

**MEETING AGENDA  
MOUNTAIN BROOK CITY COUNCIL**

**CITY HALL COUNCIL CHAMBER  
56 CHURCH STREET  
MOUNTAIN BROOK, AL 35213**

**JULY 27, 2015, 7:00 P.M.**

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1. Consideration: Resolution expressing gratitude to Carey Hollinsworth for his service on the Parks and Recreation Board.
2. Approval of the minutes of the July 13, 2015 regular meeting of the City Council.
3. Consideration: Resolution appointing Jorja White to The Jefferson County Intellectual and Developmental Disabilities Authority.
4. Consideration: Resolution appointing a member to the Parks and Recreation Board.
5. Consideration: Resolution authorizing the City Clerk on behalf of the Mountain Brook municipal court to issue notice to Judicial Correction Services, Inc. (JCS) of the City's intent to cancel its contract (Resolution No. 2003-164).
6. Consideration: Resolution declaring certain equipment and furniture surplus and authorizing its sale by way of public Internet auction.
7. Consideration: Resolution recommending to the ABC Board the issuance of a license to the Grand Bohemian Inn located in Mountain Brook Village, Mountain Brook, AL 35223.
8. Consideration: Resolution authorizing the execution of an encroachment agreement between the City and W. Banks Petrey and Bragan D. Petrey of 12 Norman Drive, Mountain Brook, AL 35213.
9. Consideration: Ordinance authorizing the placement of two (2) stop signs on Brookwood Road at its intersection with Crosshill Road and provide for punishment for violations thereof.
10. Announcement: The next regular meeting of the City Council is August 10, 2015, at 7:00 p.m. in the Council Chamber of City Hall located at 56 Church Street, Mountain Brook, AL 35213.
11. Comments from residents.
12. Adjourn.

## RESOLUTION

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WHEREAS, Carey Hollingsworth served with dedicated distinction on the Mountain Brook Parks and Recreation Board from October 22, 2004 through July 14, 2015 and has served as Chairman since March, 2006; and

WHEREAS, Carey Hollingsworth's background, leadership and knowledge have proven to be invaluable by providing input and guidance to the Mountain Brook Parks and Recreation Department for future planning for numerous projects, including: construction of a new Parks and Recreation building; renovation of a portion of the playground at Overton Park to create Cam's Corner; installation of water fountains at Mountain Brook Elementary playing field and Jemison Park and future fountains at Overton Park and Jemison Nature Trail; public restrooms at Overton Park and Brookwood Forest Elementary and future restrooms at Crestline Elementary and Mountain Brook Elementary; and upgrading the trash receptacles and park signs throughout the parks; and

WHEREAS, Carey Hollingsworth has provided generous support of the Boys Scouts of America by suggesting and mentoring many young men with Eagle Scout projects in the parks; and

WHEREAS, Carey Hollingsworth was instrumental in acquiring and developing Cahaba River Walk as well as the selection of benches and other park amenities; and

WHEREAS, Carey Hollingsworth's expertise and leadership were invaluable as he served on the committees to select a Parks and Recreation Superintendent replacement with the retirement of Lyman Tidwell; served on the committee to interpret the Mercer study results; and participated in the selection of Lose and Associates to develop the Parks and Recreation Master Plan and survey;

NOW, THEREFORE, BE IT RESOLVED that the City Council and Mayor, on behalf of the residents of Mountain Brook, do publicly thank Carey Hollingsworth, for his many years of exemplary service and wish him well in future endeavors.

ADOPTED: This 27<sup>th</sup> day of July, 2015.

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Virginia C. Smith, Council President

APPROVED: This 27<sup>th</sup> day of July, 2015.

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Lawrence T. Oden, Mayor



## CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on July 27, 2015 as same appears in the minutes of record of said meeting.

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Steven Boone, City Clerk

**MOUNTAIN BROOK CITY COUNCIL  
PRE-MEETING DISCUSSION  
JULY 13, 2015**

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The City Council of the City of Mountain Brook, Alabama met in public session in the Pre-council Room (A106) of City Hall at 6:00 p.m. on Monday, the 13th day of July, 2015. The Council President called the meeting to order and the roll was called with the following results:

**Present:** Virginia C. Smith, Council President  
William S. Pritchard, III, Council President Pro Tempore  
Jack D. Carl  
Lloyd C. Shelton  
Alice B. Womack  
Lawrence T. Oden, Mayor

**Absent:** None

Also present were City Attorneys Carl Johnson and Steve Stine, City Manager Sam Gaston, and City Clerk Steven Boone.

**1. AGENDA**

1. Proposed amendments to the Telecommunication Towers ordinance to include regulations for mini-cell sites – Dana Hazen (Appendix 1)

City officials and City Attorney will refine the draft to consider other issues including, but not limited to, the following: 1) requiring the installation of new poles be approved by the City Council, 2) an approval procedure for installations on private property, and 3) a fee structure for installations.

2. RFP's for sports and playing field lighting project – Shanda Williams (Appendix 2)

Council member Pritchard and Carl expressed objections to proceeding with the study considering the Board of Education's lack of interest. The City Manager and Park Board Superintendent were asked to talk with Mountain Brook Athletics and Mountain Brook Soccer representatives to gauge their interest before proceeding with the development of the bid specifications.

3. ALDOT agreement for roundabout in Mountain Brook Village – Sam Gaston (Appendix 3)

The Council wants to see the final plans and obtain a formal agreement or resolution from the City of Birmingham committing to share equally with the City the total match and engineering costs before proceeding.

4. Brookwood Road/Crosshill Road traffic improvement recommendations – Richard Caudle of Skipper Consultants (Appendix 4)

The City Manager was instructed to mail notices to area residents informing them of the Council's consideration on July 27, 2015 at 7 p.m. of the installation of two (2) stop signs on Brookwood Road at its intersection with Crosshill Road.

5. Installation of a fire hydrant to serve the new Piggly Wiggly grocery store being constructed in Crestline Village on Vine Street (Resolution No. 2015-099 was added to the formal agenda)

6. Public nuisance due to the overgrowth of grass and weeds pursuant to Ala. Code §11-67-60 for the property owned by Jajiha, Raju and Padmalatha Mungara located at 4599 Briar Glen Drive (Resolution No. 2015-100 was added to the formal agenda)

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City Clerk

**MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF MOUNTAIN BROOK, ALABAMA  
JULY 13, 2015**

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The City Council of the City of Mountain Brook, Alabama met in public session in the City Hall Council Chamber at 7:00 p.m. on Monday, the 13th day of July, 2015. The Council President called the meetings to order and the roll was called with the following results:

**Present:** Virginia C. Smith, Council President  
William S. Pritchard, III, Council President Pro Tempore  
Jack D. Carl  
Lloyd C. Shelton  
Alice B. Womack  
Lawrence T. Oden, Mayor

**Absent:** None

Also present were City Attorneys Carl Johnson and Steve Stine, City Manager Sam Gaston, and City Clerk Steven Boone.

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

**1. RECOGNITION OF JERRY WEEMS**

Mayor Oden read aloud and presented Resolution No. 2015-092 to Mr. Weems.

Ms. Alicia Vincent of the Home Builders Association also read aloud and presented a resolution from the Association in recognition of Mr. Weems many years of dedicated service to the building industry.

**2. CONSENT AGENDA**

Council President Smith announced that the following matters will be considered at one time on the consent agenda provided no one in attendance objects:

Approval of the minutes of the June 22, 2015 regular meeting of the City Council.

<b>2015-092</b>	Recognition of Jerry Weems upon the occasion of his upcoming retirement from the City	Exhibit 1
<b>2015-093</b>	Declare certain [Police] equipment surplus and authorizing its transfer to the City of Warrior, AL, the Town of Blountsville, AL, or other municipality and/or sale by way of public Internet auction	Exhibit 2, Appendix 1
<b>2015-094</b>	Award the bid for carpet installation at The Emmet O'Neal Library	Exhibit 3, Appendix 2
<b>2015-095</b>	Accept the professional services proposal submitted by Sain Associates, with respect to the sidewalk and lane shift on Overbrook Road at Mountain Brook Parkway and authorizing the execution of a professional services contract for the same	Exhibit 4, Appendix 3

<b>2015-096</b>	Recommend to the ABC Board the issuance of an 040 – Retail Beer (On or Off Premises) and an 060 – Retail Table Wine (On or Off Premises) licenses to R D English Village, LLC, doing business as IZ Cafe, located at 2037 Cahaba Road, Mountain Brook, AL 35223	Exhibit 5, Appendix 4
<b>2015-097</b>	1) Approve the plans for the resurfacing of CR-113 (Rocky Ridge) from Lorna Road to CR-97 (Shades Crest Road) (Alabama Department of Transportation (ALDOT) Project Number ACAA59495-ATRP(006)), 2) authorize ALDOT to close and barricade said project and intersecting streets as necessary, and 3) agree that there will be no future permanent encroachments of the specified right-of-way and no ordinances fixing speed limits contrary to applicable Alabama law	Exhibit 6, Appendix 5
<b>2015-098</b>	Authorize the execution of an agreement between the City and Trobaugh and Company, LLC, with respect to business license and tax auditing services	Exhibit 7, Appendix 6
<b>2015-099</b>	Authorize the installation and rental of a fire hydrant to serve the new Crestline Piggly Wiggly (to be located approximately 255' along the south right-of-way of Vine Street from the centerline of Jackson Boulevard) where the \$2,701 installation cost is to be paid by the developer	Exhibit 8, Appendix 7
<b>2015-100</b>	Declare a public nuisance due to the overgrowth of grass and weeds pursuant to Ala. Code §11-67-60 for the property owned by Jajiha, Raju and Padmalatha Mungara located at 4599 Briar Glen Drive	Exhibit 9
<b>2015-101 Motion</b>	Appoint Dana Hazen, City Planner, as a non-voting, advisory member to the Planning Commission	Appendix 10

Thereupon, the foregoing minutes, resolutions, and motion were introduced by Council President Smith and their immediate adoption was moved by Council member Womack. The minutes, resolutions, and motion were then considered by the City Council. Council member Pritchard seconded the motion to adopt the foregoing minutes, resolutions, and motion. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President  
William S. Pritchard, III, Council President Pro Tempore  
Jack D. Carl  
Lloyd C. Shelton  
Alice B. Womack

Nays: None

Council President Smith thereupon declared that said minutes and Resolution Nos. 2015-092 through 2015-100 and Motion No. 2015-101 are adopted by a vote of 5–0.

### **3. ANNOUNCEMENTS REGARDING THE NEXT REGULAR MEETING OF THE CITY COUNCIL**

Council President Smith announced that the next meeting of the Mountain Brook City Council will be held on Monday, July 27, 2015 at 7:00 p.m. in the Council Chamber of City Hall located at 56 Church Street, Mountain Brook, AL 35213. Please visit the City's web site ([www.mtnbrook.org](http://www.mtnbrook.org)) for more information.

### **4. EXECUTIVE SESSION AND ADJOURNMENT**

There being no further business to come before the City Council, it was moved by Council member Pritchard that the City Council convene in executive session to discuss a matter involving potential litigation. The motion was seconded by Council President Smith. The City Attorney certified that the subject of said executive session is allowed pursuant to the Open Meetings Act. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President  
 William S. Pritchard, III, Council President Pro Tempore  
 Jack D. Carl  
 Lloyd C. Shelton  
 Alice B. Womack

Nays: None

President Smith declared that the motion carried by a vote of 5—0 and then asked that the members of the audience be excused. President Smith also announced that the City Council will adjourn upon conclusion of the executive session.

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City Clerk

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**EXHIBIT 1**

**RESOLUTION NO. 2015-092**

**WHEREAS**, Jerry Weems will retire from the City of Mountain Brook effective August 1, 2015, after a long and successful career that began on July 23, 1984 as the City's Electrical Inspector; and

**WHEREAS**, Jerry Weems quickly rose to the position of Building Inspections Officer on June 12, 1987, Building Inspections Superintendent I on December 23, 1997 and then Building Inspections Superintendent II on September 18, 2007; and

**WHEREAS**, Jerry Weems' expertise in building and engineering has proven to be invaluable in advising the Board of Zoning Adjustment, the Planning Commission and the Village Design Review Committee on sound building principles; and

**WHEREAS**, Jerry Weems has served as an advisor on the Zoning Ordinance Review Committee, the Land Use Plan Project Steering Committee and the committee to revise the City's Master Plan, as well as other entities; sharing his expert knowledge of the City's Zoning Code and the International Building Code to allow these entities to make informed decisions to establish a legacy of sound city planning and building for years to come; and

**WHEREAS**, Jerry Weems' diligence in monitoring soil erosion, storm water detention and cell towers has served to maintain the essence of our beautiful City; and

**WHEREAS**, it is the desire of the residents of Mountain Brook to express their appreciation to Jerry Weems and recognize his service to our City; and

**NOW, THEREFORE**, be it resolved that the Mayor and City Council, on behalf of all the residents of Mountain Brook, do publicly thank Jerry Weems for his years of dedicated service and wish him well in his retirement.

Given under my hand and the City of Mountain Brook, Alabama, on this 13<sup>th</sup> day of July, in the year of our Lord, 2015, and of the Independence of the United States of America, the 239<sup>th</sup>.

**RESOLUTION NO. 2015-103**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that Jorja White is hereby appointed to serve, without compensation, on The Jefferson County Intellectual and Developmental Disabilities Authority, Inc. with this term of office to end July 27, 2021.

**ADOPTED:** This 27th day of July, 2015.

\_\_\_\_\_  
Council President

**APPROVED:** This 27th day of July, 2015.

\_\_\_\_\_  
Mayor

**CERTIFICATION**

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its meeting held on July 27, 2015, as same appears in the minutes of record of said meeting.

\_\_\_\_\_  
City Clerk

**JEFFERSON COUNTY INTELLECTUAL  
AND DEVELOPMENTAL DISABILITIES AUTHORITY, INC.**

529 Beacon Parkway West, Suite 214  
Birmingham, Alabama 35209  
OFFICE (205) 945-9310 FAX (205) 945-8527

**Robert Regulus**  
President

July 7, 2015

**Eve Graham**  
Vice President

**Wayne Dutt**  
Treasurer

The Honorable Lawrence T. Oden  
Mayor of the City of Mountain Brook  
P.O. Box 130009  
Mountain Brook, Alabama 35213

**Deborah Hinton**  
Secretary

Dear Mayor Oden:

**Judy Branin**  
Director

On behalf of the Board of Directors of The Jefferson County Intellectual and Developmental Disabilities, Inc., we are respectfully requesting the appointment of Ms. Jorja White to replace Mr. Russ McElroy. On June 23, 2015 our Board of Directors approved the nomination of Ms. White as our representative for the City of Mountain Brook. Ms. White has expressed to the Board her willingness to serve if appointed.

**Kimm Eckhoff**  
Director

**Kimberley Fort**  
Director

Ms. White resides at 3932 Forest Avenue, Mountain Brook, Al. 35213. As you can see from the enclosed, Ms. White has extensive experience in business and community involvement.

**Jayne M. Ness**  
Director

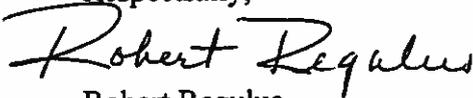
**Russell McElroy, III**  
Director

We appreciate your consideration of Ms. White to fill the vacancy created by the resignation of Mr. McElroy. Should you have any questions, please contact our Executive Director, Gary Hendrix at extension 242 and he will be happy to assist you.

**Philip Richards**  
Director

**Chuck Whitley**  
Director

**Stacey Turner**  
Director

Respectfully,  
  
Robert Regulus  
Board President

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**Gary Hendrix**  
Executive Director

## **Jorja H. White**

3932 Forest Avenue, Birmingham, Alabama 35213

205-329-1707

[jorjabea@msn.com](mailto:jorjabea@msn.com)

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**Professional Overview** Strategic problem preventer and solver with the rare combination of big-picture understanding and “make it happen” enthusiasm. Exceptionally skilled at identifying a need, developing a strategy and executing a plan while building and growing positive relationships.

**Summary of Experience**

- Worked with non-profit director to raise funds for organization & develop staff
- Took start-up business from idea to success; sold business for profit
- Developed business plan, recruited, trained, managed and marketed educational referral service
- Served as part of leadership team, helped create staff policies & development
- Interacted with a wide variety of personalities while arranging and coordinating staff functions & events
- Exercised multi-tasking abilities in supervising staff
- Assisted Director in fund-raising, communication with current donor & cultivation of potential donors
- Developed and promoted business through social media, writing skills
- Interacted with an array of networks of individuals, both professional and personal, building and maintaining excellent working relationships
- Researched potential candidates and recruited for specific positions on sales team
- Handled administration for Regional Director of sales organization in Southeast

**Summary of Skills**

- Strategic and resourceful big-picture thinker who takes action
- Proven ability to initiate, produce and execute a plan
- Excellent written and oral communication skills
- Strong interpersonal skills resulting in exceptional rapport with people
- Proven computer/internet research abilities/social media development
- Proven ability to raise funds and promote vision of organization
- Proven ability to advocate through blogging and social media
- Excellent networking abilities used to develop support for both profit and non-profit entities
- Proven ability to work well with a team by following through with my role as well as assisting those in leadership

**August 2012 - present Rob Walker Architects, LLC** – Responsible for coordinating and overseeing office administrative duties, as well as social media development and basic marketing.

**March 2011 – September 2012 W by Worth** – Responsible for identifying and recruiting candidates for sales and/or managerial positions as well as administrative responsibilities.

**April 2010 – present LivingBeyondThePale.com** - Responsible for all development, marketing and content on blog that empowers women.

### **Employment**

**August 1991 – December 2003 Leadership Team, Collegiate Ministries** - Served in leadership capacity for non-profit through development and fund-raising.

**August 1993 – June 1997 CEO/Owner, Tailor Made Tutors** - Took home business from start-up to development to profitable sale.

**January 1992 – May 1993 High School Teacher** - Worked to teach English and reduce drop-out rate with high-risk students.

