

STATE OF ALABAMA                    )  
  :  
COUNTY OF BALDWIN                )(

The City Council met in a Work Session  
at 4:30 p.m., Fairhope Municipal Complex Council Chamber,  
161 North Section Street, Fairhope, Alabama 36532,  
on Monday, 8 April 2019.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson, Jimmy Conyers, and Robert Brown, Mayor Karin Wilson, City Attorney Marcus E. McDowell, and City Clerk Lisa A. Hanks. Councilmember Kevin Boone was absent.

Council President Burrell called the meeting to order at 4:35 p.m.

The following topics were discussed:

- Mayor Wilson began the Discussion for the Personnel Compensation Study and introduced Dr. Joe Sumners who is the Director of the Government & Economic Development Institute (GEDI) with Auburn University. See attached handouts: Proposal for Organizational Studies Power Point and Draft Proposal: Organizational Study, Personnel System, Strategic Planning, and Performance Management System. Mayor Wilson said the organizational structure would be looked at first. Mr. Sumners briefly went over the proposal and each section of same. Ms. Tamblyn commented there would be multiple meetings and some to engage the community. She said this is the only company that works with Counties and Municipalities; and this would be a community plan and multi-generational. The Council agreed this needs to be actionable and have community buy in. Ms. Tamblyn said that the estimated cost for a new employee is \$4,000.00 and another \$4,200.00 for training and orientation. The total estimated cost for the proposal is \$197,586.80.
- Public Works Director Richard Johnson explained the Bank Lease-to-Own Options and the real picture for the Sanitation Department. He said Councilmembers Conyers and Robinson want to purchase the trucks and not lease anymore. Mr. Johnson said the banks refer to a loan to purchase to the City as a "Municipal Lease." He said there will be a recycle truck for purchasing in 2020. Council President Burrell said we will be debt free this year and could buy out right. Mr. Johnson said there will be a fleet schedule for the 2020 budget. Councilmember Conyers commented we do not need to "lease-to-own." Council President Burrell asked the City Council to look at the options and decide which way to go.
- The Fairhope Pedestrian Safety Projects was next on the agenda. Mr. Johnson presented the attached Power Point Presentation with several intersections and crosswalks for pedestrian safety projects. Council President Burrell questioned De La Mare and the paved area. Mayor Wilson replied this was not her plan; and all parking at stop signs were removed or juttet out. Councilmember Brown said he would like to move forward with the Section Street parts near the Police Department and Pine Street. Mr. Johnson said he would bid the other areas as alternative bids.
- Councilmember Brown brought up the Business License and complaints he has received with enforcement for rentals. Council President Burrell said he was in favor of business licenses for all; and should be charged as investment property. Mayor Wilson agreed with Council President Burrell.

Monday, 8 April 2019

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Special Projects Manager Lynn Maser addressed the City Council and briefly went over the regulations that Enterprise Alabama has for its rentals. She said the property management gets a commission and the home owner gets the rent. Council President Burrell commented that if you have 30 homes you are a business entity. Mayor Wilson said staff would get ideas and bring back for the Council.

- Councilmember Brown also brought up vehicular signs for contractors and subcontractors; and questioned the reasoning behind this code section. He said it appeared to be for checking who has a business license and who does not. Building Official Erik Cortinas suggested a sticker similar to the beach decal. Council President Burrell asked City Clerk Hanks to look at minutes and research the original intent when adopted in 2004.
- Councilmember Conyers mentioned the Civic Center Ordinance and all Mardi Gras organizations possibly moving events to other venues. Council President Burrell commented the KOER is looking at expanding their float barn and may use it for their ball.
- Councilmember Robinson mentioned the appointment and reappointment for the Recreation Board on tonight's agenda.
- Council President Burrell commented that the Museum Advisory Board was looking at updating its bylaws; and that the copier at the Museum is leased by the Friends of the Museum. He said the City should be paying for the copier, since the employees are using it.
- Economic and Community Development Director Sherry-Lea Botop addressed the City Council regarding a survey going out for the K-1 Center; National Park Service; and PL grant to enhance our Complete Streets Policy.
- Operations Director Richard Peterson addressed the City Council regarding quotes for geotechnical services on Nichols Avenue; and asked for a contract for geotechnical services for soil quality to be walked onto the agenda. The contract is with GeoCon Engineering & Materials Testing, Inc. with a cost of \$2,760.00.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:51 p.m.

  
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Jack Burrell, Council President

  
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Lisa A. Hanks, MMC  
City Clerk



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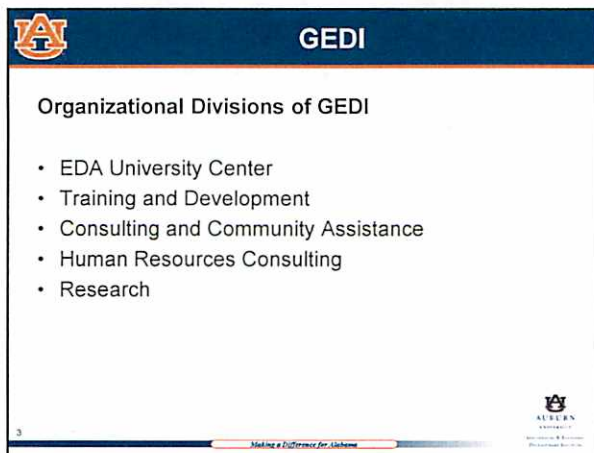
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## GEDI Mission

### GEDI Mission Statement

*Promote effective government policy and management, civic engagement, economic prosperity, and improved quality of life for the State of Alabama and its communities.*



## Project Perspective

- Fairhope recognized as a model community
- Beautiful environment
- Sets a standard
- Maintenance and protective of distinctive characteristics
- Provision of excellent services for the present and the future
- Engagement of the leadership and citizenry
- Study of status and provision of a "road map" to the future
- Align the current with future growth
- Thoughtfully address gap management



## Primary Project Components

1. Organizational Study
2. Personnel System
3. Strategic Planning
4. Performance Management System

Integration of all dimensions to support current operations and proactively plan to shape the City's future.







## Organizational Study

- Explore and assess existing status and dimensions
- Scheduling and implementing a series of meetings and interviews
- Conduct of research and development of data parameters
- Conduct benchmarking
- Develop and disseminate surveys
- Assess City services, jobs, and mix of jobs
- Compile and assess information and data; compare to attaining City priorities
- Develop a report and presentation



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## Meetings and Interviews

### Inclusive and Engaged –

- Council, Mayor, Department Heads
- Employees
- Citizens
- Business leaders and Stakeholders



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## Personnel System

### Foundation of all personnel projects:

- Compliance with federal and state laws
- Equity – internal and external
- Support for retention of qualified, productive employees, and for recruiting new employees
- Provision of information and tools to minimize liabilities, and support effective decision making and utilization of City resources



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## Personnel System

### Project elements:

- Update and develop compliant job descriptions
- Evaluate jobs (9 compensable factors)
- Develop a classification plan
- Conduct pay study and comparisons
- Develop a pay plan
- Write and present a project report with suggestions for implementation and maintenance

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## Factor Evaluation System

### Compensable Factors

Job descriptions are evaluated on the extent to which each factor is present in each job:

1. Knowledge Required by the Position
2. Supervisory Controls
3. Guidelines
4. Complexity
5. Scope and Effect
6. Personal Contacts
7. Purpose of Contacts
8. Physical Demands
9. Work Environment

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## Strategic Planning

### Components:

1. Asset Inventory and Needs Assessment  
(Where are we now?)
2. Vision and Goals  
(Where do we want to be?)
3. Implementation Strategies  
(How do we get there?)

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## Performance Management

### Definitions

- Performance management
  - an ongoing process of communication between a supervisor and an employee that occurs throughout the year
  - provides feedback, accountability, and documentation for performance outcomes in support of accomplishing the strategic objectives of the organization
  - helps employees to channel their talents toward organizational goals

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## Performance Management System

- Development of performance management system
  - Process and guidelines
  - Job specific appraisal forms
  - Written instructions
- Training of department heads & supervisors (3 sessions suggested)

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## Time and Cost


- An estimated 18 months of work
- A cost estimated amount of \$197,586.80

(Reference proposal)

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COMMENTS  
or  
QUESTIONS?

16

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AUBURN  
UNIVERSITY  
1821-1826  
H. Rouse Caffery  
Architectural Firm, Inc.

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Contact Information

Government & Economic Development  
Institute

Primary Project Contact  
Maria Tamblyn - mariatamblyn@auburn.edu  
334-844-4899

<https://www.auburn.edu/gedi>

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AUBURN  
UNIVERSITY  
1821-1826  
H. Rouse Caffery  
Architectural Firm, Inc.

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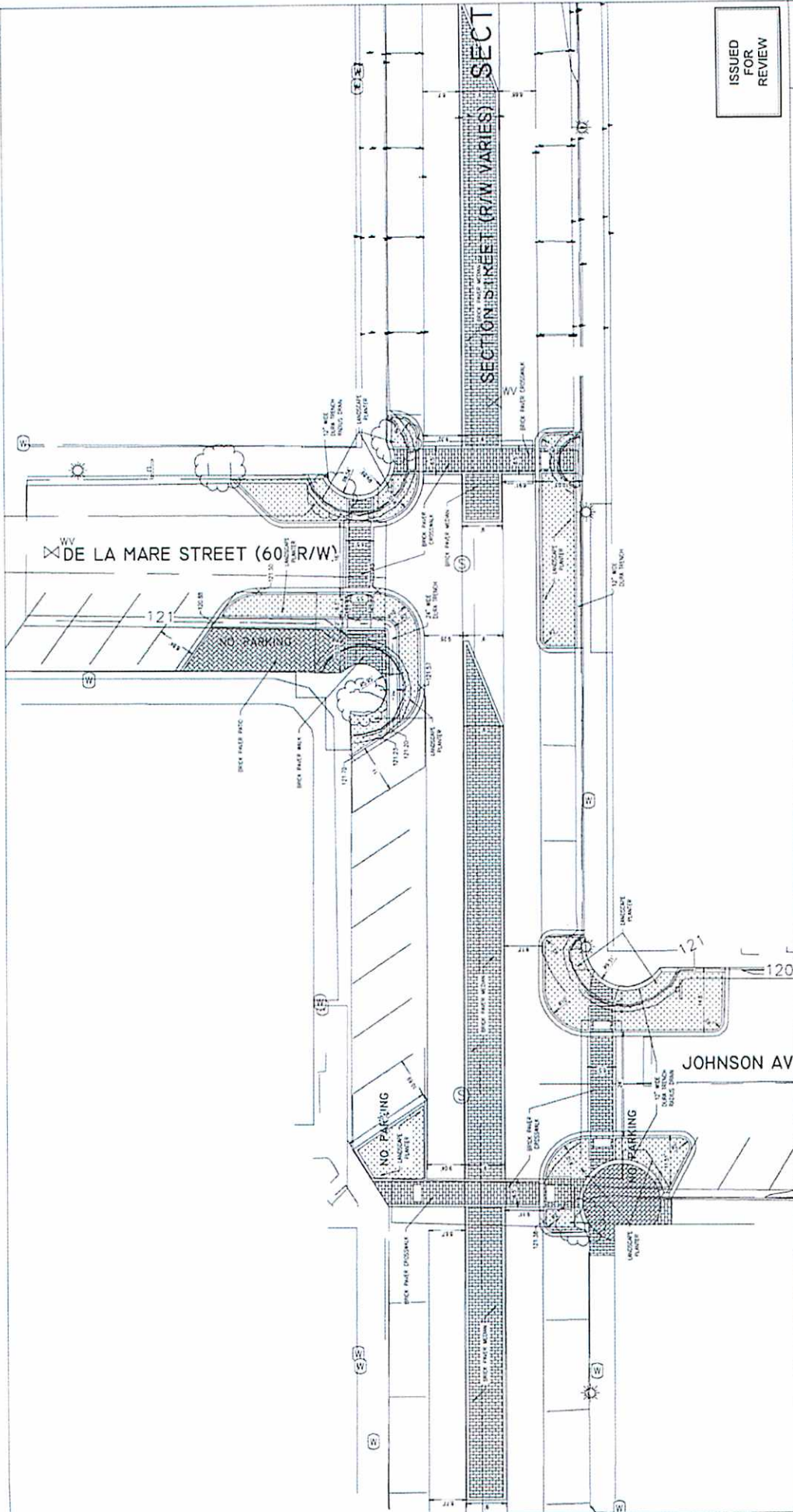
## Bank Lease-to-Own Options - FY2018

