

**MOUNTAIN BROOK CITY COUNCIL  
PRE-MEETING DISCUSSION  
AUGUST 24, 2020**

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[Pursuant to a proclamation issued by Governor Kay Ivey on March 18, 2020, elected officials are allowed to meet remotely by means of Internet or telephone conference and the public was invited to listen to, observe, or participate in the meeting by such means. The elected officials met by way of Internet video conference and allowed the public to listen, observe and participate by the same means.]

The City Council of the City of Mountain Brook, Alabama met informally by way of Internet video conference at 5:30 p.m. on the 24th day of August, 2020. The Council President called the pre-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  
Philip E. Black  
Lloyd C. Shelton  
Alice B. Womack  
Stewart Welch III, Mayor

Absent: None

Also present were City Attorney Steve Stine, City Manager Sam Gaston, and City Clerk Steven Boone.

**1. AGENDA**

1. Update on School's COVID-19 preparations/plans—Richard Barlow, School Superintendent

Barlow:

- The schools closed on March 13, 2020, due to the pandemic
- In June or July, the State School Board Superintendent announced that schools across the state shall offer both traditional classroom and virtual instruction options
- There are approximately 300 students taking advantage of the virtual instruction option. (Approximately 4,100 are coming into the classrooms.)
- Classroom instruction resumed on Thursday, August 20
- This year's emphasis is hygiene, masking and distancing
- The School's plan was developed based on discussions with the Jefferson County Health Department and State School Board officials
- Because the 1,000 students at the high school and also at the junior high could not be adequately distanced, the School's upon the advice of Dr. Mark Wilson of the Jefferson County Health Department split the students into two groups. Group A attends classes Monday, Wednesday and Friday and Group B on Tuesday and Thursday. The groups switch days weekly.
- In the elementary schools, classrooms are being isolated from others to minimize the impact of quarantines should a student test positive for the virus
- All persons who come onto the School campuses must wear a mask. While this policy is controversial to some, if not required, anyone who comes into contact with someone who tests positive must be quarantined.
- The current plan will be followed until at least September 18, 2020, at which time it shall be re-evaluated.

- With contact tracing, it is conceivable that many multiples of the number of students testing positive could be quarantined which is the reason for the mask policy
  - Teachers may teach from home if quarantined if able and want to do so with a substitute present in the classroom
  - The School is using a testing lab in Cahaba Heights who assures results in 48-hours.
  - The School is recruiting a Mental Health Coordinator to address the emotional aspect of the pandemic
  - Substitute teachers are expected to be in high demand. The Schools is always looking for substitutes and uses the services of Kelly Subs for recruitment.
2. Junior High Detention Pond/Drainage Study—Mark Simpson of Schoel Engineering (Appendix 1)

Simpson:

- The detention pond was constructed about 20 years ago and the area has flooded several times since
- There is a 60 inch pipe draining the pond. The issue is the water cannot get through the inlet of the pipe to drain the pond quickly enough.
- Schoel recommends the top be cut off of the outlet structure to allow the water to access the drainage pipe faster and build a parapet wall at the maintenance ramp to give the pond more depth and capacity. These measures are projected to provide protection somewhere between 50 and 100-year flood events.
- The cost of these modifications is estimated to be between \$35,000 and \$45,000
- The drainage pipe was not inspected using cameras yet
- Regarding maintenance, a bobcat will have to be lifted over the parapet wall using a crane to clean out the silt approximately every 5 years
- The recommended modifications are not expected to result in any adverse effects downstream. The open channels below the school have enough capacity to dispel the increased runoff.

Regarding the cost, Council member Black stated that he is fine with the City paying the cost. Council President Pro Tempore Pritchard suggested the City be the contracting party and the City and Board of Education share the cost equally.

3. Fire Station No. 2 site and feasibility plan—Chief Mullins (Appendix 2)

Chris Eckroate with Caprine:

- Building on the site is feasible as well as sanitary sewer access
- Currently, there are approximately 10 parking spaces. The preliminary design yields 11 on-site parking spaces and 12 on-street public parking spaces along Locksley Drive.
- The parcel is currently zoned Residence A which includes fire stations as a permitted use

Adam Kent with Barrett Architecture Studios:

- The site plan was developed using the ladder truck and its turning radius as the starting point
- The entry is off Locksley Drive and Overton Road
- The public and private areas of the station will be separated
- The design includes an elevator for ADA-compliance purposes due to the public spaces [Council member Black suggested some modifications with respect to the proposed elevator design]

4. Recommendation from the Parks/Recreation Board on rebates for MBAA, MBSC and MBLAX for FY-2021—Shanda Williams (Resolution No. 2020-143 was added to the formal meeting agenda.)
5. Open retirement window for city employees—Steven Boone (Resolution No. 2020-142 was added to the formal meeting agenda.)
6. Review of a 2<sup>nd</sup> stop sign on Hampshire Drive—Richard Caudle of Skipper Consultants (Appendix 3)

Caudle:

- Last meeting Skipper was asked to review the intersection for another stop sign
- Skipper believes another stop sign will create a confusing situation and recommends against it
- Multiway stop signs should be reserved for where they are really needed

Council member Shelton expressed concern about the driveway located right at the intersection as motorists turn from Oak Dale. Mr. Caudle stated that there is a “hidden driveway” sign. The traffic making that turn is low. The vegetation does not pose a problem either. Skipper has no recommendation concerning this situation.

7. Conditional Use (Fitness) at 2008 Cahaba Road in English Village for MPower Pilates (former Grand Jete space)—Dana Hazen (Resolution No. 2020-140 was added to the formal meeting agenda.) [1:03:35]
8. Honor Guard training for Police and Fire Department personnel—Chief Cook and Chief Mullins (Resolution No. 2020-11 was added to the formal meeting agenda.)
9. Reappointment to the Village Design Review Committee (Brian Barrett)—Dana Hazen (Resolution No. 2020-137 was added to the formal meeting agenda.)
10. Reappointment to the Board of Zoning Adjustment (Rhett Loveman)—Dana Hazen (Resolution No. 2020-138 was added to the formal meeting agenda.)
11. Reappointment to the Parks and Recreation Board (Helen Drennen)—Shanda Williams (Resolution No. 2020-139 was added to the formal meeting agenda.)
12. Power transformer replacement at the Athletic Complex—Shanda Williams (Resolution No. 2020-144 was added to the formal meeting agenda.)
13. Change orders for the Fields 3-6 project at the Athletic Complex—Dale Brasher of Goodwyn, Mills and Cawood (Appendix 4) [1:22:33]

Dale Brasher:

- Turf is being installed on Field 7
- Field 6 turn installation is set to begin on August 26, 2020
- The contract includes a \$25,000 contingency
- There have been some conditions that used some of the contingency, however, the contractor has identified other things that were not needed and removed
- Currently, the City is \$7,000 below the contract value
- There are some water lines and drainage lines that need to be relocated
- The contractor has identified some other modifications that should be done while work is underway

Bill Shea with Morris-Shea Bridge Co., contractor:

- The contractual completion date is the middle of October
- The contractor hopes to finish by October 2 so fall leagues can use the fields
- The water line across Field 3 has been relocated as it was too shallow due to rock. This water line has been hit many times over the years. The cost of the change was \$14,000 applied to the \$25,000 contingency.
- The sewer/water line to the softball building needs to be moved
- A \$5,500 retaining wall behind Field 5 is suggested
- Other modifications recommended include
  - Removing about six trees some of which block the lighting from the fixtures installed last year (\$7,000)
  - 60,000 square feet of paving around the fields (\$300,000)
  - Suggests the paving and drainage be designed for the entire complex
  - Recommends the existing four commissioner boxes be razed and replaced with canopy-covered scorer tables
  - Wireless scoreboard for Field 7 (other fields too)
  - There are 19 suggestions totaling \$544,000 (more than the 10% change-order allowance provided in the bid law)
  - There is not time for most of the modifications to be completed before the fall season
  - Bleachers shades (could wait)

Council President Pritchard suggested prioritizing the modifications and completing those that make sense to while the crews are currently on site.

Council Member Black stated that the items of most importance right now are those that will protect the City's investment and enhancing safety.

Shea:

- The commissioner box removal will facilitate work to be done in the future
- Some shared light poles need to be replaced and relocated

Council President Smith suggested that Council member Black and Prichard, Bill Shea, Shanda Williams and Sam Gaston meet on-site to prioritize the suggested modifications.

Shea:

- Covering the batting cages should be considered in the upcoming budget
- Understands there are plans to improve the restrooms. Suggested thinking about razing the concession stand and restrooms and building one building that includes those amenities as well as equipment storage. The new facility should also include additional covered space for spectators to shelter from inclement weather.

14. Requests by athletic groups to open restrooms at the playing fields and amended the Safer at Home policy—Shanda Williams (Resolution No. 2020-146 was added to the formal meeting agenda.)

15. Review of the other matters to be considered at the formal (7 p.m.) meeting.

A resolution (No. 2020-145) authorizing the execution of a Community Infrastructure Agreement between the City and Jefferson County Commission with respect to ADA-compliant restroom upgrades at the Athletic Complex was added to the formal meeting agenda.

**2. ADJOURNMENT**

There being no further comments or discussion, Council President Smith adjourned the pre-meeting at approximately 7:25 p.m.

**3. CERTIFICATION**

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct synopsis of the discussion from the work session of the City Council of the City of Mountain Brook, Alabama held by way of Internet teleconference on August 24, 2020, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that no formal action or votes were conducted at said work session.



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City Clerk Approved by  
City Council September 14, 2020



Date: August 20, 2020

Re: Mountain Brook Junior High Drainage Study  
City of Mountain Brook, Alabama  
Project Summary Report-Draft

**Project description**

A detention pond was installed at Mountain Brook Junior High School around the year 2000. Almost immediately, the pond was overtopped by storms and flooding of the building was occurring. A few years later, Schoel evaluated the pond and recommended grading changes to the front parking lot and behind the school to better manage the flood water originating from the pond. However, the underlying problem was not addressed, and the pond continues to flood.

Schoel has been tasked with evaluating the performance of the pond to determine the underlying cause of the flooding with the goal to provide recommendation(s) to modify the pond to alleviate the local flooding. This report provides a brief overview of the site conditions and the recommended improvements.

**Site Conditions**

The detention pond is situated at the northern boundary of the school's property, against Hillsdale Road. The pond does not provide storm water detention for storm water originating from the school site. Rather, storm water originating offsite enters the pond through two storm pipes: 1) a 48-inch pipe from the north under Hillsdale Road, and 2) a 40-inch pipe from the east along Montevallo Lane. These two pipes serve a drainage area of about 150 acres. See Exhibit 1 for the current site layout.

The pond is drained through a single square outlet structure located within the pond. The structure has multiple openings that allow water to enter before draining into a 60-inch reinforced concrete pipe. The pipe outfalls into a channel just north of Overbrook Road. See Exhibit 2 for the outlet structure detail.



Figure 1 - Detention pond outlet structure. Images show each side that open to the pond and will allow water to pass into the 60-inch outlet pipe. The lower round holes are 24-inches in diameter. The rectangular openings are about 4.25-ft x 2-ft. The flowline of the rectangular openings are nearly the same as the elevation that the pond will overtop.

The results of this evaluation suggest that the outlet structure does not have adequate openings to allow water to pass into the 60-inch pipe. In fact, it was found that water is overtopping the pond at about the same elevation as the larger, rectangular openings in the outlet structure.

This results in flooding which is shown to begin between the 2 and 5 year return period storms. The pond is situated in such a way that when it overtops, water spills out near the maintenance ramp and travels south through the alleyway at the rear of the building

Based on these findings, the focus of the improvements is on increasing the available stormwater conveyance to provide a greater level of protection.

APPENDIX 1

**Recommended Improvements**

To improve the performance of the pond so that flooding is reduced or stopped, several alternatives have been evaluated. Each evaluated alternative is outlined in the table below.

Alt No.	Alternative Description	Outcome
1	Remove the outlet structure and allow water to pass through the pond directly into the 60-inch outlet pipe	Improved pond performance, but loss of small storm event attenuation. Not considered
2	Enlarge the pond to the limits of available property	No difference in pond performance. Not considered
3	Enlarge pond and raise the side wall elevation at the maintenance ramp to an elevation equal to wall around the southern border	No difference in pond performance. Not considered
4	Add a relief culvert from the headwall north of Hillsdale Rd to the 60-inch outlet southwest of the recreation fields	Improved pond performance. Cost too high, potential utility conflicts. Not considered
5	Enlarge the opening(s) in the outlet structure	Improved pond performance, lower flood elevations. Effective at containing the water resulting from the 25-year return period storm. Considered
6	A combination of enlarging the outlet structure and raising the pond wall near the maintenance ramp.	Similar results as Alternative 5, increased flood protection to events between the 50 and 100 year return period storms. Recommended

The results of the evaluation show that by enlarging the opening in the outlet structure, more of the storm water can pass from the pond into the 60-inch discharge pipe. It is believed that this will reduce the floodwater such as to contain the 25-year event. Additional protection can be achieved by extending the wall around the maintenance ramp and allowing the pond to operate with additional depth.

The wall extension is shown schematically on Exhibit 1. In general, the wall would tie to the existing gabion walls on either side the maintenance ramp and be located between the sidewalk and the pond. The top elevation would be about 6-inches below the top of the gabion walls. In total, the estimated wall length is about 60-feet.

The modification to the outlet structure is detailed on Exhibit 2. The top of the outlet structure would be removed by cutting the box off at an elevation at about 1-foot above the three low level 24-inch outlet holes. There are no other structural modifications to the box recommended, however, it is strongly suggested that safety bars be installed prevent unintended access into the structure from the top.

**Supplemental Information**

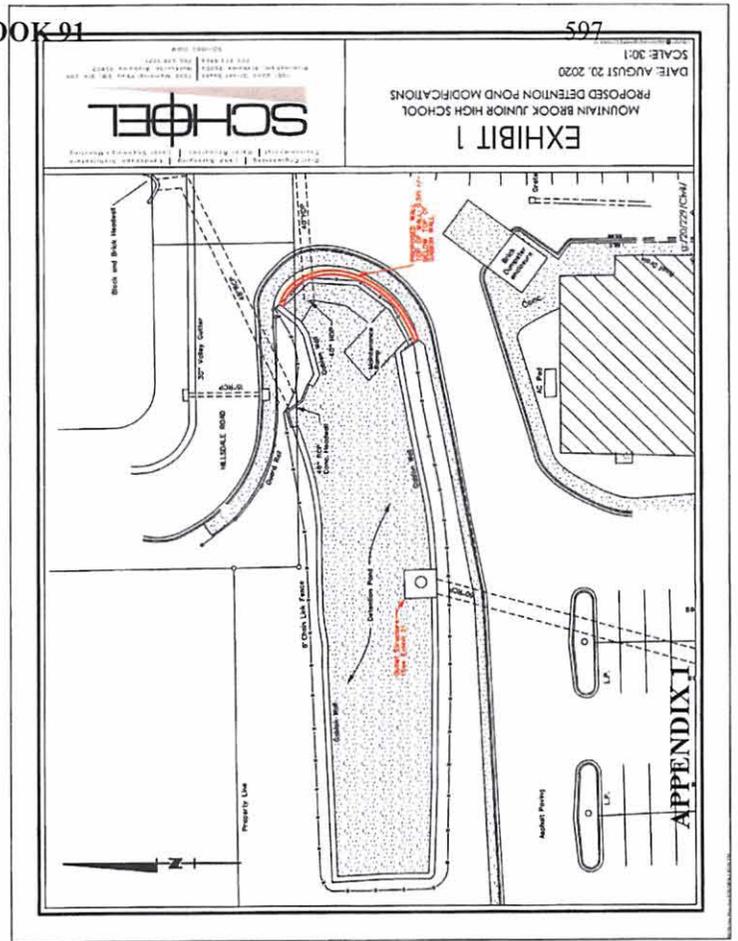
The downstream effects of the pond modifications have been evaluated to point near Canterbury United Methodist Church. Based on the results of this evaluation, the greatest increase in modeled flood elevations is 0.07-feet. This increase is due primarily to minor increases in peak flows. The increases are very small and well within the limit of any expected inherit modeling error, therefore we have considered the increase to be negligible.

**Summary**

Based on the results of this study, it is believed that the flooding that is currently occurring at the junior high can be greatly alleviated by modifying the outlet structure, with additional protection achieved by adding a wall along a portion of the pond perimeter. Both of these items have a relatively low initial cost and are not anticipated to result in any long term maintenance requirements or cost. Schoel recommends moving forward with both improvements.

