

**MOUNTAIN BROOK CITY COUNCIL  
PRE-MEETING AGENDA**

**PRE-COUNCIL ROOM (A106) CITY HALL  
56 CHURCH STREET  
MOUNTAIN BROOK, AL 35213**

**APRIL 27, 2015, 6:00 P. M.**

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1. Selection of consultant for Parks & Recreation master plan ( See attached information. This item may be added to the formal agenda)
2. Ms. Kathy Thomson to address the City Council concerning leaf blowers. (See attached information)
3. Fencing around equipment/cell tower area behind police station – Steve Boone.( See attached information. This item may be added to the formal agenda)
4. Change order for Cahaba River Walk-Nimrod Long (See attached information. This item may be added to the formal agenda)
5. FY-2016 Budget Schedule and set date for Mayor/Council budget planning work session-Sam Gaston (See attached information)

Company	Cost	Time	Public engagement	Associate firms	Mt. Brook connection	Other
Jane Reed Ross	59,000	12 months	Facebook, Pinterest	Athletic Design- Philip Black	?	"Launch, Inform, Sustain"
	Reimbursable:		Stakeholder meeting	Marketing - Derick Belden	?	
	<3,000		Virtual Map	& Larry Washington	?	
			Micro site	Ed Norton	?	
	Total: 62,000					
Lea Ann Macknally	62,800	9 months	Charrette	Walter Schoel	yes	Address resource needs,
			online survey-Mind mixer program			best practices, and
	Reimbursable:		We Hear You campaign	Brian Wright-Town Planning	?	policy recommendations
	<8,000			&Urban Design- Tennessee		
	Total: 70,800					
Goodwin, Mills, & Cawood	40,000	7 months	Online maps	Nimrod Long	yes	Implementation plan
			Set up at ballpark			separate from Master Plan
	no mention of other costs		Survey Monkey, Email			
			neighborhood & stakeholder mtgs			
Lose & Assoc 1	74,840	5-6 months	open house and public workshops	None	No	3 tier plan:
	mail survey:		work with upcoming events			list what can be done in
	15,000		web based surveys			2yrs, 3-5 yrs, and 5-10 yrs
	park plans:					
	3,500 each (9)					
	reimbursable:					
	at cost					
Lose & Assoc 2	56,240	5-6 months	Citizen representative group to help	None	No	Same as above
	no Park professional remove some items		Workshop			
			Public meetings			
Lose & Assoc 3	67,580	5-6 months	Same	None	No	Same
	with Park Professional					



Member

American Society of  
Landscape Architect

American Institute o.  
Architects

American Society of  
Civil Engineers

American Planning  
Institute

**April 15, 2015**

**Mr. Sam S. Gaston, City Manager  
City of Mountain Brook, Alabama  
P. O Box 13009  
Mountain Brook, AL 35213**

**Dear Mr. Gaston:**

**Per your request I have revised our scope of services for the development of a Comprehensive Parks and Recreation Master Plan. We have added Mary Henderson back into the project to look at programming, staffing and fees and charges. We will also provide facility recommendations, benchmarking, demographics and connectivity. I have also included a web based survey as I think it will give the city more information on community desires for new facilities. We did not include concept sketches for each park to keep the cost down. If you would like to add them, the costs would be \$3,500.00 for each park's concept plan.**

**I have enclosed a revised approach and an updated spread sheet. Please review these items and let me know if you have any questions.**

**Sincerely,**

**Chris Camp, ASLA  
President**

Mountain Brook Comprehensive Parks Plan	Christopher L. Camp	John P. Lavender	Zerek Krole	Mary S. Vavra	Mary Henderson	Total
Employee Initial	clc	jl	zk	mv	mh	
Hourly Rate	\$230.00	\$140.00	\$85.00	\$120.00	\$110.00	

Project Initiation						
Kick off meeting	6	6			6	18
Officials Interviews	8	8			8	24
Base Map Preparation			20			20
Site Assessments		16	16			32
<b>Total Hours</b>	<b>14</b>	<b>30</b>	<b>36</b>	<b>0</b>	<b>14</b>	<b>94</b>
<b>Subtotal</b>	<b>\$ 3,220.00</b>	<b>\$ 4,200.00</b>	<b>\$ 3,060.00</b>	<b>\$ -</b>	<b>\$ 1,540.00</b>	<b>\$ 12,020.00</b>

Public Participation						
Steering Committee Workshop	12	12				24
1st Public Meeting	12	12				24
Web Survey				20		20
						0
<b>Total Hours</b>	<b>24</b>	<b>24</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>68</b>
<b>Subtotal</b>	<b>\$ 5,520.00</b>	<b>\$ 3,360.00</b>	<b>\$ -</b>	<b>\$ 2,400.00</b>	<b>\$ -</b>	<b>\$ 11,280.00</b>

Demand Analysis, Facility Assessment, etc						
Demographic Research	2		20			22
Gap Analysis	2			10		12
Connectivity Analysis	2			10		12
<b>Total Hours</b>	<b>6</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>46</b>
<b>Subtotal</b>	<b>\$ 1,380.00</b>	<b>\$ -</b>	<b>\$ 1,700.00</b>	<b>\$ 2,400.00</b>	<b>\$ -</b>	<b>\$ 5,480.00</b>