Budget	2018	2019	2020	2021	2022	2023*	2024	2025	2026	2027	2028	2029
Capital	\$190,000.00	\$190,000.00	\$135,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Operational	\$0.00	\$190,000.00	\$380,000.00	\$515,000.00	\$515,000.00	\$527,875.00	\$541,071.88	\$554,598.67	\$568,463.64	\$582,675.23	\$597,242.11	\$612,173.16
Operational \$ Available - Lease	\$0.00	\$0.00	\$0.00	\$190,000.00	\$190,000.00	\$147,875.00	\$203,196.88	\$203,526.80	\$161,739.97	\$217,408.47	\$218,093.68	\$176,671.02
Yearly Total	\$190,000.00	\$380,000.00	\$515,000.00	\$515,000.00	\$515,000.00	\$527,875.00	\$541,071.88	\$554,598.67	\$568,463.64	\$582,675.23	\$597,242.11	\$612,173.16
Trucks Acquired	3	3	2	3	3	2	3	3	2	3	3	2
Fleet Replacement 6 Years -						16	Fleet Replacement 6 Years -					

Rolling Stock Type	Cost w/Finance	Annual Lease Payment	Current Fleet	2 - Year Fleet Projection
Trash Truck	\$165,000.00	\$55,000.00	5	5
Recycle Truck	\$165,000.00	\$55,000.00	3	4
Garbage Truck	\$240,000.00	\$80,000.00	5	6

\*2.5% Increase in cost added annually



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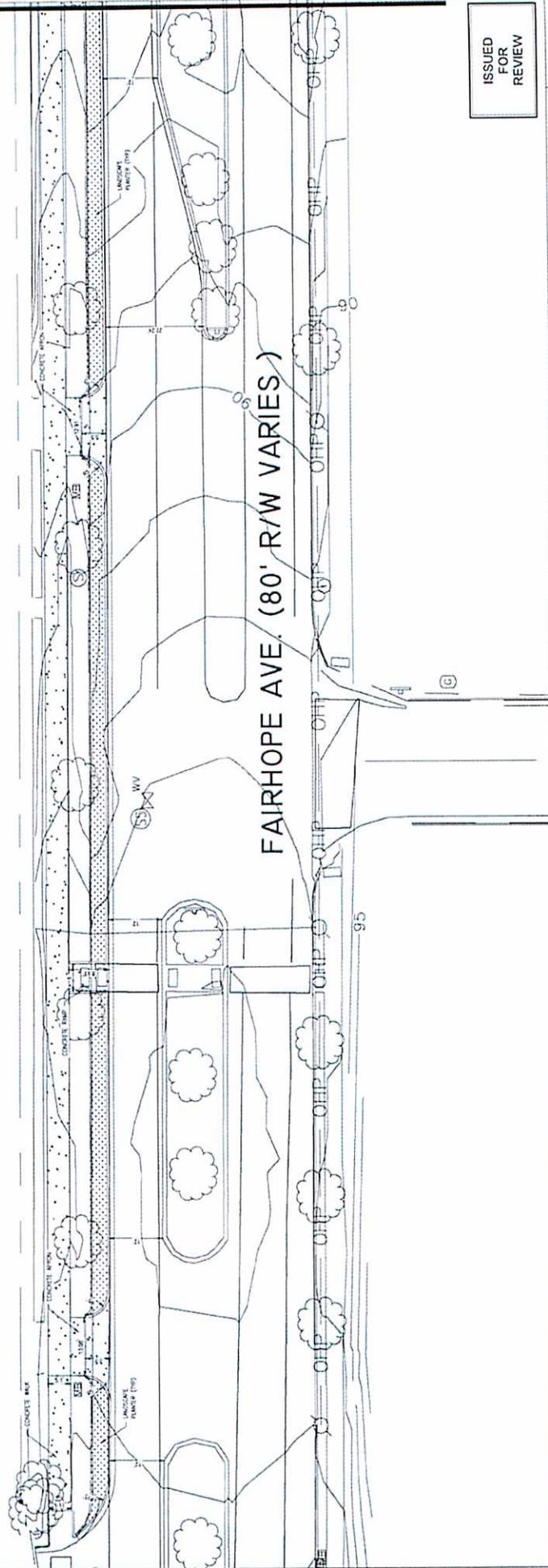
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FOR  
REVIEW

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NOTES:  
1. SEE SHEET C10 FOR ALL GENERAL NOTES



- FENCE  
 OVERHEAD POWER LINE  
 CONCRETE  
 GRVEL  
 ASPHALT  
 COVERED AREA  
 WOOD STAKE  
 TELEPHONE PEDESTAL  
 CABLE TV PEDESTAL  
 LIGHT POLE



ISSUED FOR REVIEW

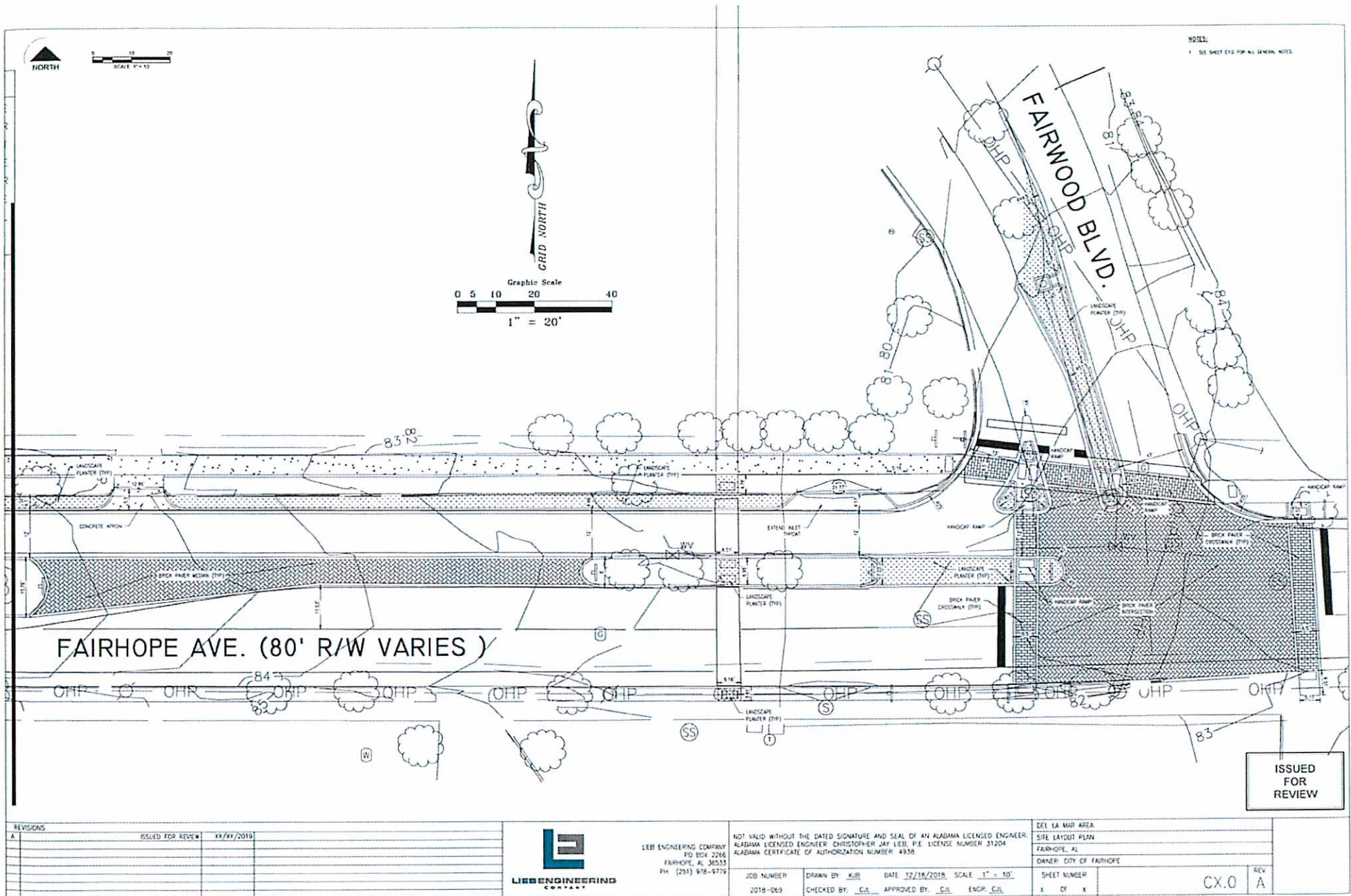
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PREPARED BY: JEB CHECKED BY: JEB DATE: 11/11/2019 SCALE: 1" = 10' 2019-003		
NOT VALID WITHOUT THE DATED SIGNATURE AND SEAL OF AN ALABAMA LICENSED ENGINEER LEB ENGINEERING COMPANY 1000 N. MOBILE BLVD., SUITE 100 FAIRHOPE, AL 36533 PH (251) 978-8779		
DET. LA. WAS AREA SITE LAYOUT PLAN FAIRHOPE, AL OWNER: CITY OF FAIRHOPE		
SHEET NUMBER		1 OF 1
REV		CX.0
A		A