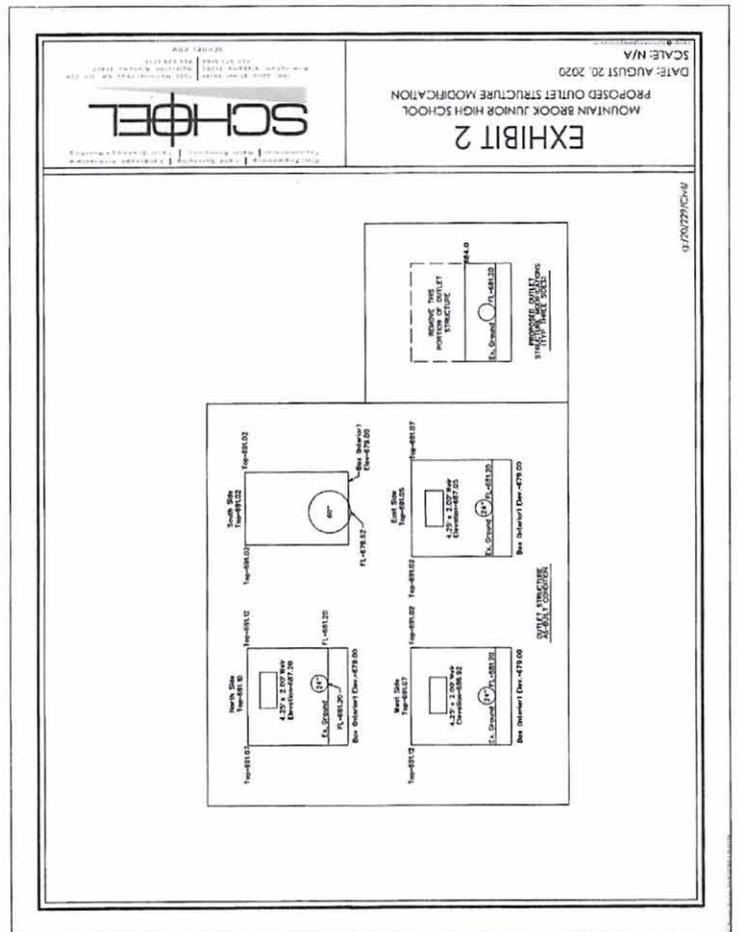
# EXHIBIT 1

Site Layout



# EXHIBIT 2

Outlet Structure Detail

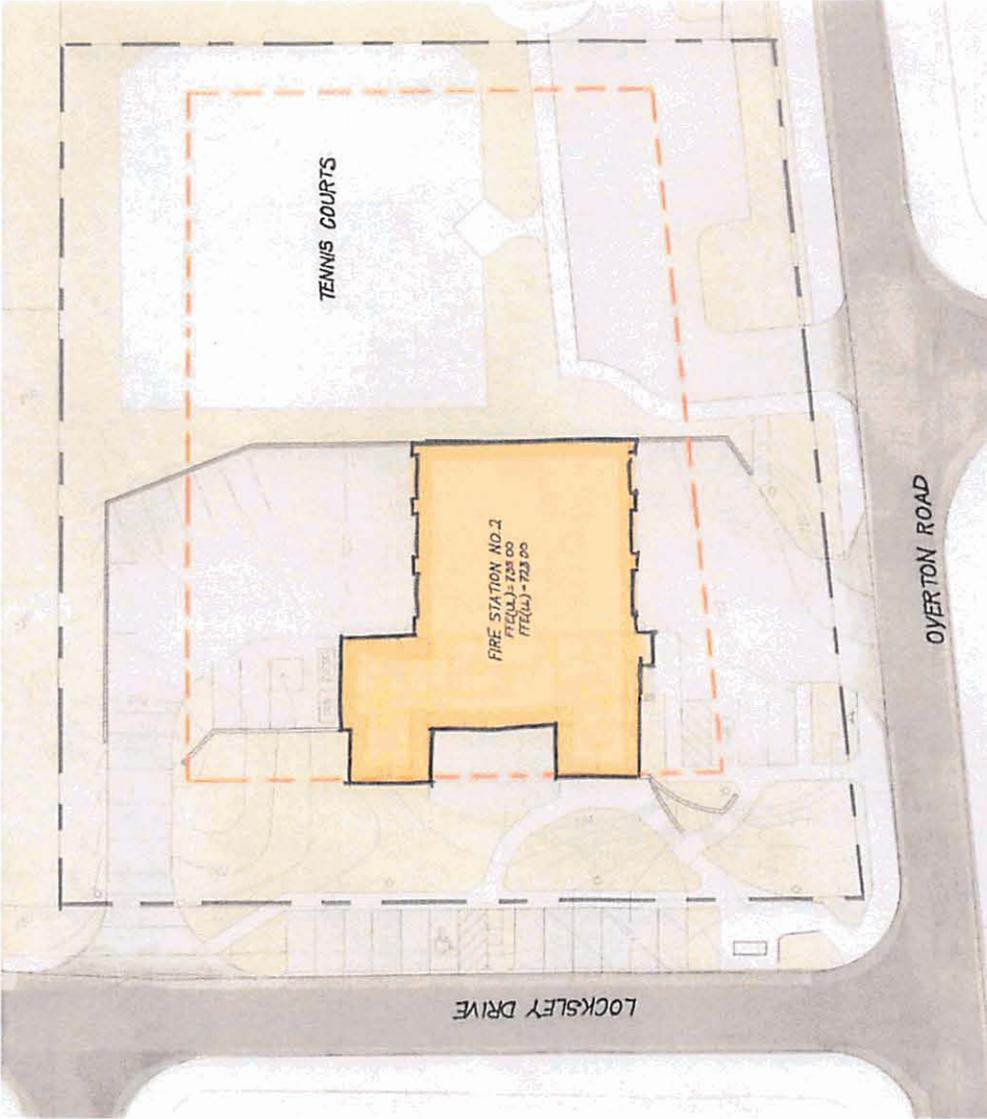




MOUNTAIN BROOK FIRE STATION No. 2



APPENDIX 2



1 ARCH. SITE PLAN  
1" = 20'-0"

FEASIBILITY STUDY

MOUNTAIN BROOK FIRE STATION NO. 2

07.07.2020

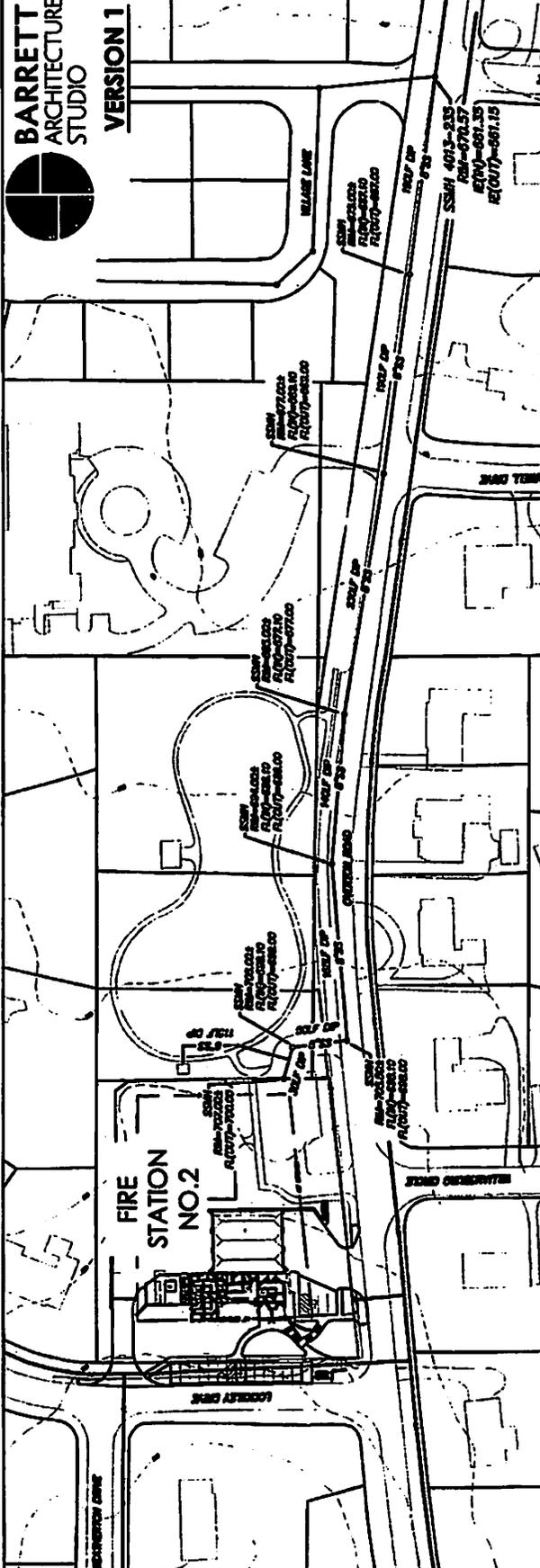
BARRETT  
ARCHITECTURE  
STUDIO



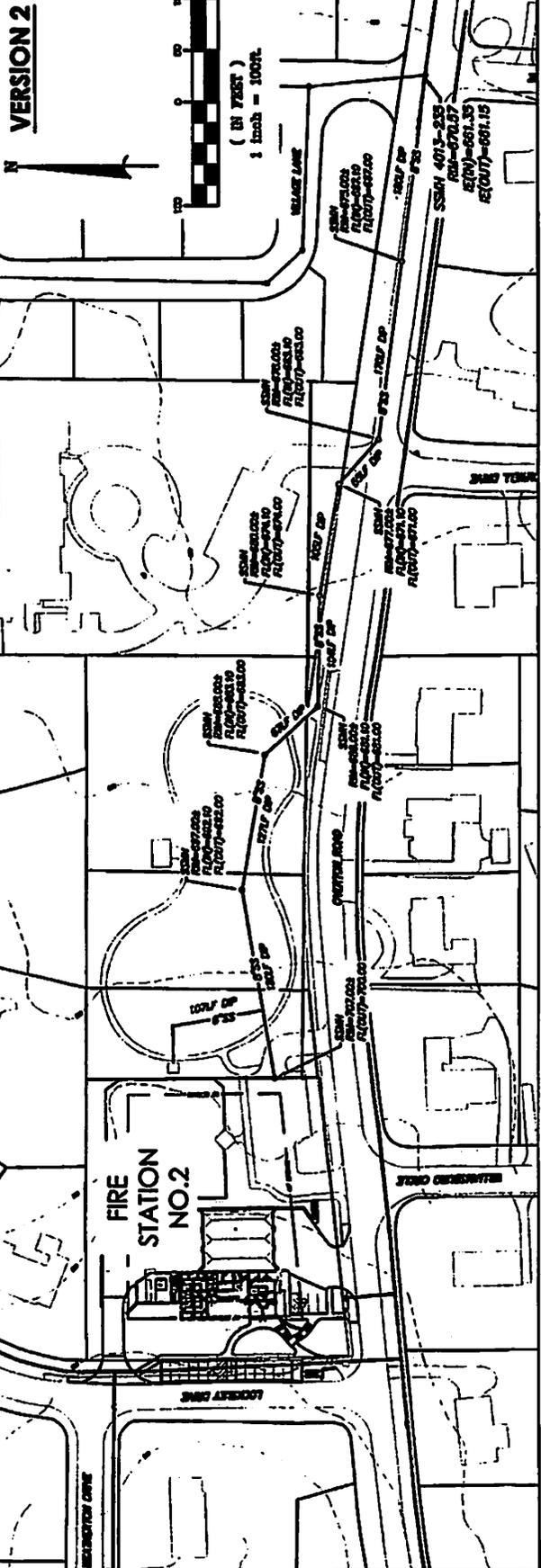
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VERSION 1

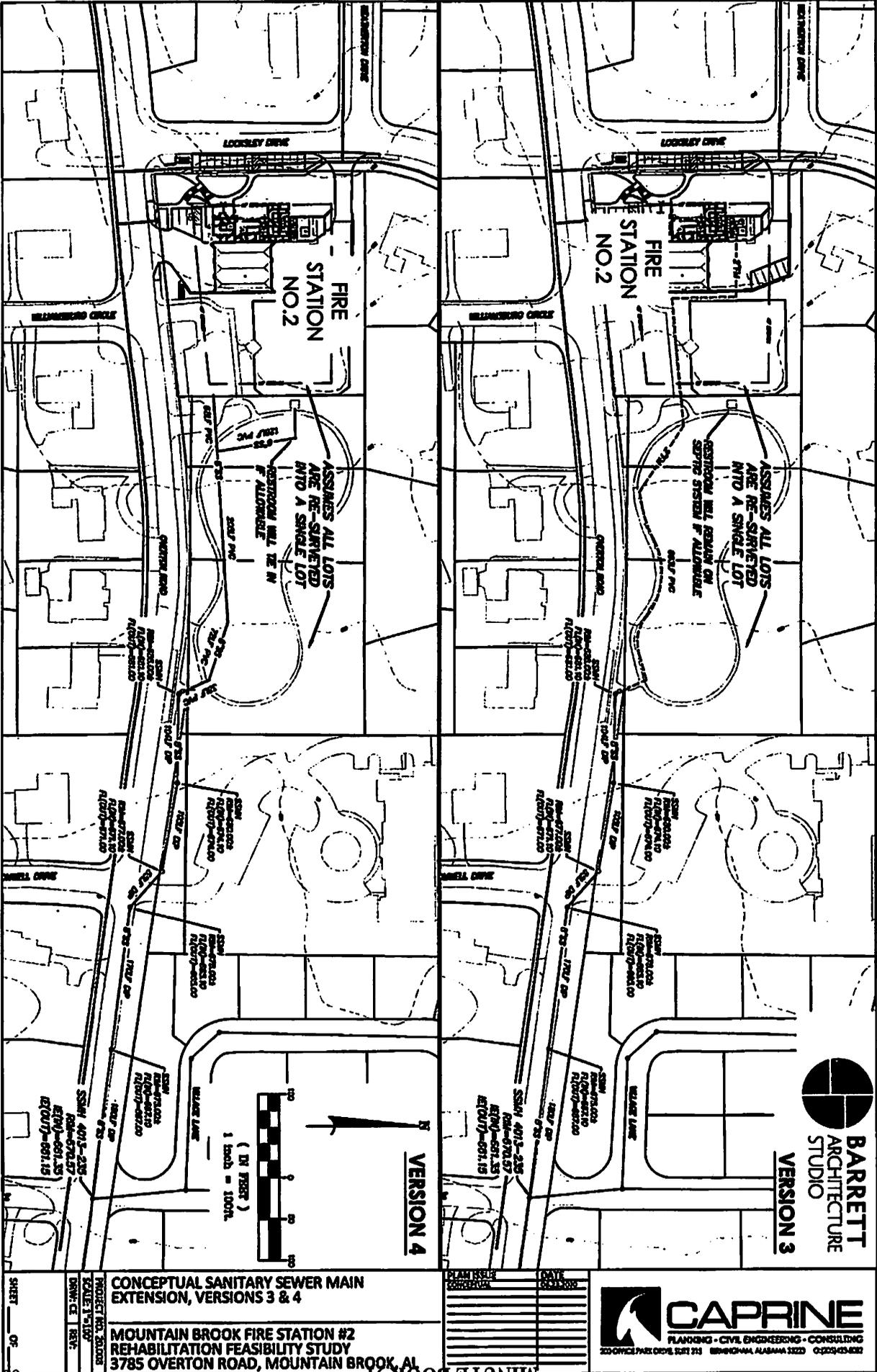


VERSION 2



CONCEPTUAL SANITARY SEWER MAIN EXTENSION, VERSIONS 1 & 2  
MOUNTAIN BROOK FIRE STATION #2 REHABILITATION FEASIBILITY STUDY  
3785 OVERTON ROAD, MOUNTAIN BROOK, AL

PROJECT NO. 21008  
SCALE: 1"=100'  
DATE: 11/15/17  
SHEET \_\_\_ OF \_\_\_

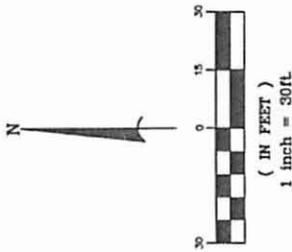
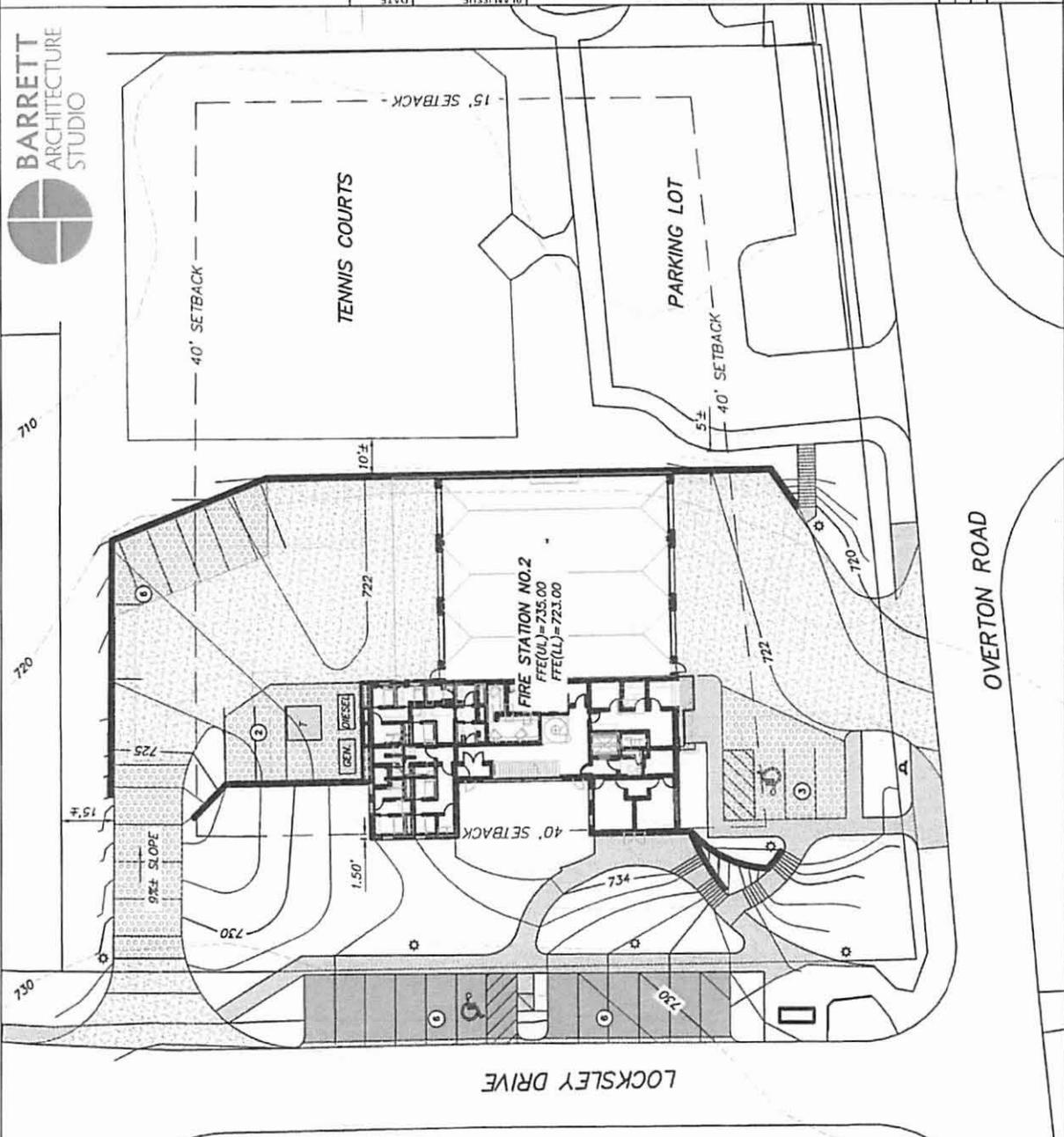


APPENDIX 2



DATE	DESCRIPTION

PROJECT NO. 20-008  
 SCALE: 1"=30'  
 DRAW: CE REV:  

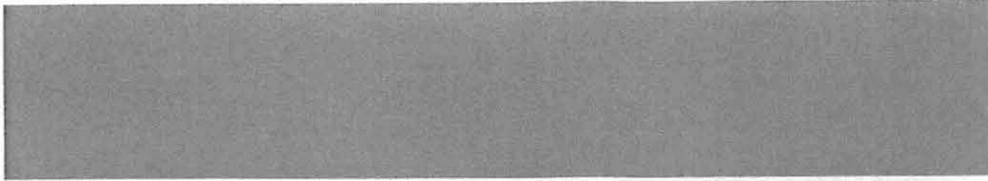


**LEGEND**

[Pattern]	STANDARD DUTY ASPHALT PAVEMENT
[Pattern]	HEAVY DUTY CONCRETE PAVEMENT
[Pattern]	POROUS CONCRETE PAVEMENT
[Pattern]	SIDEWALK CONCRETE

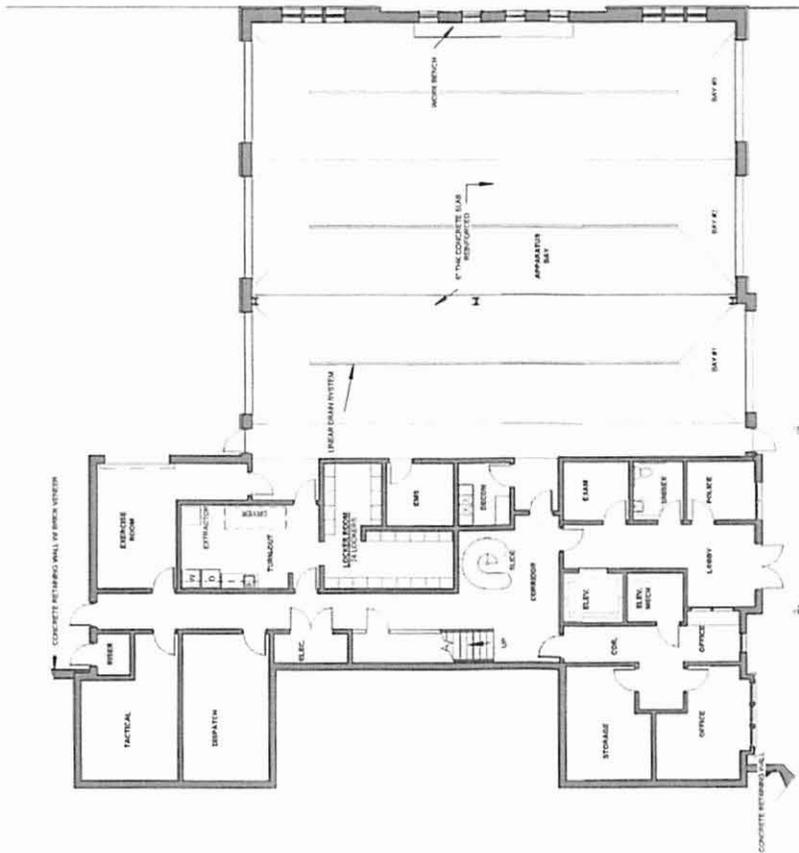
**SITE DATA**

OWNER	CITY OF MOUNTAIN BROOK 3785 LOCKSLEY DRIVE MOUNTAIN BROOK, AL 35223	
EXISTING ZONING	RESIDENCE A	
EXISTING USE	FIRE STATION NO. 2	
TAX PARCEL ID	28-00-15-2-009-022.000	
PARKING PROPOSED	REGULAR ON-SITE	10
	HANDICAP ON-SITE	11
TOTAL ON-SITE	REGULAR ON R/W	11
	HANDICAP ON R/W	12
PROPERTY AREA	64,617 SF±	
IMPERVIOUS AREA EXISTING	37,822 SF± (58.5%±)	
IMPERVIOUS AREA PROPOSED	45,355 SF± (70.2%±)	



07.07.2020

BARRETT  
ARCHITECTURE  
STUDIO

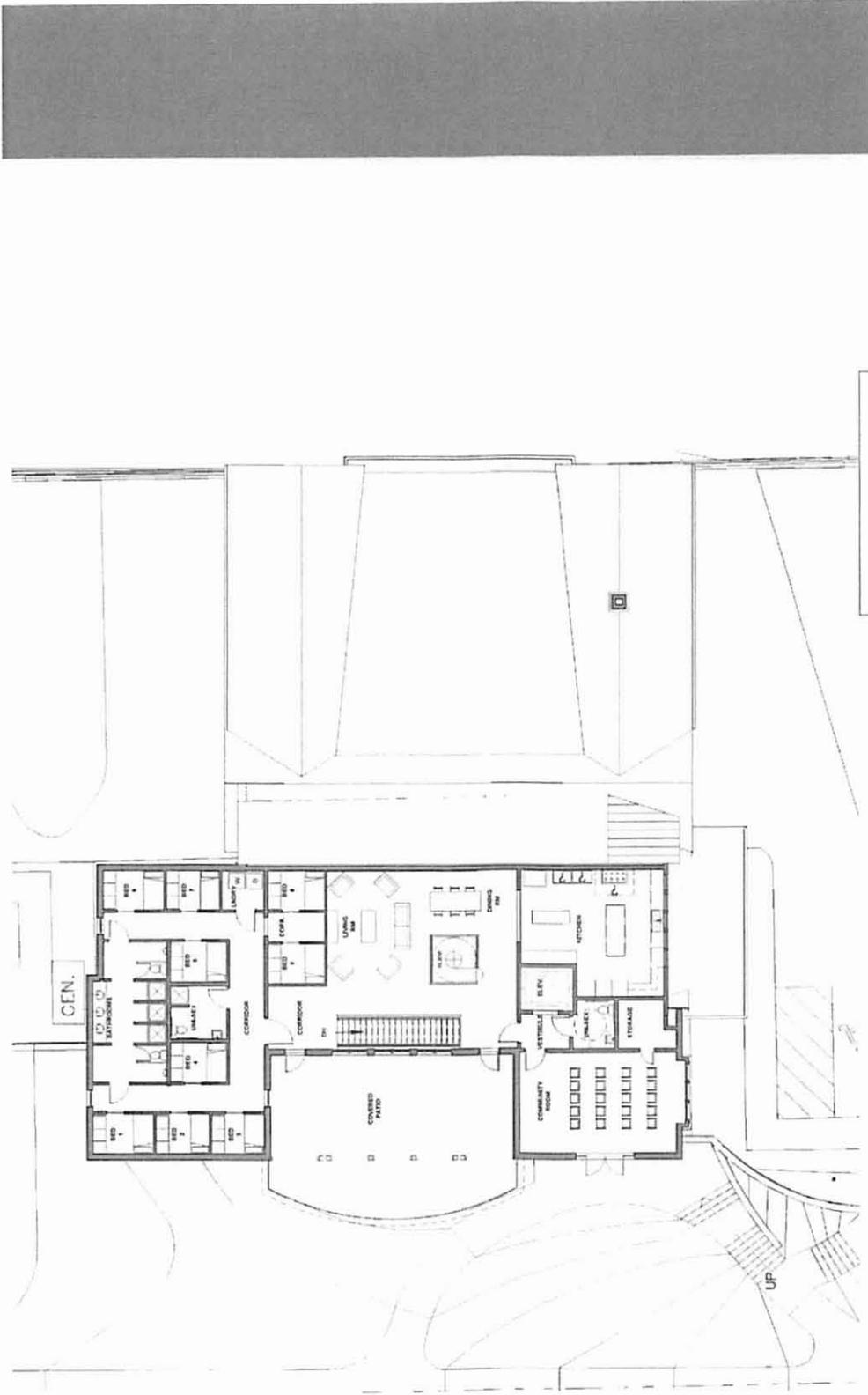


TOTAL SQ. FT.	7,675 SQFT
APPARATUS BAY:	4,247 SQFT
HEATED/COLLED:	3,428 SQFT

1 01 - BAY LEVEL 7.8.20  
1/16" = 1'-0"

FEASIBILITY STUDY  
MOUNTAIN BROOK FIRE STATION NO. 2

APPENDIX 2



HEATED / COOLED: 3,288 SQFT  
 PATIO AREA: 933 SQFT

1 02 - MAIN LEVEL 7.8.20  
 1/16" = 1'-0"

FEASIBILITY STUDY

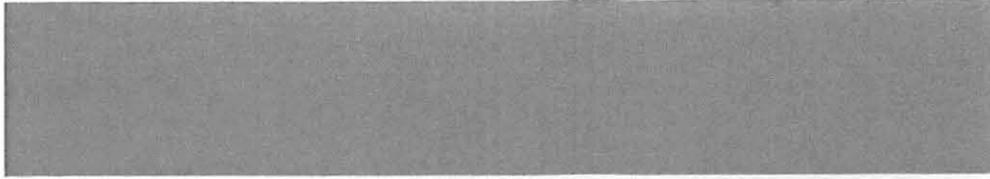
MOUNTAIN BROOK FIRE STATION NO. 2

07.07.2020

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 ARCHITECTURE  
 STUDIO

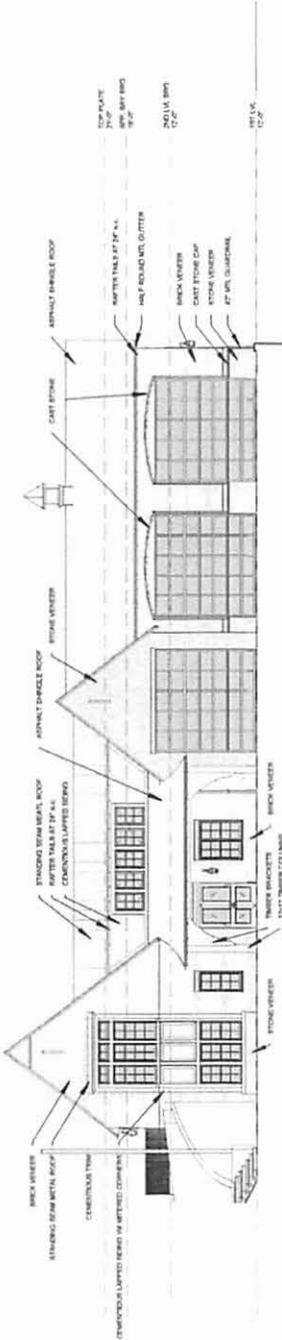
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APPENDIX 2

