

**CITY OF DAPHNE
CITY COUNCIL MEETING AGENDA
1705 MAIN STREET, DAPHNE, ALABAMA
APRIL 18, 2016
6:30 P.M.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**

INVOCATION / Neil Beasley / Community Life Center Director at Daphne United Methodist Church

PLEDGE OF ALLEGIANCE

- 3. APPROVE MINUTES:** Council Meeting Minutes / April 4, 2016
Council Work Session Minutes / April 11, 2016

4. REPORTS OF STANDING COMMITTEES:

A. FINANCE COMMITTEE – Fry

Review minutes / April 11th

1. Resolutions:

- a.) Bid Award: Rock Material / Vulcan Materials Company / **Resolution 2016-25**
- b.) Bid Award: Asphalt / H.O. Weaver & Sons, Inc. / **Resolution 2016-26**
- c.) Bid Award: Pine Straw / SiteOne Landscape Supply / **Resolution 2016-27**
- d.) Bid Award: Recycled Rock Material / Asphalt Services, Inc. / **Resolution 2016-28**
- e.) ADEM 319 Watershed Management Project Engineering Services / Low Impact Development (LID) And Leadership in Energy and Environmental Design (LEED) Project Engineering Services / **Resolution 2016-29**
- f.) Authorizing Letting of Bid and Dismissal of Current Contract for 2015-M-Disaster Debris and Removal & Disposal Services / **Resolution 2016-30**
- g.) Adopting Purchasing Policy for All Grant Programs / **Resolution 2016-31**

3.) Financial Reports:

- Treasurers Report / March 2016
- Sales & Use Tax Collections / February 2016
- Lodging Tax Collections / February 2016

B. BUILDINGS & PROPERTY COMMITTEE - Lake

C. PUBLIC SAFETY - Conaway

D. CODE ENFORCEMENT/ORDINANCE COMMITTEE - Scott

E. PUBLIC WORKS COMMITTEE / SOLID WASTE AUTHORITY – LeJeune

5. REPORTS OF SPECIAL BOARDS & COMMISSIONS:

A. BOARD OF ZONING ADJUSTMENTS – Adrienne Jones

B. DOWNTOWN REDEVELOPMENT AUTHORITY – Conaway
Review minutes / March 30th

C. INDUSTRIAL DEVELOPMENT BOARD – Phillips

D. LIBRARY BOARD – Lake

E. PLANNING COMMISSION – Scott

F. RECREATION BOARD / LeJeune

G. UTILITY BOARD – Fry

6. MAYOR’S REPORT

7. CITY ATTORNEY’S REPORT

8. DEPARTMENT HEAD’S REPORT

9. CITY CLERK’S REPORT

- a.) ABC License / Serdas Coffee Company / 020 – Restaurant Retail Liquor
- b.) Events Permit / Scott Ward Memorial Run / 5K and Family Fun Run / June 11, 2016
- c.) **MOTION:** To authorize the Mayor to sign the attached document, and any other documents necessary for the US 90 Water Line Project
- d.) Report on the Volunteer Appreciation Breakfast held April 13th

10. PUBLIC PARTICIPATION

11. RESOLUTIONS AND ORDINANCES:

RESOLUTIONS:

- a.) **Resolution 2016-23.**Adoption of the City of Daphne Debris Management Plan
- b.) **Resolution 2016-24.** Opposing AL Legislative House Bill 516 / De-annexing Certain Property Parcels of Real Property from the City of Daphne and Subsequent Annexation into the Territorial Limits of the City of Spanish Fort
- c.) **Resolution 2016-25.**Bid Award: Rock Material / Vulcan Materials Company
- d.) **Resolution 2016-26.** Bid Award: Asphalt / H.O. Weaver & Sons, Inc.
- e.) **Resolution 2016-27.** Bid Award: Pine Straw / SiteOne Landscape Supply
- f.) **Resolution 2016-28.** Bid Award: Recycled Rock Material / Asphalt Services, Inc.
- g.) **Resolution 2016-29.** ADEM 319 Watershed Management Project Engineering Services Low Impact Development (LID) and Leadership in Energy and Environmental Design (LEED) Project Engineering Services
- h.) **Resolution 2016-30.** Authorizing Letting of Bid and Dismissal of Current Contract for 2015-M-Disaster Debris Removal & Disposal
- i.) **Resolution 2016-31.**Adopting Purchasing Policy for All Grant Programs

ORDINANCES:

2ND READ

- a.) **Ordinance 2016-25**..... Rezone: Christ the King / From R-2, Medium Density Family Residential District to B-1, Local Business District

- b.) **Ordinance 2016-26**..... Policy for Appointment & Reappointment to Committees & Boards

1ST READ

No 1st Read Ordinances

12. COUNCIL COMMENTS

13. ADJOURN

**CITY OF DAPHNE
CITY COUNCIL**

ROLL CALL

CITY COUNCIL:

COUNCILWOMAN CONAWAY	PRESENT ____	ABSENT ____
COUNCILMAN LAKE	PRESENT ____	ABSENT ____
COUNCILMAN FRY	PRESENT ____	ABSENT ____
COUNCILMAN SCOTT	PRESENT ____	ABSENT ____
COUNCILMAN LEJEUNE	PRESENT ____	ABSENT ____
COUNCILWOMAN PHILLIPS	PRESENT ____	ABSENT ____
COUNCIL PRESIDENT RUDICELL	PRESENT ____	ABSENT ____

MAYOR:

MAYOR HAYGOOD	PRESENT ____	ABSENT ____
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CITY CLERK:

REBECCA HAYES	PRESENT ____	ABSENT ____
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CITY ATTORNEY:

JAY ROSS	PRESENT ____	ABSENT ____
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**APRIL 4, 2016
CITY COUNCIL MEETING
REGULAR BUSINESS MEETING
1705 MAIN STREET
DAPHNE, AL
6:30 P.M.**

1. CALL TO ORDER:

There being a quorum present Council Vice President Fry called the meeting to order at 6:30 p.m.

2. ROLL CALL

COUNCIL MEMBERS PRESENT: Tommie Conaway; John Lake; Randy Fry; Ron Scott; Robin LeJeune; Angie Phillips.

ABSENT: Pat Rudicell.

Also Present: Mayor Haygood; Rebecca Hayes, City Clerk; Jenny White, Assistant City Clerk; Jay Ross, City Attorney; Kevin Boucher, City Attorney; James White, Fire Chief; Margaret Thigpen, Civic Center Director; David McKelroy, Recreation Director; Richard Johnson, Public Works Director; Adrienne Jones, Planning Director; Kelli Kichler, Finance Director/Treasurer; Vickie Hinman, HR Director; Captain Judd Beedy, Police Department; Don Ouellette, Environmental Advisory Committee; Larry Cooke, BZA; Dorothy Morrison, Beautification Committee; Al Guarisco, Village Point Foundation; Ray Moore, HMR; Scott Hutchinson, HMR; Beautification Committee: Tomasina Werner, Kiki Mikkelson; Laurel Anderson; Victoria Phelps, Lake Forest Property Owners Association; Dr. Meredith Foster, Daphne High School Principal; Coach Kenny King; John Peterson, Hatch Mott McDonald; Former Mayor Harry Brown.

Absent: Richard Merchant, Building Official; David Carpenter, Police Chief; Tonja Young, Library Director.

INVOCATION/PLEDGE OF ALLEGIANCE:

Pastor Timothy Conaway with Restoration Place Church gave the invocation.

3. APPROVE MINUTES:

March 21, 2016 Council Meeting Minutes:

There being no corrections to the March 21, 2016 council meeting minutes they stand approved as written.

PROCLAMATION: Relay for Life Month

Mayor Haygood read and presented the proclamation to Jamie Smith, chairman for the city's Relay team.

INTRODUCTION: New Daphne High School Football Coach - Kenny King / Dr. Meredith Foster, Principal of Daphne High School

Dr. Foster introduced the new football coach for Daphne High School, Coach Kenny King. Coach King is glad to be back in Daphne, and is looking forward to working with the community. He would like to come to a council work session and present his plan for sports in Daphne. He is excited about this opportunity.

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PRESENTATION: 2nd Quarter Beautification Award: The Brennity at Daphne

Mayor Haygood presented the award to Erin Thompson, Executive Director, Kendrich Well and Caroline Bishop as Councilman Fry, Dorothy Morrison, Laurel Anderson and Kiki Mikkelson looked on.

PUBLIC HEARING: Rezoning Christ the King Catholic Church
Property Located: Northwest Corner of the Intersection of Main Street and Dryer Avenue
Present Zoning: R-2, Medium Density Family Residential District
Requested Zoning: B-1, Local Business District
Recommendation: Unanimous Favorable

Mr. Gary Cowles representing Christ the King Catholic Church gave the presentation.

Council Vice President Fry opened the Public Hearing at 6:54 p.m.

No one spoke for or against the proposed rezoning.

Council Vice President Fry closed the Public Hearing at 6:55 p.m.

4. REPORT OF STANDING COMMITTEES:

A. *FINANCE COMMITTEE* – Fry

The next meeting will be Monday at 4:30 p.m.

B. *BUILDINGS & PROPERTY COMMITTEE* – Lake

The committee met this afternoon, and the minutes will be in the next packet.

C. *PUBLIC SAFETY COMMITTEE* – Conaway

The minutes for the March 21st meeting are in the packet. The next meeting will be April 18th at 4:30 p.m.

D. *CODE ENFORCEMENT/ORDINANCE COMMITTEE* – Scott

The minutes for the March 21st meeting are in the packet. The next meeting will be April 18th after the Public Safety meeting.

E. *PUBLIC WORKS COMMITTEE* – LeJeune

The committee met this afternoon. Councilman LeJeune reported that they are continuing with the Lake Forest sidewalks, and with the Gator Alley improvements, and a preliminary ribbon cutting is set for June 8th. The next meeting will be May 2nd.

MOTION BY Councilman Lake to appoint Bo Tucker to the Environmental Advisory Committee. Seconded by Councilwoman Phillips.

MOTION CARRIED UNANIMOUSLY

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5. REPORTS OF SPECIAL BOARDS & COMMISSIONS:

A. *Board of Zoning Adjustments* – Adrienne Jones

No report.

B. *Downtown Redevelopment Authority* – Conaway

The Authority met March 30th, and the minutes will be in the next packet.

MOTION BY Councilwoman Conaway to reappoint Casey Zito / Term April 5, 2016 – April 5, 2022 and Doug Bailey – Term / March 1, 2016 – March 1, 2022. Seconded by Councilman Scott.

MOTION CARRIED UNANIMOUSLY

The next meeting will be April 22nd at 5:30 p.m.

C. *Industrial Development Board* – Phillips

The IDB did not meet in March. The next meeting will be April 25th 6:00 p.m.

D. *Library Board* – Lake

No report. The next meeting will be April 14th at 4:00 p.m. at the Library.

E. *Planning Commission* – Scott

The February 25th meeting minutes along with the staff report for the March 24th meeting are in the packet.

MOTION BY Councilman Scott to set a Public Hearing date for May 2, 2016 and approve advertising to consider:

Annexation: CR 64 Right-of Way
Location: From CR 13 to AL Hwy. 181
Recommendation: Unanimous Favorable

Seconded by Councilwoman Phillips.

MOTION CARRIED UNANIMOUSLY

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MOTION BY Councilman Scott to set a Public Hearing date for May 2, 2016 and approve advertising to consider:

Rezoning: Elizabeth Wright
Location: Southeast of the intersection of Van Avenue and Main Street—1204 Main Street
Present Zoning: B-3, Professional Business District
Requested Zoning: B-1, Local Business District
Recommendation: Unanimous Favorable

Seconded by Councilwoman Phillips.

MOTION CARRIED UNANIMOUSLY

F. Recreation Board – LeJeune
The next meeting will be April 13th at 6:30 p.m.

G. Utility Board – Fry
The February 24th meeting minutes are in the packet. The next meeting has been rescheduled for April 20th at 5:00 p.m.

6. MAYOR'S REPORT

Mayor Haygood reported that council had authorized the city to get new purchasing cards that has a rebate program to replace the current cards, and with these cards there is the availability to pay vendors electronically. The city can utilize electronic payment with 15 vendors. This will not only save the city money, but through the rebate plan the city can accrue about \$30,000 to \$50,000. He mentioned the need for an executive session to discuss the selling/ purchasing of property. He also reported that the Kia/Volkswagen dealership is now open in Malbis. Mayor Haygood said that the Utility Board discussed heavily his request for participation in the sewerage project. The board failed to make a recommendation on the request.

7. CITY ATTORNEY REPORT:

Mr. Ross said there are two items to discuss in an Executive Session at the end of the meeting regarding the buying and selling of real property, and should take about 10 minutes, and asked that council consider coming out of executive session am making a motion.

8. DEPARTMENT HEAD COMMENTS:

David McKelroy – Recreation Director – invited all to Brown Bag by the Bay This Thursday, and to the Sunset Series being held Sunday at Bayfront Park.

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Adrienne Jones – Planning Director – reported an oversight on the agenda. An amendment to the sign ordinance is in the packet and listed on the Set Public Hearing Date Sheet, and asked council to make a motion to set this Public Hearing for May 2, 2016.

MOTION BY Councilman Scott to set a Public Hearing date for May 2, 2016 and approve advertising to consider:

Amending the Land Uses & Development Ordinance / Sign Provisions /Article 33-5 (g) (5) and (7) (Political Signs)

Seconded by Councilwoman Phillips.

MOTION CARRIED UNANIMOUSLY

Council requested that this item be on the Ordinance Committee agenda for April.

9. CITY CLERK'S REPORT:

a.) ABC License / Mugshots Grill and Bar / 020 – Restaurant Retail Beer

MOTION BY Councilwoman Phillips to approve the ABC License for Mugshots Grill and Bar / 020 – Restaurant Retail Beer. *Seconded by Councilman Scott.*

MOTION CARRIED UNANIMOUSLY

b.) Motion: Authorize the Public Works Director to sign the attached Scopes of Work with:

- 1.) Volkert, Inc. / Design Phase Project Management - Park Drive Park Improvements, Lott Park Tennis Complex and Trione Park Multiuse Fields Design / Project Management Services – Park Drive Park, Lott Park Tennis Complex & Trione Park Multiuse Fields Hatch Mott McDonald / Engineering & Architectural Design
- 2.) Volkert, Inc. Project Management Services / Park Drive Park, Lott Park Tennis Complex & Trione Park Multiuse Fields
- 3.) Hatch Mott McDonald / Engineering & Architectural Design – Lott Park Tennis Complex and Trione Park Multiuse Field Design
- 4.) Hutchinson, Moore and Rauch / Engineering Design – Park Drive Park Improvements Design

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MOTION BY Councilman Scott to the Public Works Director to sign the attached Scopes of Work with:

- 1.) Volkert, Inc. / Design Phase Project Management - Park Drive Park Improvements, Lott Park Tennis Complex and Trione Park Multiuse Fields Design / Project Management Services – Park Drive Park, Lott Park Tennis Complex & Trione Park Multiuse Fields Hatch Mott McDonald / Engineering & Architectural Design
- 2.) Volkert, Inc. Project Management Services / Park Drive Park, Lott Park Tennis Complex & Trione Park Multiuse Fields
- 3.) Hatch Mott McDonald / Engineering & Architectural Design – Lott Park Tennis Complex and Trione Park Multiuse Field Design
- 4.) Hutchinson, Moore and Rauch / Engineering Design – Park Drive Park Improvements Design

Seconded by Councilman Lake.

Mayor Haygood said these should not be signed until the appropriation of funds is authorized.

MOTION CARRIED UNANIMOUSLY

10. PUBLIC PARTICIPATION

Ms. Victoria Phelps – Lake Forest Property Owners Association – is in favor of the new voting polls places, and redistricting, and the board is looking forward to the Central Park improvements.

11. RESOLUTIONS & ORDINANCES:

RESOLUTIONS:

- a.) **Resolution 2016-22**.....Daphne Park Improvement Funding Process and Authorization for Bank Account Setup

Resolution 2016-22 is laid over to a future council meeting.

ORDINANCES:

2ND READ

- a.) **Ordinance 2016-23**..... Appropriation of Funds: Sewer Projects
- b.) **Ordinance 2016-24**.....Appropriation of Funds: Daphne Park Improvement / Engineering Design Fees

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Ordinance 2016-23.....Appropriation of Funds: Sewer Projects
Ordinance 2016-24.....Appropriation of Funds: Daphne Park Improvement / Engineering Design Fees

MOTION BY Councilman Scott to waive the reading of Ordinances 2016-23 and 2016-24. *Seconded by Councilwoman Conaway.*

MOTION CARRIED UNANIMOUSLY

Ordinance 2016-23.....Appropriation of Funds: Sewer Projects

MOTION BY Councilwoman Conaway to adopt Ordinance 2016-23. *Seconded by Councilman Lake.*

MOTION CARRIED UNANIMOUSLY

Ordinance 2016-24.....Appropriation of Funds: Daphne Park Improvement / Engineering Design Fees

MOTION BY Councilman Lake to adopt Ordinance 2016-24. *Seconded by Councilwoman LeJeune.*

For the record: Mayor Haygood said he thinks it is important to define how they are going to fund the improvements before delegating funds to the engineering and design firms.

MOTION CARRIED UNANIMOUSLY

1ST READ

- a.) **Ordinance 2016-25.....** Rezone: Christ the King / From R-2, Medium Density Family Residential District to B-1, Local Business District
- b.) **Ordinance 2016-26.....** Policy for Appointment & Reappointment to Committees & Boards

ORDINANCES 2016-25 AND 2016-26 ARE 1ST READ

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12. COUNCIL COMMENTS

Councilwoman Phillips – recognized former Mayor Harry Brown, and is glad that Ms. Tomasina is better. She thanked Victoria Phelps for the award given to her and her husband. She mentioned the Tiawasee project was very impressive. She also thanked the employees who participate with the city’s Relay for Life team.

Councilman Lake – thanked everyone for coming out tonight, and he appreciates former Mayor Harry Brown for coming to the meeting.

Councilwoman Conaway – is pleased the sewer project is moving ahead, and the gazebo at Park City Park is great, and at the Buildings & Property meeting they voted to put the third gazebo at Daphne Central Park instead of May Day Park.

Councilman Fry – was glad to see everyone that came out to the meeting, and to see the sewer project move forward it is needed and a valuable addition to the city.

MOTION BY Councilman Scott to enter into Executive Session to discuss the buying and selling of real property. The session will last for 10 minutes. *Seconded by Councilman LeJeune.*

The City Attorney certified that the stated reason is appropriate according to the Open Meetings Act.

ROLL CALL VOTE

Conaway	Aye	LeJeune	Aye
Lake	Aye	Phillips	Aye
Fry	Aye		
Scott	Aye		

MOTION CARRIED UNANIMOUSLY

Council entered into Executive Session at 7:30 p.m.

Council returned from Executive Session at 7:40.

MOTION BY Councilman Scott to authorize the Mayor to enter into a contract with Burton Property Group to sell a parcel of real property (.047 acres), 168 feet of frontage x 123 feet deep located along U.S. Highway 90, parcel number 294003 for a purchase price of \$210,000. *Seconded by Councilman Lake.*

MOTION CARRIED UNANIMOUSLY

**APRIL 4, 2016
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13. ADJOURN:

MOTION BY Councilman Lake to adjourn. *Seconded by Councilman LeJeune.*

MOTION CARRIED UNANIMOUSLY

THERE BEING NO FURTHER BUSINESS TO DISCUSS, THE MEETING ADJOURNED AT 7:43 P.M.

Respectfully submitted by,

Certification of Presiding Officer,

Rebecca A. Hayes,
City Clerk

Pat Rudicell,
Council President

**APRIL 11, 2016
CITY COUNCIL WORK SESSION
1705 MAIN STREET
DAPHNE, AL
6:30 P.M.**

COUNCIL MEMBERS PRESENT: Tommie Conaway; Pat Rudicell; John Lake; Randy Fry; Ron Scott; Robin LeJeune; Angie Phillips.

Also present: Mayor Haygood; Rebecca Hayes, City Clerk; Jenny White, Assistant City Clerk; Jay Ross, City Attorney; David McKelroy, Recreation Director; Richard Johnson, Public Works Director; Kelli Kichler, Finance Director; Adrienne Jones, Planning Director; Ashley Campbell, Environmental Programs Manager; Don Ouellette, Environmental Advisory Committee; Tim Patton, Volkert & Associates; Coach Kenny King, Daphne High School football coach; Victoria Phelps, Vice President of the Lake Forest Property Owners Association; Steve Sasser, President of the Lake Forest Property Owners Association.

Council President Rudicell called the meeting to order at 6:35 p.m.

1. RECREATION PRESENTATIONS:

a) Hoar Program Management / James Adams

Mr. Adams gave a presentation on managing the Recreation Facilities Improvements project along with a power point presentation. His company provides leadership for projects. He presented ways that they could save the city money on the project.

b) Hargrove Engineers & Constructors / Steve Murdock and Tom Nelson

Mr. Murdock gave an overview of their company, and similar projects they have managed.

2. DISCUSS: a) Kayak Launch / May Day Park

Mr. Richard Johnson, Public Works Director, said there was no standard design for a kayak launch. He said a sandy beach was best for them. The boat launch will be replaced with a shore, so that would be good for kayaks. He said it would be an easy project with no cost to the city. He suggested putting signs at the bottom of May Day Park saying "Unloading Area" so that people will not be parking there.

b) Boat Launch / May Day Park

Mr. Johnson said that putting a boat launch back at May Day would bring about the same problem they have now, but to rebuild a boat launch would cost \$120,000 and it could be less, because the infrastructure is already there.

c) Pier Extension / May Day Park and Bayfront Park

The cost of extending the piers saying he looked at the figures from the last improvement of the pier, and the cost has increased three percent (3%) over 10 years. An extension of 12 feet wide and 100 feet long would be \$4,057 per linear feet totaling \$405,000. At Bayfront it would be \$45 per square feet with a six foot x 100 feet extension would be \$27,000.

3. Lake Forest Marina

Ms. Victoria Phelps, Vice President of the Lake Forest Property Owners Association, said that there were four (4) piers at the marina and 50% is currently not in use, because of damage. The boat launch area needs to be dredged, and the LFPOA does not have the money for that project. They have some boat slips, most are also unusable due to damage. The board continues to explore opportunities to make the marina more user friendly.

Mr. Steve Sasser, President of the Lake Forest Property Owners Association, said that the board is open for discussion concerning the boat launch.

Council hopes that the Lake Forest Property Owners Association will donate the boat launch and several boat slips to be used by Daphne Search and Rescue to moor their boats.

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Ashely Campbell said that the state will entertain a different location for a boat launch, and the \$189,000 grant money that is supposed to be sent back to the state can be transferred to another project. Ashley said she has all the past dredging information in her office. She said that if council will give her permission she will pursue a dredging grant.

Consensus of Council is to move forward with looking into the marina for a boat ramp, and aske Victoria and Steve to present this to the board.

Ms. Phelps said they need to know what the requirements are for the city to take over the boat ramp before they present this to the board

4. PRESENTATION: Coach Kenny King / Daphne High School Football Coach

Coach King shared his vision for sports in Daphne. He wants to invest in the kids and see them come back and invest in kids. He wants to instill core values in the students. He offered to use his connections with the NFL to procure grants to help the city with the recreation facilities.

Council welcomed Coach King, and they are looking forward to working with and supporting him in his efforts.

THERE BEING NO FURTHER BUSINESS TO DISCUSS, THE MEETING ADJOURNED AT 7:53 P.M.

Respectfully submitted by,

Rebecca A. Hayes,
City Clerk

Certification of Presiding Officer:

Pat Rudicell,
Council President

**CITY OF DAPHNE
FINANCE COMMITTEE MINUTES
April 11, 2016
4:30 P.M.**

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 4:30 p.m. Present were Chairman Randy Fry, Councilwoman Mrs. Conaway, Councilwoman Angie Phillips, Councilman Ron Scott, Councilman Pat Rudicell, Councilman John Lake, Councilman Robin LeJeune, Finance Director Kelli Kichler, Senior Accountant Suz anne Henson, Human Resource Director Vickie Hinman, Revenue Officer Jamie Smith, and City Attorney Kevin Boucher. Human Resources Specialist Hannah Noonan and Assistant to the Mayor Zach Michael were introduced then left the meeting.

Also in attendance were, Public Works Director Richard Johnson, Environmental Program Manager, Ashley Campbell, Recreation Director David McKelroy, City Clerk Rebecca Hayes, Community Development Director Adrienne Jones, and Mr. Larry Cooke, BZA.

I. PUBLIC PARTICIPATION

II. BUSINESS LICENSE REPORT

1. Report: New Business Licenses – March, 2016

Mrs. Smith reviewed the Business License Reports included in the packet.

BUSINESS LICENSE COUNT through 03/31/2016	
Issued THIS MONTH:	
NEW Licenses	48
RENEWAL Licenses (2016)	270
PRIOR YEAR Licenses (2015 and Prior)	16
Total Issued THIS MONTH	334
Total Issued THIS MONTH - PREVIOUS YEAR	350
Net Gain/-Loss Current VS Previous Yr MONTH	-16
Total Issued YTD 2016	3,991
Total Issued YTD - PREVIOUS YEAR	3,753
Net Gain/-Loss Current VS Previous Yr YTD	+ 238

Mrs. Smith noted that Code enforcement issued 22 warnings resulting in businesses becoming compliant and \$3,141 in revenue. Mrs. Smith reviewed the following reports and information:

- Business License Fees report for March separated by Territory and Status.
- Total collections for March 2016 were up \$90,792
- YTD collections are up \$51,088 from the previous year
- Delinquency report showed 91 current delinquencies.

III. HUMAN RESOURCES BUSINESS

A. Update on Human Resources Department Activity

Mrs. Vickie Hinman reviewed the Human Resource Report including open position status.

Positions

Crew Leader – Mowing
Civic Center Events Supervisor
Site Containment Inspector
Planner (Community Development)
School Crossing Guard
Building Inspector
PSW (3) (Grounds)
Solid Waste Worker, Sr.

Status

Interviewing
Interviewing
Posting: 4/6/2016 - 4/20/2016
Posting: Until Filled
Posting: Until Filled
Posting: Until Filled
DOH: 4/14 and 4/25/2016
DOH: 4/21/2016

Safety Committee

The Safety committee meeting was held on March 31 @ 10:00 a.m. – Property/injury reports were reviewed. The committee is sending a reminder to all employees of Ordinance #2014-35, Section 10-7:

Smoking or e-cigs shall be prohibited within a reasonable distance of twenty (20) linear feet outside all main entrances/exits to enclosed areas where smoking or e-cigs, respectively are prohibited.

Next Safety committee meeting is April 27 @ 10:00 a.m.

Other HR projects/meetings/events:

Collecting data and processing 1095's for ACA
Kronos Upgrades – April 21
Alabama Deferred Compensation meeting – April 14
Service Awards Luncheon - April 20
New Employee Orientation week of April 25

Mrs. Hinman introduced the new Senior. Human Resources Specialist, Hannah Noonan. Discussion continued on HR events.

IV. CURRENT BUSINESS

A. Approve previous months minutes

The previous minutes were approved.

B. Financial Reports

1. Treasurer's Report: March, 2016

Mrs. Henson reviewed the Treasurer's Report:

Account Type/Title	3/31/2016	2/29/2016	(Decrease) from last Month	Increase (Decrease)	
				3/31/2015	from Last Year
Total Unrestricted Cash Balance	13,323,385	13,475,525	(152,140)	\$ 10,720,274	\$ 2,603,111
Total Restricted Cash Balance	7,170,491	9,355,422	(2,184,931)	7,398,892	(228,401)
Total City Cash Balance	\$ 20,493,875	\$ 22,830,947	\$ (2,337,072)	\$ 18,119,166	\$ 2,374,709

of Months of UNRESTRICTED Cash to cover monthly Operating Expenses & Debt Service

6.0 6.1 4.9

Encumbrances FY 05 - FY 16: \$142,877 (as of 3/31/16)

Mrs. Henson noted the graphs at the bottom of the report showing the unrestricted cash to cover monthly operating expenses and debt was up, March shows 6 months. Mrs. Kichler noted she had changed the report to say "Cash Balance" to give a better description of what is being reported. Mrs. Henson reviewed the Surplus Sale Report and noted that to date \$84,738 revenues have been collected which is approximately \$2,000 over the surplus monies pledged to sidewalks.

The Treasurer's Report as of March, 2016 Total Unrestricted Cash Balance- \$13,323,385 and Total Cash Balance - \$20,493,875 was presented to be filed for audit.

2. Sales and Use Taxes: February, 2016

Mrs. Henson reviewed the Sales & Use Tax Reports and Graphs: \$1,250.035 was collected for February 2016:

- YTD Variance over Budget - \$414,102

Discussion was made that some timing issues need to be considered when evaluating January and February collections but this is still an increase in Sales Tax collections for February 2016.

3. Lodging Tax Collections, February, 2016

Mrs. Henson reviewed the Lodging Tax Collections Report and noted the collections for February, 2016 were \$84,997 which is down \$ 7,156 from February's 2015's collections of \$92,153.

- YTD Variance over Budget: \$15,152

4. Lodging Tax Fund : Statement of Rev over Exp, March, 2016

Mrs. Henson reviewed the Lodging Tax Statement of Revenues over Expenditure report for March, 2016.

Balances as of March, 2016:

- Unreserved balance for Bayfront related purchases - \$ 1,973,986
- Recreation related purchases - \$ 818,894

Mrs. Henson noted the purchase of the three new gazebos (\$57,774) was reflected in the report. Ms. Kichler reviewed the Lodging Tax Fund Analysis Report that lists all pending projects where appropriations have been made. Ms. Kichler noted this information had been requested at the last meeting. Ms. Kichler reviewed the pending projects listed on the report and available balances remaining.

Available Remaining Balance for:

- Bayfront related purchases - \$1,373,145
- Recreation related purchases - \$801,817

5. Correction/Court Fund Report, February, 2016

Mrs. Henson reviewed the Correction/ Court Fund Report and reported that no transfers have been required this fiscal year.

- Court balance - \$198,176
- Corrections balance - \$2,766

6. General Fund Budgetary Comparison Schedule, January 2016

7. General Fund Balance Sheet, January 2016

8. General Fund Statement of Rev Over Exp, January 2016

9. Debt Service Fund Statement of Rev Over Exp, March 2016

10. Debt Service Summary Activity for General Fund through March 2016

11. Debt Service Summary Activity for Enterprise Funds through January 2016

12. Agency Funds Combining Statement of Assets and Liabilities, January 2016

13. Special Revenue Funds Balance Sheet, June, 2015

14. Special Revenue Funds Stmt Rev, Exp&Changes in Fund Balance, January 2016

15. Capital Projects Funds Balance Sheet, January 2016

16. Capital Projects Funds Statement of Rev Over Exp, January 2016

17. Enterprise Funds Statement of Net Position, June, 2015

18. Enterprise Funds Stmt of Rev, Exp, & Changes in Net Position, January 2016

Ms. Kichler reviewed the financial reports:

General Fund

Unassigned fund balance - \$13,963,713

Total liabilities, deferred inflow, and fund balances - \$15,317,218

Debt Service Fund

DEBT SERVICE FUND		AS OF 3/31/2016	
FY2016 YTD Principal payments made	\$	2,934,795	
FY2016 YTD Interest Payments made	\$	668,927	
FY2016 TOTAL YTD DEBT PAYMENTS	\$	3,603,722	
FY2016 Remaining Debt payments	\$	679,291	
Balance of Debt for Warr/Bond Issues	\$	33,103,268	
Balance of Debt for Capital Leases	\$	1,222,160	
TOTAL DEBT BALANCE	\$	34,325,428	

Agency Funds

Fund balance for Agency Funds - \$107,668

Special Revenue Funds

Fund balance for Special Revenue Funds: \$3,670,440

Capital Projects Funds

Capital Reserve Fund balance - \$2,622,095

Enterprise Funds

Transfers required from General Fund to Enterprise fund for net Operating Losses are as follows:

- Solid Waste (*Garbage & Recycling*) – (\$97,144)
- Civic Center – (\$69,371)
- Bayfront – (\$41,199)

ENTERPRISE FUND - DEBT SUMMARY		AS OF 1/31/2016	
FY2016 YTD Principal payments made	\$	102,239	
FY2016 YTD Interest Payments made	\$	3,649	
FY2016 TOTAL YTD DEBT PAYMENTS	\$	105,888	
FY2016 Remaining Debt payments	\$	46,860	
TOTAL DEBT BALANCE FOR CAPITAL LEASES	\$	313,640	

19. Bills Paid Reports – March, 2016

The Bills Paid Report was presented in the packet.

C. Appropriation Request: (*Ordinance*)

1. Appropriation for remaining Sewer Projects - \$100,000 for pipe material (total estimated project cost for 5 areas - \$218,240)

Mr. Fry reviewed the five final areas in the City that need to be sewered and that an appropriation will be required. Mrs. Henson stated there had been discussion at previous meetings that the Utility Board had offered to provide the labor for the final small projects. Mrs. Henson stated the projects were estimated to cost \$218,240 for labor and materials and that Mr. Moore, HMR had given an estimate of \$100,000 for just the materials needed (pipe). Mrs. Henson stated that there had been discussion of the process that needed to be followed for the final 5 sewer projects: 1) Appropriate \$100,000 to the Utility Board for materials and the Utility Board would bid out for the pipe, purchase the pipe, then complete the projects, or 2) the City would bid out for the pipe, purchase the pipe, then the Utility Board would install sewer at the 5 locations. Mrs. Henson stated she had advised the City attorney of this information. Mr. Boucher stated he had reviewed the information and that the City could appropriate the monies and allow the Utility Board to bid out the materials then purchase the

materials. Mr. Boucher stated there would need to be an agreement between the City and the Utility Board and he could assist with creating that agreement. Mr. Danny Lyndall, Utility Board discussed the five projects and stated that the Utility Board could provide the labor for the projects but wanted to clarify that the projects may need to be done one at a time due to the level of manpower required for each project. Discussion continued that the appropriation did not need to be made until the final cost for the materials was known. Mr. Ray Moore, HMR discussed letting the bid for the materials and thought they could get that process moving very quickly. Mrs. Henson stated that once Mr. Moore gave the material bid tabulation to the City she would prepare the Ordinance to appropriate the monies and submit for Council approval. Mr. Scott asked Mr. Lyndall after these five projects were completed would sewer be available to every citizen of Daphne. Mr. Lyndall answered yes.

Discussion continued on the status of the Whispering Pines project and potential value engineering savings.

MOTION BY Mrs. Phillips to recommend to Council to adopt an Ordinance amending the budget to appropriate monies required to purchase pipe materials once the Utility Board receives bids and can calculate the material cost. Seconded by Mr. Scott. Motion carried.

D. Bids: (Resolution)

1. 2016-I-ROCK
2. 2016-J-ASPHALT
3. 2016-K-PINE STRAW
4. 2016-L-RECYCLED ROCK

Mrs. Henson noted the four bids were annual Public Works bids. Mr. Johnson reviewed the bids and stated he had made recommendations for the low bidders or sole bidders on all. Mr. Johnson noted that there was very little change in cost from the previous contracts and the Asphalt bid cost was actually lower than the previous contract.

MOTION BY Mr. Lake to recommend to Council to award the following bids to the following vendors for unit cost bid:

***2016-I-ROCK - Vulcan Materials Company
2016-J-ASPHALT – H. O. Weaver & Sons, Inc.
2016-K-PINE STRAW – SiteOne Supply
2016-L-RECYCLED ROCK – Asphalt Services, Inc.
Seconded by Mr. Scott. Motion carried.***

5. RFQ: Professional Engineering Services: ADEM 319 Watershed Mgmt Project

Mr. Johnson and Mrs. Campbell reviewed the project and noted there was one submittal by Jade Consulting LLC. Mr. Johnson stated that Jade Consulting was already an approved firm by the City of Daphne and currently under contract for “on Call” services. Mr. Johnson noted the agreement for the ADEM 319 project will be the same basic contract as the current contract and will utilize the Lump Sum option for payment.

MOTION BY Mr. Scott to recommend to Council to award the RFQ for professional engineering services for the ADEM 319 Watershed Management project to Jade Consultant LLC and authorize the Mayor to enter into the contract. Seconded by Mr. Lake. Motion carried.

E. Disaster Recovery Services Bid - FEMA (Resolution)

Mr. Johnson discussed that the last Disaster Recovery Services Bid followed the previous FEMA guidelines. Mr. Johnson noted that two employees from Public Works (Mrs. Denise Penry, PW Accountant/EMA and William Eringman, PW Deputy Director) recently attended a conference and were informed by FEMA of the requirement of specifically including Small Businesses and Minority businesses in the bid notification process. Discussion continued that the City did not want to encounter any reimbursement issues so it would be best to dismiss the current contract and rebid. Mr. Johnson noted that Crowder Gulf, who has the current City contract, also attended the same conference. Mr. Boucher discussed the Federal guidelines changes and verbiage that needs to be added to the bid specifications.

MOTION BY Mr. LeJeune to recommend to Council to adopt the Resolution

- 1. Authorizing letting of a new bid for Disaster Recovery Services**
- 2. Dismissing the current Disaster Recovery Services contract due to changes and additional requirements in FEMA regulation that may affect grant reimbursements to be effective upon awarding a new contract.**

Seconded by Mrs. Phillips. Motion carried.

F. Purchasing Policy for ALL Grant Programs (Resolution)

Mrs. Henson stated that the Purchasing policy for Grant Programs was recommended by the City's Grant Administrator to be adopted for ALL grants. Mrs. Henson stated this is the same basic policy as the one adopted for the CIAP Grant. Mrs. Henson noted that more and more grants are requiring this policy be adopted by Council. Mr. Johnson spoke on the need for this policy.

MOTION BY Mr. Scott to recommend to Council to adopt the Purchasing Policy for ALL Grants. Seconded by Mrs. Phillips. Motion carried.

G. MayDay Park Boat Ramp payback to the State of AL

Mrs. Campbell discussed that she was waiting for the State to approve the amendment to the agreement that would allow the City to keep the pavers in place and remove the boat ramp. Mrs. Campbell anticipated the State's decision to be received in about two weeks. Discussion continued on moving the boat ramp to another location and only having a kayak boat ramp at Mayday Park. Mrs. Campbell will come back to the Finance Committee after she hears back from the State and has gathered more information on moving the boat ramp to a different location.

H. GIS / GPS Service consulting & Professional Services – City GIS Position

Mrs. Phillips stated she had asked for the GIS/GPS contract and City GIS position be carried forward from last month's meeting. Mrs. Phillips asked Mrs. Jones to discuss the City's position. Mrs. Jones reviewed that the City previously had a GIS position under Community Development and that her department needs have changed and that position is now a Planner position. Discussions continued that the city currently has a part-time intern that provides some GIS services but noted that the City's need for GIS services is growing. Mr. Johnson expressed the need for a new permanent GIS position since the needs of the City have evolved. Mr. Johnson also discussed the need for a central database so that all departments can access the information for drainage, fire hydrants, maps, etc... Mr Johnson also discussed the GIS software needed and that City will need fiber connectivity for all departments to access the central GIS program. Mr. Lyndall discussed how the Utility Board uses GIS. Discussion continued on the different skill levels, cost for a GIS person, and updating the City's current GIS job description. The Mayor discussed the City's GIS needs. Mr. Fry asked that more information be gathered on City department's GIS needs and brought back to the committee.

V. OLD BUSINESS

A. Recreational Consultant Agreement

Discussion was made on the Recreation consultant agreement. Mr. Boucher recommended a few minor changes in the verbiage he would make before adoption and advised the consultant should be paid as a 1099 vendor instead of a City employee.

MOTION BY Mr. LeJeune to recommend to Council to adopt the Recreation Consultant agreement (version #2) with a base of \$22,000 and supplemental incentives i., ii., iii. and iv.. Seconded by Mr. Scott. LeJeune-AYE / Scott-AYE / Rudicell-NAY / Lake-NAY / Conaway-NAY. Motion FAILED – Majority vote not obtained.

Mayor Haygood stated that the Baldwin County Board of Education now has an option to pay through the School Board and recommended the City use this option. Mrs. Phillips, Mr. Lake, Mrs. Conaway, and Mr. Rudicell all discussed their concerns with the incentives. Discussion continued on whether to select the option for the City to pay or for the pay to be sent to the School Board. Discussion continued on tabling the discussion for further review and letting the item be discussed at the Recreation Board meeting this coming Wednesday. Mr. LeJeune noted that the agreement could be looked at Wednesday at the Recreation Board meeting since it was prior to the Council meeting and amendments be made if needed.

*MOTION was made by Mr. Scot to adopt Version #1 of the Recreation Consultant Agreement. Seconded by Mrs. Phillips. **Motion FAILED due to Mrs. Phillips removing her Second for further discussion.***

Discussion continued on the incentives and having a checks and balance process in place. Mr. LeJeune stated we do have checks and balances in place because if the Council decides to remove the incentives they can just not include the monies in the next year fiscal year's budget. Mrs. Phillips noted that if version 1 is adopted that incentive pay could be addressed at a later time. Mr. Fry answered that was correct.

MOTION BY Mr. Scott to recommend to Council to adopt the Recreation Consultant agreement with a base pay of \$22,000 (version #1). Seconded by Mrs. Conaway. Motion carried.

B. Sewer Assessment Agreement – City attorney to advise on terms for collection

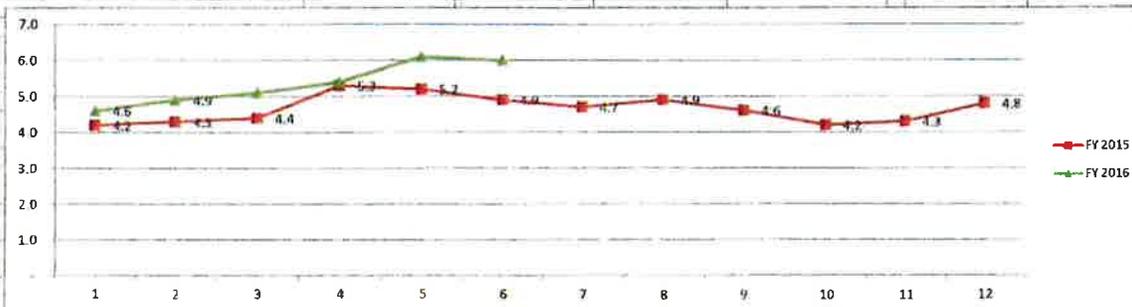
Mr. Boucher stated he would research further and bring the information back for discussion.