Park and Facility Analysis	2	6	20			28
CIP	2	20	10			32
Benchmarking	1	4	20			25
Programming assessment					16	16
Staffing assessment					16	16
Budget and Fees & Charges assesemt					20	20
<b>Total Hours</b>	<b>5</b>	<b>30</b>	<b>50</b>	<b>0</b>	<b>52</b>	<b>137</b>
<b>Subtotal</b>	<b>\$ 1,150.00</b>	<b>\$ 4,200.00</b>	<b>\$ 4,250.00</b>	<b>\$ -</b>	<b>\$ 5,720.00</b>	<b>\$ 15,320.00</b>

Prepare Preliminary Plan	8	20		8	8	44
Present Preliminary Plan	8	8				16
Prepare Final Plan	8	20	8	8	8	52
Present Final Plan	12				12	24
<b>Total Hours</b>	<b>36</b>	<b>48</b>	<b>8</b>	<b>16</b>	<b>28</b>	<b>136</b>
<b>Subtotal</b>	<b>\$ 8,280.00</b>	<b>\$ 6,720.00</b>	<b>\$ 680.00</b>	<b>\$ 1,920.00</b>	<b>\$ 3,080.00</b>	<b>\$ 20,680.00</b>

						0
						0
						0
						0
						0
<b>Total Hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>				<b>\$ -</b>
<b>Individual totals</b>	<b>\$ 19,550.00</b>	<b>\$ 18,480.00</b>	<b>\$ 9,690.00</b>	<b>\$ 6,720.00</b>	<b>\$ 10,340.00</b>	
<b>Labor Total</b>	<b>\$64,780.00</b>					
<b>Labor with Contingency</b>	<b>\$ 64,780.00</b>	<b>0%</b>				
<b>Reimbursable Expenses</b>	<b>\$2,800.00</b>	<b>0.0%</b>				
<b>Consultants (Part of Our Fees)</b>		<b>0.0%</b>				
<b>Projected Grand Total</b>	<b>\$ 67,580.00</b>	<b>\$ 67,580.00</b>				

## PROJECT INITIATION

### Kickoff Meeting, Research, Information Assembly and Interviews:

The planning team will conduct a planning meeting with members of the City staff and other officials to review project goals, the planning process and the proposed time schedule. This will give the elected leaders an opportunity to share constituent concerns and their long-range visions for the department. This meeting will provide the opportunity to identify known issues and concerns, to gain an overview of the Mountain Brook's resources and to discuss specific areas that may require special attention during the planning process. Target dates will be set for delivery of the preliminary reports and recommendations, submission of comments by the City and preparation of the final document for publication. We will end this stage with a windshield visit to as many parks as possible to get a feel of the condition and make-up of public facilities.

### Benchmarking:

We will work with staff to formulate a list of benchmarking departments and then begin gathering comparison data. On previous projects, we have found that staff and elected officials have a good idea which communities they feel they should be measured against.

### Base Map Development:

Prior to the kickoff meeting, we will have reviewed any current owner-provided inventories, maps and GIS data; we will discuss previous planning reports developed by Mountain Brook to gain a better idea of previous planning efforts and results. We will consult with City staff to identify the large private recreation providers in and around the City and how surrounding City and County recreation agencies (Vestavia, Homewood, Birmingham, Jefferson County) should be involved in the process. We will then contact these providers in order to ascertain the levels and types of recreation services and facilities each provides.

### Site Assessments:

In the weeks following the kickoff meeting, our team members, using the information provided by the City, will begin visiting facilities to gain a better understanding of the City's level of service, maintenance practices and overall condition of park facilities. The team will record their impressions relating to conditions of facilities, making specific notes on areas of safety concern or accessibility issues related to the Americans with Disabilities Act. Other issues related to historic significance, need for conservation, access, circulation, safety, aesthetics, surrounding land uses, drainage and forest canopy and user groups observed will be noted. Particular attention will be paid to the level of maintenance at each facility. Facility inventories will also be used to provide evaluations and recommendations for the comparative analysis of benchmark communities.

## PUBLIC PARTICIPATION

### Steering Committee Formation:

Concurrent with the site inventory and analysis, we will finalize with the City the makeup of the Steering Committee to work with our master planning team. We strongly encourage that you empower a group of citizen representatives (who can be relied up to make compromises where necessary) to help manage larger citizen special interest group expectations and represent underserved groups who might not otherwise participate in other types of public input. If you decide to go this route, we will work with City staff to identify those to serve and will prepare a letter of invitation to potential members. The invitation will include an overview of the planning process and a list of members' requisite tasks and responsibilities. We will follow up with chosen committee members to ensure that they fully understand the tasks and are committed to attend the Steering Committee workshop, public meetings, the preliminary draft presentation (at your discretion) and the final presentation.

