effectively or efficiently manage the City's fleet.

Approach:

Task 2.1: Obtain Fleet Inventory

Expanding upon our initial request for information (RFI) at the project onset, we will ask the City to provide additional utilization statistics such as current odometer and/or hour readings and the

date of the meter reading. We will also request fuel consumption data for each unit for the past year or two if available, mileage by year for the past three years, domicile location, and other trip statistics that may be available such as work order data, telematics information, etc. If the City has any available telematics data, we will utilize this data to augment our analysis. We will also request the City identify contact names and contact information (i.e., email address) for each fleet asset included in the review.

Task 2.2: Develop Detailed Fleet Profile

We will then analyze utilization data by type of asset and use case in order to identify those assets in the City's fleet whose usage is such that they should be further investigated for possible reassignment to a shared-use pool or removal from the fleet either immediately or at the end of the service life of the current asset. We will segment and analyze the assets in the fleet by user department, asset class or type, and, data availability permitting, asset domicile or regular parking/storage location. We will calculate statistics on recent usage levels by asset class and, based on the findings of these analyses, we will recommend the annual usage level for each group which should serve as a threshold for separating assets that clearly should be retained in the fleet from those that require more detailed investigation.

For unique vehicles (e.g., executive vehicles, specialized vehicles, etc.) in the fleet, we will confer with appropriate City leadership to ascertain whether they should be included in the fleet right sizing study. We may also suggest alternative methodologies to conduct right sizing analysis based on use-case.

Task 2.3: Survey Users of Potentially Under-Utilized Assets

Utilization statistics alone, of course, can be misleading indicators of the need for a vehicle. A common definition of a vehicle being in use is when it is not available for use by another person. In many such situations, a vehicle that is in use may or may not be accumulating many (or any) miles or engine hours. For example, a cargo van assigned to a carpenter may function as a toolbox on wheels and carry materials to a job site where the vehicle sits for extended periods of time. Analysis of historical miles driven will indicate that it is not used very much, but this clearly does not mean that the unit is underutilized or not needed.

Consequently, we will analyze fleet utilization from several perspectives in addition to meter readings for low-mileage units and will also tailor our analysis to the different types of vehicles and conditions in which user organizations operate. To decide whether individual assets whose usage falls below the pertinent threshold should be retained as is, reassigned to a shared pool, or removed from the fleet, we will develop additional information on their use and the business need for them using a web-based questionnaire or supplemental information requests. The types of information we may request for each asset in this group include the following.

Frequency and timing of the asset's use

- Typical times of use, including evening and weekend hours
- Seasonality of use
- Ability to predict and manage when the asset is used

- Documentary information to support utilization claims
- Vehicle status (active, spare, backup, etc.)

General requirements for the asset's use

- Typical number of passengers
- Types of passengers

Special characteristics of the asset's usage requirements

- Need to respond to emergency calls and frequency and timing of such calls
- Need for auxiliary equipment (e.g., light bar, radio, mobile data terminal, toolbox, etc.)
- Need to transport materials, tools, and/or equipment that are not easily removed
- Criticality of the asset to the user's mission

Location of the asset's use

- Proximity of the asset user to other employees with whom the asset might be shared
- Variability in the user's workplace locations and travel destinations (i.e., predictability as to where and when the asset will be available for use by others)

We will post the survey online for an agreed-upon period and provide periodic updates on its status so that follow-up calls can be made to agencies whose completion of questionnaires for their particular assets is lagging. To ensure a high response rate, we will ask the City to issue the data call from an appropriate authoritative source and will provide sample transmittal language for review and editing, including detailed instructions on accessing and filling out the survey. If necessary, we will extend the survey deadline at City leadership's discretion.

Task 2.4: Earmark Assets for Reassignment or Removal from the Fleet

Once user departments have completed the online survey, if/as required or have provided the required supporting utilization data, we will review the data for each asset included in the study for completeness, following up where necessary to obtain missing data, and then analyze the data in order to identify specific assets that we recommend for reassignment or removal from the fleet.

Upon completing these analyses, we may meet with department representatives, if necessary, to review and solicit feedback on our findings and recommendations regarding the disposition of specific fleet assets in their possession. The objective of these discussions will be to review and discuss the reasonableness and acceptability of our findings and recommendations in light of considerations such as the following:

- Any special operating practices or circumstances that account for the low usage of the assets earmarked for reassignment or disposal; and
- Recent and/or anticipated changes in the organization's size, mission, work methods, staffing levels, or other operating needs and parameters that might mitigate some of recommended reductions to their fleet.

On the basis of these discussions and our analyses we will finalize our recommendations regarding changes in asset assignments that will adjust the size and composition of the fleet to a more cost-effective configuration.

Task 2.5: Quantify Cost Savings

To the extent that available data permit, we will estimate the immediate and recurring cost savings associated with implementing our recommended changes to current vehicle assignments and overall fleet size and composition. This will include replacement cost avoidance, estimated proceeds from the sale of units identified for removal from the fleet, and estimated vehicle operating cost savings, if applicable.