VI. ADJOURN The meeting adjourned at 6:28 p.m.

TREASURER'S REPORT

As of March 31, 2016

Account Type/Title	Bank / Brokerage	3/31/2016	2/29/2016	Increase (Decrease) from last Month	3/31/2016	Increase (Decrease) from Last Year
GENERAL FUND & ENTERPRISE FUNDS	Compass Bank1	\$ 7,838,058	\$ 7,997,677	\$ (159,619)	\$ 5,331,691	\$ 2,506,367
INVESTMENT FUND	Raymond James	5,387,494	5,387,494	0	\$ 5,288,918	\$ 98,576
CREDIT CARD ACCOUNT	Compass Bank3	484	484	0	\$ -	\$ 484
MUNICIPAL COURT	Compass Bank2	97,349	89,870	7,479	\$ 99,665	\$ (2,316)
Total Unrestricted Cash Balance		13,323,385	13,475,625	(152,140)	\$ 10,720,274	\$ 2,603,111
SPECIAL REVENUE FUNDS						
MUNICIPAL COURT	Compass Bank1	37,184	24,127	13,057	31,416	5,768
SELF INSURANCE	Compass Bank1	97,728	113,390	(15,662)	82,659	15,069
FLEX SPENDING	Compass Bank1	(14,576)	(13,850)	(726)	(11,696)	(2,880)
4 CENT GAS TAX	PNC Bank1	182,681	178,026	4,655	126,407	56,274
7 CENT GAS TAX	PNC Bank2	461,155	472,794	(11,639)	421,125	40,030
TREE & FLOWER	Compass Bank1	16,426	16,426	(0)	19,700	(3,274)
SAIL SITE	PNC3/Compass1	594	2,094	(1,500)	(562)	1,156
NON-MAJOR STORMS	Compass Bank1	(736,796)	(751,264)	14,468	(608,038)	(128,758)
BP OIL SPILL	Compass Bank1	426,768	426,768	0	426,768	0
FEDERAL DRUG FORFEITURES	Compass Bank1	242,797	241,211	1,586	9,216	233,581
LOCAL DRUG FORFEITURES	Compass Bank1	24,283	24,261	22	20,860	3,423
LIBRARY	Compass Bank1	15,294	7,258	8,036	(7,871)	23,165
CONCESSION STAND	Compass Bank1	-	-	-	(4,843)	4,843
COURT TRAINING & EQUIPMENT	Compass Bank2	34,942	35,192	(250)	29,570	5,372
COURT JUDICIAL ADMINISTRATIVE	Compass Bank2	103,679	108,571	(4,892)	109,641	(5,962)
COURT CORRECTION	Compass Bank2	202,918	200,749	2,169	177,126	25,792
LODGING TAX	Compass Bank1	2,727,776	2,765,649	(37,873)	2,401,836	325,940
		3,822,854	3,851,402	(28,548)	3,223,314	599,540
CAPITAL PROJECT FUNDS						
CAPITAL RESERVE	Wells Fargo Bank1	1,882,676	1,842,493	40,183	1,523,524	359,152
2012 CONSTRUCTION	Regions Bank	-	-	-	326,296	(326,296)
2014 CAPITAL IMPROVEMENTS	Compass Bank	782,359	782,342	17	182,169	600,190
		2,665,035	2,624,835	40,200	2,031,989	633,046
DEBT SERVICE FUNDS						
DEBT SERVICE	Wells Fargo Bank2	682,602	2,879,185	(2,196,583)	2,143,589	(1,460,987)
Total Restricted Cash Balance		7,170,491	9,355,422	(2,184,931)	7,399,892	(228,401)
Total City Cash Balance		\$ 20,493,875	\$ 22,830,947	\$ (2,337,072)	\$ 18,119,166	\$ 2,374,709
# of Months of UNRESTRICTED Cash to cover monthly Operating Expenses & Debt Service						
		5.0	6.1		4.9	



Encumbrances FY 05 - FY 16: \$142,877 (as of 3/31/16)

SALES & USE TAXES

*Adjusted to accrued collections

FY 2016 BUDGET vs ACTUAL

ACTUAL COLLECTIONS

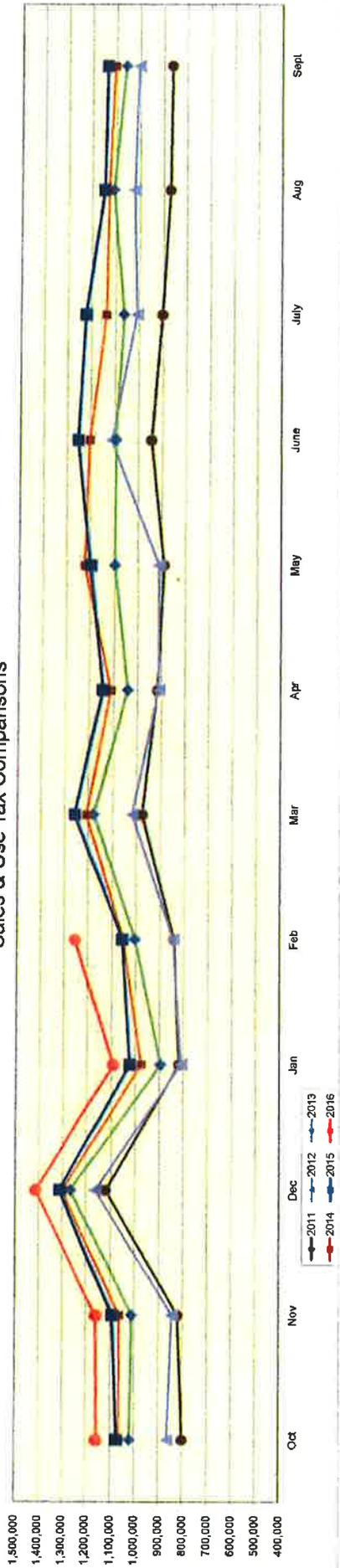
	7/8 Year				Sparklines	Budget	Monthly Variance	YTD Variance	% Over / (Under) Monthly Budget
	2012	2013	2014	2015					
October	864,727.27	1,019,065.37	1,062,861.14	1,073,290.88		1,091,054	63,879.34	63,879.34	5.9%
November	845,342.45	1,011,813.96	1,061,121.86	1,092,961.96		1,111,050	46,692.46	110,571.80	4.2%
December	1,165,135.62	1,266,051.50	1,299,075.20	1,312,012.89		1,333,727	78,219.31	188,791.11	5.9%
January	809,785.59	895,717.19	974,224.69	1,023,171.34		1,040,105	49,764.73	238,555.84	4.8%
February	845,101.34	1,004,349.50	1,051,602.29	1,056,996.02		1,074,489	175,546.09	414,101.93	16.3%
March	1,018,721.43	1,181,007.55	1,205,342.67	1,256,397.38		1,277,191			
April	911,438.60	1,039,769.87	1,110,085.05	1,144,698.61		1,163,643			
May	911,839.30	1,098,548.05	1,218,956.40	1,198,226.99		1,218,058			
June	1,114,149.53	1,097,507.32	1,202,126.66	1,252,030.17		1,272,751			
July	1,010,193.08	1,065,215.02	1,139,120.72	1,222,993.95		1,160,473			
August	1,021,267.76	1,110,126.44	1,129,483.17	1,148,890.48		1,148,176			
September	1,004,661.04	1,058,958.43	1,104,411.74	1,138,473.73		1,122,690			
Totals	11,522,363.01	12,848,130.20	13,558,411.59	13,920,144.40		14,013,407	414,101.93		

Budgeted Dollar Increase (Actual) FY15 vs (Budgeted) FY16	
	93,263
Budgeted Percent Increase FY15 vs FY16	
	0.7%

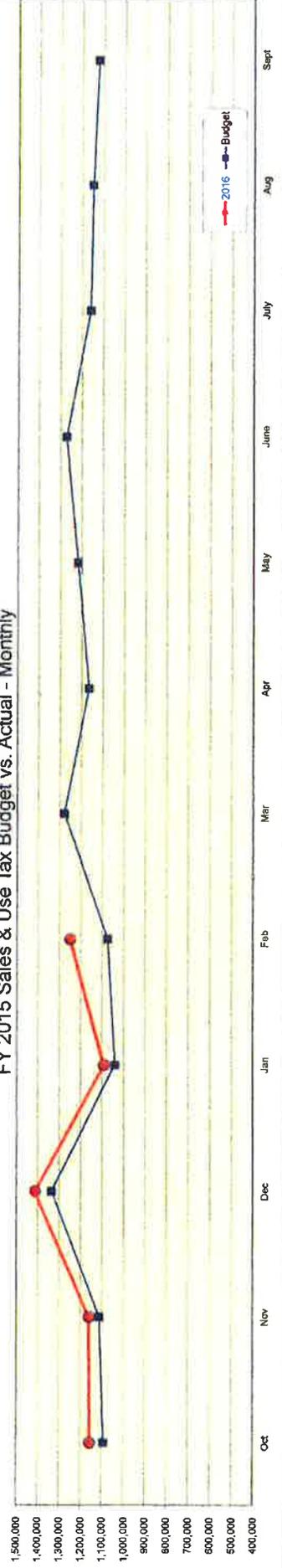
Fiscal Year Changes Year Over Year

	\$ Change				Sparklines	Percent Change			
	2012-2013	2013-2014	2014-2015	2015-2016		2012-2013	2013-2014	2014-2015	2015-2016
October	154,338.10	43,795.77	10,429.74	81,642.46		17.8%	4.3%	1.0%	7.6%
November	166,471.51	49,307.90	31,840.10	64,780.50		19.7%	4.9%	3.0%	5.9%
December	100,915.88	33,023.70	12,937.69	99,933.42		8.7%	2.6%	1.0%	7.6%
January	85,931.60	78,507.50	48,946.65	66,698.39		10.6%	8.8%	5.0%	6.5%
February	159,248.16	47,252.79	5,393.73	193,039.07		18.8%	4.7%	0.5%	18.3%
March	162,286.12	24,335.12	51,054.71			15.9%	2.1%	4.2%	
April	128,331.27	70,315.18	34,613.56			14.1%	6.8%	3.1%	
May	186,708.75	120,408.35	(20,729.41)			20.5%	11.0%	-1.7%	
June	(16,642.21)	104,619.34	49,903.51			-1.5%	9.5%	4.2%	
July	55,021.94	73,905.70	83,873.23			5.4%	6.9%	7.4%	
August	88,858.68	19,356.73	19,407.31			8.7%	1.7%	1.7%	
September	54,297.39	45,453.31	34,061.99			5.4%	4.3%	3.1%	
Annual \$ Cha	1,325,767.19	710,281.39	361,732.81	506,093.84	Annual % Change	11.5%	5.6%	2.7%	

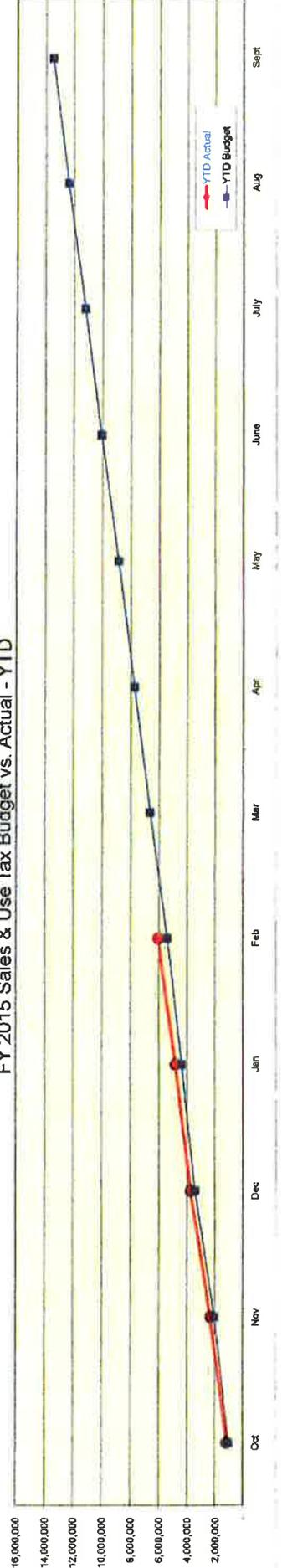
Sales & Use Tax Comparisons



FY 2015 Sales & Use Tax Budget vs. Actual - Monthly



FY 2015 Sales & Use Tax Budget vs. Actual - YTD



MONTHLY LODGING TAX COLLECTIONS

*Based on Accrued Collections

ACTUAL COLLECTIONS

	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	10 Year Spark Line
October	56,001.39	52,002.53	51,578.40	48,382.05	74,581.63	82,326.38	
November	48,329.73	47,568.08	43,459.48	43,912.92	77,289.64	77,075.08	
December	47,210.56	42,279.22	40,495.14	39,122.53	69,585.61	67,742.93	
January	49,006.12	41,917.34	47,548.01	43,198.04	72,323.09	69,451.25	
February	43,052.68	47,346.50	54,207.03	49,784.71	92,153.01	84,997.02	
March	67,422.43	70,058.33	64,325.47	71,954.97	112,752.43		
April	48,487.83	51,939.06	47,434.55	86,245.34	101,196.07		
May	57,880.48	54,740.45	68,448.49	107,155.55	108,715.74		
June	67,544.77	69,822.91	71,090.69	127,920.37	111,397.21		
July	76,631.86	79,417.80	94,310.47	139,397.37	140,897.70		
August	52,820.33	50,417.73	52,427.99	93,733.35	90,758.34		
September	45,216.75	46,968.89	45,148.35	71,790.24	84,931.51		
Total	659,604.93	654,478.84	680,474.07	922,597.44	1,136,521.98	381,592.66	

Ord 1997-28 adopted December 8, 1997 incr levy from 3% to 4%

Ord 2014-06 adopted February 17, 2014 incr levy from 4% to 6% - effective for Collections for April 2014 reflected in May 2014

FY 2016 BUDGET vs. ACTUAL

	Budget	Monthly Variance	YTD Variance	% Over / (Under) Monthly Budget
October	76,494.98	5,831.40	5,831.40	7.6%
November	70,694.40	6,380.68	12,212.08	9.0%
December	64,152.54	3,590.39	15,802.47	5.6%
January	70,905.79	(1,454.54)	14,347.93	-2.1%
February	84,192.65	804.37	15,152.30	1.0%
March	107,795.78			
April	84,458.03			
May	104,577.65			
June	113,382.33			
July	138,661.90			
August	86,164.99			
September	73,518.97			
Total	1,075,000.01	15,152.30		

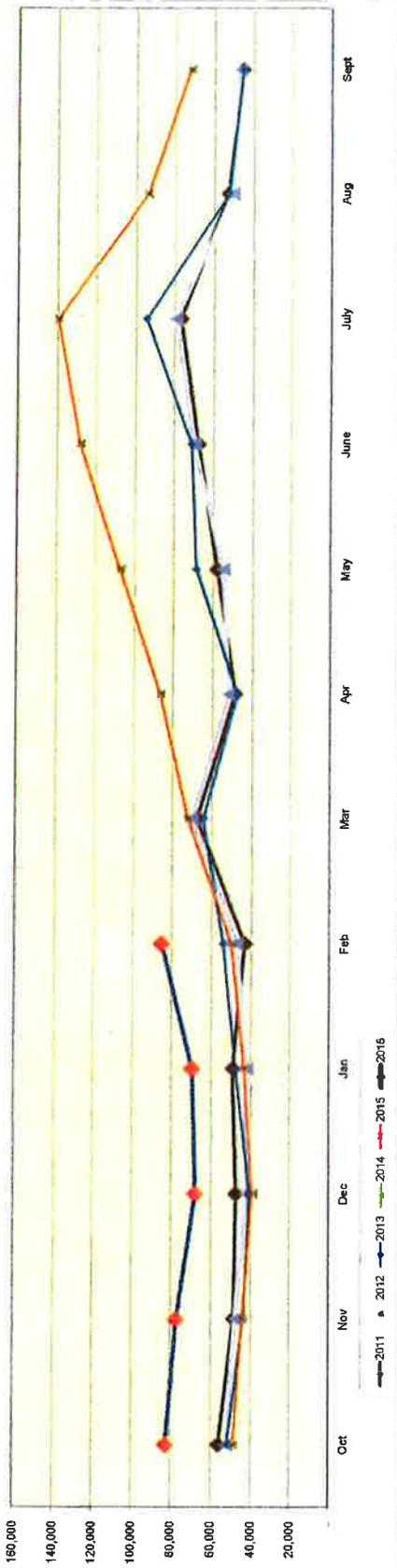
CHANGE IN DOLLARS

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	9 Year Spark Line
October	16,599.83	(3,999.86)	(424.13)	(3,196.35)	26,199.58	7,744.75	
November	14,566.36	(761.65)	(4,108.60)	453.44	33,376.72	(214.56)	
December	15,639.18	(4,931.34)	(1,784.08)	(1,372.61)	30,463.08	(1,842.68)	
January	6,122.42	(7,088.78)	5,630.67	(4,349.97)	29,125.05	(2,871.84)	
February	(3,945.64)	4,293.82	6,860.53	(4,422.32)	42,368.30	(7,155.99)	
March	14,650.91	2,635.90	(5,732.86)	7,629.50	40,797.46		
April	6,956.78	3,451.23	(4,504.51)	36,810.79	14,950.73		
May	(8,940.48)	(3,140.03)	13,708.04	38,707.06	1,560.19		
June	(12,278.07)	2,278.14	1,267.78	56,829.68	(16,583.16)		
July	(15,274.61)	2,785.94	14,892.67	45,086.90	1,500.33		
August	(10,503.25)	(2,402.60)	2,010.26	41,305.36	(2,975.01)		
September	(7,446.04)	1,752.14	(1,820.54)	26,641.89	13,141.27		
Total	16,143.39	(5,126.09)	25,995.23	242,123.37	213,924.54	(4,340.32)	

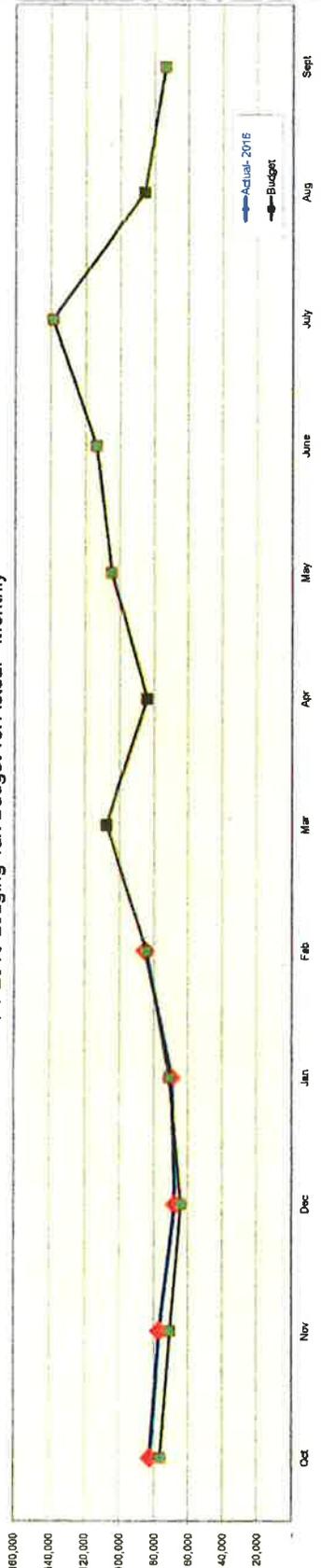
CHANGE IN PERCENTAGE

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
October	-7.7%	-0.8%	-6.6%	35.1%	9.4%
November	-1.6%	-9.5%	1.0%	43.2%	-0.3%
December	-11.7%	-4.4%	-3.5%	43.6%	-2.7%
January	-16.9%	11.8%	-10.1%	40.3%	-4.1%
February	9.1%	12.7%	-8.9%	46.0%	-8.4%
March	3.8%	-8.9%	10.6%	36.2%	
April	6.6%	-9.5%	45.0%	14.8%	
May	-5.7%	20.0%	36.1%	1.4%	
June	3.3%	1.8%	44.4%	-14.9%	
July	3.5%	15.8%	32.3%	1.1%	
August	-4.8%	3.8%	44.1%	-3.3%	
September	3.7%	-4.0%	37.1%	15.5%	
% Change	2.4%	-0.8%	3.8%	18.8%	

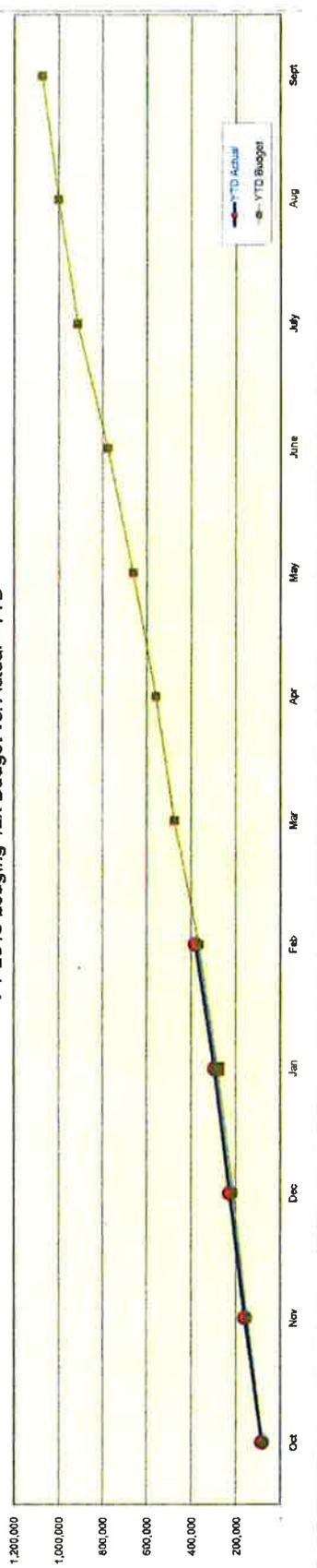
Lodging Tax Comparisons Year over Year



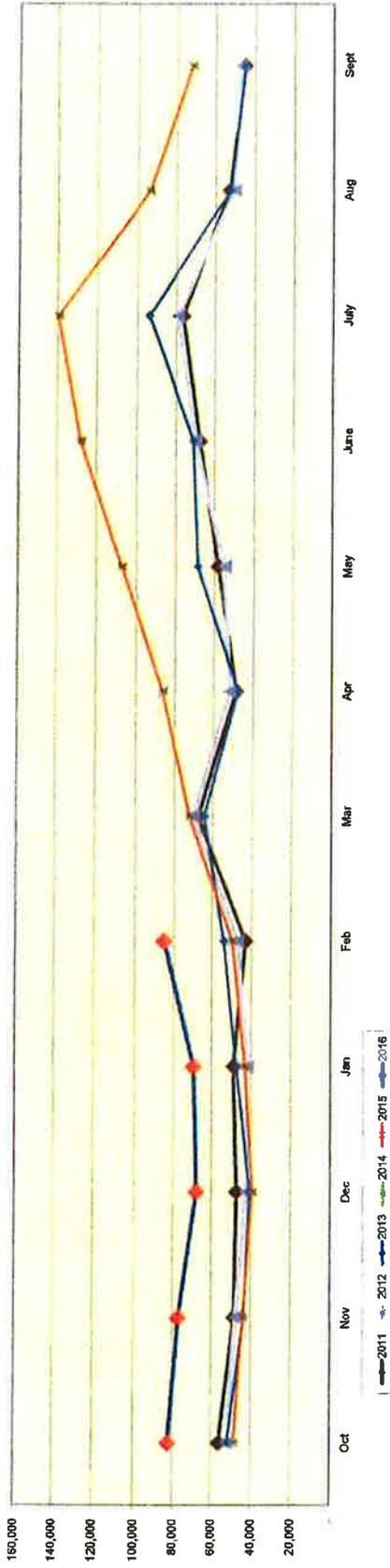
FY 2016 Lodging Tax Budget vs. Actual - Monthly



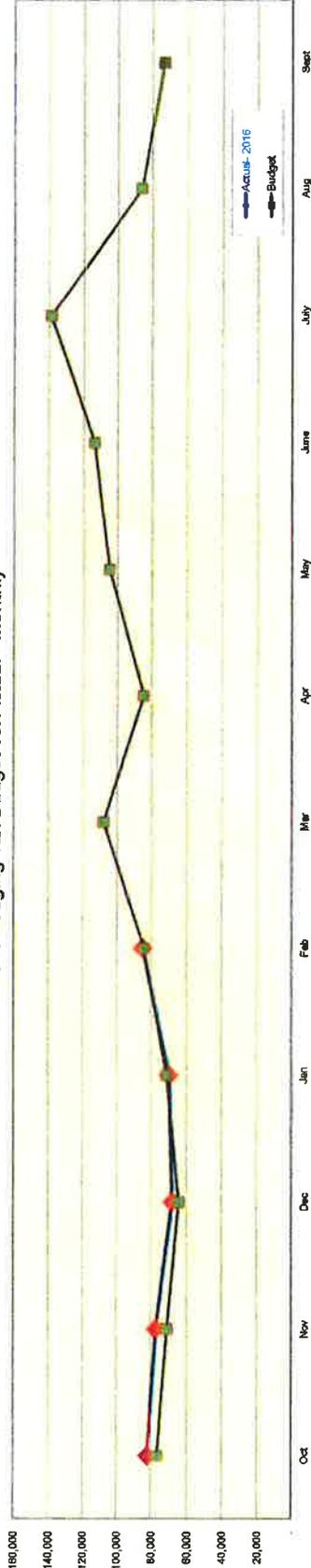
FY 2016 Lodging Tax Budget vs. Actual - YTD



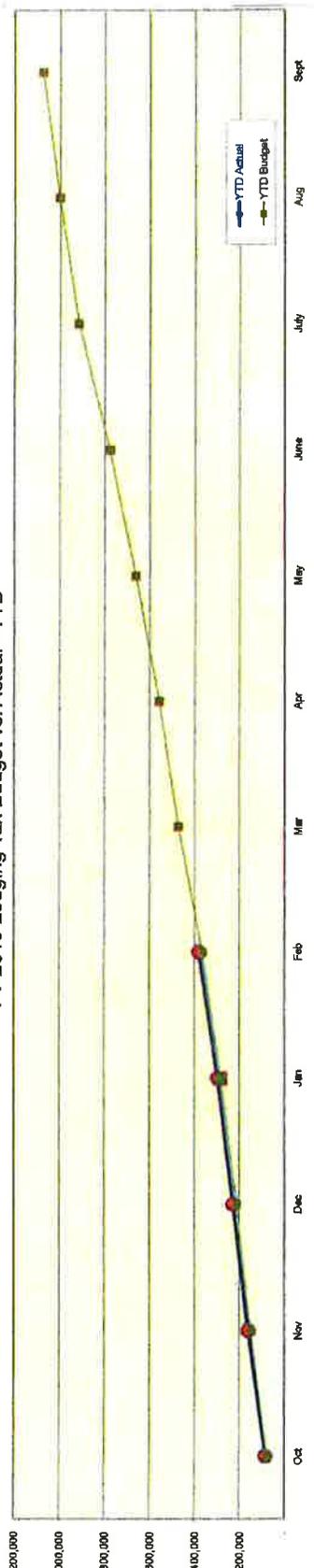
Lodging Tax Comparisons Year over Year



FY 2016 Lodging Tax Budget vs. Actual - Monthly



FY 2016 Lodging Tax Budget vs. Actual - YTD



**DOWNTOWN REDEVELOPMENT AUTHORITY
MANCI'S ANTIQUE CLUB
1715 MAIN STREET, DAPHNE, AL 36526
March 30, 2016**

COMMITTEE MINUTES

MEMBERS PRESENT: Chairman Casey Zito, Doug Bailey, Dayna Oldham, Debbie Strahley, Ken Balme, Patricia Vanderpool, Dorothy Morrison, and Daniel Dyas, Sr.

ABSENT: Brandy Lister, Nicole Simms, Councilman Pat Rudicell, and Council Liason Tommie Conaway

ALSO PRESENT: Jenny White, Recording Secretary and Rebecca Hayes, City Clerk

1. CALL TO ORDER

There being a quorum present Chairman Casey Zito called the meeting to order at 5:44 p.m.

2. PUBLIC PARTICIPATION

No one spoke.

3. APPROVAL OF MINUTES / FEBRUARY 24, 2016

Motion by Dayna Oldham to approve the minutes from February 24, 2016 meeting as written. **Seconded by Daniel Dyas, Sr.**

Carried unanimously.

4. TREASURER'S REPORT

Doug Bailey gave the Treasurer's Report.

February Statement 02/01/2016 – 02/29/2016:

February Beginning Statement Balance - \$189,337.82

Check 1033	01/30/2016	Boudreaux's	\$107.31	Lunch/Workshop
Deposit	02/22/2016	Tax Collection	\$3,387.14	01/2016
Fee	01/29/2016	Bryant Bank	\$3.00	Monthly Service

February Ending Statement Balance - \$192,614.65

March Activity

Deposit	03/14/2016	Tax Collection	\$3,472.56	02/2016
Check 1034	03/30/2016	Dorothy Morrison	\$118.00	Flowers
Service Charge	03/31/2016	Bryant Bank	\$3.00	Monthly Service

March Forecast Balance: \$195,966.21

Motion by Debbie Strahley to accept Treasurer’s Report. Seconded by Dayna Oldham.

Motion Carried Unanimously

OLD BUSINESS

a. Welcome New Members

Chairman Zito welcomed new members Daniel Dyas, Sr. (present), Nicole Simms and Brandi Lister (not present), along with Jenny White, Assistant City Clerk as Recording Secretary.

b. Update on Reprint of Brochures

All merchant listings are being updated for another mass printing. Dorothy Morrison volunteered to help contact merchants; she will provide list. Sarah Toulson, Graphic Designer, has been hired to prepare art work for the Olde Towne Business Guide reprint project.

c. Website Design – Ken Balme

Chairman Zito has a scheduled web design meeting with JMF Solutions next week to move forward with website.

d. Little Bethel Baptist Church Follow Up

Creek Indians have donated \$500.00 to help with fencing. The deadline for estimate submittal on fence is May 15, 2016. Current estimates are running between \$5,000.00 - \$7,000.00.

NEW BUSINESS

a. Nomination of new members:

Motion by Dorothy Morrison to nominate KiKi Mikkelson as member of the Downtown Redevelopment Authority, Term March 30, 2016 – March 30, 2022. Seconded by Dana Oldham.

Motion carried unanimously.

5. OTHER BUSINESS DEEMED NECESSARY

a. B Boutique

B Boutique to open store at 1808 Main Street on April 15, 2016.

b. Objects

Objects are opening new store at 1805 Main Street.

c. Inventory of Downtown District Properties

Daniel Dyas, Sr. volunteered to research the inventory of downtown district properties for sale and present at next meeting.

d. Prepare Resolution of DRA Overlay District

Chairman Zito suggested preparing a resolution to the Planning Department in reference to the Downtown Redevelopment Authority's desire to combine the overlay district from Judge Roy Beans to Bayfront Drive. Extension would be advantageous to downtown and enhance Old Towne Daphne. This will be discussed further at the next meeting.

e. Village Point

Village Point meeting scheduled with Selena Vaughan and Al Gaurisco. Dorothy Morrison will follow up with Selena Vaughn, Al Gaurisco, Doug Bailey, and Danial Dyas, Sr. on meeting.

f. Industrial Development Board

Chairman Zito commented that Doug Bailey is working with the Industrial Development Board on annexation application for Technology Park on 35 acres.

g. Farmers Market Relocation

The Farmers Market has moved to Southern Napa at 2304 Main Street every Friday from 2:00 – 6:00 p.m. The market will have four new banner signs that are legal as long as they stay on the site. This event is run by the Daphne Art Center. The city needs all the support it can get since it throws off cash that helps keep the Art Center viable. Fresh, Local, Best.

h. Beautification Update

The Beautification Committee is in the process of moving the statue at Veterans Point to the KFC Point and changing the name of KFC Point to Veterans Point. Work has started installing gazebos at Park City and Joe Louis Patrick Point.

Dorothy Morrison showed pictures to committee of new flowers purchased for the flower boxes downtown.

i. Rack Cards

Debbie Strahley made suggestion that we look at a Daphne business brochure to go in rack card bins as the Main Street brochure.

j. Welcome Wagon

Rebecca Hayes inquired about the prior Welcome Wagon. Dorothy Morrison volunteered to host and check with mayor on a welcome letter to new residents of Daphne.

k. Volunteer Breakfast

Rebecca Hayes invited members of Downtown Redevelopment Authority to the Volunteer Breakfast scheduled for April 13, 2016 at 7:45 a.m. at Bayfront Pavilion. Invitations will mail out on March 31, 2016.

l. Committee Meetings

Need members to attend other committee meetings. Jenny White will bring a list of all committees in the city to the next meeting.

7. NEXT MEETING

Next meeting is scheduled for April 27, 2016 at City Hall Executive Conference Room at 6:00 p.m.

With no other business to consider, the meeting was adjourned at 6:45 p.m.

Serdas Coffee Company

CASE NO. 2016-5

ABC LICENSE ROUTING

DATE RECEIVED BY REVENUE DIV. 4-11-16 (initial) aa
DATE FORWARDED TO POLICE DEPT. 4-11-16 aa
DATE RECEIVED BY POLICE DEPT. 4-12-16 JH
DATE: 4/12/16 APPROVED DISAPPROVED
POLICE DEPT SIGNATURE [Signature]
DATE RETURNED TO REVENUE DIV. 4-12-16 JH
DATE FORWARDED TO CITY CLERK 4/14/16 CAK
DATE RECEIVED BY CITY CLERK 4/14/16 RH
SCHEDULED DATE ON AGENDA 4/18/16 RH
Council Action: APPROVED DISAPPROVED TABLED

COMMENTS: _____

Rescheduled for Council Agenda Date: _____
Council Action: APPROVED DISAPPROVED TABLED

COMMENTS: _____

DATE RETURNED TO REVENUE DIV.: _____

DATE RETURNED TO TAXPAYER _____
OR TO ABC FIELD OFFICE _____ (per taxpayer request)

Please review & fax approval back to Revenue at 251-621-6904. Thank you!



**STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION**



Confirmation Number: 20160407134810594

Type License: 020 - RESTAURANT RETAIL LIQUOR **State:** \$300.00 **County:** \$400.00

Type License: **State:** **County:**

Trade Name: SERDAS COFFEE CO **Filing Fee:** \$50.00

Applicant: SERDAS COFFEE DAPHNE LLC **Transfer Fee:**

Location Address: 1539 US HWY 98; SUITE 203 DAPHNE, AL 36526

Mailing Address: PO BOX 118 MOBILE, AL 36601

County: BALDWIN **Tobacco sales:** NO **Tobacco Vending Machines:**

Type Ownership: LLC

Book, Page, or Document info: BOOK LR 7273 PAGE 277

Date Incorporated: 06/18/2015 **State incorporated:** AL **County Incorporated:** MOBILE

Date of Authority: 06/18/2015 **Alabama State Sales Tax ID:** R009409505

Name: **Title:** **Date and Place of Birth:** **Residence Address:**

JUDITH KELLEY SERDA 3752082 - AL	MEMBER	11/26/1944 MARKSVILLE, LA	10495 KEENS ROAD THEODORE, AL 36582

Has applicant complied with financial responsibility ABC RR 20-X-5-.14? YES

Does ABC have any actions pending against the current licensee? NO

Has anyone, including manager or applicant, had a Federal/State permit or license suspended or revoked? NO

Has a liquor, wine, malt or brewed license for these premises ever been denied, suspended, or revoked? NO

Are the applicant(s) named above, the only person(s), in any manner interested in the business sought to be licensed? YES

Are any of the applicants, whether individual, member of a partnership or association, or officers and directors of a corporation itself, in any manner monetarily interested, either directly or indirectly, in the profits of any other class of business regulated under authority of this act? NO

Does applicant own or control, directly or indirectly, hold lien against any real or personal property which is rented, leased or used in the conduct of business by the holder of any vinous, malt or brewed beverage, or distilled liquors permit or license issued under authority of this act? NO

Is applicant receiving, either directly or indirectly, any loan, credit, money, or the equivalent thereof from or through a subsidiary or affiliate or other licensee, or from any firm, association or corporation operating under or regulated by the authority of this act? NO

Contact Person: JOHN SERDA

Business Phone: 251-415-3153

Fax:

Home Phone: 251-463-4886

Cell Phone: 251-463-4886

E-mail: JOHN@SERDASCOFFEE.COM

PREVIOUS LICENSE INFORMATION:

Trade Name:

Applicant:

Previous License Number(s)

License 1:

License 2:



**STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION**



Confirmation Number: 20160407134810594

If applicant is leasing the property, is a copy of the lease agreement attached? YES
 Name of Property owner/lessor and phone number: WELLS VENTURES LLC 251-460-3231
 What is lessors primary business? REAL ESTATE
 Is lessor involved in any way with the alcoholic beverage business? NO
 Is there any further interest, or connection with, the licensee's business by the lessor? NO

Does the premise have a fully equipped kitchen? YES
 Is the business used to habitually and principally provide food to the public? YES
 Does the establishment have restroom facilities? YES
 Is the premise equipped with services and facilities for on premises consumption of alcoholic beverages? YES

Will the business be operated primarily as a package store? NO
 Building Dimensions Square Footage: 2500 Display Square Footage:
 Building seating capacity: 60 Does Licensed premises include a patio area? YES
 License Structure: ONE STORY License covers: PORTION OF
 Location is within: CITY LIMITS Police protection: CITY

Has any person(s) with any interest, including manager, whether as sole applicant, officer, member, or partner been charged (whether convicted or not) of any law violation(s)?

Name:	Violation & Date:	Arresting Agency:	Disposition:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20160407134810594



Initial each

Signature page

In reference to law violations, I attest to the truthfulness of the responses given within the application.

In reference to the Lease/property ownership, I attest to the truthfulness of the responses given within the application.

In reference to ACT No. 80-529, I understand that if my application is denied or discontinued, I will not be refunded the filing fee required by this application.

In reference to Special Retail or Special Events retail license, I agree to comply with all applicable laws and regulations concerning this class of license, and to observe the special terms and conditions as indicated within the application.

In reference to the Club Application information, I attest to the truthfulness of the responses given within the application.

In reference to the transfer of license/location, I attest to the truthfulness of the information listed on the attached transfer agreement.

In accordance with Alabama Rules & Regulations 20-X-5-.01(4), any social security number disclosed under this regulation shall be used for the purpose of investigation or verification by the ABC Board and shall not be a matter of public record.

The undersigned agree, if a license is issued as herein applied for, to comply at all times with and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as appears in Code of Alabama, Title 28, and all laws of the State of Alabama relative to the handling of alcoholic beverages.

The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the board relative to all alcoholic beverages received in this State. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County or Municipality in which the license premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him or her in connection with said licensed premises. The undersigned hereby understands that he or she violate any provisions of the aforementioned laws his or her license shall be subject to revocation and no license can be again issued to said licensee for a period of one year. The undersigned further understands and agrees that no changes in the manner of operation and no deletion or discontinuance of any services or facilities as described in this application will be allowed without written approval of the proper governing body and the Alabama Alcoholic Beverage Control Board.

I hereby swear and affirm that I have read the application and all statements therein and facts set forth are true and correct, and that the applicant is the only person interested in the business for which the license is required.