### Steering Committee Workshop:

We will then conduct a workshop with the Steering Committee. The workshop agenda will involve subdividing the group and giving each smaller group a list of questions to which each responds. The issues considered in this workshop will include developing a mission and vision for the department and a discussion on establishing local facility development standards or level-of-service standards. This will involve presenting existing National Recreation and Parks Association (NRPA) community park standards and modifying these standards to reflect the specific needs in Mountain Brook. We will also discuss the demographic trends in the area and how new expectations for park and recreation services may differ from the established understanding of park and recreation facilities. Also on the agenda will be the identification of dual service opportunities and partnerships that exist in the community. Projected areas of growth, which will require expanded parks and services in the future, will be identified and new developments planned within the community will be evaluated for the impact they will have on the parks system. The groups will then reassemble to hear presentations from each and subsequently build a consensus as a single body.

### Public Input Meetings:

In order to gauge public support and to understand fully the recreational needs of Mountain Brook, our team will facilitate an initial public meeting to inform citizens of the upcoming planning process and to take their input. Prior to the meeting, the team will assist in the preparation of a press release to be submitted by the City for advertisement about the upcoming input sessions. The goal of the meeting, like other venues for public input, is to gauge a list of needed facilities and programs. The meeting will also reflect the community's vision for parks within the overall scope of public services offered by the City. Input will be solicited about the development of the local park and recreation

standards specific to the City. During the meeting, the project team will also address citizens' questions about the master plan and will record opinions and ideas about the current delivery system.

The meeting will also provide opportunities for people to offer ideas for change and improvement. This first round of public input will occur on the second team site visit after the team has developed inventories and a basic understanding of the department. A presentation on initial findings, as well as recreation trends and opportunities, will be made to explain the planning process and to encourage the community to think of recreation opportunities outside of those that currently exist. We will solicit comments on recreation needs, open space and conservation needs, programming opportunities and issues of connectivity with greenways and sidewalks as part of the presentations. Comment cards will be distributed; the resulting submissions will be compiled with the verbal comments from the workshops for inclusion in the final report.

#### Product of This Phase:

We will record all comments during interviews, meetings and presentations and assemble the material into a summary report illustrated with charts and graphs to indicate clearly the outcome of the process. This information will be evaluated and tabulated for use in the demand analysis and/or recommended program offerings. This information will also be used in subsequent evaluations and recommendations of the Department. All summaries, results, charts and graphs will be included in the final master plan document.

#### DEMAND ANALYSIS AND EVALUATION/NEEDS INDEX/FACILITY ASSESSMENT/ACTION PLAN

This phase begins with previous phases, but continues after the initial phases are complete. The analysis phase of the project is a detailed process that identifies community characteristics and allows the project team to become familiar with previous and current planning efforts. At this stage of the process, we will consolidate and analyze all public input, demographics and existing planning documents. Existing parks and recreation goals will be analyzed and restructured in response to interviews, workshops, and public comment. We will review the goals and objectives of existing planning reports to determine the extent to which those goals have been achieved. We will utilize the consensus results of public input, personal interviews, workshops and steering committee meetings to shape demand analysis questions that are part of a Community Needs Assessment survey.

#### Demand Analysis/Community Needs Assessment Survey:

We will use a technique we used on several recent plans, which is to post on the City's website the link to the community survey we will host on a separate web site. This will give people who were not able to attend public input meetings an opportunity to participate in the process. While these responses will not be fully statistically valid, they

do provide us with valuable preference data that can be used to shape programming and facility recommendations. We will work with staff to tailor the questions for the survey to focus on the most critical issues related to parks, open space, greenways and access to park programs and facilities.

Our staff will compile and analyze the survey results, looking for preferences and tendencies within the survey responses. Because we have completed multiple recreation surveys as part of our comprehensive planning process for other communities around the country, we will be able to compare Mountain Brook area responses to other communities and see if local trends are similar to regional and national trends. As part of the master plan report, the survey responses will be tabulated and documented with charts and graphs. A PowerPoint presentation of survey findings will also be provided in addition to the survey narrative in the master plan report.

#### Demographic Research:

In order to fully reflect the community for which the plan is being developed, the project team will utilize current and projected demographic and sociological factor data, including population composition, population growth projection and trends, economic factors, and land-use patterns to prepare charts and graphs illustrating the City's actual growth between 2000 and 2010, as well as projected growth through the year 2030. Available data from the U.S. Bureau of the Census will be used to express the overall gender, age, education and economic health of the citizens served by Mountain Brook parks. General comparisons of these statistics will be made at state and national levels in order to understand community characteristics in a broader sense. We will prepare a detailed comparative analysis with the selected benchmark communities. We will look at the data both globally throughout the City and by census tract when evaluating service areas. We will also apply the demographics analysis to the service area of the parks to determine how each park is servicing the surrounding population, both currently and in the future.

#### Park Distribution Mapping and Gap Analysis:

A critical element of the planning and evaluation service will be to develop level-of-service maps with service area boundaries for existing parks using GIS base information provided by the City. These maps will then be overlaid with other community data, such as location of libraries, schools and school playgrounds, colleges, large private recreation facilities and state or federal park facilities, to determine access to park facilities on a community-wide basis. These maps will allow the planning team to determine where service gaps are located and the relationship of facilities to major population centers within Mountain Brook. All of this data will be critical to developing recommendations for new park facilities and recommending open space. Completed maps will be formatted so that GIS staff can update them in the future.

