STATE OF ALABAMA ) ( : COUNTY OF BALDWIN )(

The City Council met in a Work Session at 4:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 28 August 2017.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson (arrived at 4:40 p.m.), Jimmy Conyers, Robert Brown, and Kevin Boone, Mayor Karin Wilson, Marcus McDowell, attending for City Attorney, and City Clerk Lisa A. Hanks. City Attorney Marion E. Wynne was absent.

Council President Burrell called the meeting to order at 4:10 p.m.

The following topics were discussed:

- The first item on the agenda was the Discussion of Financial Advisory Committee. Council President Burrell said this committee gave financial oversight and advisory for the City Council between 2008 and 2012. Councilmember Brown said they will help with infrastructure and long-term planning; and he contacted Chuck Zunk who is willing to serve along with five to seven with financial background. Councilmember Conyers said this will help with transition and stability. Councilmember Boone emphasized this would be advisory only and Council has final say so. Council President Burrell said he welcomed others to look at the numbers and give advice. City Clerk Lisa Hanks was asked to look into the formation of the committee and to see if the resolution was repealed. Mayor Wilson commented this is an excellent idea and will be a huge help.
- Budget Discussions were next on the agenda. Jeff Montgomery, IT Director, addressed the City Council and explained his budget handout. See attached handout. Mr. Montgomery explained briefly the needs for the IT Department and the City specifically the Computer Aided Dispatch system. He also brought up the new website he has been working on which should be easy to maintain and navigate.
- Wayne Dyess, Planning Director, addressed the City Council and explained his budget handout. See attached handout. Mr. Dyess explained briefly the needs for the Planning Department specifically training and virtual training.
- Erik Cortinas, Building Official, addressed the City Council and explained his budget handout. See attached handout. Mr. Cortinas explained briefly the needs for the Building Department specifically a coastal construction inspector and 4-wheel drive trucks. He also mentioned the FEMA map meeting on Tuesday night.
- Tim Bung, Maintenance Supervisor, addressed the City Council and explained his budget handout. See attached handout. Mr. Bung explained briefly the needs for the Maintenance/Mechanic Department specifically tools, a truck, and floor jacks.
- Jennifer Olmstead, Revenue Officer, addressed the City Council and explained her budget handout. See attached handout. Ms. Olmstead explained briefly the needs for the Revenue Department specifically splitting Meter and Revenue Departments and two revenue technicians.

Work Session Monday, 28 August 2017 Page –2–

- Lance Cabaniss, Building Maintenance Technician, addressed the City Council and explained his budget handout. See attached handout. Mr. Cabaniss explained briefly the needs for a new Building Maintenance Department specifically the need for three employees for the Departments, new tools, meters, and continuing education. Council President Burrell asked for percentages broken into Building and Utilities.
- Sherry-Lea Botop, Economic and Community Development Director, addressed the City Council and explained her budget handout. See attached handout. Ms. Botop explained briefly the needs for the Economic and Community Development Department specifically proposed Facilities Fees, and Community Development budget. Councilmember Conyers questioned the Eastern Shore Repertory Theatre contract. Michael Stonehouse explained the fee ordinance and the increase. Council President Burrell questioned the new proposed rates in the contract. Ms. Botop replied the contract will be changed to old rates per ordinance in place now.

Mayor Wilson commented we need to show for all events: "this is what we give as in-kind services and equipment." A total amount shown on the contract along with fees.

- Jim Bates, James P. Nix Center, addressed the City Council and explained an immediate need for a part-time employee being moved to full-time employee staying in same pay grade. Council President Burrell stated this is an immediate need. Councilmember Conyers stated we ran out of time or this would be on tonight's agenda. Councilmember Boone questioned this position and did not want to vote on \$16,000.00 plus at this time. Council President Burrell asked for this to be placed on the next agenda.
- Operations Director Richard Peterson introduced Jeremy Sasser with Goodwyn, Mills & Cawood who presented a Power Point Presentation on the City of Fairhope Unity Capacity Study Phase I. (See attached Power Point Presentation). Mr. Sasser stated the most critical pump stations are the Dog House and Thompson Hall Road. He mentioned Option 3 is to build a new waste water treatment plant. Councilmember Boone commented we need to start somewhere; prioritize and move forward. Mr. Peterson said we need to validate what we have and what is the most critical. Council President Burrell questioned putting in a sister wet well along with others.

There being no further business to come before the City Council, the meeting was duly adjourned at 6:02 p.m.

Jack Burrell Council President

anks. MMC

City Clerk

		FY 2018					
POSITION	2018			2021	. 2022	2023	2024
IT Network Administrator Grade 24 new position-ONLY ADDING TO CO	OMP STUDY FC	DR 2018					
IT Systems Administrator Grade 24 new position	56,160						
Revenue Meter Reader I (\$17/hr)	35,360						
Revenue Technician (grade 18) (\$20/hr)	41,600						
Revenue Technician (grade 18)	41,600						
Bldg Dept- Coastal Construction Inspector (\$21/ hr)	42,000						
(new position, to be filled with current employee)							
Bldg Dept- summer intern (7.25/ hr, 5/17-8/17)	5,100						
						-	
TOTAL	-a		-	-	-	-	-

#### PERSONNEL NEEDS

#### COMPUTER EXPENSE (JEFF M) FY 2018

#### ACCT#50300

.

17

ITEM DESCRIPTION	2018	2019	2020	2021	202	2 2023	2024
2x Support (MUST)	1,000						
AWS Storage (MUST)	3,360						
COLOCATION Data Center (IN CASE OF DISASTER)	2,400						
I.T Maintenance (MUST)	5,400						
Server Support (MUST)	2,300						
ESET Virus (MUST)	1,200						
Microsoft Licenses (MUST)	12,000		4				
KRONOS Support (MUST)	3,400						
Teklinks (MUST)	540						
Firewall Support (MUST)	2,800		4				
Munis Support (MUST)	9,800						
New Monitors	4,000						
New Computer	4,000						
AS400 Support	6,000						
SSL Certificates	1,200						
Domain Renewals	1,200						
New Computers	4,000						
Randy Holloway AS400 Services	5,000						
Adobe Creative Cloud	1,600						
TCM Disaster Recovery	1,000						
Leslie Green HR Laptop	2,000						
Canon EOS 5DS R	4,000						
round	800						
TOTAL	79,000		2 <b></b>	-	-	-	-

#### OFFICE SUPPLIES FY 2018

ACCT#50320							
ITEM DESCRIPTION	2018	2019	2020	2021	2022	2023	2024

TOTAL	7,500	-	-	-	-	÷	-
-------	-------	---	---	---	---	---	---

#### TELEPHONE (JEFF M) FY 2018

#### ACCT#50380

.