Applicant Name (print): John Seaden

Signature of Applicant: [Signature]

Notary Name (print): Betty G. Dean

Notary Signature: [Signature]

Commission expires: 01/13/2019

Application Taken: _____ App. Inv. Completed: _____
 Submitted to Local Government: _____
 Received in District Office: _____ Reviewed by Supervisor: _____

Forwarded to District Office: _____
 Received from Local Government: _____
 Forwarded to Central Office: _____

Receipt Confirmation Page

Receipt Confirmation Number: **20160407134810594**
Application Payment Confirmation Number: **24712292**

Payment Summary	
Payment Item	Fee
Application Fee for License 020	\$50.00
Total Amount to be Charged	\$50.00

License Payment Confirmation Number:

Payment Summary			
Payment Item	County Fee	State Fee	Total Fee
020 - RESTAURANT RETAIL LIQUOR	\$400.00	\$300.00	\$700.00
			\$0.00
Total Amount to be Charged	\$400.00	\$300.00	\$700.00

Application Type

Application Type: APPLICATION

Applicant Information

License Type 1: 020 - RESTAURANT RETAIL LIQUOR
License Type 2:
License County: BALDWIN
Business Type: LLC
Trade Name: **SERDAS COFFEE CO**
Applicant Name: **SERDAS COFFEE DAPHNE LLC**
Location Address: 1539 US HWY 98; SUITE 203
DAPHNE, AL 36526
Mailing Address: PO BOX 118
MOBILE, AL 36601
Contact Person: JOHN SERDA
Contact Home Phone: 251-463-4886
Contact Business Phone: 251-415-3153
Contact Fax:
Contact Cell Phone: 251-463-4886
Contact Email Address:
Contact Web Address:



City of Daphne Event Permit Application

Date of Application: 03/14/2016 Permit Requested: Event/Fundraiser Parade/Run Band

Contact Information

Organization Name: The Scott Ward Memorial

Contact Name: Andrea Ward E-mail Address: andrea.ward@raymondjames.com

Address: PO Box 1690 Fairhope AL 36533

Primary Phone Number: 251-591-3053 Street / P.O. Box City/State/Zip Code Secondary: 251-929-9185

Event Information

Event Name: The Scott Ward Memorial 5k and Family Fun Run Event Date: JUNE 11 2016

Event Location: Route # 1 # Participants/Vehicles: 100

Start Time: 8:00AM Stop Time: 10:30AM Assembly Time: 7:00am for set up

Special Requests: Permission to use facility on Well Rd-Public works facility for post race event awards and parking and have start and finish line on Well Rd. (one lane rd closure) Parades/Runs Only

Road Closures Requested: Yes No

Special Instructions

Approval: Internal Use Only

Date Routed: _____

Fire Dept: [Signature]

Police Dept: [Signature]

Public Works: [Signature]

Parks & Recreation: N/A

Only required if event interrupts traffic near Daphne parks

For Special Event/Band Permits:

Council Member: _____
District # Signature

For Parade/Run Permits & Use of City Grounds:

City Council: 3/21/16
Date of Approval

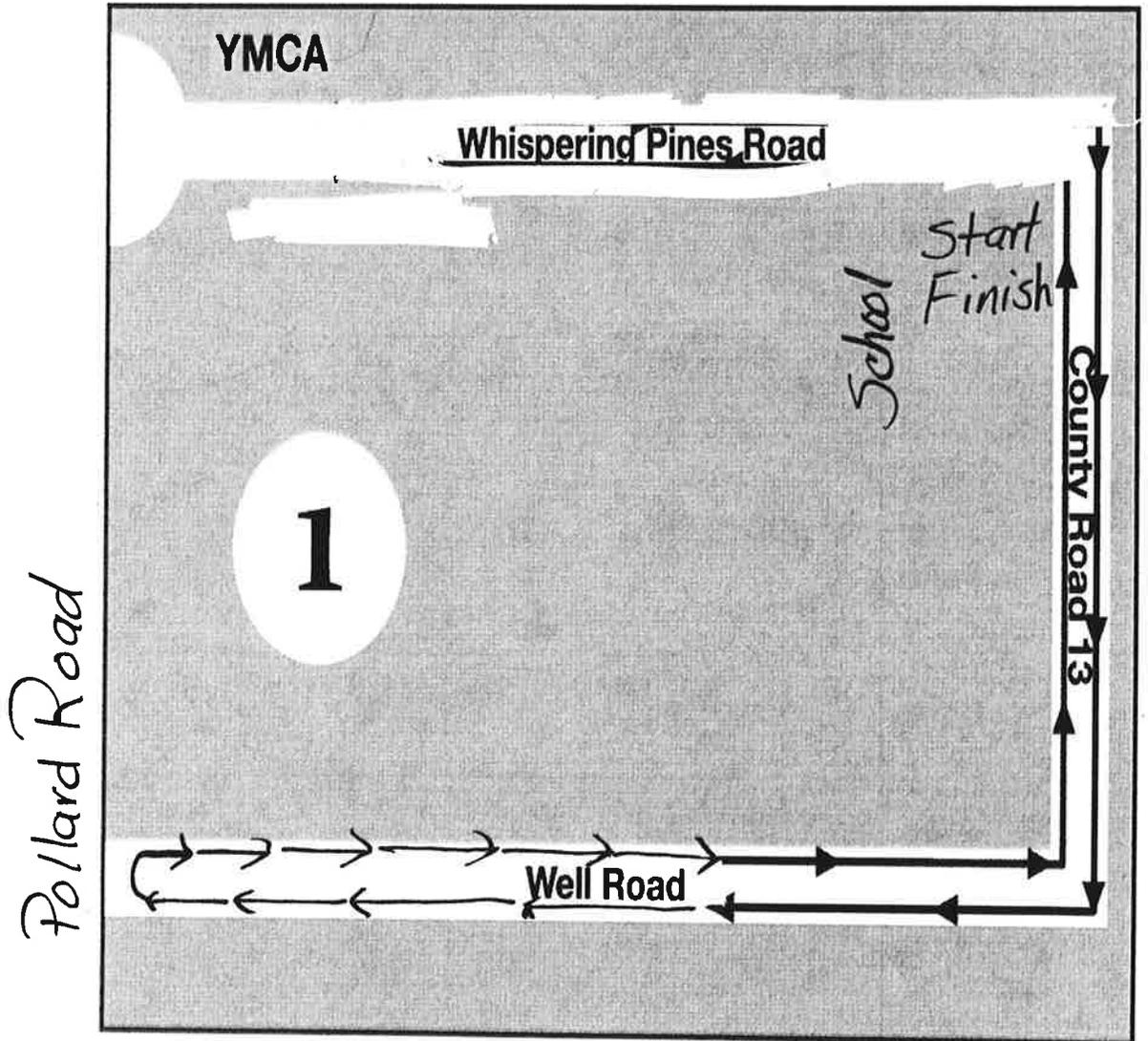
Not valid unless stamped "Approved"

Parade/Run Permits ONLY

Fee Paid: \$ _____ N/A Waived

Insurance Filed N/A

Route Selection: 1 2 3 4



STATE OF ALABAMA }
COUNTY OF BALDWIN }

EASEMENTS

This instrument prepared by
Volkert, Inc.
3809 Moffett Road
Mobile, Alabama 36618

KNOW ALL MEN BY THESE PRESENTS, that **THE CITY OF DAPHNE**, (hereinafter referred to as GRANTOR), for and in consideration of the amount of One and No/100 (\$1.00) Dollars and other good and valuable consideration in hand paid to the GRANTOR by **THE UTILITIES BOARD OF THE CITY OF DAPHNE**, a public corporation of Alabama, (hereinafter referred to as GRANTEE), the receipt and sufficiency whereof is hereby acknowledged by the said GRANTOR, and for the further consideration of the general benefit which will accrue to the public and the benefit which may accrue to the GRANTOR by reason of the construction and use of the utility line or lines hereinafter referred to, does hereby, subject to terms hereinafter contained, **GRANT, BARGAIN, SELL AND CONVEY** unto the said GRANTEE, its successors or assigns, a right and easement for ingress, egress, constructing, operating, inspecting, repairing, maintaining, storing of equipment and materials during any construction, repair, inspection or maintenance, and replacement, relocation and removal of water main lines over, under and across the soil of a strip of land running across a parcel of land lying and being in the County of Baldwin, State of Alabama, being more particularly described as follows:

**TRACT 5-1
15' PERMANENT EASEMENT**

A PERMANENT WATER LINE EASEMENT 15 FEET IN WIDTH, HAVING 5 FEET ON THE EAST SIDE AND 10 FEET ON THE WEST SIDE OF THE HEREINAFTER DESCRIBED CENTERLINE:

COMMENCING AT A 5/8 INCH CAPPED REBAR, STAMPED "R&C" MARKING THE NORTHWEST CORNER OF LOT 5, JUBILEE SQUARE SUBDIVISION, AS RECORDED ON SLIDES 2023-A & 2023-B IN THE RECORDS OFFICE OF THE JUDGE OF PROBATE FOR BALDWIN COUNTY, ALABAMA, SAID CAPPED REBAR BEING ON THE SOUTH RIGHT-OF-WAY OF U.S. HIGHWAY 90; THENCE N89°47'51"W ALONG THE SAID SOUTH RIGHT-OF-WAY LINE A DISTANCE OF 5 FEET TO THE POINT OF BEGINNING; THENCE S00°12'09"W A DISTANCE OF 203.80 FEET TO THE POINT OF ENDING, SAID TRACT 5-1 CONTAINING 2,038 SQUARE FEET, MORE OR LESS, AS SHOWN ON PLANS OF PROJECT NO. 408165.06, WATER SYSTEM IMPROVEMENTS ALONG U.S. 90, PREPARED BY VOLKERT, INC.

**TRACT 5-1-T
TEMPORARY EASEMENT**

A TEMPORARY CONSTRUCTION EASEMENT 55 FEET IN LENGTH PROJECTED SOUTHERLY FROM THE POINT OF ENDING OF THE CENTERLINE PREVIOUSLY DESCRIBED IN TRACT 5-1 AND 100 FEET IN WIDTH, HAVING 25 FEET ON THE WEST SIDE AND 75 FEET ON THE EAST SIDE OF THE HEREINAFTER DESCRIBED CENTERLINE:

COMMENCING AT A 5/8 INCH CAPPED REBAR, STAMPED "R&C" MARKING THE NORTHWEST CORNER OF LOT 5, JUBILEE SQUARE SUBDIVISION, AS RECORDED ON SLIDES 2023-A & 2023-B IN THE RECORDS OFFICE OF THE JUDGE OF PROBATE FOR BALDWIN COUNTY, ALABAMA, SAID CAPPED REBAR BEING ON THE SOUTH RIGHT-OF-WAY OF U.S. HIGHWAY 90; THENCE N89°47'51"W ALONG THE SAID SOUTH RIGHT-OF-WAY LINE A DISTANCE OF 5 FEET; THENCE S00°12'09"W A DISTANCE OF 203.80 FEET TO THE POINT OF

BEGINNING; THENCE CONTINUE S00°12'09"W A DISTANCE OF 55 FEET TO POINT OF ENDING, SAID TRACT 5-1-T CONTAINING 2,750 SQUARE FEET, MORE OR LESS, AS SHOWN ON PLANS OF PROJECT NO. 408165.06, WATER SYSTEM IMPROVEMENTS ALONG U.S. 90, PREPARED BY VOLKERT, INC.

THE ABOVE DESCRIBED TEMPORARY EASEMENT IS FOR CONSTRUCTION PURPOSES ONLY AND WILL BE PERMANENTLY ABANDONED AND WILL REVERT TO OWNERS UPON COMPLETION OF THE PROPOSED UTILITY LINE IMPROVEMENTS BY THE UTILITIES BOARD OF THE CITY OF DAPHNE

TO HAVE AND TO HOLD the above described property unto the said GRANTEE, its successors and assigns, forever.

Any except as to all other easements, right of way, restrictions or reservations of record together with all of those things specifically mentioned above, the said GRANTOR, for itself, its successors and assigns, does hereby covenant with the GRANTEE, its successors and assigns, that the GRANTOR is seized of an indefeasible estate in fee simple in said property, and that the GRANTOR does hereby warrant and will forever defend the above described easement and rights unto the GRANTEE, its successors and assigns, against the lawful claims of all persons.

Any and all lands and/or improvements, excluding trees and shrubs, disturbed in the utilization of the rights hereby granted will be restored to a condition substantially the same as existed immediately prior to said disturbance, all at no costs to the GRANTOR.

GRANTEE does hereby obtain all rights and privileges necessary or convenient for the full enjoyment and use of said easements, including the right to construct and maintain water mains, valve boxes, fire hydrants and the right of necessary and reasonable ingress and egress by the agents, employees, and equipment of GRANTEE, its successors and assigns, over and across the above described easements and over and across said strip for the purpose of constructing, inspecting, repairing and maintaining said water line or lines, valve boxes, and fire hydrants.

The GRANTOR reserves the right to use and enjoy the surface of said easements provided that the GRANTOR, his heirs, their successors and assigns shall not excavate, construct or permit to be constructed on or over said strip any obstruction that may interfere with the rights hereby granted.

IN WITNESS WHEREOF, this instrument is executed this the _____ day
of _____, 2016.

City of Daphne

By:
Its:

STATE OF ALABAMA }

COUNTY OF BALDWIN }

I hereby certify, that on this day, before me, a Notary Public, duly authorized in the State and County aforesaid to take acknowledgments, personally appeared _____, to me known to be person described in and who executed the foregoing instrument and acknowledged before me that, being informed of the content of the same, voluntarily signed and delivered the within and foregoing instrument on the day and year therein mentioned, as an authorized act of City of Daphne.

Given under my hand and official seal, this _____ day of _____, 2016.

(Affix Seal)

Notary Public

GRANTOR:

CITY OF DAPHNE
1705 MAIN STREET
P.O. BOX 400
DAPHNE, AL 36526

GRANTEE:

THE UTILITY BOARD OF THE CITY OF DAPHNE
ATTN: VAN BAGGETT
900 DAPHNE AVENUE
DAPHNE, AL 36526

Google Maps



Resolution 2016-23

Adoption of the City of Daphne Debris Management Plan

WHEREAS, the City of Daphne is an incorporated municipality in Baldwin County and participates in Public Assistance (PA) from the Federal Emergency Management Agency (FEMA) and the Alabama Emergency Management Agency (AEMA) in Debris Removal associated with a declared major disasters or emergencies; and

WHEREAS, FEMA introduced a PA Alternative Pilot Program for Debris Removal allowing a one-time two (2) percent Federal cost share increase for debris removal for participating jurisdictions with an Approved Debris Removal Plan; and

WHEREAS, the City of Daphne thru funding of the FY2014 Public Works Budget contracted with Sawgrass Consulting, LLC to develop a Debris Management Plan for the City ; and

WHEREAS, Sawgrass Consulting, LLC worked with City Emergency Management staff to develop a Debris Management Plan and upon completion submitted it to AEMA and FEMA for review and approval ; and

WHEREAS, AEMA and FEMA have reviewed and approved the City of Daphne Debris Management Plan (attached) and submitted the approval in writing in March of 2016; and

WHEREAS, the City of Daphne Debris Management Plan has been approved by AEMA and FEMA and the City now qualifies for the one-time two (2) percent Federal cost share increase for debris removal;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Daphne hereby approve and adopt the attached Debris Management Plan for City of Daphne, Alabama, and the Mayor and other appropriate City Staff are hereby authorized to execute any and all instruments approving the Plan and confirming the municipality's participation.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS _____ DAY OF _____, 2016.

Dane Haygood, Mayor

ATTEST:

Rebecca A. Hayes, City Clerk



FEMA

Mr. Art Faulkner, Director
Alabama Emergency Management Agency
5898 County Road 41
P.O. Drawer 2160
Clanton, Alabama 35046-2160

Attention: Michael Johnson

Reference: Public Assistance Pilot Program
Debris Management Plan Review
City of Daphne

Dear Mr. Faulkner:

This letter responds to the Alabama Emergency Management Agency request, for the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) to accept the City of Daphne Debris Management Plan (Plan) for participation in the Public Assistance (PA) Alternative Procedures Pilot Program for Debris Removal. This pilot program allows a one-time two (2) percent Federal cost share increase for debris removal operations performed within 90 days from the start of the incident period of a major disaster or emergency declaration.

FEMA Region IV has determined that the Plan:

- Contains the basic planning elements of a Debris Management Plan along with at least one prequalified debris and wreckage removal contractor (see enclosed Debris Management Plan Checklist). Therefore, FEMA has determined the Plan is acceptable. Accordingly, the City of Daphne may receive a one-time two (2) percent Federal cost share increase as part of the PA Alternative Procedures Pilot Program for Debris Removal. Your office should notify FEMA when the City of Daphne wishes to apply the incentive to its debris removal work.**
- Does not contain the basic planning elements as noted in the enclosed Debris Management Plan Checklist. The City of Daphne may revise its Plan and resubmit it to FEMA, through your office, for reconsideration.

Once the Plan is accepted, it does not mean that FEMA is approving any operational component of the plan nor does it mean that the Federal government will fund work conducted under any aspect of the Plan. Eligibility of costs for debris removal and management in a declared major disaster or emergency will be determined based on established PA Program authorities, regulations, policies and guidance. Subgrantees must comply with Federal procurement requirements (i.e., competitive bidding), as outlined in 44 CFR §13.36 in the procurement of debris removal services.

If you have questions or need additional information, please contact Ms. Valerie Rhoads, Public Assistance Branch Chief, at (770) 220-5300.

Sincerely,


Terry L. Quarles, CEM
Recovery Division Director

Enclosure

Debris Management Plan Checklist

<u>City of Daphne</u>	<u>Alabama</u>
Applicant Name	State/Territory/Tribe
<u>Monique Smith</u>	<u>205-280-2471</u>
Applicant Point of Contact	Contact Number

Yes	No	Plan Requirements	Comment
✓		Overview – Does the plan describe the purpose and objectives?	Pg 7
✓		Events and Assumptions - Does the plan provide information on the types and anticipated quantities of debris that will be generated from various types and sizes of events?	Pages 12-22
✓		Debris Collection and Removal - Does the plan have a debris collection strategy? Does the plan discuss the methods that will be used to remove debris and establish priorities for clearance and removal? Does the plan outline the roles and responsibilities of the various functions involved (Public Works, Finance, and Solid Waste Departments, etc.)?	Pages 25-30
✓		Debris Disposal Locations and Debris Management Sites - Does the plan identify where the disaster debris will be segregated, reduced, and disposed or whether debris will be hauled to a recycler?	Pages 53-60
✓		Debris Removal on Private Property - Does the plan address the authority and processes for private property debris removal?	Pages 45-48 Appendix K
✓		Use and Procurement of Contracted Services - Does the plan describe the types of debris operations that will be contracted? Does the plan describe the process and procedure for acquiring competitively procured contracted services?	Pg 64

Yes	No	Plan Requirements	Comment
✓		Use of Force Account Labor- Does the plan define the types of work force account labor will accomplish?	Pg 25 para 3
✓		Monitoring of Debris Operations- Does the plan describe who and how debris removal contractors will be monitored at pickup sites, Debris Management Sites/Temporary Debris Storage and Reduction Sites and final disposal?	Pg 37 Pages 49-53
✓		Health and Safety Requirements- Does the plan describe how workers and the public will be protected and discuss the specific measures for adherence to safety rules and procedures?	Pages 31-32 Pages 64-75
✓		Environmental Considerations and Other Regulatory Requirements- Does the plan identify all debris operations that will trigger compliance with environmental and historic preservation laws and how compliance will be attained?	Pg 47 Pg 8 National Environmental Policy Act Pg 9 National Historic Preservation Act
✓		Public Information- Does the plan include a public information strategy to ensure that residents receive accurate and timely information about debris operations?	Pg 40 para 1 Pages 61-63
✓		Identification of Debris Removal Contractors- Does the jurisdiction identify at least one or more debris contractors that it has prequalified?	Pages 30-38
General Comments			

City of Daphne

Debris Management Plan 2015-16



The Jubilee City

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ABBREVIATIONS

44 CFR	Title 44 of the Code of Federal Regulations
ADCNR	Alabama Department of Conservation and Natural Resources
ADEM	Alabama Department of Environmental Management
AEMA	Alabama Management Agency
ADMS	Automated Debris Management System
ASHPO	Alabama State Historic Preservation Office
ALDOT	Alabama Department of Transportation
BCC	Baldwin County Commission
BCEMA	Baldwin County Emergency Management Agency
BCHD	Baldwin County Highway Department
C&D Debris	Construction and Demolition Debris
CBRNE	Chemical Biological Radiological Nuclear and Explosive
City	City of Daphne
COOP	Continuity of Operations Plan
County	Baldwin County
CY	Cubic Yards
DMP	Debris Management Plan
DMS	Debris Management Site
DPM	Debris Plan Manager
DPS	Department of Public Safety
DSG	Disaster Specific Guidance
EF Scale	Enhanced Fujita Scale
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EPA	US Environmental Protection Agency
ER Program	Emergency Relief Program
EWP Program	Emergency Watershed Protection Program
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FEMA 325	Debris Management Guide – FEMA Publication 325
FHWA	Federal Highway Administration
GIS	Geographic Information Systems
GPS	Global Positioning System
Handbook	Applicant Handbook

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HHHA	Hold Harmless Agreement
ICS	Incident Command System
IMAT	Incident Management Assistance Teams
JFO	Joint Field Office
JIC	Joint Information Center
LSA	Logistic Staging Area
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Agency
NRF	National Response Framework
NRCS	National Resource Conservation Service
NWS	National Weather Service
OSHA	Occupational Safety and Health Administration
PA	Public Assistance
PAO	Public Assistance Officer
Parks	Parks and Recreation Department
PIO	Public Information Officer
PO	Purchase Orders
POD	Point of Distribution
PPE	Personal Protective Equipment
PW	Project Worksheets
QA/QC	Quality Assurance/Quality Control
RFB	Request for Bids
RFP	Request for Proposals
ROE	Right-of-Entry
ROW	Right-of-Way
SITREP	Situation Report
SOP	Standard Operating Procedures
Stafford Act	Robert T. Stafford Disaster Relief and Emergency Assistance Act
State	State of Alabama
SW	Solid Waste
TDSRS	Temporary Debris Staging and Reduction Site
USACE	US Army Corps of Engineers
VCM	Vegetative Cover Multiplier

SECTION 1: BACKGROUND AND PURPOSE

Introduction

The City of Daphne recognizes that Natural and man-made disasters have the potential to create debris that can disrupt the quality of life for its citizens, and impede disaster response and recovery following such disasters. The City of Daphne also recognizes that planning for such disasters can lessen the impact on the community, economy, and the environment. Therefore, the City of Daphne has developed this plan to facilitate a rapid response and recovery to debris generating incidents.

Purpose

The purpose and goals of the Debris Management Plan are to provide policies and direction to the City of Daphne for the removal and disposal of debris produced by a manmade or natural disaster. The plan coordinates the removal operations in order to:

- protect against any potential threat to lives, health, safety, or welfare of the impacted citizens of the City.
- expedite recovery efforts in the impacted area and address the threat of significant damage to improved public property
- delineate the responsibilities within the Public Works Department involved in debris removal
- outline all phases of debris removal operations
- highlight Federal, State and City guidelines for debris operations
- provide procedures and documentation for use by all City of Daphne Public Works Department employees, participating City of Daphne Departments and all assigned contractors
- implement and coordinate pre-position debris removal and monitoring contracts to maximize cleanup efficiencies

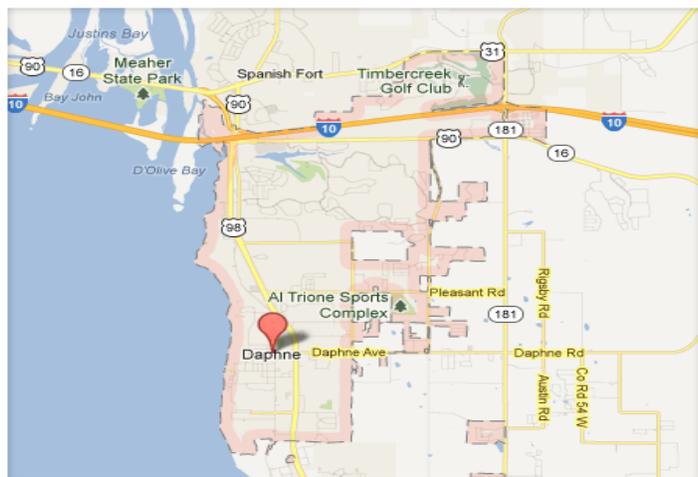
Mission Statement

- To provide and maintain the infrastructure of the City of Daphne, and to protect the health and welfare of the City residents, businesses and visitors.
- To provide quality services, within available resources, for our citizens in a timely and efficient manner.
- To provide these services, as well as to support economic growth and development with the unity and trust of highly qualified and skilled personnel.

“A beautiful city requires a lot of work; teamwork, hard work and Public Works”

Scope

The City of Daphne's Debris Management Plan covers the response and recovery to all debris causing incidents within the Jurisdictional boundaries of the City of Daphne. This Plan also covers additional tasks required to maintain readiness, including training, exercises and plan maintenance. The Debris Management Plan may be implemented in whole or in part, depending on the volume or type of debris.



City of Daphne Jurisdictional Boundaries

Debris Management Plan

Plan Alignment

The City of Daphne's Debris Management Plan was developed to provide a concept of operations for debris removal and support the City's Emergency Operations Plan. This plan is designed to stand alone, but it aligns with the documents and regulations described below which grant the legal authority for the City of Daphne to engage in debris removal operations and seek reimbursement from the Federal Government:

- **Code of Alabama, Title 31**, Chapter 9 Section 6 (3 1-9-6) Known here as “**Alabama Emergency Management Act of 1955; Act 47**”
- **Code of Alabama, Title 29**, Chapter 3 , Known here as the “interim Succession Act, Act 875”
- **Alabama Governor's Executive Order #15**, February 15, 1994
- **Public Law 81-920**, Federal Civil Defense Act of 1950, As amended.
- **State of Alabama Emergency Operations Plan**, Dated October 1, 2000.
- **ESF #3, Public Works**
- **Daphne Public Works Department Standard Operating Guidelines October 2011**
- **FEMA Publication 322** – Public Assistance Guide
- **FEMA Publication 323** – Applicant Handbook
- **FEMA Publication 325**–Debris Management Guide
- **Disaster Specific Guidance (DSG)**
- **Robert T. Stafford Disaster Relief and Emergency Assistance Act**
 - Public Law 93-288 as amended by Public Law 100-107, of the Stafford Disaster Relief and Emergency Assistance Act and known in this plan as “the Stafford Act”.
 - Sandy Recovery Improvement Act of 2013 - (Sec. 2) Revised/Extended June 2014
- **Code of Federal Regulations: Title 44 Emergency Management Assistance**
- **Executive Orders**
 - **EO 11988** - FEMA Responsibilities for complying with Floodplain Management as outlined in 44 CFR Part 9
 - **EO 11990**- FEMA Responsibility for complying with the Protection of Wetlands as outlined in 44 CFR Part 9
 - **EO 12898**- Requires Federal agencies to evaluate actions for disproportionately high adverse effects on minority or low-income populations and to find ways to avoid or minimize the impacts where possible.
- **National Environmental Policy Act**
 - This Act requires every Federal agency to follow a specific planning process to ensure that agency decision makers and applicants have considered and the general public is fully informed about, with the opportunity to comment on, the environmental consequences of a Federally funded action. The review process required by NEPA is usually the vehicle through which FEMA addresses other environmental laws and regulations; however, FEMA is provided with statutory exclusions under Section 316 of the Stafford Act. These exclusions exempt certain actions from the NEPA review process and generally include debris removal, clearance of roads, and demolition of unsafe structures. If an action is not statutorily excluded, the appropriate level of NEPA review must be determined. FEMA makes the statutory exclusion determinations. Compliance with Acts such as the Endangered Species Act, the National Historic Preservation Act, and the Clean Air and Clean Water Act is required even when a project is statutorily excluded from NEPA review. Environmental laws and regulations that may impact debris operations are briefly described below:
- **Endangered Species Act (ESA)**
 - The Endangered Species Act prohibits Federal actions that cause unnecessary harm to species listed as threatened or endangered, or the destruction or adverse modification of the habitat for named species. If a project involves the known habitat of a threatened or endangered species, FEMA must consult with the US Fish and Wildlife Service and the National Marine Fisheries Service before approving funding for that project.

Debris Management Plan

- **National Historic Preservation Act (NHPA)**

- The NHPA requires Federal agencies to take into account the effects of their undertakings on historic properties. The goal of the Act is to identify historic properties, examine the effects of the undertakings on the properties and to seek ways to avoid, minimize, or lessen any adverse effects on the identified properties. FEMA complies with the NHPA implementing regulation in 36 CFR Part 800 either by Statewide programmatic agreements or by regulatory procedures commonly referred to as the Section 106 Process. Through the use of programmatic agreements, FEMA has delegated the identification and evaluation tasks to State Historic Preservation Officers (SHPO) in many States.

- **Clean Air Act**

- The Clean Air Act was established to protect the nation's air through the reduction of smog and atmospheric pollution. Projects under the Public Assistance Program such as debris clearance, removal, disposal, recycling, reduction, and demolition, must comply with standards required by the Federal, State or local regulatory agencies.

- **Clean Water Act**

- The Clean Water Act (CWA) establishes the basic structure for regulating discharges of pollutants into the waters of the United States. It makes it unlawful for any person to discharge any pollutant from a specific source into navigable waters, unless a permit was obtained under its provisions. Through Section 404 of the Clean Water Act, permits are required to discharge dredged and fill materials into waters of the United States, including wetlands.

Debris removal projects such as those consisting of dredging, demolition, and construction and operation of sites used for debris management must comply with the requirements of CWA as administered by the Federal, State, or local regulatory agency. Permits must be obtained as per Section 404 of CWA.

- **Coastal Barrier Resources Act (CBRA)**

- The CBRA restricts Federal expenditures and financial assistance that encourages development of coastal barriers that may damage existing property, endanger fish and wildlife, and/or other natural resources associated with the coastal barriers.

Costs for debris removal and emergency protective measures in designated CBRA area may be eligible for reimbursement under the FEMA Public Assistance Program provided the actions eliminate an immediate threat to lives, public health and safety, or protect improved property.

- **Coastal Zone Management Act (CZMA)**

- The CZMA encourages the management of coastal zone area and provides grants to be used in maintaining coastal zone areas. It requires that Federal agencies be consistent in enforcing the policies of State coastal zone management programs when conducting activities that affect the coastal zone.

Debris Management Plan

Plan Maintenance and Revisions

This plan was assembled by the City of Daphne's Public Works Department and Sawgrass Consulting, LLC., Ongoing maintenance of the plan will be the responsibility of the Public Works Department under the direction of the acting Director. The current Director is Richard Johnson addressed in this plan as the "Plan Manager".

The plan shall be reviewed biannually or after each debris generating event. The review will consider such items as:

- Changes in mission
- Changes in concept of operations
- Changes in organization
- Changes in responsibility
- Changes in desired contracts
- Changes in pre-positioned contracts
- Changes in priorities

Users of the plan are encouraged to provide input and recommend changes/updates that would enhance the plan. Requests for modification shall be mailed to:

Plan Manager
26435 Public Works Rd
Daphne, AL 36526

All requests for modification shall include the Section, Paragraph and Page Number of the requested change along with the requestors name, address and phone number and purpose for change. All Plan updates and modifications shall be noted on the Record of Change form provided on the following page.

SECTION 2: SITUATION and ASSUMPTIONS

Types of Hazards

The City of Daphne is a municipality located in west central Baldwin County. The City is the largest municipality in Baldwin County by population, which is estimated to have 21,581 residents (2010 US Census Bureau). Daphne encompasses approximately 17.5 sq. miles of that 16.2 is land and 1.2 is water.

Baldwin County has a wet, sub tropical maritime climate that is strongly influenced by weather systems in the Gulf of Mexico. Hot and humid summer months are tempered by cooling southerly breezes. High winds and heavy rainfall from Hurricanes or tropical systems pose a threat during summer and fall. During summertime, moisture from the Gulf of Mexico produces very humid conditions and occasionally afternoon thunderstorms that may produce high winds, dangerous lightning, hail or tornadoes. Winters are mild and snowfall is very rare however, in 2014 a polar vortex of low temperatures and moisture produced crippling amounts of ice on City and County roadways.

The disaster scenario likely to generate the largest volume of debris on a citywide basis would be a major hurricane. Hurricane debris is increased by the amount of rainfall that accompanies a storm as well as the trends by individuals to landscape with non-native trees which have a low storm resistance. Previous landscape "fads" of planting Bradford Pear and Pecan trees and non-native red and silver maples, once very popular, are now causing problems in communities as their low storm resistance causes these trees to break, split, and blow-over.

The information collected in the Baldwin County Natural Hazards Mitigation Plan (2015 update) and the 2013 Alabama State Mitigation Plan was used in identifying potential hazards and their associated risks that may create the necessity to activate this plan. A listing of potential debris causing incidents and the types of debris common to each hazard is listed in the table below:

The Table below identifies the City of Daphne's Hazards and Risk Assessment as presented in the 2015 Baldwin County Hazard Mitigation Plan Update

Hazards	Associated Hazards	Risk		Debris Impact	
		Probability 1-Min. 2-Low, 3-Med, 4-High, 5-Very High		Extent 1-Min. 2-Low, 3-Med, 4-High, 5-Very High	
Hurricanes	Tropical Depressions, Tropical Storms and/or Hurricanes	5		5	
	High Winds	4		4	
	Storm Surge	3		4	
	Tornadoes	4		2	
	Debris Characteristics: Primarily vegetative waste; may also include construction/demolition materials from damaged or destroyed structures, some municipal solid waste from damaged structures. Extended power outages may result in large amounts of putrescible waste from private homes and grocery stores. Potential for white goods in surge and flood prone areas.				
Floods	Riverine Flooding	0/1		1	
	Coastal Flooding	3		4	
	Debris Characteristics: Construction and demolition waste, municipal solid waste, and problem waste including sediment, vegetative waste, animal carcasses, and hazardous materials deposited on public and private property. Much of the debris from flooding events may be considered problem waste because of contamination from wastewater, petroleum, or other substances. Potential for white goods in surge and flood prone areas.				

Debris Management Plan

Hazards	Associated Hazards	Risk	Debris Impact
		Probability 1-Min. 2-Low, 3-Med, 4-High, 5-Very High	Extent 1-Min. 2-Low, 3-Med, 4-High, 5-Very High
Severe Storms	Thunderstorms, hail, lightening, high winds, potential tornadoes and localized flooding Debris Characteristics: Primarily vegetative waste; may also include construction/demolition materials from damaged or destroyed structures. Municipal solid waste, and problem waste including sediment, vegetative waste, animal carcasses, and hazardous materials deposited on public and private property	4	4
Tornadoes	High Winds, Severe Storms Debris Characteristics: Primarily vegetative waste; may also include construction/demolition materials from damaged or destroyed structures, some municipal solid waste from damaged structures. Extended power outages may result in large amounts of putrescible waste from private homes and grocery stores.	3	3
Wildfires	High Winds Debris Characteristics: Burned vegetative waste, burned construction demolition waste, and problem waste, including ash and charred wood waste and ash covered items.	3	3
Drought/ Heat Waves	Debris Characteristics: Vegetative waste; may also include putrescible waste from private homes and grocery stores as a result of power outages	2	2
Winter Storms/ Freezes	Snow, potential Ice/freezing rain or sleet, Extreme Cold Debris Characteristics: Primarily vegetative waste from broken tree limbs and branches. May also include construction/demolition waste and putrescible waste from extended power outages.	2	2
Earthquake	Landslides: Debris Characteristics: Primarily construction/demolition waste and municipal solid waste intermixed with problem waste.	1	1
Dam/Levee Failures	Flooding: Debris Characteristics: Construction and demolition waste, municipal solid waste, and problem waste including sediment, vegetative waste, animal carcasses, and hazardous materials deposited on public and private property. Much of the debris from flooding events may be considered problem waste because of contamination from wastewater, petroleum, or other substances.	1	2
Landslides	Debris Characteristics: Sediments and construction/demolition waste possibly contaminated with problem waste.	2	2

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Hazards	Associated Hazards	Risk	Debris Impact
		Probability 1-Min. 2-Low, 3-Med, 4-High, 5-Very High	Extent 1-Min. 2-Low, 3-Med, 4-High, 5-Very High
Sink Holes	Debris Characteristics: Sediments and construction/demolition waste possibly contaminated with problem waste.	3	3
Tsunamis	Surge Flooding Debris Characteristics: Construction and demolition waste, municipal solid waste, and problem waste including sediment, vegetative waste, animal carcasses, and hazardous materials deposited on public and private property. Much of the debris from flooding events may be considered problem waste because of contamination from wastewater, petroleum, or other substances. Potential for white goods in surge and flood prone areas. *New to the 2015 HMP update. Previously not addressed in the HMP.	1	1
Man-Made Hazards	Debris Characteristics: Various amounts of contaminated soil, water, construction/demolition waste, and/or municipal solid waste that would require special handling as problem waste with specific disposal instructions. *Man Made Hazards were not addressed in the 2015 HMP update. Information taken from the 2010 HMP.	2	2

The affects of hurricanes, floods and tornadoes are the most debris generating events facing the City of Daphne.

The table below reflects historical weather events in which Baldwin County and/or the City of Daphne has experienced the devastating effects of inclement weather in which high winds, heavy rains, mudslides, downed trees and power lines resulted in the removal of storm generated debris. The summaries of weather events are taken from data provided by the National Climatic Data Center, the National Hurricane Center and the National Weather Service (Mobile, AL).

Historical Weather Events

Date	Intensity	Event Name	Event Summary
Sept. 12, 1979	Cat.3	Hurricane Frederic	Frederic strengthened from a category one to a category four storm in 30 hours while in the Gulf of Mexico, but weakened before landfall. The sustained winds reached 100 mph at landfall with gusts near 145 mph. Frederic moved inland near Mobile Bay and the Dauphin Island Bridge. The wind resulted in incredible damage to Mobile. Frederic was the first major hurricane to affect Mobile and Baldwin County since 1926.
Aug. 3, 1995	Cat.2	Hurricane Erin	Hurricane Erin had winds of 100 mph at landfall, and it moved inland near Pensacola, FL. Hurricane Erin was the first of two local Hurricanes in 1995
Oct. 4, 1995	Cat.3	Hurricane Opal	Hurricane Winds were estimated near 115 mph at landfall and Opal moved inland near Santa Rosa Island, FL. Opal reached category four strength rapidly intensifying from a category one hurricane in only 18 hours. Hurricane Opal attained category four status 200 miles south of Pensacola. Before landfall, Opal weakened to a category three storm, but still caused major damage in Pensacola. The storm surge reached 12-20 feet. The highest rain total near Pensacola in the Ellyson community reached 15.45 inches.
July 19, 1997	Cat.1	Hurricane Danny	Hurricane Danny had wind gusts reaching 80 mph at landfall as it crossed Mullet Point Sough of Point Clear in Baldwin County. Hurricane Danny then stalled over Mobile Bay and brought record flooding to South Alabama. Rain totals at the Dauphin Island Sea Lab reached 36.71 inches.
Sept. 28, 1998	Cat.2	Hurricane Georges	Hurricane Georges delivered sustained winds of 103 mph at landfall, and then it moved inland near Biloxi MS. Georges produced 16.7 inches of rain in Pascagoula. The storm surge reached 12 feet near Fort Morgan, and Georges produced 25 foot waves in the Gulf of Mexico. Georges slowed in forward speed once it approached Alabama. This led to huge amounts of rainfall. In Bay Minette, a rain total of nearly 30 inches was reported.

Debris Management Plan

Date	Intensity	Event Name	Event Summary
Sept. 16, 2004	Cat.3	Hurricane Ivan	Hurricane Ivan had winds around 120 mph at landfall, and it moved inland near Gulf Shores, Ivan was the strongest hurricane from Baldwin County to Santa Rosa Counties in more than 100 years. 160 miles inland, near Demopolis, Al a wind gust near 90 mph was recorded. Rain totals reached 15.75 inches in Pensacola with a storm surge in Escambia Bay of 12 feet.
Nov 29, 2004	F-2 - F0 - F1	Hurricane Tornado	AN F2 Tornado touched down along CR 32 - just west of Davis Road. The Tornado then tracked East/NE and crossed Hwy 59 Southwest of Summerdale. The Tornado tracked across Lee and Hamm Streets in Summerdale where most of the damage occurred The Tornado continued to move along CR 34 where it damaged trees and homes in that area before continuing to move east/NE where it ascended back into the clouds. The tornado was rated an F2. It was determined to be 300 yards wide with a track of 4.5 miles long. A second Tornado, (F0) briefly touched down near CR 87 about a mile south of CR 38. This tornado was about 50 yards wide and 1/10 mile long. A third tornado (F1) touched down near Seminole along Donovan Road. The Tornado damaged trees and several homes. The Tornado then tracked NE across the Styx and Perdido rivers and moved into Florida along Hwy 90.
July 10, 2005	Cat.3	Hurricane Dennis	Hurricane Dennis carried winds of 121 mph at landfall, as it moved inland near Navarre Beach. Dennis had an extremely small eye, and was only significant in a localized area. Dennis prompted a large scale evacuation as it reached category four status in the Gulf of Mexico before it weakened near the central Gulf Coast.
Aug. 29, 2005	Cat.3	Hurricane Katrina	Hurricane Katrina had winds at landfall estimated at 120 mph. It moved inland near Waveland MS. Katrina was the costliest and one of the deadliest U.S. disasters. Hurricane Katrina produced a 27ft. storm surge in Hancock County, MS and breached levees in New Orleans. The highest storm surge along Mobile Bay reached 12 feet at the USS Alabama along I-10. The death toll was over 1,800.
Nov. 15, 2006	F-0 - F-2	Tornado	During the early morning hours of 15 November 2006, severe thunderstorms developed ahead of a powerful upper level storm system and associated low level cold front. During the event, six of these produced tornadoes ranging from F-0 to F-2 intensity over portions of interior southeast Mississippi and south Alabama.
Sept. 1, 2008	Cat.2	Hurricane Gustav	Gustav moved erratically through the Greater Antilles into the Gulf of Mexico, eventually making landfall on the coast of Louisiana. It briefly became a category 4 hurricane on the Saffir-Simpson Hurricane Scale and caused many deaths and considerable damage in Haiti, Cuba and Louisiana. In the United States, the Insurances Services Office reports that the hurricane caused an estimated \$2.045 billion occurred in Louisiana. Gustav is known to have produced 41 tornadoes -21 in Mississippi 11 in Louisiana, 6 in Florida, 2 in Arkansas, and 1 in Alabama.
Sept. 13, 2008	Cat.2	Hurricane Ike	Ike developed a large wind field as it moved northwestward across the Gulf of Mexico over a 3 day period, with tropical-storm-force winds extending up to 275 miles from the center and hurricane-force winds extending up to 115 miles from the center. The hurricane gradually intensified as it moved across the Gulf toward the Texas coast. Ike made landfall at Galveston Island on September 13, 2008, as a Category 2 hurricane with maximum sustained winds of 110 mph on . The associated storm surge, caused extensive damage across parts of the northwestern Gulf Coast.
Nov. 10, 2009	Cat.2	Hurricane Ida	During the early morning hours of 10 November 2009 (540 AM CST), Tropical Storm Ida made initial landfall near Dauphin Island, Alabama with maximum sustained winds near 45 mph with locally higher gusts. A second landfall occurred around 6 AM CST near Bon Secour, Alabama (Baldwin County). Wind and Storm surge effects were relatively minimal along the Alabama and extreme northwestern Florida coastlines. Ida was a late season hurricane that had a large impact on the east coast of Nicaragua and the adjacent islands. It was the first November hurricane in the Gulf of Mexico since Kate of 1985
March 9, 2011	EF 0, EF 1 & EF 2	Tornado	During the early morning hours of 9 March 2011, a squall line, with numerous embedded bowing structures, moved rapidly across the Central Gulf Coast Region and produced several tornadoes, moderate to widespread wind damage , extensive flash flooding and some large hail one inch in diameter. Damage was observed from southeastern Louisiana to eastern Georgia on this day. Additionally, the event had another side, and that was extensive flash flooding. Two different heavy rainfall maxima occurred. One rainfall maxima was located over the interior southeast Mississippi and southwestern Alabama (7-10 inches), and a second along the Alabama and northwest Florida coastal counties (3-5 inches).

