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 City Clerk Lisa Hanks was asked to look into the formation of the committee and to see if the resolution was repealed.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 | | | | | | |
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| TOTAL | -a | | - | - | - | - | - |

PERSONNEL NEEDS

COMPUTER EXPENSE (JEFF M) FY 2018

ACCT#50300

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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 | - | - | - | - |

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

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| 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 | . 30,20 0 | | | | | | |
| round | 11 | | | | | | |
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| 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

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| 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 |

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| 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 |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| | 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 | |

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| 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 |
|---------|----------|-------|
| | | |

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 |
| 5 | 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 |
| 记 》[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 | Optimized and the second s Second second sec | \$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:

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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:

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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.

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WORKING TEST PERIOD Six Months

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City of Fairhope

Utility Capacity Study Phase I



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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

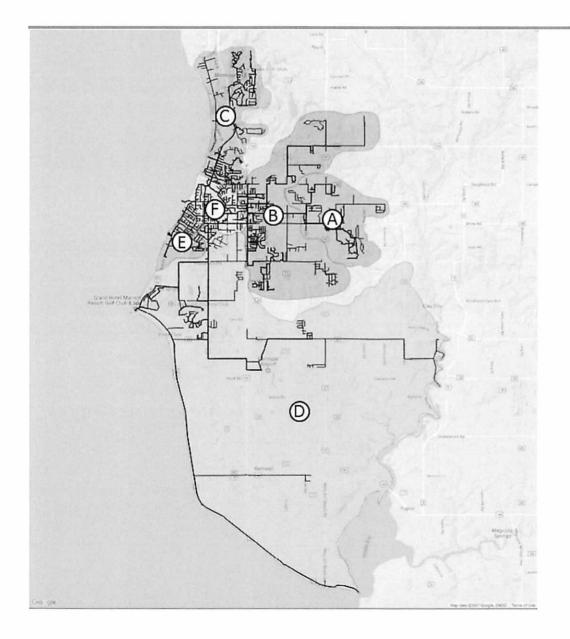
develop a capital plan to handle the future growth over the next 1,5 and 10 years.

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SANITARY SEWER BASINS

GMC FIRM OVERVIEW

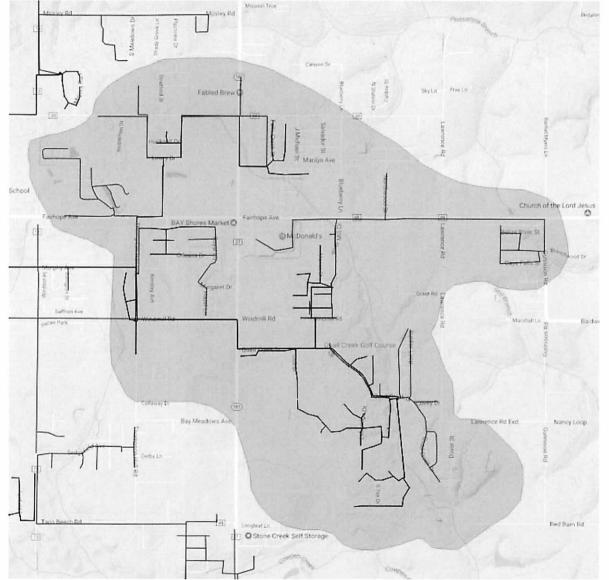




MAJOR SANITARY SEWER BASINS A – THOMPSON HALL PS B – DOGHOUSE PS C – NORTH SECTION ST. PS D – SOUTH SECTION ST. PS E – N. MOBILE AT FELS PS F – WWTP BASIN

THOMPSON HALL PUMP STATION

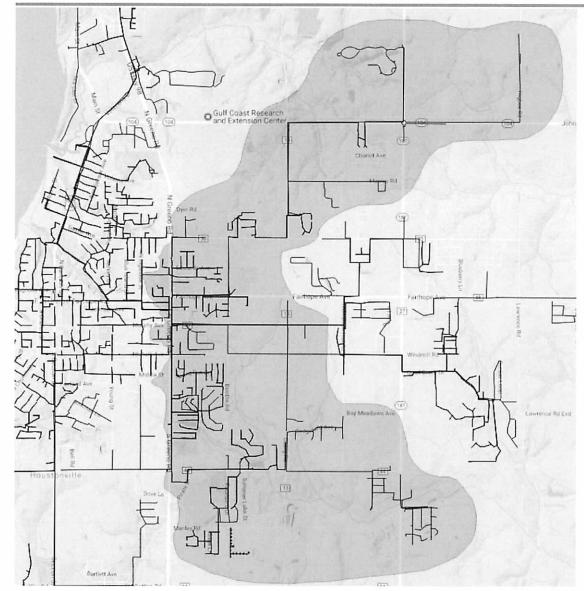




- 4 square miles
- 2 Supplemental pumping stations
- 5 low pressure systems
- Pumps to Doghouse Station