NOTES:  
1. SEE SHEET C10 FOR ALL GENERAL NOTES



ISSUED  
FOR REVIEW

REVISIONS		
A.	ISSUED FOR REVIEW	XX/XX/2019



LEE ENGINEERING COMPANY  
PO BOX 2266  
FAIRHOPE, AL 36533  
PH (251) 978-9779

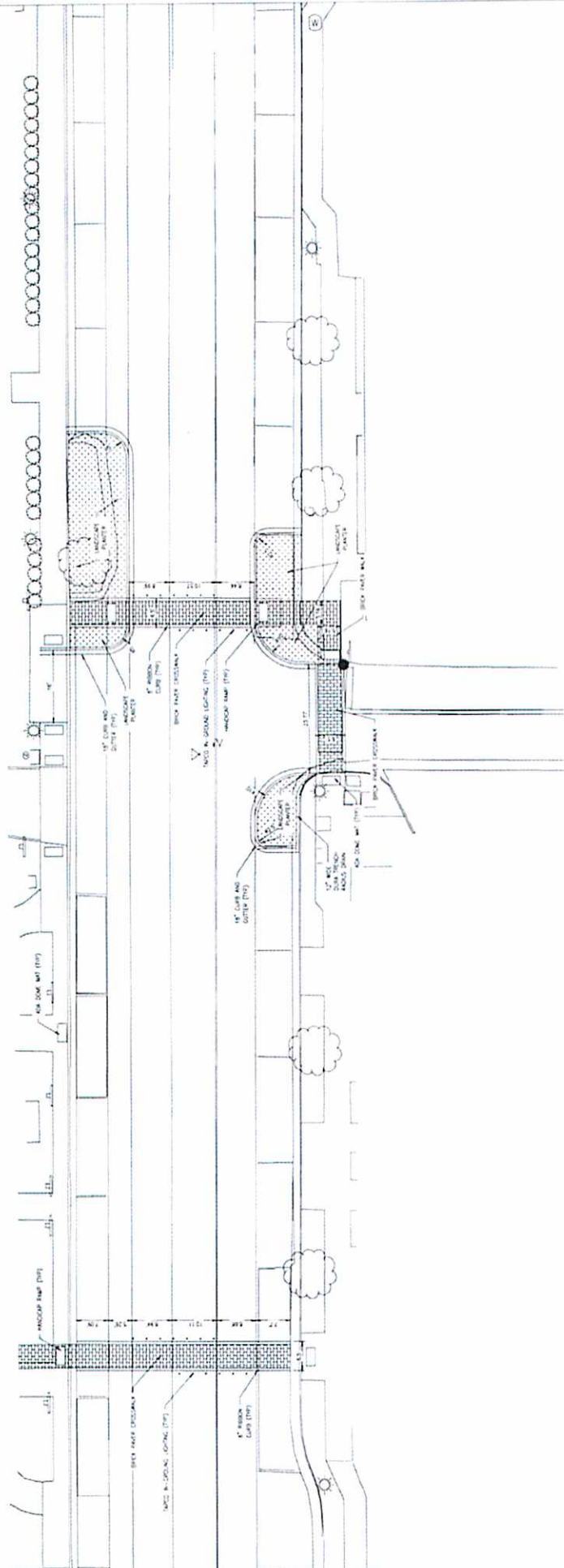
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ALABAMA LICENSED ENGINEER CHRISTOPHER JAY LEE, P.E. LICENSE NUMBER 31204  
ALABAMA CERTIFICATE OF AUTHORIZATION NUMBER 4936

JOB NUMBER 2019-069  
DRAWN BY KJR  
DATE 12/18/2019 SCALE 1" = 10'  
CHECKED BY CJA APPROVED BY CJA ENGR. CJA

DEL. 1A MAP AREA	REV
SITE LAYOUT PLAN	A
FAIRHOPE, AL	
OWNER: CITY OF FAIRHOPE	
SHEET NUMBER	
1 OF 1	

CX.0

NOTE:  
1. SEE SHEET 12 OF 41 DRAWINGS.



ISSUED  
FOR  
REVIEW

REVISIONS	ISSUED FOR REVIEW		11/11/2019	
	A			
LIEB ENGINEERING		NOT VALID WITHOUT THE DATED SIGNATURE AND SEAL OF AN ALABAMA LICENSED ENGINEER		
LIEB ENGINEERING COMPANY		ALABAMA LICENSED PROFESSIONAL ENGINEER LICENSE NUMBER 37024		
1000 BOULEVARD OF THE SEAS		FABER, A.		
FABER, A.		OWNER: CITY OF FABER		
P.O. BOX 9779		SHEET NAME:		
FABER, AL		1 OF 1		
P.O. BOX 9779		C.X.0		
FABER, AL		REV		
P.O. BOX 9779		A		
FABER, AL		DATE: 11/11/2019		
P.O. BOX 9779		SCALE: 1" = 10'		
FABER, AL		DRAWN BY: J.E.		
P.O. BOX 9779		CHECKED BY: J.E.		
FABER, AL		2018-009		



CITY PEDESTRIAN IMPROVEMENTS					
	QUANTITY	UNIT PRICE	UNITS	SUBTOTAL	NOTES
Pavement Demolition					
	8,160	\$10	SF	\$81,600	
Striping Removal					
	385	\$5	LF	\$1,925	
Curbing Demolition					
	710	\$15	LF	\$10,650	
Driveway Apron/Conc Ped ramps Removal					
	4,850	\$5	SF	\$24,250	
Remove and relocate existing ADA Pedestrian Dome mats					
	5	\$100	EA	\$500	
Mailbox relocation					
	2	\$100	EA	\$200	
Soil Excavation & Haul (Paving)					
	150	\$18	CY	\$2,700	
New Concrete Driveway Apron					
	400	\$7	SF	\$2,600	
New Concrete Pedestrian Ramp					
	300	\$7	SF	\$1,950	
New ADA Pedestrian Dome mats					
	4	\$150	EA	\$600	
New P.I.P. Concrete Curb and Gutter					
	920	\$20	LF	\$18,400	
New P.I.P. Concrete Ribbon Curb					
	750	\$20	LF	\$15,000	
New P.I.P. Concrete Sidewalk					
	4,650	\$7	SF	\$30,225	
New Paver Crosswalk					
	650	\$30	SF	\$19,500	
New Paver Roadway					
	4,100	\$30	SF	\$123,000	
Stop Signs					
	5	\$500	EA	\$2,500	
Yield Sign					
	1	\$500	EA	\$500	
Striping					
	180	\$10	LF	\$1,800	Includes stop bar
Soil Mitigation - Imported Planting Soil					
	55	\$60	CY	\$3,300	6" DEEP
Traffic Control					
	1	\$10000	LS	\$10,000	
Erosion Control					
	1	\$5000	LS	\$5,000	
Storm Inlet					
	1	\$5000	EA	\$5,000	
Storm Pipe					
	98	\$50	LF	\$4,900	
CITY PEDESTRIAN IMPROVEMENTS SUBTOTAL					
				\$366,100	
TOTAL ESTIMATE OF COST					
				\$366,100	



Section Street (Pine Street Intersection)

	QUANTITY	UNIT PRICE	UNITS	SUBTOTAL	NOTES
<b>CITY PEDESTRIAN IMPROVEMENTS</b>					
Pavement Demolition	1,500	\$10	SF	\$15,000	
Curbing Demolition	25	\$15	LF	\$375	
New ADA Pedestrian Dome mats	11	\$150	EA	\$1,650	
Soil Excavation & Haul (Paving)	33	\$18	CY	\$594	
New P.I.P. Concrete Curb and Gutter	200	\$20	LF	\$4,000	
New P.I.P. Concrete Ribbon Curb	225	\$20	LF	\$4,500	
New Paver Crosswalk	790	\$20	SF	\$15,800	
12" Concrete Drainage Channel	25	\$25	SF	\$625	
Soil Mitigation - Imported Planting Soil	17	\$60	CY	\$1,020	
TAPCO In-Pavement LED Markers	1	\$21375	LS	\$21,375	
Traffic Control	1	\$10000	LS	\$10,000	
Erosion Control	1	\$5000	LS	\$5,000	
<b>CITY PEDESTRIAN IMPROVEMENTS SUBTOTAL</b>				<b>\$79,939</b>	
<b>TOTAL ESTIMATE OF COST</b>				<b>\$79,939</b>	

Section Street (DeLaMar Intersection)

CITY PEDESTRIAN IMPROVEMENTS					
	QUANTITY	UNIT PRICE	UNITS	SUBTOTAL	NOTES
Pavement Demolition	6,800	\$10	SF	\$68,000	
Striping Removal	205	\$5	SF	\$1,025	
Curbing Demolition	315	\$15	LF	\$4,725	
Conc/brick Ped Ramps Removal	470	\$5	SF	\$2,350	
Bituminous Treatment A	25	\$3	SY	\$75	
Superpave Bituminous Concrete Wearing Surface Layer	3	\$180	TONS	\$540	
Soil Excavation & Haul (Paving)	106	\$18	CY	\$1,908	
New P.I.P. Concrete Curb and Gutter	500	\$20	LF	\$10,000	
New P.I.P. Concrete Ribbon Curb	900	\$20	LF	\$18,000	
New ADA Pedestrian Dome mats	8	\$150	EA	\$1,200	
New Paver Patio/walk	760	\$30	SF	\$22,800	
New Paver Crosswalk	800	\$30	SF	\$24,000	
New Paver Roadway	2,250	\$30	SF	\$67,500	
24" Concrete Drainage Channel	150	\$25	SF	\$3,750	
12" Concrete Drainage Channel	190	\$25	SF	\$4,750	
Striping	40	\$10	LF	\$400	
Soil Mitigation - Imported Planting Soil	40	\$60	CY	\$2,400	
Traffic Control	1	\$10000	LS	\$10,000	
Erosion Control	1	\$5000	LS	\$5,000	
Wheel Stop	1	\$500	EA	\$500	
				\$248,923	
CITY PEDESTRIAN IMPROVEMENTS SUBTOTAL				\$248,923	
				\$248,923	
TOTAL ESTIMATE OF COST				\$248,923	

**Project Total**

	SUBTOTAL	NOTES
<b>CITY PEDESTRIAN IMPROVEMENTS</b>		
Fairhope Ave	\$366,100	
Section Street (North)	\$79,939	
Section Street (South)	\$248,923	
Mobilization	\$30,000	
Utility Adjustments	\$20,000	Raise utility structures in planters
Profit (5%)	\$ 37,248.10	
Overhead (10%)	\$ 74,496.20	
AE Fees (10%)	\$ 74,496.20	Includes Already Contracted Work
Contingency (15%)	\$ 111,744.30	
<b>CITY PEDESTRIAN IMPROVEMENTS SUBTOTAL</b>	<b>\$1,042,947</b>	
<b>TOTAL PROJECT ESTIMATE OF COST</b>	<b>\$1,042,947</b>	