As part of the park distribution gap analysis, we will review the impacts of the growth projections and land use guidelines outlined in the City's comprehensive plan. It will

include analysis of the impact of the desired growth patterns on existing parks and identify where new parks, greenways and open space will be needed to provide a well rounded system as growth and new development patterns develop. It will look at travel times and impediments to travel that limit access to existing and proposed facilities. Short term and long term recommendations will be made in order to minimize the gaps in service and create more connectivity through greenway and sidewalk development. This part of the analysis will also look at where potential passive open space may be needed to provide relief from development and to protect ecologically sensitive areas.

Using a combination of the demographics analysis and the park distribution analysis, we will develop a scoring strategy that outlines areas of the city based on how well they are served and how future demographic trends will affect these levels of service.

#### Connectivity Analysis:

Team members will review any existing and planned greenway corridors in Mountain Brook, recommendations of the City's comprehensive transportation plan and projected land use plans to see if there are opportunities to expand greenway corridors. The team will assess the overall connectivity of the community in order to determine areas where connectivity is limited and where improved community access is needed. The team will also look at the potential to link City greenway corridors with those of surrounding communities in order to maximize overall connectivity within the region.

After the analysis of connectivity and environmental benefits has been completed, the team will prepare a greenway corridor map that details existing systems and recommended facilities. The team will develop a phasing plan and cost analysis for the recommendations.

#### Program Analysis

The planning team will use the results of all the input methods and inventories to make recommendations for programs. Recommendations will identify new programs that will require new facilities, in addition to programming opportunities that have the potential to serve new user groups and program opportunities to expand revenue generation within the department.

An important part of this analysis will be to maximize the effective leadership groups that are already playing a role in programming, such as athletic associations or 501.c.3 organizations. Taking advantage of non-paid staff and volunteer groups is an effective tool that is utilized by parks and recreation departments across the country. The key is to establish clear policies and guidelines that these groups follow when operating on public property.

Working with the park staff and our stakeholder groups, we will develop a ranking strategy to determine which programs receive priority.

#### Partnering Analysis/Public Private System Considerations

The goal of this assessment is to determine what agreements might be enacted to improve the overall recreation delivery system and make optimal use of facilities. The team will also review capital improvement projects/CIP and program costs to determine the effectiveness of existing policies and the viability of future policies.

This process will include an assessment of groups such as private youth associations, adult sports leagues, civic groups, 501.c.3 organizations, schools, and other secondary group agreements relative to maintenance and operating costs and revenue generated. The process will also include an evaluation of communitywide programming potential for the department. Particular attention will be paid to developing recommendations for continued and future coordination with youth associations and other groups; these recommendations will also focus on achieving the highest degree of efficiency and effectiveness possible. Our team will identify potential opportunities for revenue generation and funding in addition to those already in place, including sources for grants.

Additionally, we will identify opportunities for private providers to assume some department roles, where it makes sense. Part of that analysis involves consideration of situations where private providers may be able to provide services more efficiently, but must also consider which private providers may not be a good solution in cases where access to park and recreation activities are not as inclusive as at public facilities and programs.

#### Budget Analysis, Fees and Charges

We will look at the parks budget to determine the current level of per capita spending by the City, to determine percentage of total City budget and to compare these spending levels with other communities of similar size in the state and region. These comparisons will provide the planning team with a better understanding of the level of funding for recreation programs and services. This assessment will also look at areas to increase internal revenue production based on the current fees and charges. The planning team will determine the best business practice for fees and charges. The planning team will evaluate your current fee determination process and make recommendations for development of a standardized approach to assessing resident and nonresident fees.

#### Staffing Assessment and Operational Budget

Working with City staff and elected officials, the team will evaluate and provide recommendations for the future department staff structure. Recommendations will be developed for staff organization, titles, new planning and programming divisions, and new staff needed to operate and maintain new park programs and facilities. These recommendations will be made to provide for the delivery of recreation services and programs. Budgeting projections for new staff and future staff at new facilities will be provided along with estimates for operational expenses for each basic park using per-acre cost and for all major facilities.

As part of this evaluation, the planning team will look at which staff positions will optimize service delivery by full time City staff and which positions can be contract positions. Many parks and recreation agencies today routinely utilize part-time staff and

contract staff to direct programs, oversee entire facilities and as part of the overall maintenance operation. We recently did a similar evaluation in a recent plan and recommended a combination of contract services and City staff to maximize delivery of service for a new department with challenges similar to those Mountain Brook faces.

#### Park, Facility and Land Needs Assessment:

The planning team will review existing facilities relative to expandability, existing design standards and levels of maintenance. In addition to site-based assessment, the distribution of facilities relative to travel times and population served will be developed. Facilities will also be categorized using established park standards (mini-park, neighborhood, community, open space, greenway) to analyze the makeup of the parks within the system relative to national standards for park facilities. Use and overuse of facilities based on program registrations and community input will be evaluated to aid in the development of recommendations. Strategies and policy recommendations will be made to enhance existing facilities and to maximize recreation opportunities. We will identify where additional focused studies may be needed in order to take the master plan recommendation and develop recommendations related to the operations and maintenance of parks and facilities. We will analyze these factors to determine their carrying capacity and if they have reached, or are near reaching, that capacity. We will review and rank major green space resources for applicability to overall park land needs and will recommend criteria for park land acquisition.