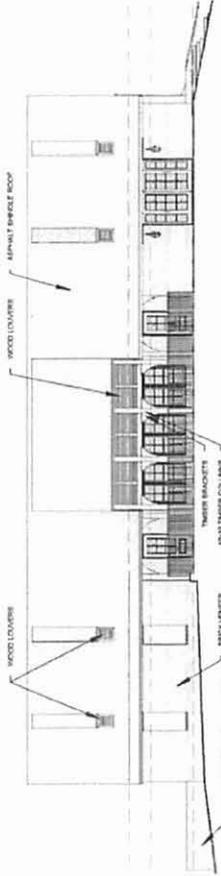


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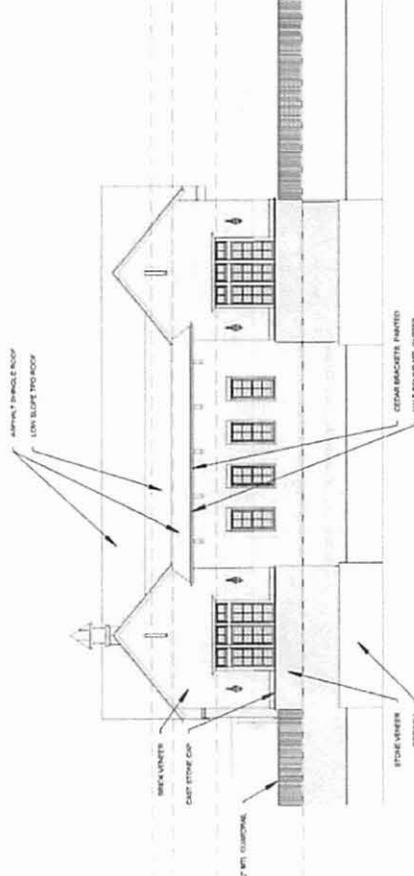
BARRETT  
ARCHITECTURE  
STUDIO



1 SOUTH  
1/16" = 1'-0"



2 WEST  
1/16" = 1'-0"



3 EAST  
1/16" = 1'-0"

CAPRINE  
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FEASIBILITY STUDY

MOUNTAIN BROOK FIRE STATION NO. 2

APPENDIX 2



Mountain Brook Firestation No. 2  
Building & Site Work - Schematic Budget  
7/14/2020



SECTION	DESCRIPTION	QTY	U/M	UNIT COST	LABOR AMT	UNIT COST	MAT. AMT.	UNIT COST	EQUIP AMT.	UNIT COST	OTHER	UNIT COST	SUB	TOTAL
	Wood Window Sill & Apron	60	#	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Wood Window Sill & Apron	60	#	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00
Div 07	Waterproofing - Elevator Pit	1	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
	Waterproofing - Foundation Walls	2672	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00	\$0.00	\$0.00	\$16,032.00
	Damp-proofing	4435	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00	\$0.00	\$0.00	\$13,305.00
	Batt Insulation - R-38 in Attic Space	11568	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.50	\$0.00	\$0.00	\$28,920.00
	Rigid Insulation at Exterior Walls - 1" Thick	8425	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$8,425.00
	Membrane / Air Barrier	3070	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.00	\$0.00	\$0.00	\$12,280.00
	Asphalt Shingles	76	sq	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$34,200.00
	Metal Roofing	509	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$7,635.00
	TPO Roofing & R-25 Rigid Insulation	4630	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$46,300.00
	Gutters	305	ft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.00	\$0.00	\$0.00	\$3,660.00
	Downspouts	338	ft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$3,380.00
	Fiber Cement Siding - L&L	518	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$7,770.00
	Fiber Cement Siding - Panel	740	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$14,800.00
	Fiber Cement Soffit / Fascia	734	ft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$7,340.00
	I&G Ceilings at Poles	628	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.50	\$0.00	\$0.00	\$4,710.00
	Fiber Cement Misc. Trim	1	lb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00
	Joint Sealants	11568	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.50	\$0.00	\$0.00	\$5,784.00
Div 08	HM Frame / HD Door / Hardware - 3070	10	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$6,000.00
	HM Frame / WD Door / Hardware - 3070	30	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$30,000.00
	HM Frame / WD Door / Hardware - 4070	1	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00
	HM Frame / WD Door / Hardware - 3070 Pair	1	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00
	Siding Wood Door / Hardware - 3070	9	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$14,400.00
	Clad 3070 3-4 Glass Doors	2	ea	\$0.00	\$13,226.00	\$6,452.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$6,826.00
	Clad 4070 FG Doors w/ 1-4" white sashlet	1	ea	\$0.00	\$7,850.00	\$7,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$8,350.00
	Clad 4070 Full Glass Doors	1	ea	\$0.00	\$5,800.00	\$5,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$6,100.00
	14x14 Alum. Glass Chl Door w/In. L&Hanger G	1	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,500.00	\$0.00	\$0.00	\$13,500.00
	14x14 Alum. Glass Chl Door w/In. Standard L&H	1	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,500.00	\$0.00	\$0.00	\$18,500.00
	I&G Ceiling Door	1	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,250.00	\$0.00	\$0.00	\$4,250.00
	Casement Window - 2'-6" W x 6" H	5	ea	\$0.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$3,800.00
	Casement Window - 2'-6" W x 6" H	6	ea	\$0.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$3,900.00
	Double Hung Window - 2'-6" W x 6" H	24	ea	\$0.00	\$70.00	\$1,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$3,510.00
	Fixed Transom Window - 2'-6" W x 1'-6" H	9	ea	\$0.00	\$20.00	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$3,960.00
	Interior Windows	2	ea	\$0.00	\$40.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$1,180.00
Div 09	Metal Stud Wall - Ext. 6" - R19 Insul. - 12' H	302	ft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$124.00	\$0.00	\$0.00	\$37,380.00
	Metal Stud Wall - Int. 4" - Free Ribbed - 12' H	204	ft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86.00	\$0.00	\$0.00	\$33,100.00
	Shower Fasons - Top	40	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.70	\$0.00	\$0.00	\$748.00
	Tile at Shower Walls - 9" H	486	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.41	\$0.00	\$0.00	\$6,031.80
	The Waterproof at Bathroom Walls - 9" H	874	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.41	\$0.00	\$0.00	\$10,000.74
	Waterproofed	290	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.50	\$0.00	\$0.00	\$1,015.00
	Misc. Flooring Items	1	lb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,057.00	\$0.00	\$0.00	\$7,057.00
	Terrazzo Flooring	5322	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$133,050.00
	Epoxy Flooring	722	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.30	\$0.00	\$0.00	\$9,590.60
	Luxury Roller Bases	82	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$118.80	\$0.00	\$0.00	\$11,741.60
	Rubber Base	1688	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00	\$0.00	\$0.00	\$5,064.00
	2x2 ACT Ceiling	4979	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.00	\$0.00	\$0.00	\$19,916.00
	2x2 ACT Ceiling - Moisture Resistant	5745	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$28,725.00
	Paint CMU	10204	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.50	\$0.00	\$0.00	\$5,102.00
	Paint at Apparatus Bay, Entry	5794	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.25	\$0.00	\$0.00	\$7,242.50
	Paint Cup. Bay	26312	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.60	\$0.00	\$0.00	\$15,787.20
	Paint HM & Wood Doors	42	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$6,300.00
	Paint Siding	837	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Paint Soffit / Fascia	2099	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.20	\$0.00	\$0.00	\$2,518.80
	UB for Painting	1	lb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Div 10	Toilet Partitions - Flgm	2	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$3,000.00
	Lockers - 1'-6" W x 2' H	4	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$160.00
	Lockers - 3' W x 3' H	6	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$2,400.00
	Signage Allowance	1	lb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
	Lockers - NIC	1	lb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Fire Ext. & Cabinets	0	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$1,100.00
	Grab Bars	9	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$225.00
	TP Paper Holder	18	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$270.00
	Paper Towel Dispenser	5	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	\$150.00
	Soap Dispenser	6	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$90.00
	Shower Rod & Curtain	4	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$80.00
Div 11	Cupola	1	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Admission Hood	1	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00
	Signal Side	1	ea	\$1,000.00	\$1,000.00	\$16,987.00	\$16,987.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$18,987.00
Div 14	Elevator	1	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00
Div 15	Fire Protection	11513	sf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Pipelining - Building - per Future	23	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$23,000.00
	- Copper Pipe	1	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00
	- Gas Piping	1	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00
	- Trench Drains	153	ft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$1,530.00
	- Elevator Sump Pump	1	ea	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00



**Mountain Brook Fire Station No. 2 Rehabilitation - Feasibility Study**  
**Project Cost Estimate Form**  
**06.30.2020**

**Demolition**

Description	Quantity	Unit	Unit Cost	Amount
Building demolition	5,500	sf	\$ 1.75	\$ 9,625.00
Remove asphalt / concrete	13,122	sf	\$ 0.50	\$ 6,561.00
Remove Curb & Gutter	455	lf	\$ 5.00	\$ 2,275.00
Remove Brick Stairs & Path. Store Brick on-site for re-use	820	sf	\$ 7.50	\$ 6,150.00
Remove water lines	75	lf	\$ 5.00	\$ 375.00
Remove septic system	1	allow	\$ 1,500.00	\$ 1,500.00
Remove storm sewer	30	lf	\$ 5.00	\$ 150.00
Retaining Wall Removal	265	lf	\$ 25.00	\$ 6,625.00
Remove Chain Link Fence - Tennis Court	115	lf	\$ 2.50	\$ 287.50
Remove Monument Sign	1	ea	\$ 750.00	\$ 750.00
Miscellaneous Equipment, Fence, and Structure Removal	1	allow	\$ 3,000.00	\$ 3,000.00
<b>Sub-total</b>				<b>\$ 37,298.50</b>

**Earthwork**

Description	Quantity	Unit	Unit Cost	Amount
Site prep., clearing & grubbing	1.0	allow	\$ 7,500.00	\$ 7,500.00
Strip topsoil	475	cy	\$ 3.00	\$ 1,425.00
On-site excavation/compaction	250	cy	\$ 8.00	\$ 2,000.00
Off-site imported/compacted	2,250	cy	\$ 20.00	\$ 45,000.00
Off-site disposal	0	cy	\$ 8.00	\$ -
Final grade and compact site	4,875	sy	\$ 2.50	\$ 12,187.50
Topsoil On-site, clean and re-spread - 4" thick	180	cy	\$ 8.00	\$ 1,440.00
Topsoil Remove & Dispose off-site	295	cy	\$ 5.00	\$ 1,475.00
Soil undercut/recompact in-place - 3' under new footprint	475	cy	\$ 20.00	\$ 9,500.00
Imported & amended topsoil (4") in-place	0	cy	\$ 25.00	\$ -
Rock Excavation	10	cy	\$ 75.00	\$ 750.00
Trench rock excavation	187	cy	\$ 100.00	\$ 18,700.00
Staging areas	1	ea	\$ 5,000.00	\$ 5,000.00
Construction entrance	2	ea	\$ 1,500.00	\$ 3,000.00
<b>Sub-total</b>				<b>\$ 107,977.50</b>

**Storm Drainage**

Description	Quantity	Unit	Unit Cost	Amount
8" pipe - A2000 PVC	0	lf	\$ 25.00	\$ -
10" pipe - A2000 PVC	45	lf	\$ 27.50	\$ 1,237.50
12" pipe - A2000 PVC	110	lf	\$ 30.00	\$ 3,300.00
15" pipe - RCP	85	lf	\$ 35.00	\$ 2,975.00
18" pipe - RCP	30	lf	\$ 45.00	\$ 1,350.00
24" pipe - RCP	130	lf	\$ 55.00	\$ 7,150.00
30" pipe - RCP	130	lf	\$ 70.00	\$ 9,100.00
Combination Curb & Gutter Grate Inlet	2	ea	\$ 2,750.00	\$ 5,500.00
Combination Curb & Gutter Grate Inlet - Double	1	ea	\$ 3,750.00	\$ 3,750.00
Grate Inlet	2	ea	\$ 2,500.00	\$ 5,000.00
Tap existing inlet	1	ea	\$ 1,250.00	\$ 1,250.00
In-Line Drain inlet	4	ea	\$ 1,000.00	\$ 4,000.00
U/G Detention System - Contech Perf. Pipe 72" Dia.	1	allow	\$ 150,000.00	\$ 150,000.00
TSS Removal System - Contech CDS Unit 2020-5C	1	ea	\$ 20,000.00	\$ 20,000.00
Rip rap w/ filter fabric	0	tn	\$ 50.00	\$ -
18" headwall	0	ea	\$ 750.00	\$ -
24" headwall	0	ea	\$ 850.00	\$ -
30" headwall	0	ea	\$ 1,000.00	\$ -
<b>Sub-total</b>				<b>\$ 214,612.50</b>

APPENDIX 2

**Erosion and Sediment Control**

Description	Quantity	Unit	Unit Cost	Amount
Allowance - Erosion & Sediment Control	1.1	ac	\$ 10,000.00	\$ 10,500.00
<b>Sub-total</b>				<b>\$ 10,500.00</b>

**PAVING AND PARKING LOT**

Description	Quantity	Unit	Unit Cost	Amount
Standard duty asphalt pavement (incl. base)	395	sy	\$ 45.00	\$ 17,775.00
Porous concrete pavement (incl. base)	460	sy	\$ 85.00	\$ 39,100.00
Heavy duty concrete pavement (incl. base)	920	sy	\$ 80.00	\$ 73,600.00
Sidewalks (site only) - 4" w/ 5 LBS Ochre Integral Color	360	sy	\$ 50.00	\$ 18,000.00
18" curb and gutter	840	lf	\$ 13.00	\$ 10,920.00
18" valley gutter	130	lf	\$ 12.00	\$ 1,560.00
Pavement striping	1	allow	\$ 1,500.00	\$ 1,500.00
Signage (stop, yield, no parking, etc.)	1	allow	\$ 2,500.00	\$ 2,500.00
<b>Sub-total</b>				<b>\$ 164,955.00</b>

**Landscaping and Irrigation**

Description	Quantity	Unit	Unit Cost	Amount
Allowance - Irrigation	1	allow	\$ 12,000.00	\$ 12,000.00
Allowance - Landscaping	1	allow	\$ 35,000.00	\$ 35,000.00
<b>Sub-total</b>				<b>\$ 47,000.00</b>

**Guard Rails and Retaining Walls**

Description	Quantity	Unit	Unit Cost	Amount
Over-Steepened Slope/ Wrapped face (w/ geotextiles)	0	sf	\$ 40.00	\$ -
Retaining wall-Modular Block & Grid (w/ backfill material)	1,143	sf	\$ 55.00	\$ 62,865.00
Retaining wall-Poured Concrete(w/ backfill material)	0	sf	\$ 70.00	\$ -
Retaining wall-Poured Concrete, Masonry or Stone Veneer (w/ backfill matl)	609	sf	\$ 80.00	\$ 48,720.00
Pedestrian Guardrails along Top of Walls - Non-Decorative	203	lf	\$ 50.00	\$ 10,150.00
Pedestrian Guardrails along Top of Walls - Decorative	99	lf	\$ 75.00	\$ 7,425.00
<b>Sub-total</b>				<b>\$ 129,160.00</b>

**UTILITIES**

**Water Service**

Description	Quantity	Unit	Unit Cost	Amount
1.5" Pipe (Copper)	75	lf	\$ 25.00	\$ 1,875.00
6" pipe -Fire (DIP)	75	lf	\$ 50.00	\$ 3,750.00
BWWB Connection Fee - 6" Fire	1	ea	\$ 32,890.00	\$ 32,890.00
BWWB Connection Fee - 1" Service	1	ea	\$ 2,922.00	\$ 2,922.00
Backflow preventor (1.5" RPZ w/ Hot Box)	1	ea	\$ 5,500.00	\$ 5,500.00
Backflow preventor (6" BFP) w/ Vault	1	ea	\$ 25,000.00	\$ 25,000.00
Fire hydrant	0	ea	\$ 2,500.00	\$ -
Gate valves (6")	0	ea	\$ 1,000.00	\$ -
Gate valves (1.5")	0	ea	\$ 500.00	\$ -
Relocate Water Sampling Station	1	allow	\$ 15,000.00	\$ 15,000.00
<b>Sub-total</b>				<b>\$ 86,937.00</b>

**Sanitary Sewer - On-site**

Description	Quantity	Unit	Unit Cost	Amount
6" pipe - DIP	120	lf	\$ 60.00	\$ 7,200.00
Grinder Pump (2 HP Duplex)	0	allow	\$ 45,000.00	\$ -
Grease Trap Arrangement (1 - 1,000 gal. w/ sampling vault)	0	ea	\$ 5,500.00	\$ -
Tap Existing Manhole	1	ea	\$ 1,500.00	\$ 1,500.00
<b>Sub-total</b>				<b>\$ 8,700.00</b>

APPENDIX 2

**Electrical, Gas, Telephone**

Description	Quantity	Unit	Unit Cost	Amount
Transformer pads	1	ea	\$ 750.00	\$ 750.00
Fluted Concrete Light Pole	6	ea	\$ 5,500.00	\$ 33,000.00
Site Electrical (site lighting, etc.)	470	lf	\$ 20.00	\$ 9,400.00
<b>Sub-total</b>				<b>\$ 43,150.00</b>

**MISCELLANEOUS**

Description	Quantity	Unit	Unit Cost	Amount
Decorative Concrete Steps	420	sf	\$ 30.00	\$ 12,600.00
Monument Sign	1	ea	\$ 5,500.00	\$ 5,500.00
Diesel Generator Concrete Pad	1	ea	\$ 1,500.00	\$ 1,500.00
Fuel Tank Concrete Pad	1	ea	\$ 1,500.00	\$ 1,500.00
Reset Tornado Siren and Pole during construction	1	ea	\$ 2,000.00	\$ 2,000.00
New Tornado Siren and New Pole - Final	1	ea	\$ 5,000.00	\$ 5,000.00
<b>Sub-total</b>				<b>\$ 28,100.00</b>

Sitework sub-total				\$ 878,380.50
Contingency	15%			\$ 131,758.58

**Construction Total** **\$ 1,010,149.08**

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**Soft Costs**

Construction Stakeout	0.0	days	\$ 1,250.00	\$ -
Final Geotechnical Investigation	1	allow	\$ 6,500.00	\$ 6,500.00
Land Surveying - Topo, Bndry	1	allow	\$ 4,500.00	\$ 4,500.00
Design Consultants - Civil, Landscape	6.0%	allow	\$ 1,010,149.08	\$ 60,608.94
Construction Materials Testing and Inspections	1.5%	allow	\$ 1,010,149.08	\$ 15,152.24

**Soft Costs Total** **\$ 88,761.18**

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**Grand Total** **\$ 1,096,910.26**

**Alternates**

**Sanitary Sewer Main Extension - Version 1. Overton Road Alignment**

Sanitary Sewer Main - 8" DIP CL 350 - (7' Avg. Depth)	998 lf	\$	75.00	\$	74,850.00
Manhole - Standard (7' Avg. Depth)	7 ea	\$	5,000.00	\$	35,000.00
Tap Existing Manhole	1 ea	\$	1,500.00	\$	1,500.00
Sanitary Sewer Lateral - 6" PVC	115 lf	\$	45.00	\$	5,175.00
Sanitary Sewer Lateral - Cleanout	3 ea	\$	250.00	\$	750.00
Sawcut, Remove, Replace, Re-stripe Existing Asphalt Pavement	1,440 sy	\$	61.00	\$	87,840.00
Sawcut, Remove, Replace, Existing Sidewalk	24 sy	\$	55.00	\$	1,320.00
Sawcut, Remove, Replace, Existing Curb & Gutter	20 lf	\$	18.00	\$	360.00
Remove, Reset Existing Decorative Fence	1 allow	\$	1,500.00	\$	1,500.00
Replace Existing Lg. Trees	0 ea	\$	350.00	\$	-
Solid Sod - Emerald Zoysia	1,150 sf	\$	1.50	\$	1,725.00
Water Service Line Repairs	60 lf	\$	100.00	\$	6,000.00
Traffic Control - barricades & flagmen	21 day	\$	1,500.00	\$	31,500.00
<b>SS Ver. 1 Sub-total</b>				\$	<b>247,820.00</b>
Contingency	15%			\$	<b>37,128.00</b>
<b>Construction Total</b>				\$	<b>284,948.00</b>
<b>Soft Costs</b>					
Construction Stakeout	1.0 days	\$	1,250.00	\$	1,250.00
Final Geotechnical Investigation	1 allow	\$	6,500.00	\$	6,500.00
Land Surveying - Topo, Brdy	1 allow	\$	5,500.00	\$	5,500.00
Design Consultants - Civil	9.4% allow	\$	284,648.00	\$	26,756.91
Construction Observations & Inspections	5.0% allow	\$	284,648.00	\$	14,232.40
<b>Soft Costs Total</b>				\$	<b>54,239.31</b>
<b>SS Ver. 1 Grand Total</b>				\$	<b>338,887.31</b>

**Sanitary Sewer Main Extension - Version 2. Overton Park Alignment**

Sanitary Sewer Main - 8" DIP CL 350 - (7' Avg. Depth)	988 lf	\$	75.00	\$	74,100.00
Manhole - Standard (7' Avg. Depth)	8 ea	\$	5,000.00	\$	40,000.00
Tap Existing Manhole	1 ea	\$	1,500.00	\$	1,500.00
Sanitary Sewer Lateral - 6" PVC	118 lf	\$	45.00	\$	5,310.00
Sanitary Sewer Lateral - Cleanout	3 ea	\$	250.00	\$	750.00
Sawcut, Remove, Replace, Re-stripe Existing Asphalt Pavement	515 sy	\$	61.00	\$	31,415.00
Sawcut, Remove, Replace, Existing Sidewalk	200 sy	\$	55.00	\$	11,000.00
Sawcut, Remove, Replace, Existing Curb & Gutter	20 lf	\$	18.00	\$	360.00
Remove, Reset Existing Decorative Fence	2 allow	\$	1,500.00	\$	3,000.00
Replace Existing Lg. Trees	3 ea	\$	350.00	\$	1,050.00
Solid Sod - Emerald Zoysia	10,260 sf	\$	1.50	\$	15,390.00
Water Service Line Repairs	60 lf	\$	100.00	\$	6,000.00
Traffic Control - barricades & flagmen	7 day	\$	1,500.00	\$	10,500.00
<b>SS Ver. 2 Sub-total</b>				\$	<b>200,375.00</b>
Contingency	15%			\$	<b>30,056.25</b>
<b>Construction Total</b>				\$	<b>230,431.25</b>
<b>Soft Costs</b>					
Construction Stakeout	1.0 days	\$	1,250.00	\$	1,250.00
Final Geotechnical Investigation	1 allow	\$	6,500.00	\$	6,500.00
Land Surveying - Topo, Brdy	1 allow	\$	5,500.00	\$	5,500.00
Design Consultants - Civil	9.9% allow	\$	230,431.25	\$	22,812.69
Construction Observations & Inspections	5.3% allow	\$	230,431.25	\$	12,212.86
<b>Soft Costs Total</b>				\$	<b>48,275.55</b>
<b>SS Ver. 2 Grand Total</b>				\$	<b>278,706.80</b>