### **Education**

**B.A., English/Speech Communications, 1990**, Samford University  
**Masters of Arts, Theological Studies, 2006 (unfinished)** Covenant Theological Seminary, St. Louis, MO

### **Community Involvement**

*Crestline Elementary School, PTO Chairperson - Circle of Friends (Special Needs Awareness)*

*Mountain Brook Special Education Advisory Board*

*Leading Edge Institute - Board Member*

*LEI – Chairperson, Miss Representation Screening*

*Development/Marketing Advisor – 100 for Adama non-profit ([www.100forAdama.com](http://www.100forAdama.com))*

### **References**

*References available upon request.*

**RESOLUTION NO. 2015-104**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that \_\_\_\_\_ is hereby appointed to serve on the Mountain Brook Park and Recreation Board, to serve without compensation, with the term of office to end July 27, 2020.

**ADOPTED:** This 27th day of July, 2015.

\_\_\_\_\_  
Council President

**APPROVED:** This 27th day of July, 2015.

\_\_\_\_\_  
Mayor

**CERTIFICATION**

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on July 27, 2015, as same appears in the minutes of record of said meeting.

\_\_\_\_\_  
City Clerk

**Sam Gaston**

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**From:** Warburton, Tom  
**Sent:** Wednesday, January 15, 2014 9:41 AM  
**To:** 'gastons@mtnbrook.org'  
**Subject:** Mountain Brook Parks & Recreation Board  
Sam:

We met a number of years ago when my family lived on Gaywood Circle and the Pilgrim Place development was going up – talked about sidewalks.

I am wondering whether there is still an unfilled vacancy on the Parks & Recreation Board, and what the expectations of a Board member and potential time commitment would be. I travel a good bit for work, but with two small kids, one on the way, and very active participation in MB sports and use of the parks by my family I would like to get involved if this is a good fit.

My law firm profile has a pretty good description of my background. (<http://www.babc.com/R-Thomas-Warburton/>.) I am an active runner on the City's trails as well. All of my contact information other than home address, which is 3001 Sterling Road, is below and I look forward to talking with you on this. Many thanks.

Tom

**R. Thomas Warburton**  
**Bradley Arant Boult Cummings LLP**  
One Federal Place, 1819 Fifth Avenue North, Birmingham, AL 35203-2119  
Direct: 205.521.8987 • Mobile: 205.503.1676 • Fax: 205.488.6987  
[twarburton@babc.com](mailto:twarburton@babc.com) • [www.babc.com](http://www.babc.com)

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 BRADLEY ARANT  
BOULT CUMMINGS LLP



## R. Thomas Warburton

### Partner

Tom has appeared in state and federal courts across the country, and has tried antitrust, business, construction, civil rights, insurance, mineral rights, negligence, product liability, land use, real property, tax, and wrongful termination cases to verdict or final judgment. He has significant arbitration experience, first chair trial experience in both state and federal court, and has been recognized as a "Rising Star" by both *Alabama Super Lawyers* and the "Best of the Bar" edition of the *Birmingham Magazine*. He has tried cases and arbitrated representing both those asserting claims as well as the parties defending against them, and has prevailed on behalf of both.

Tom handles cases across the country, and in all Alabama courts. He has litigated and arbitrated in Alabama, Arizona, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Minnesota, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia. Tom has also litigated international disputes.

Tom and other members of the firm serve as Regional Counsel for Cooper Tire & Rubber Company, defending product liability cases for the company in multiple states.

While he has litigated and tried cases to successful result for clients in a number of industries, Tom's practice has concentrated in recent years on cases relating to product design and manufacture (product liability), commercial and business disputes,

### EDUCATION

University of Virginia School of Law, J.D., 2001

Virginia Military Institute, B.A., 1998, Graduated First in Class

### CLERKSHIPS

Justice R. Fred Lewis, Florida Supreme Court

### ADMISSIONS

United States Court of Appeals, 5th Circuit

United States Court of Appeals, 11th Circuit

United States District Court, Northern District of Alabama

United States District Court, Middle District of Alabama

United States District Court, Southern District of Alabama

United States District Court, Eastern District of Arkansas

United States District Court, Western District of Arkansas

United States District Court, Northern District of Florida

United States District Court, Middle District of Florida

United States District Court, Southern District of Florida

United States District Court, Northern District of Georgia

United States District Court, Middle District of Georgia

United States District Court, Northern District of Ohio

Alabama State Bar

The Florida Bar

State Bar of Georgia

Missouri State Bar

### CONTACT

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Birmingham, AL 35203

P: 205.521.8987

F: 205.488.6987

twarburton@babbc.com

Secretary: Becky Swann

P: 205.521.8548

### SERVICES

Antitrust and Competition  
Complex Business Litigation  
Litigation  
Natural Resources Litigation  
Product Liability  
Real Estate Litigation  
Zoning and Land Use

litigation relating to natural resources (coal, oil and gas, and timber) and real property (landowner use rights, ownership disputes, construction, and property taxation).

By virtue of his experience in litigating natural resources disputes, Tom is familiar with coal and natural gas extraction, and the regulatory framework governing these industries. He chairs the firm's Natural Resources Industry Team.

His product liability experience has primarily related to tire and vehicle defect litigation, causing him to be very familiar with the engineering work associated with product design and manufacture, as well as vehicle dynamics and accident reconstruction.

Additionally, he is experienced in the following:

- Trade Secret and Protective Order Issues
- Expert Witness Development and Challenges
- Corporate Witness Preparation, Presentation, and Examination
- Depositions and Witness Interviews and Development
- Management of Regional Portfolio of Cases
- Coordination of Cases with Nationwide Counsel

## EXPERIENCE

Tom handles cases across the country, and has applied his discovery and trial skills in diverse places and to many industries. He tries cases, and uses his past trial experience to bring perspective to discovery, case development, and resolution strategy. He has first chair trial experience in federal and state courts, as well as arbitrations.

## DISTINCTIONS

- Listed in *Benchmark Litigation*, "Future Star," Alabama, 2014
- Listed in *Alabama Super Lawyers*, "Rising Stars", General Litigation, 2010, 2013
- Listed in *Birmingham Magazine*, "Best of the Bar", 2009
- Martindale-Hubbell® AV Preeminent Rated

## NEWS

11/6/2013

**Bradley Arant Boult Cummings 'Highly Recommended' in 2014 Benchmark Litigation Guide**  
Thirty-Two Firm Attorneys Recognized as Leading Litigators

5/1/2013

**Sixty-Eight Bradley Arant Boult Cummings Attorneys Named 2013 Alabama Super Lawyers**  
Twenty-Six Named 2013 Alabama Rising Stars

4/10/2013

**Bradley Arant Boult Cummings Attorneys Recognized as "Top Rated Lawyers"**

4/30/2010

**Fifty-eight Bradley Arant Boult Cummings Attorneys Named to *Alabama Super Lawyers* 2010**

1/1/2010

**11 New Partners Named for 2010**

#### EVENTS

8/12-13/2010

**Alabama Defense Lawyers Association Trial Academy**

4/7-9/2010

**2010 Product Liability Conference**

2007-2010

**Alabama Defense Lawyers Association Deposition Boot Camp**

2009

**Effective Presentation of Simulations and Other Complex Trial Evidence**

2009

**Removal – Where Are We Now?**

#### PUBLICATIONS

4/2010

**Removal After Lowery – What Are the Rules?**

*Alabama Defense Lawyers Association Journal*

#### MEMBERSHIPS AND AFFILIATIONS

- Alabama Coal Association
- Alabama Defense Lawyers Association
- Birmingham Bar Association
- Defense Research Institute, Product Liability Steering Committee
- Birmingham American Inn of Court

#### YOU MAY NOT KNOW

Tom is an active member of state and local bar organizations. He currently Chairs the Alabama State Bar Judicial Liaison Committee, and has been a member of multiple Birmingham Bar Association Committees. Tom is a graduate of the Alabama State Bar Leadership Forum and is the proud father of his son Reed (7 years) and daughter Gray (4 years).

P/R applicant

**Sam Gaston**

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**From:** Helen Drennen  
**Sent:** Sunday, October 12, 2014 12:11 PM  
**To:** Sam Gaston  
**Subject:** Parks and Rec Board

**Attachments:** Helen Drennen Credentials.docx



Helen Drennen  
Credentials.docx...

Sam,

To follow up on our conversation this summer, I am letting you know of my interest in serving on the Parks and Recreation board. Attached is my resume. As you probably know, I lived on Woodhill Road for 20 years and thoroughly enjoyed backing up to Jemison Park. While no longer there, I still feel very much connected to the the park system and would love to offer my time in service to the community.

Thank you.

# Helen McTyeire Drennen

4218 Old Leeds Road  
Birmingham, AL 35213

205.222.5688  
helendrennen@mc.commailto:jslynch12@gmail.com

## PROFESSIONAL EXPERIENCE

- REALTYSOUTH** - Mountain Brook, Alabama 2013 to present  
**Sales Associate**  
Residential real estate sales
- S.S. NESBITT & CO.** - Birmingham, Alabama 2013 to present  
**Account Executive**  
Personal and commercial insurance lines
- McTYEIRE ENTERPRISES** - Birmingham, Alabama 2002 to present  
**Property Manager**  
Currently manage all marketing, leasing, accounting, and maintenance of three commercial properties.
- PORTRAITS, INC.** - Birmingham, Alabama 1991-2001  
**Sales Associate**  
Represented 150+ portrait artists.  
National Top Salesman for seven years among more than 60 sales representatives.
- SUNTRUST (formerly Third National Bank)** - Nashville, Tennessee 1983-1990  
**Vice President, Private Banking**  
Built relationships with high net worth individuals by identifying and managing their financial service needs.
- Vice President, Director of Market Management**  
Responsible for implementation of SunTrust/McKinsey and Company study for Nashville. Worked with key Market Managers in the Retail, Commercial, Investment, and Trust Divisions to organize calling efforts along market lines. Presented concept to all bank officers and Board of Directors.
- Assistant Vice President, Healthcare Lending Division**  
Developed relationships with corporate clients in Alabama, Texas, and Tennessee.
- Senior Credit Officer, Commercial Lending Division**  
Established a program for credit analysis for correspondent banks and provided oversight to analysts.
- WELLS FARGO (formerly First Atlanta)** - Atlanta, Georgia 1981-1983  
**Senior Credit Analyst**  
Analyzed creditworthiness of small business and large corporate clients. Managed and reviewed analysts' work.  
Management Training Program with focus on commercial lending and cash management.  
McKinsey and Company – Intern for the Atlanta Ballet.

## CIVIC LEADERSHIP

- Red Mountain Garden Club** - Birmingham, Member of the Garden Club of America (GCA) 2001-2013  
**President**  
Raised \$250,000 for renovation of the Memorial Garden at the Birmingham Museum of Art.  
Vice President, Greenery Sale Chair, Horticulture Chair & Southeast Zone Representative.  
*Medal of Merit* given by the GCA May, 2013
- Linley Heflin** - Scholarship Committee 2008, 2009, 2013
- Women's Committee of 100 for Birmingham** - Member 2012 -2013
- Church of the Highlands** - Leadership Team 2001-2013
- Emmet O'Neal Library** - Capital Campaign 1998

**YWCA - Birmingham, Junior Board**

1991-1992

**Senior Citizens, Inc. - Nashville, Board of Directors**

1986-1990

***EDUCATION***

**Hollins College - Roanoke, Virginia**

1977-1981

**Double Major: Bachelor of Arts - Economics & French**

**Phi Beta Kappa, ODK, Wall Street Journal Award (top Economics student), #1 in Freshman Class,**

**Jane Cocke Funkhauser Award (for character and scholarship)**

**Hollins College - Paris study year abroad**

1979

PIR BO.

Leigh Ann Speake  
3109 Ryecroft Road  
Mountain Brook, Alabama 35223

29 October 2014

Mr. Sam Gaston  
City Manager  
City of Mountain Brook, Alabama  
56 Church Street  
PO Box 130009  
Mountain Brook, Alabama 35213

Dear Mr. Gaston:

I am interested in serving on the Parks and Recreation Board for the City of Mountain Brook.

I grew up in Mountain Brook, and currently live in the Brookwood Forest area. Both of my children attend BWF, where I also attended elementary school. We utilize most, if not all, of the parks in Mountain Brook. Through my children's involvement in Mountain Brook Athletics they play various sports at the other MB schools as well, so I have a vested interest in making our facilities the best they can be.

I have a Master of Landscape Architecture (2002) and a Bachelor of Science in Environmental Design (2000) from Auburn University. In school I focused in the areas of community planning and water feature design, with concentrations on plant materials, grading, and drainage as well.

I currently work at Brown Mechanical Contractors as Vice President, Treasurer & Sr. Project Manager. We specialize in plumbing, HVAC, site utilities, process piping, and water features. I manage our water feature work, much of which is design/build. I also oversee our healthcare division, our service department, and our accounting department. I have knowledge of civil, mechanical, and plumbing systems, budgets and construction processes, in addition to my design background.

I am involved in several trade and civic organizations, and through them and the construction projects I have managed around our community, I have formed valuable relationships with people in my industry, as well as many others.

Please refer to my attached resume for more details about my education, employment, trade, community, and charitable involvement, as well as a list of references.

Due to my background in landscape architecture & construction, my history of living in Mountain Brook for most of my life, the relationships I have with other leaders and members of our community, & my family's past and continued use of our parks and fields I believe I could be a productive member of the Parks and Recreation Board, and would love to contribute back to my community is this role.

Sincerely,

Leigh Ann Speake

## RESUME

**LEIGH ANN (PIERCE) SPEAKE**

**Vice President, Treasurer / Sr. Project Manager**

**Education:** Auburn University 2002  
Master of Landscape Architecture, Magna Cum Laude  
Auburn University 2000  
Bachelor of Science in Environmental Design, Magna Cum Laude

**Work Experience:** Brown Mechanical Contractors, Inc. 1996 to present

**Project Manager:**

Bridge Street Retail Center Water Feature, Huntsville, AL  
UAB Highlands & Southside Campus Renovation Projects, Birmingham, AL  
Mountain Brook Municipal Center Water Feature, Mountain Brook, AL  
Ft. Benning Martin Army Hospital, Columbus, GA  
Speake Secure Storage - Gymnastics Center, Kellyton, AL  
BJCC Marketplace Water Features, Birmingham, AL  
UAB North Steam Loop, Birmingham, AL  
Consolidated Pipe & Supply – New Pipe Coating Facility, Birmingham, AL  
Johnson Controls Children's Hospital Central Energy Plant, Birmingham, AL  
Birmingham Zoo Trails of Africa Exhibit, Birmingham, AL  
Summit Retail Center Phase VI, Birmingham, AL  
Cahaba Village, Birmingham, AL  
Fresenius Dialysis Clinic, Oneonta, AL  
Southern Progress Repairs & Service, Homewood, AL  
The Childrens Hospital of Alabama – South ENT, 1 NWT Fit-up, Stem Cell Renovation, Sports Med., South Eye Clinic, Epilepsy Monitoring, Harbor Lab, South Triage, PPN Adolescent Clinic, ED Renovation Phases 1-7 & Site Utilities, PPS Make-Ready, Dining & Serving, Arlington EM Lab, South Digital Radiology, 7<sup>th</sup> Floor NICU, 6<sup>th</sup> Floor NICU, 3E Sedation, MDA Offices, Biomed & Surgery Vestibule, Kitchen Renov. & Site Sanitary, South Triage, PPN Diabetes Clinic, PPN Lab & X-Ray, PPN Data Center, 4/5SE Mechanical Renovation, MRI Sedation, Main Pharmacy, AC-2&9 Upgrades, Psychiatric Renovation, 2<sup>nd</sup> Floor Digital Radiology, South 2<sup>nd</sup> Floor O.R.s/Holding/Recovery/Oxygen System Upgrades/etc., ACC 5<sup>th</sup> Floor Renovation, NWT 3<sup>rd</sup> Floor Fit-up, Dr.'s Dining, South 1<sup>st</sup> Floor Clinic Expansion, 3<sup>rd</sup> Floor Intermediate Care, 2<sup>nd</sup> Floor Path Lab Renovation, One Day Storage, Sleep Clinic, One Day Surgery, Clinic 1 Renovation, MRI Improvements, Park Place Deck Shell Package & Site Utilities, NWT 4<sup>th</sup> Floor Fit-up, NWT Fuel Oil Upgrades, NWT Medical Gas Equipment Upgrades, Northwest Tower Addition Shell & Floors 5/6/7 Fit-up, ED Improvements, Isolation Rooms, Central Sterile, Re-roofing Project, Midtown Pediatrics Clinic, Clinic 5 Renovation, CT Scan & Imaging Fit-up, ED Digital Radiology & Treatment 14, 1<sup>st</sup> Floor Clinic Mall Renovation, Hematology/Oncology, Rehab Services Clinic, Central Plant Water Service, Clinic 10 Renovation, Bariatric Clinic, South Bariatric Clinic, PICU, 5<sup>th</sup> Avenue Parking Lot, Park Place 1 West Fit-up, Lab 3 Renovations, Security Office, Direct, & Work Orders  
Medical Center East - Central Plant, North Tower & MOB III, Birmingham, AL  
Carraway Hospital Psychiatric Renovation, Birmingham, AL  
Kirklin Clinic – Dermatology, Prime Care & Other Renovations, Birmingham, AL  
Ronald McDonald House, Birmingham, AL  
Brasfield & Gorrie Headquarters Expansion & Water Feature, Birmingham, AL  
Florence River Heritage Water Feature, Florence, AL  
Lauderdale County Courthouse Water Feature, Florence, AL  
The Club Water Feature, Birmingham, AL  
Victoryland Water Feature, Shorter, AL  
Bay Medical Center Water Feature, Panama City, FL  
Birmingham Zoo Otter & Beaver Exhibit, Birmingham, AL