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Date	Intensity	Event Name	Event Summary																																																																																																																								
August 28, 2012	Cat.1	Hurricane Isaac	The slow movement of Isaac resulted in prolonged wind, coastal flooding and flash flooding impacts across portions of southeast Mississippi, southwest Alabama, and the western Florida panhandle. This resulted in minor to moderate coastal beach erosion and flooding. Storm tides of 4 to 6 feet were observed across Mobile Bay and the Florida panhandle. Isaac spared Alabama the worst, damaging a few buildings and minor road flooding in low-lying areas of Baldwin County. Scattered blackouts occurred with the greatest impact to Dauphin Island (Mobile County) where 2,400 residents were without power..																																																																																																																								
April 14, 2014	Flash Flood	Heavy Rain Event	An active upper level southern stream storm system was positioned over the central Gulf Coast on the morning of April 14. Aloft, amplified upper level ridge of high pressure over the central Gulf caused a highly diffluent flow to originate from the Southeast to across the Mississippi Gulf Coast. At same time, an area of mid level height falls associated with an eastward moving trough pushed across the lower Mississippi River Valley causing an area of enhanced lift to set up over the central Gulf Coast. At the surface, a well defined pre-frontal trough provided a focus for lift and was analyzed from central Alabama southwest to the Mississippi Sound. National Weather Service Mobile, AL Meteorologists issued a Flash Flood Watch for the central Gulf Coast early in the morning of Monday April 14 in anticipation of excessive rainfall. The highest rainfall total recorded in Baldwin County was 9.79 inches (Fairhope). Daphne totals ranged from 4.72 -5.72 inches.																																																																																																																								
April 29-30, 2014	Historic Flash Flood Event	North Central Gulf Coast Historic Flash Flood Event	<p>A historic rainfall event developed ahead of a slow moving cold front on Tuesday evening, April 29, 2014 over portions of coastal Alabama and the western Florida Panhandle. The cold front was associated with a very powerful low pressure system in the Plains. The widespread flooding produced sinkholes, cut roads in half and necessitated human water rescues (one confirmed fatality). Parts of I-10 were closed. Fish River at Silverhill (Baldwin County Alabama) peaked at a record high level of 23.18 feet (previous historical record was 22.78 feet on July 20, 1997. Many folks throughout the area have compared this event to the extreme flooding impacts caused by Hurricane Danny (1997). The rainfall totals below were contributed to by two predominant rounds of storms, the first occurred Monday night April 28 and into the early morning hours of Tuesday April 29 when significant flash flooding occurred over coastal Alabama and the western Florida Panhandle. Some 3-8" occurred in association with the first event ending 7 AM CDT Tuesday April 29. The second and more significant event occurred during the evening hours of Tuesday April 29 over Mobile and Baldwin counties of Alabama and the western most three counties of the NW FL Panhandle into early morning hours Wednesday April 30. In the latter, some 10-15" fell in a very short time period (estimated 9 hours preliminarily) and caused disastrous flooding throughout southern Baldwin County of Alabama and Escambia, Santa Rosa and Okaloosa counties of the western Florida Panhandle.</p> <p>The CoCORaHS gauge report below show the rain totals for SW Alabama - Baldwin County.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4F81BD; color: white;">Station Number</th> <th style="background-color: #4F81BD; color: white;">Station Name</th> <th style="background-color: #4F81BD; color: white;">Daily Precip Sum in.</th> <th style="background-color: #4F81BD; color: white;">Multi-Day Precip in.</th> <th style="background-color: #4F81BD; color: white;">Total Precip in. ></th> </tr> </thead> <tbody> <tr><td>AL-BW-35</td><td>Orange Beach 1.3 E</td><td>19.00</td><td>4.67</td><td>23.67</td></tr> <tr><td>AL-BW-45</td><td>Silverhill 5.0 SW</td><td>21.80</td><td></td><td>21.80</td></tr> <tr><td>AL-BW-9</td><td>Foley 0.5 ESE</td><td>20.76</td><td></td><td>20.76</td></tr> <tr><td>AL-BW-27</td><td>Orange Beach 2.1 NE</td><td>20.53</td><td></td><td>20.53</td></tr> <tr><td>AL-BW-3</td><td>Daphne 1.2 NNW</td><td>16.47</td><td></td><td>16.47</td></tr> <tr><td>AL-BW-32</td><td>Fairhope 3.1 NNW</td><td>16.13</td><td></td><td>16.13</td></tr> <tr><td>AL-BW-40</td><td>Fairhope 1.5 WSW</td><td>15.51</td><td></td><td>15.51</td></tr> <tr><td>AL-BW-65</td><td>Silverhill 0.9 SSE</td><td>15.47</td><td></td><td>15.47</td></tr> <tr><td>AL-BW-68</td><td>Spanish Fort 1.6 W</td><td>15.45</td><td></td><td>15.45</td></tr> <tr><td>AL-BW-13</td><td>Fairhope 3.7 NNW</td><td>14.29</td><td></td><td>14.29</td></tr> <tr><td>AL-BW-4</td><td>Daphne 0.4 SW</td><td>14.23</td><td></td><td>14.23</td></tr> <tr><td>AL-BW-1</td><td>Fairhope 2.3 N</td><td>14.12</td><td></td><td>14.12</td></tr> <tr><td>AL-BW-60</td><td>Daphne 1.5 SSW</td><td>13.98</td><td></td><td>13.98</td></tr> <tr><td>AL-BW-58</td><td>Spanish Fort 1.2 NE</td><td>13.83</td><td></td><td>13.83</td></tr> <tr><td>AL-BW-36</td><td>Daphne 4.2 NE</td><td>13.81</td><td></td><td>13.81</td></tr> <tr><td>AL-BW-26</td><td>Loxley 0.4 SSW</td><td>13.78</td><td></td><td>13.78</td></tr> <tr><td>AL-BW-8</td><td>Foley 7.4 SW</td><td>13.47</td><td></td><td>13.47</td></tr> <tr><td>AL-BW-41</td><td>Fairhope 2.3 E</td><td>13.44</td><td></td><td>13.44</td></tr> <tr><td>AL-BW-31</td><td>Foley 2.0 SSW</td><td>13.17</td><td></td><td>13.17</td></tr> <tr><td>AL-BW-20</td><td>Summerdale 4.3 WSW</td><td>13.03</td><td></td><td>13.03</td></tr> <tr><td>AL-BW-53</td><td>Elberta 3.1 SSW</td><td>12.67</td><td></td><td>12.67</td></tr> <tr><td>AL-BW-30</td><td>Fairhope 3.5 E</td><td>11.54</td><td></td><td>11.54</td></tr> <tr><td>AL-BW-59</td><td>Bay Minette 10.9 N</td><td>5.98</td><td></td><td>5.98</td></tr> </tbody> </table>	Station Number	Station Name	Daily Precip Sum in.	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Debris Management Plan

Planning Assumptions

The Debris Management Plan (DMP) is considered an “all hazards” plan, designed with flexibility for effective and efficient implementation in response to a variety of natural and man-made disasters

The City’s Hazard Identification and Risk Assessment (Table 1 above) references thirteen (13) hazards considered predominant for disaster planning and of those thirteen (13), six (6) present potential for activation of this plan (hurricanes and tropical storms, floods, severe storms, tornadoes and sinkholes).

Debris generated from tropical and other weather hazards (hurricanes, tropical storms, tornadoes, and wind events) may be catastrophic in expanse and volume. Conversely, debris may be isolated and quickly addressed by City force account resources.

It is assumed that any hurricane-strength storm strike on Baldwin County affecting the City of Daphne has the potential for: (A) A Stafford Act Presidential declaration, and/or (B) activation of debris management /monitor contracts to support force account efforts. Tropical storms, tornadoes, windstorms and lightning may not result in either of the aforementioned, although force account resources could be taxed for an extended period of time.

Hurricane debris estimates are helpful in understanding the scope of debris management operations. They are imprecise and margins for error increase dramatically with higher storm severity. The Cubic Yardage presented below was determined by utilizing the Debris Model Guidance presented in FEMA 325 - Debris Management Guide dated July 2007.

Hurricane	Cubic Yardage
Category 1	9,466
Category 2	37,863
Category 3	123,055
Category 4	236,644
Category 5	378,631

It is assumed that many neighborhoods in the City are well forested with mature tree canopies. These factors may swell debris estimates and run as high as several hundred thousand cubic yards and may take months to accomplish removal and final disposal.

Flash and Surface Flooding

These hydrologic hazards may leave extensive sediment or refuse on roadways, parking lots, etc. Obstructed drainage outlets may accumulate vegetative and other debris. Contractual activation is not assumed for such an event.

Urban/Rural Wildfire

While substantial amounts of vegetation may burn, the use of force account resources are expected to address any and all debris issues.

Man-Made Incident/ Weapons of Mass Destruction/Terrorism

Damages and resultant debris from this event (s) is assumed to be severe and very isolated. In support of the U.S. Government's Weapons of Mass Destruction Directorate (WMDD), the FBI will assume primary command and control. The City of Daphne's Debris Plan Manager (DPM) will be the City's point of contact for debris removal and disposal issues within the City.

In the event the incident involves chemical, biological, radiological and/or nuclear (CBRN) agents, the debris will be considered contaminated. The existence of contamination will determine the need for decontamination, collection, packaging, transportation and disposal. Due to the nature of these type events, handling and disposal of the debris may exceed the capabilities of City and County resources. It is also assumed, that debris removal of this nature will be conducted under the National Response Framework, Emergency Support Function #3 (ESF#3)-Public Works and Engineering, by the U.S. Army Corps of Engineers (USACE). The USACE utilizes national debris removal contractors for task assigned missions.

Debris Management Plan

Hazard Materials Incident

While not assumed to be a debris producing incident, like explosives, the possibilities of localized contamination are very high. Force account labor would likely resolve any material release, however, the magnitude of the incident might necessitate additional regional mutual aid or specialized contractor assistance.

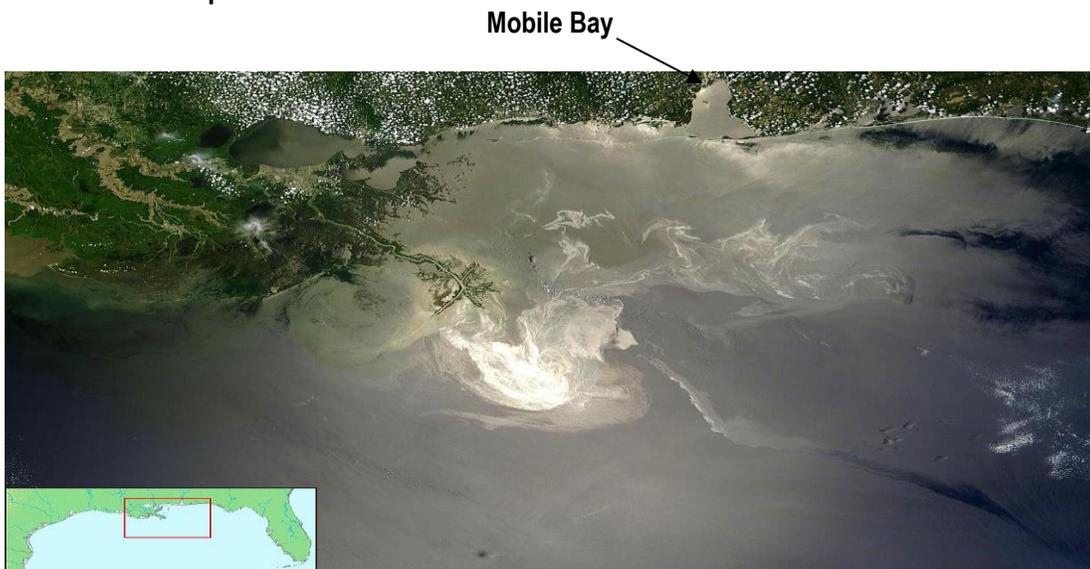
Major Transportation Incident

Aircraft activity in the skies above and near the City of Daphne is very high and vehicular traffic on the I-10 Bayway and Causeway connector is extremely heavy. It is assumed that an impact from the air or a multiple car incident could produce substantial localized debris.

The City's close proximity to Mobile Bay and the Gulf of Mexico also present the potential for a Maritime traffic incident or marine oil spill. Either of which could produce a waterborne pollutant on shore (as experienced in 2010 with the explosion of the Deepwater Horizon Oil rig).

These incidents would be managed by force account resources except for a major on-shore chemical/petro event where specialized contractual personnel would be deployed.

Deep Water Horizon Oil Spill



The oil slick as seen from space by NASA's Terra satellite on 24 May 2010 1, 2.
Spill Characteristics: Estimated 4.9 Million Barrels / 210,000,000 gallons
Area: 2,500 to 68,000 sq mi.3

Additional Assumptions

Debris clearance and removal from roadways may involve jurisdictional issues between the City of Daphne, the Alabama Department of Transportation, FHWA, neighboring County and City jurisdictions and other state and Federal Departments/agencies.

Types, quantities and locations(s) of disaster debris will dictate resource needs, removal and disposal methods, costs and timeframes for project completion. Multiple strategies for the removal and disposal of white goods (appliances), household hazardous waste and construction/demolition debris will be required.

1. Wikipedia: Deep Water Horizon Oil Spill
2. United States National Oceanographic and Atmospheric Administration. EMRA Gulf Response
3. On Scene Coordinator Report on Deepwater Horizon Oil Spill (Report). September 2011. http://www.uscg.mil/foia/docs/dwh/fosc_dwh_report.pdf. Retrieved 22 February 2013.

Debris Management Plan

Estimating Debris

Hurricane Debris Estimates

SAFFIR-SIMPSON Hurricane Scale			
Category	Winds (MPH)	Damage	Storm Surge
1	74-95	Minimal: Damage to unanchored mobile homes, vegetation & signs, Coastal road flooding. Some shallow flooding of susceptible homes.	4-5 Feet
2	96-110	Moderate: Significant damage to mobile homes & trees. Significant flooding of roads near the coast & bay.	6-8 Feet
3	111-130	Extensive: Structural damage to small buildings. Large trees down. Mobile homes largely destroyed. Widespread flooding near the coast & bay.	9-12 Feet
4	131-155	Extreme: Most trees blown down. Structural damage to many buildings. Roof failure on small structures. Flooding extends far inland. Major damage to structures near shore.	13-18 Feet
5	More than 155	Catastrophic: All trees blown down. Some complete building failures. Widespread roof failures. Flood damage to lower floors less than 15 feet above sea level.	Greater than 18 Feet

Tornado Debris Estimates

Enhanced FUJITA Scale		
EF Rating	Wind Speed	Expected Damage
EF-0	65-85 mph	Minor damage: Shingles blown off or parts of a roof peeled off, damage to gutters/sliding, branches broken off trees, shallow rooted trees toppled.
EF-1	86-110 mph	Moderate damage: More significant roof damage, windows broken, exterior doors damaged or lost, mobile homes overturned or badly damaged.
EF-2	111-135 mph	Considerable damage: Roofs torn off well constructed homes, homes shifted off their foundation, mobile homes completely destroyed, large trees snapped or uprooted, cars can be tossed.
EF-3	136-165 mph	Severe damage: Entire stories of well constructed homes destroyed, significant damage done to large buildings homes with weak foundations can be blown away, trees begin to lose their bark.
EF-4	166-200 mph	Extreme damage: Well constructed homes are leveled, cars are thrown significant distances, top story exterior walls of masonry buildings would likely collapse.
EF-5	> 200 mph	Massive/incredible damage: Well constructed homes are swept away, steel-reinforced concrete structures are critically damaged, high-rise buildings sustain severe structural damage, trees are usually completely debarked, stripped of branches and snapped.

Debris Management Plan

Forecast Debris

The quantity and type of debris generated, its location, and the size of the area over which the debris is dispersed directly impacts the type of collection and disposal method, costs incurred, and the speed with which the problem can be addressed. The table below lists the types of materials typically generated by disasters.

Debris typically generated from disasters may include any of the following:

Wood (Vegetative, Limbs and Stumps)	Construction & Demolition (brick, concrete housing material)	Furniture	Vehicles
White Goods (appliances, washers, dryers, refrigerators)	Metals (mobile home frames)	Shingles	Wet or submerged debris (boats)
Plastics	HHW	Personal Items	Propane Tanks
Glass	E-Goods	Soil, Sludge, Sand	Animals

To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. Debris removed will consist of two broad categories (clean wood debris and construction and demolition debris. Most common hurricane-generated debris will consist of 30% clean woody material and 70% C&D. Of the 70% mixed C&D it is estimated 42% will be burnable but require sorting, 5% will be soil, 15% will be metals, and 38% landfill.

Forecasted Estimated Debris Quantities

The formula for estimating debris quantity is: $Q=H(C)(V)(B)(S)$

- H (Households) = Population / 3 (3persons per household)
- C (Category of Storm) = Factor (See Table Below)
- V (Vegetation Multiplier) = Factor (See Table Below)
- B (Commercial Density Multiplier) = Factor (See Table Below)
- S (Precipitation Multiplier) = Factor (See table below)

Category	Value of "C" Factor
1	2 Cubic yards
2	8 Cubic yards
3	26 Cubic yards
4	50 Cubic yards
5	80 Cubic yards
Vegetative Cover	Value of "V" Multiplier
Light	1.1
Medium	1.3
Heavy	1.5
Commercial Density	Value of "B" Multiplier
Light	1.0
Medium	1.2
Heavy	1.3
Precipitation	Value of "S" Multiplier
None to Light	1.0
Medium to Heavy	1.3

Debris Management Plan

US Army Corp of Engineers Debris Estimating Model

No. of Households based on population divided by 3			23,633						
				Category 1	Category 2	Category 3	Category 4	Category 5	
Number of households =	10,113	% Affected=	20	4,727	4,727	4,727	4,727	4,727	
Category Factor			C	2	8	26	50	80	
Vegetation Factor			V	1.5	1.5	1.5	1.5	1.5	
Commercial Density			B	1	1	1	1	1	
Precipitation			S	1.3	1.3	1.3	1.3	1.3	
			Estimated Cubic Yards	18,434	73,735	239,639	460,844	737,350	
Debris Reduction Site Area Requirements									
Estimate 10,000 cy per acre storage volume			Acres Required	2	7	24	46	74	
Debris Classification									
Clean Woody Debris		30%	Cubic Yards	5,530	22,120	71,892	138,253	221,205	
Mixed C&D		70%	Cubic Yards	12,904	51,614	167,747	322,590	516,145	
Mixed C&D	Burnable	42%	Cubic Yards	5,420	21,678	70,454	135,488	216,781	
	Soil	5%	Cubic Yards	645	2,581	8,387	16,130	25,807	
	Metals	15%	Cubic Yards	1,936	7,742	25,162	48,389	77,422	
	Landfill	38%	Cubic Yards	4,903	19,613	63,744	122,584	196,135	
Asset Requirements									
Removal Rate per day per crew	1000	cy/day							
Number of days in contract	90	days	# of crews	0	1	3	5	8	

A typical debris removal crew consists of :
 * one front loader or knuckle-boom
 *four to five trucks or
 * 1 self loader - 1-30/40cuyd truck/box or tandem with two boxes

Debris Management Plan

Actual Debris Situations

Recent storms with sufficient impact on the City to necessitate contract assistance include Hurricane Ivan (2004) and Hurricane Katrina (2005). Both storms reaching Category 5 intensity as they moved across the Gulf of Mexico, eventually decreased to a Category 3 prior to landfall. Ivan generated 173,575 cubic yards of vegetative and C&D debris and 914 stumps and Hurricane Katrina generated approximately 58,764 cubic yards of vegetative and C&D debris.

In response to Hurricanes Ivan and Katrina, the City of Daphne hired an independent contractor to assist in collecting, reducing and disposing of the woody and C&D debris. The City self monitored the debris contractor in areas of collection, reduction, debris site management and disposal.

The City utilized the Daphne Recycling Center as the only debris management site during both hurricane events. The City hauled C&D and all reduced debris to MacBride Landfill. MacBride Landfill, which is routinely used for daily waste and debris disposal, is expected to be available for storm debris disposal in the future. In addition to the MacBride Landfill and two additional Baldwin County disposal sites, the City of Daphne has developed and permitted a debris management site inside their corporate limits. This site is located on Tallent Lane and is permitted for vegetative debris only. The City intends to use this site for vegetative debris disposal in the future and will continue to recycle debris to the greatest extent possible.

Debris generated by Ivan and Katrina was reduced by grinding. The residual mulch was used by the Public Works Department for various projects. Any remaining mulch was distributed to local citizens on a first come first serve basis.

A significant effort was made to document all contractor costs. All original invoices, truck load and weight tickets, landfill tipping fees, etc. were copied and scanned. In addition, a data base was developed which allows auditors to review and search data online while the originals were maintained as back-up.

The April 2014 Rain Event generated 69.18 tons of debris which was pick-up by City forces. The event was considered manageable and the use of contractual labor was not needed.

SECTION 3: APPLICABLE RULES and REGULATIONS

The documents described in this section establish the legal authority for local governments to engage in debris cleanup operations and seek reimbursement from the federal government. The City should review these documents annually to familiarize themselves with the governing statutes and to identify any changes to the rules and regulations.

FEMA Guidelines

The Federal Emergency Management Agency (FEMA) coordinates the response and recovery efforts for all presidentially declared disasters. FEMA provides disaster planning and response guidance documents to local governments. The guidance documents that are generally associated with debris recovery are summarized below.

FEMA Public Assistance Program and Policy Guide FP 104-009-2 / January 2016

This Edition of the FEMA Public Assistance Program and Policy Guide combines all Public Assistance (PA) policy into a single volume and provides an overview of the PA Program Implementation process. This document incorporates and supersedes language from some of the existing PA Program publications and 9500 Series documents (which are listed in Appendix L of this publication and archived at <https://www.fema.gov/publications-archive>). The language in this document also includes updates based on Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The policy and guidance documents will be in effect for incidents declared after January 1, 2016. An electronic version of this document can be found at <http://www.fema.gov/public-assistance-policy-and-guidance>.

FEMA Publication 322 –Public Assistance Guide

The Public Assistance (PA) Guide provides a general overview of FEMA PA Program protocols immediately following a disaster. The PA Program provides the basis for the federal/local cost-sharing program. This document specifically describes the entities eligible for reimbursement under the PA Program, the documentation necessary to ensure reimbursement, and special considerations local governments should be aware of to maximize eligible activities. An electronic version of FEMA Publication 322 is available at: <http://www.fema.gov/government/grant/pa/padocs.shtm>

FEMA Publication 323 –Applicant Handbook

The Applicant Handbook is the official “how to” for local governments that are considering applying for reimbursement following a disaster through the PA Program. This Handbook should be used in conjunction with the City of Daphne’s Debris Management Plan immediately following a debris-generating event. The Handbook provides the rules, procedures, and sample documents that local governments need as the “applicant” to FEMA. The publication is formatted so that the applicant has a step-by-step guide for each phase of the reimbursement process, including what information is critical to ensure reimbursement. An electronic version of FEMA Publication 323 is available at: <http://www.fema.gov/government/grant/pa/padocs.shtm>

FEMA Publication 325 –Debris Management Guide

The Debris Management Guide is specifically dedicated to the rules, regulations, and policies associated with the debris cleanup process. Familiarity with this publication and any revisions can help a local government limit non-reimbursable expenses. The Debris Management Guide provides the framework for the debris removal process authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), including the following:

- Eliminating immediate threats to lives, public health, and safety
- Eliminating immediate threats of significant damage to improved public or private property
- Ensuring the economic recovery of the affected community to the benefit of the community at large

An electronic version of FEMA Publication 325 is available at <http://www.fema.gov/government/grant/pa/dmgtoc.shtm>

Debris Management Plan

Federal Emergency Management Agency Publication 327 –Public Assistance Debris Monitoring Guide

The PA Debris Monitoring Guide describes how to accurately document debris removal, disposal operations, and associated costs. All reimbursable work must comply with PA guidelines and all applicable federal, state, and local regulations. Failure to properly monitor debris removal operations may cause a rejection of reimbursement.

Federal Emergency Management Agency Publication 329—Debris Estimating Field Guide

FEMA guidance to estimate—accurately, consistently, and in a timely manner—the debris quantities and types of debris in the aspect of a FEMA debris operation.

Disaster-Specific Guidance (DSG)

DSG is a policy statement issued in response to a specific post-event situation or need in a state or region. Each DSG is issued a number and is generally referred to along with its numerical identification.

DSGs typically relate to the authorization of private property cleanup, cleanup and payment of stumps, or notification of large projects. City staff should be aware of any new DSG that is issued by FEMA following an event.

Other Relevant Documents

The two primary directives developed by the federal government that provide for the authorization and use of federal funds to reimburse local governments for disaster-related expenses are the Stafford Act and the Code of Federal Regulations – Title 44 Emergency Management and Assistance (44 CFR). A brief summary of these laws is provided below:

Robert T. Stafford Disaster Relief and Emergency Assistance Act

The Stafford Act authorizes the PA Program. The fundamental provisions of this act are as follows:

- Authorizes FEMA to administer federal disaster assistance
- Defines the extent of coverage and eligibility criteria of the major disaster assistance programs
- Authorizes grants to the states
- Defines the minimum federal cost-sharing levels

An electronic version of the Stafford Act is available at: <http://www.fema.gov/about/stafact.shtm>

Code of Federal Regulations: Title 44 –Emergency Management and Assistance

Procedural requirements for PA Program operations are provided by 44 CFR. These regulations are designed to implement a statute based upon FEMA's interpretation of the Stafford Act. They govern the PA Program and outline program procedures, eligibility, and funding. An electronic version of 44 CFR is available at:

http://www.access.gpo.gov/nara/cfr/waisidx_03/44cfrv1_03.html

State of Alabama Emergency Management Statutes:

- Code of Alabama, Title 31, Chapter 9 Section 6 (3 1-9-6) Known here as “Alabama Emergency Management Act of 1955; Act 47”
- Code of Alabama, Title 29, Chapter 3 , Known here as the “interim Succession Act, Act 875”
- Alabama Governor’s Executive Order #15, February 15, 1994
- Public Law 81-920, Federal Civil Defense Act of 1950, As amended.
- State of Alabama Emergency Operations Plan, Dated October 1, 2000
- Regulatory Authority for required permits
- Debris separation / Recycling

SECTION 4: ORGANIZATION & CONCEPT of OPERATION

Command and Control

The City of Daphne Public Works Department will be responsible for managing debris removal operations for all areas inside the City of Daphne's jurisdictional boundaries. Designated City Departments, the Baldwin County Department of Public Health and private contracted firms will provide support for debris removal operations. The City and support departments will work in conjunction with private contractors to facilitate debris removal, reduction and disposal operations from the public rights of ways (ROWs), parks and City facilities. Only when pre-approved will debris be removed from private property.

For events that exceed the City's capacity for debris removal and management operations, the City can elect to supplement its resources by requesting external assistance through local mutual aid or through the State of Alabama's Emergency Management Assistance Compact (EMAC).

National Incident Management System Compliance

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all government levels, in nongovernmental organizations, and in the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents—regardless of cause, size, location, or complexity—in order to reduce the loss of life and property and harm to the environment. The City of Daphne has adopted NIMS as their framework for response. The City will follow NIMS principals in managing the debris removal incident and require responders to have taken, at a minimum, NIMS 100, 200, 700 & 800 level training.

Use of Force Account Labor, Equipment and Materials

All City departments and agencies will use City personnel and equipment for Force Account Labor, Force Account Equipment and Force Account Material during disasters to eliminate / reduce an immediate threat to life, public health and safety, and to eliminate / reduce an immediate threat of significant damage to improved public and private property.

Records will be maintained to document regular and overtime hours worked separately and records will be maintained to document benefits separately for regular and overtime hours. An applicant Benefit Calculation Worksheet will be utilized to address the breakdown of benefits, by percentages for social security, worker's compensation, insurance, etc. An average rate will be used if benefit rates differ among employees. (See Appendix B FEMA Forms)

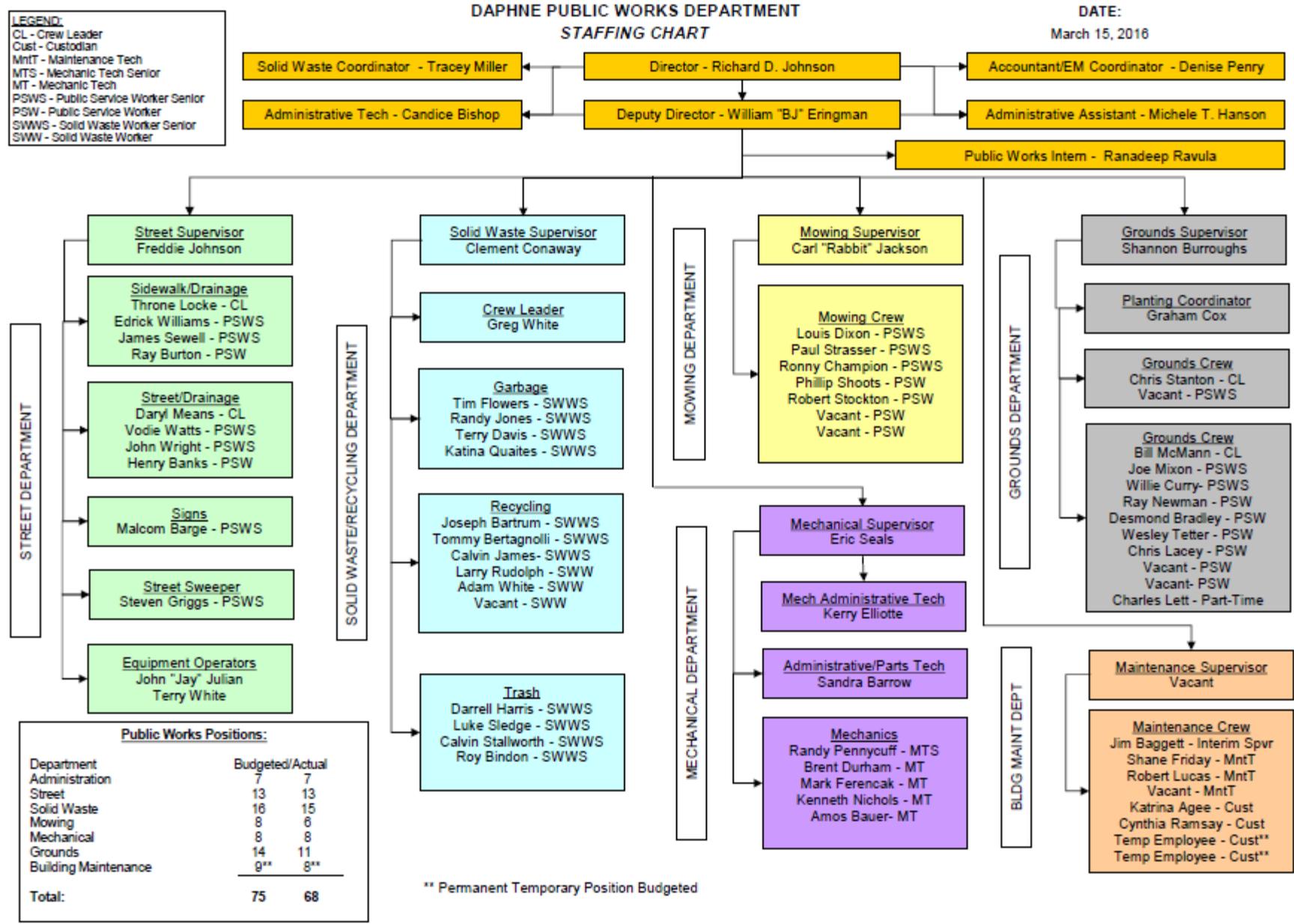
All city departments and agencies supporting debris operations should ensure 12-hour staffing capability during implementation of this plan if the emergency or disaster requires or as directed by the Debris Manager.

Lead Departments

In order to prevent the duplication of effort following a disaster, the roles and responsibilities of City departments as related to debris removal and management must be clearly defined prior to a disaster. The purpose of this section is to outline the roles and responsibilities of the lead department (public works) and various City departments during and following a debris removal operation. Additional roles and responsibilities related to a disaster may also be identified in the Public Works Department Standard Operating Guidelines. The organization structure for debris management is described in the chart below of Daphne Public Works Department Staffing Chart. The purpose of the organizational chart is to further clarify roles and facilitate communication following a disaster.

Debris Management Plan

Debris Management Plan



Debris Management Plan

Interdepartmental Roles and Responsibilities

City Departments	Primary Roles / Responsibilities	Point of Contact
Public Works Department	<ul style="list-style-type: none"> ▪ Overall project Management ▪ Primary decision maker ▪ Assign tasks and tracks completion of tasks ▪ Coordinates functions between departments & external agencies ▪ Coordinate and define scope of work for contractual assistance ▪ Billing and Invoicing, including debris hauler load tickets ▪ Debris salvage value information ▪ Detailed damage assessment ▪ Determine landfills to be used ▪ Identify temporary storage sites and approve layout of the sites ▪ Identify project tasks and assignments of tasks for the departments under PW. ▪ Prepare costs estimates ▪ Plan and specify scopes of work and debris contracts ▪ Recommend contract awards ▪ Coordinate with other local and State jurisdictions for road clearance operations ▪ Secure appropriate permits ▪ Track expenses ▪ Ensure funds are available for personnel, equipment, supplies and contract service costs ▪ Monitor and direct force account and contract labor. ▪ Operate and manage collection & debris management site ▪ Report progress of debris activities to the Mayor and City Council. 	Richard Johnson 26435 Public Works Road Daphne, AL 36526 251-621-3182 (office) 251-458-4890
Building Inspection	<ul style="list-style-type: none"> ▪ Performing damage assessment record damages made to private property-non agriculture (houses, mobile homes, commercial vehicles, industry, etc.). ▪ Conduct assessments of all City facilities (City buildings, other structures, equipment, city vehicles, utilities) 	Richard Merchant, Building Official & Ashley Campbell, CPESC EP Mgr. 1705 Main Street Daphne, AL 36526 251-621-3080
Finance Department	<ul style="list-style-type: none"> ▪ Tracking finances and financial documents ▪ Assistance in the Procuring of services ▪ Review for Completeness and Process all requisitions. ▪ Provide over site for all bids and purchases in accordance with State Procurement Laws and compliance requirements as set forth by the City of Daphne. ▪ Provide account coding for all expenditures. 	Suzanne Henson 1705 Main Street Daphne, AL 36526 251-621-9000
Fire Department	<ul style="list-style-type: none"> ▪ Provide fire suppression, ▪ Emergency medical services, ▪ Building inspections ▪ Assist with initial damage assessment 	Chief James "Bo" White 28280 N. Main Street Daphne, AL 36526 251-583-8938 (cell)
Parks Department	<ul style="list-style-type: none"> ▪ Conducting assessments of: <ul style="list-style-type: none"> ○ all City parks ○ ball fields ○ City piers. 	David McKelroy 2605 U.S. Highway 98 Daphne, AL 36526 251-621-3703 ext.208
Law Enforcement	<ul style="list-style-type: none"> ▪ Preserving peace and order, preventing and detecting crime, ▪ Support security operations at the DMS ▪ Provide traffic control. 	David Carpenter 1502 U.S. Highway 98 Daphne, AL 36526 251-583-5555 (cell)
Environmental Program Manager	<ul style="list-style-type: none"> ▪ Manages the City's MS4 Phase II Stormwater Programs Permit ▪ Manages the City's Site Containment Program - Develops plans to ensure compliance with "City, State and Federal Environmental Permits. 	Ashley Campbell 1705 Main Street Daphne, AL 36526 (251) 234-7122
Community Development Department	<ul style="list-style-type: none"> ▪ Assessment of Public Infrastructure (roads, bridges, street signs) ▪ Development and Issuance of City Maps 	Adrienne D. Jones, MURP 1705 Main Street Daphne, AL 36526 251-621-3184
Solid Waste (Garbage, Trash & Recycling)	<ul style="list-style-type: none"> ▪ Coordinate the removal of household waste. ▪ Assist the Project Manager in identifying problem areas/issues ▪ Assist in the coordination and collection of recyclable materials. ▪ Assist in the identification of recycling facilities for excess materials. 	Clement "Buck Conaway" 26435 Public Works Road Daphne, AL 36526 251-379-3781 (office)
Emergency Mgt. Coordinator /Code Enforcement Officer	<ul style="list-style-type: none"> ▪ Assist in Damage Assessment ▪ Assist in the coordination with other local and State jurisdictions for road clearance operations and City-wide needs ▪ Provide over-site for demolition of public and private structures ▪ Assist with identifying qualified environmental contractors to remove hazardous waste such as asbestos and elements from lead based paint. ▪ Assist with Right of Entry Agreements from Property Owners. ▪ Assist with Building Code Enforcement issues and Condemnations. 	Chip Martin 1705 Main Street Daphne, AL 36526 251-583-8940
Legal	<ul style="list-style-type: none"> ▪ Develop and or review debris removal contracts ▪ Develop and or review land lease agreements ▪ Evaluate building condemnation processes ▪ Review legal processes for private property demolition and debris removal ▪ Provide guidance on ROE and hold harmless agreements 	City Attorney

Debris Management Plan

External Agencies

Following a disaster, federal, state, and other external agencies will be involved in the City's debris removal and management efforts. The chart below summarizes the roles and responsibilities of outside agencies during the debris removal process.

External Agencies - Local Roles and Responsibilities

Department	Primary Roles / Responsibilities	Point of Contact
Local Agencies		
Baldwin County Commission	<ul style="list-style-type: none"> ▪ Elected Governing authority of the unincorporated areas of Baldwin County 	Baldwin County Commissioners: Frank Burt District 1 Chris Elliott District 2 Tucker Dorsey District 3 Charles "Skip" Gruber District 4 312 Courthouse Square Bay Minette, AL 36507 251-928-3002 or 990-4606 ext. 2306
Baldwin County Emergency Management Agency (BC EMA)	<ul style="list-style-type: none"> ▪ Coordinating Agency for all disaster response in Baldwin County. ▪ Serves as liaison to State EMA and FEMA 	Reggie Chitwood, Director 23100 McAuliffe Drive Robertsdale AL 36567 251-972-6801 972-6907
Baldwin County Highway Department	<ul style="list-style-type: none"> ▪ Responsible for the administration, maintenance and construction of the 1600 miles of road and bridge infrastructure in the unincorporated areas of Baldwin County 	Cal Markert, Director Central Annex II 22070 Highway 59 Robertsdale, AL 36567 251-972-6897
Baldwin County Public Health	<ul style="list-style-type: none"> ▪ Serves as primary state health agency for the State of Alabama 	Environmental and Vital Statistics 22251 Palmer Street Robertsdale, Alabama 36567 251-947-3557 Animal Control: 15050 CR 49 N Summerdale, AL 36580 251-972-6834
Baldwin County Solid Waste	<ul style="list-style-type: none"> ▪ Provide garbage and trash pick-up for citizens of Baldwin County ▪ Operates and maintains Magnolia Sanitary Landfill (MSW facility) ▪ Operates and maintains the following C&D permitted landfills: MacBride Landfill Magnolia Landfill Eastfork Landfill 	Suzanne Doughty 22251 Palmer Street Robertsdale, AL 36567 251-990-4621

Debris Management Plan

External Agencies - State

Department	Primary Roles / Responsibilities	Point of Contact
State Agencies		
Alabama Department of Environmental Management (ADEM)	<ul style="list-style-type: none"> ▪ Assists with landfill permitting. ▪ Administrator of environmental regulations for the state of Alabama on behalf of the environmental protection agency. 	Mobile Central Field Office 2204 Perimeter Road Mobile, AL 36615 251-450-3400 Mobile Coastal Field Office 3664 Dauphin Street, Suite B Mobile, Alabama 36608 251-304-1176
Alabama Forestry	<ul style="list-style-type: none"> ▪ Assist and Protect Alabama Forests ▪ Assist in suppression control 	Baldwin County Field Office Ricky Fields, County Supervisor 41261 State Hwy 225 Bay Minette AL 36507 251-937-7771
Alabama Dept. of Conservation and Natural Resources (ADCNR)	<ul style="list-style-type: none"> ▪ Assists with Marine and State lands issues to include assistance with violations of law and search and rescue efforts as it pertains to state lands and waterways. 	Marine Resources Glenn Kornegay, Captain 251-968-7576 (24 hr.no.) State Lands Division Phillip Hinesley, Chief Coastal Section 3115 Five Rivers Blvd. Spanish Fort, AL 36527 251-621-1216 Marine Police Division Anthony Roney, Captain 27557 Larry C. Kelley Lane Orange Beach, AL 36561 1-888-903-2583
Alabama Department of Transportation (ALDOT)	<ul style="list-style-type: none"> ▪ Responsible for the administration, maintenance and construction of the State of Alabama road and bridge infrastructure ▪ Assists with the evacuation efforts of I-10 and I-65 road networks 	Lee Reach, Operations Engineer 1701 W I65 Service Road North Mobile, AL 36618 251-470-8230
Alabama Department of Emergency Management (AEMA)	<ul style="list-style-type: none"> ▪ Responsible for the administration of the State's disaster preparedness and recovery programs. ▪ Administration of the Individual & Public Assistance Program for Disaster Recovery 	Art Faulkner, Director Michael Johnson, Debris Specialist PO Drawer 2160 Mailing 5296-6092 CR 41 Physical Clanton, AL 35046 1-800-843-0699
Alabama Historic Preservation Office (AL SHPO)	<ul style="list-style-type: none"> ▪ Assist with Public Assistance and Mitigation applications as it pertains to Historic Preservation Issues 	Lee Anne Wofford, Deputy Director State Historic Preservation Officer Architectural Survey Coordinator Historic Cemetery Programs 334-230-2659

External Agencies - Federal

Department	Primary Roles / Responsibilities	Point of Contact
Federal Agencies		
Federal Emergency Management Agency (FEMA)	Provides guidance relative to debris eligibility and the reimbursement process <ul style="list-style-type: none"> ▪ Assists the County and Municipalities in FEMA Project Worksheet (PW) development ▪ Administers the Individual Assistance Program that ensures disaster survivors prompt access to programs and services to aid in disaster recovery. 	Valerie Rhoads, Public Assistance Branch Chief 3003 Chamblee Tucker Road Atlanta Georgia 30341 Jackie Reginello, Individual Assistance Branch Chief 770-220-5200
Federal Highway Administration (FHWA)	Funds debris clearance on federal highways through the FEMA Emergency Relief (ER) Program	Tom Everett, Office of Program Admin. 202-366-0494 Alabama Division Office: Mark Bartlett, Div. Administrator 9500 Wynlakes Place Montgomery, Alabama 36117

Debris Management Plan

		334-274-6350
Natural Resources Conservation Service (NRCS)	<p>Administers the Emergency Watershed Protection (EWP) Program, which provides for debris cleanup related to runoff retardation and soil erosion prevention</p> <ul style="list-style-type: none"> ▪ Provides guidance on soil types 	<p>Joey Koptis, District Conservationist 207 Faulkner Drive Bay Minette, AL 36507 251-937-3297 ext. 3</p>
United States Army Corps of Engineers (USACE)	<p>Supports local emergency response, including debris removal, following catastrophic incidents</p> <ul style="list-style-type: none"> ▪ Assesses and restores critical infrastructure 	<p>Bo Ansley 109 St. Joseph Street Mobile, AL 36602 (physical) PO Box 2288 Mobile, AL 36628 (mailing) 251-690-2511</p>

External Agencies - by Contract

Department	Primary Roles / Responsibilities	Point of Contact
Private Sector		
Debris Contractor: CrowderGulf	See Contract for specific roles and responsibilities: Appendix A	<p>CrowderGulf John Ramsay and Ashley Ramsay-Naile: 5435 Business Parkway Theodore, AL 36582 1-800-992-6207 or 251-459-7430</p>
Monitoring Firm: TBD	<p>Deploys staff to support truck certification, collection, and disposal monitoring functions</p> <ul style="list-style-type: none"> ▪ Orients employees with operational procedures and familiarize staff with the field-training program on current debris removal eligibility, FEMA requirements, county debris removal contract requirements, and safety procedures. ▪ Documents debris collection information to demonstrate eligibility and ensure proper debris removal contractor payments and FEMA reimbursement, including: <ul style="list-style-type: none"> ▪ Applicant name ▪ Location of debris, including full address and zone ▪ Time and date of collection ▪ Name of contractor ▪ Name and unique employee number of monitor ▪ Truck certification number ▪ Truck capacity (disposal site monitor will fill out load call [percentage] information) ▪ Debris classification ▪ Disaster declaration number 	TBD

SECTION 5: RESPONSE and RECOVERY

Normal Operations

Normal operations refer to the period of time when the City is not in any serious threat of a disaster. Severe weather can occur at any time, leaving the City susceptible to debris-generating events. Therefore, it is imperative to maintain a constant state of preparedness throughout normal operations by reviewing and updating the debris plan, establishing pre-event contracts for debris removal, monitoring and logistical support items, review staging and debris management site locations and lastly to review current local ordinances and changes to regulations that could potentially impact debris removal operations. The Normal Operations period is the perfect time to re-evaluate potential roles and responsibilities for all emergency response staff and make any needed changes or adjustments. Finally, a review and update (as required) of this plan should occur during this phase.