APPENDIX 2

<b>Sanitary Sewer Main Extension - Version 3. Pump to Overton Park Alignment</b>				
Sanitary Sewer Main - 6" DIP CL. 350 - (7' Avg. Depth)	614 lf	\$	75.00	\$ 46,050.00
Manhole - Standard (7' Avg. Depth)	5 ea	\$	5,000.00	\$ 25,000.00
Tap Existing Manhole	1 ea	\$	1,500.00	\$ 1,500.00
Sanitary Sewer Lateral - 6" PVC	20 lf	\$	45.00	\$ 900.00
Sanitary Sewer Lateral - Cleanout	1 ea	\$	250.00	\$ 250.00
Less Gravity Sanitary Sewer Lateral - 6" DIP from On Site	-120 lf	\$	60.00	\$ (7,200.00)
Sanitary Sewer Pump & Well w/ Controls - Duplex Grinder	1 allow	\$	45,000.00	\$ 45,000.00
Sanitary Sewer Force Main - 2" Sch. 80 PVC	693 lf	\$	35.00	\$ 24,255.00
Sawcut, Remove, Replace, Re-stripe Existing Asphalt Pavement	515 sy	\$	61.00	\$ 31,415.00
Sawcut, Remove, Replace, Existing Sidewalk	200 sy	\$	55.00	\$ 11,000.00
Sawcut, Remove, Replace, Existing Curb & Gutter	0 lf	\$	18.00	\$ -
Remove, Reset Existing Decorative Fence	2 allow	\$	1,500.00	\$ 3,000.00
Replace Existing Lg. Trees	3 ea	\$	350.00	\$ 1,050.00
Solid Sod - Emerald Zoysia	1,460 sf	\$	1.50	\$ 2,190.00
Water Service Line Repairs	60 lf	\$	100.00	\$ 6,000.00
Traffic Control - barricades & flagmen	7 day	\$	1,500.00	\$ 10,500.00
<b>SS Ver. 3 Sub-total</b>				<b>\$ 200,910.00</b>
<b>Contingency</b>	<b>15%</b>			<b>\$ 30,136.50</b>
<b>Construction Total</b>				<b>\$ 231,046.50</b>
<b>Soft Costs</b>				
Construction Stakeout	1.0 days	\$	1,250.00	\$ 1,250.00
Final Geotechnical Investigation	1 allow	\$	6,500.00	\$ 6,500.00
Land Surveying - Topo, Bndry	1 allow	\$	7,500.00	\$ 7,500.00
Land Surveying - Re-Survey Process (see note)	1 allow	\$	2,500.00	\$ 2,500.00
Design Consultants - Civil	9.9% allow	\$	231,046.50	\$ 22,873.60
Construction Observations & Inspections	5.3% allow	\$	231,046.50	\$ 12,245.46
<b>Soft Costs Total</b>				<b>\$ 52,869.07</b>
<b>SS Ver. 3 Grand Total</b>				<b>\$ 283,915.57</b>

<b>Sanitary Sewer Main Extension - Version 4. Re-survey FS &amp; Park into one lot and 6" service line to Overton Park Alignment</b>				
Sanitary Sewer Main - 6" DIP CL. 350 - (7' Avg. Depth)	614 lf	\$	75.00	\$ 46,050.00
Manhole - Standard (7' Avg. Depth)	5 ea	\$	5,000.00	\$ 25,000.00
Tap Existing Manhole	1 ea	\$	1,500.00	\$ 1,500.00
Sanitary Sewer Lateral - 6" PVC	511 lf	\$	45.00	\$ 22,995.00
Sanitary Sewer Lateral - Cleanout	8 ea	\$	250.00	\$ 2,000.00
Sawcut, Remove, Replace, Re-stripe Existing Asphalt Pavement	515 sy	\$	61.00	\$ 31,415.00
Sawcut, Remove, Replace, Existing Sidewalk	200 sy	\$	55.00	\$ 11,000.00
Sawcut, Remove, Replace, Existing Curb & Gutter	0 lf	\$	18.00	\$ -
Remove, Reset Existing Decorative Fence	2 allow	\$	1,500.00	\$ 3,000.00
Replace Existing Lg. Trees	3 ea	\$	350.00	\$ 1,050.00
Solid Sod - Emerald Zoysia	3,000 sf	\$	1.50	\$ 4,500.00
Water Service Line Repairs	60 lf	\$	100.00	\$ 6,000.00
Traffic Control - barricades & flagmen	7 day	\$	1,500.00	\$ 10,500.00
<b>SS Ver. 4 Sub-total</b>				<b>\$ 165,010.00</b>
<b>Contingency</b>	<b>15%</b>			<b>\$ 24,751.50</b>
<b>Construction Total</b>				<b>\$ 189,761.50</b>
<b>Soft Costs</b>				
Construction Stakeout	1.0 days	\$	1,250.00	\$ 1,250.00
Final Geotechnical Investigation	1 allow	\$	6,500.00	\$ 6,500.00
Land Surveying - Topo, Bndry	1 allow	\$	7,500.00	\$ 7,500.00
Land Surveying - Re-Survey Process (see note)	1 allow	\$	2,500.00	\$ 2,500.00
Design Consultants - Civil	10.2% allow	\$	189,761.50	\$ 19,355.67
Construction Observations & Inspections	5.5% allow	\$	189,761.50	\$ 10,436.88
<b>Soft Costs Total</b>				<b>\$ 47,542.56</b>
<b>SS Ver. 4 Grand Total</b>				<b>\$ 237,304.06</b>



Memorandum

To: Sam Gaston, City Manager
From: Richard L. Caudle, P.E.
CC: Chief Ted Cook, Ronald Vaughn
Date: August 14, 2020
Subject: Proposed Stop Sign – Hampshire Drive

On July 16, 2020, Skipper Consulting, Inc. recommended by email to the City of Mountain Brook that a stop sign and accompanying stop line be installed on Hampshire Drive eastbound facing the long cul-de-sac, as per the following drawing:



3644 VANN ROAD, SUITE 100 - BIRMINGHAM, ALABAMA 35235 - 205.655.8855 - skipperinc.com

August 14, 2020
Page Two

We understand that the City Council approved the stop sign coming down the hill on Hampshire Drive during their regular meeting on Monday, August 10, 2020, but that they also requested that we examine the need for the installation of an additional stop sign just before the cul-de-sac going up the hill, illustrated as follows:



It is our opinion that this second proposed stop sign would create a confusing situation for the driver. The proposal would, in essence, give the short cul-de-sac right-of-way over all other movements. We would advise against such a non-standard arrangement of stop signs.

The only other standard arrangement for stop signs at this intersection would be a three-way stop; however, it is our opinion that multi-way stops should be reserved for only those areas where they are needed.

3644 VANN ROAD, SUITE 100 - BIRMINGHAM, ALABAMA 35235 - 205.655.8855 - skipperinc.com



Goodwyn Mills Cawood  
1700 10th Avenue South  
Birmingham, AL 35210  
205-975-4462  
1-800-870-4333  
www.goodwynmills.com

August 21, 2020

City of Mountain Brook  
P.O. Box 130009  
Mountain Brook, Alabama 35213

RE: Mountain Brook Youth Complex and Girls Softball Field  
Project #LBHM190024  
Field Construction Update

The Youth Complex and Girls Softball Field is moving along and appears to be on schedule. Field 7 turf installation began the week August 17th, and Field 5 and 6 will begin this week, August 24th. There have been a few unexpected costs come up during construction that the \$25,000 contingency was built in the contract to cover. At Field 3, there was a \$15,567 charge for a water line replacement after being struck during excavation. At Field 6, there is a water and sewer line that was routed across the field that had to be abandoned during installation of the underdrain system. It will be an additional \$14,000 to reroute the utilities to the girl's locker room. At Field 5, there is a small retaining wall that will be required between the outfield fence and the batting cages that will cost \$5,500. Morris Shea has done a good job looking for ways to save money during construction and so far have provided \$18,000 of deductions from the contract. With the contingencies and deductions we are currently \$7,933 below contract value.

In reference to the list of other potential change orders submitted by Morris Shea, they are all great items that would improve the safety, performance and user experience of the complex. Mr. Shea raised a valid concern about lack of construction access to make some of these repairs once they finish this field project and the retaining wall project behind field 3. It is my opinion, that most of these items need to be completed, but the timing of construction of these items is at the discretion of the Mountain Brook City Council.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Goodwyn, Mills & Cawood, Inc.

E. Dale Brasher, PLA  
Landscape Architecture

Building Construction

Sam Gaston

From: Bill Shea <bshea@morrisshea.com> on behalf of Bill Shea  
Sent: Friday, August 21, 2020 2:05 PM  
To: Sam Gaston  
Cc: Dale Brasher; John Bricken; Shaun Martin; Shanda Williams; PREWITT, THOMAS (TOMMY)  
Subject: MB Youth Complex Change Order Log  
Attachments: IMC\_1228 (open); Untitled attachment 01413.htm; MB Youth Complex\_Potential Change Order Log.pdf; Untitled attachment 01416.htm

Sam,

Please see attached spreadsheet with items that we feel are important to consider performing now by adding to our contract value so that we can protect the investment of placing new turf on the fields and also perform cheaper now while we have access to the area on the other side of concessions/bathrooms such as cutting trees and area paving and drainage. Once all the turf is installed, it's going to be very difficult and expensive to access that area with equipment to perform that work for a reasonable cost without crossing over and potentially damaging the turf on the fields.

The 4 trees between Fields 4 and 6 and the one behind LF of Field 5 are going to drop leaves on the turf, which isn't desirable and will increase Shanda's maintenance costs. They are also blocking some of the new LED lights that were installed last year. In the future, I think a nice pavilion could be constructed in this area in the future to provide shade and protection during a storm event. I'm very concerned about the grassy and gravel areas adjacent to the fields because I think those areas without concrete paving will also contaminate the new turf and there are some areas, such as the walkway to the third base side of Field 7 were there is a drop-off for a drain and uneven asphalt that was placed during Field 7 work that can act as tripping hazards. Cutting or weed eating grass around the fields could result in turf getting contaminated and add to Shanda's maintenance costs. The area by Field 7 bullpen and RF of Field 6 has to be redone for drainage and pathway to softball hitting building.

The new LED lights are fabulous but we really need some new poles and at least one pole relocated to maximize the benefit of the new lights. Some of the fields use shared poles and the lighting isn't as good as it could or should be for the amount of money spent on new lights. We shouldn't need new fixtures but some will have to be moved and aimed properly. I should have a hard quote on that next week but I think \$80,000 will cover it. Again, this is best to do now for access reasons.

Tearing down the commissioner boxes and adding new age score tables will improve access and visibility on Fields 3-6. Kids congregate in the commissioner boxes and it's a convenient place for them to dump their trash. Opening up the dugouts like they did at Field 7 will create more room in the dugouts and improve ventilation which is a bonus in the COVID age that we live in.

I think the extra retaining wall work behind Field 3 could be added to our retaining wall contract. We have actually already completed that work so we can work that out one way or the other. Items 1 and 2 should really be used against our change order value for this contract since that should have been done separately perhaps a separate contract could be written for that since it's less than \$50k. Item 1 is complete and has been paid against the contingency but Item 2 is not done yet.

Item 5 doesn't have to be done yet and I need hard pricing for that because I'm hearing there is a wide variety of options and cost but I think it would be good to do sooner than later even if it's after Fall season. This item kind of goes together with moving/adding light poles so the bleacher covers don't get in the way of the

APPENDIX 4

lights. Musco would have to come out and study that for us. See attached photo in the background of the bleacher covers and score table that Homewood just installed at their park.

Regards,

Bill Shea

Morris-Shea Bridge Company, Inc.  
Shea Brothers, LLC  
609 South 20th Street  
Birmingham, AL 35210 USA

bshea@morrisshea.com  
205-956-9518 (office)  
205-807-3244 (mobile)

Item #	Description	Quantity	Unit	Unit Price	Amount	Notes
1	Install New Weathering Across Field 3	1	LS	\$ 17,000.00	\$ 17,000.00	Across Field 3 - Add for Item contract contingency
2	Remove Storm & Water Line for Softball Building	1	LS	\$ 14,000.00	\$ 14,000.00	275 should have been done for others before our work
3	Retaining Wall Behind LF of Field 7	1	LS	\$ 5,500.00	\$ 5,500.00	IMC
4	Shanda Over Brashers	20	EA	\$ 5,000.00	\$ 100,000.00	Field 3, 4, 5, 6, 7 - REQUEST NEEDED TO CONFORM PRICING
5	Install Concrete Slab, Top of Poles for Field 3 Batting Cage	1	LS	\$ 20,000.00	\$ 20,000.00	30' x 60' CHASE DEMOLITION
6	Remove Storm & Water Line for Softball Building	1	LS	\$ 14,000.00	\$ 14,000.00	Field 3, 4, 5, 6
7	Concrete Foundation & Drainage behind Field 5 and 6 (1000 SF)	1	LS	\$ 20,000.00	\$ 20,000.00	FIELD 5 AND 6
8	Remove Storm & Water Line for Softball Building	1	LS	\$ 14,000.00	\$ 14,000.00	FIELD 5 AND 6
9	Concrete Foundation & Drainage behind Field 5 and 6 (1000 SF)	1	LS	\$ 20,000.00	\$ 20,000.00	FIELD 5 AND 6
10	Remove Storm & Water Line for Softball Building	1	LS	\$ 14,000.00	\$ 14,000.00	FIELD 5 AND 6
11	Concrete Foundation & Drainage behind Field 5 and 6 (1000 SF)	1	LS	\$ 20,000.00	\$ 20,000.00	FIELD 5 AND 6
12	Demolish Commissioner Boxes	4	EA	\$ 500.00	\$ 2,000.00	FIELD 3, 4, 5, 6 - REQUEST NEEDED TO CONFORM PRICING
13	Install New Weathering Across Field 3	1	LS	\$ 17,000.00	\$ 17,000.00	FIELD 3, 4, 5, 6 - REQUEST NEEDED TO CONFORM PRICING
14	Remove Storm & Water Line for Softball Building	1	LS	\$ 14,000.00	\$ 14,000.00	FIELD 3, 4, 5, 6 - REQUEST NEEDED TO CONFORM PRICING
15	Concrete Foundation & Drainage behind Field 5 and 6 (1000 SF)	1	LS	\$ 20,000.00	\$ 20,000.00	FIELD 3, 4, 5, 6 - REQUEST NEEDED TO CONFORM PRICING
16	Remove Storm & Water Line for Softball Building	1	LS	\$ 14,000.00	\$ 14,000.00	FIELD 3, 4, 5, 6 - REQUEST NEEDED TO CONFORM PRICING
17	Concrete Area Paving & Drainage (~ 30,000 SF)	1	LS	\$ 275,000.00	\$ 275,000.00	All areas between and around Field 3 next concrete area around existing concessions and bathrooms
18	LED Field Lighting (10' x 10' x 10' - 1000 SF)	1	LS	\$ 20,000.00	\$ 20,000.00	THE 2000' SF ADJACENT TO THE RETAINING WALL CONTRACT.
	Subtotal				\$ 715,000.00	
	Contingency				\$ 25,000.00	
	Total (Including Contingency)				\$ 740,000.00	
	TOTAL WITHOUT ITEM 17, 18				\$ 298,000.00	
	TOTAL WITHOUT ITEMS 17, 18				\$ 270,000.00	



August 12, 2020

Goodwyn Mills Cowood  
 PO Box 242189  
 Montgomery, AL 36124  
 T: (334) 271-3200  
 F: (334) 777-1568  
 www.goodwynmills.com

**MOUNTAIN BROOK YOUTH COMPLEX AND GIRLS SOFTBALL FIELD O/A/C MEETING**

**MINUTES:**

MORRIS SHEA GAVE UPDATE ON CONSTRUCTION, TIMING AND SCHEDULE

- CONSTRUCTION SCHEDULE STILL ON TRACK
- TRUNK LINES FULLY INSTALLED ON FIELD 7, 6, FIELD 5 TRUNK LINE ALMOST COMPLETE. WILL BE COMPLETE BY END OF THE WEEK.
- FLAT PANEL DRAINS BEING INSTALLED ON FIELD 7, FIELD 6 AND 5 WILL BE INSTALLED LATER THIS WEEK.
- TURF INSTALLATION IS SCHEDULED TO BEGIN ON FIELD 7, 6 AND 5 NEXT WEEK (WEEK OF 8/17)
- DELETE BATTER'S EYE AT FIELD 6 FOR A CREDIT
- DELETE BACKSTOP PADDING AT FIELD 7 FOR CREDIT
- REUSE HARDWARE (CABLES & EYE BOLTS) FOR ALL NETTING REPLACEMENT TO RECEIVE CREDIT
- MORRIS SHEA DISCUSSED NEED FOR BATTING CAGE BEHIND FIELD 3 TO REPLACE THE ONES THAT WERE DEMOLISHED AS PART OF ANOTHER CONTRACT. WILL DISCUSS FURTHER.
- MORRIS SHEA POINTED OUT AN EXISTING DRAINAGE ISSUE BETWEEN FIELD 5 & 6 THAT ARE OUTSIDE THE SCOPE OF THE PROJECT, BUT MAY NEED ATTENTION. THERE'S CURRENTLY A FRENCH DRAIN THAT WAS INSTALLED BY MORRIS SHEA A FEW YEARS AGO TO CORRECT THIS ISSUE. THE FRENCH DRAIN HAS HELPED BUT IS IN NEED OF SOME MAINTENANCE. WITH THE NEW UNDERDRAINS ON THE FIELDS THE WATER VOLUME COLLECTING IN THIS AREA SHOULD BE CUT DOWN DRASTICALLY. WILL OBSERVE TO SEE HOW IT PERFORMS DURING A HEAVY RAIN. WILL DISCUSS FURTHER.

**CHANGE ORDER ITEMS:**

REROUTE WATER AND SEWER LINES THAT CROSS FIELD 6 THAT SUPPLY THE FIELD HOUSE AT FIELD 7. LINES HAD TO BE ABANDONED DUE TO INSTALLATION OF NEW UNDERDRAIN SYSTEM AT FIELD 6.

APPENDIX 4

Building Communities



Date: August 21, 2020  
 To: Council Members  
 From: Shanda Williams, Parks and Recreation  
 Subject: Opening Restrooms

We have 10 public restrooms in the following locations:

- |  |                                 |
|--|---------------------------------|
| Baseball Complex- (2) with multiple stalls | Brookwood Forest Elementary (1) |
| Tennis Courts (2) with multiple stalls     | Overton Park (1)                |
| Lower Soccer Fields (2)                    | Mountain Brook Elementary (2)   |

Under normal circumstances we have a cleaning service clean the ones at the athletic complex regularly during the week when sports are active. Since we have added the outlying restrooms, we have not updated our contract to include those restrooms. We have been cleaning them ourselves 2-3 times a week on week days, normally Monday and Friday and as needed between then. We do not have a janitor on staff so we have divided the restrooms between the crews so not one person has to do all the restrooms because it is a time consuming job.

Since the Covid virus started in March, we have had our public restrooms closed. Since sports have started back up for fall, there has been a request to open a couple of the restrooms (MBE, BWF, lower soccer field). Most recently since school has started back, we've got more requests for school related personnel at BWF and the tennis courts. I think to keep down confusion we need to treat all the restrooms the same and have them all open each day or all closed each day. Once we open 1 or 2, a chain reaction will occur until they are all being requested to open anyway.

If we open them, they will need to be cleaned at least once per day according to the state guidelines. I have looked into three scenarios for providing restroom options and meeting the daily cleaning requirement. The three options are: P&R employees cleaning on weekends, amending the cleaning contract to include the outlying restrooms daily, and adding port-a-potties that the company will clean daily.

If we do it ourselves, it will require one employee to come in on Saturday and Sunday to clean all the restrooms. We have estimated this to take 5-6 hours each day for cleaning and travel between restrooms. This would include cleaning the toilet, sink, floors, and handles and refilling soap and toilet tissue as needed. The actual cleaning of one restroom will not take too long, it is the travel and pulling out supplies and putting them back up that will add up, especially if we have to wait on people that are

## Amended Safer at Home Plan

using them. I have estimated this to be almost \$400 each weekend or \$1600 a month plus cleaning supplies and utilities.

The down side of this is that we have several employees that have valid concerns about being exposed to the virus so we have a limited number of workers that will voluntarily work each weekend and burn out is a possibility. Burn out could lead to other issues which could affect our normal work schedule like absences, disengagement, etc. Our department is used to working weekends for ball games and experiences burnout temporarily at the end of each ball season, but with this virus, we do not know when this weekend requirement will end.

The second option is to add the outlying restrooms to our existing contract. I have not received an estimate for this yet, but this may not be a quick fix because of bid laws. We are currently paying \$13,000 a year for cleaning our offices and restrooms at the athletic complex. We may need to re bid this whole contract with the added restrooms.

The third option is to add port-a-lets at the fields. Two units with daily cleaning will be \$3460 a month. They will charge \$20 to refill hand sanitizer or \$45 to replace the dispenser. The down side is definitely the cost and we will need 6-8 units.

I checked with other cities around us and at this time Vestavia has their restrooms open and they have their own maintenance personnel clean them daily and they report it later in the day if they can. Homewood still has their restrooms closed. The restrooms at the MBHS stadium are open but really only intended for school related activities, not the general public as a whole.

\*\*\*After considering the multiple requests and researching this, this is what I propose:

We open all of the restrooms. The athletic complex will remain closed because of construction, but could be open as soon as the fields are done and open.

We will clean them ourselves throughout the week and on weekends and see how it goes.

We will also look at amending or re-bidding our janitorial contract to include all of our public restrooms and see if this will be a viable option to help us out.

We will also need approval to shut them down immediately if a positive Covid case is reported or any other urgent situation arises.

I would like for the sports groups to help us request that the public assist us in keeping them clean by not creating any more mess than necessary.

We will regularly evaluate this process to make sure having the restrooms open is going smoothly and not causes any negative issues.