Deliverable: Comprehensive report including vehicles to consider for reassignment or removal from the fleet, potential cost savings, and actionable next steps to implement the right sizing plan.

Task 3: Review and Develop Policies and Procedures

Objective: Evaluate current fleet policies and procedures and make recommendations to bolster, amend, or expand policies for better alignment with best practices.

Approach:

In this task, we will bolster our existing knowledge of the City's current processes, gained through previous tasks, to identify areas where the City either does not have or is not currently effectively enforcing policies and procedures, and determine how policies and procedures can be developed and implemented more successfully to optimize fleet operations. We will base our evaluation on our understanding of industry best practices as compared with the City's current processes.

Once we have identified areas where policies and procedures are currently lacking and may need to be reinforced or redeveloped to better align with the City's needs and industry best practices, we will conduct additional interviews with relevant stakeholders across the fleet operation, as needed, to better understand the desired outcome of the final policies and procedures document. The intended outcome of these interviews is to develop a better understanding of how individuals involved in the operation of the City fleet perform their work, the daily challenges and obstacles that they face, and their input on how operations could be more efficient or effective.

We will then develop a draft policies and procedures manual based upon our findings, which we will present to you for review. We will meet with City project team members to collect feedback, which we will take into consideration prior to developing the finalized draft.

Deliverable: Documented policies and procedures to integrate into or bolster existing standard operating procedures.

Project Investment

Mercury proposes a firm fixed price of \$44,250 to complete the three (3) tasks described above.

Our price is inclusive of one (1) onsite visit for up to three (3) days for members of the Mercury team to collect any additional data, observations, and interviews needed to support the study.

We have arrived at this pricing using our cooperative rates, and we are prepared to leverage our awarded supplier status pursuant to OMNIA Contract Number 05-84 to facilitate the administration of our agreement. As an alternative option, Mercury is also an awarded supplier on Equalis contract COG 2122A. Our rates for both cooperatives are equal. Should the City wish to explore a partnership without leveraging a mutual cooperative agreement, we will adjust our rates accordingly to our standard rates.

We recognize that this is not an insignificant cost for our services. We would like to highlight that the intent of this work will be to enhance and maintain a program that will be sustainable following the end of Mercury's engagement, and to ensure that the City has the safest, most reliable fleet and facilities to ensure that service to the citizens is of the highest caliber possible. Having a program that attracts talented staff, retains great teams, and supports the internal stakeholders is our goal.

Project Timeline

Mercury is prepared to begin work on this project immediately following contract execution, tentatively scheduling the project kickoff call for late January or early February. Contingent upon data availability and scheduling alignment, we estimate the total project will take approximately three (3) to six (6) months. Pursuant to our recent conversations, we will prioritize Task 1: Conduct 360 Fleet Assessment in an effort to give our initial recommendations no later than the end of April to support the City's budgeting process, which begins in May.

AGENDA

ITEM

06.02.26

ORDINANCE NO. _____

**AN ORDINANCE TO FURTHER REGULATE TRAFFIC IN THE CITY OF
HOMEWOOD, ALABAMA, ON OR ALONG A PORTION OF LINDEN
AVENUE IN THE CITY OF HOMEWOOD, ALABAMA, AND TO
PROVIDE PENALTIES FOR THE VIOLATION THEREOF.**

BE IT ORDAINED by the City Council of the City of Homewood, Alabama, as follows:

Section 1. That it should be unlawful for any person, firm, corporation, or association to park, cause to be parked, or permit to be parked, any motor vehicle, as defined by the Highway Code of the State of Alabama, on or along the western side of Linden Avenue as depicted in Exhibit A attached hereto.

Section 2. That the violation of any Section of this Ordinance shall constitute a misdemeanor and any person, firm or corporation violating the provisions thereof, on conviction, shall be punished as provided by Section 1-8 of the Code Ordinances of the City of Homewood adopted and approved by the City Council and Mayor of the City, or as the same may hereinafter be amended.

Section 3. That the Chief of Police for the City is authorized and directed to erect and install, or cause to be erected and installed, on the street referred to hereinabove and as defined in Exhibit A, appropriate lines, markings, and/or no parking signs at the places described in Section 1 hereof.

Section 4. That if any part, provision, or section of this Ordinance is declared unconstitutional or invalid by any court of competent jurisdiction, all of the parts, provisions, or sections of this Ordinance not thereby affected shall remain in full force and effect.

Section 5. That the provisions of this Ordinance shall become effective immediately upon its adoption by the City Council.

ADOPTED and APPROVED by the City Council of the City of Homewood, Alabama this the _____ day of _____, 2025.

Mayor

ATTEST:

City Clerk

This notice posted: _____, 2025

At the following locations: Mayor's Office (City Hall), Homewood Public Library, Homewood Senior Center (Oak Grove Road) and Lee Community Center (Rosedale)

And at www.cityofhomewood.com

EXHIBIT A