Cooper Green Hospital Water Feature, Birmingham, AL  
Gadsden Riverfront Park Water Features, Gadsden, AL  
Homewood Plaza Water Feature, Birmingham, AL  
IBM Headquarters Water Feature, Birmingham, AL  
RSA Tower Water Feature, Mobile, AL  
University of Alabama Ferguson Plaza Water Feature, Tuscaloosa, AL  
Summit Retail Phases II & III Water Features, Birmingham, AL  
Summit Retail Water Features, Louisville, KY  
Outreach Cancer Center Water Feature, Birmingham, AL  
Habitat for Humanity Fastest House, Montevallo, AL  
One Federal Place Water Wall, Birmingham, AL  
East Chase Retail Center Water Features, Montgomery, AL  
Boy Scouts Service Center Expansion Site Utilities, B'ham, AL

**Water Feature Design:**

Bridge Street Retail Center, Huntsville, AL  
Mountain Brook Municipal Center, Mountain Brook, AL  
BJCC Marketplace, Birmingham, AL  
Brasfield & Gorrie Headquarters, Birmingham, AL  
Lauderdale County Courthouse, Florence, AL  
Homewood Plaza, Homewood, AL  
IBM Office Building, Irondale, AL  
One Federal Place, Birmingham, AL  
Outreach Cancer Center, Birmingham, AL  
The Club, Birmingham, AL  
Tuscaloosa Park, Tuscaloosa, AL  
University of Alabama Sarah Patterson Championship Plaza, Tuscaloosa, AL  
University of Alabama Shelby Center, Tuscaloosa, AL  
Alabama Department of Youth Services, Montgomery, AL  
Bay Medical Center, Panama City, FL  
Summit Retail Center, Birmingham, AL & Louisville, KY  
East Chase Lifestyle Center, Montgomery, AL

**Certifications & Organizations:**

Alabama Refrigeration Contractors License  
Subcontractors Association of Alabama  
Mechanical Contractors Association of Alabama  
American Society of Landscape Architects  
Q.C.I. for Construction Site Stormwater Management  
OSHA Confined Spaces Training  
Workers 1<sup>st</sup> Comp Fund

**Community, Service & Charity Involvement:**

Nicholas Franklin Pierce Memorial Foundation - VP/Board of Directors  
Kiwanis Club of Birmingham – Membership Committee  
Brookwood Forest PTO – Expressions Committee  
Mountain Brook Athletics – Children's Teams  
Children's Hospital of Alabama - Annual Illuminations Program & others  
Children's Harbor - Annual Pig Iron BBQ Event & others  
Springbrook Garden Club – 2<sup>nd</sup> Vice President  
Crippled Children's Foundation  
Canterbury United Methodist Church  
Auburn University - College of Architecture, Design & Construction

**References:**

Brasfield & Gorrie, LLC Mr. Robert McElroy Mr. Robert Carswell Mr. Jason Lee	205-328-4000
B.L. Harbert International, LLC Mr. Ben Nevins Mr. Zac White	205-802-2800
Birmingham Zoo, Inc. Mr. Billy Ledbetter	205-879-0409
Consolidated Pipe & Supply Mr. Jeff Hallmark	205-288-7399
Hoar Construction, LLC Mr. Coker Barton Mr. Robert White	205-803-2121
Children's Hospital of Alabama Mr. Bo Higdon	205-939-9910
BBG&S Engineering Mr. Chris Golden Mr. Mike Streetman	205-969-4550
City of Mountain Brook Mr. Steven Boone	205-802-3825
BJCC Mr. Jerry Nelms	205-458-8409
Davis Architects Ms. Courtney Pittman	205-322-7482
University of Alabama Mr. Jason Northam	205-361-1873
University of Alabama/Hoar PM Mr. Wes Hokanson	205-348-2133
Macknally Land Design Ms. Lea Ann Macknally	205-328-4160
Poole & Co Architects Mr. John Poole Ms. Kelly Mullins	205-326-2206

**RESOLUTION NO. 2015-105**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that the City Clerk, on behalf of the Mountain Brook municipal court, is hereby authorized to issue notice to Judicial Correction Services, Inc. (JCS) of the City's intent to cancel its contract pursuant to Condition 2 of its Client Service Agreement (re: Resolution No. 2003-164).

**ADOPTED:** This 27th day of July, 2015.

\_\_\_\_\_  
Council President

**APPROVED:** This 27th day of July, 2015.

\_\_\_\_\_  
Mayor

**CERTIFICATION**

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on July 27, 2015, as same appears in the minutes of record of said meeting.

\_\_\_\_\_  
City Clerk

Mountain Brook Municipal Court  
Historical Report

<b>Year</b>	<b>Fees</b>	<b>Fines</b>	<b>Cases Assigned</b>	<b>Cases Successfully Completed</b>
2004	\$63,390.50	\$198,673.60	694	451
2005	\$81,839.00	\$215,674.95	641	608
2006	\$70,174.45	\$191,587.47	493	479
2007	\$53,203.00	\$162,467.34	344	376
2008	\$42,185.00	\$143,277.17	296	270
2009	\$41,611.00	\$133,159.00	287	239
2010	\$50,062.00	\$164,077.98	443	337
2011	\$45,914.00	\$166,484.00	348	359
2012	\$26,772.00	\$91,879.00	233	218
2013	\$16,514.50	\$91,202.25	187	185
2014	\$9,702.00	\$71,911.74	97	67
2015	\$5,013.13	\$33,204.00	72	45



JUDICIAL CORRECTION SERVICES, INC.  
CLIENT AGREEMENT

CITY OF MOUNTAIN BROOK ALABAMA COUNTY OF JEFFERSON

THIS AGREEMENT made and entered into this the 24<sup>th</sup> day of November, 2003, by and between the City of MOUNTAIN BROOK, Alabama (hereinafter referred to as "Jurisdiction"), and JUDICIAL CORRECTION SERVICES, INC., a Delaware Corporation, (hereinafter referred to as "JCS").

WITNESSETH:

WHEREAS, the jurisdiction has been duly authorized to establish service for a private probation system and to supervise probationers and collect fines, fees and restitution's as ordered by the City of Mountain Brook Municipal Court (herein after referred to as the "Court").

WHEREAS, the jurisdiction has the express authority, by and through it's duly elected and/or appointed officials to enter into an agreement with JCS to provide probation services upon the terms and conditions as set forth herein.

WHEREAS, JCS maintains and conducts a business which provides various probation services to county and city entities.

WHEREAS, JCS represents that it is willing and able to provide probation services to this jurisdiction.

NOW, THEREFORE for and in consideration of the mutual covenants contained herein, and other good and valuable considerations, the receipt, adequacy and sufficiency of which is acknowledged by the parties herein, this jurisdiction desires to enter into this agreement with JCS to provide probation services for this jurisdiction upon the terms, covenants and agreement as set forth herein.

UNIFORM STANDARDS

The uniform professional standards for anyone employed as a private probation officer through JCS are as follows:

- A. At least 21 years of age at the time of appointment;
- B. Completed a standard two-year college course. Also, JCS will employ at least one supervisor of private probation officers with a minimum of five years experience in corrections, parole or probation services;
- C. Complete a 40 hour initial orientation program and the 20 hour annual in-service continuing education program, consisting of the curriculum approved by the county and Municipal Probation Advisory Council.
- D. No person convicted of a felony will be employed as a private probation officer, nor the title private probation officer or otherwise be responsible for the supervision of probationers.
- E. JCS will complete record checks on all staff in accordance with
- F. JCS will supervise all probated cases sentenced by the court. JCS will also supervise indigent cases, when determined by the court. These cases will not be charged the typical \$35.00 probation fee, but will still be offered all JCS services.
- G. Any probationer that is not complying with the terms set forth in the court order will be returned to the court of original jurisdiction. At which time the officer will testify as to the circumstances of the case, giving the probationer full opportunity to refute any or all points. The officer will then comply with the Court's ruling in reference to sentencing or possible revocation of probation.

EXHIBIT A

SERVICE BY JCS

JCS agrees to provide the following probation services for and on behalf of the City of Mountain Brook Municipal Court:

1. Attend regularly scheduled court sessions for the purpose of obtaining sentencing information and personal history information for each offender placed on probation. Dates of regularly scheduled court sessions will be made available to JCS at least 30 days in advance.
2. Conduct and initial interview with each probationer at the time of his or her sentencing for purposes of explaining the scope of the court order relative to fines, fees, and/or restitution imposed as well as requirements and conditions for probation supervision.
3. Monitor offenders for compliance with terms and conditions of probation as required by the Court, notifying the Court of any non-compliance. The Court will decide when revocation of probation is necessary.
4. If requested by the court to do so, collect from probationers, court ordered fines, restitution's and other costs associated with the Court, and disburse said monies as follows:
  - (a) Restitution shall be paid to JCS who will disburse monies directly to the victim, or, the restitution may be paid to the Clerk of Court for distribution to the victim, as directed by court order.
  - (b) All fines, surcharges, and other fees shall be paid in JCS who will disburse monies to the City/County as directed by court order;
5. Prepare referrals and lend assistance to probationers either ordered to receive or desiring employment assistance or counseling.
6. Coordinate community service work as required as a condition of probation by the Court. The city/county will define the work mission for all community service. JCS will coordinate only that community service work that is reasonably consistent with those duties performed by regular City/County employees.
7. Maintain case files on each probationer regarding compliance with the terms and conditions of probation, reporting dates, field contacts as they occur and in the amounts and dates of monies collected.
8. Maintain a bond of at least \$10,000.00 and never less than the average monthly balance of the custodial account.
9. Provide monthly reports to the court regarding compliance and payment information, if requested.
10. JCS shall comply with all provisions of state and federal law.
11. JCS shall supervise all persons assigned to probation by the court with a ratio of probationers to staff no greater than 100 to 1.
12. JCS shall provide adequate liability insurance required for its employees in an amount not less than One Million (\$1,000,000.00) Dollars and the court shall be named as additional insured.
13. Each probationer placed on probation under the supervision of JCS will be required to meet with their assigned probation supervisor at least every 30 days. Probationers that do not comply with the probation guidelines and the courts order may be required to meet with their supervisor more than once a month.
14. Any modification to the original court sentence will be decided by the court of jurisdiction.
15. JCS may recommend to the court early probation release if a probationer has fulfilled all court ordered requirements and paid all fines. Any remaining fees will not be assessed against the probationer if the court grants early release.

**CONDITIONS**

This agreement is made based upon the following conditions.

1. The agreement will extend for two years from the date of execution and shall continue to renew for a period of one year from year to year thereafter, unless terminated as set out below.
2. Either the Court or JCS may terminate this agreement with a Thirty (30) day written notice.

**COMPENSATION TO JCS**

In consideration of the probation service provided by JCS, the court agrees that each court order shall provide for the following:

- Probation fee of \$ 35.00 per month flat fee. (Basic or intensive supervision)
- One time probationer set up fee of \$10.00. This set up fee includes all data for the probationtracker.com system including digital images.
- Electronic Monitoring Fee of \$ 10.00 per probationer per day, if applicable.
- Community Service Insurance \$15.00 per 40 hours community service assigned.

**GENERAL**

The foregoing constitutes the entire agreement between the parties and supercedes any representation or agreement heretofore made. This agreement shall be governed by the laws of the State of Alabama and may be amended only by a document in writing signed by a duly authorized representative of the city and JCS.

WITNESS the hand and seal of the authorized representatives of the city and JCS effective as of the date first above written.

CITY COURT OF MOUNTAIN BROOK Alabama  
 By: [Signature] Title: MAYOR  
 By: [Signature] Title: CITY CLERK

Judicial Correction Services, Inc.  
 By: \_\_\_\_\_ Title: \_\_\_\_\_  
 By: \_\_\_\_\_ Title: \_\_\_\_\_

EXHIBIT A

**Methodology for case file transition. Quality control check and balance**

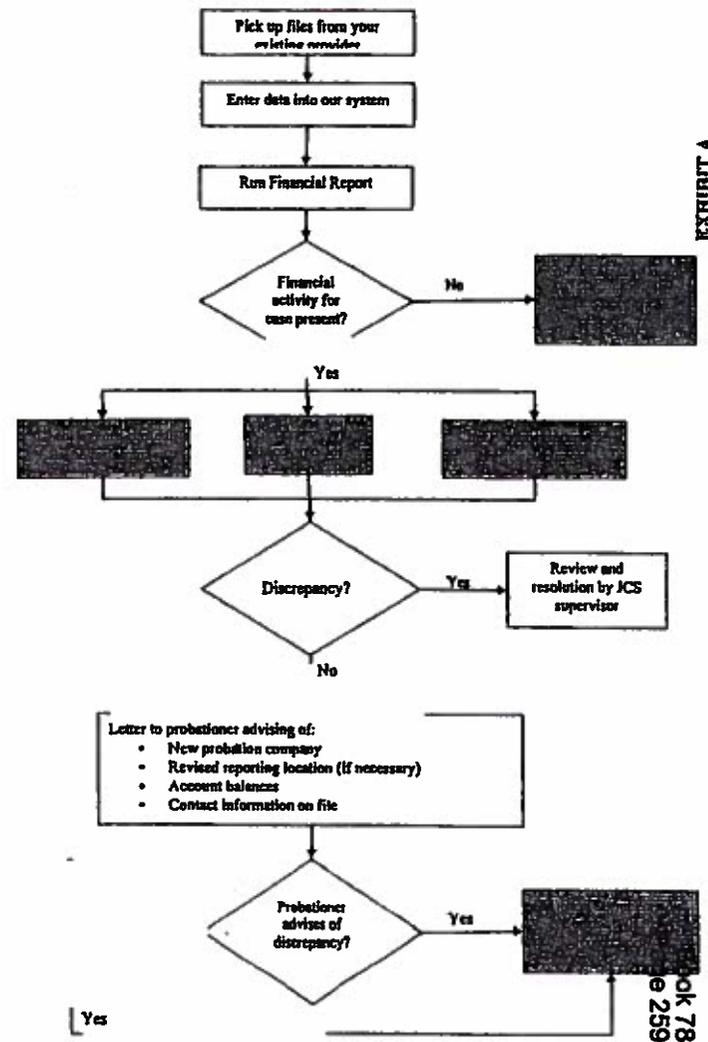


EXHIBIT A

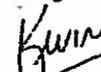
Steve Boone  
Page two of two

- 5. Direct service to your court. Judicial Correction Services will provide a client manager/lead probation officer for the City of Mountain Brook. This person will be on hand at each court session. Program Objective: Faster access to information for court staff. Better service to the offender during court sessions. Ensuring that internal JCS quality assurance standards are measured and met.

Steve, permit me to make two final observations. First, the fine/fee split (and the underlying philosophy) appears critical to meeting the City's objectives in fine collections. The arrangement to split an offenders "short payment" at least 75%/25% is not expressly addressed in our standard agreement for services; though it is routinely practiced by JCS. If it gives you an additional level of comfort, I would be happy to add that to our agreement for services. Secondly, let me direct your attention to the third page of the agreement. You have a 'termination for convenience' clause. Simply stated, if you don't like us, your needs are not being met, or you just don't want us any longer, ask us to leave. This is our incentive to meet and exceed your expectations every day.

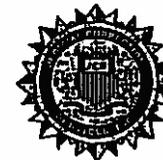
I look forward to seeing you next week in Orange Beach. In the mean time, if anything was missed on the above list or if you have questions, feel free to give me a call.

Best regards

  
Kevin Egan  
888.527.3911

PS, I am sending Joy a list of our references. I believe she has a couple of letters of reference from an earlier package of information.

CC: Jay Adams, City of Mountain Brook  
Dennis Sanders, Judicial Correction Services



KEVIN EGAN  
JUDICIAL CORRECTION  
SERVICES, INC.  
1030 Crowne Pointe Parkway, Suite 900  
Atlanta, GA 30338 • 404.591.3177  
www.judicialservices.com

APPENDIX 3

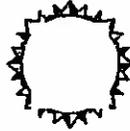
November 14, 2003

Steve Boone  
City of Mountain Brook  
56 Church Street  
Mountain Brook, Alabama 35213-3733

Dear Steve:

Thank you for your time yesterday. Realizing that we hit on several key points in a short amount of time, I offer you this recap.

1. City fine versus supervision fee distribution. JCS agrees that in the event an offender pays less than his court ordered amount in any month, the majority of the funds remitted by the probationer (75%) will be collected on behalf of and remitted to the City of Mountain Brook. Program Objective: Improve the overall amount of money remitted to the City by offenders while concurrently increasing the rate at which it is collected.
2. Monthly fine collections. JCS will establish a minimum of \$100 per offender to be collected monthly on behalf of the City. Realize however that ultimately the amount of the monthly payment is up to the Judge. He may change that at his option. Our "default" payment order calls for a minimum \$100 per month however. Program Objective: Process fewer checks for higher amounts; increase the speed in which fine money is collected on behalf of the City
3. Rapid action on non-paying cases. Our standard operating procedure is to address a missed appointment/payment within 24 hours. We employ multiple intervening methods to bring the offender back into compliance prior to having them returned to the court. If two ordered appointments/payments are missed consecutively, we will bring the offender back to court. Program Objective: Successfully terminate cases before the offender has an opportunity to escape the reach of the court. Provide incentive for the offender to pay his case off with the city faster.
4. Warrant cases We will address warrant & old fine cases at no additional charge to the city. JCS currently has a program built that is "plug and play", meaning that it can start up with as little as 30 days lead time. This program has been tested and proven in other JCS client courts. Program Objective: Produce a spike in revenue collection. Decrease the outstanding warrant count. Decrease the collateral work outstanding cases creates on City court staff.



November 13, 2003

Joy Moman  
City of Mountain Brook  
56 Church Street  
Mountain Brook, Alabama

Dear Joy:

You might want to take a look at what our approach might be if we are selected as your private probation provider. I put together some notes on it.