Normal Operations Checklist

- Review and update the Debris Management Plan
- Review and update Contact List/directory
- Review and update Local suppliers list
- Review and update Lake Forest Dam Agreement contact information
- Review and update Vehicle and Equipment Inventory
- Review and update Hot Spot List
- Review and update City Officials Contact List and key emergency response personnel
- Review and update Initial Push Map
- Review and update disaster crew contact information and assignments
- Review and update disaster assessment maps
- Evaluate Potential DMS locations
- Establish and maintain pre-positioned contracts
- Review FEMA guidance, policies, special directives or pilot programs
- Draft pre-disaster media press releases
- Review and update any municipal agreements or Mutual Aid Agreements.

Evaluate Potential DMS locations

The City of Daphne has identified 1 DMS. The DMS located at 27630 Tallent Lane has been permitted to receive vegetative debris. The City is inquiring about C & D permitting at this time.

Regulatory Authority and Permitting

The Alabama Department of Public Health ensures standards in several environmental and health-related service areas to protect the public from injury and the spread of disease. These health protection activities include health regulations enforcement, complaint investigations, and permitting, licensing, and inspections for Solid Waste Facilities. A support agency to the Department of Public Health is the Alabama Department of Environmental Management (ADEM). ADEM is a state government agency charged with the enforcement of environmental policy in the U.S. state of Alabama. It is authorized to adopt and enforce rules and regulations consistent with the statutory authority granted to the Alabama Environmental Management Commission and ADEM by the United States Environmental Protection Agency (EPA)

A representative from the Alabama Department of Public Health / Area 9 will continue to monitor the existing site and will approve all new DMS locations prior to the City engaging in debris removal operations. The City of Daphne will notify the Alabama Department of Public Health prior to activating a neighborhood collection site program.

Debris Management Plan

Contact Information Alabama Department of Public Health:

Ricky Elliot, Area Administrator	Environmental Office - Robertsdale
312 Courthouse Square, Ste. 31	222251 Palmer Street
Bay Minette, AL 36507	Robertsdale, AL 36567
(251) 937-5859	(251) 947-3557

Alabama Department of Environmental Management

Mobile Central Field Office	ADEM Representative: Mark Ornelas
2204 Perimeter Road	
Mobile, AL 36615	
251-450-3400	

Additional locations identified to serve as a DMS following a debris-generating event should be re-evaluated annually to ensure they remain viable candidates for DMS operations. Likewise, additional DMS locations may be identified as the development and landscape of the City progress over time.

Increased Readiness

The Increased Readiness phase occurs when there is a high probability that a natural disaster will impact the City. This phase of preparations begin when the City is placed in the NOAA five day forecast map or as a potential disaster event moves towards the Gulf Coast. This phase calls for the City to prepare for a disaster event under the assumptions that the threat is imminent. Key personnel and representatives of appropriate outside agencies will be put on alert and should monitor the forward progression of the storm. Key Public Work's Staff should ramp up their personal readiness activities and should prepare for emergency activation. All Public Works employees and participating departments will be briefed on their specific duties. At this time, pre-positioned emergency contractors will be put on stand-by and depending on the severity of the anticipated storm event, may be requested to provide a representative at the Public Work's EOC no later than 24 hours prior to estimated landfall. The availability of the pre-selected/pre-approved debris staging site location(s) will be evaluated.

Increased Readiness Actions

- Download most recent Road List and Relevant Documents to a Thumb Drive or CD
Following each update to this plan, a copy of the plan and the most recent street list and maps of the City should be archived to a CD, USB drive and or other external hard drive. Servers and other devices that house this information may be unavailable immediately following an event. Having the information stored on an external drive will allow officials the opportunity to access critical information easily as well as work from Laptops or other off site computers.
- Alert Key Personnel
Key Emergency Response Personnel should be put on alert by the Debris Manager. Key individuals should be notified verbally as well as electronically about response and recovery plans. Debris and Monitoring Contractors should be notified and placed on stand-by. The Debris Manager should inform all response parties of emergency road clearing priorities and response activities.
- Review Debris Plan with Key Personnel
Key Emergency Response personnel should review the Debris Management Plan for a clear understanding of debris response initiatives immediately following the debris generating event.
- Review Pre-event Media Press Releases
The City's designated public information officer (PIO) will be provided pre-event media press releases by the Public Works Director preparing residents for the potential debris removal operation. It is necessary to provide citizens with information such as: City office closure times and dates, garbage collection schedules, curb-side debris placement and segregation and estimates on when the cleanup process will begin. Sample press releases have been included later in this section under Public Information found on page 61.

Debris Management Plan

- Alert Debris Contractors of potential notification of need
Communication with debris and monitoring contractors should be established. Confirmation of contact numbers, email addresses and hours needed by each contractor to mobilize personnel and equipment should be among discussions.

72 Hours Prior to Landfall Event

- Monitor NWS reports for updates
- Review employee vacation schedules and consider altering approved leave based on:
 - Size, intensity, and tracking of the storm
 - Position of the personnel relative to Emergency Response
 - Extent of the vacation plans
- Review Pre-season Checklist (See Appendix I)
- Check availability of temporary administrative office personnel through employment agency
- Review record keeping procedures with Supervisors for tracking employee labor and equipment usage. FEMA Force Account Labor and Equipment Tracking Forms (See Appendix B)
- Check with Daphne Utilities to confirm timeline for removing portable restrooms from Bayfront Park
- Retrieve and charge all excess radios to be used by Damage Assessment Team and First Responders
- Check all fuel storage tanks and order fuel as required. Include fuel service vehicles in review.
- Prepare all chainsaws and safety equipment; prepare chainsaw fuel/oil mixture in portable containers, check supply of bar oil and acquire additional as required, check supply of safety equipment including gloves, safety glasses, and chaps and acquire additional as required, check and resupply as necessary all field First-Aid kits. Review inventory of safety supplies listed in Appendix C.
- Review Emergency Purchasing Procedures and secure Emergency Purchase Orders for required items from approved Local Supplier's list located in Appendix C.
- Secure existing Public Works construction projects
- Check with the General Manager of the Lake Forest Yacht and Country Club to review the Lake level and the responsibility and procedure for opening the dam flow valve. (Appendix E Lake Forest Dam Agreement)
- Confirm Emergency response equipment is in working order. (See Appendix H Public Works Vehicle and Equipment Inventory)

48 Hours Prior to Landfall Event

- Monitor NWS reports for updates
- Public Works Director shall communicate with the City's EM Coordinator the status of the Public Works Department Preparation efforts
- Consider activation of the Public Works Department's Operations Center (DOC)
- Purchase, haul and stockpile emergency response materials including sand/clay base, crushed limestone aggregate, rip-rap etc.
- Coordinate with other City Departments and EM Coordinator for assistance to other departments.
- Contact Pre-Event Debris Contractor to address the following:
 - Exchange of mobile contact information;
 - Determine if a contractor presence is needed in the DOC;
 - Pre-staging of equipment and the need for assistance for Emergency Push Operations;
 - Availability and amount of assets that will be dedicated to debris removal operations;
 - Identify staging areas for truck certification

24 Hours Prior to Landfall Event

- Monitor NWS reports for updates
- Continue to purchase, haul and stockpile emergency response materials in accordance with intensity and tracking reported by the National Weather Service (NWS)
- Confirm vehicles are fueled and portable toilets from Bayfront Park have been removed.

Debris Management Plan

Hours Prior to Landfall Event

- Monitor NWS reports for updates
- Supervisory make inventory of all supplies, materials and equipment
- Confirm the Department Operations Center is supplied with City maps, administrative supplies, damage reports and forms.
- Confirm all radios are charged and dispatched to response personnel.
- Confirm locations of personnel not staged at the DOC and confirm instructions for immediate return to the department as soon as it is safe to travel on the roadways.
- Instruct all personnel to cease outdoor activities when wind speeds exceed 40 mph.

Activation and Deactivation of the Public Works Department Operations Center (DOC)

Activation

The Public Works Department Operations Center (DOC) is located in the safe room of the Public Works Office located at 26435 Public Works Drive. The Public Works Director shall activate the DOC in response to the level of the threat of the incident. The DOC will serve as the focal point for the communication and coordination during the Initial Push phase of street clearing and Response phase of Damage Assessment. All field conditions will be communicated through the DOC for coordination with other City Departments, the EM Coordinator and the County's E-911 service.

Deactivation

The Public Works Director, at his discretion, will determine the timing for deactivating the DOC. Typically, the conditions for deactivation will be as follows:

- The threat of damage from high winds has passed
- Response Activities including Damage Assessment is complete
- Near normal Public Works activities are resumed
- Administrative personnel can perform recovery duties from their normal work stations.

Emergency Declarations

Declaration of a Local Emergency

If conditions of extreme peril to persons and property exist, The City Council may pass a resolution declaring that a local emergency exists for the City of Daphne. This declaration will be made within ten (10) days of the event if City is to qualify for financial assistance under the State's Natural Disaster Assistance Act. In addition, the Council must review, at least every fourteen (14) days, the continuing existence of the emergency situation. They must also terminate the emergency declaration at the earliest possible date that conditions warrant. The Mayor may also make a declaration if the Council is not in session. This is subject to ratification by the Council within seven days. The Declaration of a Local Emergency provides certain legal immunities for emergency actions taken by City responders. This provides protection for the City and its employees. A local emergency declaration enables the Council to act as a board of equalization to reassess damaged property and provide property tax relief. It also enables the City to request state assistance. The Mayor may establish curfews, take measures necessary to protect and preserve the public health and safety, and exercise all authority granted by City, County, and State statute.

Requesting Governor's Proclamation of a State of Emergency

After the Declaration of a Local Emergency for the City of Daphne, the Council, having determined that local forces are insufficient, may request that the Governor proclaim a State of Emergency. The request will be forward to the Baldwin County Emergency Management Director, with a copy of the local emergency declaration and the damage assessment summary.

Debris Management Plan

Phase I: Immediate Response

Post-Event Response Actions

For the ease of control and coordination, debris management operations are divided into two phases. Phase I will be implemented immediately after a debris generating event to open roadways to critical facilities, major road arteries and affected neighborhoods. The major emphasis during this phase is to simply push debris from the traveled roadway to the right-of-way or curb. This activity is called the emergency "Push" or debris clearance operation. The following response actions are critical in assembling a coordinated response. The recommended actions are valuable in ensuring the proper steps are taken in a time of extreme duress. A Operational checklist is provided in **Appendix I**.

- Life Protecting Operations.
- Emergency Push (First 70 hour actions)
- Conduct damage assessment.
- Photograph damaged areas and facilities/infrastructure.
- Activate monitoring firm and debris removal contractor.
- Contractor aided emergency roadway debris clearance.
- Begin truck certification.
- Debris Management Site preparation and additional need determination
- Conduct meetings/briefings with Elected Officials and key personnel.
- Request contact information and meeting with FEMA Public Assistance Officer.
- Issue media press release.

Life Protecting Operations

The first priority following a debris generating event is to assist first responders in lifesaving and emergency response activities. First Responders for Fire, Police and Search and Rescue will be contacted to offer Public Works Assistance in Life Saving or Life Protecting Operations. Assistance may be in the form of manpower, equipment or materials needed to reach areas of extreme devastation or assist in infrastructure repairs or search and rescue initiatives.

Emergency Push (70-Hour Push; Immediate Actions to three Days)

The 70-hour push encompasses the period of time that roadways are cleared of scattered debris, leaning trees, and other obstructions for emergency response vehicles. This operation is reimbursable by FEMA on a time and materials basis. It is critical that all types of equipment and the amount of time the equipment is used are documented with detail and accuracy. Please note that the reimbursement criteria and duration for time and materials work is subject to change following a disaster.

The response activities undertaken during a storm and immediately following a storm event are critical to the short term emergency relief effort as well as the long term recovery efforts. Safety of City Crews is paramount and a safety meeting should be held prior to dispatching crews to the field. As soon as the wind speed falls below 40 mph, the Public Works Department shall begin its response by dispatching field crews to communicate road and bridge conditions (See Appendix E Hurricane Safety- Wind Policy). A list of road segments that will require priority for emergency road clearance operations has been prepared by the City and provided in **Appendix F**. This list was compiled based on many considerations, including size, proximity to adjacent citizen populations, police and fire department locations, and ingress/egress capabilities for the community.

The Public Works Department has "Disaster Crews" established for emergency response efforts. These crews typically consist of three personnel equipped with chainsaws and either a backhoe, front-end loader, or bucket truck (signs and traffic lights). The personnel for each crew will consist of one Senior Public Service Worker and two subordinate Public Service Workers. The number of crews and the equipment dispatched will vary with the intensity of the storm and the amount of damage. The City has been sectorized into five areas as shown on the Post Disaster Initial Push Map located in **Appendix F**. Typically, up to five crews will be dispatched, one to each of the five sectors of the City. More intense storms will result in the addition of two or more crews assigned to the affected areas. Crews may be supplemented with pre-event contractor labor in accordance with the current pre-event debris removal and disposal contract located in **Appendix A**.

Debris Management Plan

Documentation of both Force Account and Contractor labor, equipment and materials shall be the responsibility of the Supervisors and Public Works Administrative Staff.

Disaster Crews shall be dispatched with equipment to assigned Areas in the designated zones. Administrative Staff in the DOC shall stay in radio contact with crews to record and track road conditions. Priority shall be given to primary routes, routes for critical facilities and the “Hot Spots” designated in **Appendix F**. Infrastructure conditions shall be tracked at the DOC on City Maps.

Debris removal operations shall be coordinated with Utility companies. Public Works Personnel shall not work around power lines without coordination and assistance from the utility crews. Assume all power lines are “Live” until Utility crews direct otherwise.

Crews shall clear roadways of debris for a minimum of one lane passage until all routes are passable. More extensive clearing to allow for two-way traffic will progress after all routes re passable, with priority given to the primary routes.

Following Initial Push of Debris clearing for one-lane passage, crews shall focus on clearing roadways for two-way passage with priority given to Primary Routes and making repairs to the Minor and Major roadways in order to prepare them for opening and for safe travel.

Preliminary Damage Assessment

If the threat to the public is managed and the area is secure from immediate further damage, utilizing reports communicated from the Disaster Crews during the initial Push as a starting point, the Damage Assessment Team (DAT) will begin in the designated zones recording and documenting damages on the forms provided in **Appendix B**. Teams should document each damaged area by recording with a digital photograph. Damage Assessment shall be conducted in the following areas of the City:

- Private Property
- Public Infrastructure
- City Facilities
- City Parks and Recreational facilities, City Piers
- Debris – Combine the Debris Estimate Program with a windshield survey of the City to determine approximate quantity of debris for removal and disposal.

Crews shall report infrastructure damages which extend beyond debris clearance. Road and Bridge damages shall be reported to the DOC as follows:

Sign/Signal Damage	Traffic Control signs/posts or traffic signals are damaged and need repair or replacement. Sign Crews to be dispatched for sign replacement. Coordinate Traffic Signal repairs with ALDOT
Affected	Minimal effort to repair and Disaster Crew has labor, equipment and materials available to make repairs as part of Initial Push in order to open road for a minimum of one lane passage.
Minor	Damages require additional resources to make repairs to allow for minimum of one lane passage, with labor, equipment, and/or materials available from Public Works. With priority given to Primary routes, crews should be dispatched with needed resources to make repairs.
Major	Damages exceed resources immediately available to Public Works. Road will need to be closed temporarily until repairs can be made. Crews should be dispatched to barricade the facility and delineate detour routing. Any measures that can be made with available resources to prevent further damage to the facility/infrastructure should be performed. Report closure and detour routing to E-911.
Destroyed	Facility is rendered completely unsuitable for Public use and should be closed. Crews should be dispatched to barricade the facility and delineate detour routing. Report closure and detour routing to E-911

Photograph Damaged Areas and Facilities/Infrastructure

In addition, before and after photos of all Debris Management Site(s) should be taken prior to site utilization. A photographic library can be an essential tool benefitting the City by presenting FEMA Inspectors a record of the extent of damages prior to repairs being made.

Debris Management Plan

Any damages that appear to be threatening the life, safety, or health of the Public whether on public or private property shall be reported to the Disaster Operations Center immediately for coordination with the proper emergency response services such as Police and/or Fire Departments. Life saving activities shall take precedence over all other Damage Assessment.

Debris removal can be one of the most costly recovery initiatives for an effected community. The extent of the damages and the amount of debris recorded by the DAT will be presented to City, County and State Officials for review with the Federal Emergency Management Agency (FEMA) to determine whether a Federal Disaster Declaration will be made.

Items to consider when determining potential costs for debris removal initiatives include:

- Amount of Debris Generated by the Event
- Defining the scope of the debris removal effort (area/size, land, water, sand, vessels, etc.)
- Type of debris generated by the event (vegetative, C&D, HHW, E-Waste, Animals etc.)
- Number of temporary debris management sites needed (management fee, restoration costs)
- Estimated cost of equipment, manpower/labor and materials (Force Account) / Estimated Cost of Contractual labor (monitoring firm and debris removal contractor)
- Cost of final disposition (tipping fees)

Upon completion of the Initial Push phase, and the Damage Assessment Team's (DAT) review, the decision to engage the Pre-Event Contract for Debris Removal and the use of a monitoring company shall be considered. The Public Works Director, in consultation with the EM Coordinator and City Officials shall determine the course of action to pick-up and dispose of the debris generated by the incident. The City will have the following options for debris removal:

- Allow City Solid Waste Crews to pick up debris placed on the right-of-Way
- Supplement regular Solid Waste Crews with other Public Works personnel and equipment to pick up debris
- Activate Mutual aid Agreements to supplement City forces to pick-up debris
- Engage the City's Pre-Event Contract for debris Removal and Disposal

As soon as the decision is made on the method for debris removal and monitoring, the City will initiate DMS preparation activities.

Activate Monitoring Firm and Debris Removal Contractors

The Debris Manager will use the damage assessments to determine whether to recommend the utilization of a monitoring firm or make the decision to self monitor and whether to recommend activation of the debris removal contractor. The Debris Manager should immediately meet with the Mayor and City Council to make this determination. Once the potential monitoring firm and debris removal contractors are activated, each contractor should review an updated street list, debris collection zone maps and any applicable FEMA policy/regulation guidance (**Appendix K**), The potential monitoring firm and debris removal contractors should begin logistical coordination and equipment ramp-up immediately upon receiving a Notice to Proceed.

Monitoring Contractor Function

If it is decided to request a bid for monitoring services, upon award and activation, the potential monitoring firm will deploy staff to support truck certification, collection, and disposal monitoring functions. The potential monitoring firm will orient employees with operational procedures and familiarize staff with the field-training program on current debris removal eligibility, FEMA requirements, City debris removal contract requirements, and safety procedures. Collection monitors must carefully document debris collection information to demonstrate eligibility and ensure proper debris removal contractor payments and FEMA reimbursement. Additional information on Monitoring Operations found later in this section.

Debris Removal Contractor Function

Upon activation, the debris removal contractor will mobilize staff and equipment to the event location. Equipment will be certified upon need with regard to design and site preparation for all DMS locations, including logistical setup and tower construction. The contractor will orient subcontractors with operational procedures and familiarize staff with current debris removal eligibility, FEMA requirements, City debris removal contract requirements, and safety procedures. See **Appendix A**, Debris Removal Contract.

Debris Management Plan

Contractor Assigned Emergency Roadway Debris "PUSH" Clearance

The City may choose to utilize the debris contractor for emergency "Push" roadway clearing. If it is determined that the magnitude of the emergency road clearing operations are too much for City work forces, then the City should commence contractor road clearance or "cut and toss" activities at this time. These operations should first focus on major arteries leading to emergency shelters, hospitals, fire stations, police stations, supply points, and other critical locations throughout the City and should be coordinated prior to or in conjunction with Damage Assessment activities. A list of identified emergency road clearance priorities is provided in **Appendix F**.

Begin Truck Certification (Performed by City officials or by Monitoring Company)

Truck certification is the most important function in initiating a debris removal operation. Accuracy and documentation of all measurements is critical. All debris removal trucks hauling debris under a volume based contract with the City must have their capacity and dimensions measured, sketched / photographed, and documented on a truck certification form (**See Appendix G**). Each debris removal truck will be assigned a unique identification number for debris tracking and invoice reconciliation purposes. Truck certifications should contain:

- Truck identification number
- Driver name, phone number and photo of the driver (photo optional)
- License number, state issued, and expiration date
- Tag number, state issued, and expiration date
- Vehicle measurements in Cubic Yards, including bed extensions and sideboards. Deductions to the loading box should be taken for dog boxes or missing rear gate.
- Sketch or photo of the vehicle/truck
- Total cubic yard capacity of the measured truck

Prepare Debris Management Sites Based on Concentration of Debris

Public Works, potential monitoring firm, and the debris removal contractor will meet to discuss the need for utilizing additional debris management sites other than the City owned site on Tallent Lane. If it is determined that additional sites are needed and before DMS preparation begins, the proper permits and approval from ADEM and the Department of Public Health will be obtained. The City will maintain all DMS registration and permit/approval documentation for project worksheet development.

The following Permits may be required for temporary DMS facilities:

- Waste processing and recycling operations permit
- Temporary land use permits or variances
- Air and Water quality permits
- Land use permits
- HHW permits
- Fire department or burn permits

The following items should be taken into consideration when opening and operating a DMS:

Qualification criteria

- Ownership
- Size of the Property / Area
- Location of the site in the City
- Length of time the site is available or needed
- Ingress/egress
- Concentration of Debris (amount and types of debris relative to the site)
- Environmental and historic concerns (baseline study findings)

Baseline Data Collection will be performed documenting the condition of the land before it is used as a DMS. Private and public land used as a DMS needs to be returned to its original condition following the end of all debris operations. As soon as a potential site is selected, baseline data collection will be performed. Data collection will include the following:

- Videotape and or Photographs of the site
- Documentation of Physical Features (structures, fencing, culverts, irrigation systems, landscape etc.)

Debris Management Plan

- Investigation of Historic Significance (Research past ownership, historic structures or archeological sites)
- Sample Soil and Water (Collection and testing of groundwater samples should be performed prior to and at closeout and site remediation)

Conduct Meetings or Briefings with City Officials and Key Personnel

Close coordination between the Debris Manager, Elected Officials and Contractor support is critical during the debris process. Clear objectives and milestones should be established for the debris clearing operation whether performed by Debris Contractor or Force Account labor. Daily briefings and weekly progress reports will provide critical information that can be used in evaluating the debris removal process and help communicate the City's efforts to the public.

Coordinate with External Agencies

The City should coordinate with the Baldwin County Highway Department and the Alabama Department of Transportation (ALDOT) and other relevant agencies to ensure all City road segments are moving forward with debris removal operations. Coordination with the County and ALDOT is imperative with regard to Interstate 10, U.S. Highway 90, and other road segments that cross jurisdictional boundary lines. ALDOT is responsible for emergency road clearing activities and first pass debris removal on all state and federal roads within the City. Other external entities include:

- Water, Wastewater, Natural Gas: Daphne Utilities
- Electric: Riviera Utilities
- Landline Telephone: AT&T
- Cellular Telephone: AT&T

Request contact information and meeting with FEMA Public Assistance Officer

This request should be made through the Baldwin County Emergency Management Agency (BCEMA) and or through the Alabama Emergency Management Agency (AEMA). Emergency Management should immediately request the contact information of the designated FEMA public assistance officer (PAO) for the disaster. Upon receiving the information, the City should request a meeting with the FEMA PAO or Assigned FEMA representative. During this meeting, the City will complete the following actions:

- Summarize the City's debris removal operations to date.
- Review debris and cost estimates for the City.
- Request and Review any Disaster Specific Guidance (DSG) documents issued by FEMA.
- Examine the City's debris management plan.
- Provide contact information for potential monitoring firm, debris removal contractors and key personnel
- Determine additional information the PAO will need to generate PWs for the City.

In order for FEMA to generate a project worksheet (PW) or damage survey report (DSR), for your potential reimbursement, FEMA representatives will require the following information:

- Copy of the debris removal contractor's contract(s)
- Copy of the debris monitoring firm contract(s)
- Information on the procurement process of the debris removal and monitoring contracts
- Address (if available) and GPS coordinates for all DMS
- Copies of Lease or use agreements (if applicable)
- Debris volume and costs estimates (using damage assessment reports)
- Monitoring cost estimate (based on budgeted labor hours)
- Brief debris removal management plan overview

Upon the declaration of a major disaster or emergency by the President authorizing FEMA to provide debris removal assistance, FEMA will provide eligible Public Assistance Sub-grantees (the City) within the declared area the opportunity for reimbursement for debris removal projects. Reimbursement provided to Sub-grantees will be based on Federal cost share percentages and may be enhanced by Alternative Pilot Programs offered at the time of the disaster. Debris removal activities involving reimbursement should be **completed within 180 days** unless an extension is granted by FEMA.

Debris Management Plan

Issue Media Press Release

A press release provided by the Debris Manager that has been approved by the Mayor and/or City Council should be issued to local and state media outlets (TV, Radio, News paper) as well as placed on the City's website and sent out on social media outlets (Facebook, Twitter, Instagram) within the first three days following the debris-generating event. The content of the press release will be to reassure and comfort the public that the City is responding to the event and has activated its own forces or utilized a monitoring firm and debris removal contractor to begin debris removal activities. Direction regarding clean-up and curb-side debris placement should also be included. Continued education and information will only assist residents in understanding their important role in the debris removal process.

Phase II: Recovery Operations (3 Days to 180 Days)

Phase II Activities

- Activation of pre-positioned contracts
- Notification to citizens of debris removal procedures and timeline
- Activation of debris management sites
- Removal of debris from debris management site to permanent landfills
- Final documentation of costs for reimbursement, as applicable

The recovery phase begins as soon as the emergency road clearance operations are complete. The recovery phase focuses on collecting the remaining debris, development and management of debris management sites, reducing or recycling, and final disposal. Depending on the extent of damages removal activities could continue for several months or up to 180 days unless an extension is granted by FEMA.

The Debris Manager and staff will coordinate debris removal and disposal operations for all portions of the City. The recovery operations may be performed by City force account labor or by a City's debris Contractor. All operations performed by a contractor will be monitored either by employees of the City of Daphne or by a hired monitoring firm.

The collection operations may be divided into five areas depending on the location and volume of the debris and the amount of personnel and equipment involved in the operations. Should the City be divided into all five areas, **(See Appendix F)** each area will have a supervisor or area manager assigned to facilitate clearing operations. Each area supervisor will be independently responsible for all assignments within his/her area and monitor for debris removal operations performance.

The City of Daphne will provide curbside collection to citizens. Citizens will be asked to place debris on the curb or rights-of-ways. They will be expected to separate the debris by material type and place it in separate piles being careful not to place debris near fire hydrants, mailboxes or under power-lines. They will also be strongly urged to separate hazardous and environmentally sensitive debris, such as household hazardous waste and white goods.

Debris Contractor haulers/vehicles used to collect and haul recovered debris to the DMS locations will be certified for their capacity and issued a placard that will be displayed on the outside truck door. The placard will designate them as a City contracted hauler as well as identify them with their independent truck number, and volume capacity. Contractor crews are then assigned to specific areas (zones) and streets to begin the recovery process.

Under this plan, mixed debris will be collected and hauled from assigned debris control zones to a City designated debris management site(s) or to designated landfills within Baldwin County. Clean woody debris will be hauled to the Tallent Lane site for reduction.

Debris Management Plan

Load Tickets

The primary tracking mechanism for all debris loaded, hauled, and disposed of under this plan will be the Load Ticket. Load tickets will be initiated at pickup sites and closed-out upon drop-off of each load at a debris management site or permanent landfill, and are to be used to document both City force account and Contract haulers. Load tickets will serve as supporting documentation for Contractor payment as well as for request for reimbursement from federal grant programs (FEMA) and mutual aid recipients. In the event that a monitoring company is utilized and an automated debris management system (ADMS) is available, the City may choose to utilize the ADMS instead of paper ticketing (See sample ADMS ticket below).

- **Field Documents.**

The top portion of the ticket will be filled out by the collection monitor at the beginning of each load. The address field will be completed when the debris removal contractor has completed work. The collection monitor will also ensure the debris removal contractor is within the scope of the contract with the City. The load ticket will then be given to the debris removal vehicle driver to turn in to the disposal monitor upon arrival at the DMS or final disposal site. The disposal monitor will complete the remaining portion of the load ticket. The disposal monitor documents the amount of debris collected by making a judgment call reflecting the vehicle's fullness (typically on a percentage basis). The percentage documented for each debris removal vehicle is later applied to the calculated cubic yard capacity of the vehicle to determine the amount of debris collected.

Load Ticket		Ticket No. 0012345	
Municipality (Applicant)		Prime Contractor	
		Sub-Contractor	
Truck Information			
Truck No		Capacity	
Truck Driver (print legibly)			
Loading Information			
Loading	Time	Date	Inspector/Monitor
	Location (Address or Cross Streets)		
When Using GPS Coordinates use Decimal Degrees (N xx.xxxxx)			
N		W	
Unloading Information			
Debris Classification		Estimated %, CYs, or Actual Weight	
<input type="checkbox"/> Vegetation <input type="checkbox"/> C&D <input type="checkbox"/> White Goods <input type="checkbox"/> HHW <input type="checkbox"/> Other* See Below			
Unloading	Time	Date	Inspector/Monitor
	DMS Name and Location		
*Other Debris Explanation		Original:	Applicant
		Copy 1:	_____
		Copy 2:	_____
		Copy 3:	_____

Sample ADMS load ticket.

ADMS ticket courtesy of CrowderGulf. Ticket utilized by Monitoring firm in Limestone County, AL

Debris Management Plan

Eligibility Determinations

Only FEMA has the authority to make eligibility determinations for Public Assistance Grant Funding.

Contractors cannot make eligibility determinations. Specific information on eligibility can be found in FEMA 321 Policy Digest, FEMA 322 Public Assistance Guide, and FEMA 323 Public Assistance Applicant Handbook.

Eligible debris removal work consists of the following:

- The debris was generated by the disaster event
- The debris is located within a designated disaster area or on an eligible applicants improved property or rights-of-way
- The debris must be the legal responsibility of the applicant.

Vegetative Debris

Vegetative debris consists of whole trees, tree stumps, tree branches and other leafy material. Most vegetative debris consists of large piles of tree limbs and branches that are placed on the public rights-of-ways by City residents. Hazardous trees or stumps may be placed on the rights-of-ways but collected separately from other yard waste debris. Large trees, limbs and stump collection prices are typically based on the size of the tree or stump and charged per unit. FEMA determination will be needed on the removal and disposal of all stumps greater than 24 inches in diameter. All vegetative debris can be disposed of at the City of Daphne's Disposal Site.

Construction and Demolition

Construction and Demolition debris can be defined as damaged components of buildings and structures such as lumber, wood, gypsum wallboard, glass metal, roofing material, tile, carpeting and floor coverings, window coverings, pipes, concrete, fully cured asphalt, equipment, furnishings and fixtures. C & D Items collected will be hauled to Magnolia Landfill.

White Goods

The two most common types of debris that will need special handling are white goods and household hazardous waste.

White goods are defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters. Refrigerants and other machine fluids are normally regulated by EPA or ADEM and can only be reclaimed by certified technicians and disposed of at permitted facilities.

All state and federal laws should be followed regarding the final disposal of removed refrigerants, mercury, or compressor oils. Collection of white goods can be conducted internally or contracted out on a unit rate basis.

The City of Daphne encourages the recycling of glass, paper, plastic, metal cans, aluminum, cardboard, computers, and other electronic items. These items may be placed in recycle bins at curb side or placed in container bins clearly marked as recyclables. Recycle items may be taken to the recycling facility located at 26435 Public Works Road (Austin Place Commercial Park off County Road 64). Recycling drop-off facilities are open 24 hours a day, 7 days a week.

It is recognized that not all residents will follow expected guidelines, in the event that white goods are placed curbside and to avoid releases of refrigerants or oils, the collection of white goods will be accomplished carefully by manually placing the appliance on trucks or by using lifting equipment that will not damage the elements that contain the refrigerants or oils.

Hazardous Waste

Hazardous waste is defined by the Environmental Protection Agency (EPA) as materials and products from institutional, commercial, recreational, industrial and agricultural sources that contain chemicals with one or more of the following characteristics: toxic, flammable, corrosive, or reactive.

Household Hazardous Waste (HHW) includes used or leftover contents of consumer products that contain chemicals with one or more of the four characteristics. Examples of household hazardous waste are:

Adhesives	Engine Cleaners	Glues	Oil and Oil Filters	Pool Chemicals
Aerosol Sprays	Fluorescent Lamps	Kitchen Cleaners	Paint	Solvents
Auto Batteries	Fuel	Lighter Fluid	Paint Thinners	Syringes
Drain Openers	Fungicides	Medications	Pesticides	Weed Killers

Debris Management Plan

HHW removal and disposal is eligible for FEMA reimbursement if the debris is a result of the disaster event and is removed from publically maintained property and roadways whose maintenance is the responsibility of the City of Daphne. HHW should be collected separately and disposed of at the Magnolia Landfill located at 15140 County Road 49, Summerdale, AL

During an emergency response, removal of HHW will be accomplished by a pre-qualified contractor. The pick-up of HHW or white goods will be separate from the vegetative and C&D curb side removal. Baldwin County along with State Agencies will host "Amnesty days," once a year to legally dispose of unused HHW. The amnesty days are planned scheduled days for residents to legally dispose of unused HHW materials. These days are normally scheduled in January of each year however, it is suggested that an amnesty day be coordinated following a disaster event in order to avoid the commingling of the HHW materials with other disaster related debris. The close coordination of this effort and media releases to the public regarding this event will help residents understand the importance of separating the materials from other debris as well as give them the opportunity to safely dispose of unwanted materials.

The Alabama Department of Environmental Management (ADEM) will provide first response functions in case of commercial, agricultural, industrial, and toxic waste spills. Spills should be reported to the **ADEM field office at (251) 450-3400 or the Alabama Emergency Management Agency State Warning Point at 1-800-843-0699 (24 hours a day) or the National Response Center at (800) 424-8802**

Each Debris Management Site or Temporary Debris Management Site (TDMS) will establish separate staging and storage for HHW materials, contaminated soils, and contaminated debris. The staging will be lined with an impermeable material and bermed to prevent contamination of the groundwater and the surrounding area.

Recycling scrap metals and parts from white goods presents an opportunity for the City to offset collection and disposal costs. This also reduces the amount of waste going to local landfills. The City of Daphne will strive to recycle as much storm related debris as feasibly possible.

Putrescent and Garbage Debris

Putrescent debris is any debris that will decompose or rot, such as animal carcasses and other fleshy organic matter. Disposal of putrescent debris must be in compliance with applicable Federal, State and local requirements to be eligible for Public Assistance Reimbursement. Collection will be performed by the City of Daphne Solid Waste or their contractor to whom the City has granted a franchise. Putrescent waste collection schedules will resume as soon as roads are deemed safe and passable. Collection schedules will be communicated on the City's website and through media distribution. Citizens will be encouraged to separate placement of household garbage receptacles at curbside from storm generated debris. **(See Appendix E, Garbage Collection Ordinance -City of Daphne Ordinance No 2002-34)**

Garbage debris is any wastes resulting from the handling, preparation, cooking and consumption of food including wastes from markets, storage facilities, handling and sale of produce and other food products, and excepting such materials that may be serviced by garbage grinders and handled as household sewage. Collection will be performed by the City of Daphne Solid Waste or their contractor to whom the City has granted a franchise. Garbage collection schedules will resume as soon as roads are deemed safe and passable. Collection schedules will be communicated on the City's website and through media distribution. Citizens will be encouraged to separate placement of household garbage receptacles at curbside from storm generated debris.

Chemical, Biological, Radiological, and Nuclear-Contaminated Debris

Chemical, Biological, Radiological, and nuclear (CBRN) is material contaminated by any of the four agents as a result of a natural or man-made disaster. Eligibility for removal and disposal of CBRN materials will be made by FEMA based on applicable State Statues, regulations, policies and other guidance. Depending on the nature of the disaster and the debris it generates, FEMA may develop disaster specific eligibility guidance. Disposal of CBRN will be coordinated with ADEM and other regulatory agencies. Pick-up and disposal of CBRN materials will be conducted by a qualified debris removal contractor.

Debris Management Plan

Leaners and Hangers (Limb) Removal

The Debris Manager will determine the necessity of right-of-way leaner and hanger debris removal. Upon determination of need, a damage assessment to identify all leaners and hangers in and along City rights-of-ways will be conducted. A ROW leaners/hangers program should be initiated if it is determined that a significant threat remains to the City public in the form of leaning trees and hanging limbs along the ROW. To ensure maximum reimbursement, all threats must be identified and verified against Disaster Specific Guidance criteria for eligibility prior to the commencement of cut-work. It is important to note the City's debris removal contractor may require lead-time to transport specialty vehicles, equipment, and labor force to commence leaner/hanger work. Currently FEMA Publication 325 provides the following guidance on eligibility requirements for leaners and hangers provided below.

Leaner – A tree is considered hazardous and defined as a “leaner” when the tree’s present state is caused by a disaster, the tree poses a significant threat to the public, and the tree is at least six inches in diameter measured at chest height. In addition, one or more of the following FEMA Publication 325 criteria must be met:

The tree has more than 50 percent of the crown damaged or destroyed (requires written documentation from an arborist)

- The tree has a split trunk or broken branches that expose the heartwood
- The tree has fallen or been uprooted within a public use area
- The tree is leaning at an angle greater than 30 degrees

Hanger – A hanger is a hazardous limb that poses a significant threat to the public. The current eligibility requirements for hangers according to FEMA Publication 325 are as follows:

- The limb must be greater than 2 inches in diameter
- The limb is still hanging in a tree and threatening a public-use area
- The limb is located on improved public property

Unit rate tickets will be used as reimbursement documentation for the City's leaners/hangers program. To ensure maximum reimbursement, debris monitors will use GPS devices to document the GPS coordinates of tree or hanger removals and take digital photos of the work done.

Stump Removal

Following initial ROW debris removal efforts, the City and potential monitoring firm or debris contractor may determine a significant threat remains to the City public in the form of hazardous stumps along the ROW. Before ROW stump removal operations commence, all applicable Disaster Specific Guidance criteria or FEMA Publication 325 guidelines for eligibility should be reviewed. FEMA's Recovery Policy for Hazardous Stump Extraction and Removal Eligibility is available at <http://www.fema.gov>. In addition, as of the publication of this plan, FEMA Publication 325 defines a stump as hazardous if all of the following criteria are met: **(Appendix B FEMA Stump Policy and Required Forms)**

- The stump has 50 percent or more of the root ball exposed
- The stump is greater than 24 inches in diameter when measured 24 inches from the ground
- The stump is located on a public ROW
- The stump poses an immediate threat to public health and safety

City Parks, Ball Fields and Piers - Clean-up and Debris Removal

The Parks Department will conduct assessments of infrastructure damage and estimates of debris to be removed at all City parks, ball fields and piers. City Staff will perform initial assessments by documenting observed damage with photographs immediately following the storm event or within the first (70 hours following the event). The City's Public Works Director will determine, based on the amount of damage received and the quantity of debris to be removed, whether the work will be performed by force account labor or assigned to the City's designated debris contractor.

Debris Management Plan

FEMA characterizes work eligible for Public Assistance grants as either emergency or permanent work. These are classified into seven different categories identified by letters A through G. Parks and other recreational facilities are typically classified as Category G work. It will be necessary for the City to coordinate with FEMA and the Alabama Emergency Management Agency (AEMA) for eligibility determinations for work performed at these facilities.

The City's Debris Manager/PWD will meet with Parks Department staff, contractors and with FEMA to discuss debris removal efforts. Monitoring of all activities associated with the debris removal is required to ensure reimbursement from FEMA.