- a. Individuals must remain six (6) feet apart unless within the same family unit. The use of face masks is strongly encouraged.
  - b. Organized athletic team activities shall be permitted subject to the specific regulations in the Order and subject to the provisions in Section 3 of this Plan. Pick-up games or other activities where social distancing cannot be maintained will not be allowed in the parks regardless of the number of participants. The use of tennis courts shall be permitted subject to the following:
    - o Participants shall not congregate within six feet of other participants unless required to participate in the activity.
    - o Participants shall not share equipment (other than tennis balls), water coolers, bottles, cups, towels or other items.
    - o No more than four (4) persons shall be permitted on any one court at any one time.
  - c. All drinking fountains will remain closed and shall not be used.
  - d. Pavilions will be open for general use but may not be rented until further notice. The general social distancing rules shall apply to all pavilion use. Any person using a pavilion must clean and disinfect all surfaces used, including specifically any picnic tables, after the pavilion use is completed.
  - e. Restrooms shall remain closed until further notice.
  - f. All persons using parks should limit contact with commonly touched surfaces except to the extent necessary. Park patrons will be expected to provide their own hand sanitizer or disinfectants.
  - g. Other regulations that are park specific may be posted at each park and must be followed at all times.
  - h. The City reserves the right to close the parks without notice.
3. **Sports Fields.** The following sports fields shall be open to the public, subject to the general rules and guidelines concerning field use:
- o Mountain Brook Jr. High
  - o Mountain Brook Elementary
  - o Crestline Elementary
  - o Brookwood Forest Elementary
  - o Cherokee Bend Elementary
  - o Rathmell (MB Sports Park Foundation use only)
  - o Mountain Brook High School
    - o Soccer Fields
    - o Tennis Courts
    - o Track
    - o Baseball Fields (except for Varsity field)

On May 21, 2020, the State Health Officer issued a Safer at Home Order (the "Order") to be implemented statewide.<sup>1</sup> That Order permits the re-opening and use of certain public facilities under conditions that are expressed in the Order. The City of Mountain Brook prepared its own Safer at Home Plan to provide the community clarity on how the regulations and conditions will apply to public facilities and amenities in the community. This Amended Plan reflects the application of the Order to the City as of July 9<sup>th</sup>, 2020.

1. **All Public Areas.** All property, areas, and facilities that are either owned or operated by the City of Mountain Brook or belong to or are used for the benefit of the general public shall be subject to the following rules, unless modified by more specific rules concerning certain activities:
  - i. Social distancing must be maintained pursuant to CDC and State Health Officer guidelines in place, as they may be amended from time to time. As of the date of this Plan, adequate social distancing means that all persons shall maintain a consistent six-foot distance between himself or herself and all persons from a different household.
  - ii. Any person who has a fever, cough, or other symptoms of COVID-19, who has been exposed to an individual known to have tested positive for COVID-19 or who has tested positive for COVID-19 shall not utilize any property, area or facility of the City of Mountain Brook unless and until such person has been specifically released from any and all COVID related restrictions by public health authorities or his or her health care provider.
 

These rules apply to public parks, public buildings, recreational facilities, sidewalks, and rights of way. They do not apply to persons operating or occupying motor vehicles on public streets, rights of way or public property.
2. **Parks.** Public parks will be open, subject to the other conditions in this Plan. Social distancing guidelines must be followed. Vulnerable individuals are encouraged to follow the stay-at-home guidelines.

<sup>1</sup> The Order was extended until July 31, 2020 by Order of June 30, 2020.

Organized team use may be permitted subject to submission of a plan by those responsible for such activity and execution of an agreement acknowledging and agreeing to abide by State Health Officer's orders concerning organized team activities. The City reserves the right to permit or disallow any request in its sole discretion.

4. **Playgrounds.** All City playgrounds, including the playgrounds at the Tot Lot, Canterbury Road and Overton Park, will be open for use, subject to general social distancing regulations. The playgrounds at Crestline Elementary, Brookwood Forest Elementary, Cherokee Bend Elementary and Mountain Brook Elementary Schools are subject to the rules and regulations of the Mountain Brook Board of Education. Whether and to what extent they will be available for use is subject to the discretion of the Board of Education.
5. **City Hall.** Access to Mountain Brook City Hall will remain limited to keep both employees and members of the public safe. The front door (Church Street side) will be locked. The public may enter the building only if they have an appointment with the City Manager, other staff, or are conducting business with the revenue department or the Court magistrate. All persons should enter City Hall through the entrance on the Hoyt Lane side (Oak Street Garden) of the building and exit through the entrance on the Tibbett Street side (Police) of the building.
  - a. **Administrative Services.** City administrative services shall continue by way of telephone, fax, email or the City's website, [www.mtnbrook.org](http://www.mtnbrook.org), or P.O. Box 130009, Mountain Brook, AL, 35213. Those needing administrative services in the Magistrate and Revenue areas may enter the building as described above and should contact those departments to gain access to the building. All other City services are currently by appointment only. Depending on the department and the ability to provide adequate social distancing, appointments may be by telephone or online meetings. In-person meetings may be available for some departments when necessary or appropriate. Available options will be provided when appointments are requested. Second floor of City Hall will be closed to the general public.
  - b. **Court.** Municipal Court has been resumed as of June 17, 2020. Court personnel continue to be available by phone and, in some circumstances, in person to answer questions, to take payments and handle other court related matters. Persons attending court shall follow protocols established by court officials. Generally, the number of persons allowed in the

**MINUTES OF THE JOINT, REGULAR OF THE  
CITY COUNCIL OF THE CITY OF MOUNTAIN BROOK AND  
MOUNTAIN BROOK EMERGENCY COMMUNICATIONS DISTRICT  
AUGUST 24, 2020**

---

[Pursuant to a proclamation issued by Governor Kay Ivey on March 18, 2020, elected officials are allowed to meet remotely by means of Internet or telephone conference and the public was invited to listen to, observe, or participate in the meeting by such means. The elected officials met by way of Internet video conference and allowed the public to listen, observe and participate by the same means.]

The City Council of the City of Mountain Brook, Alabama and Board of Directors of the Mountain Brook Emergency Communications District met by way of Internet video conference at 7:25 p.m. on the 24th day of August, 2020. 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  
Philip E. Black  
Lloyd C. Shelton  
Alice B. Womack  
Stewart Welch III, Mayor

Absent: None

Also present were City Attorney Steve Stine, City Manager Sam Gaston, and City Clerk Steven Boone.

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

## 1. PRESENTATIONS

Mayor Welch read aloud Resolution No. 2020-131 (Exhibit 1) expressing the City's gratitude for William Hereford's service on the Board of Zoning Adjustment.

Council member Womack read aloud the Women's Equality Day proclamation (No. 2020-132, Exhibit 2) to Heather Kaiser (and Jessie Schnipper with another chapter of the Daughters' of the American Resolution).

## 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 August 10, 2020, regular meeting of the City Council

<b>2020-131</b>	Expression of gratitude to William Hereford for his service on the Board of Zoning Adjustment	Exhibit 1
<b>2020-132 Proclamation</b>	Women's Equality Day proclamation	Exhibit 2
<b>2020-133</b>	Authorize the execution of a Traffic Enforcement Agreement between the City and East Central Alabama Safety Office	Exhibit 3, Appendix 1
<b>2020-134</b>	Declare certain property [vehicles] surplus and authorizing their sale at public Internet auction	Exhibit 4

2020-135	Authorizing the execution of a professional services agreement between the City and Matrix Consulting Group with respect to an organizational study of the City's Emergency Communications District/Dispatch operations	Exhibit 5, Appendix 2
2020-136	<p>Authorize the execution of professional service agreements as follows for design modifications of the traffic islands located at Village Circle in Mountain Brook Village conditioned upon securing donations to cover the estimated cost of design fees, plantings and improvements in excess of the City's pledged financial participation (\$16,500 Olin Studio design fee plus the cost of simply combing the two traffic islands into one):</p> <ul style="list-style-type: none"> <li>a. Olin Studio</li> <li>b. Landau Design + Technology</li> <li>c. Nimrod Long &amp; Associates</li> </ul>	Exhibit 6
2020-137	Reappoint Brian Barrett to the Village Design Review Committee, to serve without compensation; the term of which will end on August 28, 2023	Exhibit 7
2020-138	Reappoint Rhett Loveman to the Board of Zoning Adjustment, to serve without compensation; the term of which will end on September 22, 2023	Exhibit 8
2020-139	Reappoint Helen Drennen to the Park and Recreation Board, to serve without compensation; the term of which will end on August 24, 2025	Exhibit 9
2020-140	Approve the conditional use application submitted by MPower Pilates for 2008 Cahaba Road	Exhibit 10, Appendix 3
2020-141	Authorize the execution of a Drillmaster U. S. Certified Ceremonial Guardsman Academy Training Agreement	Exhibit 11, Appendix 4
2020-142	Authorize the City Manager to offer continuing medical coverage to eligible employees (namely a) 20 years of City service at any age or b) 10 years of City service who are eligible for normal retirement benefits and who elect to retire between October 1, 2020 through May 31, 2021	Exhibit 12, Appendix 5
2020-143	Authorize rebates due to diminished availability of fields due to the pandemic for Mountain Brook Athletics-\$6,276, Mountain Brook Lacrosse-\$723 and Mountain Brook Soccer-\$4,700	Exhibit 13, Appendix 6
2020-144	Approve the purchase and installation of a refurbished transformer at the Athletic Complex and authorize the execution of a contractor agreement with Stone & Sons Electrical Contractors, Inc. for same	Exhibit 14, Appendix 7
2020-145	Authorize the execution of a Community Infrastructure Agreement with Jefferson County Commission with respect to <del>ADA-compliant restroom upgrades at the Athletic Complex</del> improvements	Exhibit 15, Appendix 8

- 2020-146** Approve the plan to re-open public restrooms at the City's various public park facilities and authorize the Parks and Recreation Board Superintendent to close said public restrooms at her discretion in the interest of public safety should conditions warrant
- Exhibit 16,  
Appendix 9

Thereupon, the foregoing minutes, proclamation and resolutions were introduced by Council President Smith and a motion for their immediate adoption made by Council member Black. The minutes, proclamation and resolutions were then considered by the City Council. Council President Pro Tempore Pritchard seconded the motion to adopt the foregoing minutes, proclamation and resolutions. 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  
Philip E. Black  
Lloyd C. Shelton  
Alice B. Womack

Nays: None

Abstained: None

Council President Smith thereupon declared that said minutes, proclamation (No. 2020-132) and resolutions (Nos. 2020-131, 2020-133 through 2020-146) were adopted by a vote of 5—0 that and as evidence thereof were signed by the officers.

### 3. ANNOUNCEMENTS

2. The City Council shall hold a budget work session in the Council Chambers of City Hall, 56 Church Street, 35213 on Wednesday, August 26, 2020, starting at 8 a.m.
3. The City Council shall meet on Tuesday, September 1, 2020, at noon to canvass the results of the August 25, 2020, general municipal election (means and location to be announced)
4. The next regular meeting of the City Council is September 14, 2020, at 7:00 p.m. (means and location to be announced).

### 4. ADJOURNEMENT

There being no further business or matters for discussion, Council President Smith adjourned the meeting at approximately 7:30 p.m.

### 5. CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct transcript of the regular meeting of the City Council of the City of Mountain Brook, Alabama by Internet teleconference on August 24, 2020, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that a quorum was present.



City Clerk

Approved by City Council September 14, 2020

**EXHIBIT 1**

**EXPRESSION OF GRATITUDE TO WILL HEREFORD  
FOR HIS DEDICATED SERVICE TO THE CITY ON THE  
BOARD OF ZONING ADJUSTMENT**

---

**WHEREAS**, Will Hereford has served with distinction on the Board of Zoning Adjustment of the City of Mountain Brook from December 18, 2007 to August 19, 2019; and

**WHEREAS**, Will Hereford has served as Co- Chairman to the Board of Zoning Adjustment from October 8, 2012 to August 19, 2019 and;

**WHEREAS**, In Will Hereford's tenure on the Board of Zoning Adjustment he consistently exhibited a dedication to the integrity of the city's zoning ordinance, and by extension, a dedication to the physical integrity and developmental composition of the residential neighborhoods of the city of Mountain Brook, and;

**WHEREAS**, Will Hereford unflinchingly led the Board of Zoning Adjustment by example, through his exemplary work ethic; always arriving to the meetings having read all supporting material, and being prepared for the meetings with insightful questions and points of view, and;

**WHEREAS**, Will Hereford, as co-chairman of the Board of Zoning Adjustment, exhibited professionalism in his occasional leading of the meetings, ensuring that the spirit of the zoning ordinance was held intact; but at the same time, exhibiting kindheartedness to those seeking a variance; and

**WHEREAS**, Will Hereford's detailed analysis of variance cases, and his judicious methodology in arriving at sound conclusions, served as an example to junior members of Board of Zoning Adjustment for 12 years; and

**WHEREAS**, it is the desire of the City of Mountain Brook to express its gratitude to Will Hereford for his unselfish service and tireless efforts while serving on the Board of Zoning Adjustment and;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council and Mayor, on behalf of the residents of Mountain Brook, do publicly thank Will Hereford for his exemplary service.

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**EXHIBIT 2****PROCLAMATION NO. 2020-132**

**WHEREAS**, on Women's Equality Day, we commemorate the ratification of the 19th Amendment to the Constitution, which secured for women the right to vote. The 100<sup>th</sup> anniversary of this milestone is an appropriate time to reflect on the remarkable accomplishments of women in every facet of American life. It is also an opportunity to honor women for their leadership in service to their families, their communities, and the Nation.

**WHEREAS**, in the same spirit of the 19th Amendment, we must continue to seek an environment of opportunity for all women. Today, we celebrate the passion and unwavering dedication of the women who struggled and persevered in the fight for suffrage, and we recognize the countless ways that women strengthen the fabric of the Nation. We all benefit from the leadership and ingenuity of women in education, medicine, government, law, business, military service, and every other field contributing to the greatness of this Nation.

**NOW, THEREFORE, I**, Stewart H. Welch, III, by virtue of the authority vested in me as Mayor of the City of Mountain Brook, do hereby proclaim August 26, 2020 as,

**WOMEN'S EQUALITY DAY**

on which the women of America won their right to vote and as an opportunity to continue to work for equal rights for ALL citizens.

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**EXHIBIT 3**

**RESOLUTION NO. 2020-133**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the execution of a Traffic Enforcement Agreement between the City and East Central Alabama Highway Safety Office, in the form as attached hereto as Exhibit A.

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**APPENDIX 1**

**EXHIBIT 4**

**RESOLUTION NO. 2020-134**

**A RESOLUTION AUTHORIZING THE SALE OR DISPOSAL  
OF CERTAIN SURPLUS PROPERTY**

**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:

Section 1. 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:

**Description**

**Public Works**

- 2008 Chevrolet Colorado VIN#1GCCS39EA88202375, FA#13595
- 2002 Ford Crown Victoria VIN#2FAFP74W82X120832, FA#1196

**Police Department**

- 2006 Chrysler 300 VIN#2C3KA53G56H102818, FA#15004
- 2017 Chevrolet Tahoe VIN#1GNLCDEC8HR186402, FA#14794
- 2013 Chevrolet Tahoe VIN#1GNLC2E0XDR277730, FA#14096
- 2013 Chevrolet Tahoe VIN#1GNLC2E02DR279730, FA#14098

**Parks and Recreation**

- 2008 Ford F-150 VIN#1FTPX12V88FB53341, FA#13628

Section 2. That the City Manager, or his designated representative, is hereby authorized and directed to sell said property by way of public Internet auction.

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**EXHIBIT 5****RESOLUTION NO. 2020-135**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the execution of a professional services agreement between the City and Matrix Consulting Group, in the form as attached hereto as Exhibit A, subject to such minor revisions recommended by legal counsel, with respect to an organizational study of the City's Emergency Communications District/Dispatch operations.

**APPENDIX 2**  

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**EXHIBIT 6****RESOLUTION NO. 2020-136**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the Mayor to execute professional services agreements with each of the firms named below provided the final form of each of the agreements is acceptable to him and the City Attorney, with respect to design services for the traffic island modifications and improvements at the end of Canterbury Road (Village Circle) in Mountain Brook Village and conditioned upon securing private donations to cover the cost of design fees, plantings and improvements in excess of the City's pledged financial participation (\$16,500 Olin Studio design fee plus the cost of simply combining the two traffic islands into one).

1. Olin Studio
2. Landau Design + Technology
3. Nimrod Long & Associates

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**EXHIBIT 7****RESOLUTION NO. 2020-137**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that Brian Barrett is hereby re-appointed as a regular member to the Village Design Review Committee, to serve without compensation; the term of which will end on August 28, 2023.

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**EXHIBIT 8****RESOLUTION NO. 2020-138**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that Rhett Loveman is hereby reappointed to the Board of Zoning Adjustment, to serve without compensation, with the term of office to end September 22, 2023.

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**EXHIBIT 9****RESOLUTION NO. 2020-139**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama, that Helen Drennen is hereby reappointed to serve on the Mountain Brook Park and Recreation Board, to serve without compensation, with the term of office to end August 24, 2025.

**EXHIBIT 10****RESOLUTION NO. 2020-140**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama that the City Council hereby approves the conditional use application submitted by MPower Pilates for 2008 Cahaba Road.

**APPENDIX 3****EXHIBIT 11****RESOLUTION NO. 2020-141**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama that the City Council hereby authorizes the execution of a Drillmaster U. S. Certified Ceremonial Guardsman Academy Training Agreement, in the form at attached hereto as Exhibit A.

**APPENDIX 4****EXHIBIT 12****RESOLUTION NO. 2020-142**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook ("City"), Alabama, that the City Manager is hereby authorized to offer to eligible City employees continuing health insurance benefits under the following conditions:

1. Eligibility - All currently engaged employees of the City including the Library, and Parks & Recreation departments who:
  - (a) have at least twenty (20) years of employment service with the City and are eligible to draw normal retirement benefits from the Employees' Retirement Systems of Alabama (RSA), or
  - (b) have at least 10 years of employment service with the City, ~~are at least age 60~~, and are eligible to draw normal retirement benefits from the RSA, and
  - (c) retire from service during the period of October 1, 2020 through May 31, 2021, provided that the eligible employee gives written notice at least 30 days prior to their retirement date.
  
2. Insurance Coverage - Each eligible employee electing to retire must have participated in (and received credit for) a State Employees' Insurance Board (SEIB) wellness screening within six months preceding their retirement date  and must meet all eligibility requirements established by SEIB for such coverage during retirement. Coverage under the City's group medical insurance plan will continue for the lesser period of:
  - (a) thirteen (13) years from the retirement date (In the event the retiree has not attained the age of 65 or otherwise eligible for Medicare after 13 years measured from their retirement date, the retiree may continue coverage under the City's group medical plan until attaining Medicare eligibility, however, the retiree will be responsible for 100% of the retiree premium.)
  - (b) until the Retiree becomes eligible for Medicare benefits (whether by age or disability),
  - (c) the date that the City no longer offers medical insurance to retirees, or
  - (d) until the retiree is determined to be no longer eligible for coverage under the City's group medical insurance plan.

The terms of coverage (benefits, cost for coverage, etc.) will be subject to change as the insurance plan changes for active employees under the health plan. Retirees are subject to health appraisals, lifetime aggregate health payment caps/limitations, and all other provisions currently required of

all active employees and health plan participants and any that may be imposed in the future for active employees.

3. Premium Cost - The amount of a Retiree's premium to be paid by the City of Mountain Brook for individual or family coverage (Resolution No. 2019-127 dated September 9, 2019) is subject to change at the discretion of the City Council. The retiree's share of the premium is to be paid to the City in advance on or before the first day of each month. By retiring under the provisions of this resolution, the retiree understands that coverage under the City's group medical insurance plan is a privilege contingent upon timely payment to the City of the required premium. The City reserves the right to irrevocably cancel any retiree's medical insurance contract should payment not be received by the City as prescribed above.
- (1) Employees that retire after January 1, 2021 and prior to the 2021 onsite, LGHIP-conducted wellness screening must have participated in (and received credit for) the most recent [2020] wellness screening.

Employees electing to retire under the provisions of this resolution (or Resolution No. 02-072) must execute the "City of Mountain Brook Medical Insurance Memorandum of Understanding and Participant Acknowledgement" attached hereto as Exhibit A.

#### APPENDIX 5

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#### EXHIBIT 13

#### RESOLUTION NO. 2020-143

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama that the City Council hereby authorizes rebates due to diminished availability of the fields due to the pandemic as follows:

- |                          |                          |           |
|--------------------------|--------------------------|-----------|
| <input type="checkbox"/> | Mountain Brook Athletics | - \$6,276 |
| <input type="checkbox"/> | Mountain Brook Lacrosse  | - \$ 723  |
| <input type="checkbox"/> | Mountain Brook Soccer    | - \$4,700 |

#### APPENDIX 6

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#### EXHIBIT 14

#### RESOLUTION NO. 2020-144

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama that the City Council hereby approves purchase and installation of a transformer at the Athletic Complex as marked below:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <del>New at an estimated cost of \$19,979 (22-week estimated lead time)</del> |
| <input type="checkbox"/> | Rebuilt \$11,221 (8-week estimated lead time, 5-year warranty)                |

**BE IT FURTHER RESOLVED** by the City Council of the City of Mountain Brook, Alabama that the City Council hereby authorizes the execution of a contractor agreement between the City and Stone & Sons Electrical Contractors, Inc., in a form satisfactory to the City Attorney with respect to said purchase and installation.

#### APPENDIX 7

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**EXHIBIT 15****RESOLUTION NO. 2020-145**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama that the City Council authorizes the execution of a Community Infrastructure Agreement between the City and Jefferson County Commission, in the form as attached hereto as Exhibit A, with respect to ~~ADA-compliant restroom upgrades at the Athletic Complex improvements.~~

**APPENDIX 8**

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**EXHIBIT 16****RESOLUTION NO. 2020-146**

**BE IT RESOLVED** by the City Council of the City of Mountain Brook, Alabama that the City Council approves the plan to re-open public restrooms at the City's various park facilities, as more fully described in Exhibit A attached hereto; and.

**BE IT FURTHER RESOLVED** by the City Council of the City of Mountain Brook, Alabama that the City Council authorizes the Parks and Recreation Board Superintendent to re-open public drinking fountains at the City's various park facilities subject to the guidelines and recommendations issued by the Jefferson County Health Officer; and

**BE IT FURTHER RESOLVED** by the City Council of the City of Mountain Brook, Alabama that the City Council authorizes the Parks and Recreation Board Superintendent to close said public restrooms and drinking fountains at her discretion in the interest of public safety should conditions warrant.

**APPENDIX 9**

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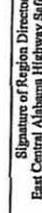
The AGENCY, in performance of its operations and obligations, shall not be deemed to be an agent of the City of Opelika, but shall be an independent contractor in every respect. The AGENCY is solely responsible for the acts and omissions of its employees and agents. The City of Opelika assumes no responsibility by the way or means by which the AGENCY performs its activities pursuant to this agreement

Subject to the terms of the grant, the City of Opelika agrees to reimburse the AGENCY, for the actual traffic enforcement worked under a City of Opelika grant project, provided the activity is documented in accordance with program requirements, and with final approval by ADECA, and in accordance with funding guidelines. All commitments for reimbursement shall be limited to the availability of grant funds.