•

ITEM DESCRIPTION	2018	2019	2020	2021	2022	2023	2024
Phone System Support	4,000						
Verizon	15,289						
Internet	7,000						
AT&T	14,200						
SouthernLINC 6.040.00	. <del>30,20</del> 0						
round	11						
TOTAL	70,700	-	-	-	-	-	=

#### DUES-MEMBERSHIPS-SUBSCRIPTIONS FY 2018

#### ACCT#50390

ITEM DESCRIPTION	2018	2019	2020	2021	2022	2023	2024
PH-AAPPA Dues	100	100	100	100	100		
PH-SHRM Dues (local)	20	20	20	20	20	4	
PH-SHRM Dues (National)	100	100	100	100	100		
PH-HR Management Newsletter	149	149	149	149	149		
City Clerk - AAMCA	35						
City Clerk - IIMC	160						
City Clerk - District VIII (AAMCA)	12						
Planning - APA and AICP	1,225				¥.		
Bldg Dept- ICC (x7)	875						
Bldg Dept- Baldwin County HBA (x1)	600						
Bldg Dept- NFPA Govt Membership	175						

#### PURCHASES VEHICLES & EQUIPMENT FY 2018

#### ACCT#50470

а.

ITEM DESCRIPTION	2018	2019	2020	2021	2022	2023	2024
Bldg Dept- one F150 Crew Cab 4WD	30,000						
Bldg Dept- one F150 Ext Cab 4WD	25,000						
IT - Cradlepoint COR IBR1100	28,000						
IT - Wifi Downtown/Parks	30,000						
IT - SUV to replace Crown Victoria	25,000						
IT - SouthernLINC LTE Conversion							
IT - Munis - CAD - PD	297,905						
IT - Munis -Court	88,525						
IT - Server Replacement	45,000						
IT - Additial Hard Drive Array	50,000						
IT- Cameras for Rec Department	15,000						
IT - Public Works Radios	20,000						
IT - P25 County Emergency Radios	26,000						
IT - Request from Saraceno - Video Conf	15,000						
IT - Portable Streaming Cameras	10,000						
IT - Council Audio	15,000						
IT - Protable Streaming Solution	8,000						
IT - Firewall PD	15,300						
IT - Munis Planning Software	50,000						
Whse - Used fork lift for warehouse	18,000						
Meter-1500 Pickup to replace Colorado	25,000						
Meter-pickup	23,000						
Mechanics-New Service Truck 3/4 ton	35,000						2
Mechanics-2 New 3 ton floor jacks	1,500						
Mechanics-New asphalt around shop (not critical)	65,000						
Storm Supplies Resource Unit	25,000				-		
Emergency Management Video Training Unit	12,000						_
Maintenance-truck for Cody	45,000						
Finish brick on side wall by drive up-utility counter	5,000						-
60' Flag Pole	7,350					1	
TOTAL	1,055,580	-	-	-	-	-	-

To separate Meter/Revenue Department in to 1	「wo Separate [	Departments. Me	ter Dept and Reven	ue Dept
Positions: Revenue Department				
Revenue Officer				
Revenue Technician (new position)				
Revenue Technician (new position)				
Expense other than Salary			· · · · · · · · · · · · · · · · ·	
Training/Continuining Ed-Revenue Officer	\$ 1,000.00			
Training - Revenue Technician (2 weeks)	\$ 1,500.00			•••····
Training - Revenue Technician (2 weeks)	\$ 1,500.00	· · · · · · · · · · · · · · · · · · ·	• · · · · · · · · · · · · · · · · · · ·	• ····· · • • • • • • • • • • • • • • •
General Fund Revenue Dept	Fairhope	Daphne	Foley	Gulf Shores
Population (2016)	19,421	25,913	17,607	11,689
Enforce in PJ	Yes	No	Yes	Yes
Self or State Admin Sales Tax	State	Self	State	Self
Utilities Separate	No	Yes	Yes	Yes
Number of Employees	1	3 + 2 Code Enfor	2.5 + 2 Code Enfor	5 + 1 Code Enfo
Reports to whom	Dir of Ops	Finance Director	General Admin	Finance Directo
General Fund Revenue		· · · · · · · · · · · · · · · · · · ·	• • • • • • • • • • • • • • • • • • •	] 
G/L	Desc	FYTD 08/28/17	FY2016	FY2015
40310	BL	2,108,215	2,052,104	1,957,243
40390	Ins Fran	220,418	259,607	239,457
40170	Beer	279,994	307,644	300,983
40180	Wine	49,362	51,262	49,803
40190	Liquor	121,422	123,850	100,933
	Cigarette	118,456	132,957	138,298
40230	Lodging	566,340	696,379	681,419
	Month Liq	51,082	38,218	43,856
	City Prop Fran	and the second sec	7,795	7,729
· ··· · · · · · · · · · · · · · · · ·	Cable Fran	226,260	267,525	232,070
		3,747,910	3,937,340	3,751,792
Number of Business Licenses Issued	······································	5600	5300	5000