## Fairhope Pedestrian Safety Projects

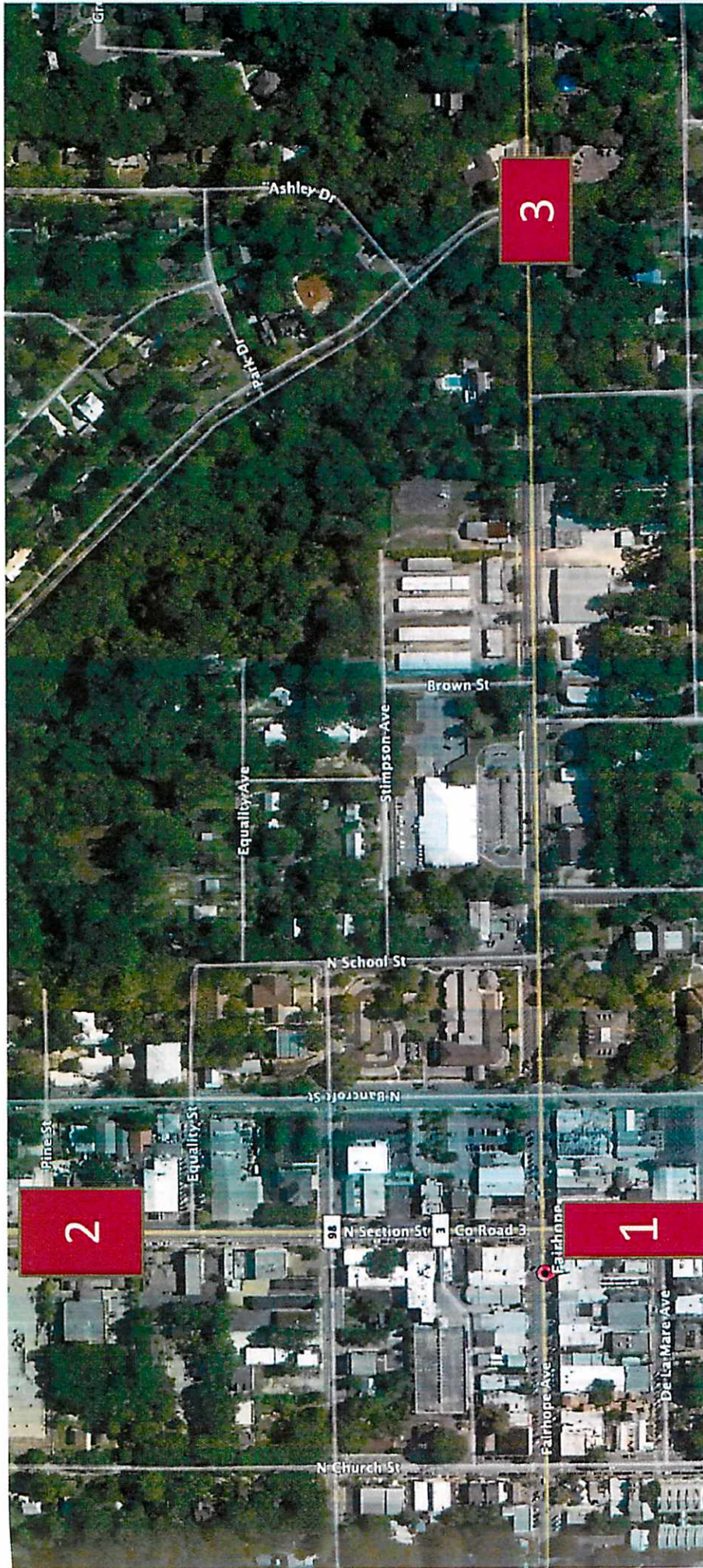


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COMPANY



CPLA  
SOUTH ALABAMA  
LIBRARY ASSOCIATION

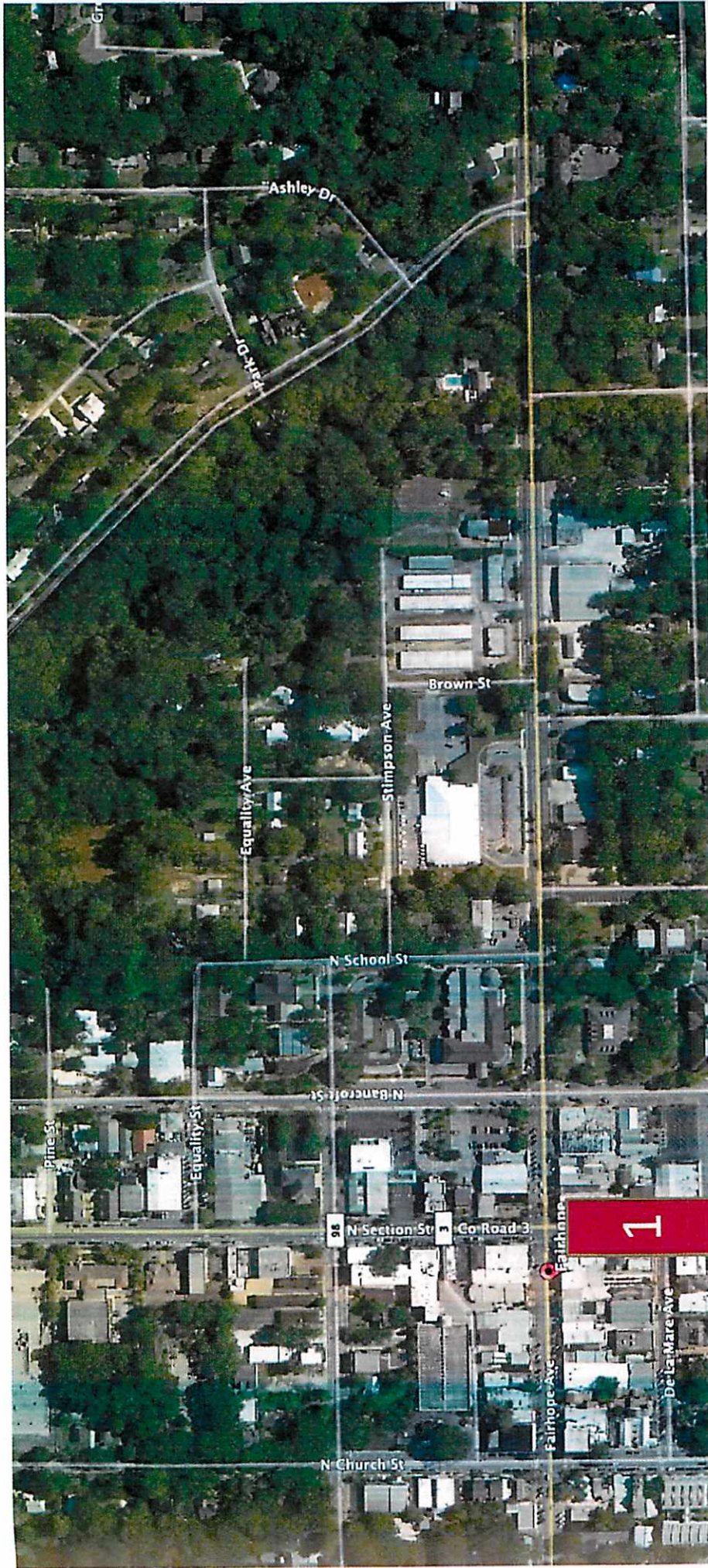




## Context Map for Fairhope Pedestrian Safety Projects



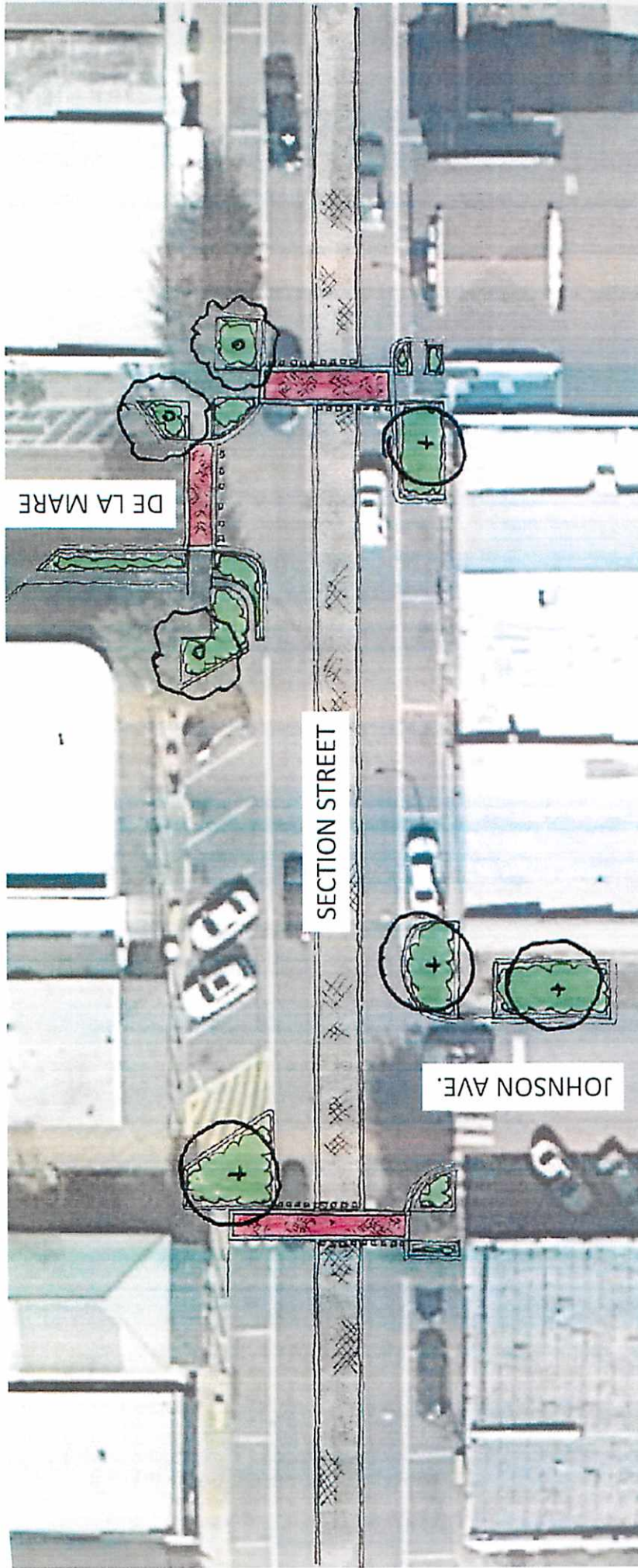




## Context Map for Fairhope Pedestrian Safety Projects







## SAFETY STRIP – CROSSWALKS – NECKDOWNS



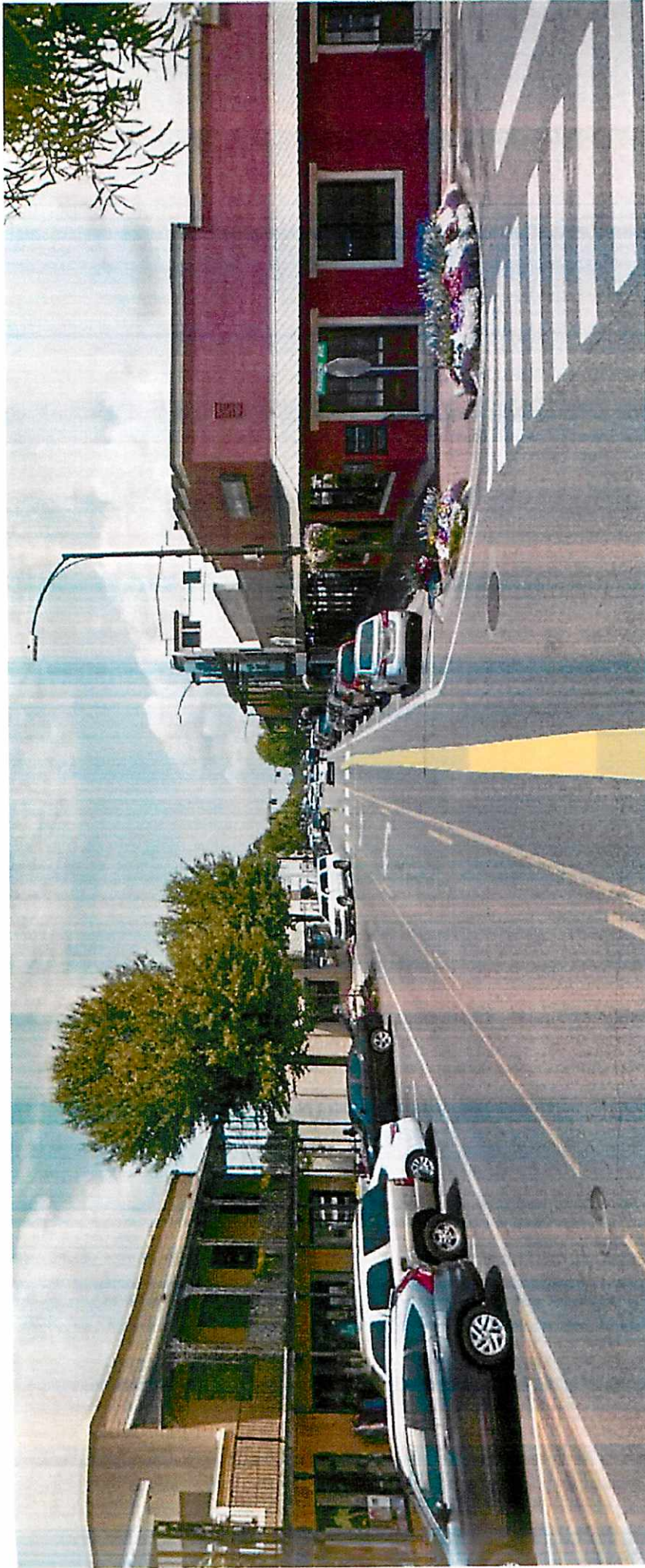
### Conceptual Ideas for **Section Street Safety Strip**



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COMPANY







CURRENT CONDITION ON SECTION STREET