The funds for this agreement are awarded by NHTSA and are passed through ADECA and the City of Opelika. Therefore, all expenditures are subject to all federal, state, and city laws, guidelines, and regulations. This includes ADECA/LETS policy letters.

"Termination for Cause. If, through any cause, the AGENCY shall fail to fulfill in a timely manner its obligations under this Agreement, or if the AGENCY shall violate any of the covenants, agreements or stipulations of this Agreement, and such failure or violation is not corrected immediately, this agreement will be terminated. The ECAHSO will notify the AGENCY of such termination by written notice (email, etc.)."

Signatures required:

Signature of AGENCY's Authorizing Official (Mayor/Comm. Chair) authorized to enter Agreement	Printed Name of Authorizing Official and Title (Mayor/Comm. Chair)
	Ted Cook (Chief/Sheriff)
Signature of AGENCY's Chief Law Enforcement Official (Chief/Sheriff)	Printed Name of Representative for ECAHSO and Title
	Jayc Loggins Printed Name of Representative for ECAHSO and Title
Signature of AGENCY Representative for ECAHSO (If applicable, as designated by Chief LE Official)	Printed Name of Region Director
	Terry J. Henderson Printed Name of Region Director
Signature of Region Director East Central Alabama Highway Safety Office	

Reimbursement claims (CORE forms) are encouraged to be submitted to ECAHSO as least once per month.

The Chief Law Enforcement Official will serve as the AGENCY Representative unless he or she delegates the responsibility. The Chief Law Enforcement Official may appoint a department representative to be the AGENCY Representative if he or she chooses. The AGENCY Representative will also serve as the primary contact person for communications and correspondence between the AGENCY and ECAHSO.

The AGENCY is solely and exclusively responsible for all expenditure documentation submitted to ECAHSO and shall ensure the accuracy of all such documentation and reports submitted, such hours reported, computation of pay rates for reimbursement and documentation of allowable contacts reported.

**EAST CENTRAL ALABAMA HIGHWAY SAFETY OFFICE**

700 FOX TRL. • OPELIKA, AL 36801 • PHONE # 334-705-6465

**Traffic Enforcement Agreement**

Fiscal Period: October 01, 2020 – September 30, 2021

This agreement is entered by the City of Opelika as the fiscal agent. All of the Traffic Enforcement grants' programmatic issues are managed by East Central Alabama Highway Safety Office (ECAHSO) as per federal guides outlined by National Highway Traffic Safety Administration (NHTSA) and the state procedures issued by Alabama Department of Economic Community Affairs (ADECA), and the governing entity of the law enforcement department of the following: Mountain Brook Police Department, hereinafter referred to as "AGENCY", for official participation in the City of Opelika grant and/or grants, and are at allowable rates of pay, plus allowable FICA fringe, for traffic safety enforcement. The term of this agreement is for all grants awarded for the period from October 01, 2020 through September 30, 2021.

The Agency will use the CORE reporting system for the grant/grants that awarded to the City of Opelika. The CORE system will provide information such as the grant's/grants' name, number, CFDA number, authorized spending allocations and authorized spending periods will be made available to the AGENCY through the CORE website, for this Traffic Enforcement Agreement managed by the ECAHSO.

NO AGENCY will be approved to receive traffic enforcement funding without having entered into this agreement. NO AGENCY will be approved to receive enforcement funding without having an overtime payment policy or a completed ECAHSO Overtime questionnaire.

The AGENCY's grant funds may be recinded at any time, even without voluntary release of such funds by the AGENCY, due to non-compliance, non-expenditure, lack of submitted reimbursement claims, or for any other reason deemed necessary by ECAHSO.

Each agency will be responsible for keeping on file ALL paperwork pertaining to each grant for which any reimbursement claim is filed. ADECA reserves the right to audit any agency at any time to assure that all documents that have been submitted are correct. Documents that should be kept on file by the agency are as follows: (1) Traffic Enforcement Agreement with City of Opelika, (2) CORE Project Reimbursement Form, (3) CORE Roll-Up form, (4) CORE signed contact report(s) for each person claiming reimbursement hours on the grant, (5) copy or electronic image of every citation and warning citation claimed on the grant, (6) time sheets or time cards identifying regular hours worked and overtime hours worked on traffic grant, (7) City or County overtime policy or the ECAHSO overtime policy questionnaire. The above-mentioned paperwork should be kept on file by each agency for current fiscal year plus the three (3) fiscal years from the date of the grant enforcement period. Each agency will be notified if a file audit is requested. Any agency that is unable to produce ALL forms required to verify the claims that have been submitted to the ECAHSO for ADECA, will be required to refund ANY or ALL funds that were reimbursed on the grant in question to the City of Opelika.

2020-133

2020-135

Table of Contents

Proposal to Conduct a 911 Dispatch Organizational Study

MOUNTAIN BROOK, ALABAMA

June 22, 2020

Letter of Transmittal	i
1. Firm Background and Experience	1
2. Project Understanding and Approach	6
3. Client References	14
4. Cost Proposal	15



June 23, 2020

Lt. Thomas Boulware  
Mountain Brook Police Department  
101 Tibbet St.  
Mountain Brook, AL 35213

Dear Mr. Boulware,

The Matrix Consulting Group is pleased to present the following proposal to conduct a 911 dispatch organizational study for the Mountain Brook Police Department. Our firm is dedicated to providing management consulting services to cities, counties, and public agencies across the United States. The analysis of public safety functions and emergency communications is a core practice for us, and encompasses over 100 dedicated 911 communications studies. The following table provides illustrative examples of our emergency communications projects:

Emergency Communications Studies

Albany County, New York	Glenview, Illinois	Rensselaer County, New York
Anderson County, SC	Greene County, Missouri	Portland, Oregon
Anchorage, Alaska	Huntington Beach, California	Salt Lake City, Utah
Arlington, Texas	Jacksonville, Florida	San Mateo County, California
Austin, Texas	Jackson County, Oregon	Sarpy County, Nebraska
Butte County, California	Kenilworth, Illinois	Snohomish County, Washington
Chesapeake, Virginia	Modesto, California	Spokane, Washington
El Paso, Texas	Montgomery County, Texas	Stanislaus County, California
Falmouth, Massachusetts	Monterey County, California	Washoe County, Nevada
Dane County, Wisconsin	Placer County, California	Will County, Illinois

In addition to these studies, our firm also completed a 2015 study for the Birmingham Police Department which included emergency communications. Our President and Project Manager for this study led portions of that study, which provides our team with an additional layer of local familiarity.

Our approach to conducting studies such as this one is characterized by thorough research, detailed analysis, and client interaction. We believe in high levels of input from our clients and their stakeholders throughout the course of our studies, we provide detailed, fact-based analysis to support our findings, and we incorporate implementation guidance to accompany each of our recommendations.

1600 S. Amphlett Blvd., Suite 213 • San Mateo, CA 94402 • 650.858.0507  
8F Bay Area (Headquarters) Boston Charlotte Dallas Irvine Portland St Louis

For this study, we have proposed a highly qualified team led by an experienced project manager. In addition to myself, our team is composed of:

- **Greg Mathews**, a Senior Manager with 27 years of consulting experience who leads our emergency communications practice. He will serve as the Project Manager.
- **David Branch**, a Manager with 8 years of experience, who plays a key role in workload, staffing, and operations analysis. He will be a Project Analyst for this study.
- **Ryan Peterson**, a Consultant with 5 years of experience in GIS and data analytics work over dozens of projects with our firm. He will serve as a Technical Analyst in this engagement.

We look forward to the opportunity to serve the City of Mountain Brook. If you have any questions, please contact me by phone at 650-858-0507 or by email at [rbrady@matrixcg.net](mailto:rbrady@matrixcg.net)

Richard P. Brady  
Matrix Consulting Group

Richard Brady  
President

APPENDIX 2

1. Firm Background and Experience

The following section provides a brief introduction to our firm and describes our qualifications and experience related to emergency communications and the elements of this study. It also introduces our proposed project team.

1. Introduction to the Matrix Consulting Group

The Matrix Consulting Group is a management consulting firm dedicated to providing assistance to local government. Our company was formed in 2002, and our President and the Project Manager for this engagement have worked together in this and other firms for decades. Our firm can be summarized as follows:

- We were founded in 2002 and are headquartered in California. We also have regional offices in Charlotte, St. Louis, Dallas, Boston, and Portland.
- While the Matrix Consulting Group provides a variety of analytical services to local government, our most significant area of expertise is public safety. We have conducted over 100 dedicated studies of communications services, and this experience spans three decades.
- We are specialists, not generalists. Our firm is comprised of highly experienced management consultants who are dedicated to the analysis of public safety agencies encompassing the entire spectrum of operations.
- We are objective and data driven. Our projects are approached with a firm grounding in analytical methodology and the facts gathered in regard to our client's unique service level goals, workloads, risks and hazards.

The Matrix Consulting Group is well-versed in emergency communications operations, staffing, management, and governance. Our qualifications in these areas are illustrated in the following sections.

2. Our Experience

The Matrix Consulting Group is well-versed in the organizational structure and management and operational practices required for an effective dispatch center. Our project team members have conducted over 100 dedicated emergency communication

studies, focusing on organizational structure, operational practices, the use of technology, staffing and service level adjustments, and the determination of appropriate governance structures. As a result, our firm is well positioned to provide Mountain Brook with highly-regarded professional services rooted in a deep understanding of emergency communications. The following is a partial list of clients.

Emergency Communications Studies

Albany County, New York	Glenview, Illinois	Rensselaer County, New York
Anderson County, SC	Greene County, Missouri	Portland, Oregon
Anchorage, Alaska	Huntington Beach, California	Salt Lake City, Utah
Arlington, Texas	Jacksonville, Florida	San Mateo County, California
Austin, Texas	Jackson County, Oregon	Sergey County, Nebraska
Butte County, California	Kentilworth, Illinois	Snohomish County, Washington
Chesapeake, Virginia	Modesto, California	Spokane, Washington
El Paso, Texas	Montgomery County, Texas	Stanislaus County, California
Falmouth, Massachusetts	Monterey County, California	Washoe County, Nevada
Dane County, Wisconsin	Placer County, California	Will County, Illinois

In addition to these studies, our firm also completed a 2015 study for the Birmingham Police Department. Our President and Project Manager for this study led portions of that study, which provides our team with an additional layer of local familiarity.

3. Proposed Project Team

For this study, the Matrix Consulting Group proposes to utilize a senior-level professional project team composed of experienced personnel with significant and relevant experience to this engagement and extensive backgrounds in public safety. The team will be led by Greg Mathews, a Senior Manager with Matrix who leads our emergency communications practice, and advised by Richard Brady, our President with 40 years of professional experience as a public safety consultant. The following table summarizes the members of the project team.

APPENDIX 2

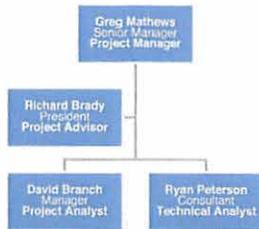
Proposal to Conduct a 911 Dispatch Organizational Study MOUNTAIN BROOK, ALABAMA

Consultant / Role	Professional Background and Focus	Summary of Relevant Experience
<p><b>Greg Mathews</b> Senior Manager Project Manager</p>	<p>Mr. Mathews is a Senior Manager with the Matrix Consulting Group. He is based in our North Carolina office and has over 27 years of private sector and government experience. He concluded his public-sector career in 2005 as Deputy Director of Auditing for the Los Angeles City Controller's Office and began his formal career with the Pasadena Police Department.</p> <p>He holds a BA degree from UC Davis and MPA from the University of Southern California.</p> <p>Mr. Mathews' focus in this engagement will be providing direct oversight of the project team, leadership of all analysis and the development of deliverables, and serving as the project team's point of contact.</p>	<p>Mr. Mathews is a public safety and organizational specialist who leads our emergency communications practice.</p> <p>He has recently completed public safety engagements to include Redding (CA), Adams County (CO), and Birmingham (AL). He has significant E911 dispatch experience leading our studies in Kentilworth (IL), Butte, Glenn and Stanislaus Counties (CA), Snohomish County (WA), Greene County (MO), Portland (OR), Anderson County (SC), Albany (NY), and Salt Lake City (UT).</p>
<p><b>Richard Brady</b> President Project Advisor</p>	<p>Mr. Brady is the President of Matrix Consulting Group and is the leader of our public safety services. He has over 40 years of experience providing consulting services to hundreds of local government organizations across the country, including optimum staffing studies, performance audits, organizational reviews, etc.</p> <p>He has a doctorate from Oxford University, U.K. and a BA from California State University, Hayward.</p> <p>Mr. Brady's focus for this project will be quality control and general project oversight.</p>	<p>Mr. Brady has conducted performance reviews and regionalization studies of more than 50 dedicated dispatch studies, as well over 250 studies as part of staffing and organizational evaluations of police and/or fire.</p> <p>Recent examples of similar studies include regional communications feasibility studies in Falmouth and Plymouth (MA), Snohomish County (WA), Albany County (NY), Stanislaus County (CA), Jackson County (OR), and San Mateo (CA).</p>

Proposal to Conduct a 911 Dispatch Organizational Study MOUNTAIN BROOK, ALABAMA

Consultant / Role	Professional Background and Focus	Summary of Relevant Experience
<p><b>David Branch</b> Manager Project Analyst</p>	<p>Mr. Branch is a Manager in his 8<sup>th</sup> year with the firm. He provides analytical expertise in all of our practice areas, with a focus on general management and public safety consulting. In his time with the firm he has contributed to over 100 studies across the United States.</p> <p>Mr. Branch received his B.S. in Public Policy, Management, and Planning from USC and his Masters in Secondary Education from the University of Missouri. He is a member of NENA.</p> <p>Mr. Branch's focus in this engagement will be analysis of operational, organizational, and staffing issues.</p>	<p>Mr. Branch has played a key role as a staffing and workload data analyst in all of Matrix's recent dispatch studies, including Albany (NY), Anderson County (SC), Portland (OR), and Salt Lake City (UT). These have included analysis of best operational practices, technology utilization and facilities assessments, detailed personnel scheduling and overtime evaluations, and determinations of regionalization feasibility.</p>
<p><b>Ryan Peterson</b> Consultant Technical Analyst</p>	<p>Mr. Peterson is a Consultant with the Matrix Consulting Group, specializing in GIS and data analytics. He has five years of experience in conducting geospatial analysis for local and regional governments, having previously worked for the City of Portland and City of Beaverton, as well as the Tri-County Metropolitan Transportation District of Oregon (TriMet).</p> <p>He holds a BS in Geography/GIS from University of Oregon, as well as a GIS Graduate Certificate from Portland State University.</p> <p>Mr. Peterson will serve as a data analyst in this project.</p>	<p>In his time with the firm, Mr. Peterson has worked on public safety analytical projects for Peoria (AZ), Mexico (WI), Davenport (IA), Yamnouth (MA), Miami Beach and Orange County (FL), Sacramento and West Sacramento (CA) and Howard County (MD).</p>

The following organizational chart depicts the chains of command and lines of authority within our proposed project team.



Each of the members of the project team have worked together on numerous prior projects of a similar nature.

conduct extensive interviews, survey key stakeholders, and maintain frequent, regular communication with our clients.

- **We adhere to professional project management techniques.** Our projects are delivered on time, on budget, and at a high level of quality. The project manager briefs each project team member on their roles and expectations, defines and assigns work activities to specific team members and timelines, and designs and personally reviews all interim and final products before they are delivered to the client.

These pillars of our consulting approach have resulted in hundreds of successful studies and satisfied clients, including numerous emergency communications studies as outlined earlier.

3. Task Plan and Schedule

The following section describes the task plan which we will undertake and the deliverables produced in each phase in order to meet the City's needs for this engagement, as well as a proposed project schedule.

Task 1 | Project Initiation, Data Collection, and Development of Descriptive Profile

In the first phase of this study, our project team will be focused on building a deep level of familiarity with the existing emergency communications environment the City. This stage ensures a broad understanding and strong factual basis for subsequent project tasks. To achieve this, our project team will spend time on site<sup>1</sup> to view the facilities of the dispatch center, meet with the leadership of customer police and fire agencies, and conduct one-on-one interviews with staff. This stage of the effort will ensure that the project team understands the staffing and organizational structure, operational practices, service priorities, and staff duties in the dispatch center.

At this stage, we will also collect data to inform our understanding of the organizational and operational facets of the dispatch center. These will include any available documentation of call volume and dispatch workload, policies and procedures, shift scheduling, the use of overtime, hiring and onboarding, training, quality control, budget documents, and an inventory of technology systems.

<sup>1</sup> If the COVID-19 crisis precludes on-site time, we are prepared to conduct this field work virtually through phone calls and video conferences.

2. Project Understanding and Approach

The following section summarizes our understanding of the proposed project, describes our approach to providing consulting services for engagements such as this, and outlines the task plan our project team will undertake to meet the City's needs.

1. Our Understanding of the Project

The City of Mountain Brook is an inner-ring suburb of Birmingham, Alabama. The City's 911 Dispatch Center serves the City's police and fire departments, operating under the authority of the Police Department, an agency of about 70 sworn personnel. The Dispatch center employs 9 full-time dispatchers and 1 supervisor (all civilians) under a managing Lieutenant.

The City is seeking a professional evaluation of the dispatch function, to include an analysis of workload and staffing needs, recommendations for improvements in policies, procedures, and efficient operational practices to best serve customer agencies and the public, an assessment of the current governance structure and how it serves the center's stakeholders, and a review of the costs and benefits of consolidation, should the City become interested in pursuing that option.

2. Our Consulting Approach

In order to manage the unique project environment of every engagement, the Matrix Consulting Group takes a clearly-defined, client-centered project approach to each study we conduct. This allows us to thoroughly deliver the requirements of the project, respond quickly to the needs of our clients, and minimize any potential difficulties or delays. Our approach is defined by the following distinctive factors:

- **We take a fact-based approach to data collection and analysis.** There must be a strong analytical basis for evaluating needs and making recommendations; our data collection and documentation process, as well as our empirical, model-based approach to workload and staffing analysis allows us to provide quantitative analysis to support our work.
- **We promote an interactive study process.** We have found that successful projects require a study process which involves staff and builds internal "ownership" in project recommendations and results. To achieve this objective, we

APPENDIX 2

With interviews completed and data collected, the project team will develop a descriptive profile of emergency communications in the City which summarizes our understanding of the dispatch center's current state, including budget, workload, staffing, chain of command, roles and responsibilities of staff, and technology systems in use. This document will be provided to the City (a designated committee or point of contact) for review and discussion when complete.

TASK RESULT

A descriptive profile of the dispatch center's current budget, governance, staffing, workload, operations, and technology.

Task 2 | Evaluation of Workload and Capacity of the Dispatch Center and Development of Staffing Needs Assessment

With the factual basis for analysis of the agency established, the project team will use the call volume, CAD data, and other workload documentation collected during the initial stage of the project to determine how many staff should be assigned to Dispatch to provide acceptable service levels to meet the demands of the workload, ensure the safety of first responders, and provide the level of service expected by partner agencies and the public.

This analysis will consider factors such as vacation and sick leave, mandated breaks, and the use of overtime. Recent patterns in hiring and staff turnover will also be incorporated in this analysis.

To model dispatcher and supervisor staffing, we will use APCO Project RETAINS formulas, and ERLANG C performance-based call taking formulas. This will result in hour-by-hour models showing the need for dispatchers and emergency/non-emergency call taker staffing to accommodate fluctuating workload levels throughout the week. The results of this analysis will include dispatchers, supervisors, and support staff.

Based on the findings of this staffing analysis, the project team will recommend any needed changes to the shift deployment plan and work schedule in order to optimize the efficiency of staff utilization, ensure minimum staffing levels are met, and minimize the need for forced overtime. A recommended organizational structure will also be recommended based on professionally accepted standards of organizational theory and practice.

TASK RESULT

A staffing and organizational analysis which recommends an appropriate number of dispatch personnel, changes to the shift deployment plan and work schedule, and an optimal organizational structure.

Task 3 Assess the Policies, Procedures, and Operational Practices of the 911 Dispatch Center

In this third task, the project team will examine the policies, procedures, and operational practices of the 911 Dispatch Center in order to identify opportunities for enhancing efficiency, improving service levels to the public and the City's police and fire departments, and producing a net benefit to public safety.

This task will involve a comparison of the 911 Dispatch Center's operations with recognized best practices from professional organizations such as the National Emergency Number Association (NENA), and the Association of Public Safety Communications Officials (APCO), as well as our extensive experience of more than 25 years working with and advising emergency communications agencies. Best practices may focus on topics such as the following:

- Target service levels for call answering or incident processing time from call to dispatch.
• Factors contributing to resiliency and redundancy of the PSAP's key technology systems.
• Training and certifications obtained by, or required of, operations staff at the agency.
• The presence of a strategic plan and an established process for updating it and gauging its effectiveness.
• The presence and relevance of written policies and procedures on call-taking, incident entry, radio operations, unit alerting, and other facets of telecommunications operations.
• Appropriate levels and causes for the use of overtime, employee leave, and staff turnover rates.

By comparing the City with best practices on these topics and examining issues identified during the interview and data collection stage of this study, the project team will assemble an outline of strengths, improvement opportunities, and recommended policy and

operational changes for the 911 Dispatch Center. This document will be provided to the City for review and editing.

TASK RESULT

An analysis of the 911 Dispatch Center's policies, procedures, and operational practices as compared to best practices and recommendations for improvement opportunities in those areas.

Task 4 Governance Analysis

In this task, the project team will assess the strengths and weaknesses of the current governance model and provide recommendations for a modified governance structure if necessary.

- The goals of the current model and the needs of customer agencies for oversight will be determined, and the suitability of the existing governance structure evaluated for its ability to meet those goals and needs.
• Alternative models will be presented, including options such as the use of an interlocal agreement or intermunicipal contract, the formation of a joint powers authority, a contract-for-services or service level agreement arrangement, or the creation of a special district.
• The benefits and drawbacks of potential governance changes will be examined, and a preferred governance structure recommended.

This governance analysis will provide an objective view of the current model's successes and drawbacks, as well as a path toward a more effective model. While consolidation with another regional dispatch center will also be assessed in the following task, the governance analysis will be undertaken with the assumption that the 911 dispatch center will not be consolidated with another center. The document will be provided to the city for review and discussion.

TASK RESULT

A summary of the strengths and drawbacks of the 911 dispatch center's current governance model and a recommendation for enhancing the center's governance structure to better meet its goals and the needs of customer agencies.