Logistics of implementing the service/changeover. Initially we would:

- A. Prepare an order for the Judges signature changing from the existing provider to Judicial Correction Services, Inc.; including the transfer of files, records, financial data, etc. We suggest transfer of information to occur within 30 days of the order.
- B. Meet with all the court personnel to introduce ourselves and better learn of the City's expectations.
- C. Attend your court sessions to observe the current operation.
- D. Meet with the current provider to agree upon a schedule for transition including turning over of files, records, financial data, etc.
- E. Notify the offenders currently on probation of the change in provider.
- F. Notify the offenders currently on probation of any change in reporting location/time (if necessary).
- G. Provide a weekly update to ensure an orderly transition.

The above is a basic overview of how we would proceed. Dee Dee Morris, our Alabama Operations Manager would lead and coordinate a team of people to ensure an orderly turnover. It is important to note that we would not create any extra burden on the Court or City staff. We would provide the people and technical resources needed to do the necessary work.

Clearly quality assurance is a key concern, particularly in the area of financial accountability and ensuring accurate records regarding offender compliance status. The attached flowchart will give you an idea as to the procedure we would implement to ensure an orderly turnover.

There is no 'pride of authorship' on these plans. If you have any suggestions, concerns or alternatives to the above, please let us know. We are here to serve you, not the other way around. Thanks for all your support. I am looking forward to working together!

Best regards,

Kevin Egnn  
888.527.3911

**RESOLUTION NO. 2015-106**

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mountain Brook, as follows: It is hereby established and declared that the following property owned by the City of Mountain Brook, Alabama is not needed for public or municipal purposes and is hereby declared surplus property:

<b>Item</b>	<b>Asset</b>	<b>Description</b>	<b>Model or Serial</b>	<b>Notes</b>
1		Epson WP-4020 color printer with extra cartridges: Black (2), Magenta (2), Cyan (1)	SN: NUEY003987	
2		HP Scanjet 7650 printer	SN:85ET4069	
3		HP Office 5610 all-in-one	SN:CN7CJF51H3	
4		HP photosmart 7663 printer	SN:MY35N121K8	
5		1 lot HP Desktop Workstations (6 ea.): DC7700 DC7700 DC7700 DC7700 XW4300 DC7900	SN:MXL7260C4K SN:MXL7251C3H SN:MXL7260C4J SN:2UA733031V SN:MXL7580C44 SN:MXL94206JP	
6		HP Proliant DL380 server	SN:2UX61200BE	
7		1 lot Panasonic Toughbook (4 ea.) laptops CF-30	SN:9CKYA36912, 9BKYA28644, 9CKYA37054, 9BKYA34064, 9BKYA34108	
8		1 lot flat screen monitors (4 ea.) HPLA2205wg HP1940 HP1940 Tyco 17" touchscreen	SN:3CQ116BT5B SN:CNP549X1WG SN:CNP549X3C0 J09L070923	
9		HP Laserjet 4240N printer	SN:CNDXC06503	
10		HP Officejet Pro 8500	SN:MY9724300V	
11		HP Laserjet P3005 printer	SN:JDPH00264	
12		HP color Laserjet 1600	SN:CNCC76V119	
13		HP color Laserjet 2600n	SN:CHHC61B1Y7	
14		HP Photosmart Premium printer	SN:MY02N57114	
19		HP laserjet 3100 printer	SN:USBB177422	
20		ALTUSCN 16 port Rack	SN:NONE	

2015-106

<b>Item</b>	<b>Asset</b>	<b>Description</b>	<b>Model or Serial</b>	<b>Notes</b>
21		Cushioned Conference chairs without arms (108)	NONE	
22		Cushioned Conference chairs with arms (35)	NONE	

**BE IT FURTHER RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that the City Manager is hereby authorized and directed to sell said property by way of public Internet auction to the highest bidder and to otherwise dispose of such property that does not sell at said public auction.

**ADOPTED:** This 27th day of July, 2015.

\_\_\_\_\_  
Council President

**APPROVED:** This 27th day of July, 2015.

\_\_\_\_\_  
Mayor

### **CERTIFICATION**

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its meeting held on July 27, 2015, as same appears in the minutes of record of said meeting.

\_\_\_\_\_  
City Clerk

Application will be e-mailed  
upon receipt.

**RESOLUTION NO. 2015-107**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby recommends to the State of Alabama, Alcoholic Beverage Control Board, the issuance of a 040 – Retail Beer (On or Off Premises) license and a 060 – Retail Table Wine (On or Off Premises) license to \_\_\_\_\_, doing business as Grand Bohemian Inn, located at \_\_\_\_\_, Mountain Brook, AL 35223.

**BE IT FURTHER RESOLVED** that the City Clerk is hereby instructed to forward a copy of this resolution to the State of Alabama, Alcoholic Beverage Control Board.

**ADOPTED:** This 27th day of July, 2015.

\_\_\_\_\_  
Council President

**APPROVED:** This 27th day of July, 2015.

\_\_\_\_\_  
Mayor

**CERTIFICATION**

I, Steven Boone, City Clerk of the City of the City of Mountain Brook, Alabama, hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its meeting held on July 27, 2015, as same appears in the minutes of record of said meeting.

\_\_\_\_\_  
City Clerk

**RESOLUTION NO. 2015-108**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the execution of an encroachment agreement between the City and Property Owners W. Banks Petrey and Bragan D. Petrey of 12 Norman Drive, Mountain Brook, AL 35213 in the form as attached hereto as Exhibit A, subject to such minor changes as may be determined appropriate by the City Attorney.

**ADOPTED:** This 27th day of July, 2015.

\_\_\_\_\_  
Council President

**APPROVED:** This 27th day of July, 2015.

\_\_\_\_\_  
Mayor

**CERTIFICATION**

I, Steven Boone, City Clerk of the City of the City of Mountain Brook, Alabama, hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its meeting held on July 27, 2015, as same appears in the minutes of record of said meeting.

\_\_\_\_\_  
City Clerk

Whit

10:31 AM (18 minutes ago)

Colvin <[wcolvin@bishopcolvin.com](mailto:wcolvin@bishopcolvin.com)>

to me, Alice, Jack, Lloyd, Lawrence, Virginia, Billy, Sam, Carl, whitcolvin

All-

Also, I got word this morning that the "Petrey Agreement" I have been waiting on is ready for approval. You may recall that the Petreys own a lot in Colonial Hills and they wanted to renovate it. They had a guest house that they were planning on leaving as is so they could keep it. Turns out the guest house was partially on a sewer line for which there was no easement. Ordinarily, that would be the "County's problem" but in this case, the line was one that had been there a long time, installed way back when Mountain Brook was in charge of the sewer system. When the County took over the system, the City signed an Agreement whereby the City agreed to bear responsibility for getting easements for sewer lines that essentially we gave them but where perhaps the legal hoops weren't all jumped thorough. All that to say that the City is involved in a number of ways.

The apties worked together and I believe managed to solve the problem. The County and the Petreys did an agreement granting the proper easement but permitting the encroachment. The provision relating to the City permits the guest house to be moved if the County has to get in there and repair the sewer line but only to the minimum extent necessary. We went over all of this some time ago and the Council was fine with that approach. It has been sitting at the County since then. Finally, they have taken a look at it and are ok with proceeding. So, if there is any way the City could consider approving it on Monday, that would be great.

The final agreement is attached.

Thanks and sorry or the late notice.

Whit Colvin

Bishop, Colvin, Johnson & Kent, LLC

Phone: [\(205\) 251-2881](tel:(205)251-2881)

Fax: [\(205\) 254-3987](tel:(205)254-3987)

Mobile: [\(205\) 222-6225](tel:(205)222-6225)

[wcolvin@bishopcolvin.com](mailto:wcolvin@bishopcolvin.com)

[www.bishopcolvin.com](http://www.bishopcolvin.com)

## **ENCROACHMENT AGREEMENT**

THIS ENCROACHMENT AGREEMENT (this "Agreement") made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between W. Banks Petrey and Bragan D. Petrey (the "Owners"), Jefferson County, Alabama (the "County"), and the City of Mountain Brook, Alabama (the "City").

### **RECITALS**

A. Owners own the real property located in Jefferson County, Alabama (the "Property") which is more particularly described as follows:

Lot 10, part of Lot 9, and part of that certain street which has been vacated, said street being an extension of Winthrop Avenue, in Block 1, according to the Map and Survey of Colonial Hills, as recorded in Map Book 18, Page 22, in the Office of the Judge of Probate of Jefferson County, Alabama, more particularly described as follows:

Beginning at the Southeast corner of Lot 10, in said Block 1, and run thence North along the West line of Norman Drive, 90 feet; thence an angle to the left of 90 degrees and run West parallel with the North line of Lot 9, in said Block 1 for 150 feet to the West boundary line of said Block 1; thence South along the West boundary of said Block 1, 90 feet to the Southwest corner of Lot 10, in said Block 1, thence East along the South line of said Lot 10, 150 feet to the Point of Beginning.

B. There are presently in place active underground sewer lines along the south and west border of the Property for which easements have been described on the "Petrey Resurvey", as recorded in Map Book 239, Page 73, in the Office of the Judge of Probate of Jefferson County, Alabama.

C. The Owners and the County have created a formal written easement for the subject underground sewer lines and as referenced herein have contemporaneously entered into such a written agreement (the "Easement Agreement") that will, by its own terms, be subject and incorporate to the terms herein. By signing these documents, the County and the Owners seek to allow the County to maintain and operate the subject underground sewer lines, but at the same time preserve the ability of Owners to use, enjoy and if necessary, replace their guest house (the "Guest House") which in part overlays on the "Easement Area" as defined in the Easement Agreement.

D. The Easement Agreement shall be recorded in the Office of the Judge of Probate of Jefferson County, Alabama.

E. Owners acknowledge that the Guest House in part encroaches on the Easement and that any future improvements on the current Guest House building approved by the County may encroach on the Easement (collectively, the "Owners' Improvements"). Owners further acknowledge and agree that any future County approval is limited to the allowance/existence of the current Owners' Improvements or replacement thereof. No expansion of the current encroachment by the Guest House shall be allowed.

F. Owners and County mutually desire to enter into this Easement Agreement and address the relationship of the Guest House to the Easement.

### **AGREEMENT**

NOW THEREFORE, in consideration of the Recitals and the mutual agreements herein, the parties agree as follows:

1. Owners agree that the County may utilize the Easement Area for all intended purposes of the Easement, including, without limitation, any installation, repair, maintenance or replacement of underground sanitary sewer lines (collectively, the "Easement Rights"). Before electing to exercise its rights hereunder to remove all or part of the Owners' Improvements, the County shall use its best efforts to avoid taking such step and instead shall seek to perform the intended work by other trenchless means – which would seek to avoid destruction of or damage to the Guest House, or other improvements on the Property. Such obligation, however, contemplates that the County may factor in overall economics of the various options to effect the subject work, and the degree of immediacy needed to perform the subject work so as to prevent and/or stop a health hazard. Should the County deem it necessary to remove or disturb any of the Owners' Improvements in order to utilize the Easement for its intended purposes or exercise the Easement Rights, subject to the terms herein the County may do so at any time and employ the reasonable methodology for installation, repair, maintenance or replacement of sewer lines at the discretion of the County and its Department of Environmental Services. In the event that Owners' Improvements within the Easement Area are damaged due to Jefferson County's proper exercise of the Easement Rights, the costs of repair or replacement of Owners' Improvements or personal property will be borne solely by Owners. Owners fully and forever release and discharge the County from any and all liability, cost, damage, or expense to Owners' Improvements or improvements located adjacent to the Easement suffered or incurred by Owners as a result of the County's proper exercise of its Easement Rights inside the Easement.

2. Subject to the terms of this Agreement, the County grants Owners a license for Owners' Improvements, as more particularly shown on Exhibit A attached hereto. Exhibit A details all of Owners' Improvements that will encroach on Easement Area, and no other greater or further improvements in the Easement Area will be allowed. No such past, present or future encroachment whatsoever will constitute an adverse possession

by Owners of the Easement or Easement Rights or constitute any form of waiver or abandonment of all or any part of the Easement or of any Easement Rights. Owners expressly reserve the right set forth in the Easement to cross the Easement with tracks, roads or driveways for any purpose over the Property subject to the Easement.

3. City agrees that, in the event the Guest House is removed or disturbed as provided in paragraph 1 hereof such that same may longer be maintained or located in the Easement Area, Owners shall have the right to relocate the Guest House outside the Easement Area, provided that such relocated Guest House shall be situated as close as possible to the location of Guest House as of the date of this Agreement; that the relocated Guest House consists of no more square footage than that existing as of the date of this Agreement; and that the footprint of such relocated Guest House is as close as practicable to that currently existing.

4. This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama.

5. This Agreement together with the Easement constitute the full and complete agreement of the parties with respect to the subject matter hereof, supersedes all prior discussions, correspondence and agreements with respect to the subject matter hereof, and cannot be modified or amended except by a subsequent written agreement signed by Owners and the County.

In the event the Owners' efforts to challenge, by legal means, this Agreement or the County's exercise of its rights hereunder are unsuccessful, the Owners shall be responsible for the payment of any resulting fines arising from delays caused by such challenge assessed by U.S. Environmental Protection Agency and the Alabama Department of Environmental Management as the cost of the cleanup of any sewage resulting from said challenge. In addition, the Owners shall be responsible for the cost of any damage to others caused by any such resulting delay, including, but not limited to, personal property and bodily injury. The Owners hereby agree to pay all court costs incurred by the County as a result of the aforementioned.

This Agreement shall run with the land and be binding upon and inure to the benefit of the parties and their respective heirs, administrators, personal representatives, successors and assigns.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the date and year first set forth above.

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W. BANKS PETREY

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BRAGAN D. PETREY

JEFFERSON COUNTY, ALABAMA

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JAMES A. STEPHENS, President  
Jefferson County Commission

CITY OF MOUNTAIN BROOK, ALABAMA

---

VIRGINIA C. SMITH, President  
City Council of Mountain Brook

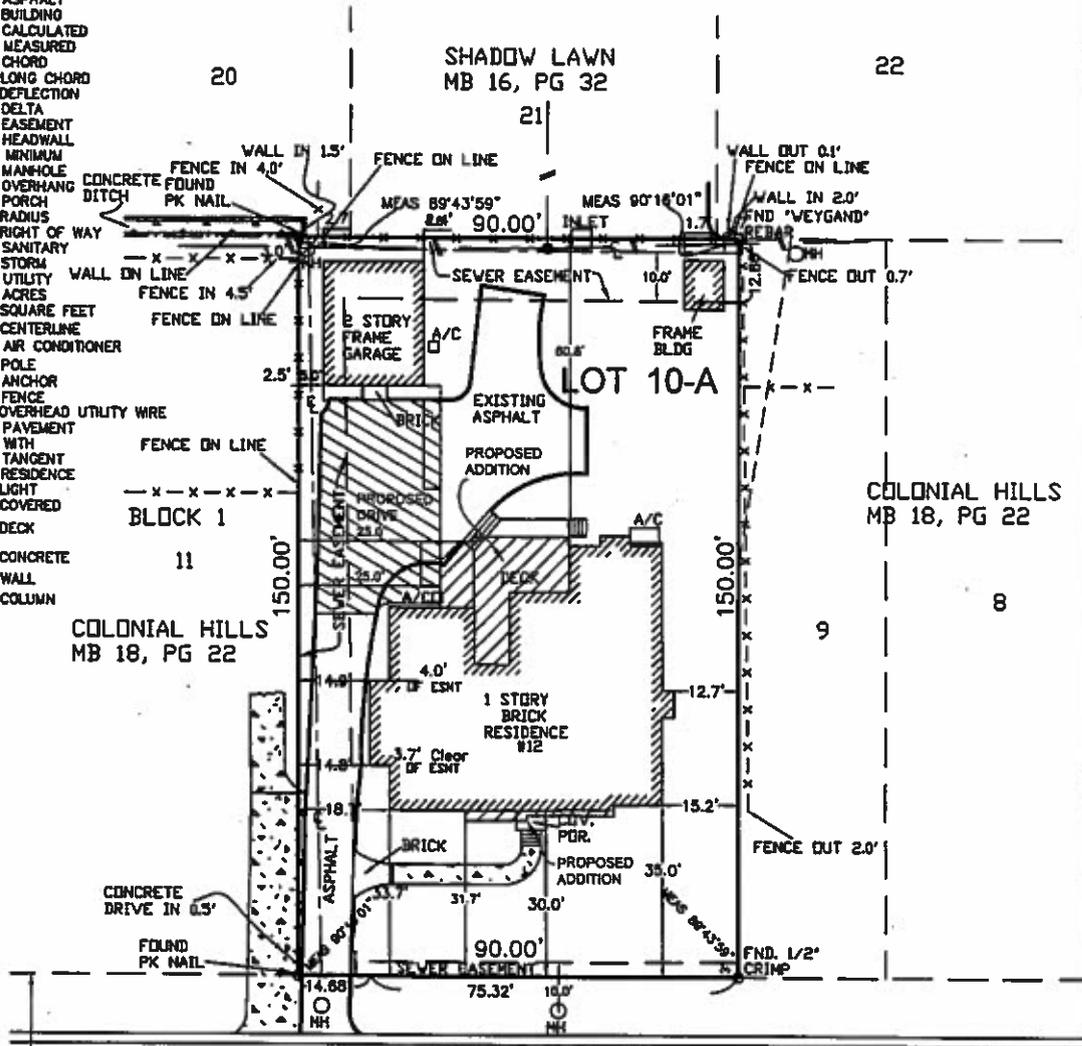
Attested by:

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LAWRENCE T. ODEN, Mayor  
City of Mountain Brook, Alabama

**LEGEND**

- ASP ASPHALT
- BLDG BUILDING
- CALC CALCULATED
- MEAS MEASURED
- CH CHORD
- LNC LONG CHORD
- d DEFLECTION
- Δ DELTA
- ESMT EASEMENT
- HW HEADWALL
- MIN MINIMUM
- MH MANHOLE
- OH OVERHANG
- POR PORCH
- R RADIUS
- R.O.W. RIGHT OF WAY
- SAN SANITARY
- STM STORM
- UTIL UTILITY
- AC ACRES
- S.F. SQUARE FEET
- CL CENTERLINE
- A/C AIR CONDITIONER
- POLE ANCHOR
- X- FENCE
- X-X- OVERHEAD UTILITY WIRE
- PVMT PAVEMENT
- W/TAN WITH TANGENT
- RES RESIDENCE
- LIGHT COVERED
- ▨ DECK
- ▨ CONCRETE WALL
- COLUMN



50' R.O.W.