Private Property Debris Removal (PPDR)

If private property owners are not available because they have evacuated or have abandoned their property, the City will rely on condemnation authorities to obtain legal responsibility in order to enter private property to remove debris considered to be an immediate threat to the lives, health, and safety of the residents. The City has adopted an Abatement Ordinance, an ordinance adopting the Standard Unsafe Building Abatement Code, 1985, Edition with Amendments and Additional Protections Provided under Alabama Code §§11-53b-5 thru 1153B-16.(See Appendix E)

To be reimbursed for removal of debris from private property, prior to commencement of work, a written request must be submitted to the Federal Coordinating Officer (FCO). The City must provide the following documentation confirming that an immediate threat to the public exists and it has legal responsibility to enter private property

- **Immediate Threat Determination**

The City must provide documentation from the Alabama Department of Public Health stating that disaster generated debris on private property in the designated area constitutes an immediate threat to life, public health, and safety. This determination will be made in accordance with the City of Daphne's Abatement Ordinance: Ordinance referenced above.

The City may also provide documentation stating that the debris poses an immediate threat to improved property and that its removal is cost effective. The cost to remove the debris should be less than the cost of the potential damage to the improved property in order for the debris removal to be eligible.

- **Documentation of Legal Responsibility**

The City must demonstrate its authority and legal responsibility to enter private property to remove debris. The City will rely on condemnation authorities to obtain legal responsibility prior to the commencement of debris removal work.

The City must also submit in its request indemnification to the Federal Government and its employees, agents, and contractors from any claims arising from the removal of debris from private property.

The FCO will approve or disapprove in writing each City request for Public Assistance to perform Private Property Demolition and Removal (PPDR). If approval is granted, the City will immediately begin identifying properties for PPDR work and establish specific scopes of work for each of the properties.

- **Documentation of Private Property Debris Removal**

The following documents are necessary for Public Assistance funding for PPDR work:

- **Right of Entry (See Appendix E)** should be signed by the property owner and should include a hold harmless agreement and indemnification applicable to the project's scope of work.
- **Photos** showing the condition of the property prior to the beginning of the work.
- A **PPDR Assessment** which is a property specific assessment establishing the scope of eligible work. This may be a map which serves as a guide indicating the location of the eligible items of work that present an immediate threat relative to improved property or ingress and egress routes.
- Documentation of **Environmental an Historic Review**.

Debris Management Plan

Types of Eligible PPDR work

Eligible

Eligible debris removal work from private property includes removal of:

- Large piles of disaster generated debris in the living, recreational and working areas of properties in urban, suburban, and rural areas, including large lots.
- Disaster generated debris obstructing primary ingress and egress routes to improved property.
- Disaster damaged limbs and leaning trees in danger of falling on improved property, primary ingress or egress routes, or public rights-of-way.
 - Hazardous tree removal is eligible only if the tree is greater than six inches in diameter (measured at diameter breast height) and:
 - ◆ Has more than 50% of the crown damaged or destroyed, or;
 - ◆ Has split trunk or broken branches that expose heartwood, or; the tree itself is leaning at an angle greater than 30 degrees and shows evidence of ground disturbance.
 - Hazardous limb removal is eligible only if the limb is greater than two inches in diameter measured at the point of break.
 - Household hazardous wastes (such as household cleaning supplies, insecticides, herbicides, etc.)
 - Disaster generated debris on private roads and streets of a gated community provided that the removal of the debris has become the legal responsibility of the City.

Ineligible

Ineligible debris removal work on private property includes the removal of:

- Debris from vacant lots, forests, heavily wooded areas, unimproved property, and unused areas.
- Debris on agricultural lands used for crops or livestock
- Concrete slabs or foundations on grade
- Reconstruction debris consisting of materials used in the reconstruction of disaster damaged improved property.
- Debris on private roads and streets of a gated community where the City does not have the legal responsibility.

Demolition

The City of Daphne may need to enter private property to demolish private structures made unsafe by disasters to eliminate immediate threats to life, public health, and safety. Demolition of private structures to eliminate immediate threats is authorized under Section 403(a)(3)(E) of the Stafford Act and through the City's Abatement Ordinance.

Demolition of Publicly Owned Structures

Publicly-owned structures and some structures of Private Non-Profit (PNP) organizations could be eligible for Public Assistance grant funding if the following conditions are met:

- Structures were damaged and made unsafe by the disaster
- The structures pose immediate danger to the public
- The City certifies that the structures are determined unsafe and pose an immediate threat to the public

Demolition of Private Structures

- The structures were damaged by the declared disaster, and are located in the area of the disaster declaration
- The City certifies that the structures are determined unsafe and pose an immediate threat to the public.
 - Certification may be made by the State or the City of Daphne's building inspector and may be based on structural assessment with local ordinances or building codes
- The City demonstrates authority and legal responsibility to enter onto private property and perform demolition
 - The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post disaster condition representing immediate threat to life, public health and safety.
- The City of Daphne has indemnified the Federal Government and its employees, agents and contractors against claims arising from the demolition work.
- The demolition work is completed within the completion deadlines outlined in 44 CFR §206.204 emergency work.

Debris Management Plan

Eligible Costs

- Capping wells
- Pumping and capping septic tanks
- Filling in basements and swimming pools
- Testing and removing hazardous materials from unsafe structures including asbestos and household hazardous wastes
- Securing utilities
- Securing permits, licenses and title searches (fees for permits, licenses, and titles issued directly by the applicant are not eligible unless it can be demonstrated that the fees are above and beyond administrative costs).
- Demolition of disaster damaged outbuildings such as garages and sheds and workshops deemed to be unsafe.

Ineligible Costs

- Removal of slabs or foundations (except under unusual circumstances)
- Removal of pads and driveways
- Structures condemned as safety hazards before the disaster

Documentation

In order to receive reimbursement of eligible demolition costs, the City must provide the following documentation of applicable legal processes and scopes of work performed. This includes:

- Right of entries
- Photos of structures
- Structural assessments and or other certifications that the structures are determined to be unsafe
- Notices of demolition
- Documentation of environmental and historic review

Demolition of Commercial Structures

The demolition of commercial structures is generally ineligible for Public Assistance grant funding. It is assumed and expected that these commercial enterprises retain insurance that can and will cover the cost of demolition. However, in some cases as determined by the FCO the demolition of commercial structures by State or the City of Daphne may be eligible for FEMA reimbursement only when such removal is in the public interest (44 CFR 206.224(a) and (b)).

Environmental and Historic Review Requirements

Eligible demolition activities must satisfy environmental and historic preservation compliance review requirements as established by 44 CFR Parts 9 and 10, the National Historic Preservation Act, and Endangered Species Act, and all other applicable legal requirements.

Condemnation Criteria and Procedures

The City of Daphne's Building Official and Public Works Director in conjunction with the Office of Permits and Inspections will be responsible for assessing the eligibility of the structure for demolition and subsequent removal of debris. Demolition and debris removal will be considered either by Force Account Labor or by private contractor chosen in result of a competitive bidding process. All condemnation actions will be reviewed and approved by the Daphne City Council and the City's Legal Advisor.

HHW identification and segregation will be completed before building demolition begins. Should the structure contain asbestos elements, a certified contractor in asbestos abatement will conduct the operation. The City will follow ordinances established in the Standard Unsafe Building Abatement Code, 1985 edition and the Alabama Building Code 1975

Debris Management Plan

Legal Documentation for Demolition

- **Verification of ownership** - ensures that the proper site and owner are identified and the owner is aware of nature of the scheduled building assessment.
- **A right-of-entry form** is signed by the homeowner and allows the building official to enter the property to complete the assessment. It will also contain a hold harmless agreement.
- **Building official Assessment** is the documentation of the damage to the structure and the description of the threat to public health and safety. This assessment contains the building official's determination as to whether the structure should be condemned and whether it should be repaired or demolished.
- **Verification of Insurance**- allows the City to pursue financial compensation if the property owner's homeowner insurance policy covers demolition and debris removal.
- **Archeological review** - outlines the archeological low impact stipulations for demolition and debris removal activities and highlights the implications for the City if they fail to comply with the guidelines.
- **Environmental review** ensures that adverse impacts to protected environmental resources are minimized or avoided when removing debris from the proposed site. Wetlands and other water resources, hazardous materials, and endangered species habitats are among the resources of most frequent concern.
- **SHPO review** confirms that SHPO has been notified and correspondence has been received absolving the area of any historic significance.
- **Photos** that show the disaster damaged condition of the property prior to the beginning of the demolition work. This is generally one or more labeled pictures that confirm the address and identified scope of work on the property.
- **Letter or notice of condemnation** - is a document signed by the building official that outlines the specific threat to public safety and health.
- **Notice of intent to demolish** is normally for the public health and safety of the neighboring residents. This notice is conspicuously posted on the structure to be demolished.

Demolition Strategy

- **Site Map**-showing the site with all structures and other features of interest.
- **Site ingress** and egress showing the fronting streets and planned route for the project. This may also include a movement of traffic strategy. Normal traffic will need to be diverted into other lanes.
- **Site preparation documents** - will illustrate any pre-demolition work that may be required. Examples include erosion control, vegetation removal, or utility pole adjustment.
- **Staging strategies** - show the sequence of events prior to, during and after demolition of the structure.
- **Hazardous waste handling requirements**- detail if contents of the structure require dust suppression or wet demolition. These provisions also describe how hazardous waste or environmentally sensitive materials will be handled or disposed. This includes HHW and white goods.

Special documents or strategies may be required if the demolition of the building involves shoring, stabilizing structures, or any other special circumstances that may jeopardize another structure of the public's health and safety.

Once it has been established that the building is to be demolished and the required processes are underway, a notification to demolish notice is posted on the building.

Inspections

The City will conduct inspections of demolition sites prior to, the day of, during (occasionally), and upon completion of the operations. Inspectors generally take photographs at each site visit for their records. These inspections and verifications will include the following:

- **Water and sewer / septic tank inspection** to verify the utilities have been terminated and isolated from the proposed sphere of influence during the demolition operations.
- **Occupancy Inspection** - will be conducted immediately prior to demolition to ensure that no one is physically in the building.
- **Open void inspection** is performed if the structure has a basement that is to be filled. This inspection will be conducted once the above-grade structure is gone and the inspector can visually see the entire below grade excavation.
- **Post demolition inspection** is completed once the structure is demolished, the debris is removed, and the site graded.

Debris Management Plan

Monitoring

When a disaster event occurs that is large enough to warrant a FEMA Public Assistance grant for debris removal, it is the responsibility of the City to independently monitor all debris activities, whether performed by force account labor or by contract. Regardless of the method, the applicant is responsible ensuring that applicant managed debris removal work being funded through the Public Assistance grants is eligible in accordance with Public Assistance guidelines.

A number of different entities play a role in monitoring debris removal operations to ensure that they are efficient, effective and eligible for FEMA funding. It is important that these entities work together to communicate and resolve issues so that debris removal operations is not jeopardized.

City of Daphne's Monitoring Responsibilities:

In previous debris removal events, the City has chosen to self monitor and currently does not have a pre-existing Monitoring Contract with a selected contractor. Whether the City of Daphne utilizes force account labor to "self" monitor or utilizes a monitoring contractor, the following tasks are recommended:

- Designate a project manager/Supervisor
- Provide documentation to substantiate eligible debris quantities
- Ensure compliance with sub-grant requirements.
- Ensure the debris removal contractor and monitoring contractors understand eligibility requirements for the debris removal operations
- Ensure that only eligible debris quantities are being claimed for Public Assistance
- Resolve issues or discrepancies associated with the contract.

Responsibilities and Duties of the Debris Monitor in the field (either by force account or contract)

- Accurately measure and certify truck capacities and re-certify on a regular basis
- Complete and physically control load tickets (in monitoring towers and in the field)
- Validate hazardous trees, including hangers, leaners, and stumps (use appropriate FEMA documentation Forms)
- Ensure that trucks are accurately credited for their load
- Ensure that trucks are not artificially loaded to maximize reimbursement (e.g., debris is wetted down; fluffed and not compacted).
- Ensure that hazardous waste is not mixed in with the loads
- Ensure that all debris is removed from trucks at the DMS
- Report to project manager if improper equipment is mobilized and used
- Report to project manager if contractor personnel safety standards are not followed
- Report to project manager if general public safety standards are not followed.
- Report to project manager if completion schedules are not on target.
- Ensure that only debris specified in the scope of work is collected and identify work as potentially eligible or ineligible.
- Monitor site development and restoration of the DMS.
- Ensure daily loads meet permit requirements.
- Ensure that work stops immediately in an area where human remains or potential archeological deposits are discovered.
- Report to the Project Manager if debris removal work does not comply with all local ordinances as well as State and Federal regulations.

Debris Management Plan

Monitoring Tips

Instance	Example	Detection and Prevention
Inaccurate Truck Capacities		Measure trucks before operations and document load capacities by truck number. Periodically, pull trucks out of operation and re-measure.
Trucks Not Fully or Lightly Loaded	Trucks arrive loaded with treetops with extensive voids in the load.	Do not accept the contention that the loads are higher in the middle and if leveled would fill the truck
Trucks Overloaded		Trucks cannot receive credit for more than the measured capacity of the truck or trailer bed even if material is above the sideboards. It can receive credit for less if not fully loaded or lightly loaded.
Changing Truck Numbers	Changing a smaller carrying capacity to one with a larger capacity	Periodically re-measure the trucks or record actual license plate numbers in addition to a description of the truck and trailer certifications with attached photos at the DMS tower.
Reduced Truck Capacity or Increased Truck Weight	Trucks might have heavy steel grating welded two to three feet above the bed after being measured	Periodically re-measure the truck bed or recertify the truck tare weight.
Wet Debris When Paid by Weight	Excessive water added to debris will increase the weight of the load	Monitor if there is excessive water dripping from the truck bed and inspect the truck bed immediately after unloading.
Multiple Counting of Same Load	Driving through the disposal site without unloading, then re-entering with the same load	Observe the time of departure and time of arrival recorded on the driver's load ticket. The monitors at the unloading area must ensure the truck is empty before it leaves the DMS.
Picking up Ineligible Debris		Monitors should have a good understanding of eligible debris and any time limits imposed on picking up specific types of debris.

Monitoring operations are meant to ensure that the debris removal operations are performed based on the scope of work required by the contract, and to document the debris removal operations. The primary role for debris monitors is to document the location and amount of debris collected. The key elements of information needed to verify the contractor's scope of work and determine eligibility are:

- Type of debris collected
- Amount of debris collected
- Original collection location

Monitoring Methods

• Debris Monitor Reports

The debris monitoring report is important for monitoring time and materials contracts that may be used during the response phase of the operations. Monitoring documentation for time and materials contracts include:

- Actual labor hours worked, including regular and over time
- Actual equipment hours operated
- Type and specification of equipment used

• Truck Certification List

A truck certification list allows the monitor to identify the truck and its hauling capacity in a standardized manner. The list of requirements includes:

- Size of hauling bed in cubic yards
- License plate number
- Truck identification number assigned by the owner
- Short physical description of the truck

• Load Ticket System

A load ticket system tracks the debris from the original collection point to the DMS or landfill. By positioning debris monitors at each point of the operations (collection, DMS, and/or final disposition), the eligible scope of work can be properly documented.

Debris Management Plan

The City has chosen in the past to self monitor but depending on the size of the storm and magnitude of the debris generated may utilize a monitoring firm. The monitors will oversee load volumes, debris types delivered, and eligible debris at each temporary debris site used. The City of Daphne will utilize load tickets which will be reconciled and used for Federal reimbursement. For tracking of all debris removed in response to a given event, the following description is given for each ticket part:

- Part 1 (white) Load Site Monitor - Turned in daily to the Debris Management Coordinator
- Part 2 (Green) Disposal Site Monitor - Turned in daily to the Debris Management Coordinator
- Part 3 (Canary) Driver or Contractor's on-site representative (Contractor Copy)
- Part 4 (Pink) Driver or Contractor's on-site representative (Contractor Copy)
- Part 5 (Gold) Driver or Contractor's on-site representative (Driver /Sub-contractor Copy)

Load Ticket		Ticket No. 0012345	
Municipality (Applicant)		Prime Contractor	
		Sub-Contractor	
Truck Information			
Truck No		Capacity	
Truck Driver (print legibly)			
Loading Information			
Loading		Time	Date
Location (Address or Cross Streets)		Inspector/Monitor	
When Using GPS Coordinates use Decimal Degrees (Nxx.xxxx)			
N		W	
Unloading Information		Estimated %, CYs, or Actual Weight	
Debris Classification			
<input type="checkbox"/> Vegetation			
<input type="checkbox"/> C&D			
<input type="checkbox"/> White Goods			
<input type="checkbox"/> HWY			
<input type="checkbox"/> Other* See Below			
Unloading		Time	Date
DMS Name and Location		Inspector/Monitor	
*Other Debris Explanation		Original:	Applicant
		Copy 1:	_____
		Copy 2:	_____
		Copy 3:	_____

Debris Contractor Oversight Team (DCOT)

The DCOT is responsible for the coordination, oversight, and monitoring of all debris removal and disposal operations performed by private contractors. The DCOT supervisor and team members will be detailed from the Public Works Department as well as from other City Departments as required/needed. The DCOT team may also be supplemented with contracted inspectors and other hired personnel as needed.

The DCOT team supervisor will be located at the Public Works Facility and will provide roving monitors, load site monitors, and disposal site monitors described below. Specific numbers will be determined based on need. Responsibilities include the following:

- Planning and conducting debris management site inspections, quality control and other Contractor oversight functions.
- Receiving and reviewing all debris load tickets that have been verified by a Disposal Site Monitor
- Making recommendations to the Debris Manager regarding distribution of force account and Contractor work assignments and priorities.
- Reporting on progress and preparation status briefings
- Providing input to the Debris Manager and PIO on debris clean-up activities and pick-up schedules.

The DCOT Supervisor will oversee the activities of the three types of monitors. The functions and responsibilities of the field monitors are described below:

Roving Monitors

Two person teams of Roving Monitors will be assigned to specific Debris Control Zones or to specific area depending upon the distribution of work assignments. the Roving Monitors' mission is to act as the "eyes and ears" for the Debris Manager and DCOT Supervisor to ensure that all contract requirements, including safety, are properly implemented and enforced.

Staff to fill the Roving Monitor positions will be provided by the City of Daphne from local personnel. Roving Monitors will have the authority to monitor Contractor operations and to report any problems back to the DCOT Supervisor. Roving Monitors may request contract compliance, but do not have the authority to otherwise direct Contractor operations or to modify the contract scope of work.

Roving Monitors will monitor debris operations on a full time basis and make unannounced visits to all loading and disposal sites within their assigned debris management zone(s). In addition, Roving Monitors shall do the following:

- Assist in measuring of all Contractor trucks and trailers with the Contractor's Representative. Take photographs of all trucks and trailers.
- Obtain and become familiar with all debris removal and disposal contracts for which they are providing oversight.
- Observe all phases of debris management operation, to include loading sites, debris management sites, and final landfill sites.
- Prepare a daily written report of all Contractor activities observed to include photographs.
- Periodically monitor each debris management site to ensure that operations are being followed as specified in the applicable Debris Removal and Disposal Contract with respect to local and Federal regulations.

Debris Management Plan

Roving Monitors will also submit daily written reports to the DCOT Supervisor outlining their observations with respect to the following:

- Is the Contractor using the site properly with respect to layout and environmental considerations?
- Has the Contractor established lined temporary storage areas for ash, household hazardous wastes, and other materials that can contaminate soil and groundwater?
- Has the Contractor established environmental controls in equipment staging areas, fueling, and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids?
- Are plastic liners in place under stationary equipment such as generators and mobile lighting plants?
- Has the Contractor established appropriate rodent control measures?
- Are burn sites constructed and operating in accordance with requirements?
- Has the Contractor established procedures to mitigate smoke, dust, noise and traffic flow?

Roving Monitors' reports will also include written observations at loading sites, disposal sites, and the locations of any illegal dumping sites. If the monitor sees a problem they are to notify the Debris Management Coordinator immediately and take photographs of the site.

Load Site Monitors

Load Site Monitors will be stationed at designated Contractor debris loading sites. The Load Site Monitor's primary function is to verify that debris being picked up is eligible under the terms of the contract.

Load Site Monitor positions will be staffed from the City of Daphne and supplemented by other City department personnel depending on the magnitude of the debris generating event. Load Site Monitors will be assigned to each of the Contractor's debris loading sites within designated Debris Control Zones, and will initiate and sign load tickets as verification that the debris being picked up is eligible. The Load Site Monitors will perform the following job assignments:

- Verify the location of the loading sites each day
- Assist in the measurement of each truck at the beginning of debris removal operations.
- Document the truck dimensions, note the truck number, and take a picture of each truck.
- Document the type of debris loaded (e.g., vegetative, construction and demolition, etc.).
- Complete the loading portion of the debris load ticket and sign it.
- Retain a copy of the debris load ticket and give the remaining copies to the truck driver.
- Copies of the load tickets retained by the Load Site Monitors will be submitted to the Debris Manager at the end of each day.

The Debris Manager will identify the Staff person (s) to compile information from the load tickets each day into a load ticket data base.

Disposal Site Monitors

Disposal Site Monitors will be located at both debris management sites and landfill sites as identified by the Debris Management Coordinator throughout the recovery process. The Disposal Site Monitors' primary function is to ensure that accurate load quantities are being properly recorded on the pre-printed load tickets.

At each debris management site and landfill disposal site, the Contractor will be required to construct and maintain a monitoring tower for use by the Disposal Site Monitor. The Contractor will construct the monitoring station towers of pressure treated wood with a floor elevation that affords the disposal Site Monitor a complete view of the load bed of each piece of equipment being utilized to haul debris. The Contractor will also provide each site with chairs, table, and portable sanitary facilities.

The Disposal Site Monitor will estimate the quantity (in cubic yards) of debris in each truck/trailer entering the DMS or landfill disposal site and will record the estimated quantity on pre-numbered debris load tickets. The Contractor will only be paid based on the number of cubic yards of material deposited at the disposal site as recorded on debris load tickets. This is to be done on all types of debris removal contracts and force account vehicles.

Debris Management Plan

Disposal Site Monitors will be stationed at all debris management sites and landfill disposal sites for the purpose of verifying the quantity of material being hauled by the Contractor. The Disposal Site Monitor will be responsible for closing out and signing the load tickets. The Disposal Site Monitors will perform the following job assignments:

- Estimate the quantity of debris contained in each truck entering the disposal site.
- Obtain copies of the debris load ticket from the truck driver and complete the proper section of the debris load ticket.
- Sign the completed ticket and retain a copy. Give the remaining copies to the truck driver.
- Spot check truck measurements by periodically measuring the dimensions of the trucks after they have unloaded the debris they were hauling.
- Submit copies of the completed, signed load tickets to the Debris Manager or Supervisor at the end of the day.

Training

The City of Daphne Public Works Department will be responsible for coordinating an annual training workshop for all assigned personnel, contractors and support agencies and departments. The purpose of the workshop is to review the Debris Management Plan procedures and to ensure that those responsible for debris removal operations, oversight and monitoring are aware of any regulatory or policy changes. The training will be designed to strengthen coordination efforts and better define job roles and responsibilities and expectations. The following discussion items may include:

- Contractor Responsibility
- City Responsibilities
- Mobilization Sites
- Logistical Support
- Pre-Storm mobilization
- Procedures for call up of Contractor Personnel and Equipment
- Haul routing
- Contractor vehicle identification and registration
- Mobilization and operation of DMS
- Contractor payment request submission, review and verification
- Special procedures for Specialty Debris
- Site closure and remediation measures
- FEMA regulations and Policy changes
- Assurance that the County and other local government personnel have received the required training pursuant to NIMS.
- Assurance that the Damage Assessment Team has received a refresher training at least every year and that need supplies and forms for the team are maintained for quick distribution.
- Assurance that all contact information for response personnel is up to date.

Training will be scheduled annually prior to the start of Hurricane Season.

Debris Management Sites

DMS are established when debris cannot be taken directly from the collection point to the final disposition location. A DMS is a location to temporarily store, reduce, segregate, and/or process debris before it is hauled to its final disposition. Site selection is probably the most important decision effecting DMS operations. The City and/or their debris contractor will identify and secure suitable locations. Specific Site Plans will be developed for each DMS either upon activation or upon request by the City, and will be in compliance with FEMA 325 regulations for site plan development. Once site selection is approved by the Debris Manager, the City and/or their debris contractor will perform baseline environmental testing protocols as required and will obtain any required special permits and environmental permissions.

Site selection should be based on the following criteria:

- Ownership
- Potential for Land Lease Agreements
- Size
- Location
- Environmental and historic concerns (baseline study findings)
- Required Permits

Debris Management Plan

Depending on the location of the debris generated and its volumes, the City of Daphne may establish one or more Debris Management Sites (DMS). Currently, the City of Daphne has by permit the Tallent Lane Solid Waste Facility. This 16 acre site will be used as the City's primary DMS and final disposal site for vegetative debris. Given the size of the Solid Waste Facility site, it may be the only site utilized by the City. Any private lease agreements made between the contractor and a private entity or citizen will be approved by the City of Daphne prior to use. All lease agreements will be made part of the official record and copies will be given to the City of Daphne prior to DMS operation. All sites will require the environmental testing, closeout and remediation measures.

DMS Site Location and Final Disposal Site for Vegetative Debris

- Tallent Lane Solid Waste Facility:
27630 Tallent Lane
Daphne, AL 36526



The Tallent Lane Solid Waste Facility is approximately 16 acre. This site can hold 1.5 million cubic yards of vegetative debris.



The Site is permitted for vegetative debris only. The City is currently researching a permit for C&D.

Operational Uses for a Debris Management Site

- Unloading
- Drop off centers for the General Public - if approved
- HHW Storage
- Equipment, fuel and water storage
- Reduction
- Recycling
- Monitoring tower locations at both the ingress and egress points
- Loading areas for processed debris to go its final disposition

Debris Management Plan

Baseline Data Collection

Before a DMS location is used, baseline data will be collected to document the condition of the land. Private and public land used as a DMS needs to be returned to its original condition following the end of all debris operations. The designated Debris Manger and staff will develop baseline data criteria.

- The land will be photographed before beginning any activities. Photographic documentation will be updated periodically to track site evaluation.
- Existing Structures, fences, culvert, irrigation systems, and landscaping will be noted to help in later evaluation of possible damage claims made.
- The past use and ownership of the property will be investigated to document any issues regarding the existence of historic structures or archeological sites.
- Soil and groundwater samples will be collected prior to use of the site. Planned HHW, ash and fuel storage areas will be sampled prior to site set-up.

Permits

The City of Daphne will identify on an annual basis in the Debris Management Plan debris sites for use. The City of Daphne will be responsible for certifying the submitted sites as suitable for temporary debris management sites, and, to the extent feasible, obtaining and/or coordinating environmental permits, zoning exemptions and similar licenses necessary to immediately open and operate the sites as soon as they are required. Permits and concurrence may include but not limited to the following:

Alabama Department of Environmental Management Permit/Approval
Department of Public Health Permit/Approval
Burn Permits
Waste Quality permits
HHW permit
Air Quality permits
Water Quality permits

DMS Design and Operational Features

The information gathered during the baseline data collection becomes important to the design of the site. The efficiency and the overall success of the DMS operations are determined by how the site is designed.

A minimum of the following features will be designed into the DMS plan.

- Portable toilet facilities will be conveniently located to serve the inspection towers, crews working on the site, and office facilities
- Perimeter chain-link fencing, erosion and sediment control fencing, and other necessary drainage control methods
- Site traffic flow will provide for orderly movement of vehicles and equipment to avoid crossing traffic lanes with the construction of two entrances/exits with lockable gates
- The City may request the DMS(s) be restricted to City and Contractor vehicles only
- Safe and ready access of fire safety and rescue equipment will be provided to all functional sections of the site and to debris stockpiles
- A Safety Zone of at least 200' will be established around the grinder
- Air Curtain Incinerator (ACI) or Open burning safety zone will be established and will be 1,200' from any structure (other than inspection tower) and no less than 250' from any other pile or type of debris on site
- Ash storage pit will be adjacent to ACI units
- Compacted crushed rock and/or mulch will be used on ingress/egress road surfaces
- Designated personnel parking area for 30 vehicles will be established
- Space for two 12'x50' office trailers will be established
- Development of a lined Hazardous Materials Containment Area surrounded by a berm
- Two vegetative debris piles for grinding operations
- Sufficient area for chip piles to minimize pile height to prevent spontaneous combustion
- C&D debris area will be separate from other debris areas

Debris Management Plan

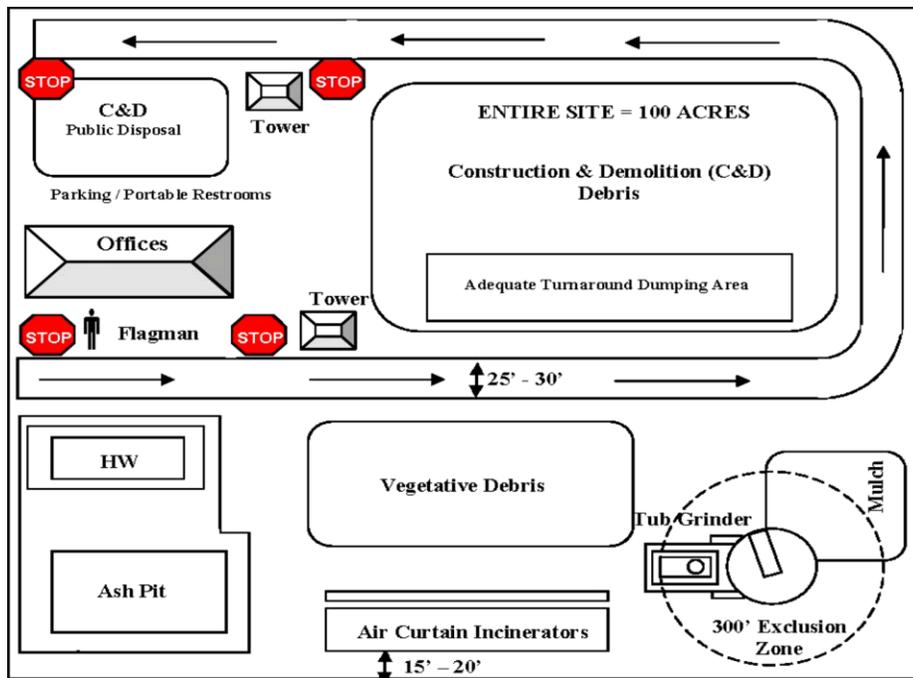
- Adequate area maintained at each site for truck maneuverability and a level stable surface for equipment to complete the dumping process
- Site orientation will provide for ACI operations and grinding operations to be located downwind from offices and inspection towers (i.e., prevailing winds will be considered when setting up site)
- If necessary, separate areas/sites for the public to use for dumping vegetative and C&D debris will be provided. Depending on the process prescribed for allowing this, a separate tower may be required to facilitate accounting for the material entering the public section. If off site citizen collection areas are established, debris will be removed from those sites on a regular basis as directed by the City's Debris Manager.

DMS Site Plan

A DMS Plan will be prepared to a scale of 1" = 50'. The Task Order specific Management and Operations Plan will be updated to include the Site Management Plans for all DMSs and Disposal Sites operated by the City or their debris contractor. The DMS Plan will display such functions as:

- Access to the Site
- Site Preparation – clearing, erosion control, and grading
- Traffic Control
- Site Security, Safety and Segregation of debris storage areas
- Location of ash disposal area, hazardous material containment area, contractor work area, and inspection towers
- Location of incineration operations and chipping operations
- Location of existing structures or sensitive areas requiring protection
- Household Hazardous Waste (HHW) or Hazardous, Toxic and Radioactive Waste (HTRW) storage
- A detailed list of equipment
- Sanitation facilities

The general site plan shown below will be modified to fit the needs of each specific DMS and will incorporate all specifications addressed in the FEMA 325 and all local, state and federal regulations and requirements.



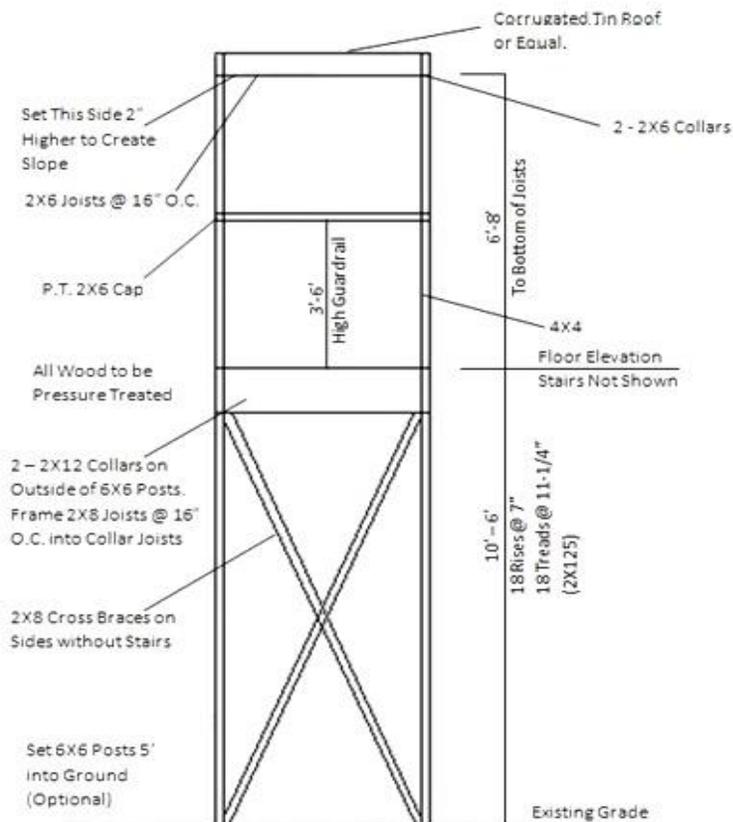
Debris Management Plan

Inspection Towers

The City will utilize a minimum of one inspection tower at each site adjacent to the roadway. A minimum of one exit lane for all trucks to use will be visible from a tower. This allows for checking truck beds before exiting, ensuring that they are completely empty. The Inspection tower site location will provide a .25 mile approach outside the public road system to accommodate any truck back up.

- All towers will be OSHA and FEMA compliant. At a minimum, the towers will be constructed with pressure treated wood with the floor elevation of the tower 15' above the existing ground elevation; the floor area shall be 8'x 8', constructed of 2"x8" joists, 16" O.C. with ¾" plywood supported by four 6"x 8" posts.
- The perimeter of the floor area will be protected by a 4' high wall constructed of 2"x 4" studs and ½" plywood. The floor area will be covered by a corrugated tin roof.
- The roof shall provide a minimum of 6'8" of headroom below the support beams.
- Wooden steps will provide access with a handrail. In addition, the construction of towers will comply with all applicable City building codes.
- Inspection towers shall be capable of seating a minimum of three inspectors each.
- Towers will be removed at the completion of the project or when the site is no longer in need.

Inspection Tower



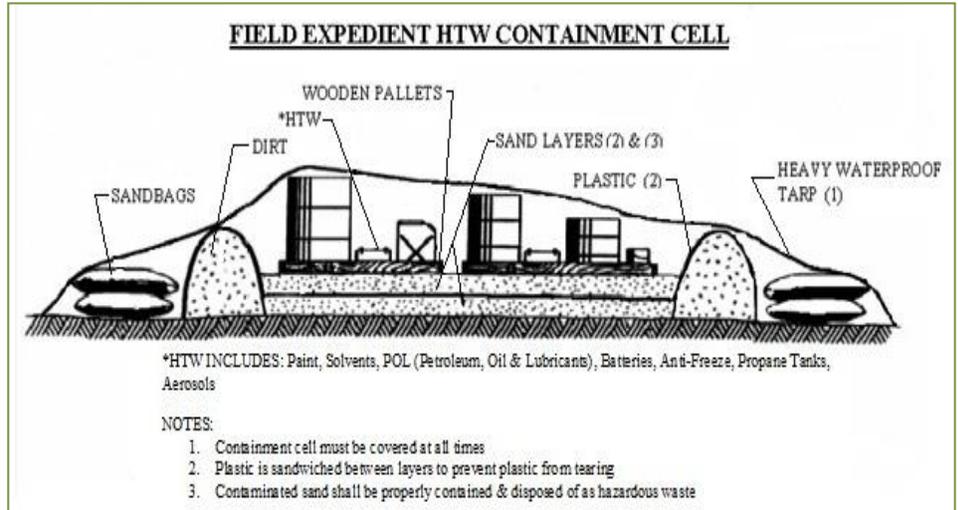
Hazardous Materials Containment Area

In accord with FEMA 325 specifications, an area designed for the temporary storage and confinement of hazardous material will be constructed. Material deposited into this facility will be inventoried and stabilized. Any leaking containers will be placed in "over pack drums". A well-marked, defined and enforced NO SMOKING area will be established within 200 feet of this area.

Debris Management Plan

Minimum Design Criteria for the Hazardous Materials Containment Area:

- 30'x 30' in size, the perimeter lined with hay bales staked in place
- Water proof liner or plastic ground protection cove
- Rain and snow cover for the entire area



Debris Separation

A Debris Reduction Manager will supervise the separation and segregation of all loads deposited at the DMS. If site segregation is required because of mixed loads, the separation will reflect the six categories cited below. Each of the following categories of debris will be dealt with in full compliance with Environmental regulations and local, state and federal standards:

- Clean, vegetative debris
- Vegetative debris containing other foreign matter
- Construction and Demolition (C&D) Debris
- Salvageable or recyclable debris
- White Goods, e-goods
- Hazardous or toxic materials / waste

Vegetative debris will be placed into two or more piles (no more than 15' high) which will allow for volume reduction without interfering with the ongoing dumping operation or until the dumping and/or reduction operations are complete. All construction and demolition (C&D) debris will be hauled directly to a certified landfill or prepared for reduction or recycling if feasible. White goods will be degassed, crushed and bailed for sale as scrap metal.

Methods of Debris Reduction

There are two primary types of reduction methods – incineration and chipping/grinding.

• Chipping and Grinding

The chipping and grinding of vegetative debris reduces the volume by 75%. Many times clean chips will be recycled as bio-mass fuel.

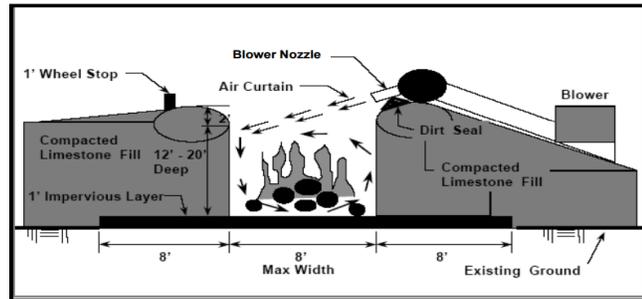
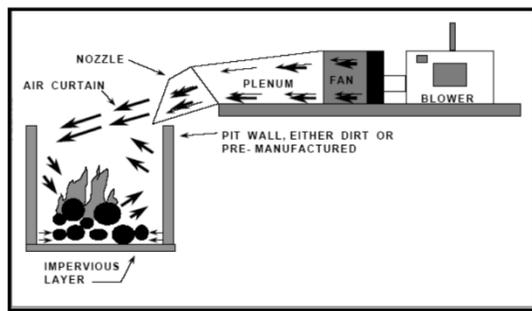
• Incineration

There are several incineration methods available for volume reduction. These include uncontrolled open-air incineration, controlled open-air incineration, air curtain pit incineration and portable air curtain incineration. Portable air curtain incineration is the most efficient incineration system available because the pre-manufactured pit is engineered to precise dimensions to complement the blower system.

Burning vegetative debris can produce up to a 95% reduction rate. In those situations where air curtain incineration may be used, all environmental compliance and safety concerns will be addressed within the site specific plan. Setbacks and buffer zones will be established within and around the reduction sites not only for the public safety but also for the safety of the debris operations. A setback of at least 100' will be maintained between the debris piles and the incineration area. There will be a buffer of 1,000' between the incineration area and the nearest building in order to create a zone for emergency vehicles, if needed. The fire will be extinguished two hours before anticipated removal of the ash mound.

Debris Management Plan

The ash mound will be removed before it reaches two feet below the lip of the incineration pit. To prevent explosions, hazardous or contaminated flammable material will not be placed in the pit. Finally, fencing and signage are simple and effective means to keep the public away from the incineration area.



Environmental Monitoring Program

As operations proceed, additional data will be collected throughout the operations for closeout and quality assurance reasons. The data will be compared to the previously established information in order to determine any remediation that may be necessary.

The monitoring program will include the following activities:

- Tracking of reduction, hazardous waste collection, fuel, and equipment storage in order to sample soil and water for contaminants
- Periodical mapping or sketching of activity locations so that areas of concern can be pinpointed later for additional sampling and testing.
- Documenting: petroleum spills at fueling sites, hydraulic fluid spills at equipment breakdowns, installation of water wells for stock pile cooling or dust control, discovery of HHW, and commercial, agricultural, or industrial hazardous and toxic waste storage and disposal.

The monitoring will be done on three different media: ash, soil and groundwater.

- The monitoring of the ash will consist of chemical testing to determine the suitability of the material for agricultural use or as a landfill cover material.
- The monitoring of the soils will determine if any of the soils are contaminated by volatile hydrocarbons. The contractors must do the monitoring, if it is determined that hazardous materials, such as oil or diesel fuel was spilled on the site. This phase of the monitoring should be done after the stockpiles are removed from the site.
- The monitoring of the groundwater will be done on selected sites to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas.

Debris Disposal

Final disposition of the products of debris reduction will be made in accordance with all federal, state and local laws and regulations.

Vegetative Debris

Vegetative debris can be ground or burned. If ground, the reduced vegetative mulch will remain at the Tallent Lane Solid Waste Facility. If vegetative debris is burned, the ash will be tested for potential use as fertilizer on farm land or as landfill cover. Mulch and ash will be recycled to the greatest extent possible and within permitted regulations.

Construction and Demolition Debris

If the City chooses not to recycle C&D materials (concrete, asphalt, masonry products etc.) then materials shall be disposed of in landfill facilities approved by the City in accordance with all federal, state and local laws.