APPENDIX 2

Task 5 Consolidation Feasibility Analysis

This fifth task will examine the costs and benefits associated with the consolidation of regional dispatch operations, should the City opt to pursue partnership with one of the regional dispatch centers in the area. This task will include:

- A comparison of the technology at local consolidated agencies and their capacity for accommodating Mountain Brook's workload or expanding to support a consolidated dispatch center. This will include the potential for upgrading the use of existing tools or creating interfaces between each agency's systems.
• Determination of potential benefits or reductions in the level of service provided to the public associated with a consolidated approach to 9-1-1 and dispatching. These may include economies of scale in operations, recruitment, training, quality assurance, and technical support, as well as factors such as the ability to handle multi-jurisdictional incidents, the coordination of resources, and call waiting times.
• Analysis of the cost savings/increases associated with consolidation, both in terms of capital investment and personnel and operating expenses.

These areas of inquiry listed here will each be assessed and compiled into an overall cost/benefit analysis. The associated benefits and drawbacks of consolidation, as well as capital and operating costs or savings, will be developed and presented to the City. The analyses will be discussed and refined as necessary in preparation for inclusion in the draft report.

TASK RESULT

An analysis of the costs and savings of consolidation, as well as the level of service impacts and other benefits/drawbacks.

Task 6 Compilation of Analysis and Recommendations, Presentation of Final Report to the City.

In this final task, the project team's analysis, conclusions, and recommendations from the prior deliverables will be assembled into a final report which will be presented to the City. This final report will include the following components:

- 1. An executive summary which outlines the methodology of this engagement, describes the key findings, and lists the project team's recommendations regarding

consolidation.

- 2. A workload and staffing needs assessment of the participating jurisdictions which details the project team's analysis of the capacity needed to meet emergency communications needs. The work product of Task 2 would be used as the basis for this chapter.
3. An evaluation of current policies, procedures, and operational practices, including their strengths and weaknesses as compared to recognized best practices and recommendations for improving them. The work product of Task 3 would be used as the basis for this chapter.
4. An analysis of the current governance model and potential future adjustments to the model in order to better meet its goals and the needs of customer agencies, as well as the strengths and drawbacks of each and a recommendation for a future state governance structure. The work product of Task 4 would be used as the basis for this chapter.
5. An evaluation of the costs and benefits associated with consolidating dispatch services with a local regionalized center. The work product of Task 5 would be used as the basis for this chapter.
6. A prioritized listing which indicates the order in which recommendations should be undertaken, their relative level of urgency, the prerequisite steps required for each, the responsible party, and an approximate timeline. This product will allow the City to move forward with implementation.

TASK RESULT

A draft and final report summarizing the effort of each of the preceding tasks, providing analysis and recommendations, and an implementation guidance table.

The following chart shows our proposed timeline for this work plan. As it depicts, we propose to complete this work over the course of a 15-week schedule.

# Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1 Project Initiation and Profile	█														
2 Workload and Staffing Analysis		█	█	█											
3 Policies and Practices Evaluation			█	█	█										
4 Governance Model Assessment				█	█	█									
5 Consolidation Feasibility Analysis					█	█	█								
6 Draft and Final Report							█	█							

**Impact of Covid-19** – If travel restrictions and social distancing guidelines resulting from the current pandemic limit our ability to travel and perform on-site work we have taken steps to perform our work remotely – video conferencing for interviews and document reviews, as well as electronic data transfers.

### 3. Client References

The following table provides reference contact information for three recent emergency communications studies. We strongly believe in exceeding our client's expectations, and we invite you to contact any of the following references regarding the timeliness and quality of our work.

Client	Project Summary	Contact Information
<b>Anderson County, South Carolina</b> 911 Dispatch Center Operational Review and Best Practice Assessment	At the request of the County Manager, the Matrix Consulting Group provided a comprehensive review of the Anderson County Dispatch Center, to include a review of staffing levels and operational protocols, shift schedules and shift schedule options, organizational structure review, and assessment of existing technology. Recommendations included the addition of discreet roles (dispatch versus call-taking), a revised schedule, enhanced recruitment approaches, etc.	<b>Rita Davis</b> County Finance Director and Project Manager  864-260-4351 <a href="mailto:rdavis@andersoncountysc.org">rdavis@andersoncountysc.org</a>
<b>Butte County, California</b> Enhanced 911 Consolidation Consulting Project	The Matrix Consulting Group was retained by Butte County to conduct a six-agency consolidation feasibility study to determine the most reasonable opportunities for consolidation given the variety of unique PSAP partners in the County. PSAPs ranged from CalFire with legislative restrictions to small PSAPs with multi-tasking Records/Dispatch staff. The analysis indicated three of the six PSAPs should consolidate based on common CAD systems and service approaches, leaving the other three agencies independent in the mid-term.	<b>Weedy Hannibal</b> Butte County Manager Communications Information Systems  530-538-7101 <a href="mailto:Wihannibal@buttecounty.net">Wihannibal@buttecounty.net</a>
<b>Salt Lake City, Utah</b> Performance Audit of 911 Services	This audit involved a comprehensive evaluation of the 911 Center's operations, technology, and staffing, as well as interviews and ride-along observations with the public safety agencies served by the center. It also included a public stakeholder survey to assess the level of dispatch service provided. Recommendations included consolidating emergency and non-emergency call-takers to improve service levels and re-balancing personnel between police and fire/EMS to meet call volumes.	<b>Elyse Haggerty</b> Deputy Director, 911 Center  801-799-3583 <a href="mailto:Elyse.haggerty@slcgov.com">Elyse.haggerty@slcgov.com</a>

APPENDIX 2

### 4. Cost Proposal

The Matrix Consulting Group proposes to conduct this assignment for a total not-to-exceed fixed price of **\$39,500**, inclusive of all travel, professional fees, and project-related expenses. The following table shows our anticipated level of effort and expenditure at each stage of the project.

# Task	Project Manager / Advisor	Project Analyst	Technical Analyst	TOTAL
1 Project Initiation and Profile	8	24	4	36
2 Workload and Staffing Analysis	8	32	8	48
3 Policies and Practices Evaluation	212	24	0	36
4 Governance Model Assessment	8	12	0	20
5 Consolidation Feasibility Analysis	12	24	8	44
6 Draft and Final Report	12	24	4	40
<b>Rate</b>	\$ 200	\$ 150	\$ 125	\$ 224
<b>Professional Fees</b>	\$ 12,000	\$ 21,000	\$ 3,000	\$ 36,000
<b>Expenses</b>				\$ 3,500
<b>Total</b>				\$ 39,500

Should travel not be required for this project, the project team would conduct the work for the professional fees sum of \$36,000.

## Proposal to retain the services of Matrix Consulting Group to conduct a 911 Dispatch Organizational Study



**Chief Ted Cook**  
Mountain Brook Police Department  
101 Tibbett Street  
Mountain Brook, AL 35213



**Chief Chris Mullins**  
Mountain Brook Fire Department  
100 Tibbett Street  
Mountain Brook, AL 35213

August 17, 2020

TMB

Police and Fire Department Proposal to hire Matrix Consulting Group to conduct an E-911 Dispatch Organizational Study

**Overview**

The Mountain Brook E-911 Dispatch Center is currently governed by the Police Department for administrative and budgetary considerations. The Center is staffed and managed by the Administrative Division within the Police Department and there are currently 10 dispatcher positions and 1 civilian supervisor position. In 2019 the Center processed 25,688 calls for service.

The Center provides E-911 services for all calls within Mountain Brook and dispatches for both Police and Fire Departments. The Center also receives all non-emergency calls after normal business hours.

With the advances in cell phones, GIS mapping, and communication systems; providing E-911 services has become much more complex and technology driven. In order to provide the highest quality of services an E-911 center requires technical experts in the field to manage and maintain computer systems and personnel.

**Objective**

The objective is to provide the residents of Mountain Brook the most advanced and up to date E-911 service. To that end the Police and Fire Department sought to identify a consulting company to provide us with expert guidance in the following areas:

- Analysis of workload and staffing needs.
- Assessment of equipment and systems.
- Recommendations for improvements in policies, procedures and efficient operational practices.
- Assessment of the current governance structure.
- Consolidation feasibility analysis to include cost and benefits of consolidation.

One company, Matrix Consulting Group, was identified that met the criteria agreed upon by the Command Staffs of both the Police and Fire Departments. The first of which was that the company be from out of State and preferably the region. Secondly, the company must have a proven track record and be staffed by experts in the field of E-911 service. Thirdly, the company must be able to provide a scope of work that meets the needs of both departments.

**Cost**

Matrix Consulting Group proposes to conduct the organizational study for a cost not to exceed \$39,500.00.

**Budget Considerations**

The cost would be paid from E-911 funds.



2020-140

Dana O. Hazen, AICP  
Director of Planning,  
Building & Sustainability  
56 Church Street  
Mountain Brook, Alabama 35213  
Telephone: 205/802-3816  
Fax: 205/879-6913  
hazend@mtmtnbrook.org  
www.mtnbrook.org

August 13, 2020

Mountain Brook City Council  
56 Church St. Mountain Brook, AL 35213

DATE: August 24, 2020

TO: Mayor, City Council, City Manager, and City Attorney

FROM: Dana Hazen

RE: Conditional Use: MPower Pilates in previous Grand Jete barre-fitness studio  
2008 Cahaba Road, English Village

MPower Pilates is proposing a second location in Mountain Brook. The first location will remain on Canterbury Road in Mountain Brook Village. The proposed new location is in the previous Grand Jete fitness studio in English Village.

Grand Jete was approved as a conditional use in 2010 with the following schedule. Classes were approved to have 9-12 clients at a time, with 2 employees:

Monday - Friday	6:00am, 9:30am, 10:30am, 12:00pm, 5:30pm, 6:30pm
Saturday	8:00am, 9:00am, 10:00am
Sunday	2:00pm, 3:00pm, 4:00pm

MPower's proposed schedule is as follows, with a class size of 10 clients at one time, with 2 employees:

Monday - Friday	6a, 7:15a, 8:30a, 9:30a, 11:20a express class, 12:15p express class, 4p, 5:15p/5:30p, 6:30p
Saturday	7a, 8:15a, 9:30a, 10:45a
Sunday	7a, 2p, 3:15p, 4:30p

There is one on-site parking space at the rear of the building; the second employee and all patrons will be encouraged to utilize the public parking along Fairway Drive. Grand Jete operated fitness classes in this location for 10 years without complaint regarding parking or noise.

Dear Members of the City Council,

I hope you and your family members are all well during this time.

I am writing to request your approval for MPower Pilates to operate in the space that was previously Grand Jete barre studio located at 2008 Cahaba Road in English Village.

In this location we would only host Pilates classes and would not have cycle classes that have caused sound issues with our neighbors at our Mountain Brook Village studio. We plan to keep the schedule extremely similar to Grand Jete's previous schedule. The proposed class schedule is listed below.

Monday- Friday  
6a, 7:15a, 8:30a, 9:30a, 11:30a express class, 12:15p express class, 4p, 5:15p/5:30p, 6:30p

Saturday  
7a, 8:15a, 9:30a, 10:45a

Sunday  
7a, 2p, 3:15p, 4:30p

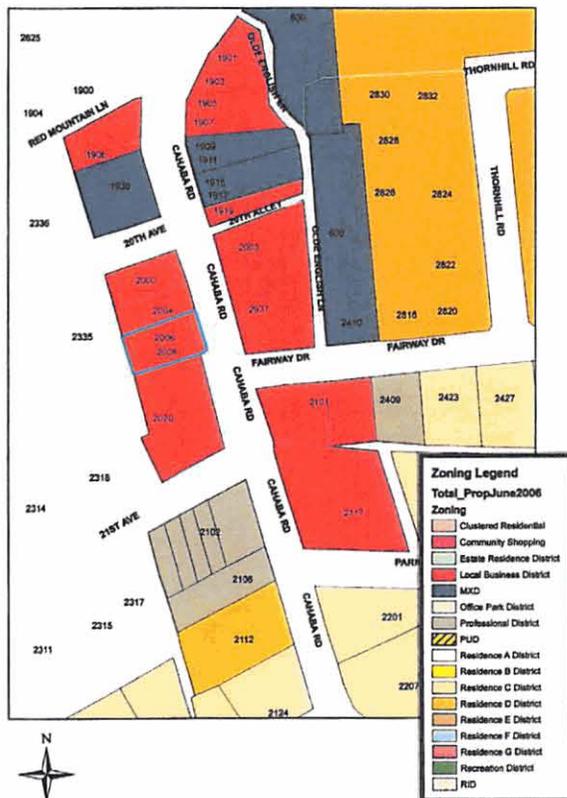
Each class will be limited to 10 students due to equipment restrictions and 1 staff member (occasionally there could be 2 staff members present). All clients will be encouraged to park in the lot on the corner of Cahaba and Fairway.

I have included the previous conditional use resolution approval from this location dated October 25, 2010 for your reference.

Thank you in advance for your time and stay well.

Emma Suttles Curtin  
Owner, MPower Pilates

APPENDIX 3





**DrillMaster**  
**US Certified Ceremonial Guardsman Academy**  
**Training Agreement**

A. This Agreement is effective as of August 18, 2020, by and between Mountain Brook Police Department, 101 Tibbett Street Mountain Brook, AL 35213 (ATTN: Sgt. Cory Towns, Cell: 205-873-8696), and John K. Marshall, The DrillMaster, of 1575 Harlock Road, Melbourne, Florida 32934 (cell: 480-684-4679).

B. In this Agreement, the party who is contracting to receive services shall be referred to as "MBPD" and the party who will be providing the services shall be referred to as "The DrillMaster".

C. The DrillMaster is a military drill and ceremonies/honor guard subject matter expert and is willing to provide services to MBPD based on this background. This course will train and certify members of the MBPD Honor Guard as United States Certified Ceremonial Guardsmen.

- D. MBPD desires to have services provided by DrillMaster:
- One DrillMaster Advanced Ceremonial Guardsman Certification Clinic:
    - o The academy will have approximately 20 trainees. The tuition fee is \$7,600.00.
    - o Location of training and the graduation ceremony is to be determined (local church most likely).
    - o Twenty copies of *The Honor Guard Manual* will be mailed to Sgt Towns who can hand them out upon receipt.
    - o Requirements:
      - For Firing Party training (Wednesday afternoon): Bring rifles, shotguns, or handguns with enough blank ammunition to fire repeatedly three rounds by seven weapons.
      - For Pallbearer training (Thursday/Friday): [Note: The coach is not necessary, but many times a local funeral home is eager to be involved] For the graduation ceremony on Friday afternoon, a coach from a local funeral home is helpful.

E. Therefore, the parties agree as follows:

1. DESCRIPTION OF SERVICES. Running September 28 through October 2, 2020 (0800-1100 & 1230-1700), The DrillMaster will provide the following services: Conduct one hands-on (demonstration/performance) training session. The hours are flexible to the requirements of the trainees.

The Training Week (40 hrs):

- All training will come from *The Honor Guard Manual*. Each day will begin in the classroom.
- 4 hrs Standing Manual/Marching

- o 20 hrs Colors: flagstaff manual, colors rifle manual (law enforcement), colors ceremonial fire axe (firefighters), colors presentation/posting/protocol, parade marching
- 3 hrs Firing Party for LEOs – firefighters continue with Colors
- 6 hrs Casket Watch and 2-Man Flag Fold
- 6 hrs Casket Movement and 6-Man Flag Fold
- 2 hrs uniform care and ceremony preparations
- Graduation: full honors mock funeral on Friday afternoon\*

\*Throughout the course, trainees will receive training in every ceremonial element, but will tend to feel more comfortable in a certain position toward which they will want to gravitate for the graduation mock funeral. We can run the mock funeral a couple of times for those who would like to try a different element.

Uniform:

- The uniform for training will be comfortable clothing that presents a professional image (e.g. polo and khakis).
- The uniform for graduation will be the Class A or ceremonial uniform. If some members do not have either of these uniforms, it is not an issue.

2. PERFORMANCE OF SERVICES. The manner in which the Services are to be performed and the specific hours to be worked by DrillMaster are listed above. MBPD will rely on The DrillMaster to work in the manner he sees fit to fulfill training obligations under this Agreement.

3. PAYMENT. MBPD will pay a deposit (half) to the DrillMaster as soon as possible to secure the dates and have the manuals mailed. The fee shall be payable by check (please) or credit card upon acceptance of this contract. The remainder will be paid at graduation on the final day of training. This is the manner agreed upon by MBPD and The DrillMaster.

3A. If, for reasons beyond the control of MBPD or the DrillMaster, the course does not take place, the DrillMaster will refund MBPD the amount already paid within 60 days of the course graduation date.

4. SUPPORT SERVICES. MBPD will provide the following support services for the benefit of The DrillMaster: classroom space and training areas adequate for marching.

5. EMPLOYEES. The DrillMaster's employees, if any, who perform services for MBPD under this Agreement shall also be bound by the provisions of this Agreement.

6. INTELLECTUAL PROPERTY. The following provisions shall apply with respect to copyrightable works, ideas, discoveries, inventions, applications for patents, and patents (collectively, "Intellectual Property"):

6A. Consultant's Intellectual Property. The DrillMaster personally holds an interest in the Intellectual Property that is created during the course that is not subject to this Agreement. Any video recording of training may be used for in-house training only by MBPD and other attending agencies/units and may not be published for public use at any time.

APPENDIX 4

6B. Use of portions of audio and video (up to one minute) for social media is acceptable.

7. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

8. TERM/TERMINATION. This Agreement terminates automatically upon completion of Services required by this Agreement.

9. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

10. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person, through email, or deposited in the United States mail, postage prepaid, addressed as follows below. Such addresses may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

Party receiving services:

Mountain Brook Police Department By: \_\_\_\_\_  
 Sgt. Cory Towns Signature

Party providing services:

The DrillMaster By: \_\_\_\_\_  
 John K. Marshall Signature  
 CEO

Sam Gaston

From: Ted Cook <cook@minbrook.org> on behalf of Ted Cook  
 Sent: Thursday, August 13, 2020 2:15 PM  
 To: Sam Gaston  
 Cc: Jay Loggins; Jason Carmack  
 Subject: Re: color guard training  
 Attachments: Honor Guard Training 6-13-2020.pdf

Please see attached for the proposal/contract for services. The contract calls for a cost of \$7,600. The Police Department and Fire Department (per Fire Marshal Rhudy) are each planning to send 6 of the 20 participants. We each plan to pay half of the \$7,600 from our current year training budgets. In addition, we will be charging \$380 per attendee for any other agencies that wished to participate. Thus far we have heard from Trussville PD (2 spots) and Vestavia PD (3 spots) wanting attendee positions. That would mean that the City should receive at least \$1,900 from these participants over the already accounted for budget expense. There is still a possibility that the City could make an additional \$1,140 should we be able to fill the remaining 3 positions contracted for, bringing a total possible profit for hosting this training to \$3,040.

Note: I found a date discrepancy in paragraph A and will have the Sergeant correct this on the final training contract document.

Chief Ted Cook  
 Mountain Brook Police Department  
 101 Tibbett St.  
 Mountain Brook, AL 35213  
 (205) 802-3852



On Thu, Aug 13, 2020 at 1:27 PM Sam Gaston <gastons@minbrook.org> wrote:

Before you proceed, let me take a look at their proposal and contract.

We might need council approval for this.

Sam S Gaston  
 City Manager  
 City of Mountain Brook, AL.

2020-142

RETIREE MEDICAL INSURANCE MEMORANDUM OF UNDERSTANDING AND PARTICIPANT ACKNOWLEDGMENT

Page 2

EXHIBIT A  
CITY OF MOUNTAIN BROOK RETIREE MEDICAL INSURANCE MEMORANDUM OF UNDERSTANDING AND PARTICIPANT ACKNOWLEDGMENT (Resolution No. 10-090 Adopted June 14, 2010)

Whereas, the City of Mountain Brook, Alabama ("the City") offers qualifying employees that wish to retire access to the City's group medical insurance plan; and

Whereas, the City of Mountain Brook has adopted Resolution No. 02-072 making such continuing medical insurance offer open-ended (unless repealed by formal City Council action) for those employees of any age with at least 30 years of employment service with the City or for those employees age 60 and over with at least 15 years of employment service with the City; and

Whereas, periodically the City of Mountain Brook considers opening windows of opportunity for employees to retire and participate in the City's group medical insurance plan for employees of any age with at least 20 years of employment service with the City or for those employees age-60-and-over eligible to draw normal pension benefits with at least 10 years of employment service with the City; and

Whereas, employees that elect to retire and to participate in the City's group medical insurance plan do so with the following understandings and stipulations:

1. The duration of retiree medical insurance coverage shall last from the date of retirement until the following [earliest] date or event: a) thirteen (13) years from the date of retirement, b) until the retiree becomes eligible for Medicare coverage whether such entitlement is occasioned upon the retiree's age or disability, c) the date that the City no longer offers medical insurance to retirees, or d) the date that retiree medical insurance coverage is no longer offered by the City's medical insurer.
2. Retirees who, by whatever occasion, become eligible for Medicare coverage are required to notify the City of such eligibility so that participation in the City's group medical insurance plan may be cancelled (subject to applicable COBRA or similar laws). Failure by a retiree to notify the City of such Medicare eligibility exposes said retiree to substantial financial loss as coverage under the City's group medical insurance plan is cancelable retroactively to the date of Medicare eligibility regardless of when such eligibility is ultimately discovered or whether the retiree elects at the time of eligibility to opt out of the Medicare program.

3. Retirees are required to pay (in advance on or before the first day of each month) a portion of the retiree medical premium. Failure on the part of a retiree to pay such monthly medical insurance premiums, for whatever reason, or retirees who are habitually late in paying their medical premiums to the City is sufficient cause for the City to cancel such retirees' medical insurance coverage. Once a retiree's medical insurance coverage is cancelled, such coverage may not be reinstated.

4. The retirees' portion of the medical insurance premium is determined by the City and is subject to change periodically. Generally, retiree premiums are set by the City in September for the upcoming fiscal year (October through September). However, more frequent retiree premium changes may be imposed at the sole discretion of the City Council.
5. Currently, the City offers medical insurance coverage through the Local Government Health Insurance Plan (LGHIP) sponsored by the State Employees' Insurance Board (SEIB). Generally, SEIB establishes LGHIP benefits (including, but not limited to, deductibles, co-payments, covered services, hospital and physician networks, etc.) in August with an effective date of implementation on the following January 1. However, the benefits inherent in the LGHIP plan are subject to change at the sole discretion of the SEIB.

As evidenced by my signature below, I hereby profess and proclaim the following:

1. I have read and understand the aforementioned summary provisions of the City's group medical insurance plan with respect to my participation as a retiree of the City.
2. I understand that it is my sole responsibility to read and understand the administrative rules and other official literature concerning the LGHIP distributed by SEIB and that, should any provision of said literature conflict with any provision contained hereinabove or with any other statements (written or verbal) made by the City or an official thereof, the SEIB policies and regulations shall prevail.
3. The City of Mountain Brook shall not be responsible for any financial or other loss that I may suffer as a result of a) my participation in the City's group medical insurance plan made available to me as a retiree or b) the subsequent cancellation of my coverage under said plan for cause as determined by SEIB or the City.