#### **1**

SHERRY-LEA INEXT YEAR BUD PROJECTION: 20181 2018 budget	GET HISTORICAL COMPARISON		INCLUDES MC FOR REORG-P PURPOS	RESENTATION			CY 2017 BUDGET MODIFIED FOR REORGANIZATION-	
ACCOUNTS FOR: General Fund			2015 ACTUALS	2016 ACTUALS	2017 ACTUALS	CY 2017 BUDGET	PRESENTATION PURPOSES ONLY (CORRECTED AMOUNT WITH SHERRY	PROJECTION LEVEL 1-2018
Commu	nity Development	•••THIS INC	LUDES SALARY F	OR SHERRY S FROM	OCT'16-FEB'17		SULLIVAN)	
1 5004	) Salaries	•••	134,165	144,716	165,201	139,563	234,063	200,761
	PERSONNEL NEEDED					2017		2018
	Public Affairs & Comm Coordinator							45,000
**will eliminate current position	Tourism & Events Coordinator							50,000
	Seasonal-fill in							10,800
	TOTAL					· .		105,800
1 5019	0 Employee Payroll Taxes		10,138	10,858	12,390	10,677	17,906	15,358
1 5020	0 Employee Retirement Exp		11,610	13,128	12,458	10,132	19,100	13,563
1 5021	0 Employee Medical Insurance							5,000
1 5023	0 Training/School/Travel	<u> </u>	7,918	7,698	1,241			6,350
	ITEM DESCRIPTION					2017		2018
	Coastal Al Partnership - x2							2,000
	Governors Conf on Tourism						· · · ·	1,000
	EDAA Conferences							1,500
	Montgomery Travel-hotels/meals							750
	SEDC Annual Conference							500
	NOLA conference							600
	TOTAL					•		6,350
1 602	O. Computer Evenese					•		2,000
1 5030	0 Computer Expense		Ĩ			2017		2018
	Laptops (2)							2,00
	TOTAL			- <u>·</u>		-		2,00
		II						
1 503	0 Office Supplies							4,50
	ITEM DESCRIPTION					2017		2018
	Mailers							50
	Pens, toner, other supplies							1,00
	small office furniture							3,00
								<u> </u>
	TOTAL					· ·		4,500
1 503	30 Postage				135			750
1 ?	Advertising & Promotion/Communicat	tions	86,367	54,456	16,463		74,200	56,50
	ITEM DESCRIPTION					2017		2018
	Community Newletter(includes printing	ng/design)						42,00
	WABF Advertising/Eternity for Comm	unity Annou	cements					4,50
	Writing Services							9,00
	miscellaneous signage				L			1,00
		1 1		1	1	1	1	1
		⊢						56,50

1 50380 Telephone

· 438

1,000

#### 1 50390 Dues-Memberships-Subscrip

390	Dues-Memberships-Subscrip				100
	ITEM DESCRIPTION			2017	2018
	EDAA				75
	other				25
	TOTAL			•	100

#### 1 50440 Equip & Vehicle Repair

Equip & Vehicle Repair	-	 	 	1,000
ITEM DESCRIPTION			2017	2018
TOTAL			•	

Purchases Vehicles & Equipment	1	· · · · ·		12,00
ITEM DESCRIPTION			2017	 2018
Street legal golf cart				 12,00
TOTAL				12,0

17	Community Events	173,805	168,987	102,105		141,000	128,950
	ITEM DESCRIPTION				2017		2018
	see list						128,950
	TOTAL				·		128,950
17	Charitable Contributions	573,102	622,906	480,589		585,500	229,500
	ITEM DESCRIPTION				2017		2018
	see list						229,500
							<u> </u>
	TOTAL						229,500
Comm	unity Development	997,105	1,022,749	791,020		1,071,769	677,332

TOTAL

Proposed Community Development 2017-2018*	BUDGET 2016-2017	ACTUAL AS OF 7/13/17	PROPOSED 2017-2018	
ALABAMA COASTAL FOUNDATION	-		\$500	
BALDWIN COUNTY HERITAGE MUSEUM	-		\$500	
DOWNTOWN FAIRHOPE BUSINESS ASSOCIATION	\$20,000		\$20,000	
EASTERN SHORE ART CENTER	\$20,000	\$10,000	\$20,000	
EASTERN SHORE CHAMBER OF COMMERCE	\$6,000	\$6,000	\$21,000	(\$15,000 FOR ANNUAL LEADERS COUNCIL PROGRAM)
ECUMENICAL MINISTRIES	\$10,000	\$5,000	\$10,000	
FAIRHOPE FILM FESTIVAL	\$8,000		\$10,000	
MISC GOLF (FIS, BOOSTER, FEEF)	\$7,500		\$7,500	
MOBILE BAY NATIONAL ESTUARY PROGRAM	\$5,000	\$5,000	\$5,000	
PIRATE BOOSTER	\$35,000		\$35,000	
ROTARY YOUTH CLUB	\$50,000	\$37,500	\$50,000	
THOMAS HOSPITAL FOUNDATION	\$50,000	\$50,000	\$50,000	_
	\$211,500	\$113,500	\$229,500	

•

HAVE NOT REC'D REQUESTS FROM THE FOLLOWING:			
BALDWIN CO TRAILBLAZER/WALKING SCHOOL BUS	\$5,000	\$5,000	
CARE HOUSE	\$5,000	\$5,000	
EDUCATION ADVISORY COMMITTEE	\$345,000	\$342,089	
OPTIMIST CLUB/DOGWOOD TRAIL PROGRAM	\$2,000		
LIGHTHOUSE DOMESTIC VIOLENCE SHELTER	\$2,000		
BALDWIN CO ECONOMIC DEV BUSINESS ALLIANCE	\$15,000	\$15,000	
	\$374,000	\$367,089	

GRANT	MATCHING	FUNDS
<b></b>		

TOTAL

		REVENUE	Ε	XPENSE		
STORMWATER MGMT TATUMVILLE GULLEY	\$	45,000		\$2,500	TOTAL GRANT \$45,000	
TRANSPORTATION HUB/PARKING GARAGE UPGRADES	\$	212,500	\$	37,500	TOTAL GRANT \$250,000	CITY PORTION 15%
CITY TRANSPORTATION/ELECTRIC VEHICLES	\$	85,000	\$	15,000	TOTAL GRANT \$100,000	CITY PORTION \$15,000
PLANNING GRANT FOR DOWNTOWN	\$	24,000	\$	6,000	TOTAL GRANT \$30,000	CITY PORTION \$6,000
ADCNR GRANT	\$	20,000	\$	-	TOTAL GRANT \$20,000	CITY PORTION \$0
RESTORE ACT GRANT 1	\$	650,000	\$	-	TOTAL GRANT \$650,000	CITY PORTION \$0
RESTORE ACT GRANT II	\$	6,000,000	\$	-	TOTAL GRANT \$6,000,000	CITY PORTION \$0
RESTORE ACT GRANT III	TBD		TBD		TBD	TBD