We will utilize national standards published by the National Recreation and Park Association (NRPA), staff and steering committee recommendations and benchmark communities to develop standards and recommendations specific to Mountain Brook. The proposed standards will be tailored to achieve the consensus goals, objectives and vision identified in the planning process; it is understood that local trends and desires are critical to this planning process and should take precedence over national planning standards.

#### Capital Improvement Priorities:

We will prepare a preliminary Capital Improvements Plan (CIP) for the City's park system. We will use information gathered throughout the process to create a short-term phasing recommendation (years 1-2,) a long-term phasing recommendation (years 3-5) and a future term (years 6-10). The plan will also include recommendations for implementing changes using partnering agencies (schools, private groups, community organizations, etc.) to carry some of the responsibility. Recommendations will be based on actionable, not theoretical methods of funding, and will consider possibilities such as fees, foundations, sales tax, millage increases, grants and endowments, etc. These will be presented to the City as well as to the Steering Committee for review and comments. Following review comments and recommended modifications, we will prepare the final capital recommendations and phasing report.

#### Public Outreach Recommendations:

The results of the survey data will identify strengths and weaknesses of how the public is made aware of the department's activities. From the survey questions, we will be able recommend ways to increase your presence in the community and identify which media resources, partnering community organizations, etc. are the best avenues for communication.

## **PRESENTATION OF THE PRELIMINARY MASTER PLAN REPORT AND FINDINGS ALONG WITH THE PRELIMINARY MASTER PLAN, COST AND FUNDING RECOMMENDATIONS**

### **Preliminary Recommendations Input Meetings and Web Posting:**

Our planning team will present the preliminary recommendations and findings for the park system and the individual park/connectivity master plans to the Steering Committee, Elected Officials and City staff to gain their feedback on the recommendations. We will also conduct communitywide public meeting to gather input and review comments on the proposed plan recommendations. We will provide the City with a .PDF copy of the preliminary master plan report to post on the City's website for a two-week comment period. This will give citizens who were unable to attend the public meetings an opportunity to comment on the plan.

Prioritization strategies will be prepared for implementation of recommended facilities. These strategies will include recommendations for improvements and renovations to existing facilities, as well as new facilities required to meet the identified public need. Vision statements along with short- and long-term goals and objectives will be provided to direct implementation of the master plan.

### **Product of This Phase:**

The technical report from this phase will include:

- Summaries of data analysis
- Survey summaries and analysis
- Policy and Program summaries and recommendations
- Staffing summaries and recommendations
- Budget review and recommendations
- Individual park assessments and potential new land acquisition recommendations.
- New park facility cost estimates
- Distribution pattern maps
- Benchmarking comparisons
- Facility inventory charts
- Greenway and trails connectivity maps and cost estimates
- Land acquisition recommendations for future development or reserved open space
- Funding sources and recommendations
- Overall capital spending and phasing plans

## An executive summary

After we have gathered all the comments, we will meet with staff, City Administration and Elected Officials to go over a comment summary. At this meeting, comments will be presented by topic area, and the team will ask for final input before the final master plan is prepared.

### Deliverables

We will provide a digital copy in .PDF format on CD and a copy of our PowerPoint presentation to staff for distribution. We will also provide a full-size print of key maps. A master plan appendix will have copies of all meeting and planning session summaries. Other critical data that is felt to be important to explaining the master plan recommendations will also be included in the appendix.

### FINAL MASTER PLAN PREPARATION

After a thorough evaluation of all comments on the Preliminary Master Plan, our team will prepare a Final Master Plan Report and will present it first to City staff as a draft, and then after revision, to the City Manager and City Council. This plan will include the following:

#### Final Deliverables

We will provide a digital copy in .pdf format on CD and a copy of our PowerPoint presentation to staff for distribution. We will also provide a full-size version of key maps. A master plan appendix will have copies of all meeting and planning session summaries. Other critical data that is felt to be important to explaining the master plan recommendations will also be included in the appendix.

### PROJECT TIMELINE AND MILESTONES

We regularly perform comprehensive master plans for cities and counties in approximately 5-6 months. We feel that in order to perform the scope of work in a professional and meaningful manner, the amount of time we have dedicated to each step is appropriate, and includes sufficient time for City officials to review the recommendations at each step. If desired, we can condense the schedule as desired.

Project Initiation:	Weeks 1-3
Public Participation:	Weeks 4-5
Demand Analysis/Survey and Evaluation/Needs Index/ Facility Assessment/Action Plan & Creation of Preliminary Plan:	Weeks 1-14

<b>Presentation of the Preliminary Master Plan Report and Findings &amp; Associated Meetings:</b>	<b>Weeks 15-16</b>
<b>Creation of Final Master Plan</b>	<b>Weeks 16-20</b>
<b>Final Master Plan Presentation:</b>	<b>Week 21</b>

**Sam Gaston**

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**From:** Tommy Thomson  
**Sent:** Friday, March 20, 2015 12:50 PM  
**To:** gastons@mtnbrook.org

**Attachments:** Document1.doc; ATT01158.txt



Document1.doc ATT01158.txt (95  
(28 KB) B)