By: \_\_\_\_\_  
(Employee signature)

\_\_\_\_\_  
(Printed name)

Date signed: \_\_\_\_\_

Effective date of retirement: \_\_\_\_\_



CITY OF MOUNTAIN BROOK

P. O. Box 130009  
 Mountain Brook, Alabama 35213-0009  
 Telephone: 205.802.2400  
 Facsimile: 205.874.0611  
 www.mtnbrook.org

To: Sam Gaston, City Manager  
 cc: Mayor and members of the City Council  
 From: Steven Boone  
 Date: 08/19/2020  
 Re: Retirement window analysis

Analyzing the financial implications of Early Retirement Incentive (ERI) programs is highly complex. The tendency is to compare cost savings from replacing senior personnel at the higher end of the salary schedule with entry level personnel taking into account the higher cost of retiree medical insurance. This approach does not take into consideration the costs of recruitment, training, overtime and/or the possible use of contractors during the transition period, lost institutional knowledge, and the effects on the post-employment benefit and pension plans (both of which require actuarial analysis). Historically, the City's ERI program has not been solely for short-term cost efficiencies but rather in recognition that the cost of medical insurance may limit its employees' ability to retire and the fact that the nature of many of the City's jobs are not well suited for 60+ year old workers.

That being said, looking solely at the cost differential between a retiring firefighter/police officer and entry level person follows:

Year	Net Retiree Medical Premium	Longevity & Benefit (Savings)	Net Salary & Benefit (Savings)	Annual (Savings) Cost
Family Net Monthly Cost	\$ 1,325			
Medical trend & Inflation	5.00%		1.75%	
1	\$ 15,900	\$ (5,200)	\$ (31,620)	\$ (20,920)
2	16,700	(5,200)	(29,260)	(17,760)
3	17,540	(5,200)	(26,650)	(14,310)
4	18,420	(5,200)	(23,790)	(10,570)
5	19,340	(5,200)	(20,640)	(6,500)
6	20,310	(5,200)	(17,200)	(2,090)
7	21,330	(5,200)	(13,440)	2,690
8	22,400	(4,370)	(9,340)	8,690
9	23,520	(4,040)	(4,870)	14,610
10	24,700	(3,670)	0	21,030
11	25,940	(3,370)	0	22,570
12	27,240	(3,060)	0	24,180
13	28,600	(2,750)	0	25,850
	\$ 281,940	\$ (57,660)	\$ (176,810)	\$ 47,470

Net present value discounted at 2% \$ 27,864

Note: The above illustration represents the aggregate cost (savings) over a 13-year period assuming medical costs increase at 5% annually. The results improve the shorter the period the retiree qualifies for medical coverage and as the salary of the retiring employee increases (see also below). The net cost in the above illustration is due to 1) the replacement employee's salary equals the retired employees salary in year 9 and 2) the annual medical costs exceed the labor costs savings in the later years.

Running the same analysis assuming a retiring employee at grade 26 step 10 and new hire at grade 19, step 1, the cost savings increases significantly due to the larger wage disparity reduced for the multiple pay step increases employees will receive due to promotions resulting from the position vacated by the retiree.

Year	Net Retiree Medical Premium	Longevity & Benefit (Savings)	Net Salary & Benefit (Savings)	Annual (Savings) Cost
Family Net Monthly Cost	\$ 0			
Medical trend & Inflation	5.00%		1.75%	
1	\$ 15,900	\$ (7,320)	\$ (53,560)	\$ (44,980)
2	16,700	(7,320)	(45,620)	(36,240)
3	17,540	(7,320)	(64,140)	(53,920)
4	18,420	(7,320)	(61,930)	(50,830)
5	19,340	(7,320)	(59,460)	(47,440)
6	20,310	(7,320)	(56,700)	(43,710)
7	21,330	(7,320)	(53,630)	(39,620)
8	22,400	(6,490)	(50,230)	(34,320)
9	23,520	(6,150)	(46,470)	(29,100)
10	24,700	(5,790)	(42,330)	(23,420)
11	25,940	(5,480)	(43,070)	(22,610)
12	27,240	(5,180)	(43,830)	(21,770)
13	28,600	(4,870)	(44,590)	(20,860)
	\$ 281,940	\$ (85,200)	\$ (665,560)	\$ (468,820)

Net present value discounted at 2% \$ (417,302)

The above illustration assumes the employees who were promoted after the retirement have reached their respective maximum pay steps at year 2. The net savings is achieved due to the new hire salary never catches up to that of the retiring employee and the annual cost of retiree medical insurance being less than the wage/benefit savings.

2020-143

Date: August 19, 2020  
To: Council Members  
From: Shanda Williams, Parks and Recreation  
Subject: Sports Fee Credit

We have contracts with three separate sports groups, Mountain Brook Athletics (MBA), Mountain Brook Lacrosse (LAX), and Mountain Brook Soccer (BUSA). They each pay a yearly fee for use of our fields.

This past March the Covid-19 virus caused all sports to shut down and the Spring season was pretty much cancelled. Some games were allowed to start back up in mid-late May.

Because the sports organizations were not able to have games and tournaments, parents have requested refunds or credits to registration fees for the next season they play. The sports organizations are trying to accommodate these requests, but they also incurred costs for uniforms and such that they can not return and they also missed out on some revenue making opportunities. They are in turn requesting assistance from the city.

Even though games were not played, the city still had some maintenance costs. We still had to cut grass, water, fertilize, etc. We did have some savings which included less spending on utilities, field paint, and some overtime.

During discussions, we came up with a formula to help give the sports organizations some financial relief so they can pass it on to the players. We are proposing to take each organizations yearly fee and divide that by 12 months. Each organization would get a ½ month credit each for March and April and a ¼ month credit for May. This credit would be deducted from the amount they would owe us for fees in 2021. The following amounts are the totals to be deducted:

Mountain Brook Athletics: \$ 6,276

Mountain Brook Lacrosse: \$ 723

Mountain Brook Soccer: \$ 4,700

Total: \$11,699

By my estimates, we will still save approximately \$4,000 from not having games. The Park Board was in favor of giving the credit to the sports organizations.

These estimates are just concerning the Spring season. So far all three organizations are planning for a normal Fall season.

Date: August 20, 2020  
To: Council Members  
From: Shanda Williams, Parks and Recreation  
Subject: Transformer at Athletic Complex

We have a large electrical transformer at the complex that stopped working and caused some havoc for a little while until we could get it repaired. We had Stone and Sons and Alabama Power out to help us with the repairs. They both said that they were amazed that the transformer was still operating after 30 years because most transformers do not last past 20 years. They were able to patch it enough to operate for now and recommended that we replace the whole unit.

This unit supplies power to the whole athletic complex. When it went out everything stopped working: the concession stand including their refrigerators and freezers, field lights, and the sewer pump which services the complex, gymnastics building, and our office. If this goes out unexpectedly again, it may not be able to be patched. Replacing it is a 2-5 month long process so we need to start it now.

Stone and Sons sent us a quote for a new unit and a refurbished unit. They recommend the refurbished unit. It will be cheaper, we will be able to get it quicker, it has a longer warranty, and Brody said that he is unaware of any issues with any other refurbished units they have installed.

The new unit will be \$19,979 with a one year warranty and takes 22 weeks for delivery. This will be around mid-January 2021.

The refurbished unit will cost \$11,221 with a 5 year warranty and takes 8 weeks for delivery. This will be around the second week of October 2020.

The timing should work out with the completion of the turf project, but we will need to coordinate with the school, MBA, and gymnastics on when to do the work since it will be approximately 8 hours to do the replacement.



Electrical Contractors, Inc.

August 20, 2020

City of Mountain Brook  
Park and Recreation Dept.

Attention: Shanda Williams

Re: Youth Baseball Park Transformer

We are pleased to offer you the following quotation to remove and replace the 300 KVA pad mounted transformer at the youth baseball/softball complex. This quote includes 2 transformer options for your consideration.

- Permit and inspections.
- Coordinate with APCO for temporary outage of primary voltage feeding transformer (approximately 8 hrs needed).
- Disconnect terminations at the transformer.
- Remove existing transformer and replace with new or refurbished transformer of the same specifications.
- Reconnect terminations.
- Re-energize and verify phasing.
- Deliver old transformer to Mountain Brook for use as a spare.

**Option 1: Supply new transformer with a 1 year warranty \$19,979.00  
( 22 week delivery lead time for this transformer)**

**Option 2: Supply refurbished transformer with a 5 year warranty \$11,221.00  
( 8 week delivery lead time for this transformer)**

Thank you for this opportunity. Please call or email with any questions or concerns.

Sincerely,

  
Brody Stone

2530 Queenstown Road • Birmingham, AL 35210 • Office: (205) 833-8494 • Fax: (205) 833-9390

2020-144

STATE OF ALABAMA )  
COUNTY OF JEFFERSON )

**COMMUNITY INFRASTRUCTURE AGREEMENT**

WHEREAS, the Jefferson County Commission adopted a Community Grant and Infrastructure Assistance Program; and

WHEREAS, under this Program, the City of Mountain Brook, Alabama ("Mountain Brook"), applied for a grant of funds for \$20,000.00; and

WHEREAS, Mountain Brook, a municipality located within Jefferson County, seeks funding to make improvements to Mountain Brook Park, such as: update restrooms for ADA compliance, cover batting cages and add a new playground for smaller kids; and

WHEREAS, Mountain Brook meets the eligibility requirements of the Infrastructure Assistance Program and is funding more than 10% of the project cost; and

WHEREAS, Commissioner Steve Ammons has recommended funding of \$20,000.00 from his discretionary infrastructure budget to the Mountain Brook, and the grant of such funds serves a good and sufficient public purpose; and

WHEREAS, the County Commission has determined that it is in the public interest to provide public funds to assist in the development and promotion of said County resources.

NOW THEREFORE, the parties agree as follows:

1. The term of this Agreement shall begin upon execution hereof and end on September 10, 2021.
2. The County shall pay to Mountain Brook a lump sum payment of \$20,000.00 upon

execution of this agreement.

3. Mountain Brook shall use the public funds from Commissioner Ammon's discretionary infrastructure budget, to make improvements to Mountain Brook Park, such as: update restrooms for ADA compliance, cover batting cages and add a new playground for smaller kids.

ANY PASS-THROUGH FOR OTHER USES OR PURPOSES IS PROHIBITED.

4. Mountain Brook shall deliver to the Jefferson County Finance Department with a copy to the Jefferson County Manager and to the Office of Commissioner Ammons a detailed report describing the use of the funds and program benefits no later than sixty (60) days following the expenditures or by September 10, 2021, whichever shall occur first.

5. Mountain Brook shall create, collect and retain for inspection and copying by the County or its authorized agent or any examiner from the State Department of Public Accounts, all appropriate financial records, including original invoices, canceled checks, cash receipts and all other supporting documents, as may be necessary to prove receipt of said sum from the County and all expenditures thereof. All such financial records and supporting documents shall be retained and made available by Mountain Brook for a period of not less than three (3) years from termination of the fiscal year set out above.

6. The Mountain Brook representative signed below, certifies by the execution of this agreement that no part of the funds paid by the County pursuant to the community grant shall be passed-through to another entity or individual that is not specifically identified or described in the scope of work of this agreement.

7. The Mountain Brook representative signed below, certifies by the execution of this

APPENDIX 8

agreement that no part of the funds paid by the County pursuant to this agreement nor any part of services, products, or any item or thing of value whatsoever purchased or acquired with said funds shall be paid to, used by, or used in any way whatsoever for the personal benefit of any member or employee of any government whatsoever or family member of any of them, including federal, state, county, and municipal and any agency or subsidiary of any such government; and further certifies that neither Mountain Brook, nor any of its officers, partners, owners, agents, representatives, employees or parties in interest in any way colluded, conspired, or connived with any member of the governing body or employee of the governing body of the County or any other public official or public employee, in any manner whatsoever, to secure or obtain this agreement and further certifies that, except as expressly set out in the above, no promise or commitment of any nature whatsoever of any thing of value whatsoever has been made or communicated to any such governing body member or employee or official as inducement or consideration for this agreement.

8. Acknowledgement of Funding: If any public recognition is made related to the purpose for which the grant was received, such as in media announcements, marketing materials, advertising, or informational campaigns, grant recipients must acknowledge support from the Jefferson County Commission as a body and not solely the sponsoring Commissioner. Jefferson County should be tagged in all social media mentions regarding County-funded projects and awards.

9. Any violation of this certification shall constitute a breach and default of this agreement which shall be cause for termination. Upon such termination Mountain Brook shall immediately refund to the County all amounts paid by the County pursuant to this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals or caused

this agreement to be executed by their duly authorized representatives on the dates reflected below.

	JEFFERSON COUNTY, ALABAMA
Date	James A. Stephens, President Jefferson County Commission
8/24/20	CITY OF MOUNTAIN BROOK, ALABAMA
Date	[Signature]

2020-149

City of Mountain Brook

Amended Safer at Home Plan

On May 21, 2020, the State Health Officer issued a Safer at Home Order (the "Order") to be implemented statewide. That Order permits the re-opening and use of certain public facilities under conditions that are expressed in the Order. The City of Mountain Brook prepared its own Safer at Home Plan to provide the community clarity on how the regulations and conditions will apply to public facilities and amenities in the community. This Amended Plan reflects the application of the Order to the City as of July 9, 2020.

1. All public areas, streets, and facilities that are either owned or operated by the City of Mountain Brook or leased to or are used for the benefit of the general public shall be subject to the following rules, unless modified by more specific rules concerning certain activities:

- 1. Social distancing must be maintained pursuant to CDC and State Health Officer guidelines in places, as they may be amended from time to time. As of the date of this Plan, adequate social distancing means that all persons shall maintain a consistent six-foot distance between himself or herself and other persons from a different household.
- 2. Any person who has a fever, cough, or other symptoms of COVID-19, who has been exposed to an individual known to have tested positive for COVID-19 or who has tested positive for COVID-19 shall not enter any property, area or facility of the City of Mountain Brook unless and until such person has been specifically released from any and all COVID related restrictions by public health authorities or his or her health care provider.

These rules apply to public parks, public buildings, recreational facilities, sidewalks, and rights of way. They do not apply to persons operating or occupying motor vehicles on public streets, rights of way or public property.

2. Parks. Public parks will be open, subject to the other conditions in this Plan. Social distancing guidelines must be followed. Vulnerable individuals are encouraged to follow the stay-at-home guidelines.

<sup>1</sup> The Order was amended until July 21, 2020 by Order of June 30, 2020.

3. Courtrooms shall be limited, all persons allowed in the courtroom shall wear face coverings and no guests or family members shall be permitted to attend court with defendants. Defendants shall register their attendance on the Hoyt Lane side entrance of City Hall and then walk to their vehicle well supervised by staff to enter the courtroom.

4. Police Department. The police department remains closed to the general public except for those parties coming to the Department by appointment. All parties that do come to the Department are subject to the access procedures in place since the COVID-19 orders were put in place. Reports may be provided over the phone for non-emergencies by calling (205) 982-2434.

5. Fire Department. The fire department remains open and subject to the access procedures in place prior to COVID-19 orders. In order to maintain adequate social distancing, no persons from different households shall be permitted to occupy the waiting area/library of the fire department at the same time. Visitors will be required to wait outside the entrance until appropriate social distancing with the lobby is restored. All visitors should call ahead for an appointment and arrangements can be discussed at that time.

6. Public Works Facility. The public works facility shall remain closed to the general public and meetings with administrative personnel shall be by appointment only. The general public may continue to purchase compost pursuant to current policies and subject to COVID-19 guidelines related to social distancing.

7. Library. The library building will remain closed to the general public until further notice. Curbside pick-up services for library materials are available.

8. Post Office/Postboxes. The City will adhere to State and County Health Orders in its facilities and on all City property with regard to the use of face masks or face coverings. Personnel to Order in place as the date of the Amended Plan, facemasks or face coverings shall be required in all parts of municipal buildings open to the general public until further notice unless one or more of the exceptions in Section 3 of the County Health Order of June 30, 2020 is applicable.

using them. It was estimated that to be about \$400 each weekend or \$1,000 a month plus cleaning supplies and utilities.

The down side of this is that we have several employees that have valid concerns about being exposed to the virus so we have a limited number of workers that will voluntarily work each weekend and then we will have a limited number of other workers that will be working weekends for ball games, championships, championships, etc. Our Department is used to working weekends for ball games and championships however temporarily at the end of each ball season, but with this virus, we do not know when this weekend requirement will end.

The second option is to add the existing restrooms to our existing contract. I have not received an estimate for this yet, but this may not be a quick fix because of bid laws. We are currently paying \$33,000 a year for cleaning our offices and restrooms at the athletic complex. We may need to re bid this whole contract with the added restrooms.

The third option is to add public restrooms at the fields. Two weeks with daily cleaning will be \$1,000 a month. The restrooms are \$200 a month per restroom or \$400 to replace the equipment. The town still is debating the cost and we will need \$4 units.

I checked with other cities around us and at the time Vashita has their restrooms open and they have their own maintenance personnel clean them daily and they report it later in the day if they can. However, our staff has their restrooms closed. The restrooms at the athletic complex are open but really only available for individual activities, not the general public as a whole.

After consulting the multiple requests and researching this, this is what I propose:

We open all of the restrooms. The athletic complex will remain closed because of construction, but could be open as soon as the fields are done and open.

We will clean these ourselves throughout the week and on weekends and use low lit gels.

We will also look at leasing or rebuilding our janitorial contract to include all of our public restrooms and see if this will be a viable option to help us out.

We will also need approval to shut them down immediately if a positive Covid case is reported or any other urgent situation arises.

I would like for the next project to help us request that the public state us in helping them clean by not creating any more mess than necessary.

We will regularly evaluate the process to make sure having the restrooms open is giving monthly and not creating any negative issues.

Organized team use may be permitted subject to submission of a plan by those responsible for such activity and execution of an agreement acknowledging and agreeing to abide by State Health Officer's orders concerning organized team activities. The City reserves the right to permit or disallow any request in its sole discretion.

4. Programs. All City programs, including the playgrounds at the Tot Lot, Cornerstone Band and Overton Park, will be open for use, subject to general social distancing regulations. The playgrounds at Crestline Elementary, Brookwood Forest Elementary, Cherokee Band Elementary and Mountain Brook Elementary Schools are subject to the rules and regulations of the Mountain Brook Board of Education. Whether and to what extent they will be available for use is subject to the discretion of the Board of Education.

5. City Hall. Access to Mountain Brook City Hall will remain limited to keep both employees and members of the public safe. The front door (Church Street side) will be locked. The public may enter the building only if they have an appointment with the City Manager, other staff, or are conducting business with the revenue department or the Court employees. All persons should enter City Hall through the entrance on the Hoyt Lane side (Bank Street/Garden) of the building and ask through the entrance on the Tinseltown Street side (Police) of the building.

6. Administrative Services. City administrative services shall continue by way of telephone, fax, email or the City's website, www.mountainbrook.org, or P.O. Box 130020, Mountain Brook, AL 35213. Those meeting administrative services in the Magistrate and Revenue areas may enter the building as described above and should contact those departments to gain access to the building. All other City services are currently by appointment only. Depending on the department and the ability to provide adequate social distancing, appointments may be by telephone or online meetings. In-person meetings may be available for some departments when necessary or appropriate. Available options will be provided when appointments are requested. Second floor of City Hall will be closed to the general public.

7. Courts. Municipal Court has been resumed as of June 17, 2020. Court personnel continue to be available by phone and, in some circumstances, in person to answer questions regarding the process and handle other court related matters. Persons attending court should follow all the protocols established by court officials. Generally, the number of persons allowed in the

Date: August 21, 2020  
To: Council Members  
From: Sandra Williams, Parks and Recreation  
Subject: Opening Restrooms

We have 10 public restrooms in the following locations:

- Brookwood Forest Elementary (1)
- Overton Park (1)
- Mountain Brook Elementary (1)
- Lower Soccer Fields (2)

Under normal circumstances we have a cleaning vendor clean the ones at the athletic complex regularly during the week when sports are active. Since we have closed the athletic restrooms, we were not permitted to have the vendor clean them. I think to keep the complex we need to have all the restrooms cleaned weekly. I would like to request that the vendor be allowed to clean all the restrooms. We do not have a janitor on staff so we have divided the cleaning between the crews to not one person has to do all the restrooms because it is a time consuming job.

Since the Covid virus started in March, we have had our public restrooms closed. Since sports have started back up for us, there has been a request to open a couple of the restrooms (MSJ, BHS, lower soccer field). More recently since school has started back, we've got more requests for additional restrooms to be open and cleaned. I think to keep the complex we need to have all the restrooms cleaned weekly. I would like to request that the vendor be allowed to clean all the restrooms. We do not have a janitor on staff so we have divided the cleaning between the crews to not one person has to do all the restrooms because it is a time consuming job.

If we open them, they will need to be cleaned at least once per day according to the state guidelines. I have looked into three options for providing restroom options and meeting the daily cleaning requirement. The three options are: 1) All employees cleaning on weekends, amending the cleaning contract to include the existing restrooms only, and adding part-a-person that the company will clean daily.

If we do it ourselves, it will require one employee to come in on Saturday and Sunday to clean all the restrooms. We have estimated this to take 5-6 hours each day for cleaning and travel between restrooms. This would include cleaning the toilet, sink, floor, and handles and getting soap and paper towels in needed. The actual cleaning of one restroom will not take too long. It is the travel and putting out supplies and putting them back up that will add up, especially if we have to wait on people that are

a. Individuals must remain at (5) feet apart unless within the same family unit. The use of face masks is strongly encouraged.

b. Organized athletic team activities shall be permitted subject to the specific regulations in the Order and subject to the provisions in Section 3 of this Plan. Pick-up games or other activities where social distancing cannot be maintained will not be allowed in the parks regardless of the number of participants. The use of tennis courts shall be permitted subject to the following:

- o Participants shall not congregate within six feet of other participants unless required to participate in the activity.
- o Participants shall not share equipment (such as tennis balls), water canteen, towels, caps, towels or other items.
- o No more than four (4) persons shall be permitted on any one court at any one time.

c. All drinking fountains will remain closed and shall not be used.

d. Facilities will be open for general use but may not be retained until further notice. The general social distancing rules shall apply to all public uses. Any person using a pavilion must clean and disinfect all surfaces used, including specifically any picnic tables, after the pavilion use is completed.

e. Restrooms shall remain closed until further notice.

f. All persons using parks should limit contact with commonly touched surfaces except to the extent necessary. Park patrons will be expected to provide their own hand sanitizer or disinfectant.

g. Other regulations that are part of this Order may be posted at each park and must be followed at all times.

h. The City reserves the right to close the parks without notice.

8. Sports fields. The following sports fields shall be open to the public, subject to the general rules and guidelines concerning field use:

- o Mountain Brook Jr. High
- o Mountain Brook Elementary
- o Crestline Elementary
- o Brookwood Forest Elementary
- o Cherokee Band Elementary
- o Parkwood Park Elementary
- o Foundation was only
- o Mountain Brook High School
- o Soccer Fields
- o Tennis Courts
- o Track
- o Baseball Fields (except for Varsity field)