Conceptual Ideas for  
**Section Street Safety Strip**





# PURPOSE OF A SAFETY STRIP

## LANE DESIGN

- NOT A CONTINUOUS TRAVEL LANE
- DESIGNED TO ALLOW PASSING OF STOPPED OR STALLED VEHICLE
- ALLOWS EASY ACCESS FOR EMERGENCY VEHICLES
- PAVED WITH ROUGH TEXTURE TO INHIBIT EXCESSIVE TRAVEL USE AND SPEED
- PROVIDES SPACE TO ADD A DEFINED TURNING LANE



## Conceptual Ideas for Section Street Safety Strip



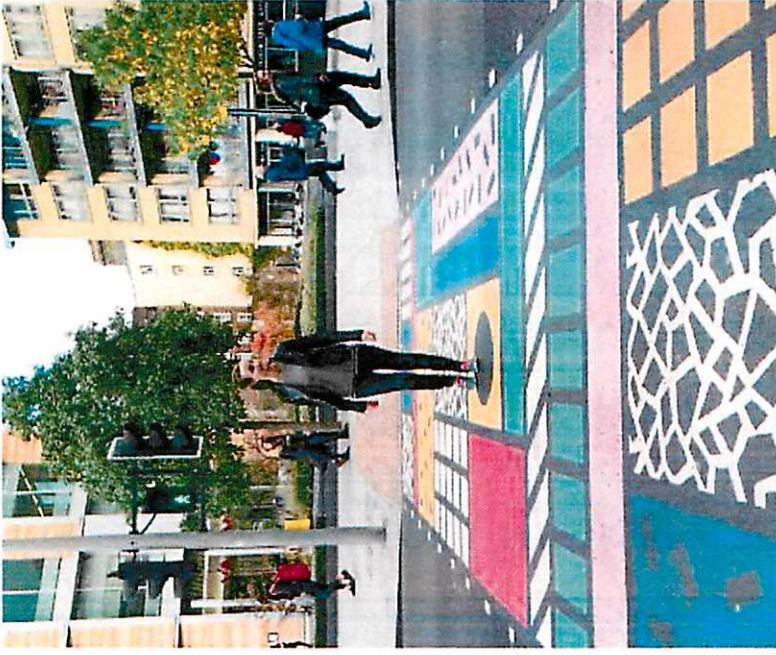




PAVERS



PAINTED PATTERN



PAINTED ART



## Conceptual Ideas for Section Street Safety Strip





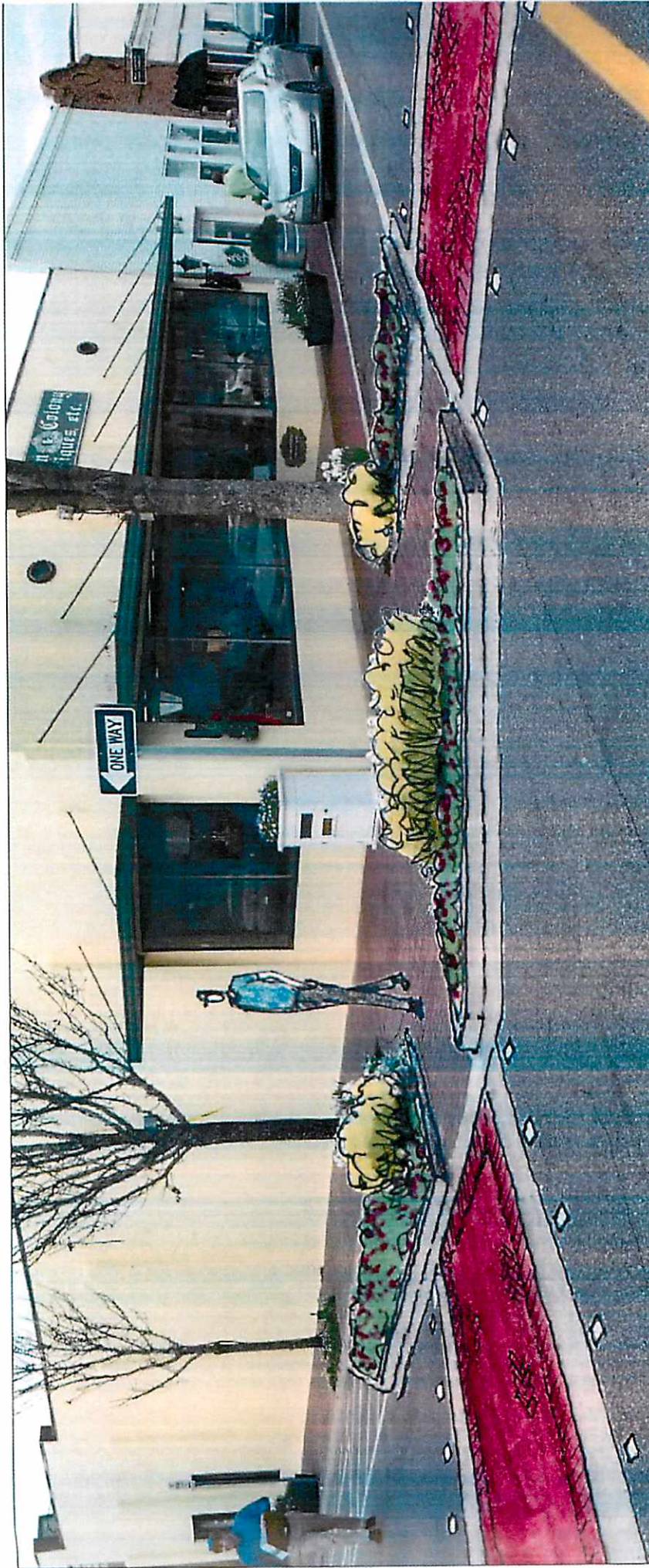
WIDE INTERSECTION AT DE LA MARE & SECTION