Mr. Gaston,

Thank you so much for listening to my concerns this morning regarding the extreme noise resulting from leaf blowers in our community. As you advised, I have attached a brief outline of my concerns and possible solutions and I am certainly open to any other ideas. I hope you and your family have a good weekend. Thanks again - Kathy Thomson

Dear Mr. Gaston and Mountain Brook City Council Members,

Thank you for taking the time to listen to my concerns regarding the leafblower noise level in our community. I have read the current ordinances that limit the hours they can operate. My concern is the high level of noise that leaf blowers create and the length of time they are used. For example, I have been at home and hearing noise blowers consistently since 8:00 a.m. this morning until the time that I am writing this document, 1:00 p.m. There was perhaps twenty minutes in this five hour period that a leaf blower wasn't operating. I work from home and have tried using earplugs but the noise level is so great that it doesn't help, unfortunately. I have heard many other neighbors and Mountain Brook residents express concerns over the noise issue as well.

I am very "pro business" and do not wish to negatively affect the business of the landscape companies and their employees. My goal is to explore options that would enable residents to enjoy being in and outside our homes without hours and hours of constant noise pollution.

One thought I had was that all landscape companies could be required to use the newer, much quieter leafblowers that the market offers. I did a little research on this and found several options from Consumer Reports. There are definitely leafblowers that come with a sound muffling design; the Husqvarna 356BT is just one example. Electric leaf blowers are quieter than gas models. If newer leaf blowers were required, I have read that they are up to 75% quieter than ones manufactured a decade ago. Another thought is to require a minimum of two (preferably three) operators of the leafblowers at a time; that would at least cut in half the amount of time that the noise is going on. For example, our neighborhood has large lots and some are several acres; when there is only one leaf blower working, the noise can go on for hours and hours. The last thought I had was to further restrict the hours that leaf blowers can operate. Again, I am very aware of the priority of businesses being able to operate and the importance of that. However, if they were limited to the hours of between 10:00 and 4:00, this would enable residents to enjoy quite mornings and evenings, as well as outdoor time in the milder weather months. We have heard leaf blowers as early as 6:45 a.m. and as late as 7:45 p.m.

Thank you again for listening to my concerns. Leaf blowing has become a year round issue; it is no longer limited to the fall months when leaves are on the ground. They are used to clean outdoor areas and clear away grass clippings and twigs. I will be happy to do anything I can from my end to help improve this quality of life issue for myself and other residents.

Kathy Thomson  
3121 Brookwood Road  
Mountain Brook, Al. 35223  
205-968-2219



**CITY OF MOUNTAIN BROOK**

P. O. Box 130009  
Mountain Brook, Alabama 35213-0009  
Telephone: 205.802.2400  
www.mtnbrook.org

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To: Sam Gaston, City Manager  
From: Steven Boone  
Subject: City mechanical equipment noise and aesthetics complaints  
Date: April 21, 2015

As you are aware, 4–6 weeks ago Virginia received a complaint from Albert Tinsley about fan noise from the equipment yard behind the police department and about the unsightly appearance of the black-screened chain link fence around the equipment yard. I attended the on-site meeting with Virginia and Mr. Tinsley.

**NOISE**

During the meeting, we observed normal fan noise from the City’s cooling tower and some metal-on-metal noise at start-up from one of the ATT mobile telephone equipment buildings. I contacted ATT about their fan motor. ATT stated that the noise was “normal” but agreed that the motor may have a bearing issue so they replaced it on March 26.

On April 10, the City’s HVAC maintenance contractor reported to me that the one of the fan motors on the cooling tower is making a noise most likely due to a bearing issue. A part was ordered and repair was completed on April 21.

**AESTHETICS**

Mr. Tinsley stated that he is displeased with the appearance of the equipment/cell tower compound. He further stated that the City’s architect told him during construction that if he was unhappy with the compound, the City would implement corrective measures. He suggested a wooden fence similar to the one constructed along Oak Street.

I have obtained verbal permission from Crown Castle to construct and maintain a wooden fence (to be built in front of the existing chain link fence). I have also obtained a quote in the amount of \$4,462 for the construction of a 28-foot fence 10 to 12 feet tall (equal to the chain link fence).

The area between the chain link fence and curb is very narrow. Within this area is a holly (?) tree and some low bushes. I think a fence can be installed within the area without adversely affecting these plantings but we may need an opinion from the Arborist to confirm should the Council decide to proceed.

**OBSERVATIONS/COMMENTS**

1. The ATT fan noise at start-up is better (no more metal-on-metal sound)
2. The cooling tower fan noise issue reported April 10 has been resolved.
3. Fan noise from the City’s cooling tower is noticeable from Mr. Tinsley’s house. I informed Mr. Tinsley that the fan noise sounded normal to me and that relocating the equipment was not possible.

City mechanical equipment noise and aesthetics complaints

April 21, 2015

Page two

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4. I stated that I would research the possibility of constructing a fence for the Council to consider. The stained wooded fence will likely look better than the black-screened chain link. It is also possible that the fence could muffle the fan noise somewhat.
5. Mr. Tinsley's home is largely screened from the equipment yard by a privet hedge. One must strain to see through the hedge row. The density of the hedge row does change with the seasons and is subject to trimming by City and utility workers. The hedge row is denser now than it was 4–6 weeks ago at the initial meeting. I see little value of the fence from an aesthetics view. However, the fence may be worth pursuing in an effort to muffle the noise and as a sign of the City's good faith attempt to address their appearance and noise concerns.
6. I am also researching whether there are any mechanical or attachment options that can be added to the cooling tower to reduce noise.