**NORMAN DRIVE**  
ASPHALT

WINTHROP AVENUE



SCALE: 1"=30'  
STATE OF ALABAMA  
JEFFERSON COUNTY

"PLOT PLAN"

I, Ray Weygand, a Registered Land Surveyor, hereby certify to the purchaser of this property at this time, that I have surveyed Lot 10-A, PETREY RESURVEY, as recorded in Map Volume 239, Page 73, in the Office of the Judge of Probate, Jefferson County, Alabama; that there are no rights-of-way, easements or joint driveways over or across said land visible on the surface except as shown; that there are no electric or telephone wires (excluding wires which serve the premises only) or structures or supports therefor, including poles, anchors and guy wires, (visible on the surface) on or over said premises except as shown; that there are no encroachments on said lot except as shown and that improvements are located as shown above. 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; according to my survey of SEPTEMBER 30, 2014.  
Survey invalid if not sealed in red.

Order No.: \_\_\_\_\_  
Purchaser: \_\_\_\_\_  
Address: 12 NORMAN DRIVE

*[Signature]*  
Ray Weygand/Reg. L.S. #24973  
189 Ozmore Road, Homewood, AL 36209  
Phone: (205) 942-0088 Fax: (205) 942-0087  
Copyright ©

Note: (a) No title search of the public records has been performed by this firm and land shown hereon was not abstracted for easements and/or rights-of-way, recorded or unrecorded. The parcel shown hereon is subject to setbacks, easements, zoning, and restrictions that may be found in the public records of said county and/or city. (b) All bearings and/or angles, are dead/record map and actual unless otherwise noted. (c) Underground portions of foundations, footings, and/or other underground structures, utilities, cemeteries or burial sites were not located unless otherwise noted. We do not look for underground sewers or flip manhole covers. (d) The shown north arrow is based on dead/record map. (e) This survey is not transferable and is only good for 8 years and only good to the person/co. that pays for it at time of survey. (f) Easements not shown on record map are not shown above.

**ORDINANCE NO. 1937**

**AN ORDINANCE TO PROVIDE FOR STOP SIGNS ON BROOKWOOD ROAD  
AT ITS INTERSECTION WITH CROSSHILL ROAD AND  
TO PROVIDE FOR PUNISHMENT THEREOF**

**BE IT ORDAINED** by the City Council of the City of Mountain Brook, Alabama, as follows:

**Section 1.** It shall be unlawful for the driver of any vehicle to cause or allow such vehicle traveling in a northerly direction along Brookwood Road Way to enter its intersection with Crosshill Road when there is standing at such intersection a "Stop" sign facing in the direction of such driver without having first brought such vehicle to a complete stop within ten (10) feet of said intersection.

**Section 2.** It shall be unlawful for the driver of any vehicle to cause or allow such vehicle traveling in a southerly direction along Brookwood Road Way to enter its intersection with Crosshill Road when there is standing at such intersection a "Stop" sign facing in the direction of such driver without having first brought such vehicle to a complete stop within ten (10) feet of said intersection.

**Section 3.** Any person violating the provisions of this ordinance shall be punished by a fine not to exceed \$500.00, or by imprisonment not to exceed 180 days, or both.

**Section 4.** All ordinances or portions of ordinances conflicting with this ordinance are hereby repealed.

**Section 5.** If a court or competent authority finds that any provision of this ordinance is invalid, illegal, or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this ordinance shall not be affected.

**Section 6.** This ordinance shall become effective when published as required by law.

**ADOPTED:** This 27th day of July, 2015.

\_\_\_\_\_  
Council President

**APPROVED:** This 27th day of July, 2015.

\_\_\_\_\_  
Mayor

## CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, hereby certify the above to be a true and correct copy of an ordinance adopted by the City Council of the City of Mountain Brook, Alabama, at its meeting held on this 27th day of July, 2015, as same appears in the minutes of record of said meeting, and published by posting copies thereof on July \_\_\_\_\_, 2015, at the following public places, which copies remained posted for five (5) days as required by law.

City Hall, 56 Church Street  
Gilchrist Pharmacy, 2850 Cahaba Road

Overton Park, 3020 Overton Road  
The Invitation Place, 3150 Overton Road

---

City Clerk

**Stop Signs on Brookwood Road at Crosshill Road**

**1937**



**CITY OF MOUNTAIN BROOK**

56 Church Street  
P.O. Box 130009  
Mountain Brook, Alabama 35213  
Telephone: 205.802.3803  
Fax: 205.870.3577  
gastons@mtnbrook.org

SAM S. GASTON  
CITY MANAGER

July 15, 2015

Dear Resident,

The City of Mountain Brook will consider an ordinance at its July 27, 2015 meeting, placing two (2) additional stop signs on Brookwood Road at its intersection with Crosshill Road. The City Council meeting will start at 7:00 pm. (See attached map.)

The City received a grant to study up to nine (9) intersections in the community to reduce traffic congestion, improve traffic movements and to address safety concerns. The Brookwood/Crosshill intersection was one of the intersections selected to be reviewed by our traffic consultant, Skipper Consultants. Skipper Consultants recommends the placement of these additional stop signs on Brookwood Road.

You are invited to attend the City Council meeting on July 27<sup>th</sup> to voice your opinion on these proposed stop signs. If you cannot attend on July 27<sup>th</sup>, but would like to comment, please send your remarks to [gastons@mtnbrook.org](mailto:gastons@mtnbrook.org).

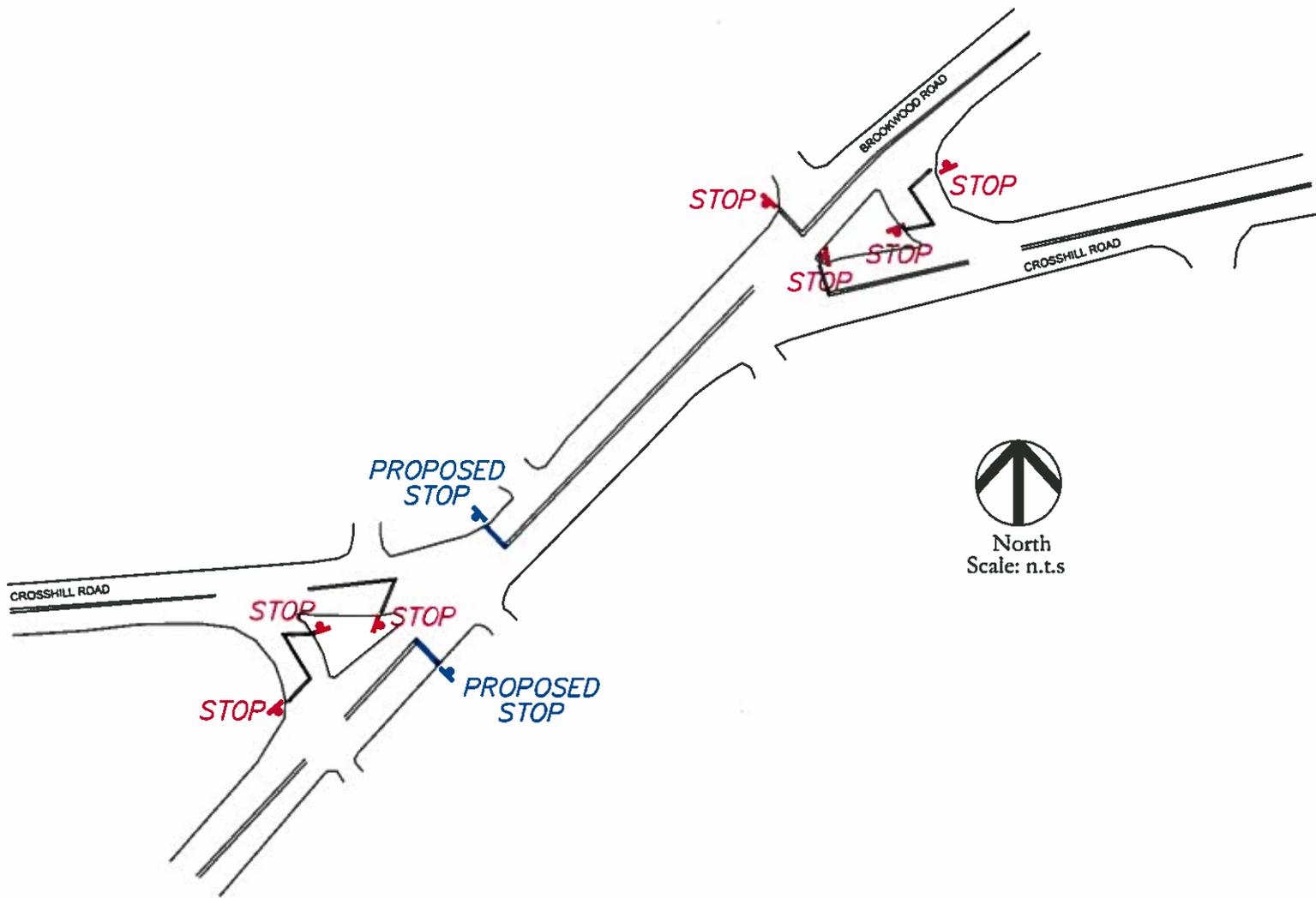
If you have any questions, please feel free to contact Richard Caudle at Skipper Consultants at 655-8855 or me at 802-3803.

Sincerely,

A handwritten signature in blue ink that reads "Sam Gaston".

Sam Gaston  
City Manager

SG/lh



## Sam Gaston

---

**From:** Suzan Doidge  
**Sent:** Wednesday, July 22, 2015 4:46 PM  
**To:** 'Sam Gaston'  
**Subject:** Concerns from a friend of mine on Brookwood Road

Sam,

I thought I should send you some concerns from people on Brookwood road. This was posted on Facebook and then Lorelle Baddley called me to discuss. She is planning on being at the meeting and asked her neighborhood to join her.

Suzan

From Lorelle Baddley....

To the left of my driveway (if you are leaving my driveway) & across the street to the left of my neighbor's driveway. This neighbor will never be able to get out of his driveway during morning school rush because it will be blocked. It is being discussed at a meeting next week....so not definite yet. I think it's going to complicate things. I've lived in that intersection 14 years. It's not bad if people pay attention. I'm not sure 5 stop signs in one intersection is the answer.

## Suzan Doidge

Executive Director

**Mountain Brook Chamber of Commerce**

101 Hoyt Lane

Mountain Brook, AL 35213

(205) 871-3779

[www.welcometomountainbrook.com](http://www.welcometomountainbrook.com)



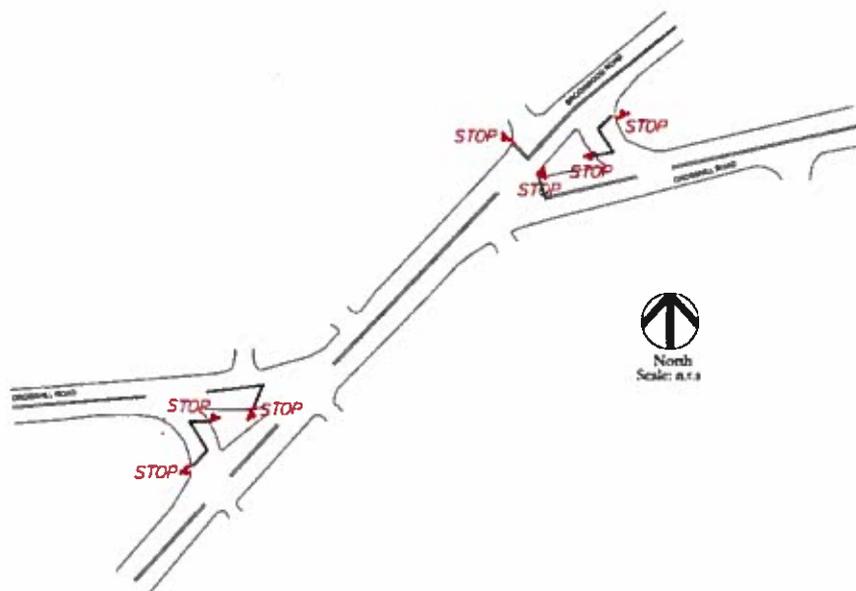
### **Brookwood Road at Crosshill Road**

The intersection of Overbrook Road at Crosshill Road was examined to determine the scope of both non-widening and widening projects which could alleviate existing traffic congestion experienced at the intersection. The general study area for the analysis is shown in Figure 1.



*Figure 1. Site Location Map*

In the vicinity of the intersection, Brookwood Road is a two lane roadway with a posted speed limit of 30 miles per hour. Crosshill Road is a two lane roadway with no posted speed limit. The configuration of the intersection is an offset intersection, forming two traffic triangles on Brookwood Road, separated by approximately 165 feet. The configuration of the intersection of Brookwood Road at Crosshill Road and the current location of stop signs is shown in Figure 2.



*Figure 2. Existing Traffic Control*

**Existing Intersection Turning Movement Traffic Counts**

An existing intersection turning movement traffic count was performed at the intersection of Brookwood Road at Crosshill Road on Wednesday to Thursday, March 11 to 12, 2015, during the hours of 7:00 to 9:00 a.m. and 4:00 to 6:00 p.m., by Traffic Data, LLC on behalf of Skipper Consulting, Inc. The traffic count data is included in Appendix A. Peak hour turning movement traffic volumes are illustrated in Figure 3.

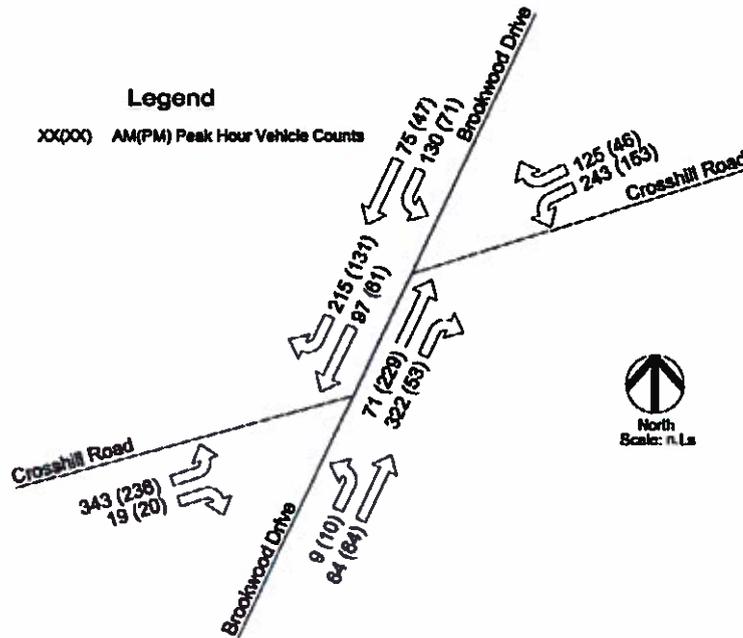


Figure 3. Existing Intersection Turning Movement Traffic Counts

**Existing Intersection Capacity Analysis and Queue Calculations**

Existing a.m. and p.m. peak hour intersection capacity analyses and queue calculations were performed for the intersection of Brookwood Road at Crosshill Road using the methods of analysis contained in the *Highway Capacity Manual*, published by the Transportation Research Board. Capacities are expressed as levels of service, and range from a level of service "A" (highest quality of service) to a level of service "F" (jammed conditions). As a general rule, operation at a level of service "C" or better is desirable, with a level of service "D" considered acceptable during the peak hours of traffic flow. The results of the intersection capacity analyses and queue calculations are included in Appendix B and are summarized in Table 1.

Table 1. Existing Intersection Capacity Analysis and Queue Calculations

Intersection	Approach	Movement	AM Peak			PM Peak		
			LOS	Delay	Queue	LOS	Delay	Queue
Brookwood Road at Crosshill Road (North)	Crosshill Road Westbound	Left	F	52	395'	B	14	100'
		Right	C	17		A	5	
	Brookwood Road Northbound	Through	A	7	20'	A	3	0'
		Right	A	5		A	3	
	Brookwood Road Southbound	Left	F	109	55'	A	9	65'
		Through	F	66	480'	A	10	70'
Overall intersection			D	34		A	8	
Brookwood Road at Crosshill Road (South)	Crosshill Road Eastbound	Left	D	33	380'	A	12	105'
		Right	B	15		A	7	
	Brookwood Road Northbound	Left	A	6	30'	A	6	25'
		Through	A	4		A	2	
	Brookwood Road Southbound	Through	A	3	0'	A	4	0'
		Right	A	4		A	3	
Overall Intersection			C	18		A	7	

Note: Delay is expressed in average seconds per vehicle

**Crash History**

Crash information for the intersection of Brookwood Road at Crosshill Road was provided by the City of Mountain Brook Police Department for 2012, 2013, and 2014. During the period, there were three crashes related to the intersection of Brookwood Road at Crosshill Road. One crash was a rear-end crash on Crosshill Road eastbound. Two crashes were right angle crashes, with one of the crashes occurring on Crosshill Road eastbound and the other crash on Crosshill Road westbound. A crash diagram is provided in Figure 4.