DOGHOUSE PUMP STATION

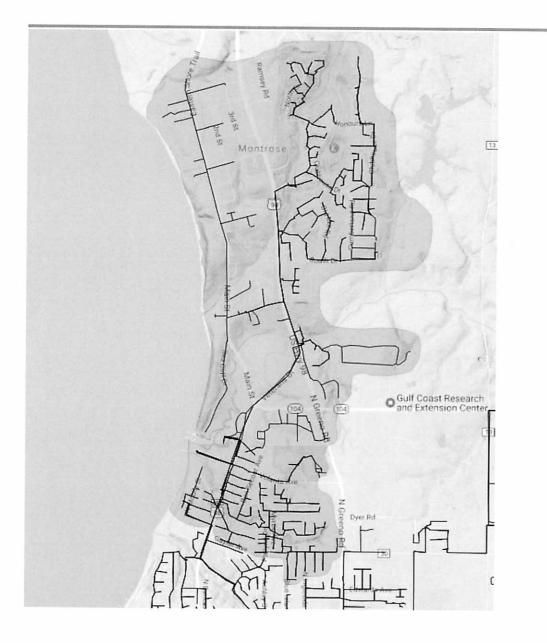




- 9 square miles
- 3 Supplemental pumping stations
- 12 low pressure systems
- Pumps to 18" Gravity Line running down Fairhope Ave, Fairwood Blvd and Bayou Dr and on the WWTP

NORTH SECTION ST. PUMP STATION

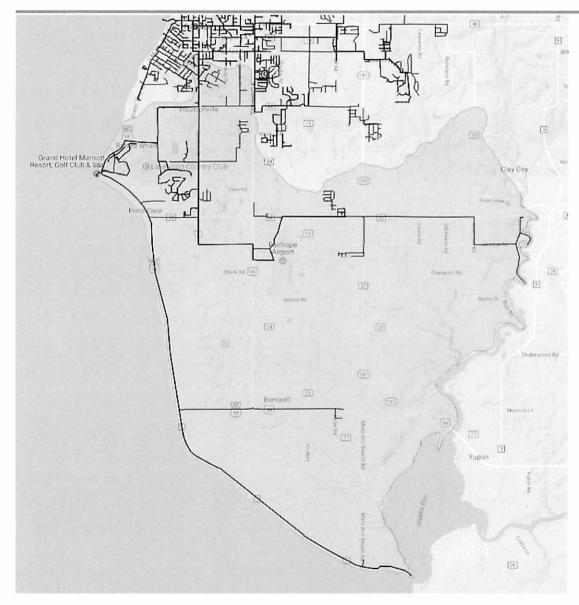




- 5 square miles
- 6 Supplemental pumping stations
- 10 low pressure systems
- Pumps directly to the WWTP

SOUTH SECTION ST. PUMP STATION

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- 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

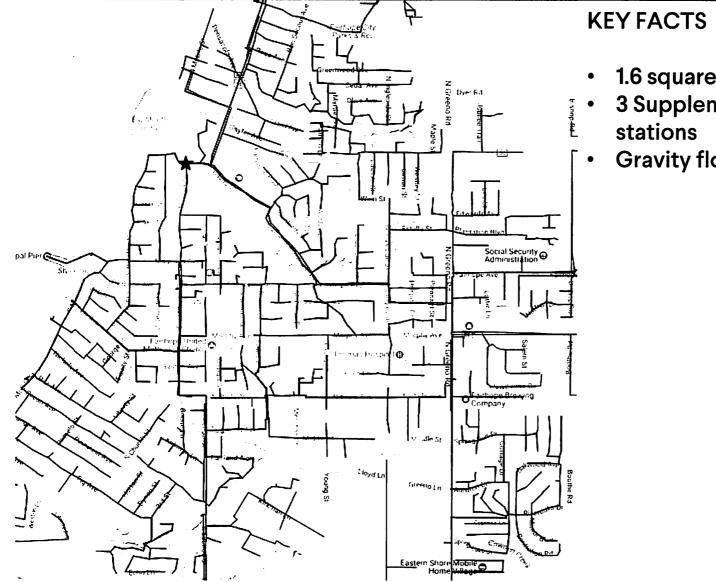
- 2.7 square miles
- 5 Supplemental pumping stations

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• 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

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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

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• 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 |

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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