**Re: Cell tower site (BIR BRK BU#811735) located in Crestline Village / City of Mountain Brook municipal complex, police station**

**Steve Boone <boones@mtnbrook.org>**

12:00 PM (1  
minute ago)

to Jennifer, Sam, Whit, Vic, Jason, Mary

Thank you.

On Thu, Apr 16, 2015 at 10:26 AM, McCown, Jennifer <[Jennifer.McCown@crowncastle.com](mailto:Jennifer.McCown@crowncastle.com)> wrote:  
Hi, Mr. Boone....

Crown Castle has no problem with the City constructing and maintaining a façade fence around the compound. I will say, if we need to ever push the fence out to expand the compound, the replacement façade fence, would also be at the City's expense.

Thank you for checking with us and I apologize for my delay in getting back with you. Please feel free to contact me with any further questions.

Thanks so much,

**JENNIFER MCCOWN**

Real Estate Specialist – AL/MS

T: [\(205\) 909-2025](tel:(205)909-2025) | M: [\(205\) 540-6747](tel:(205)540-6747) | F: [\(724\) 416-6931](tel:(724)416-6931)

**CROWN CASTLE**

Two Chase Corporate Drive, Suite 105, Birmingham, AL 35244

[CrownCastle.com](http://CrownCastle.com)

On Apr 15, 2015, at 1:46 PM, Steve Boone <[boones@mtnbrook.org](mailto:boones@mtnbrook.org)<mailto:[boones@mtnbrook.org](mailto:boones@mtnbrook.org)>> wrote:

As you recall, Crown Castle relocated a cell tower a few years ago to accommodate the City's construction of a new municipal complex. The leased area is enclosed with a 10' to 12' chain link fence. Within the fenced area are the cell tower communication facilities, the City's diesel tank, a (City) standby generator, and the City's cooling tower for the municipal complex air conditioning system.

The City has received complaints from adjoining property owners about the fan noise coming from the City's cooling tower and the aesthetics of the chain link fence. I am exploring the possibility of the City construction a wooden facade or fence in front of the chain link along that portion facing Oak Street and need to find out whether Crown Castle has any objections to (or who the City needs to obtain permission from for) this project. If permitted, the wooden fence would be as tall as the chain link fence and run along one end of the chain link. The vertical supports for the wooden fence may be attached to the metal poles of the chain link.

Can you help put me in touch with the appropriate person who can approve or deny this request? Once I gather all of the necessary information, I will present to the City Council who may elect to move forward with constructing the fence (assuming allowed by Crown Castle) or reject the proposal.

Thanks.

Steven Boone

Proposals Submitted To <b>City of Mtn. Brook</b>	Job Name	Job #
Address <b>Police Dept.</b>	Job Location	
Phone #	Date <b>3-18-15</b>	Date of Plans
Fax #	Architect <b>[Signature]</b>	

We hereby submit specifications and estimates for:

Michael after talking to Mr. Boone, decided to figure cedar, lighter than treated wood will work better in this application, will not warp or twist as bad as treated. Also horizontal 2x8 will be ripped to a full 2" thickness x 28' not pieced on post, painted 2 coats with copper top.

Thanks  
David E. Blasler  
cell 205-229-0625  
Fax 205 672-3213

We propose hereby to furnish material and labor—complete in accordance with the above specifications for the sum of:

\$ **Four Thousand Four Hundred Sixty Two** \_\_\_\_\_ Dollars

with payments to be made as follows: \_\_\_\_\_

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted: \_\_\_\_\_

Note—this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

Street view of equipment yard



View of Mr. Tinsley's house from fence



From Mr. Tinsley's backyard

Top of screened fence





# Landscape Services, Inc.

(205) 991-9584

POST OFFICE BOX 43383  
BIRMINGHAM, AL. 35243

20 April 2015

**Nimrod Long and Associates**  
2213 Morris Avenue, First Floor  
Birmingham, AL 35203

**RE: Cahaba River Park- Overton Rd. Drainage**

## ESTIMATE

256	6' Sidewalk	sf	8.00	2,048.00
84	Curb & Gutter	lf	27.45	2,305.80
1	Asphalt Patching	lump sum	3,041.75	3,041.75
2	Truncated Dome @ HC Ramps	ea	760.45	1,520.90
1	18' RCP (36 ln ft.)	lump sum	5,475.15	5,475.15
1	3' Round Junction Box	ea	4,562.63	4,562.63
1	Slope Paved Headwall	ea	1,384.00	1,384.00
1	Concrete Collar (ALDOT CC-530)	ea	3,802.19	3,802.19
1	Concrete Flume	ea	255.51	255.51
1	Excavation & Erosion Control	lump sum	5,802.19	5,802.19
1	Traffic Control	lump sum	6,843.94	6,843.94
1	Landscape Repair w/ Sodding	lump sum	1,200.00	1,200.00
1	Engineering Layout	lump sum	925.00	925.00

**TOTAL** \$39,167.06

Total Landscape Budget 44,635.00  
 Installed to Date including Picnic  
 Tables (28,171.20)  
 CO #1 Drainage Allotment 4,849.40

Remaining In Contract 21,313.20

Change Order Request for Overton  
 Rd. Drainage 17853.86  
 Change Order Request for Electrical  
 Timer & Enclosure 1200.00

Total Change Order Request **\$19,053.86**

Price Excludes Permits, Utility Adjustments or Relocation, Testing

We have \$14,500 left in the account for pedestrian crossing signals since we are only installing one set that could be transferred to cover most of this change order if the City Council approves.