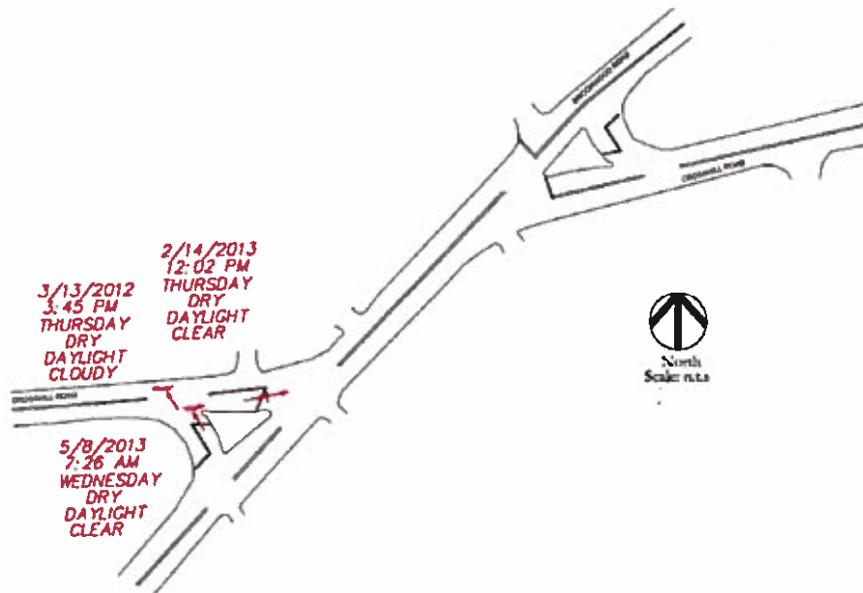
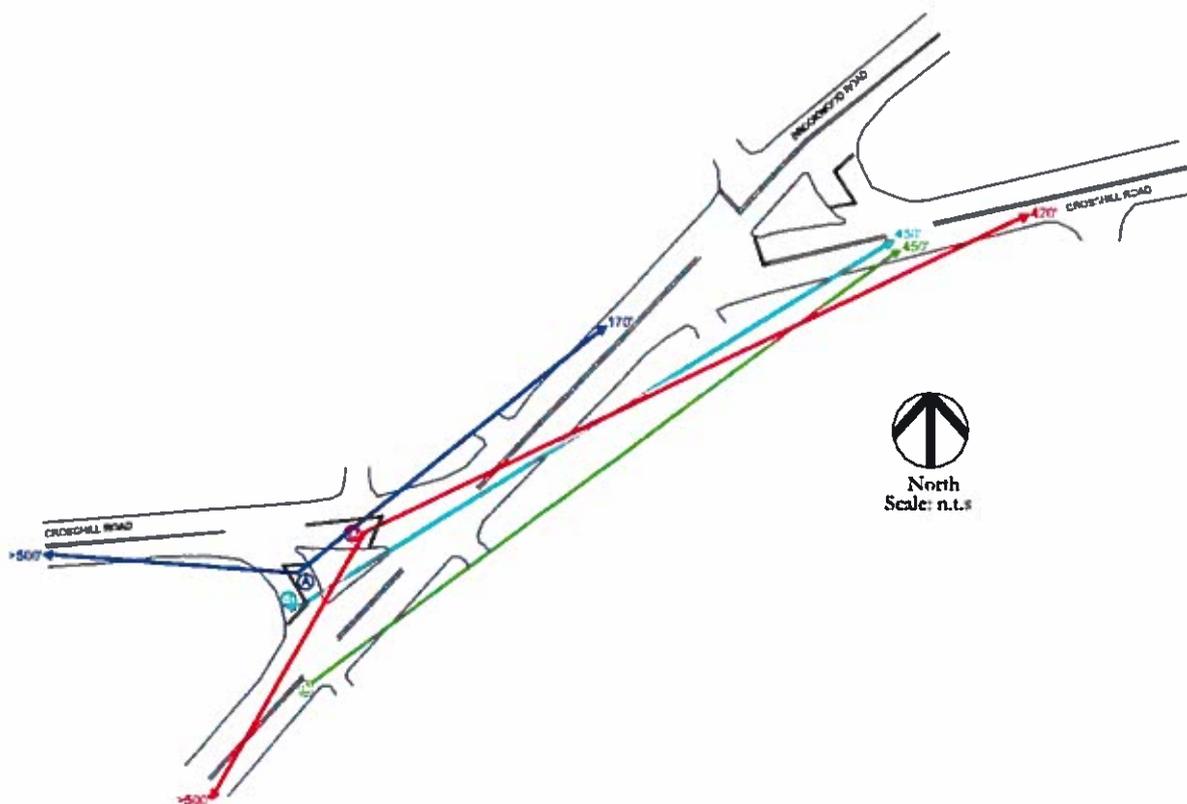


Figure 4. Crash History

## Sight Distance

Sight distance measurements were made for all movements at each of the intersection for all movements where sight distance of approaching vehicles is required in order to make the desired movement. The minimum required sight distance according to the AASHTO Policy on the Geometric Design of Highways and Streets (Green Book) is 335 feet, based on the posted speed limit of 30 miles per hour on Brookwood Road. The sight distance measurements are shown in Figure 5 and Figure 6.

The only location where sight distance is limited below minimum requirements is for traffic entering the southern intersection of Crosshill Road looking to the right, where the sight distance is limited to 170 feet. In the narrative for the crash which occurred at this intersection on March 13, 2012, the driver of the vehicle entering Crosshill Road stated that she did not see the vehicle approaching from Brookwood Road.



*Figure 5. Sight Distance Measurements Crosshill Road (South)*

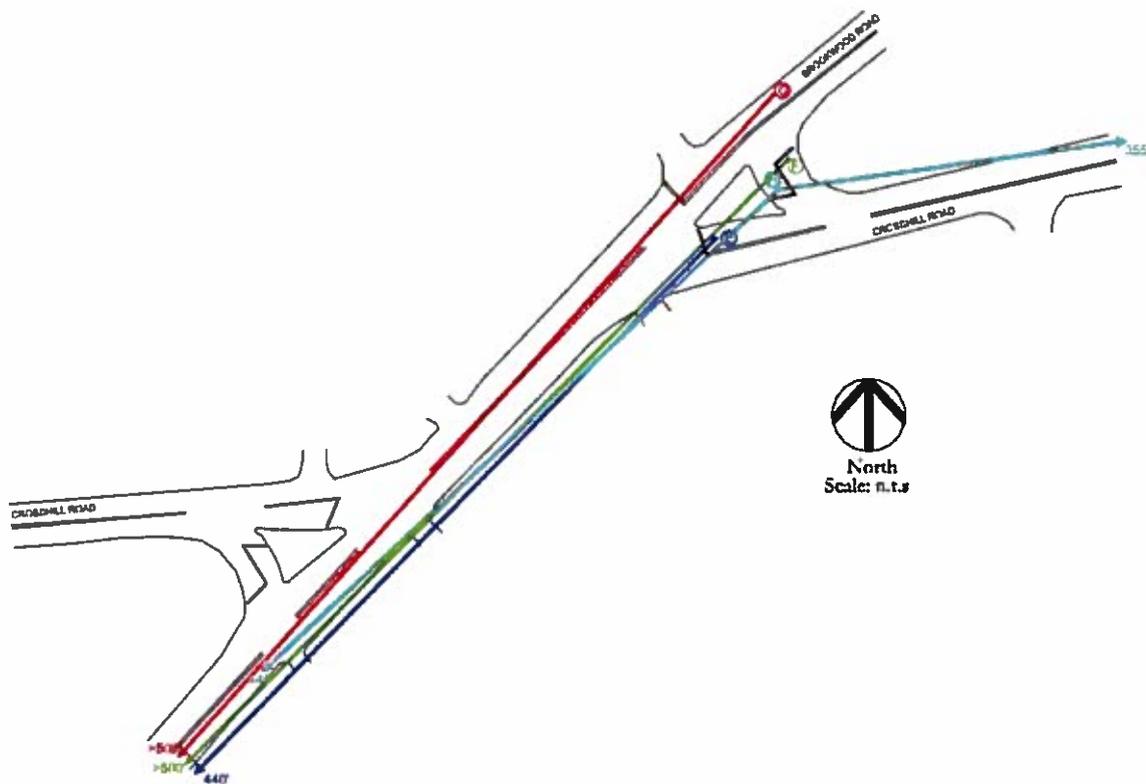


Figure 6. Sight Distance Measurements Crosshill Road (North)

### Observations

Observations of traffic flow at the intersection of Brookwood Road at Crosshill Road were performed on Tuesday, May 12 and Wednesday May 13, 2015 by Skipper Consulting, Inc. Observations were conducted from 7:15 to 8:00 a.m., 2:30 to 3:20 p.m., and 4:45 to 5:30 p.m. The findings of the observations are discussed below.

#### AM Peak Period Observations

- While traffic flow was constant, the eastbound left queue from Crosshill Road onto Brookwood Road caused congestion and delay for the eastbound right and northbound left movements from 7:37 a.m. to 7:53 a.m. This problem persisted 4 other times during the study period.
- Similarly, the westbound left queue from Crosshill Road onto Brookwood Road caused congestion and delay for the westbound right and southbound left movements during the study period. However, the problem was minimal in comparison to the eastbound movement as it only persisted 2 times during the study period.

#### Afternoon School Peak Period Observations

- The eastbound left queue from Crosshill Road onto Brookwood Road did not cause any congestion or delay during the study period.

- The westbound left queue from Crosshill Road onto Brookwood Road caused congestion and delay for the westbound right and southbound left movements multiple times during the study period. However, no instance where movements were blocked lasted longer than 1 minute.

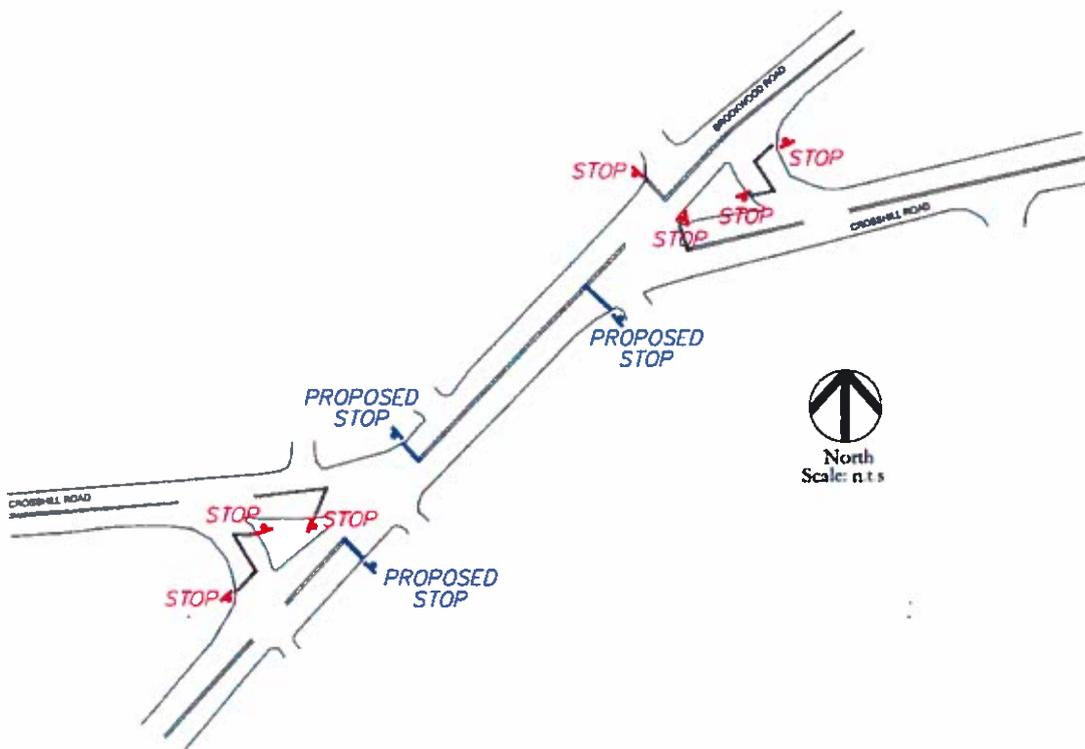
**PM Peak Period Observations**

- The eastbound left queue from Crosshill Road onto Brookwood Road caused congestion and delay for the eastbound right and northbound left movements from 4:11 p.m. to 4:30 p.m. This problem persisted 5 other times during the study period lasting less than 1 minute each time.
- Similarly, the westbound left queue from Crosshill Road onto Brookwood Road caused congestion and delay for the westbound right and southbound left movements 6 times during the study period.

**Alternative Improvements**

**Alternative 1 – Install Additional Stop Signs**

In order to correct deficiencies shown to exist in intersection capacity, sight distance, and based on observations, three additional stop signs could be installed on Brookwood Road. The locations of the proposed stop signs are shown in Figure 7. Capacity and queue analyses were performed to determine the traffic operation of the proposed alternative. The results of these analyses are shown in Table 2 and are included in Appendix C.



**Figure 7. Improvement Alternative 1 (All-Way Stop)**

**Table 2. Intersection Capacity Analysis and Queue Calculations – Alternative 1**

Intersection	Approach	Movement	AM Peak			PM Peak		
			LOS	Delay	Queue	LOS	Delay	Queue
Brookwood Road at Crosshill Road (North)	Crosshill Road Westbound	Left	C	18	120'	B	12	85'
		Right	A	9		A	5	
	Brookwood Road Northbound	Through	D	28	440'	B	12	105'
		Right	D	28		A	8	
	Brookwood Road Southbound	Left	B	14	65'	A	8	60'
		Through	B	12	110'	A	9	70'
Overall intersection			C	20		A	10	
Brookwood Road at Crosshill Road (South)	Crosshill Road Eastbound	Left	C	23	150'	B	11	100'
		Right	B	13		A	7	
	Brookwood Road Northbound	Left	A	9	70'	A	9	55'
		Through	B	12		A	8	
	Brookwood Road Southbound	Through	A	8	105'	A	7	90'
		Right	A	9		A	7	
Overall Intersection			C	16		A	9	

Note: Delay is expressed in average seconds per vehicle

While the analyses show that installation of additional stop signs results in overall improvements in delay and level of service, the queue on Brookwood Road northbound approaching the northern intersection of Crosshill Road is significantly greater than the available stacking room between the two triangles. Therefore, installation of the proposed stop sign on Brookwood Road northbound at the northern intersection of Crosshill Road would not be advisable.

**Alternative 2 – Traffic Signalization**

A second alternative for correction of capacity and sight distance deficiencies at the intersection of Brookwood Road at Crosshill Road would be the installation of a traffic signal. In order to determine if this would be a viable alternative, a traffic signal warrant analysis was performed for the intersection using the methodology included in the 2009 *Manual on Uniform Traffic Control Devices*, published by the Federal Highway Administration. Approach traffic counts for the intersection are included in Appendix D. The results of the warrant analysis are included in Appendix E. The results of the traffic signal warrant study show that the existing traffic volumes at the intersection of Brookwood Road at Crosshill Road do not meet either the eight hour volume warrants or four hour volume warrant. Therefore, signalization of the intersection is not advised.

**Recommended Improvements**

Based on the analyses of the alternative improvements, it is recommended that two stop signs be installed at the intersection of Brookwood Road at Crosshill Road. The locations of the proposed stop signs are shown in Figure 8.

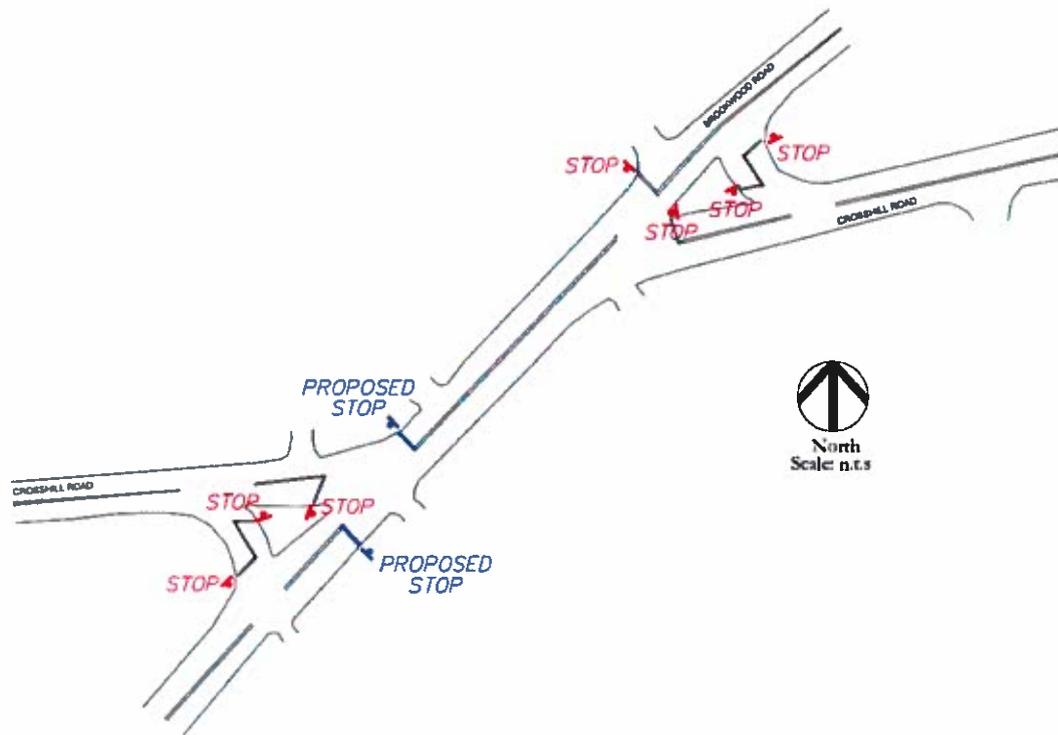


Figure 8. Recommended Improvements

**Operational Analysis of Recommended Improvements**

Capacity and queue analyses were performed to determine the traffic operation of the recommended improvements. The results of these analyses are shown in Table 3 and are included in Appendix F.