Debris Management Plan

Specialty Debris

Specialty debris poses its own set of potential problems. Experienced City and/or contract personnel will assess specialty debris including **abandoned vehicles and vessels, wet marine debris, white goods and electronic wastes, hazardous materials and waste and bio-hazardous wastes**. The City will work in conjunction with all federal, state and local regulatory agencies and strictly follows all regulatory guidance. If removal and disposal is beyond the area of our expertise, the City will use a qualified and licensed Hazmat contractor, to remove and dispose of any such materials.

The City of Daphne and/or their designated Debris Contractor can haul C&D, tires and other types of industrial waste to the following landfills in Baldwin County:

Debris Recycling

Reducing and/or recycling disaster related debris has financial and environmental advantages. These operations can decrease the overall cost of a debris removal operation by reducing the amount of material that is taken to a landfill. This diminishes the cost of final disposition in the form of tipping fees. In the case of recycling, potential end use products for specific markets may offset the cost of operations. The City will implement debris recycling programs as marketing opportunities allow and when recycling is feasible. The City will monitor procedures to ensure debris reduction and disposal methods enhance recycling opportunities. Debris contractors will comply with local, tribal, state and federal environmental regulations and support the City's recycling goals and objectives.

- Hurricanes and tornadoes can cause extensive damage to mobile homes, sun porches, and green houses. Most of the nonferrous and ferrous metal debris is suitable for recycling. Trailer frames, trailer parts, appliances and other metal items will be properly separated, crushed, baled and recycled.
- Soil, if it is not overly contaminated due to chemical fertilizers, can be taken to reduction sites and combined with other organic materials to decompose over time. Screen or shaker system recovers large amounts of soil.
- Wood debris can be ground or chipped into mulch.
- Concrete, asphalt and masonry products can be crushed and used as base material for certain road construction products or as a trench backfill. Debris targeted for base materials will need to meet certain size specifications as determined by the City. The City may choose to recycle these products themselves.
- Residue material such as clothes, rugs and trash cannot be recycled and will be hauled to landfill for final disposal.

Final Disposal Facilities

Facility Name	Types of Debris Handled	Address
Magnolia Landfill	Non-hazardous solid waste, non-infectious putrescible and non-putrescible wastes including but not limited to household garbage, industrial waste, construction and demolition debris, tires, limbs, stumps, sludge, paper and other similar type materials and special wastes as approved by ADEM.	15140 County Road 49 Summerdale, AL 36580 (251) 972-8574
Macbride Landfill	Accepts Yard debris, rubbish, C&D and electronics	14200 County Road 64 Loxley, AL 36551 (251) 972-8508
Bay Minette Transfer Station	accepts non-hazardous solid waste, non-infectious and non-putrescible wastes including but not limited to household garbage, industrial waste, construction and demolition debris, tires, tree limbs, stumps, paper and other similar type materials and special wastes as approved by ADEM)	42901 Nicholasville Road Bay Minette, AL 36507 (251)580-1898

* **Landfill Capacity for all Baldwin County Landfill facilities:** South Alabama Regional Planning Commission's current estimated per capita waste generation rate is 6.3 pounds of waste per capita for solid waste generated within Baldwin County, (*Economic Impact of Recycling in Alabama and Opportunities for Growth, ADEM – Land Division June 2012, page 3*). The generation rate is not expected to change appreciably during the life of this Plan. Any increase in per capita generation should be offset by increased recycling and waste reduction efforts. Therefore solid waste production in Baldwin County is expected to be a direct correlation to the population of the County throughout the Plan life. In the year 2024, solid waste generation in Baldwin County is expected to be 561 tons per day of waste.

***Capacity Assurance:** The Magnolia Sanitary Landfill has capacity to meet the MSW needs of Baldwin County for the life of the Comprehensive Solid Waste Management Plan 2014-2024. The existing C&D landfills in the County have the capacity to meet needs for the life of this plan. The Baldwin County Commission is committed to ensuring the continued operations of the BCSWD and County owned and operated landfills indefinitely.

The Baldwin County Solid Waste Department operates the landfills in compliance with ADEM permit requirements, and planned expansions of landfill disposal space are well ahead of the need. Baldwin County is a high growth County and is expected to remain so for the life of the Comprehensive Solid Waste Management Plan 2014-2024. Based upon review of information provided by the Baldwin County Economic Development Alliance (BCEDA), population growth in Baldwin County is projected to be 213,279 in 2024. The solid waste management systems existing in Baldwin can easily accommodate this projected growth.

Debris Management Plan

Site Closure

Closeout of a DMS should occur within thirty (30) days after receiving the last load of debris. The close-out steps are as follows:

- The Contractor is responsible for environmental restoration of both public and leased sites. The contractor will also remove all debris from the site and properly dispose of materials in proper landfills and/or collection and recycling facilities prior to closure.
- Coordinate with local and State officials responsible for construction, real estate, contracting, project management, and legal counsel regarding requirements and support for implementation of a site remediation plan.
- Conduct an environmental audit or assessment
- Contractors should develop a remediation or restoration plan approved by the City
- Terminate lease payments, if applicable.

When the site operations are complete, the property will be restored to its original condition before returning the site to the property owner. Restoration of the site will involve removing all traces of the operations and possible remediation of any contamination that may have taken place during the operations. The site, either City owned or leased, will be brought back to its prior environmental state. Debris, processing equipment, storage tanks, protection berms, and other structures built on the site will be removed from the site upon completion of all debris removal and processing operations.

City Officials and/or a private testing facility of the City's choice may perform the final environmental site evaluation. It will complete similar testing as in the baseline study to confirm that the site has been returned to its pre-activity state. Test samples at the same locations as those of the initial assessment and monitoring program will be administered. However, if warranted, additional test samples may need to be taken at other locations on or adjacent to the site.

Based on the results of the testing, additional remediation may be required before the owner takes final acceptance of the site. Quality assurance inspectors will monitor all closeout and disposal activities to ensure that contractors complied with contract specification. The lease agreement will have provisions to release the City from future damages when the site is returned in its original condition or final acceptance is received from the owner. The City's legal counsel will monitor the site closure regarding legal requirements of the site remediation implementation.

Public Information

The goal of the public information strategy is to ensure that the residents are given accurate and timely information on all debris removal activities and schedules for their use and own individual planning purposes. The public information strategy includes the following tasks:

- Preparing information to be distributed
- Distributing the information
- Updating, correcting, revising, and redistributing information as operations progress
- Establishing a debris information center as a venue to address all concerns, questions, and complaints

Developing a Public Information Campaign

The Debris Manager or his designee in conjunction with the City's appointed Public Information Officer (PIO) will develop a public information campaign in order to keep residents informed on debris removal and recovery efforts. The information could include the parameters, rules, and guidelines of debris operations so residents can begin their personal recovery activities. The language used will be simple and easy for all residents to understand.

Distribution Strategy

The Debris Manager or the City's PIO will be responsible for dissemination of all debris removal operations. The (PIO) / Debris Manager will arrange public notification immediately after the disaster and continue throughout the removal and disposal operations. The following are suggested vehicles for distributing the information:

- **Media**-Local television, radio, newspapers, or community/business newsletters
- **Internet Site** City website
- **Public Forums** – Interactive meetings at City Hall or shopping area kiosks (Wal-Mart, Target, Area Grocery Stores or at the commodities distribution center etc.)

Debris Management Plan

- **Social Media-** Facebook, Instagram, Twitter
- **Direct Mail Products** – Door hangers, direct mail, fact sheets, flyers within billings and billboards
- Utilize the City's Hotline to provide information to Citizens (251-621-9000)

Updates and Redistribution

The public information strategy will be able to address changes and revisions as debris removal operations progress. During the early stages of the operations, distribution may rely on the immediate transmission of the information through radio and television, to update the general public regarding the debris removal operations. Once operations become more routine and predictable, the information can be distributed through the print media, such as newspapers, mailings, and flyers.

Debris Information Center

The City can, if needed, establish a temporary debris information center to address concerns and complaints, and answer questions that are not included in the public information campaign at-large. The debris information center may also be utilized to report fraud. Regardless of the venue, it will be important to address the residents' concerns, complaints, and questions in a timely and efficient manner. Feedback from the information center will give the Debris Manager an indication of how effective and efficient the operations are progressing. The City and the Debris Management Team may use this information to adjust operations appropriately. Public notices will emphasize actions that the public can perform to expedite the cleanup process, such as:

- Separating flammable and non flammable debris
- Segregating household hazardous waste
- Segregating recyclable materials
- Placing debris curbside
- Keeping debris piles away from fire hydrants and valves, mailboxes and power lines
- Reporting locations of illegal dump sites or incidents of illegal dumping

SAMPLE PRESS RELEASES

SAMPLE PRESS RELEASE
For Immediate Release

Date: _____
Time: _____

City of Daphne, AL– The potential for dangerous hurricane conditions is eminent for the residents of _____. In anticipation of a likely large debris-generating storm, residents are asked to secure all items in their yards that may become damaging projectiles. Once dangerous conditions subside, emergency crews will begin to clear major roads to make them passable for emergency vehicles. After the roads have been cleared of obstructions, residents are asked to bring their debris to the public right-of-way so that the debris removal contractors can begin their initial pass. If all debris is not picked up during the initial pass, please continue to place remaining debris on the right-of-way for collection on subsequent passes. _____ residents should make every effort to separate clean, vegetative debris (woody burnable debris such as limbs and shrubbery) from construction and demolition (C&D) debris. Collection of household appliances resulting from **INSERT EVENT**, such as refrigerators and freezers, will be scheduled at a later time. Only debris placed on the public right-of-way will be eligible for collection until further notice. Please do not mix household garbage, tires or roof shingles with the vegetative or C&D debris. Residential debris drop-off locations will be available throughout Baldwin County. You may obtain further information on those sites and the hours of operation by going to the _____ Website: or by calling the _____ hotline number: **INSERT NUMBER**. All reconstruction debris (debris that is a result from rebuilding) is the responsibility of the home owner. The residents of _____ are encouraged to stay indoors until dangerous winds have passed. Please tune to the local news channel for updated weather information.

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Debris Management Plan

SAMPLE PRESS RELEASE
For Immediate Release

Date: _____
Time: _____

City of Daphne, AL – is beginning its recovery process in the wake of **INSERT EVENT**. **Daphne** residents are asked to place any storm-generated debris on the public right-of-way in front of their property. Only debris placed on the public right-of-way is eligible for removal at this point. Please keep vegetative debris (woody burnable debris such as limbs or shrubbery) separated from construction and demolition (C&D) debris, as they will be collected separately. Please do not place bagged debris on the right-of-way, only loose debris will be collected. Any household hazardous waste or tires resulting from **INSERT EVENT** may be eligible for removal and should be separated at the curb. Household garbage collection will resume to its normal schedule on **INSERT DATE AND TIME**. If all debris is not picked up during the initial pass, please continue to push remaining debris to the right-of-way for collection on subsequent passes. Collection of household appliances resulting from **INSERT EVENT**, such as refrigerators and freezers, will be scheduled at a later time. Please check the City of Daphne's website for additional information and updates on the debris removal process.

###

SAMPLE PRESS RELEASE
For Immediate Release

Date: _____
Time: _____

City of Daphne – Final preparations are being made for the third, and potentially final, pass of debris removal in the wake of **INSERT EVENT**. **Daphne** residents should have all storm-generated debris in front of their homes on the public right-of-way no later than **INSERT DATE** in order to be eligible for pick-up. The **City of Daphne** will not be able to guarantee that debris placed on the right-of-way after the specified deadline will be removed.

Please continue to separate vegetative debris (woody burnable debris such as limbs and shrubbery) and construction & demolition debris (siding, drywall, etc.). Any storm-damaged appliances such as refrigerators and air conditioning units may also be put on the right-of-way separate from other debris. You may continue to deposit hazardous household chemicals such as paint cans and batteries at the **INSERT LOCATION**.

You can follow the debris removal efforts in your neighborhood on the City of Daphne's website, or by calling the City's Disaster Hot line number **INSERT NUMBER**.

Contracted Services

The City's decision to activate a debris contractor is dependent on whether or not the Public Works Department can handle the additional requirements of debris removal activities while performing their normal duties. The Public Works Department will respond to minor storm events that produce 250 tons (1,000 CY) of debris or less by assigning force account labor (utilizing regular time and overtime) employees and City equipment to the debris collection and removal efforts. Events on a larger scale or events involving specialty debris removal efforts will require the activation of the City's Debris Removal Contractor (**Appendix A**).

The Public Works Director and the Environmental Coordinator will coordinate all debris removal activities with local, State and Federal Agencies to ensure full compliance with environmental, water and historic concerns are addressed prior to debris removal operations beginning.

Citizens will be advised of the collection schedules via public service announcements made through local newspaper, television and radio media. Citizens may be allowed to deliver clean woody debris to an established area at the Tallent Lane Solid Waste Facility.

Standardized Contracting for Debris Management Operations

Should the magnitude of the disaster exceed the City's staff and personnel resources, the contracted services may include the following:

- Emergency PUSH operations
- Debris Collection
- Reduction and/or Recycling
- Hazardous waste handling, processing and disposal
- Hauling to final disposal facility
- Debris Management Site operations and management

Debris Management Plan

- Demolition
- Monitoring
- Environmental studies
- Project Management

The City of Daphne, pursuant to this plan, will execute contracts with one or more private debris management companies for debris collection, monitoring, and or temporary storage, disposal and other mentioned necessary services. The City of Daphne will contract out in accordance with the Alabama competitive bid law and requirements set forth by the City of Daphne Purchasing Department.

All 44 CFR 13.36 Rules will be followed by the Public Works Department and the City's Purchasing Department for Federally declared disasters. The contracts will specify the following standards, terms and conditions:

- Technical capabilities and performance of the contractor
- Basis of Payment
- Duration of the contract
- Performance Measures
- Agreement to restore collateral damage
- Termination for convenience
- Conflict resolution processes

The City has developed a standardized contract template (See Appendix A) which defines the standard technical specifications that represent the minimum to be incorporated into the contracts. The standard technical specification establishes Citywide, common contract terms and conditions that will facilitate the implementation of debris management operations while maintaining a minimum level of performance. The technical specifications also include options for other services from the debris contractor.

The City will use unit price contracts for its debris recovery operations. The schedule of payment of unit price contracts is based on a set cost for a specific task:

EXAMPLE (Appendix A, page 12 of Bid Document #2015-M- Disaster Debris Removal & Disposal Services RFP and reference Appendix A, Contractor's Proposal - Section XI-XII for current pricing.

- Vegetative and C&D Debris Removal from Public Property (Right-of-Way) and haul to Temporary Debris Storage and Reduction Site or other disposal Site : Cost \$ _____ X / cubic yard
- Pick up and Haul of White Goods to Site within the County (Baldwin) = \$ _____ per appliance unit

During the initial response phase of the debris removal operations the City of Daphne may use a time and materials contract for debris. A time and materials contract establishes hourly rates for labor and equipment that will be used to perform specific tasks. The contractor would then be paid based on the actual time spent to perform the specified tasks and for the usage of equipment. The contractor would also be paid for the actual cost of materials that are used during the operations.

Safety

The City of Daphne is committed to providing all employees with a safe work environment. In order to achieve an effective safety and health program, all employees must share the responsibility and adhere to the guidelines in the Safety Policy and Procedures Handbook. Employees must report unsafe conditions and must not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries and unsafe conditions to their supervisors. No safety report will result in penalty and/or negative consequences.

The City of Daphne will implement a safety and health program that strives to eliminate workplace injuries and illnesses. Employees should be familiar with the Employee Handbook in which Safety Policies and Procedures are identified. The personal health and safety of each employee is of primary importance to the City. No employee is required to work at a job he/she knows to be unsafe. Prevention of workplace injuries and illnesses is of such consequence that it will be given precedence over operating productivity.

Debris Management Plan

The City of Daphne will make every reasonable effort to provide mechanical and physical hazard control, accident prevention, and health preservation in keeping with the highest safety standards. The City's objective is to reduce the incidence of injuries and illnesses. To succeed, all employees and contractual labor must embody a commitment to health and safety. A successful program depends on cooperation in all health and safety matters, not only between supervisors and employees, but between each employee and his/her coworkers and all contracted parties involved in activities of the City to include, but not limited to debris removal activities.

The City of Daphne's safety and health program includes the following elements:

- Work to achieve zero injuries in all aspects of City operations.
- Train employees in good safety and health practices.
- Incorporate safety in all business planning, programs and activities.
- Require all managers and supervisors to consider it an essential part of their job to administer the safety program
- Encourage employees to get involved in improving workplace safety.
- Provide appropriate leadership, organization, financial funding, and other appropriate resources necessary to maintain a comprehensive safety and health program.
- Provide necessary personal protective equipment and instructions for its use and care when needed.
- Conduct safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with all applicable safety and health standards.
- Document all inspections and actions to correct problems.

Supervisor Responsibility

Supervisors assume the responsibility of thoroughly instructing their personnel to observe safe practices in the workplace. They are to consistently enforce safety standards and requirements to the utmost of their ability and authority.

Employee Responsibility

Each employee is expected to place safe work practices and identification of unsafe conditions as a high priority while performing their daily tasks.

Debris Removal Contractor and Monitoring Firm Project Managers Responsibility

The debris removal contractor and monitoring firm project managers are responsible for health and safety compliance of their respective personnel and subcontractors. Any crews or individuals that are not compliant shall be suspended from debris removal activities until the situation is remedied. Frequent offenders of safety policies and procedures will be dismissed from the project. Care and concern should also be first and foremost when executing work tasks in and around the public. Special attention should be given to traffic control measures and safeguards for debris removal work on busy streets and neighborhoods. Uniform traffic control measures should be followed at all times.

Job Hazard Assessment

Though debris removal activities are fairly similar among events, assessing the particular hazards of each disaster is an important part of maintaining health and safety for the debris removal workers. At a minimum, the following areas of focus should be considered as part of job hazard:

- Disaster Debris – Disasters that result in property damage typically generate large quantities of debris which must be collected, reduced and transported to final disposal. The types of debris varies depending on the characteristics of the regions, terrain, climate, dwelling and building types, populations, etc. and the debris generating event. In addition the disaster debris produces a host of uneven surfaces, which must be negotiated.
- Debris removal- Often the removal of disaster debris involves working with splintered, sharp edges of vegetative or construction material debris. Many disasters involve heavy rains or flooding. Consequently, disaster debris is damp and heavier than usual. As weights increase, so does the risk of injury.
- Removal Equipment- In most disasters, debris must be removed from the public Rights-of-ways to provide access for emergency vehicles and subsequent recovery efforts. Debris collection and removal requires the use of heavy equipment and power tools to trim, separate and clear disaster debris.
- Traffic Safety- The ROW is located primarily on publicly maintained roads. As a result, much of the debris removal process takes place in traffic of varying levels of congestion. In addition, disasters often damage road signs, challenging safety on the road.

Debris Management Plan

- Debris Disposal- After disaster debris is collected it is often transported to a temporary disposal, storage and reduction site (DMS). Upon entry to a DMS, the City's monitors will assess the volume of disaster debris being transported. The collection vehicle will then dispose of the disaster debris and the debris will be reduced either through a grinding operation or incineration. The DMS is a common area for injury. Response and recovery workers in the environment are more likely to be exposed to falling debris, heavy construction traffic, high noise levels, dust and airborne particles from the reduction process.
- Climate- Debris generating disasters often occur in areas or seasons with extreme weather conditions. The effects of temperature and humidity on physical labor must be monitored, and proper work rest intervals must be assessed.

The Public Works Director and Management Staff will be actively involved with employees in establishing an effective safety program. The Health and Safety Manager or designated Safety Officer will facilitate safety program activities. This participation will include sponsored:

- Safety Education and Training.
- Reviewing workplace safety rules.
- City and contractor promotion of safety participation.
- Tool Box sessions on Health and Safety.
- Accident critiques with refresher reviews

Compliance with the safety rules will be required of all employees as a condition of continued employment. It is the policy of the City that all safety measures and rules are carried out to the fullest. To implement this policy, the following assignments are made:

SAFETY AND HEALTH REQUIREMENTS

During emergency push and disaster debris recovery operations, it is extremely important that safety and health requirements are implemented. Personnel often perform unusual, difficult, hazardous tasks while in a challenging environment, and these conditions increase the risk of accident. Additionally, resources are in short supply. The loss of any resource to an accident indicates poor management. The safety and health of all employees, subcontractors, and members of the public exposed to recovery activities will be a primary concern during all emergency operations and recovery assistance.

INITIAL RESPONSE

The Public Works Director and/or the appointed safety and health coordinator shall be immediately alerted of the disaster and shall be included in the planning and execution of response and recovery efforts. This individual shall assess safety and health issues and shall assure precautions are taken prior to deployment of personnel. Issues to consider include: sanitation, drinking water, power supply, living quarters, driving conditions, environmental conditions, and health issues.

MOBILIZATION OF PERSONNEL

Prior to departing their duty station for emergency operations and recovery assistance activities, appropriate personnel will be provided:

- Personal Protective Equipment (PPE) (e.g., head, eye, hearing, foot protection, and PFDs) appropriate for the hazards of the field activities that they will perform

SAFETY ORIENTATION

Safety and health briefings and orientation shall be conducted as personnel arrive at the emergency area and prior to beginning work activities.

COMMUNICATIONS

- Paging equipment, two-way radios, cellular phones, computers, and facsimile machines shall be used as needed to establish and enhance communications.
- Safety and health programs, documents, signs, tags, instructions, etc., shall be communicated to employees and the public in a language that they understand.

Debris Management Plan

- The Safety Coordinator shall compile a list of telephone numbers for all personnel and emergency numbers for fire, police, hospitals, etc. and shall be distributed to field personnel, (Debris field supervisors, Zone monitors etc.) and post at each tower site. The Safety Coordinator shall retain a copy for the official record and send a copy to the personnel office.

MACHINERY AND MECHANIZED EQUIPMENT

Inspection of equipment is critical. Maintenance logs on all equipment (including contractor equipment) should be reviewed immediately upon notice of possible deployment to assure each vehicle has had its proper service prior to deployment. Inspections and tests shall be in accordance with manufacturers' recommendations and shall be documented. Equipment not meeting safety standards or the requirements of this manual will not be used. Records of tests and inspections shall be maintained and shall be made available upon request.

All machinery and equipment shall be inspected before use to ensure safe operating conditions: competent persons will perform the daily inspections and tests. Tests shall be made at the beginning of each shift. If deficiencies are noted in the equipment, which compromises the overall safety of individuals, the operator or the overall operation, the vehicle will be deemed unsafe and immediately taken out of service. A log identifying the equipments' problems shall be completed by the operator and signed off on by the Debris Manager. When the corrections have been made, the equipment shall be retested prior to being returned to service.

- Machinery and equipment shall be operated only by designated, qualified personnel. Machinery shall not be operated in a manner that will endanger the operator, other persons or property. Leaving the equipment unattended while powered is strictly forbidden. All equipment shall be operated for its intended usage and in accordance with manufacturer's instructions.
- Seat belts and other safety devices shall be worn at all times.
- Trucks hauling debris on public highways shall have physical barriers (tail gates or chain link fencing and covers) to prevent debris from falling from the truck. Vehicle in Reverse alarms shall be provided; the need for rollover warning devices shall be considered for long-bed end-dump trucks. Single or double sideboards added to trailers designed for normal operation with the additional boards are permitted.
- Prior to operation, contractors shall refer to written safe operating procedures for each brush chipper, shredder, and/or grinder. In the event that plans are not written, the Contractor shall develop a safe operating plan for each piece of equipment. Standard Operating Procedures (SOPs) shall incorporate the manufacturer's recommendations for safe operation of the chipper as well as the use of emergency zones and fire prevention efforts. Operations and maintenance manuals for chippers, grinders, and shredders shall be kept on-site. A minimum 200 ft (61.0 m) pedestrian emergency zone is required during operation of chippers, shredders, and grinders unless documentation or actual practice indicates otherwise. The public shall be kept a minimum of 300 ft (91.4 m) from all chipper operations. Signs shall be placed at 200 ft (61.0 m) indicating flying debris hazards and that pedestrians are prohibited.
 - Unprotected personnel shall not enter the emergency zone while the chipper is in operation. Front-end loaders and other debris loading equipment in the debris reduction areas or feeding grinders, shredders, chippers, or burn pits shall have completely enclosed cabs. Protection shall include heavy metal grating of sufficient strength to protect the operators from loose limbs, and woods or other debris thrown from grinders.
 - Whenever chipper operations are shut down for any significant length of time (e.g., overnight or when the chipper will be left unattended), equipment walls, crevice drums, cutter heads and hammers, and drive mechanisms shall be cleared of all combustible materials by blowing, washing, and wetting down. Any material contaminated by leakage of hydraulic fluids, oils, or fuel shall be immediately removed. Leakage shall be minimized through preventive maintenance. Because piles of chipped wood are susceptible to spontaneous combustion, fire controls such as segregation, separation, and adequate water supply shall be used.
- The number of workers in proximity to loaders, trucks, and other equipment shall be the minimum necessary to accomplish the job. In restricted areas or areas with reduced access or visibility, special precautions will be taken to ensure the safety of workers on the ground. Sequencing of work shall minimize equipment movement when personnel are in the work area. Moving equipment and workers in the same immediate area is to be avoided. Whenever workers are in the area of operating machinery or vehicular traffic, they shall be provided reflectorized vests.

Debris Management Plan

- Loaders, track-hoes, and other construction equipment in debris reduction areas shall have lights in the front and back in order to work at night.
- Access ladders to knuckle boom self-loaders shall be a minimum of 12 in (30.5 cm) width with 16 in (40.6 cm) recommended. The ladder shall be in good operating condition
- No modifications or additions which affect the capacity or safe operation of the machinery or equipment shall be made without the manufactures' express written consent.

MOTOR VEHICLES

- All persons operating a motor vehicle shall possess a valid drivers' license, a permit valid for the equipment being operated.
- Inspections on motor vehicles should be performed prior to mobilization and weekly thereafter. The following systems checks should be administered:
 - Seat Belts for all occupants
 - Operating Controls
 - Turn Signals
 - Brake lights
 - Horns
 - Steering
 - Parking Brake

Check for fluids

- Wiper
- Brake
- Oil
- Gas
- Coolant

All vehicles shall be equipped with the following:

- Fire Extinguishers
- Working Speedometer
- Working Fuel Gauge
- Working Horn
- Windshield and wiper blades

TRAFFIC CONTROL

- Traffic control is extremely important on highways, in residential areas, and at construction sites. When traffic may pose a hazard to operations, public roads will be closed. Road closings shall be coordinated in writing with appropriate local agencies. Traffic controls and signage should comply with the DOT Federal Highway Administration's ***Manual of Uniform Traffic Control Devices.***
- When a road cannot be closed, the following precautions may be taken:
 - **"MEN WORKING AHEAD"** or similar signs shall be placed along the roadway, 1,000 ft and 500 ft before the work zone, on both sides of the work zone;
 - Sufficient number of flag persons shall be used to control traffic within the work area;
 - Flag persons shall be used and shall receive instruction in flagging operations before being placed in traffic (training and certification by the National Safety Council (NSC) is recommended);
 - All flag persons shall wear steel-toed shoes, international-orange reflective vests, and hard hats;
 - **"STOP"** and **"GO"** signs, not flags, will be used for traffic control;
 - Flag persons shall be able to communicate with each other and with the foreman; and
 - Two-way radios shall be used whenever visual contact between flappers is not achieved.
- All construction vehicles and all vehicles exceeding 1 1/2 tons should have a signal person to assist in backing in residential areas.

Debris Management Plan

DEFENSIVE DRIVING

Personnel involved in emergency operations are at increased risk of motor vehicle accidents due to damaged roadways, debris/hazards in roadways, road closings, malfunctioning or missing traffic control devices, and driving under challenging environmental conditions. Safe driving programs shall be instituted and driving safety monitored. Personnel operating off-road vehicles shall be trained, prior to operation, in the use of such equipment.

Principals of defensive driving shall be practiced and seat belts worn at all times. The operator shall maintain proper control of the vehicle at all times. Vehicles will not be driven at speeds greater than the posted limit. With regard to weather hazards, traffic, road hazards and other existing conditions operators will use caution

PUBLIC SAFETY

Public safety is important since the majority of work will be performed in the community. Emergency operations present potential hazards to children; problems in defining and keeping the public from work areas; traffic and road debris hazards; utility and structure hazards; and fire and other hazards. Requirements for work area delineation, traffic control devices, and the use of flag persons shall be considered. Public service announcements shall be used as needed to promote safety of the public exposed to debris removal and disposal activities. Barriers and fencing shall be considered in restricting the public from operation sites.

HEALTH HAZARD RECOGNITION

Health hazards such as asbestos, lead paint, radiation, and hazardous chemicals shall be identified and controlled through the recommendations of a qualified industrial hygienist(s) or certified Hazmat Contractor. Instrumentation, as required, shall be provided for the detection/measurement of health hazards.

TREE MAINTENANCE AND REMOVAL

Each location where tree maintenance or removal is done shall be under the direction of a qualified tree worker.

Working near electrical equipment and systems:

- Employees working in the proximity of electrical equipment or conductors shall consider all such equipment or conductors energized with potentially fatal voltage, never to be touched (directly or indirectly).
- An inspection shall be made by a qualified tree worker to determine whether an electrical hazard exists before climbing, entering, or performing any work in, or on a tree.
- Only a qualified line clearance tree trimmer or qualified line clearance tree trimmer trainee (under the direct supervision of qualified personnel) shall be assigned to the work if it is found that an electrical hazard exists.
 - There shall be a second qualified line clearance tree trimmer or line clearance tree trimmer trainee within normal voice communication during the clearing operations aloft under the following conditions:
 - When the line clearance tree trimmer or line clearance tree trimmer trainee must approach any closer than 10 ft. (3 m) to any conductor or electrical apparatus energized in excess of 750 volts;
 - When branches or limbs being removed cannot first be cut (with a pole pruner/pole saw) sufficiently clear of the equipment or conductors so as to avoid contact; or
 - When roping is required to remove branches or limbs from such equipment or conductors. Line clearance tree trimmers and line clearance tree trimmer trainees shall maintain the distances from energized conductors. All other tree workers shall maintain a minimum distance of 10 ft (3 m) from energized conductors rated 50 kV phase-to-phase or less. For conductors rated over 50 kV phase-to-phase, the minimum distance shall be 10 ft plus 4'10 in. (3 m +/- 1 cm) for each kV over 50 kV. During all tree working operations above a height of 12 ft. (3.6 m) that are not subject to the requirements of this section, there shall be a second worker in the vicinity.

EQUIPMENT

Equipment shall be inspected, maintained, repaired, and used in accordance with the manufacturer's instructions.

- Employees shall be instructed in the safe and proper use of all equipment provided to them.
- Climbing ropes shall not be used to lower limbs or other parts of trees or to raise or lower equipment.
- A handle shall be used for raising and lowering tools.
- Tools used for cabling, bark tracing, cavity work, etc., shall be carried in a bag or belt designed to hold tools and not put in the pockets or stuck in the top of a boot.

Debris Management Plan

- When placing an employee in a tree with an aerial device, prior to leaving the basket for entry onto the tree, and before removing the safety line attached to the basket, the employee shall be safely secured to the tree. The procedure shall be reversed when entering the basket from the tree.

TREE CLIMBING EQUIPMENT

- Climber spurs shall be of the tree-climbing type and shall have gaffs of the type and length suitable for the tree being climbed.
- Climbing ropes shall have a minimum diameter of 1/2 in (1.2 cm) and be constructed of a synthetic fiber, with a minimum nominal breaking strength of 5400 lb (2439.4 kg) when new. Maximum working elongation (elasticity) shall not exceed 7% at a load of 540 lb (244.9 kg) (10% maximum breaking strength).
- Polypropylene or other synthetic ropes having similar low melting points shall not be used as climbing ropes.

A tree worker shall be tied in with an approved type of climbing rope and safety saddle when working above the ground: this does not necessarily apply to a worker ascending into a tree; work may be performed while standing on a self-supporting ladder but only when the worker is tied in as required. During climbing operations, tree limbs should be inspected before weight is applied to them.

A 5/8 in (1.5 cm) metal shackle shall be secured to the end of a support line that meets minimum standards for a climbing line. The support line shall be tied to the pin of the shackle with the climbing line placed through the shackle. The support line shall be tied off at the base of the tree or any other acceptable anchor. The climbing line shall be crotched as soon as practicable after the employee is aloft, and a taut-line hitch tied and checked. The worker shall be completely secured with the climbing line before starting the operation. The worker shall remain tied in until the work is completed and he/she has returned to the ground. If it is necessary to re-crotch the rope in the tree, the worker shall retie in or use the safety strap before releasing the previous tie. Tree workers shall not carry tools in their hands while climbing. Tools shall be raised and lowered one at a time by means of a line, except when working from an aerial-lift device or during topping or removing operations.

FELLING

Prior to felling operations, the employee shall consider:

- The tree and the surrounding area for anything that may cause trouble when the tree falls.
- The shape of the tree, the lean of the tree, and decayed or weak spots.
- Wind force and direction.
- The location of other people.
- Electrical hazards.

Prior to felling operations, the work area shall be cleared to permit safe working conditions and an escape route shall be planned. Each worker shall be instructed as to exactly what he/she will do. All workers not directly involved in the operation shall be kept clear of the work area.

Before starting to cut, the operator shall be sure of his/her footing and must clear away brush, fallen trees, and other materials that might interfere with cutting operations. A notch and back cut shall be used in felling trees over 5 in (12.7 cm) in diameter (measured at breast height). No tree shall be felled by "slicing" or "ripping" cuts.

- The depth or penetration of the notch shall be about one third the diameter of the tree.
- The opening or height of the notch shall be about 2.5 in (6.3 cm) for each 1 ft (0.3 m) of the tree's diameter.
- The back cut shall be made higher (approximately 2 in (5 cm)) than the base of the notch to prevent kickback.

The employee shall work from the uphill side whenever possible. Just before the tree or limb is ready to fall, an audible warning shall be given to all those in the area. All persons shall be safely out of range when the tree falls. If there is danger that the trees being felled may fall in the wrong direction or damage property, wedges, block and tackle, rope, or wire cable (except when an electrical hazard exists) shall be used. All limbs shall be removed from trees to a height and width sufficient to allow the tree to fall clear of any wires and other objects in the vicinity.

Debris Management Plan

Special precautions shall be taken when roping rotten or split trees due to the potential for falling in an unexpected direction even though the cut is made on the proper side. Persons shall be kept back from the butt of a tree that is starting to fall.

BRUSH REMOVAL AND GRINDING, CHIPPING

Brush and logs shall not be allowed to create a hazard at the work site. Employees working with a brush chipper shall be trained in its safe operation. The chipper shall be operated in accordance with the manufacturer's recommendations.

Brush Grinding -Chippers

- Rotary drum and disk-type tree or brush chippers not equipped with a mechanical in-feed system shall be equipped with an in-feed hopper not less than 85 in (215.9 cm) (the sum of the horizontal distance from the chipper blade out along the center of the chute to the end of the chute and the vertical distance from the chute down to the ground) and shall have sufficient height on its side members to prevent personnel from contacting the blades or knives of the machine during normal operations.
- Rotary drum and disk-type tree or brush chippers not equipped with a mechanical in-feed system shall have a flexible anti-kickback device installed in the in-feed hopper for the purpose of protecting the operator and other persons in the machine area from the hazards of flying chips and debris.
- Disk-type tree or brush chippers equipped with a mechanical in-feed system shall have a quick stop and reversing device on the in-feed. The activating mechanism for the quick stop and reversing device shall be located across from the top, along each side of, and as close as possible to the feed end of the in-feed hopper and within easy reach of the operator.
- The feed chute or feed table of a chipper shall have sufficient height on its side members to prevent operator contact with the blades or knives during normal operation.
- A swinging baffle shall be mounted in front of the knives to prevent throwback of material.
- Brush chippers shall be equipped with an exhaust chute of sufficient length or design to prevent contact with the blade.
- Brush chippers shall be equipped with a locking device on the ignition system to prevent unauthorized starting of the equipment.
- Brush chipper cutting bars and blades shall be kept sharp, properly adjusted, and otherwise maintained in accordance with the manufacturer's recommendations.

Trailer brush chippers detached from trucks shall be chocked or otherwise secured. All workers feeding brush into chippers shall wear eye protectors. Loose clothing, gauntlet-type gloves, rings, and watches shall not be worn by workers feeding the chipper. Employees shall never place hands, arms, feet, legs, or any other part of the body on the feed table when the chipper is in operation or the rotor is turning. Push sticks (of material that can be consumed by brush chipper) shall be used. Brush chippers shall be fed from the side of the centerline, and the operator shall immediately turn away from the feed table when the brush is taken into the rotor. Chippers shall be fed from the curbside whenever possible. Material such as stones, nails, sweepings, etc. shall not be fed into brush chippers. The brush chipper chute shall not be raised while the rotor is turning.

OTHER OPERATIONS AND EQUIPMENT

Pruning and trimming

- Pole pruners, pole saws, and similar tools shall be equipped with wood or nonmetallic poles. Actuating cords shall be of a non-conducting material.
- Pole pruners and pole saws shall be hung securely in a vertical position with the sharp edges away from employees. They shall not be hung on utility wires or cables or left overnight in trees.
- When necessary, warning shall be given by the worker in the tree before a limb is dropped.

Limbing and bucking

- Whenever it is possible to do so, the tree worker shall work on the side on which the limb is being cut.
- Branches bent under tension shall be considered hazardous.
- When topping or lowering limbs, consideration shall be given to the use of taglines to control the limbs. A separate line shall be attached to limbs that cannot be dropped or are too heavy to be controlled by hand. The use of the same crotch for both safety rope and work rope shall be avoided.

Debris Management Plan

- In bucking, tree workers shall stand on the uphill side of the work whenever possible. The tree worker shall block the log to prevent rolling when necessary.
- When bucking, wedges shall be used as necessary to prevent binding of the guide bar or chain. Stump cutters shall be equipped with enclosures or guards that effectively protect the operator.

Trucks

- A steel bulkhead or equivalent protection shall be provided to protect the occupants of vehicles from load shifts.
- Logs or brush shall be securely loaded onto trucks in such a manner as not to obscure taillights or brake lights and vision, or to overhang the side.
- In order to avoid the hazard of spontaneous combustion or the production of undesirable products, wood chips shall not be left in trucks for extended periods.

Power Saws

- Power saws weighing more than 15 lb (6.8 kg) that are used in trees shall be supported by a separate line, except when used from an aerial lift device.
- Where there are no lateral branches on which to crotch a separate support line for power saws weighing more than 15 lb (6.8 kg), a false crotch shall be used.
- The engine shall be started and operated only when all coworkers are clear of the saw.
- The operator will shut off the saw when carrying it over slippery surfaces, through heavy brush, and when adjacent to personnel. The saw may be carried running (idle speed) for a short distances (less than 50 ft (15.2 m)) as long as it is carried to prevent contact with the chain or muffler.

Chopping tools

- Chopping tools that have loose or cracked heads or splintered handles shall not be used.
- Chopping tools shall never be used while working aloft.
- Chopping tools shall be swung away from the feet, legs, and body, using the minimum power practical for control.
- Chopping tools shall not be driven as wedges or used to drive metal wedges.

Cant hooks, cant dogs, tongs, and carrying bars

- Hooks shall be firmly set before applying pressure.
- Workers shall be warned and shall be in the clear before logs are moved.
- The points of hooks shall be at least 2 in (5 cm) long and shall be kept sharp.
- Workers shall stand to the rear and uphill when rolling logs.

Wedges and chisels

- Wedges and chisels shall be properly pointed and tempered.
- Only wood, plastic, or soft metal wedges shall be used with power saws
- Wood-handled chisels should be protected with a ferrule on the striking end.

Chipping and Grinding Debris Management Sites

Locating Debris Management Sites for chipping / grinding of vegetative and land clearing debris will require a detailed evaluation of potential sites and possible revisits at future dates to see if site conditions have changed or if the surrounding areas have changed significantly to alter the use of the site

Debris Management Plan

FIELD SAFETY MATRIX

Task	Specific Hazard Potential	Special Training Required	PPE Required	Fire Hazard	Comments
Flagger	Machine and Truck Conflicts, personnel and personal clearance from machinery. Could get run over and hit. Dangerous weather	Flagging Training, General Jobsite safety manual requirements PPE training.	Hard Hats Boots Reflective – Vest Pants Rain Gear	Flaggers must know how to operate a fire extinguisher (FE) and the FE locations	Flaggers must be very attentive and make sure they are in sight of the truck drivers and equipment operators. All flaggers must maintain these distances: 4' from pavement edge, 100' from site entrance, 50' from trucks while dumping, 25' from self loaders. Flaggers must pay attention in their area and work together. Maintain contact with foreman and site manager. Listen for backup alarms. Report dangerous weather. Stay out of grinder safety area.
Equipment Operators Drivers	Traffic conflicts with other equipment and trucks. Risk of damaging property or personnel if not attentive. Could get hit or hit somebody or equipment/trucks. Equipment failure or malfunctioning. Mount and dismount to equipment fall hazard.	General Jobsite safety manual requirements. Operation Certification. Driver's License. Equipment manufacturer operations manual requirements.	Hard Hats Boots Reflective – Vest Pants	Operators must know how to operate a fire extinguisher (FE) and the FE locations. NO smoking during fueling.	Pay attention to your spotters and flaggers. Drive slow and pay attention to signage. Operators must inspect equipment before use to ensure all safety measures are functioning properly. Clear your boots and hands or gloves prior to entering or exiting equipment.
Laborer	Personal clearance from equipment and vehicles. Could get run over and hit. Having contact with HHW. Dangerous weather.	General Jobsite Safety manual requirements. PPE training	Hard Hats Boots Reflective – Vest Pants Gloves Rain Gear	Laborers must know how to operate a fire extinguisher (FE) and the FE locations. NO	Laborers must be very attentive and make sure they are in sight of the truck drivers and equipment operators. Beware of HHW. Stay Clear of grinder safety area.
Foreman/ Supervisors	Personal clearance from equipment and vehicles. Could get run over and hit.	General Jobsite Safety manual requirements. PPE training.	Hard Hats Boots Reflective – Vest Pants	Foreman/Supervisors must know how to operate a fire extinguisher (FE) and the FE locations. They should make sure all employees know the FE locations and proper use of a FE	Management employees must watch out for all operations and also continuously inspect the site to safety issues and update the plan as necessary. Stay clear of grinder safety area.
Spotters	Machine and truck conflicts, personnel and personal clearance from machinery. Could get hit or run over or hit by debris being dumped.	General Jobsite safety manual requirements. PPE Training	Hard Hats Boots Reflective – Vest Pants Rain Gear	Spotters must know how to operate a FE and the FE locations	Spotters must be very attentive and make sure they are in sight of the truck drivers and equipment operators.
HHW Personnel	Personnel and personal clearance from machinery. Could get hit or run over or hit by debris being dumped. Handling of HHW, e goods and white goods.	General Jobsite safety manual requirements. PPE Training. HHW Training	Hard Hats Boots Reflective – Vest Pants Gloves Eye Protection Possible Respirator/Mask	Know how to operate a FE and the FE locations. Beware of HHW fire hazards.	Foreman must train in potential HHW Hazards. Must be very attentive and make sure they are in sight of the truck drivers and equipment operators and also beware of HHW.