\$585,500

\$480,589

,

\$229,500

\* THIS SECTION WILL INCLUDE AN ADDITIONAL BREAKDOWN OF ALL IN-KIND SERVICES

EVENT	BUDGET 2016-2017	ACTUAL AS OF 7/13/17	PROPOSED 2017-2018		
ARBOR DAY	\$1,000	\$1,006	\$1,000		
BALDWIN POPS	\$3,000	\$5,070	\$1,000		
CHRISTMAS PARADE	\$5,000	\$7,208	\$6,500		
CITY SKETCHES	\$55,000	\$11,994		moved to different line item	
COMMUNITY CLEANUP	\$1,000	\$0	\$1,000		
COMMUNITY SHREDDING	\$1,500	\$1,489	\$2,000		
EARTH DAY	\$5,000	\$5,007	\$5,600		
EMPLOYEE LUNCHEON	\$7,500	\$7,134	\$10,500		
FALL MARKET	\$1,500	\$0	\$1,500		
HOLIDAY DECORATIONS	\$3,000	\$2,931	\$4,000		
JULY 4TH	\$17,000	\$19,557	\$20,000		
MARDI GRAS	\$0	\$6,676	\$6,800		
MAYORS PRAYER BREAKFAST	\$500	\$735	\$850		
MISCELLANEOUS SIGNAGE	\$0	\$325	13	moved to different line item	
MOVIE IN THE PARK	\$3,000	\$1,518	\$3,000		
NEW YEARS EVE	\$25,000	\$25,764	\$28,500		
SISTER CITIES	\$5,000	\$218	\$5,000		
SPORTS TOURISM	\$10,000	\$0	\$10,000		
SUMMER FARMERS MARKET	\$2,000	\$270	\$2,000		
TREE LIGHTING	\$15,000	\$15,192	\$15,000		
VETERANS DAY	\$500	\$278	\$700		
VOLUNTEER WEEK	\$2,500	\$2,037	\$2,500		
WABF ADVERTISING	\$3,000	\$2,388	\$4,500	moved to different line item	
WEBSITE MAINTENANCE	\$7,200	\$0	\$0	moved to different line item	shared computer expense among all departments \$7,200
WELCOME CENTER	\$2,000	\$20	\$2,000		
WRITING SERVICES	\$9,000	\$1,750	\$9,000	_moved to different line item	
	\$ 185,200	\$118,568	\$195,950		
POLICE LABOR	30,000				
	215,200				
MOVED TO DIFFERENT LINE ITEM			(\$56,500)		
EMPLOYEE LUNCHEON-SPLIT AMONG UTILS-GEN CANNOT PAY		-	(\$10,500)	<u></u>	
			\$128,950		

## **DRAFT - COF Rental Facilities/Fee Schedules**

	ITEM	AREA (Sq. Ft)	CURRENT RATE	PROPOSED RATE	PROJECTED INCREASE
	Auditorium (includes kitchen, stage, and two dressing rooms)	7800	\$485.00 \$242.50 non-profit	\$585.00 includes/6 hr rental	\$7,000.00
. :	Commercial Kitchen (currently inclusive w/aud rental)	1050	NO CHARGE	\$125.00	\$7,500.00
	Main Lobby	1740	\$125.00	\$150.00	\$750.00
	Council Chambers	1450	\$50.00	\$125.00	\$750.00
	Delchamps Room 1	864	\$40.00	\$125.00	\$2,550.00
:	Delchamps Room 2	361	\$40.00	\$75.00	\$525.00
	Storeroom	1080	NO CHARGE	\$150.00	\$2,250.00
	Hourly Rate (after 5pm weekdays, all day weekends)		\$20.00	\$50/hr past alloted 6	
	Stage Runway w/ lights and stairs		NO CHARGE	\$125.00	\$500.00
	Projector and Screen (stage broadcast only)		NO CHARGE	\$50.00	\$500.00
~	32" TV / VCR / DVD Combo		NO CHARGE	\$25.00	\$250.00
CIVIC CENTER	Scissor Lift		NO CHARGE	\$50/hr.	\$1,500.00
	Portable Bar		NO CHARGE	\$50.00	\$1,750.00
<b>5</b>	Mandatory Cleaning Fee		\$20.00 per hour	\$50.00 per hour	\$3,600.00
2	Stanchions, Easles, Coat Racks		NO CHARGE	\$10 each	\$1,200.00
5	Piano		\$60.00	\$100	\$200.00
	A/V tech fee		\$20.00 per hour	\$35.00 per hour	\$300.00
	Tent permit for CC parking lot (per tent placed)		NO CHARGE	\$100	\$1,200.00
•	A/V package - Set up & breakdown of podium/microphone, Sound mixer, Clear-Com headsets, CD player, Stage lights & light board, stage monitors, up to 5 microphones.		NO CHARGE	\$200	\$1,000.00

CURRENT - Civic Center Rental Rate = \$0.65 (Sq. ft)

	ITEM	CURRENT	PROPOSED RATE	PROJECTED INCREASE
	Park / Street usage fee (4 hour max usage)	\$150.00	\$200.00	\$3,000.00
<b>记</b> 》[1]	Mandatory Cleaning Deposit	\$500 or \$1000	NO CHANGE	-
10 11	Electricity	\$50.00	Omit	
iu i	Extra hours (after 4 hours)	\$75.00	NO CHANGE	-
K		NO CHARGE	\$1,000.00	\$2,000.00
5	<ul> <li>Optimized and the second s Second second sec</li></ul>	\$2,500.00	\$3,500.00	\$3,000.00
0ð		NO CHARGE	\$23.00 per barricade	\$11,500.00
in the		NO CHARGE	\$125.00	\$1,250.00
C.		NO CHARGE	\$25.00 each	\$2,500.00
		NO CHARGE	\$200.00 per hour	\$2,000.00
		NO CHARGE	\$600.00	\$6,000.00
PARK & STREET	City Stage (includes setup & breakdown) Parade Permit Fee Barricades Garbage Services Garbage Cans Street Sweeper Clean-up (6 staff @ 4hrs)	\$2,500.00 NO CHARGE NO CHARGE NO CHARGE	\$3,500.00 \$23.00 per barricade \$125.00 \$25.00 each \$200.00 per hour	\$3,000.00 \$11,500.00 \$1,250.00 \$2,500.00 \$2,000.00

\$31,250.00

#### PUBLIC AFFAIRS & COMMUNICATIONS COORDINATOR (ONLY NEW REQUESTED POSITION FOR DEPARTMENT)

REPORTS TO: Economic & Community Development Director

#### KIND OF WORK:

This work involves the coordination and dissemination of public information through a comprehensive public relations program strategy for the City of Fairhope.

#### EXAMPLES OF WORK:

Plans, promotes and maintains a viable public relations program, including contacts with all print and electronic news media; advises City leadership about media matters; prepares news releases and departmental position statements; arranges and coordinates news conferences; writes position statements and position papers for the Mayor and leadership team; publicizes governmental programs and achievements; arranges for radio and television programs to disseminate information regarding City activities and functions that are of interest to employees and the public; confers with department heads and others in planning, researching and gathering data for educational and informational projects; researches and prepares reports on special projects; performs related work as required.