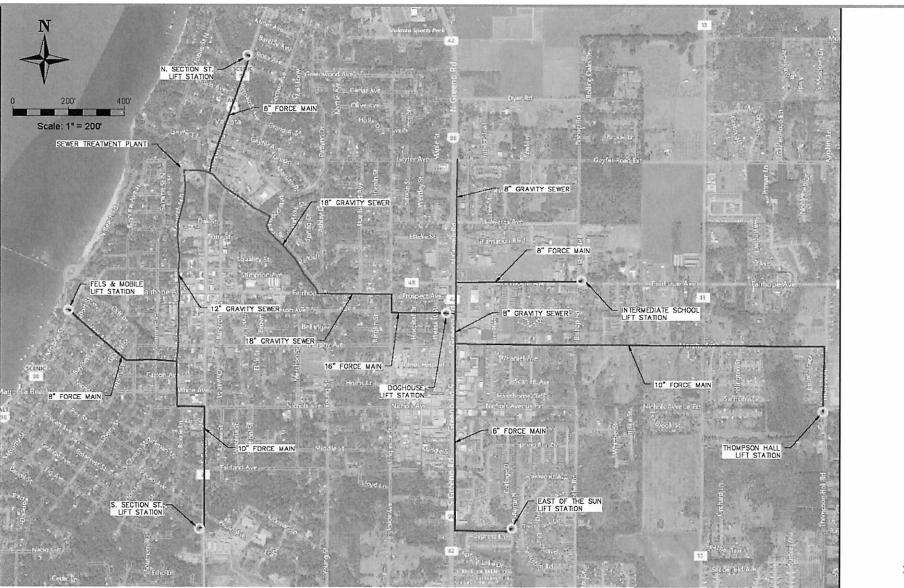
| PUMP STATION | CURRENT | ADF | PDF | ADF | PDF | ADF | PDF | PEAKING |
|--------------------|---|--------------|--------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| | DESIGN | (gpm) | (gpm) | (gpm) | (gpm) | (gpm) | (gpm) | 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 |
| HIGH GROWTI | 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 |

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RECOMMENDATIONS

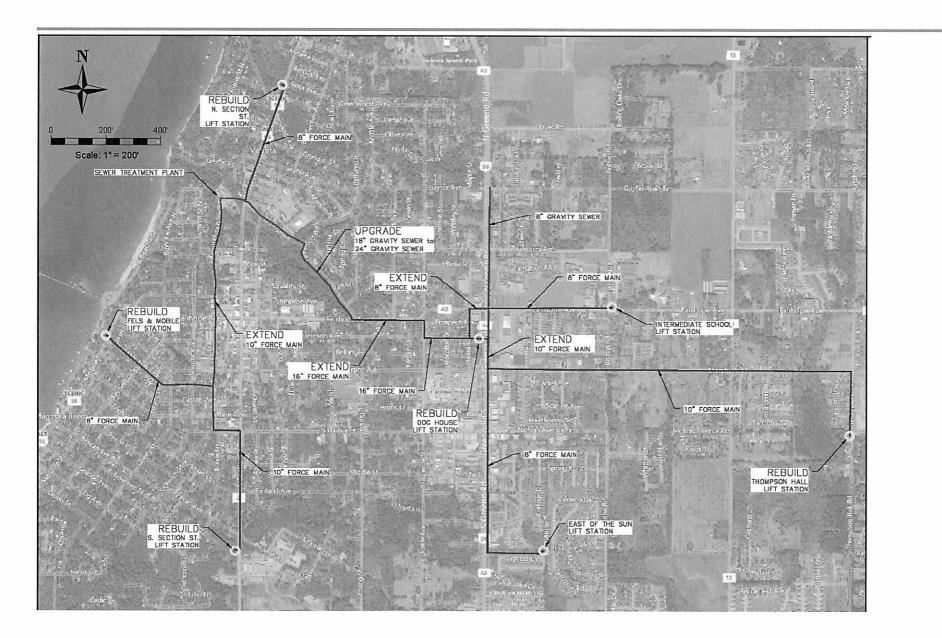
EXISTING CONDITIONS

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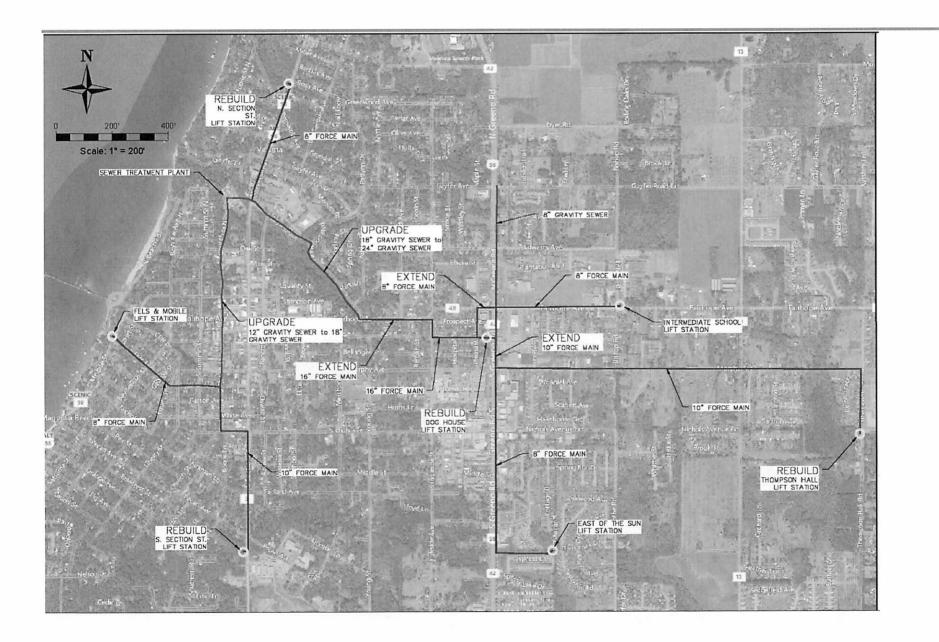
OPTION 1

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OPTION 3

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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

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