Sam S.Gaston  
City Manager  
City of Mountain Brook, AL.  
56 Church Street  
P.O. Box 130009  
Mountain Brook AL. 35213  
(205) 802-3803 Phone  
(205) 870-3577 Fax

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**From:** Ronald Vaughn [mailto:[vaughnr@mtnbrook.org](mailto:vaughnr@mtnbrook.org)]  
**Sent:** Tuesday, April 21, 2015 11:26 AM  
**To:** Sam Gaston  
**Cc:** Nimrod Long; Joel Eliason; Will Newton  
**Subject:** Re: Overton Rd. Drainage Price

Thursday is good for me.

*Ronnie Vaughn*  
Public Works Director  
City of Mountain Brook AL  
3579 East Street  
Birmingham , Alabama 35243  
205.802.3865 Office  
205.967.2631 Fax  
[vaughnr@mtnbrook.org](mailto:vaughnr@mtnbrook.org)

On Tue, Apr 21, 2015 at 11:17 AM, Sam Gaston <[gastons@mtnbrook.org](mailto:gastons@mtnbrook.org)> wrote:

Why don't we all meet and discuss this? How does Thursday morning look?

Sam S.Gaston

City Manager

City of Mountain Brook, AL.

56 Church Street

P.O. Box 130009

Mountain Brook AL. 35213

(205) 802-3803 Phone

[\(205\) 870-3577](tel:2058703577) Fax

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**From:** Nimrod Long [mailto:[nimrod@nimrodlong.com](mailto:nimrod@nimrodlong.com)]  
**Sent:** Monday, April 20, 2015 3:46 PM  
**To:** Sam Gaston; Joel Eliason  
**Subject:** Fwd: Overton Rd. Drainage Price

Sam

Here is the price for the intersection walkway and drainage improvements required by the county. The cost increase is significant. I would consider getting your crews to handle.

Let's discuss.

Nim

Nimrod W.E. Long III

FASLA, LEED AP

President

Nimrod Long and Associates

Land Planners | Landscape Architects | Urban Designers

2213 Morris Avenue, First Floor

Birmingham, AL 35203

[205-323-6072](tel:2053236072) Voice

[205-910-8730](tel:2059108730) Cell

[205-324-6128](tel:2053246128) Fax

Begin forwarded message:

**From:** Will Newton <[wnewton@lsialabama.com](mailto:wnewton@lsialabama.com)>  
**Date:** April 20, 2015 at 3:02:16 PM CDT

**To:** Nimrod Long <[nimrod@nimrodlong.com](mailto:nimrod@nimrodlong.com)>  
**Subject:** Overton Rd. Drainage Price

Nim,

Attached is the price for the Drainage at Overton Rd.

Let me know if you have any questions.

Thanks,

Will

**From:** [Canonirc5035@lsialabama.com](mailto:Canonirc5035@lsialabama.com)  
[\[mailto:Canonirc5035@lsialabama.com\]](mailto:Canonirc5035@lsialabama.com)  
**Sent:** Monday, April 20, 2015 2:59 PM  
**To:** Will Newton  
**Subject:** Attached Image

# Memorandum

**DRAFT**

**To:** All Department Heads  
**CC:** Mayor and members of the City Council  
**From:** Sam Gaston, City Manager  
**Date:** \_\_\_\_\_  
**Re:** Fiscal 2016 budget schedule

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The following is the preliminary fiscal 2016 budget schedule:

Tuesday	May __ (19?), 2015	8 a.m. until approx. 10 a.m.	Mayor and City Council work session to establish budget priorities and identify special projects for fiscal 2016
Tuesday	June __ (9?), 2015	8 a.m. until approx. 10 a.m.	Mayor and City Council work session to discuss the City's policy for service agreement requests for the fiscal 2016 budget
Friday	Jun 26, 2015	By 5 p.m.	First draft of departmental budgets to be submitted by all department supervisors to the Director of Finance
Monday—Friday	Jul 27—Jul 31	TBA	City Manager to conduct budget meetings with each department supervisor to review their respective budget
Thursday	Aug 11, 2015	8 a.m. until ?	The Finance Committee to meet with each department supervisor to review their respective budget
Tuesday	August 18 OR Sep 1, 2015	8 a.m. until ?	Mayor and City Council to meet with each department supervisor to review their respective budget and to consider the Finance Committee's recommendations
Monday	Sep 8, 2015	7 p.m.	Public Hearing to be conducted at the regular meeting of the City Council and adoption of the fiscal 2016 budget