Creates and distributes all press releases and organizes press conferences or interviews for City officials at the request of Mayor and/or supervisor.

Provides assistance to supervisor or other officials in order to help expedite processes.

Serves as spokesperson for the organization in response to media and public inquiries as defined by supervisor.

Updates and monitors social media accounts and websites in order to publicize the City. Creates and implements all social media posts on behalf of the City.

Regularly updates City website with announcements, press releases and other public engagement outreach information.

Establishes and maintains cooperative relationships with public interest groups, such as the local media, including television, radio, and print, in order to promote cooperation and coordination between these groups and the City.

Provides disaster response outreach assistance when needed.

Ability to develop press releases, articles, speeches and special outreach materials as needed.

Photographs events using a 35mm digital camera or other devices to memorialize occasions.

#### MINIMUM QUALIFICATION REQUIREMENTS:

۶

Attainment of a minimum of a bachelor's degree from a recognized college or university in journalism, communications or a closely related field, and a minimum of five years' responsible experience in public relations, communications and governmental affairs; or a combination of education and experience equivalent to these requirements.

#### ESSENTIAL REQUIREMENTS OF THE WORK:

Thorough knowledge of English usage and journalism; good knowledge of the principles, techniques and objectives of governmental affairs and public information/public relations; ability to direct and develop news stories, articles and speeches; ability to direct and present information, both orally and in writing; ability to meet and deal effectively with public officials, community groups, media and the general public; ability to meet assigned deadlines; ability to discuss problems and complaints tactfully, courteously and effectively; ability to translate complex and technical data into understandable terms for those unfamiliar with the subject matter; ability to establish and maintain effective working relationships with governmental officials, other employees and the general public.

#### DISTINGUISHING FEATURES OF THE WORK:

Responsible for developing and conducting public relations and public informational programs for the benefit of the City of Fairhope. Assignments are made in general terms as to desired results and the incumbent works with considerable initiative and independence under the general supervision of the Economic & Community Development Director.

WORKING TEST PERIOD (WTP): SIX MONTHS

#### TOURISM & EVENTS COORDINATOR (FOMALLY SPECIAL EVENTS COORDINATOR – CHANGE OF CURRENT ROLE ONLY)

### REPORTS TO: ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR

#### KIND OF WORK:

. 🔹

This is responsible work in coordinating and producing special event activities, liaising with civic organizations and implementing tourism outreach strategies.

#### **EXAMPLES OF WORK:**

Coordinates and carries out the objectives and directions of the City of Fairhope; coordinates and produces agency sponsored and co-sponsored events as assigned; identifies and secures sponsors for special events and programs; acts as community resource and information source for events; assists in marketing and promoting programs and events; recruits and trains volunteers and participants; gathers information for seasonal calendar of events; assists in researching the needs, cost effectiveness and possible available resources for new events and festivals, as well as evaluating current events; researches services with outside sources; records and maintains statistical reports on events to track progress; implements outreach strategies for tourism initiatives; performs related work as required.

#### MINIMUM QUALIFICATION REQUIREMENTS:

Attainment of a minimum of a bachelor's degree from a recognized college or university in business administration, leisure services, marketing, public relations or a closely related field, and a minimum of 1 year of experience in special event activities, public relations or closely related area; or a combination of education and experience equivalent to these requirements.

#### ESSENTIAL REQUIREMENTS OF THE WORK:

Some knowledge of the principles, techniques and methods used in coordinating, managing and producing community events; ability to develop, coordinate and promote community events; ability to identify and secure sponsors for special events and programs; ability to coordinate service requests with a number of departments; ability to work with community organizations (including Chambers of Commerce, Downtown Merchants Association) to increase the effectiveness of existing events; ability to analyze events and organizations and make progress reports for written or oral presentation; ability to manage task force groups and committees for effective production of events; ability to establish and maintain effective working relationships with public officials, community organizations, volunteers and the general public.

#### DISTINGUISHING FEATURES OF THE WORK:

Responsible for coordinating special events and carrying out policies, objectives, functions and programs of the City. Work is performed in accordance with established guidelines and procedures under the general direction of Economic & Community Development Director.

Supervision may be exercised over clerical employees and volunteers as assigned. Some night and weekend work required.

.

WORKING TEST PERIOD Six Months

. ъ. ,

# GMC



## **City of Fairhope**

Utility Capacity Study Phase I



# GM()

## PHASEISCOPE



• Analyze the current condition of the major sanitary sewer

basins with in the Fairhope Utilities System

- Assess the current loading on existing sanitary sewer infrastructure
- Determine the amount of growth the current infrastructure could handle
- If no capacity for growth is available in existing infrastructure we were to

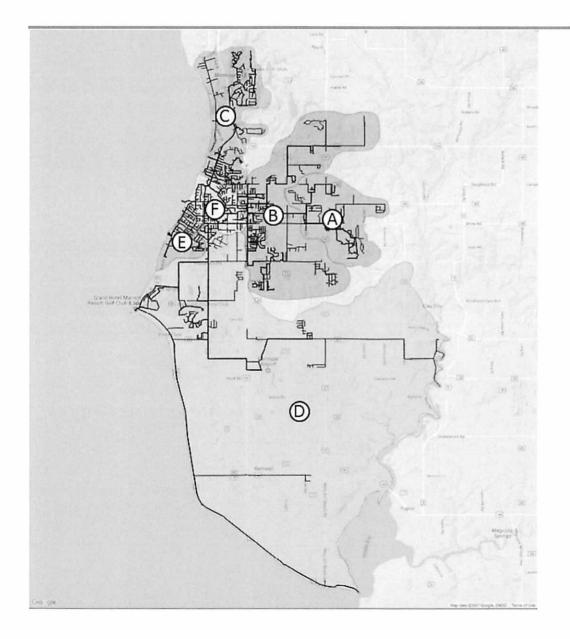
develop a capital plan to handle the future growth over the next 1,5 and 10 years.