Table 3. Intersection Capacity Analysis and Queue Calculations – Recommended Improvements

Intersection	Approach	Movement	AM Peak			PM Peak		
			LOS	Delay	Queue	LOS	Delay	Queue
Brookwood Road at Crosshill Road (North)	Crosshill Road Westbound	Left	F	58	550'	B	15	105'
		Right	C	23		A	5	
	Brookwood Road Northbound	Through	A	8	15'	A	4	0'
		Right	A	5		A	3	
	Brookwood Road Southbound	Left	F	137	55'	A	10	65'
		Through	F	91	605'	A	10	80'
Overall intersection			E	42		A	8	
Brookwood Road at Crosshill Road (South)	Crosshill Road Eastbound	Left	C	23	245'	B	11	95'
		Right	B	13		A	7	
	Brookwood Road Northbound	Left	A	9	75'	A	9	55'
		Through	B	12		A	8	
	Brookwood Road Southbound	Through	A	8	90'	A	7	85'
		Right	A	8		A	6	
Overall Intersection			C	16		A	9	

Note: Delay is expressed in average seconds per vehicle

**Cost Estimates**

The cost estimate for implementation of the recommended improvements is as follows:

Two STOP signs on U-channel posts	\$ 600.00
45 linear feet of 2' white stop line	<u>\$ 600.00</u>
Total	\$1,200.00

**Funding Sources**

The recommended improvements should be installed by City forces.

---

## **Appendix A**

# **Existing Intersection Turning Movement Traffic Counts**

:

:

### TRAFFIC DATA, LLC

1409 Turnham Lane  
 Birmingham, AL 35216  
 205-824-0125

Mountain Brook, AL

File Name : mountainbrook02  
 Site Code : 00000000  
 Start Date : 03/11/2015  
 Page No : 1

Groups Printed- Unshifted

Start Time	BROOKWOOD RD Southbound		CROSSHILL RD Westbound		BROOKWOOD RD Northbound		Int. Total
	Left	Thru	Left	Right	Thru	Right	
04:00 PM	12	11	22	8	9	27	89
04:15 PM	14	6	27	7	15	37	108
04:30 PM	20	13	29	15	14	44	135
04:45 PM	25	18	35	10	9	51	148
<b>Total</b>	<b>71</b>	<b>48</b>	<b>113</b>	<b>40</b>	<b>47</b>	<b>159</b>	<b>478</b>
05:00 PM	11	10	31	14	17	56	139
05:15 PM	20	10	47	11	11	60	159
05:30 PM	15	9	40	11	16	62	153
05:45 PM	23	12	28	22	11	47	143
<b>Total</b>	<b>69</b>	<b>41</b>	<b>146</b>	<b>58</b>	<b>55</b>	<b>225</b>	<b>594</b>
07:00 AM	17	13	39	13	5	42	129
07:15 AM	19	7	69	41	18	72	226
07:30 AM	44	22	78	49	31	120	344
07:45 AM	50	33	57	22	17	88	267
<b>Total</b>	<b>130</b>	<b>75</b>	<b>243</b>	<b>125</b>	<b>71</b>	<b>322</b>	<b>966</b>
08:00 AM	6	16	39	8	7	24	100
08:15 AM	9	6	38	11	3	19	86
08:30 AM	13	14	38	8	5	13	91
08:45 AM	8	16	21	5	4	18	72
<b>Total</b>	<b>36</b>	<b>52</b>	<b>136</b>	<b>32</b>	<b>19</b>	<b>74</b>	<b>349</b>
<b>Grand Total</b>	<b>306</b>	<b>216</b>	<b>638</b>	<b>255</b>	<b>192</b>	<b>780</b>	<b>2387</b>
Apprch %	58.6	41.4	71.4	28.6	19.8	80.2	
Total %	12.8	9.0	26.7	10.7	8.0	32.7	

Start Time	BROOKWOOD RD Southbound			CROSSHILL RD Westbound			BROOKWOOD RD Northbound			App. Total	Int. Total
	Left	Thru	App. Total	Left	Right	App. Total	Thru	Right	App. Total		
Peak Hour From 04:00 PM to 05:45 PM - Peak 1 of 1											
Intersection	04:45 PM										
Volume	71	47	118	153	46	199	63	229	282	0	599
Percent	60.2	39.8		76.9	23.1		18.8	81.2			
05:15 Volume	20	10	30	47	11	58	11	60	71	0	159
Peak Factor										0.042	
High Int.	04:45 PM			05:15 PM			05:30 PM			3:45:00 PM	
Volume	25	18	43	47	11	58	16	62	78		
Peak Factor			0.686			0.859			0.904		
Peak Hour From 04:00 PM to 05:45 PM - Peak 1 of 1											
By Approach	04:30 PM			05:00 PM			04:45 PM			04:00 PM	
Volume	76	51	127	146	58	204	53	229	282	0	
Percent	59.8	40.2		71.6	28.4		18.8	81.2			
High Int.	04:45 PM			05:15 PM			05:30 PM				
Volume	25	18	43	47	11	58	16	62	78		
Peak Factor			0.738			0.879			0.904		

# TRAFFIC DATA, LLC

1409 Turnham Lane  
Birmingham, AL 35216  
205-824-0125

File Name : mountainbrook02  
Site Code : 00000000  
Start Date : 03/11/2015  
Page No : 2

Start Time	BROOKWOOD RD Southbound			CROSSHILL RD Westbound			BROOKWOOD RD Northbound			App. Total	Int. Total
	Left	Thru	App. Total	Left	Right	App. Total	Thru	Right	App. Total		
Peak Hour From 07:00 AM to 08:45 AM - Peak 1 of 1											
Intersection	07:00 AM										
Volume	130	75	205	243	125	368	71	322	393	0	966
Percent	63.4	36.6		66.0	34.0		18.1	81.9			
07:30 Volume	44	22	66	78	49	127	31	120	151	0	344
Peak Factor										0.702	
High Int.	07:45 AM			07:30 AM			07:30 AM				
Volume	50	33	83	78	49	127	31	120	151		
Peak Factor	0.617			0.724			0.651				
Peak Hour From 07:00 AM to 08:45 AM - Peak 1 of 1											
By Approach	07:00 AM			07:00 AM			07:00 AM			07:00 AM	
Volume	130	75	205	243	125	368	71	322	393	0	
Percent	63.4	36.6		66.0	34.0		18.1	81.9			
High Int.	07:45 AM			07:30 AM			07:30 AM				
Volume	50	33	83	78	49	127	31	120	151		
Peak Factor	0.617			0.724			0.651				

### TRAFFIC DATA, LLC

1409 Turnham Lane  
Birmingham, AL 35216  
205-824-0125

Mountain Brook, AL

File Name : mountainbrook01  
Site Code : 00000000  
Start Date : 03/11/2015  
Page No : 1

Groups Printed- Unshifted

Start Time	BROOKWOOD RD Southbound		BROOKWOOD RD Northbound		CROSSHILL RD Eastbound		Int. Total
	Thru	Right	Left	Thru	Left	Right	
04:00 PM	12	21	3	18	30	3	85
04:15 PM	10	23	2	15	40	7	97
04:30 PM	16	26	4	21	37	4	108
04:45 PM	20	30	4	13	55	4	126
<b>Total</b>	<b>58</b>	<b>100</b>	<b>13</b>	<b>65</b>	<b>162</b>	<b>18</b>	<b>416</b>
05:00 PM	15	28	1	21	50	7	120
05:15 PM	13	41	1	13	67	4	139
05:30 PM	13	34	4	17	64	5	137
05:45 PM	16	28	0	15	46	2	107
<b>Total</b>	<b>57</b>	<b>129</b>	<b>6</b>	<b>66</b>	<b>227</b>	<b>18</b>	<b>503</b>
07:00 AM	18	33	0	5	41	2	89
07:15 AM	13	64	1	18	72	2	170
07:30 AM	28	67	5	27	131	5	263
07:45 AM	38	51	3	14	99	10	215
<b>Total</b>	<b>97</b>	<b>215</b>	<b>9</b>	<b>64</b>	<b>343</b>	<b>19</b>	<b>747</b>
08:00 AM	27	32	1	7	23	2	92
08:15 AM	17	28	2	5	17	2	71
08:30 AM	28	27	0	5	12	3	75
08:45 AM	18	22	1	3	19	2	65
<b>Total</b>	<b>90</b>	<b>109</b>	<b>4</b>	<b>20</b>	<b>71</b>	<b>9</b>	<b>303</b>
<b>Grand Total</b>	<b>302</b>	<b>553</b>	<b>32</b>	<b>215</b>	<b>803</b>	<b>64</b>	<b>1969</b>
Apprch %	35.3	64.7	13.0	87.0	92.6	7.4	
Total %	15.3	28.1	1.6	10.9	40.8	3.3	

Start Time	BROOKWOOD RD Southbound			BROOKWOOD RD Northbound			CROSSHILL RD Eastbound			Int. Total
	Thru	Right	App. Total	App. Total	Left	Thru	App. Total	Left	Right	
Peak Hour From 04:00 PM to 05:45 PM - Peak 1 of 1										
Intersection	04:45 PM									
Volume	61	131	192	0	10	64	74	236	20	256
Percent	31.8	68.2			13.5	88.5		92.2	7.8	
05:15 Volume	13	41	54	0	1	13	14	67	4	71
Peak Factor										0.939
High Int.	05:15 PM			3:45:00 PM	05:00 PM			05:15 PM		
Volume	13	41	54	0	1	21	22	67	4	71
Peak Factor			0.889				0.841			0.901
Peak Hour From 04:00 PM to 05:45 PM - Peak 1 of 1										
By Approach	04:45 PM			04:00 PM	04:15 PM			04:45 PM		
Volume	61	131	192	0	11	70	81	238	20	256
Percent	31.8	68.2			13.8	88.4		92.2	7.8	
High Int.	05:15 PM			04:30 PM				05:15 PM		
Volume	13	41	54	-	4	21	25	67	4	71
Peak Factor			0.889				0.810			0.901

**TRAFFIC DATA, LLC**  
 1409 Turnham Lane  
 Birmingham, AL 35216  
 205-824-0125

File Name : mountainbrook01  
 Site Code : 00000000  
 Start Date : 03/11/2015  
 Page No : 2

	BROOKWOOD RD Southbound			App. Total	BROOKWOOD RD Northbound			CROSSHILL RD Eastbound			Int. Total
	Start Time	Thru	Right		App. Total	Left	Thru	App. Total	Left	Right	
Peak Hour From 07:00 AM to 08:45 AM - Peak 1 of 1											
Intersection	07:00 AM										
Volume	97	215	312	0	9	64	73	343	19	362	747
Percent	31.1	68.9			12.3	87.7		84.8	5.2		263
07:30 Volume	28	67	95	0	6	27	32	131	5	136	0.710
Peak Factor											
High Int.	07:30 AM				07:30 AM			07:30 AM			
Volume	28	67	95	0	5	27	32	131	5	136	
Peak Factor			0.821				0.570			0.665	
Peak Hour From 07:00 AM to 08:45 AM - Peak 1 of 1											
By Approach	07:15 AM			07:00 AM	07:15 AM			07:00 AM			
Volume	106	214	320	0	10	68	78	343	19	362	
Percent	33.1	66.9			13.2	86.8		84.8	5.2		
High Int.	07:30 AM			-	07:30 AM			07:30 AM			
Volume	28	67	95	-	5	27	32	131	5	136	
Peak Factor			0.842	-			0.594			0.665	

---

## **Appendix B**

# **Existing Intersection Capacity and Queue Analysis Worksheets**

---

1: Crosshill Road WB & Brookwood Road Performance by movement

Movement	WBL	WBR	NBT	NBR	SBL	SBT	All
Delay / Veh (s)	51.5	17.2	7.3	5.0	108.6	65.8	34.4

2: Crosshill Road EB & Brookwood Road Performance by movement

Movement	EBL	EBR	NBL	NBT	SBT	SBR	All
Delay / Veh (s)	33.2	14.6	5.8	3.5	3.4	3.5	18.0

Total Network Performance

Delay / Veh (s)	55.0
-----------------	------

Queuing and Blocking Report  
Existing AM

Existing AM  
5/26/2015

Intersection: 1: Crosshill Road WB & Brookwood Road

Movement	WB	NB	SB	SB
Directions Served	LR	TR	L	T
Maximum Queue (ft)	507	22	56	503
Average Queue (ft)	204	4	55	246
95th Queue (ft)	396	19	56	478
Link Distance (ft)	2693	1591		2765
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)			30	
Storage Blk Time (%)			0.89	0.13
Queuing Penalty (veh)			108	28

Intersection: 2: Crosshill Road EB & Brookwood Road

Movement	EB	NB
Directions Served	LR	L
Maximum Queue (ft)	457	32
Average Queue (ft)	226	7
95th Queue (ft)	382	29
Link Distance (ft)	2848	
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		30
Storage Blk Time (%)		0.01
Queuing Penalty (veh)		1

Network Summary

Network wide Queuing Penalty: 136

**1: Crosshill Road WB & Brookwood Road Performance by movement**

Movement	WBL	WBR	NBT	NBR	SBL	SBT	All
Delay / Veh (s)	14.4	5.0	3.3	3.2	9.0	9.7	7.6

**2: Crosshill Road EB & Brookwood Road Performance by movement**

Movement	EBL	EBR	NBL	NBT	SBT	SBR	All
Delay / Veh (s)	12.0	7.4	6.6	1.6	3.5	2.7	6.8

**Total Network Performance**

Delay / Veh (s)	18.7
-----------------	------

Intersection: 1: Crosshill Road WB & Brookwood Road

Movement	WB	SB	SB
Directions Served	LR	L	T
Maximum Queue (ft)	113	55	99
Average Queue (ft)	63	42	39
95th Queue (ft)	98	64	71
Link Distance (ft)	2693		2765
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)		30	
Storage Blk Time (%)		0.11	0.06
Queuing Penalty (veh)		7	6

Intersection: 2: Crosshill Road EB & Brookwood Road

Movement	EB	NB
Directions Served	LR	L
Maximum Queue (ft)	113	32
Average Queue (ft)	66	5
95th Queue (ft)	105	24
Link Distance (ft)	2848	
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		30
Storage Blk Time (%)		0.00
Queuing Penalty (veh)		0

Network Summary

Network wide Queuing Penalty: 14

---

## **Appendix C**

# **Intersection Capacity and Queue Analysis Worksheets Alternative 1 - All-Way Stop**

:

:

1: Crosshill Road WB & Brookwood Road Performance by movement

Movement	WBL	WBR	NBT	NBR	SBL	SBT	All
Delay / Veh (s)	17.8	9.0	27.9	27.8	13.9	12.1	20.4

2: Crosshill Road EB & Brookwood Road Performance by movement

Movement	EBL	EBR	NBL	NBT	SBT	SBR	All
Delay / Veh (s)	23.2	13.1	8.7	11.5	7.8	8.6	15.8

Total Network Performance

Delay / Veh (s)	39.5
-----------------	------

**Intersection: 1: Crosshill Road WB & Brookwood Road**

Movement	WB	NB	SB	SB
Directions Served	LR	TR	L	T
Maximum Queue (ft)	140	595	56	136
Average Queue (ft)	82	225	52	61
95th Queue (ft)	118	439	64	109
Link Distance (ft)	2693	1591		2765
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)			30	
Storage Blk Time (%)			0.26	0.11
Queuing Penalty (veh)			31	24

**Intersection: 2: Crosshill Road EB & Brookwood Road**

Movement	EB	NB	NB	SB
Directions Served	LR	L	T	TR
Maximum Queue (ft)	309	55	76	138
Average Queue (ft)	149	14	47	68
95th Queue (ft)	237	47	72	107
Link Distance (ft)	2848		3458	1591
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)		30		
Storage Blk Time (%)		0.02	0.14	
Queuing Penalty (veh)		2	2	

**Network Summary**

Network wide Queuing Penalty: 59

1: Crosshill Road WB & Brookwood Road Performance by movement

Movement	WBL	WBR	NBT	NBR	SBL	SBT	All
Delay / Veh (s)	11.9	5.0	11.5	8.3	7.9	9.2	10.2

2: Crosshill Road EB & Brookwood Road Performance by movement

Movement	EBL	EBR	NBL	NBT	SBT	SBR	All
Delay / Veh (s)	11.0	7.4	9.0	7.9	7.1	6.8	8.7

Total Network Performance

Delay / Veh (s)	23.0
-----------------	------

**Intersection: 1: Crosshill Road WB & Brookwood Road**

Movement	WB	NB	SB	SB
Directions Served	LR	TR	L	T
Maximum Queue (ft)	100	114	55	99
Average Queue (ft)	58	66	39	38
95th Queue (ft)	87	104	61	69
Link Distance (ft)	2693	1591		2765
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)			30	
Storage Blk Time (%)			0.08	0.05
Queuing Penalty (veh)			6	5

**Intersection: 2: Crosshill Road EB & Brookwood Road**

Movement	EB	NB	NB	SB
Directions Served	LR	L	T	TR
Maximum Queue (ft)	113	55	55	100
Average Queue (ft)	63	14	35	60
95th Queue (ft)	99	44	54	88
Link Distance (ft)	2848		3458	1591
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)		30		
Storage Blk Time (%)		0.01	0.05	
Queuing Penalty (veh)		1	1	

**Network Summary**

Network wide Queuing Penalty: 12

## **Appendix D**

# **Existing Intersection Approach Traffic Counts**

TRAFFIC DATA, LLC  
 1409 Turnham Lane, Birmingham, AL 35216  
 205-824-0125

Location: : CROSSHILL RD west of BROOKWOOD RD  
 City, State: : MOUNTAIN BROOK, AL