## Conceptual Ideas for the Intersection of **De La Mare Ave. & Section Street**







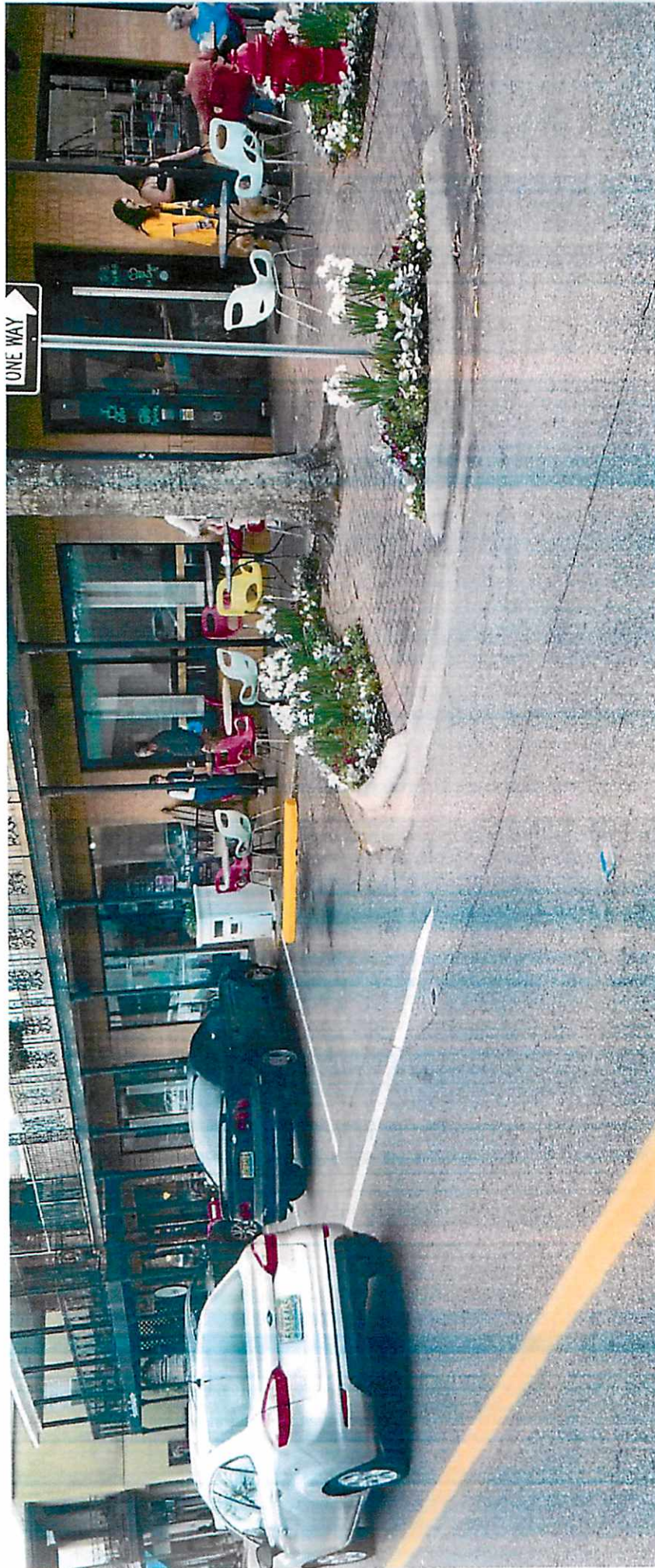
CREATE NECKDOWN WITH PLANTERS AND ADD PAVER CROSSWALKS AND BEACONS



Conceptual Ideas for the Intersection of  
**De La Mare Ave. & Section Street**







# CURRENT INTERSECTION AT DE LA MARE & SECTION



## Conceptual Ideas for the Intersection of De La Mare Ave. & Section Street







EXPAND PLANTER TO NECK DOWN INTERSECTION & ELIMINATE RAMP TO SECTION



Conceptual Ideas for the Intersection of  
**De La Mare Ave. & Section Street**



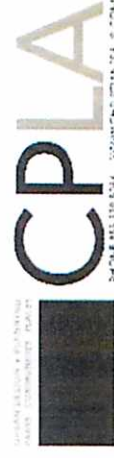




CURRENT CONDITION LOOKING WEST ON DE LA MARE AVENUE



Conceptual Ideas for the Intersection of  
**De La Mare Ave. & Section Street**







EXPAND OUTDOOR SEATING AREA WHERE STRIPED AREA CURRENTLY IS ALONG WITH NECK DOWN



Conceptual Ideas for the Intersection of  
**De La Mare Ave. & Section Street**



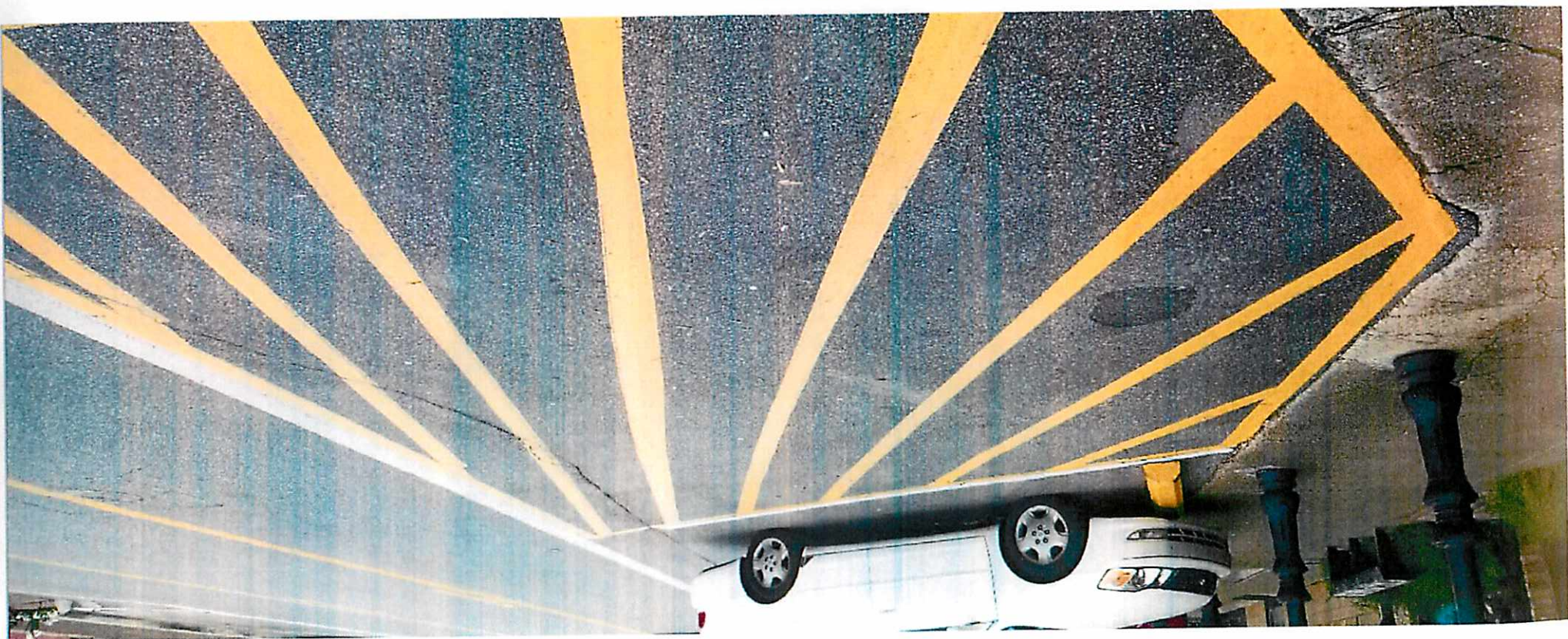




# Conceptual Ideas for the Intersection of De la Mare Ave. & Section Street



EXISTING STRIPED AREA SOUTH OF DE LA MARE AVENUE







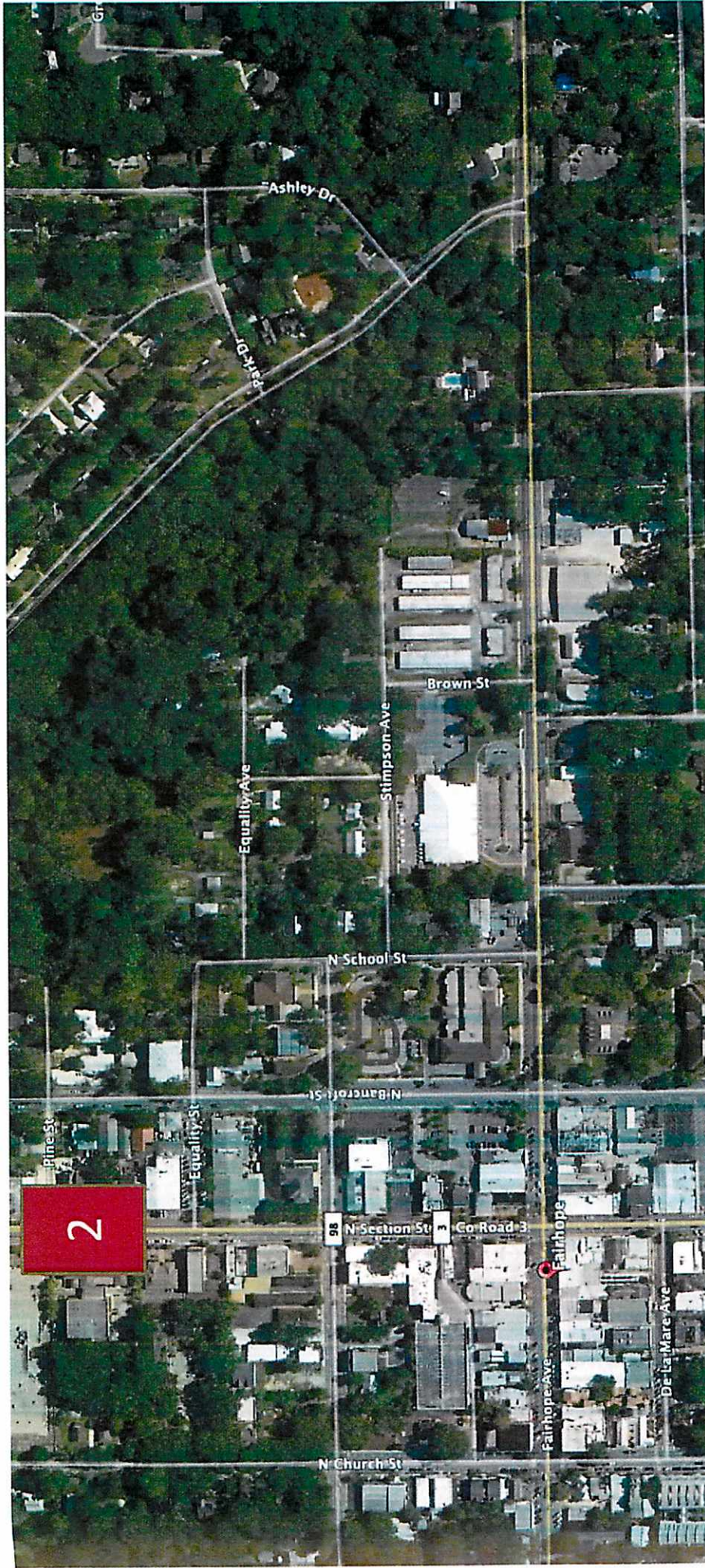
PROPOSED RE-STRIPING TO ADD A PARKING SPACE



Conceptual Ideas for the Intersection of  
**De La Mare Ave. & Section Street**







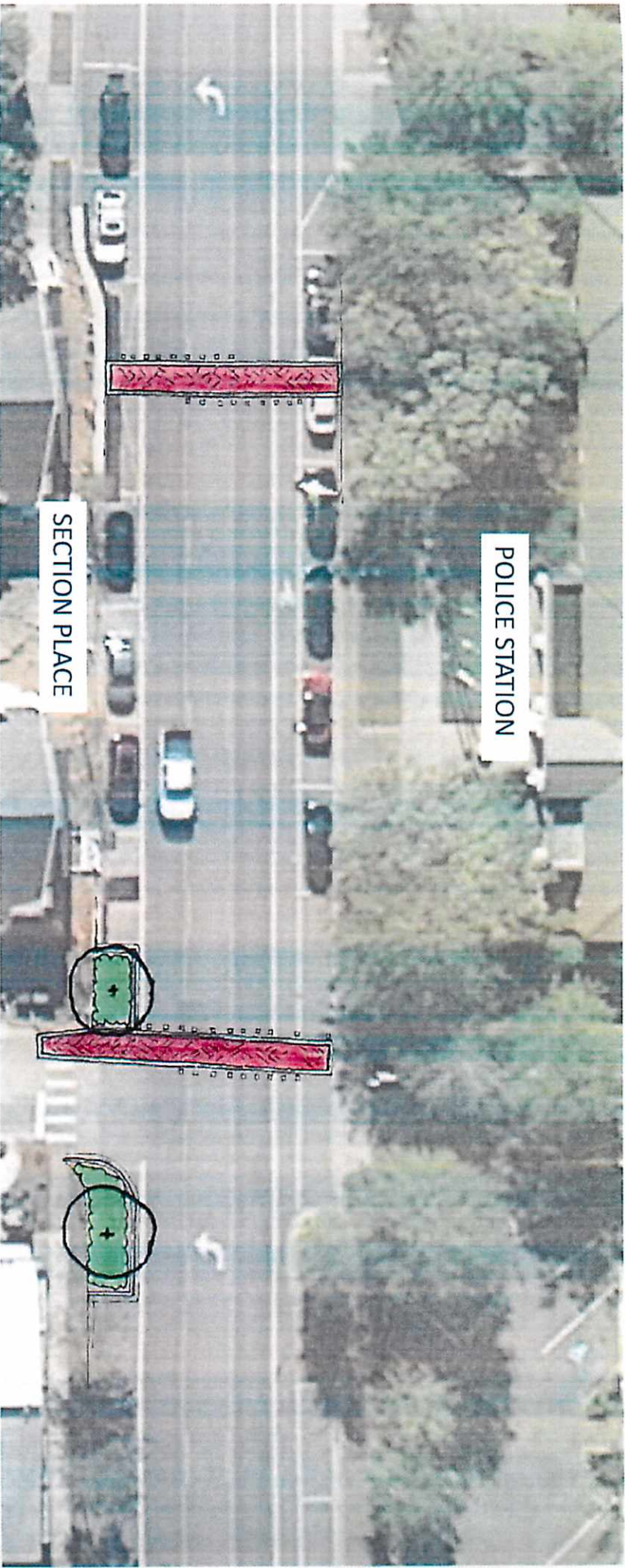
## Context Map for Fairhope Pedestrian Safety Projects