# GMC

## SANITARY SEWER BASINS

## **GMC FIRM OVERVIEW**

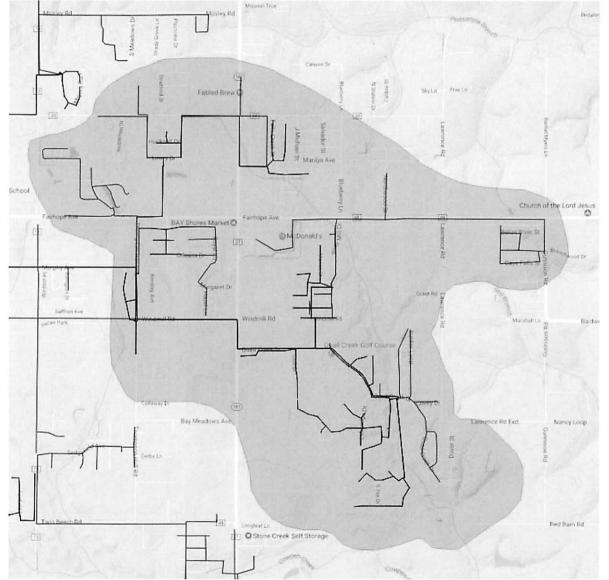




MAJOR SANITARY SEWER BASINS A – THOMPSON HALL PS B – DOGHOUSE PS C – NORTH SECTION ST. PS D – SOUTH SECTION ST. PS E – N. MOBILE AT FELS PS F – WWTP BASIN

## THOMPSON HALL PUMP STATION

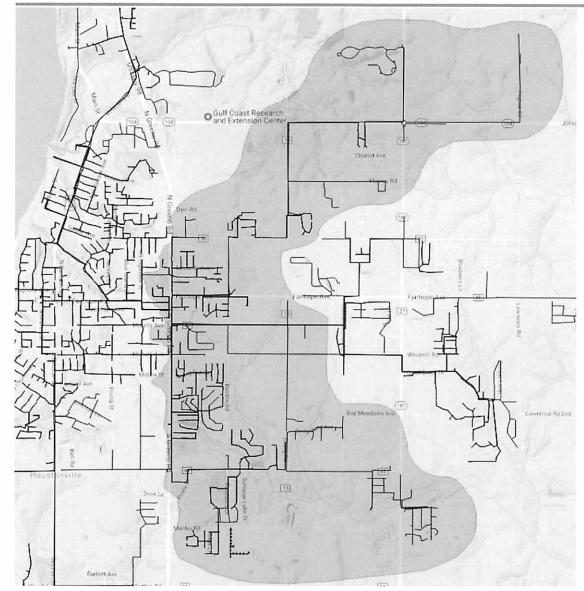




- 4 square miles
- 2 Supplemental pumping stations
- 5 low pressure systems
- Pumps to Doghouse Station

## **DOGHOUSE PUMP STATION**

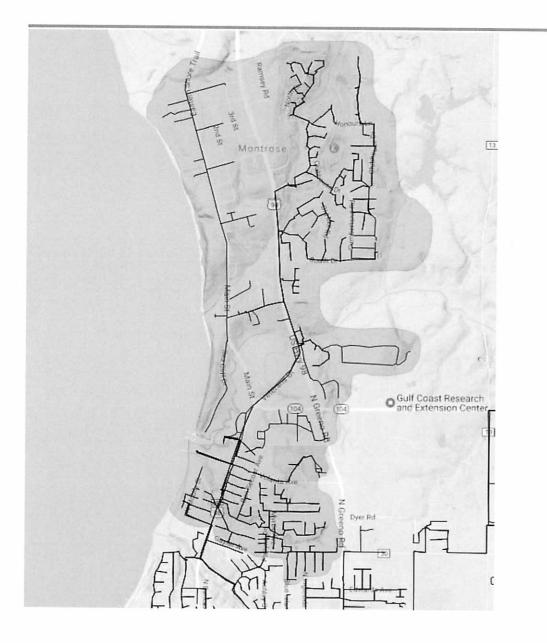




- 9 square miles
- 3 Supplemental pumping stations
- 12 low pressure systems
- Pumps to 18" Gravity Line running down Fairhope Ave, Fairwood Blvd and Bayou Dr and on the WWTP

## NORTH SECTION ST. PUMP STATION

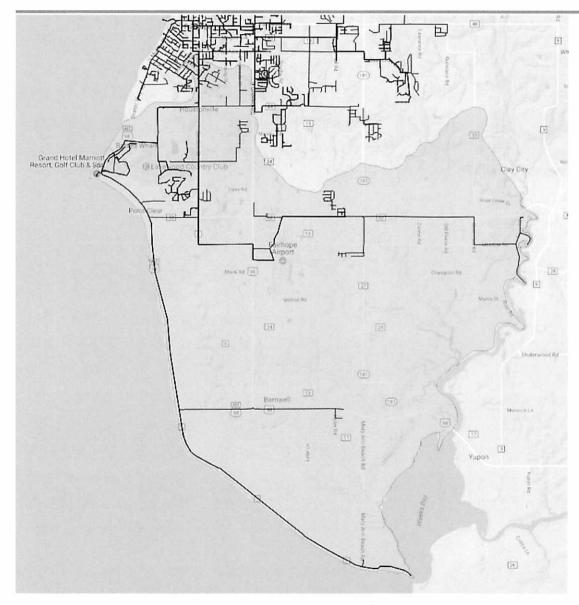




- 5 square miles
- 6 Supplemental pumping stations
- 10 low pressure systems
- Pumps directly to the WWTP

## SOUTH SECTION ST. PUMP STATION

## GMC



- 41 square miles
- 12 Supplemental pumping stations
- 9 low pressure systems
- Pumps to a 12" gravity main that runs down Church St. directly to the WWTP

## FELS AVE @ MOBILE ST. PUMP STATION



### **KEY FACTS**

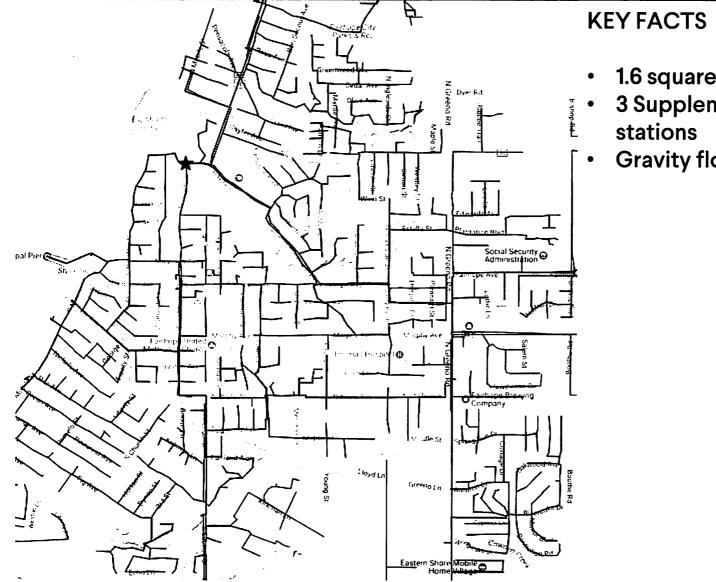
- 2.7 square miles
- 5 Supplemental pumping stations