Date: 3/11/2015  
 Wednesday

24 Hour Volume													
Begin	EB	WB	Combined	Begin	EB	WB	Combined						
11:00 AM	12	60	19	72	31	132	11:00 PM	3	6	0	2	3	8
11:15 AM	14		15		29		11:15 PM	1		1		2	
11:30 AM	17		26		43		11:30 PM	1		0		1	
11:45 AM	17		12		29		11:45 PM	1		1		2	
12:00 PM	23	77	11	68	34	145	12:00 AM	1	2	1	4	2	6
12:15 PM	12		12		24		12:15 AM	1		1		2	
12:30 PM	17		25		42		12:30 AM	0		0		0	
12:45 PM	25		20		45		12:45 AM	0		2		2	
1:00 PM	19	85	13	60	32	145	1:00 AM	0	0	0	0	0	0
1:15 PM	21		12		33		1:15 AM	0		0		0	
1:30 PM	23		26		49		1:30 AM	0		0		0	
1:45 PM	22		9		31		1:45 AM	0		0		0	
2:00 PM	18	90	15	156	33	246	2:00 AM	2	2	0	2	2	4
2:15 PM	30		19		49		2:15 AM	0		1		1	
2:30 PM	12		80		92		2:30 AM	0		0		0	
2:45 PM	30		42		72		2:45 AM	0		1		1	
3:00 PM	27	172	39	183	66	355	3:00 AM	0	0	0	0	0	0
3:15 PM	54		39		93		3:15 AM	0		0		0	
3:30 PM	56		79		135		3:30 AM	0		0		0	
3:45 PM	35		26		61		3:45 AM	0		0		0	
4:00 PM	32	165	25	108	57	273	4:00 AM	0	0	1	2	1	2
4:15 PM	45		23		68		4:15 AM	0		0		0	
4:30 PM	39		28		67		4:30 AM	0		0		0	
4:45 PM	49		32		81		4:45 AM	0		1		1	
5:00 PM	55	219	21	120	76	339	5:00 AM	0	2	3	17	3	19
5:15 PM	61		38		99		5:15 AM	1		7		8	
5:30 PM	58		37		95		5:30 AM	1		3		4	
5:45 PM	45		24		69		5:45 AM	0		4		4	
6:00 PM	43	138	22	97	65	235	6:00 AM	1	30	3	43	4	73
6:15 PM	32		28		60		6:15 AM	3		6		9	
6:30 PM	36		16		52		6:30 AM	8		15		23	
6:45 PM	27		31		58		6:45 AM	18		19		37	
7:00 PM	38	106	16	74	54	180	7:00 AM	45	320	33	204	78	524
7:15 PM	28		29		57		7:15 AM	72		56		128	
7:30 PM	13		16		29		7:30 AM	109		67		176	
7:45 PM	27		13		40		7:45 AM	94		48		142	
8:00 PM	14	62	6	40	20	102	8:00 AM	24	78	32	109	56	187
8:15 PM	15		16		31		8:15 AM	19		28		47	
8:30 PM	11		8		19		8:30 AM	14		25		39	
8:45 PM	22		10		32		8:45 AM	21		24		45	
9:00 PM	11	31	6	13	17	44	9:00 AM	8	48	19	77	27	125
9:15 PM	6		4		10		9:15 AM	16		21		37	
9:30 PM	8		2		10		9:30 AM	12		14		26	
9:45 PM	6		1		7		9:45 AM	12		23		35	
10:00 PM	6	13	5	6	11	19	10:00 AM	13	57	15	62	28	119
10:15 PM	4		0		4		10:15 AM	21		13		34	
10:30 PM	0		0		0		10:30 AM	8		17		25	
10:45 PM	3		1		4		10:45 AM	15		17		32	

24 Hour Volume EB 1763 (53.7%) WB 1519 (46.3%) Combined 3282

	12:00 AM - 12:00 PM			12:00 PM - 12:00 AM		
Count	EB	WB	Combined	EB	WB	Combined
	599	592	1191	1164	927	2091
	50.3 %	49.7 %		55.7 %	44.3 %	
Peak Hour	7:00 AM	7:00 AM	7:00 AM	4:45 PM	2:30 PM	2:45 PM
Volume	320	204	524	223	200	366
Factor	0.73	0.76	0.74	0.91	0.63	0.68

**TRAFFIC DATA, LLC**  
**1409 Turnham Lane, Birmingham, AL 35216**  
**205-824-0125**

Location: CROSSHILL RD east of BROOKWOOD RD  
 City, State: MOUNTAIN BROOK, AL

Date: 3/11/2015  
 Wednesday

24 Hour Volume

Begin	EB	WB	Combined	Begin	EB	WB	Combined						
11:00 AM	17	77	25	100	42	177	11:00 PM	3	9	0	3	3	12
11:15 AM	20		19		39		11:15 PM	3		0		3	
11:30 AM	22		31		53		11:30 PM	1		2		3	
11:45 AM	18		25		43		11:45 PM	2		1		3	
12:00 PM	32	107	13	100	45	207	12:00 AM	1	3	2	5	3	8
12:15 PM	23		23		46		12:15 AM	1		1		2	
12:30 PM	20		34		54		12:30 AM	1		0		1	
12:45 PM	32		30		62		12:45 AM	0		2		2	
1:00 PM	28	115	22	101	50	216	1:00 AM	0	0	0	0	0	0
1:15 PM	33		25		58		1:15 AM	0		0		0	
1:30 PM	29		37		66		1:30 AM	0		0		0	
1:45 PM	25		17		42		1:45 AM	0		0		0	
2:00 PM	28	117	23	240	51	357	2:00 AM	2	3	0	3	2	6
2:15 PM	33		31		64		2:15 AM	0		1		1	
2:30 PM	19		122		141		2:30 AM	0		0		0	
2:45 PM	37		64		101		2:45 AM	1		2		3	
3:00 PM	76	245	48	252	124	497	3:00 AM	0	0	0	0	0	0
3:15 PM	64		63		127		3:15 AM	0		0		0	
3:30 PM	62		96		158		3:30 AM	0		0		0	
3:45 PM	43		45		88		3:45 AM	0		0		0	
4:00 PM	44	230	37	153	81	383	4:00 AM	0	0	1	3	1	3
4:15 PM	53		34		87		4:15 AM	0		0		0	
4:30 PM	64		41		105		4:30 AM	0		0		0	
4:45 PM	69		41		110		4:45 AM	0		2		2	
5:00 PM	67	291	41	194	108	485	5:00 AM	1	2	3	20	4	22
5:15 PM	78		58		136		5:15 AM	0		8		8	
5:30 PM	72		44		116		5:30 AM	1		4		5	
5:45 PM	74		51		125		5:45 AM	0		5		5	
6:00 PM	46	191	33	142	79	333	6:00 AM	1	36	4	61	5	97
6:15 PM	52		33		85		6:15 AM	6		9		15	
6:30 PM	52		27		79		6:30 AM	8		21		29	
6:45 PM	41		49		90		6:45 AM	21		27		48	
7:00 PM	48	151	28	105	76	256	7:00 AM	55	419	47	341	102	760
7:15 PM	41		33		74		7:15 AM	83		100		183	
7:30 PM	30		22		52		7:30 AM	143		121		264	
7:45 PM	32		22		54		7:45 AM	138		73		211	
8:00 PM	22	97	12	69	34	166	8:00 AM	32	106	49	169	81	275
8:15 PM	25		31		56		8:15 AM	26		47		73	
8:30 PM	17		14		31		8:30 AM	23		45		68	
8:45 PM	33		12		45		8:45 AM	25		28		53	
9:00 PM	19	51	10	26	29	77	9:00 AM	17	73	29	103	46	176
9:15 PM	11		8		19		9:15 AM	21		30		51	
9:30 PM	14		6		20		9:30 AM	17		15		32	
9:45 PM	7		2		9		9:45 AM	18		29		47	
10:00 PM	11	26	5	9	16	35	10:00 AM	13	73	22	96	35	169
10:15 PM	6		1		7		10:15 AM	21		21		42	
10:30 PM	3		0		3		10:30 AM	17		29		46	
10:45 PM	6		3		9		10:45 AM	22		24		46	

24 Hour Volume      EB      WB      Combined  
 2422 (51.3%)      2295 (48.7%)      4717

	12:00 AM - 12:00 PM			12:00 PM - 12:00 AM		
Count	EB	WB	Combined	EB	WB	Combined
	792	901	1693	1630	1394	3024
	46.8 %	53.2 %		53.9 %	46.1 %	
Peak Hour	7:00 AM	7:15 AM	7:00 AM	5:00 PM	2:30 PM	2:45 PM
Volume	419	343	760	291	297	510
Factor	0.73	0.71	0.72	0.93	0.61	0.81

TRAFFIC DATA, LLC  
 1409 Turnham Lane, Birmingham, AL 35216  
 205-824-0125

Location: : BROOKWOOD RD south of CROSSHILL RD  
 City, State: : MOUNTAIN BROOK, AL  
 Speed Limit: : 30 mph

Date: 3/11/2015  
 Wednesday

24 Hour Volume								24 Hour Volume							
Begin	NB	SB	Combined	Begin	NB	SB	Combined	Begin	NB	SB	Combined	Begin	NB	SB	Combined
11:00 AM	10	44	8	49	18	93	11:00 PM	1	5	0	2	1	1	7	
11:15 AM	14		11		25		11:15 PM	1		0		1			
11:30 AM	11		13		24		11:30 PM	2		2		4			
11:45 AM	9		17		26		11:45 PM	1		0		1			
12:00 PM	12	46	8	53	20	99	12:00 AM	1	2	0	1	1	3		
12:15 PM	7		12		19		12:15 AM	0		1		1			
12:30 PM	13		14		27		12:30 AM	1		0		1			
12:45 PM	14		19		33		12:45 AM	0		0		0			
1:00 PM	25	83	11	46	36	129	1:00 AM	0	0	0	1	0	1		
1:15 PM	17		11		28		1:15 AM	0		0		0			
1:30 PM	19		13		32		1:30 AM	0		0		0			
1:45 PM	22		11		33		1:45 AM	0		1		1			
2:00 PM	16	69	7	42	23	111	2:00 AM	0	0	0	2	0	2		
2:15 PM	16		13		29		2:15 AM	0		1		1			
2:30 PM	20		13		33		2:30 AM	0		1		1			
2:45 PM	17		9		26		2:45 AM	0		0		0			
3:00 PM	25	83	33	107	58	190	3:00 AM	0	0	0	0	0	0		
3:15 PM	17		29		46		3:15 AM	0		0		0			
3:30 PM	22		29		51		3:30 AM	0		0		0			
3:45 PM	19		16		35		3:45 AM	0		0		0			
4:00 PM	20	76	13	75	33	151	4:00 AM	0	0	0	1	0	1		
4:15 PM	17		17		34		4:15 AM	0		1		1			
4:30 PM	21		21		42		4:30 AM	0		0		0			
4:45 PM	18		24		42		4:45 AM	0		0		0			
5:00 PM	23	75	21	71	44	146	5:00 AM	0	2	0	4	0	6		
5:15 PM	13		16		29		5:15 AM	1		2		3			
5:30 PM	24		17		41		5:30 AM	1		0		1			
5:45 PM	15		17		32		5:45 AM	0		2		2			
6:00 PM	22	64	19	55	41	119	6:00 AM	1	14	3	24	4	38		
6:15 PM	9		14		23		6:15 AM	6		5		11			
6:30 PM	22		11		33		6:30 AM	4		10		14			
6:45 PM	11		11		22		6:45 AM	3		6		9			
7:00 PM	16	46	10	32	26	78	7:00 AM	5	75	20	112	25	187		
7:15 PM	13		7		20		7:15 AM	19		16		35			
7:30 PM	10		9		19		7:30 AM	34		30		64			
7:45 PM	7		6		13		7:45 AM	17		46		63			
8:00 PM	10	35	7	16	17	51	8:00 AM	8	25	26	91	34	116		
8:15 PM	9		1		10		8:15 AM	7		17		24			
8:30 PM	5		3		8		8:30 AM	6		29		35			
8:45 PM	11		5		16		8:45 AM	4		19		23			
9:00 PM	8	20	7	10	15	30	9:00 AM	15	38	26	79	41	117		
9:15 PM	6		2		8		9:15 AM	10		16		26			
9:30 PM	5		1		6		9:30 AM	8		19		27			
9:45 PM	1		0		1		9:45 AM	5		18		23			
10:00 PM	3	9	1	6	4	15	10:00 AM	5	40	12	54	17	94		
10:15 PM	1		1		2		10:15 AM	14		13		27			
10:30 PM	1		3		4		10:30 AM	8		14		22			
10:45 PM	4		1		5		10:45 AM	13		15		28			

24 Hour Volume NB 851 (47.7%) SB 933 (52.3%) Combined 1784

	12:00 AM - 12:00 PM			12:00 PM - 12:00 AM		
Count	NB	SB	Combined	NB	SB	Combined
	240	418	658	611	515	1126
Peak Hour	36.5 %	63.5 %		54.3 %	45.7 %	
Volume	78	119	196	83	107	190
Factor	0.57	0.65	0.77	0.83	0.81	0.82

## **Appendix E**

# **Traffic Signal Warrant Analysis Worksheet**

# Brookwood Road at Crosshill Road

## Existing Traffic Volumes

### Signal Warrants - Summary

#### Major Street Approaches

**Eastbound: Crosshill Road**  
 Number of Lanes: 1  
 85% Speed < 40 MPH.  
 Total Approach Volume: 1,763

**Westbound: Crosshill Road**  
 Number of Lanes: 1  
 85% Speed < 40 MPH.  
 Total Approach Volume: 2,295

#### Minor Street Approaches

**Northbound: Brookwood Road**  
 Number of Lanes: 1  
  
 Total Approach Volume: 851

**Southbound: Brookwood Road**  
 Number of Lanes: 1  
  
 Total Approach Volume: 933

#### Warrant Summary (Urban values apply.)

<b>Warrant 1 - Eight Hour Vehicular Volumes</b> .....	<b>Not Satisfied</b>
<b>Warrant 1A - Minimum Vehicular Volume</b> ..... <b>Not Satisfied</b>	
Required volumes reached for 0 hours, 8 are needed	
<b>Warrant 1B - Interruption of Continuous Traffic</b> ..... <b>Not Satisfied</b>	
Required volumes reached for 0 hours, 8 are needed	
<b>Warrant 1 A&amp;B - Combination of Warrants</b> ..... <b>Not Satisfied</b>	
Required volumes reached for 0 hours, 8 are needed	
<b>Warrant 2 - Four Hour Volumes</b> .....	<b>Not Satisfied</b>
Number of hours (0) volumes exceed minimum < minimum required (4).	
<b>Warrant 3 - Peak Hour</b> .....	<b>Not Evaluated</b>
<b>Warrant 3A - Peak Hour Delay</b> ..... <b>Not Evaluated</b>	
<b>Warrant 3B - Peak Hour Volumes</b> ..... <b>Not Evaluated</b>	
<b>Warrant 4 - Pedestrian Volumes</b> .....	<b>Not Evaluated</b>
<b>Warrant 5 - School Crossing</b> .....	<b>Not Evaluated</b>
<b>Warrant 6 - Coordinated Signal System</b> .....	<b>Not Evaluated</b>
<b>Warrant 7 - Crash Experience</b> .....	<b>Not Evaluated</b>
<b>Warrant 8 - Roadway Network</b> .....	<b>Not Evaluated</b>
<b>Warrant 9 - Intersection Near a Grade Crossing</b> .....	<b>Not Evaluated</b>

## **Appendix F**

# **Intersection Capacity and Queue Analysis Worksheets Recommended Improvements**

1: Crosshill Road WB & Brookwood Road Performance by movement

Movement	WBL	WBR	NBT	NBR	SBL	SBT	All
Delay / Veh (s)	57.7	22.5	7.7	5.4	136.8	90.7	42.0

2: Crosshill Road EB & Brookwood Road Performance by movement

Movement	EBL	EBR	NBL	NBT	SBT	SBR	All
Delay / Veh (s)	23.4	13.2	8.8	11.7	7.5	7.9	15.9

Total Network Performance

Delay / Veh (s)	60.7
-----------------	------

Queuing and Blocking Report  
 AM Recommended

AM Recommended  
 6/30/2015

Intersection: 1: Crosshill Road WB & Brookwood Road

Movement	WB	NB	SB	SB
Directions Served	LR	TR	L	T
Maximum Queue (ft)	874	22	56	608
Average Queue (ft)	226	4	55	311
95th Queue (ft)	552	17	56	605
Link Distance (ft)	2693	1591		2765
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)			30	
Storage Blk Time (%)			0.92	0.14
Queuing Penalty (veh)			111	29

Intersection: 2: Crosshill Road EB & Brookwood Road

Movement	EB	NB	NB	SB
Directions Served	LR	L	T	TR
Maximum Queue (ft)	309	55	92	97
Average Queue (ft)	150	14	48	65
95th Queue (ft)	247	47	75	88
Link Distance (ft)	2848		3458	1591
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)		30		
Storage Blk Time (%)		0.02	0.15	
Queuing Penalty (veh)		2	2	

Network Summary

Network wide Queuing Penalty: 144

1: Crosshill Road WB & Brookwood Road Performance by movement

Movement	WBL	WBR	NBT	NBR	SBL	SBT	All
Delay / Veh (s)	14.6	5.0	3.7	3.4	10.4	10.0	8.1

2: Crosshill Road EB & Brookwood Road Performance by movement

Movement	EBL	EBR	NBL	NBT	SBT	SBR	All
Delay / Veh (s)	11.0	7.4	8.7	7.9	7.2	6.4	8.7

Total Network Performance

Delay / Veh (s)	20.7
-----------------	------

**Intersection: 1: Crosshill Road WB & Brookwood Road**

Movement	WB	SB	SB
Directions Served	LR	L	T
Maximum Queue (ft)	138	55	118
Average Queue (ft)	66	41	40
95th Queue (ft)	105	64	79
Link Distance (ft)	2693		2765
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)		30	
Storage Blk Time (%)		0.12	0.06
Queuing Penalty (veh)		8	6

**Intersection: 2: Crosshill Road EB & Brookwood Road**

Movement	EB	NB	NB	SB
Directions Served	LR	L	T	TR
Maximum Queue (ft)	109	55	55	100
Average Queue (ft)	63	14	35	56
95th Queue (ft)	96	44	54	86
Link Distance (ft)	2848		3458	1591
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)		30		
Storage Blk Time (%)		0.01	0.05	
Queuing Penalty (veh)		1	1	

**Network Summary**

Network wide Queuing Penalty: 16