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COMPANY







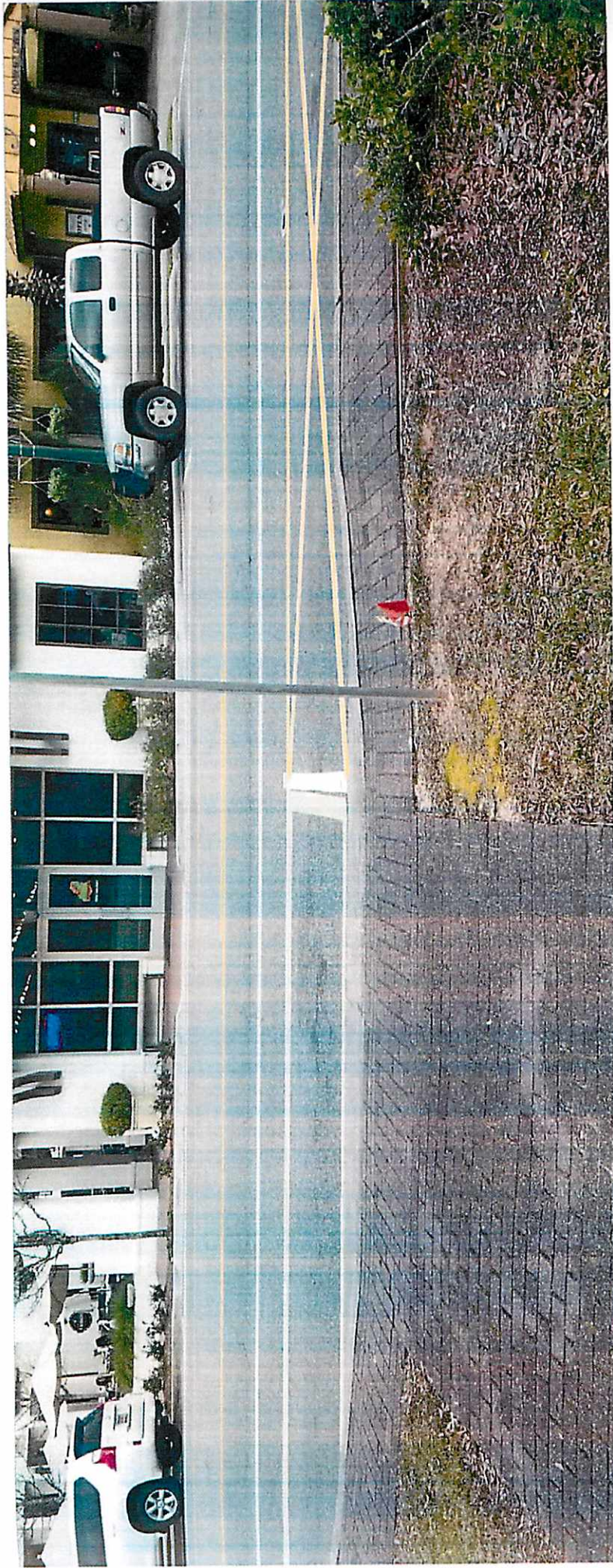
## TWO CROSSWALKS AND PLANTER NECK DOWNS



### Midblock Crossings SECTION PLACE ON SECTION STREET







EXISTING CONDITION – LOOKING ACROSS SECTION TO CACTUS CANTINA



Midblock Crossings

## SECTION PLACE ON SECTION STREET

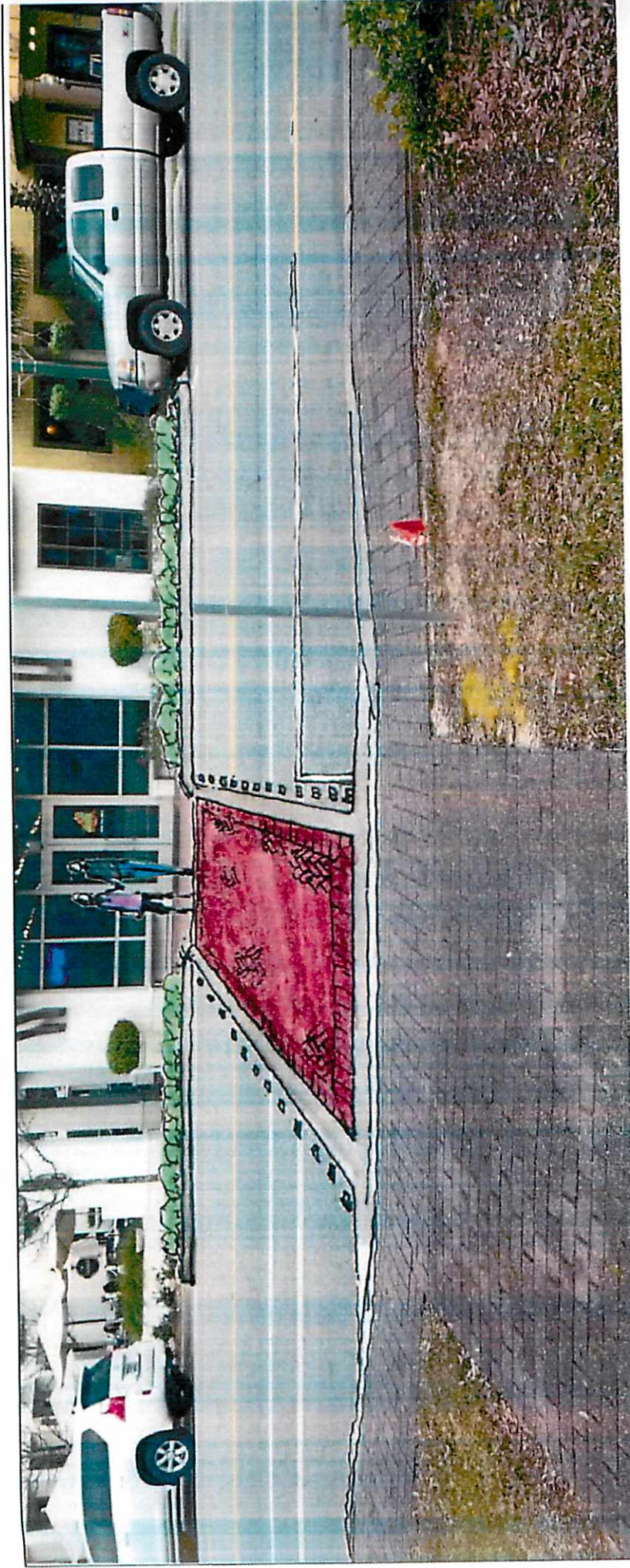


LIEB ENGINEERING  
COMPANY



CPLA  
PLANNING • DESIGN • CONSTRUCTION  
MANAGEMENT • TRAFFIC  
PHONE 850.530.5274 WWW.CPLA-FLA.COM





CROSSWALK WITH BEACONS IN PAVEMENT – FROM CACTUS CANTINA



Midblock Crossings

## SECTION PLACE ON SECTION STREET







Midblock Crossings

## SECTION PLACE ON SECTION STREET



LIEBERMAN ENGINEERING  
COMPANY

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CROSSWALK WITH BEACONS IN PAVEMENT – FROM POLICE STATION TO SECTION PLACE



Midblock Crossings

## SECTION PLACE ON SECTION STREET



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## Midblock Crossings

## SECTION PLACE ON SECTION STREET



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PHOTOGRAPH BY: NATHANIEL A. WILSON