**GMC** 

• Pumps to a 12" gravity main that runs down Church St. directly to the WWTP

## WWTP BASIN





- 1.6 square miles
- 3 Supplemental pumping
- Gravity flows to the WWTP

# GM()

## CURRENT CONDITIONS

## **DATA COLLECTION METHODS**



OBTAIN PUMP STATION INFORMATION FROM CITY STAFF
 –PUMP SIZE AND PUMPING CAPACITY
 –FLOW DATA
 –SCADA INFORMATION

• OBTAIN GIS DATA –FORCE MAIN AND GRAVITY MAIN SIZE AND ROUTING –ROAD AND PARCEL LAYOUT

## **TREATMENT SYSTEM**



• CURRENT WASTEWATER TREATMENT PLANT

- -CAPACITY TO TREAT 4.0 MGD
- -CURRENT LOADING IS 2.2 +/- MGD
- -UPGRADED IN 2015

-DISCHARGES INTO MOBILE BAY APPROX 3200 LF OFF OF THE SHORELINE

## PUMP STATION AND FORCE MAIN CONDITIONS



- 3 OF 4 MAJOR LIFT STATIONS ARE LOADED BEYOND THEIR ADF CAPACITY. THESE ARE THOMPSON HALL, DOGHOUSE AND NORTH SECTION.
- SOUTH SECTION ST STATION WILL EXCEED ADF CAPACITY BY 2020 IF CURRENT GROWTH RATES AND PATTERNS CONTINUE

		APPROX	
MAIN PUMP STATIONS	DESIGN CAPACITY (gpm)	ADF CAPACITY (gpm)	CURRENT LOAD (gpm)
SOUTH SECTION	650	325	273
NORTH SECTION	500	250	342
THOMPSON HALL	500	250	264
DOGHOUSE	800	400	633

## **PUMP STATION AND FORCE MAIN CONDITIONS**

NS GM()

## • 2 MAJOR GRAVITY OUTFALLS AND THE 2 GRAVITY LINES THAT FEED THE DOGHOUSE STATION ARE BEYOND THEIR DESIGN CAPACITY.

MAIN GRAVITY LINES	TOTAL CAPACITY (gpm)	DESIGN CAPACITY (gpm)	CURRENT LOAD (gpm)
18" GRAVITY LINE FROM DOGHOUSE OUTFALL TO WWTP	2324	915	1650
12" GRAVITY LINE FROM SOUTH SECTION OUTFALL TO WWTP	1072	401	1150
8" GRAVITY LINE BEHIND WINN DIXIE	281	130	560
8" GRAVITY AT DOGHOUSE STATION	384	178	1910

# GM()

## GROWTH PROJECTIONS

## **BUILDING PERMITS**



## • AVERAGE SINCE 2013 IS 316 SINGLE FAMILY BUILDING PERMITS ISSUED

-268 IN 2013 -279 IN 2014 -353 IN 2015

-363 IN 2016



- LOW GROWTH WILL AVERAGE 268 NEW HOMES PER YEAR
- MEDIUM GROWTH WILL AVERAGE 316 NEW HOMES PER YEAR
- HIGH GROWTH WILL AVERAGE 363 NEW HOMES PER YEAR
- 2018-2022
  - IT IS ANTICIPIATED THAT MOST GROWTH WILL OCCUR IN THE SOUTH SECTION AND THOMPSON HALL BASINS (70%)
- 2023-2027

- IT IS ANTICIPIATED THAT MOST GROWTH WILL OCCUR IN THE SOUTH SECTION, DOGHOUSE AND THOMPSON HALL BASINS (95%)

## **GROTH PROJECTIONS**



### **AVERAGE GROWTH**

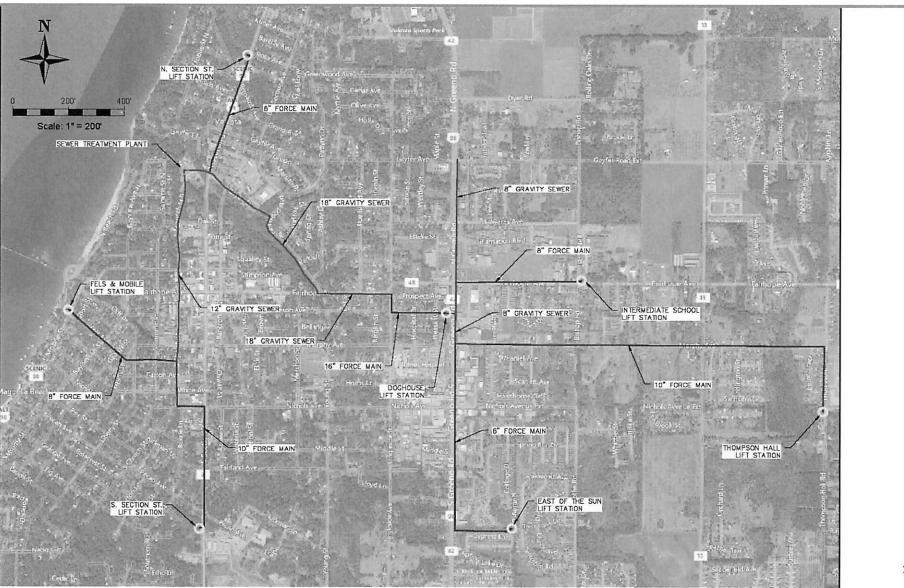
PUMP STATION	CURRENT	ADF	PDF	ADF	PDF	ADF	PDF	PEAKING
	DESIGN	(gpm)	(gpm)	(gpm)	(gpm)	(gpm)	(gpm)	FACTOR
	CAPACITY			2022	2022	2027	2027	(%)
	(gpm)							
SOUTH SECTION	650	196	273	292	407	388	540	1.39
NORTH SECTION	500	231	342	272	403	287	425	1.48
THOMPSON HALL	500	200	264	296	391	351	463	1.32
DOGHOUSE	800	500	633	637	806	802	1015	1.27
<b>HIGH GROWTI</b>	7							
	7							
PUMP STATION		ADF	PDF	ADF	PDF	ADF	PDF	PEAKING
	т <u>т</u>	ADF (gpm)	PDF (gpm)	ADF (gpm)	PDF (gpm)	ADF (gpm)	PDF (gpm)	PEAKING FACTOR
	CURRENT							
	CURRENT DESIGN			(gpm)	(gpm)	(gpm)	(gpm)	FACTOR
	CURRENT DESIGN CAPACITY			(gpm)	(gpm)	(gpm)	(gpm)	FACTOR
PUMP STATION	CURRENT DESIGN CAPACITY (gpm)	(gpm)	(gpm)	(gpm) 2022	(gpm) 2022	(gpm) 2027	(gpm) 2027	FACTOR (%)
PUMP STATION	CURRENT DESIGN CAPACITY (gpm) 650	(gpm) 	(gpm) 273	(gpm) 2022 306	(gpm) 2022 426	(gpm) 2027 416	(gpm) 2027 579	FACTOR (%) 1.39

# GMC)

## RECOMMENDATIONS

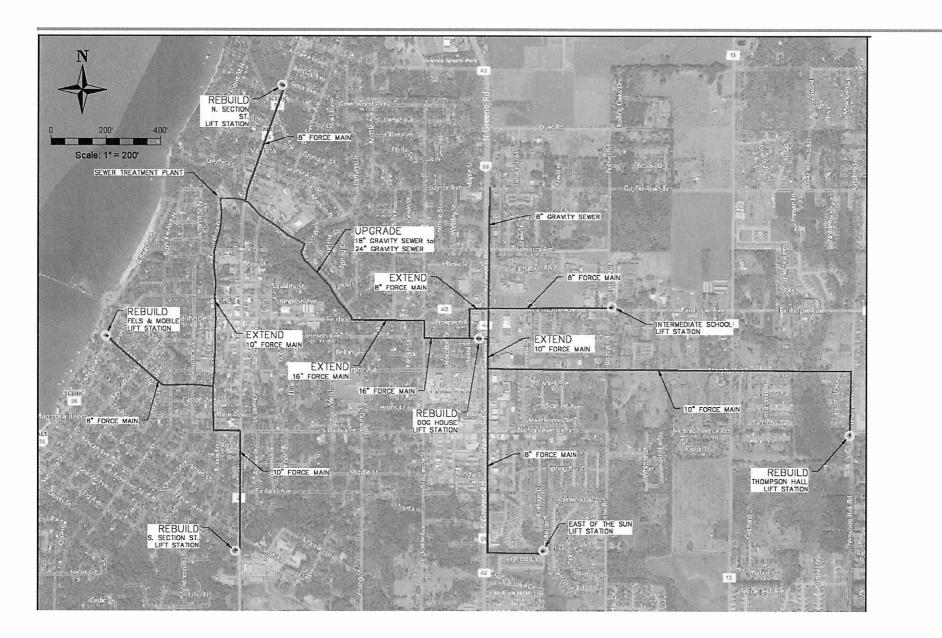
## **EXISTING CONDITIONS**

**GMC** 



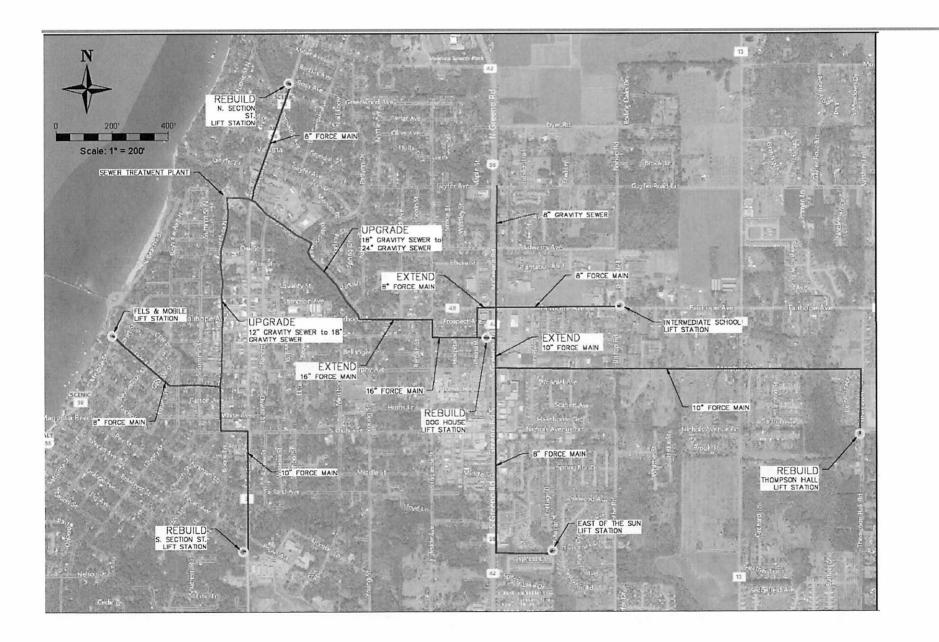
**OPTION 1** 

**GMC** 





GMC



## **OPTION 3**

GMC



## **CIPP PROGRAM**



- WHAT IS CIPP? CIPP STANDS FOR CURED IN-PLACE PIPE.
- A SOLID LINER IS PLACED IN THE EXISTING SS MAIN AND IS MECHANICALLY BONDED TO THE EXISTING SANITARY SEWER PIPE.
- NO DIGGING IS REQUIRED UNLESS MAJOR PIPE DEFENCIES ARE FOUND THAT MUST BE REPAIRED PRIOR TO THE LINER BEING INSTALLED.
- MANHOLES ARE TYPICALLY LINED TO PREVENT WATER INTRUSION ALSO.

## **CIPP PROGRAM**



- FAIRHOPE HAS APPROXIMATELY 90 MILES OF GRAVITY SEWER MAINS THAT HAVE NEVER BEEN VISUALLY INSPECTED WITH A CAMERA.
- IT IS ESTIMATED THAT APPROXIMATELY 60 MILES OF THIS PIPE IS CLAY PIPE.
- IT IS RECOMMENDED THAT ALL OF THIS PIPE BE INSPECTED AND LINED.
- BY LINING THE IN-PCAE CLAY PIPE YOU ARE HELPING TO STOP GROUNDWATER FROM ENTERING THE SYSTEM.
- TYPICALLY THIS CAN BE ACCOMPLISHED AT A COST OF \$315,000/MILE. TO INSPECT AND LINE ALLL 60 MILES OF PIPE IN THE SYSTEM IT WOULD COST APPROXIMATELY \$19,000,000

# GMC