BULB OUT PLANTER IN FRONT OF GREEN GATES



Midblock Crossings

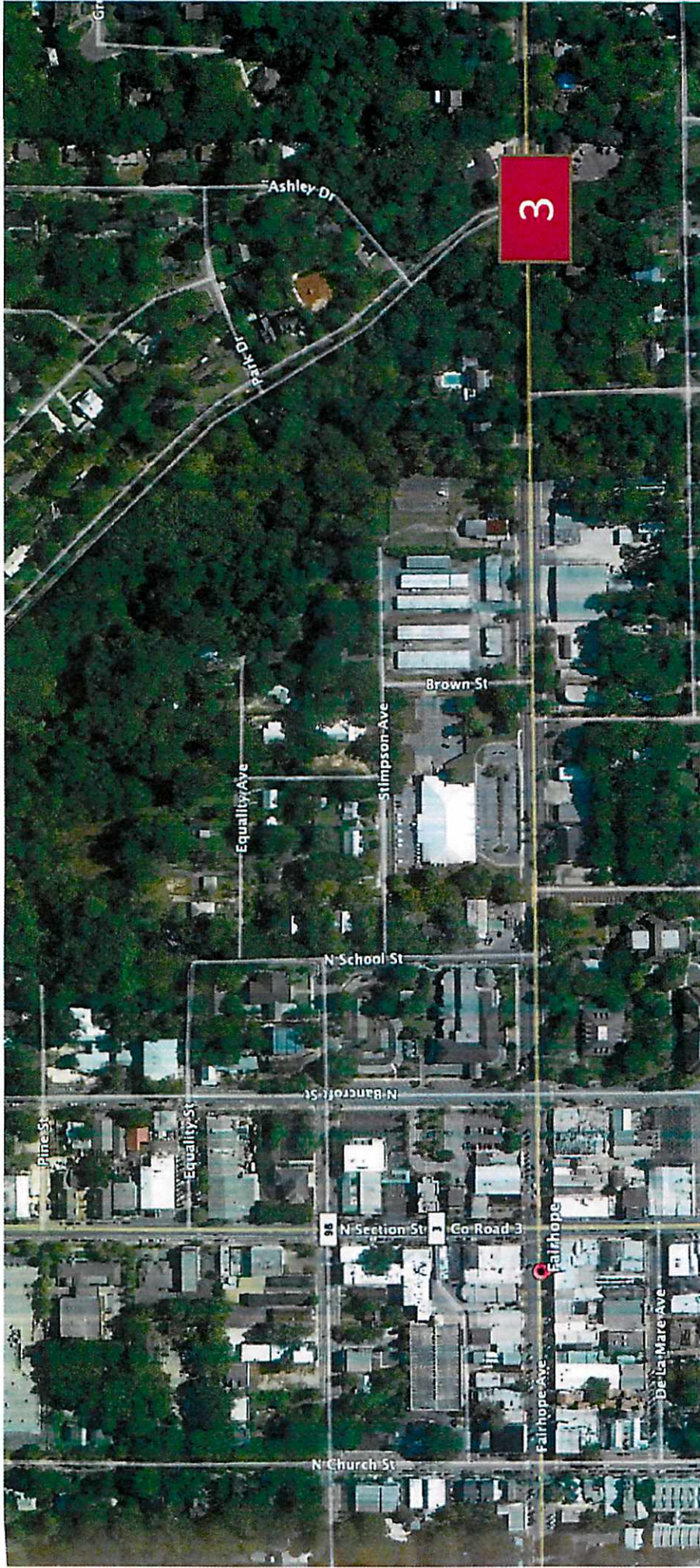
## SECTION PLACE ON SECTION STREET



CROSSWALK TIE IN AT CORNERS OF SECTION PLACE



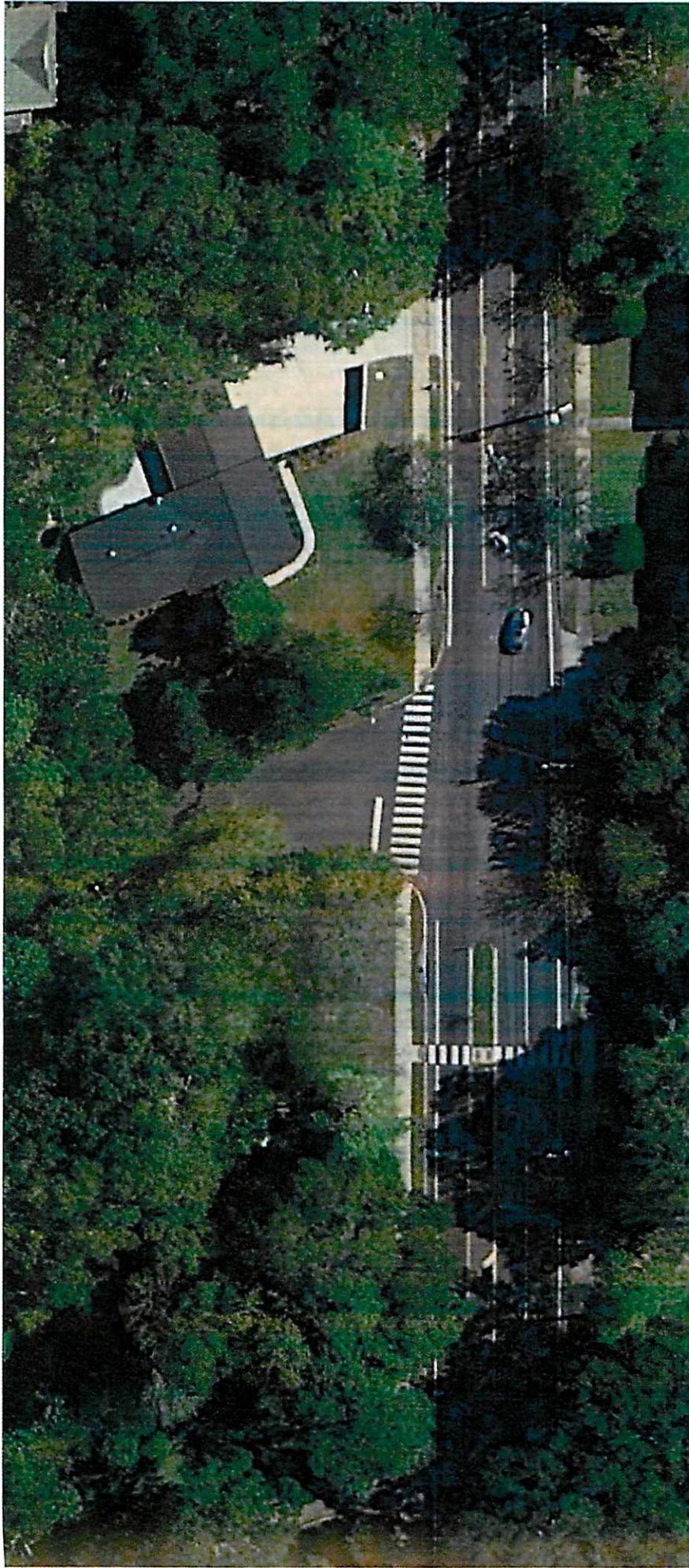




## Context Map for Fairhope Pedestrian Safety Projects







Conceptual Ideas for the Intersection of  
**FAIRHOPE AVENUE & FAIRWOOD STREET**



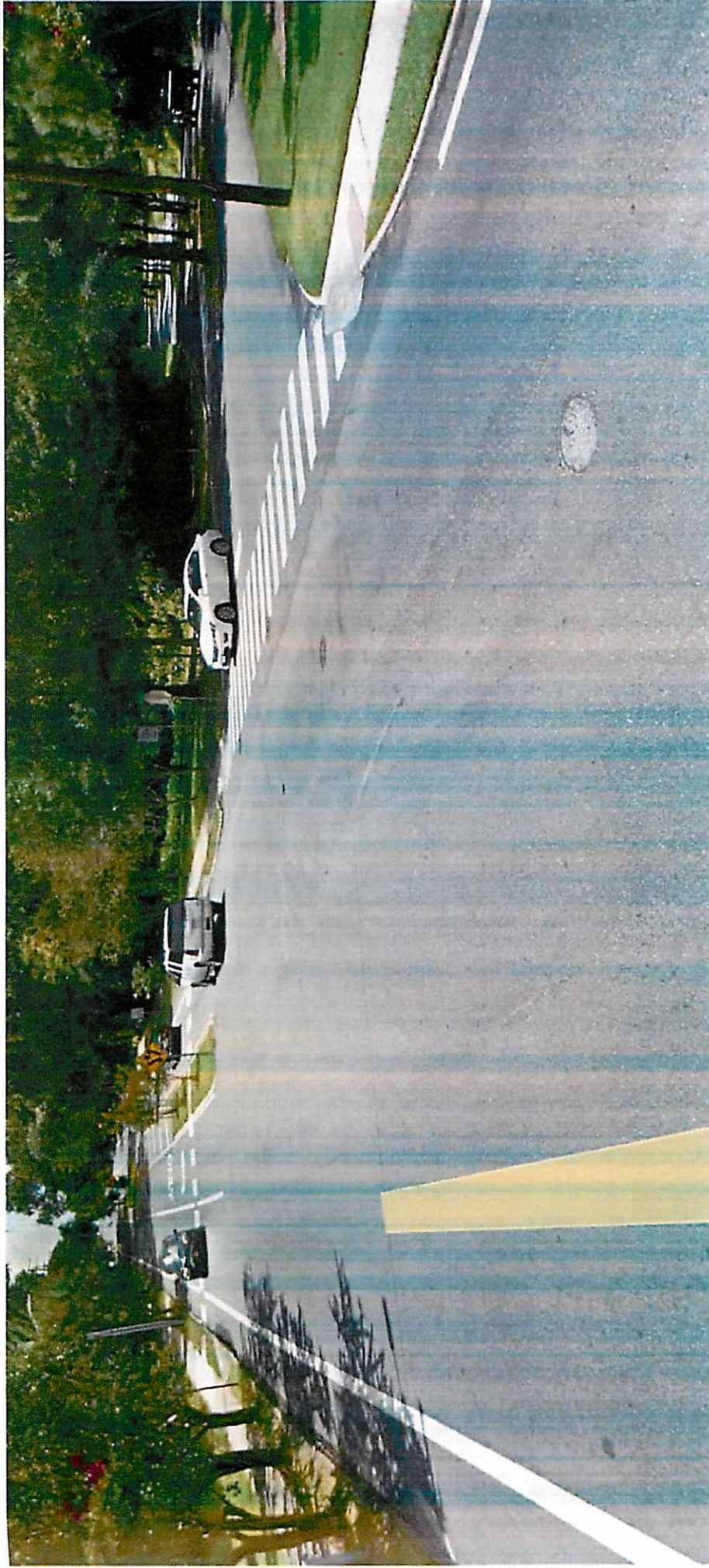
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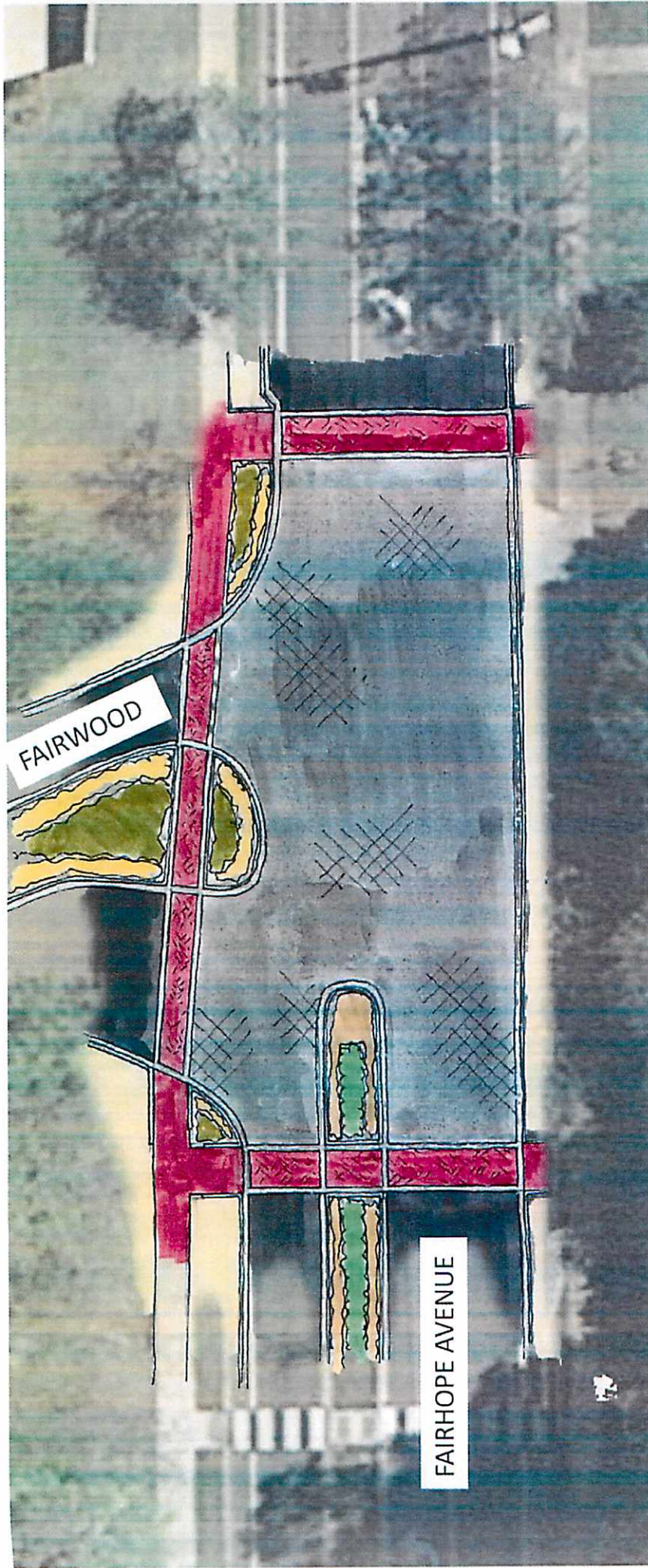




Conceptual Ideas for the Intersection of  
**FAIRHOPE AVENUE & FAIRWOOD STREET**







Conceptual Ideas for the Intersection of  
**FAIRHOPE AVENUE & FAIRWOOD STREET**







## NEXT STEPS

- Develop Design / Budget
- Construction Documents
- Bid Out
- Build



Next Steps

**DOWNTOWN PED SAFETY**