Debris Management Plan

RECOMMENDED SAFE PRACTICES FOR TREE MAINTENANCE AND REMOVAL OPERATIONS

TREE CLIMBING

- The climber should not trust the capability of a dead branch to support his/her weight. If possible, dead branches should be broken off on the way up and hands and feet should be placed on separate limbs.
- A worker should never shin a tree for a distance greater than 15 ft (4.6 m) or shin for any distance beyond his/her demonstrated physical abilities. When the climbing distance is greater than 25 ft (7.6 m) or is beyond the worker's physical capability, the worker should not climb or footlock the rope but should use a safety saddle or sling.
- The climbing rope should be passed around the trunk of the tree as high above the ground as possible using branches with a wide crotch to prevent any binding of the safety rope.

Exception: Palms and other trees with similar growth characteristics that will not allow a climbing rope to move freely. The crotch selected for tying should be directly above the work area, or as close to such a position as possible, but located in such a way that a slip or fall would swing the worker away from any electrical conductor. The rope should be passed around the main leader or an upright branch, using the limb as a stop. Feet, hands, and ropes should be kept out of tight V-shaped crotches.

- While climbing, the location of all electrical conductors should be noted and the worker should climb on the side of the tree that is away from electrical conductors, if possible.
- A figure-eight knot should be tied in the end of the rope, particularly when climbing high trees, to prevent pulling the rope accidentally through the taut-line hitch and possibly falling.

PRUNING AND TRIMMING

- A scabbard should be hooked to the belt or safety saddle to carry a handsaw when not in use.
- A separate line should be attached to limbs that cannot be dropped safely or are too heavy to be controlled by hand. The line should be held by workers on the ground end of the rope. Use of the same crotch for both the safety rope and the work rope should be avoided.
- Cut branches should not be left in trees overnight.
- A service line should be put up for operations lasting overnight or longer and should be used to bring the climbing rope back into position at the start of the next day's work.

CABLING

- Branches that are to be cabled should be brought together to the proper distance by means of a block and tackle, a hand winch, a rope, or a rope with a come-along.
- Not more than two persons should be in a tree working at opposite ends during cabling installation.
- When the block and tackle are released, workers in trees should be positioned off to one side in order to avoid injury in case the lag hooks pull out under the strain.
- Ground men should not stand under the tree when cable is being installed.

TOPPING/LOWERING LIMBS

- Workers performing topping operations should make sure the trees can stand the strain of a topping procedure; if not, some other means of lowering the branches should be used. If large limbs are lowered in sections, the worker in the tree should be above the limb being lowered.

MINIMUM CLEARANCE FROM ENERGIZED OVERHEAD ELECTRIC LINES

Nominal system voltage	Minimum rated clearance
0 - 50 kV	9.8 ft (3 m)
51 - 200kV	14.7 ft (4.5 m)
201 - 300 kV	19.7 ft (6 m)
301 to 500 kV	24.6 ft (7.5 m)
501 - 750 kV	34.4 ft (10.5 m)
751 - 1000 kV	44.3 ft (13.5 m)

Debris Management Plan

SAFETY TRAINING

Disaster debris related project work is an environment which presents many unique situations. No matter what the level of involvement in a specific project, some amount of training is required. Training can be provided in many different ways. Typically, the different phases of a project provide ideal time for the different trainings to be conducted.

During the **Pre-activation Training Phase**, typical training may include OSHA 10 hour or 30 hour trainings, HAZWOPER training, CPR/First Aid training, asbestos training, or any other training focused on generalized regulations and topics that may be faced upon activation. Training is typically conducted by a qualified training instructor.

Activation Specific Orientation training is very important and is established when there is a better understanding of the work to be performed. This includes some type of new personnel orientation that all employees must attend before work is started. Aside from the new employee training, the types of training during this phase may include: flagging, severe weather, site control, and other possible trainings specific to the situation. Training is typically conducted by supervisors, foreman and/or the safety manager or consultant.

The Project Training: **Monitoring and Reinforcement** phase focuses on the topics that have been previously discussed, as well as addressing any new phases of work that may arise throughout the project. In a typical project, additional tasks may be added to the original scope of work, such as demolition, limb and tree removal, etc. It is vital to the safety of our employees that we instruct them on any changes that may not have been addressed during the orientation phase. During this phase, we also acknowledge exemplary safety performance and those who are following the requirements of our safety program. Training in this phase can be provided by any competent or qualified person.

Management Follow-Up – Management must not be content with advising employees on unsafe practices. A follow-up of employee actions must be made. The Supervisor(s) are instructed to watch for employees committing unsafe acts. Employees are reprimanded when found doing unsafe acts.

Documentation – All actions taken by Management as it relates to Safety Training/Education is documented. Documentation of good faith efforts in meeting the training requirements can be invaluable in defending a lawsuit that results from an injury due to an unsafe act by an employee. Also, documentation substantiates the Company's commitment to and compliance with the OSHA Training Requirements.

Individual/Group Instruction – Safety Education can be aimed at a group such as a weekly/monthly safety talk or at an individual. (ex.) In a case where the employee is being given instruction on use of a new tool, etc., by the Supervisor. Whichever the case may be, it should be documented. Safety training must be ongoing. It must be given to all employees and members of management. Documentation of instruction and other forms of safety awareness techniques must be ongoing. The Company never assumes an employee knows the safest way of performing his or her task.

- **Bid Document #2015-M-Disaster Debris Removal & Disposal Services**
- **Debris Contract**
- **Contractor's Proposal**

- **Force Account Labor**
- **Force Account Equipment**
- **Force Account Materials**
- **Stump Worksheet**
- **Project Worksheet**

Debris Management Plan

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD**

PAGE OF

*O.M.B. No. 1660-0017
Expires December 31, 2011*

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
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LOCATION/SITE	CATEGORY	PERIOD COVERING
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DESCRIPTION OF WORK PERFORMED

NAME	DATES AND HOURS WORKED EACH WEEK							COSTS				
	DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME	REG.											
JOB TITLE	O.T.											
NAME	REG.											
JOB TITLE	O.T.											
NAME	REG.											
JOB TITLE	O.T.											
NAME	REG.											
JOB TITLE	O.T.											
NAME	REG.											
JOB TITLE	O.T.											

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME		\$
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TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME		\$
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I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
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Debris Management Plan

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD				PAGE <input type="text"/> OF <input type="text"/>		<i>O.M.B. No. 1660-0017 Expires April 30, 2013</i>				
APPLICANT		PA ID NO.	PROJECT NO.		DISASTER					
LOCATION/SITE			CATEGORY		PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED										
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY					COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE					TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
GRAND TOTAL										
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.										
CERTIFIED			TITLE				DATE			

FEMA Form 90-127, AUG 10

Debris Management Plan

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY MATERIALS SUMMARY RECORD					PAGE _____ OF _____		O.M.B. No. 1660-0017 Expires December 31, 2011	
APPLICANT			PA ID NO.	PROJECT NO.		DISASTER		
LOCATION/SITE				CATEGORY		PERIOD COVERING		
DESCRIPTION OF WORK PERFORMED								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
GRAND TOTAL _____								
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOCIES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED			TITLE				DATE	

FEMA Form 90-124, FEB 09



FEMA

DISASTER ASSISTANCE POLICY

DAP9523.11

I. TITLE: Hazardous Stump Extraction and Removal Eligibility

II. DATE: MAY 15 2007

III. PURPOSE:

Establish criteria used to reimburse applicants for removing eligible hazardous stumps from public or, where authorized, private property.

IV. SCOPE AND AUDIENCE:

The policy is applicable to all major disasters and emergencies declared on or after the date of publication. It is intended for all personnel involved in the administration and execution of the Public Assistance Program, including applicants.

V. AUTHORITY:

Sections 403 and 407 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5206, as amended.

VI. BACKGROUND:

Public Assistance regulations authorize reimbursement for the removal of debris from public and private land when it is in the public interest. Such removal is in the public interest when it is necessary to: eliminate immediate threats to life, public health and safety, or eliminate immediate threats of significant damage to improved public or private property; or to ensure economic recovery of the affected community to the benefit of the community at large. Trees that are uprooted during a disaster event such that all or part of their roots are exposed may pose an immediate threat to public health and safety.

VII. POLICY:

A. When a disaster event uproots a tree or stump (i.e., 50% or more of root ball is exposed) on a public right-of-way, improved public property or improved property owned by certain private nonprofit organizations, and the exposed root ball poses an immediate threat to life, public health and safety, FEMA may provide supplemental assistance to remove, transport, dispose, and provide fill for the root cavity of an eligible uprooted tree or stump. The Federal Emergency Management Agency (FEMA) will reimburse applicants reasonable costs for this type of work only when uprooted stumps are more than 24 inches in diameter (measured two feet from the ground), with the consensus of the Applicant and the State, and is approved in



FEMA DISASTER ASSISTANCE POLICY

DAP9523.11

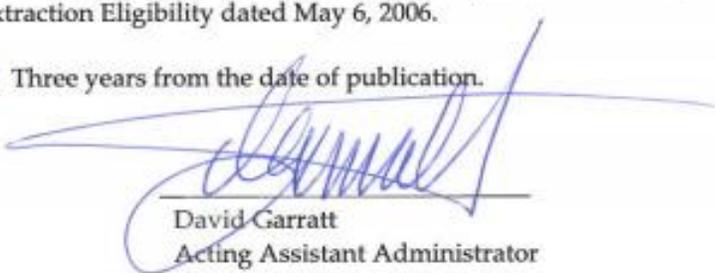
advance by FEMA, using the attached Hazardous Stump Worksheet.

1. If it is necessary to remove an uprooted stump before it can be inspected by FEMA because it poses a threat that must be dealt with immediately, the applicant must submit documentation, to FEMA including photographs, that establishes its location on public property, specifics on the threat, stump diameter measured two feet up the trunk from the ground, quantity of material to fill the hole, and any special circumstances.
2. FEMA will reimburse applicants for extraction, transport and disposal of stumps with a diameter of 24 inches or smaller at the unit cost rate for regular vegetative debris, using the attached Stump Conversion Table, as such stumps do not require special equipment.
3. FEMA will reimburse applicants at the unit cost rate (usually cubic yards) for normal debris removal for all stumps, regardless of size, placed on the rights-of-way by others (i.e., contractors did not extract them from public property or property of eligible Private Non Profit organization). In such instances, applicants do not incur additional cost to remove these stumps because the same equipment that is used to pick up "regular" debris can be used to pick-up these stumps.
4. If an applicant incurs additional costs in picking up large stumps (over 24 inches in diameter) from rights-of-way, it should complete the Hazardous Stump Worksheet and present documentation to FEMA in advance for consideration.
5. Stumps with less than 50% of their root ball exposed should be cut flush at ground level and the cut portion included with regular vegetative debris.
6. Straightening or bracing of trees is eligible for reimbursement if it is less costly than removal and disposal. Applicant must provide a cost analysis showing cost effectiveness.

VIII. ORIGINATING OFFICE: Disaster Assistance Directorate (Public Assistance Division)

IX. SUPERSESION: This policy supersedes Recovery Policy Number 9523.11, Hazard Stump Removal and Extraction Eligibility dated May 6, 2006.

X. REVIEW DATE: Three years from the date of publication.


David Garratt
Acting Assistant Administrator
Disaster Assistance Directorate

Debris Management Plan

Hazardous Stump Worksheet

Applicant: _____

Date: _____

Applicant Representative: _____

Signature: _____

FEMA Representative (if available) _____

Signature: _____

State Representative (if available): _____

Signature: _____

#	Physical Location (I.e., Street address, road, cross streets, etc.)	Description of Facility (ROW, Park, City Hall, etc.)	Hazard		GPS (decimal degrees, 00.000000)		Tree Size (Diameter)	Eligible		Fill For Debris Stumps CY	Comments (See attached sketch, photo, etc.)
			Yes	No	Latitude (N)	Longitude (W)		Yes	No		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Debris Management Plan

Stump Conversion Table

Diameter to Volume Capacity

The quantification of the cubic yards of debris for each size of stump in the following table was derived from FEMA field studies conducted throughout the State of Florida during the debris removal operations following Hurricanes Charley, Frances, Ivan and Jeanne. The following formula is used to derive cubic yards:

$$\frac{[(\text{Stump Diameter}^2 \times 0.7854) \times \text{Stump Length}] + [(\text{Root Ball Diameter}^2 \times 0.7854) \times \text{Root Ball Height}]}{46656}$$

0.7854 is one-fourth Pi and is a constant.

46656 is used to convert cubic inches to cubic yards and is a constant.

The formula used to calculate the cubic yardage used the following factors, based upon findings in the field:

- Stump diameter measured two feet up from ground
- Stump diameter to root ball diameter ratio of 1:3.6
- Root ball height of 31"

Stump Diameter (Inches)	Debris Volume (Cubic Yards)	Stump Diameter (Inches)	Debris Volume (Cubic Yards)
6	0.3	46	15.2
7	0.4	47	15.8
8	0.5	48	16.5
9	0.6	49	17.2
10	0.7	50	17.9
11	0.9	51	18.6
12	1	52	19.4
13	1.2	53	20.1
14	1.4	54	20.9
15	1.6	55	21.7
16	1.8	56	22.5
17	2.1	57	23.3
18	2.3	58	24.1
19	2.6	59	24.9
20	2.9	60	25.8
21	3.2	61	26.7
22	3.5	62	27.6
23	3.8	63	28.4
24	4.1	64	29.4
25	4.5	65	30.3
26	4.8	66	31.2
27	5.2	67	32.2
28	5.6	68	33.1
29	6	69	34.1
30	6.5	70	35.1
31	6.9	71	36.1
32	7.3	72	37.2
33	7.8	73	38.2
34	8.3	74	39.2
35	8.8	75	40.3
36	9.3	76	41.4
37	9.8	77	42.5
38	10.3	78	43.6
39	10.9	79	44.7
40	11.5	80	45.9
41	12	81	47
42	12.6	82	48.2
43	13.3	83	49.4
44	13.9	84	50.6
45	14.5		

Debris Management Plan

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET				O.M.B. No. 1660-0017 Expires October 31, 2008	
PAPERWORK BURDEN DISCLOSURE NOTICE Public reporting burden for this form is estimated to average 90 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. NOTE: Do not send your completed questionnaire to this address.					
DISASTER FEMA-_____-DR-____		PROJECT NO.	PA ID NO.	DATE	CATEGORY
DAMAGED FACILITY			WORK COMPLETE AS OF		
APPLICANT			COUNTY		
LOCATION				LATITUDE	LONGITUDE
DAMAGE DESCRIPTION AND DIMENSIONS					
SCOPE OF WORK					
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No Special Considerations issues included? <input type="checkbox"/> Yes <input type="checkbox"/> No Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No					
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
TOTAL COST ▶					
PREPARED BY		TITLE	SIGNATURE		
APPLICANT REP.		TITLE	SIGNATURE		

Debris Management Plan

PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Disaster: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

Project No.: Indicate the project designation number you established to track the project in your system (i.e. 1,2,3, etc.).

PA ID No.: Indicate your Public Assistance identification number on this space. This is optional.

Date: Indicate the date the worksheet was prepared in MM/DD/YY format.

Category: Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.

Applicant: Name of the government or other legal entity to which the funds will be awarded.

County: Name of the county where the damaged facility is located. If located in multiple counties, indicate "Multi-County."

Damage facility: Identify the facility and describe its basic function and pre-disaster condition.

Work Complete as of: Indicate the date the work was assessed in the format of MM/DD/YY and the percentage of work completed to that date.

Location: This item can range anywhere from an "address," "intersection of..." "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

Scope of Work: List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage.

Does the Scope of Work change the pre-disaster conditions of the site: If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

Special Considerations: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.

Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

Is there insurance coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

Code: If using the FEMA cost codes, place the appropriate number here.

Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).

Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

Unit Price: Indicate the price per unit.

Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

Total Cost: Record total cost of the project.

Prepared By: Record the name, title, and signature of the person completing the Project Worksheet.

Applicant Rep.: Record the name, title, and signature of Applicant's representative.

Records Requirements

Please review the *Applicant Handbook*, FEMA 323 for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- *Force account labor documentation sheets identifying the employee, hours worked, date and location;
- *Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- *Material documentation sheets identifying the type of material, quantity used and cost;
- *Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

APPENDIX C
SUPPLY LISTS AND PURCHASING POLICY

- **Safety Supply List**
- **Local Supplier's List**
- **Purchasing Policy**

SAFETY SUPPLIER'S LIST

- Raincoats, LARGE; 5 each
- Raincoats, X LARGE; 10 each
- Raincoats, 2X LARGE; 10 each
- Raincoats, 3X LARGE; 5 each
- Rain Suits, LARGE, 5 each
- Rain Suits, X LARGE; 10 each
- Rain Suits, 2X LARGE; 10 each
- Rain Suits, 3X LARGE 5 each
- Safety Vests, ONE SIZE 50 each
- Safety Vests, LARGE SIZE 15 each
- Vinyl Safety Flags, 18x18, 25 each
- Respirators; 6 box
- Work Gloves: 2 cases
- Safety Glasses
- Ear Plugs
- Gatorade: 2 cases

LOCAL SUPPLIER'S LIST

- Asphalt Services (Bid 2013-L-Recycled Rock)
- Classic Pool & Patio
- Coast Safe & Lock
- CrowderGulf (Bid 2012-G-Debris Removal & Disposal)
- Dade Paper (Bid 2014-K-Janitorial Supplies)
- Design Precast & Pipe (Bid 2014-F-Concrete Pipe)
- Ewing
- Ferguson Enterprises
- Ferguson Waterworks (Bid 2014-G-Plastic Pipe)
- Graybar
- Gulf Coast Office Products (Bid -Office Supplies)
- Home Depot
- Hurricane Electronics
- John Deere Landscapes, Inc (Bid 2014-I-Parks Chemicals)
- Johnstone Supply
- Lowes
- Martin Marietta Aggregates (Bid 2014-H-Rock)
- Mathes of AL
- Mobile Asphalt (Bid 2013-G-Asphalt)
- NFL
- O'Reilly Auto Parts
- Old Tyme Feed
- Reynolds Ready Mix (Bid 2013-F-Concrete Materials)
- Sand & Clay
- Solar Supply
- Southern Turf Care
- Summit Landscape
- Vulcan Signs (Bid 2014-M-Traffic Control Signs)
- Wal-Mart
- Winn Dixie
- Woerner Turf

Debris Management Plan

CITY PURCHASING POLICIES

PURPOSE:

The purpose of the City's purchasing policy is to provide the basis on which the City of Daphne purchases goods and services efficiently and within the constraints of accepted procurement standards and State Code requirements. The objective is to provide as much competition as possible in the purchasing of goods and services. This is accomplished by:

- 1) A basic guarantee of equal treatment to all suppliers of items or Services to be purchased.
- 2) A basis for which maximum open and free competition is sought for every purchase, regardless of the dollar value of the purchase, or the article or service.
- 3) "Arms-length" business arrangement under which the rights of both parties are clearly established.

CODE OF CONDUCT:

Inherent to the process of competitive purchasing is the requirement that no City employee, member of the governing body or agent of the City, which participated in the selection of vendors or award of contracts, has a personal interest either real or apparent in the selection process.

All individuals involved in the procurement process shall not directly or indirectly accept gifts, favors or anything of monetary value from contracts or potential contractors. Violations of open competition are considered to occur when:

- 1) Unreasonable requirements are placed on qualifications for services or products.
- 2) Requiring unnecessary services and excessive bonding requirements.
- 3) Specifying a "brand name". A proposal for a product of equal value must be considered.
- 4) Failing to secure more than one price quote (three quotes are requested) in all purchases if more than one source is available.

METHODS OF PROCUREMENT:

All purchases on behalf of the City of Daphne must adhere to the policies and procedures outlined in these policies. All purchases can be classified as either:

1) Purchases, 2) Bids or 3) Requests for Proposal. The specific process and procedures required for each of these methods are outlined below:

- 1) Purchases - All purchases of goods or services which in the aggregate for one Fiscal year is less than \$15,000.00 at least two price quotes must be secured for these purchases and a purchase order must be obtained before the purchase is made.
- 2) Sealed Bids - All purchases of goods and services involving the expected expenditure in the aggregate of \$15,000 or more must be competitively bid.

Following is the basic bid process (procedures change as required by State Bid Law):

Departmental Requirements:

- Specifications prepared (Specifications are non-brand specific allowing open competition among vendors)
- □ Specifications are submitted to Sr. Accountant for review

Debris Management Plan

Finance Department Requirements:

- Specifications are reviewed to verify they meet State Bid Law
- Advertisement is prepared and submitted to local newspaper(s)
- Bid package mailed to vendors requested by department as well as those in the Bid File.
- Bid advertisement placed on City Hall bulletin board
- Attend Bid Opening and prepare Bid Minutes

Departmental Requirements:

- Department Head reviews bids opened and submits letter to the Finance Director & Finance Committee to recommend award of the bid.

Finance Committee Requirements:

- Reviews bid and Department Head's letter and makes a recommendation for Council to review

Council Requirements:

- Award bid

Finance Department Requirements:

- Issues award letter to vendor

Departmental Requirements:

- Request a Purchase Order once purchase/project is ready to begin
- Gives vendor notice to proceed (after Purchase Order processed)
- Monitors purchase/project (additional requirements for Public Works Projects)
- Processes invoice(s) for payment and verifies that all bid specifications are met

3) Request for Proposals (RFP) - A process used when conditions or services being requested are not appropriate for the use of sealed bids. Competitive Proposals are conducted with more than one source submitting an offer (one source is allowable when only a sole source is available). As specified in the Code of Alabama, RFP procedures are suitable for services such as financial services, legal services and other services defined as professional or of a highly technical nature.

The requirements of the RFP process include as a minimum the following:

- a. RFPs will be posted outside the accounting department and are mailed to all vendors who have requested the opportunity to submit a proposal for the services.
- b. Awards will be made to the most responsible firm whose proposal is most advantageous to the City in terms of price and other factors noted in the RFP.

PETTY CASH:

Used for minor unexpected items or emergency purchases made by employees in amounts not exceeding \$25.00. Itemized receipts must be submitted for reimbursement. Attach itemized receipt to Petty Cash Reimbursement Form, list proper account number, and have the Department Head approve before submittal.

PURCHASE ORDER PROCESS

Purchase Requisitions:

The first step in the purchasing process will be the preparation of a Purchase Requisition (PR) by the requesting department, in advance of the actual purchase or ordering of the goods or services. Any purchase, which does not follow approved, purchasing procedures, will not be honored by the City.

It is critical that each department use the correct vendor number which is listed on the computerized list of approved vendors. All information inquiries on Purchase Requisition must be completed on new vendors.

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Processing of Purchase Requisition:

All PR's must be approved and signed by the appropriate department head. All PR's will be closely reviewed for completeness, general ledger numbers and correct vendor numbers.

Once completed, the PR is directed to the finance department.

Finance Department Processing and Review of Purchase Requisitions:

Once the Finance Department receives the PR, it will be reviewed for all required information and approved by the Finance Director and the Mayor to be processed into a Purchase Order. All purchase requisitions submitted to the Finance Department, will be reviewed for the following:

- a) Completeness. Incomplete PR's will not be processed.
- b) Budget compliance. Under no circumstances will a Purchase Order be written when there are insufficient funds available.
- c) Compliance with requirements of all purchasing policies such as price quotes, proper bidding, etc.
- d) Proper expenditure account coding.

All departments should allow at least 3 days for the Finance Department to review the request, receive approval of the Requisition, and process the Purchase Order. Each department should be aware of its purchasing needs and process a Purchase Requisition before the need becomes immediate.

Finance Department Responsibilities:

The Finance Department is responsible for insuring that PR's and PO's are processed correctly according to the above procedures and the Code of Alabama.

Reasons for Refusal of Request:

- a) PR or PO is incomplete
- b) Funds are unavailable for purchase
- c) Request is for unauthorized vendor
- d) Account number is incorrect
- e) Lack of sufficient specific information regarding purchase
- f) Lack of quotes, or
- g) Lack of Department Head approval

Purchase Order Issuance:

After review and approval of PR by the Finance Department, a Purchase Order (PO) and number will be issued. Copies of the issued PO are disbursed as follows:

- a) White and yellow copies are forwarded to requesting department.
- b) Upon receipt of goods or services the requesting department will review the goods or services to ensure they are of the proper quantity and quality. If acceptable, a copy of the PO (yellow if all goods are received / white if some items are not yet received) will be sent to the Finance Department for payment of goods or services along with the invoice
- c) The white copy will be retained by the requesting department for its internal records.
- d) An additional copy of the PO is retained by the Purchasing Technician for attachment to invoice.
- e) The invoice and yellow copy of the PO is to be submitted to Accounts Payable **within three days** of department's receipt and approval of goods/services.

Debris Management Plan

- f) If multiple invoices will be received throughout the month for a blanket PO, submit a copy of the PO with the **original** invoice/s within three days of receipt for partial closing of the PO.
- g) The A/P Clerk then gives the approved invoice to the Purchasing Clerk to close the PO and remove it from the outstanding PO log.

Blanket Purchase Orders:

In order to allow reasonable flexibility in the purchasing process limited blanket purchase orders are issued. Blanket PO's are designed to meet minor recurring purchases. Such blanket purchase orders shall not exceed \$1,000 unless approved by the Mayor or Finance Director and shall be closed out at the end of each month/Quarter. Under no circumstances should Blanket PO's remain open for more than one month/Quarter. Each month a new blanket purchase order will be opened to meet the recurring purchase needs of the departments. If additional Blanket PO's are required for the same vendor in one month the previous PO **must be** closed before a new one can be issued. Individual account numbers should be specified in the appropriate space on the purchase requisition.

Emergency Purchases:

It is recognized that there will be times when the formal purchasing process will not be adequate to meet emergency needs.

Emergency Purchase Order Process and Instructions:

The following procedures shall be followed for emergency purchases:

- a) Indicate in red lettering at the top of the requisition form "Emergency".
- b) The reason for the emergency must be in detail.
- c) The department head or an authorized person in his place must sign the emergency requisition form.
- d) The requisition form must be submitted to Purchasing before a Purchase Order will be processed (the Requisition form may be faxed to purchasing if needed).

Mayor or Finance Director to Approve Emergency Requisitions:

All emergency requisitions must be submitted to the Mayor or Finance Director for approval. If the emergency is of such a nature that in the judgment of the Finance Director it is not advisable to delay the purchase until the approval of the Mayor can be obtained, the Finance Director may approve the emergency request and make a special report to the Mayor advising him why it was not practical to obtain prior approval.

Preference to Local Vendors:

It shall be City policy that when feasible preference should be given to local suppliers (3%). Preference to local vendors should be limited to instances in which price, quality and service are equal.

Emergency Purchases without Purchase Orders

If an **emergency** purchase is required and an account cannot be set up with the vendor (due to charge accounts not offered or the vendor's charge policy does not meet City purchasing requirements) the Department Head and the Finance Director must approve the purchase. All attempts to purchase from a vendor with an established account must be made. *Each Department Head is responsible for making their employees aware of these established vendors and have emergency procedures in place. This purchase must be an **EMERGENCY!** All other purchases must be made according to City policy.*

In order to reduce the need for emergency purchases each Department should maintain Monthly Blanket Purchase Orders from vendors commonly purchased from.

*In **rare** occurrences an employee will purchase an emergency item with their own monies.*

Employee Reimbursements will be made by the following procedures:

- All purchases less than \$25 will be reimbursed through Petty Cash – NOTE: Petty Cash purchases should only be made when the item cannot be purchased through an established Vendor account.

Debris Management Plan

- If the amount is greater than \$25 a purchase reimbursement will be made if the Department Head has verified an emergency purchase is required and no vendors with an established City account are available to make the purchase from. The Department must attach an itemized receipt to completed Check Request and submit to Accounts Payable for a reimbursement.

Check Request Procedures

A Check Request should only be used in the following circumstances:

- Recurring invoices where a contract or agreement exist: ex. Maintenance – copiers, phones, computers.
- Employee reimbursements – ex. Travel , Seminar expenditures...
- Subscriptions / Membership Fees

Credit Memo Procedures

In order to prevent the payment of invoices for merchandise/services that have not been rendered/received, please follow the guidelines below:

Credit Memos:

Invoices with full credit due

HOLD the invoice until the credit memo is received and process the credit memo (stamp and list account # credit should be applied to) and submit with the **original** invoice to Accounts Payable. If the credit memo is not received within a week notify A/P that you are holding the invoice.

Invoices with partial credit due

HOLD the invoice until the credit memo is received and process the credit memo (stamp and list account # credit should be applied to) and submit with the **original** invoice to Accounts Payable.

Credit requested after invoice approval and submission to Accounts Payable

Note the original invoice number on the credit and submit to Accounts Payable.

Invoice billing address:

All vendors should be instructed to correctly list the City's P. O. Box 400 as the mailing address, and **no employee names or departments are to be listed in the address**. The Purchase Order number will reflect which department the invoice belongs to. **It is very important that PO numbers are listed on all invoices!**

Invoice discrepancies:

As vendors call Accounts Payable to inquire about the status of their invoices and Accounts Payable reconciles statements submitted by vendors, Accounts Payable needs to know if invoices are being held due to a discrepancy.

If there is a discrepancy with an invoice and the discrepancy has not been cleared within 1 week:

COPY the invoice and forward to Accounts Payable along with the reason for the discrepancy.

**APPENDIX D
DAMAGE ASSESSMENT**

- **Map- City of Daphne Damage Assessment Area**
- **Damage Assessment Worksheet and Classifications**
- **City Facility Damage Assessment Forms**
- **Infrastructure Damage Assessment Forms**
- **Parks Damage Assessment Forms**
- **Damage Assessment Report - Private Property**
- **Damage Assessment Report - Public & Private Non-Profit**

Debris Management Plan

Street Name: _____

Rev. 00/09

CITY OF DAPHNE DAMAGE ASSESSMENT WORKSHEET

DR #:		DR Name:		State:		County:		City:		Date:	
Street Name:		Subdivision/Location:									
House #	Apt. /Unit #	Damage Classification			# of Floors in dwelling or unit	Is there a Basement? Y/N	Water level in (Inches)	Water level in (Inches)	In the electricity on? Y/N	Occupancy Type: Own? Rent? Seasonal?	Insured? Y/N
		Destroyed	Major	Minor							
		S	M	A	S	M	A	S	M	A	Est. damage: \$
Description:											
		S	M	A	S	M	A	S	M	A	Est. damage: \$
Description:											
		S	M	A	S	M	A	S	M	A	Est. damage: \$
Description:											
		S	M	A	S	M	A	S	M	A	Est. damage: \$
Description:											
		S	M	A	S	M	A	S	M	A	Est. damage: \$
Description:											
		S	M	A	S	M	A	S	M	A	Est. damage: \$
Description:											
		S	M	A	S	M	A	S	M	A	Est. damage: \$
Description:											
		S	M	A	S	M	A	S	M	A	Est. damage: \$
Description:											
		S	M	A	S	M	A	S	M	A	Est. damage: \$
Description:											
Additional Information:											
Total Single Family:											
Total Mobile Home:											
Total Apartment:											
										Worker Compiling Form:	
										Supervisor:	

CITY OF DAPHNE
DAMAGE ASSESSMENT WORKSHEET, PAGE 2

Damage Classifications	
Affected	The category includes dwellings with some damage to structure and contents but which are still inhabitable. Examples: missing shingles, broken windows
Minor	When the home is damaged and uninhabitable, but may be made habitable in short time period (less than 30 days) with home repairs. Examples: Flooring, drywall, electrical
Major	Any of the following may be classified as major damage: Substantial failure in structural elements of residence (e.g. walls, floors, foundation), Damage that will take more than 30 days to repair, A single family home with 3-5' of water (no basement), A mobile home with 2-4' of water.
Destroyed	Any of the following may be classified as destroyed: Total loss of structure, Structure is not economically feasible to repair, Complete failure to major structural components (ex. Collapse of basement walls/foundation, walls or roof), A single family home with greater than 5' of water or a mobile home with greater than 4' of water.

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CITY FACILITY DAMAGE ASSESSMENT DISASTER _____

ANIMAL SHELTER	\$
Description	
BAYFRONT PARK	\$
Description	
BOYS & GIRLS CLUB	\$
Description	
CIVIC CENTER	\$
Description	
CITY HALL COMPLEX	\$
Description	
CHAMBER OF COMMERCE	\$
Description	
EASTERN STAR BUILDING	\$
Description	
FIRE STATION #1	\$
Description	
FIRE STATION #2	\$
Description	
FIRE STATION #3	\$
Description	
FIRE STATION #4	\$
Description	
GREENHOUSES	\$
Description	
JUSTICE CENTER	\$
Description	
MECHANICAL MAINTENANCE FACILITY	\$
Description	

Debris Management Plan

CITY FACILITY DAMAGE ASSESSMENT DISASTER _____

MUSEUM	\$
Description	
NICHOLSON CENTER	\$
Description	
PUBLIC WORKS FACILITY	\$
Description	
RECREATION DEPARTMENT	\$
Description	
SEARCH & RESCUE	\$
Description	

Debris Management Plan

INFRASTRUCTURE DAMAGE ASSESSMENT DISASTER _____

LOCATION	\$
Description	
LOCATION	\$
Description	
LOCATION	\$
Description	
LOCATION	\$
Description	
LOCATION	\$
Description	
LOCATION	\$
Description	
LOCATION	\$
Description	
LOCATION	\$
Description	
LOCATION	\$
Description	
LOCATION	\$
Description	
LOCATION	\$
Description	
LOCATION	\$
Description	

Debris Management Plan

PARKS DAMAGE ASSESSMENT DISASTER _____

AL TRIONE SPORTS COMPLEX	\$
Description	
BALL PARKS - SCHOOL	\$
Description	
BAYFRONT PARK	\$
Description	
BELROSE PARK	\$
Description	
BOYS & GIRLS CLUB	\$
Description	
CENTENNIAL PARK	\$
Description	
DAUPHINE ACRES	\$
Description	
DEER PARK	\$
Description	
1-10 SCENIC UNDERPASS (GATOR ALLEY)	\$
Description	
JOE PATRICK PARK	\$
Description	
LOTT PARK	\$
Description	
MAY DAY PARK	\$
Description	
MCMILLIAN BLUFF	\$
Description	
PARK CITY PARK	\$
Description	
SB WILLIAMS PARK	\$
Description	
VILLAGE POINT PARK	\$
Description	

Debris Management Plan

CONSOLIDATED PRELIMINARY DAMAGE REPORT - PRIVATE PROPERTY

City of Daphne

Damage Assessment (See notes below)
 A. Private Property - Non Agriculture

Type of Property	a. Number of Destroyed	b. Number of Major Damaged	c. Number Minor Damage	d. Number Affected	e. Total Dollar Loss	f. Uninsured Dollar Loss
Houses						
Mobile Homes						
Business						
Industry: Plants						
Vehicles						
Equipment						
Inventory						
Other (Specify)						
Utilities						
Other (Specify)						

Notes

- a. Destroyed - replacement required
- b. Major Damage - uninhabitable; extensive repairs, inhabitants will probably need temporary housing
- c. Minor Damage - uninhabitable but can be made habitable with minimal emergency type repairs
- d. Affected Damage - habitable and does not have to be vacated to be repaired, damage is cosmetic
- e. Total Dollar Loss- in terms of replacement / repair costs at current prices and standards
- f. Uninsured Dollar Loss - total dollar loss minus amount recovered from insurance

Loans SBA # _____ \$ _____ (Business / Homes)
 FHA# _____ \$ _____ (Homes, Equip., Crops, Farm Bldg.)
 IFG# _____ \$ _____

APPENDIX E
AGREEMENTS, MOAs, POLICIES, & ORDINANCES

AGREEMENTS

- **Lake Forest Dam Agreement**
- **South Alabama Mutual Assistance Agreement**

MOAs

- **MOA-ALDOT for Removal and Disposal of Storm Debris**

POLICIES

- **Hurricane Procedures/Guidelines - Hurricane Safety / Wind**

ORDINANCES

- **Ordinance 2013-04 - Trash**
- **Ordinance 2005-31 - Abatement Ordinance**
 - **Right of Entry Release Form**
- **Ordinance 2009-05 - Amendment to Garbage Collection**
- **Ordinance 2002-34 - Garbage Collection**

**City of Daphne
Lake Forest Dam Agreement**

This agreement is set between the City of Daphne and the Lake Forest Yacht & Country Club to determine the responsible party for opening and closing the dam flow valve before, during and after major rainstorms.

The City of Daphne shall contact the General Manager for the Lake Forest Yacht & Country Club to discuss the opening of the valve and for what purpose. The valve shall be opened or closed only by the following:

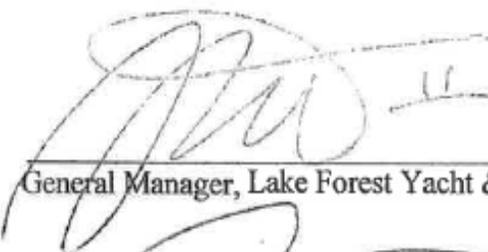
1. Rob Wright, CCM CAM , General Manager 626-0788, cell 239-887-1602
2. Erik Tanner, Golf Course Superintendent, cell 509-8433
3. Property Owners Association Office 626-0788

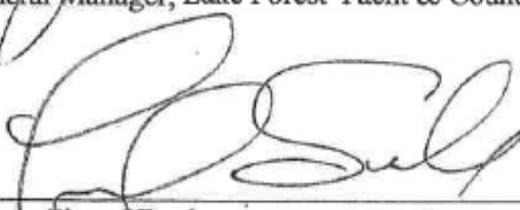
City of Daphne personnel that may make the request:

1. Fred Small, Mayor 621-9000, Cell 379-0437
2. Richard Johnson, P. E., Director of Public Works 621-3182, cell 379-1305
3. Melvin McCarley, Public Works Superintendent 621-3182, cell 379-6779

This agreement agreed to and signed on the 1st day of SEPTEMBER, 2011.

By:


General Manager, Lake Forest Yacht & Country Club


Mayor, City of Daphne

RIGHT OF ENTRY RELEASE

I HEREBY GIVE THE CITY OF DAPHNE AUTHORIZATION TO ENTER AND PERFORM THE BELOW DESCRIBED WORK ON MY PROPERTY AT:

PHYSICAL PROPERTY ADDRESS: _____

DESCRIPTION OF WORK TO BE PERFORMED: _____

THIS RIGHT OF ENTRY IS GIVEN WITH THE UNDERSTANDING THAT NO PERMANENT DAMAGE WILL BE DONE TO MY PROPERTY. THE CITY WILL COMPLETE THE WORK AS DESCRIBED ABOVE AS SOON AS POSSIBLE AND THE PROPERTY WILL BE RESTORED TO THE ORIGINAL CONDITION OR BETTER, UPON COMPLETION OF THE WORK.

GIVEN UNDER MY HAND THIS ___ DAY OF _____, 2012.

SIGNATURE OF PROPERTY OWNER

PRINT NAME

DAYTIME PHONE NUMBER

AUTHORIZED CITY REPRESENTATIVE:

APPENDIX F
PROBLEM AREAS AND CRITICAL ROUTES

- **Hot Spots - Problem Areas**
- **Primary Routes**
- **Initial "Push" Clearance List**
- **Post Disaster Initial Push Map**

Daphne Public Works "Hot Spots"

City wide

- Lake Forest Dam Agreement - Under threat of heavy rain, request dam to be opened.

Area 1

- Corner of Santa Rosa and Old County - Drainage get blocked easily and cannot handle excessive rain.
- Foot of Maxwell Avenue and Captain O' Neal - Prone to flooding during water surge.
- Captain O'Neal between College Avenue and Dryer Avenue - Check Drainage
- Corner of Old County Road and Church Street - Check Drainage
- Johnson Road at Animal Shelter - Floods in heavy rains
- Main Street near Village Point Park - Yancey Branch Bridge floods in heavy rains.

Area 2

- North Main Street Bridge at Gator Alley - Check bridge for flooding when dam has been opened.

Area 3

- Nicole Circle - Floods frequently
- Lakeview Loop around 142-144 Floods in heavy rains
- Gordon Circle - Floods and backs up to Highway 90
- Lakeshore Drive drainage ditch - check for discarded debris

Area 4

- Ridgewood Drive between Clay Circle and LaRosa Drive - Floods in heavy rains
- Cherryhill Road and Lawson Road - Floods in heavy rains
- Canterbury Road, drainage ditch behind houses - check for discarded debris
- Whispering Pines & County Road 13 - Floods in heavy rains

Area 5

- Public Works Road - Floods in heavy rain
- Well Road - Floods in heavy rain
- County Road 64 between Capital Drive and County Road 13 - Floods in heavy rains

Primary Routes

- **County Road 13**
- **County Road 64**
- **Highway 90**
- **Highway 98**
- **Highway 181**
- **Main Street**

The First areas of concern will be the major routes listed above. This list comprises the major thoroughfares of Daphne. Additional areas of concern will be Old Towne Daphne and Lake Forest. These areas will accumulate the most debris and both will need an early initial pick up to make room for citizens to place additional debris. Areas 1, 2 and 3 listed on the Initial Push Clearance List are recommended to be picked up after all thoroughfares are complete. Damage assessments will determine the remainder of the debris response and removal efforts.

Initial "Push" Clearance Areas

Crew 1

- Well Road to Wilson Avenue to Hwy 98. Turn North onto Hwy 98, Take a left on Santa Rosa Drive, turn left on Old CR 64, turn right onto Villa Drive. Return to Hwy. 98, turn North and stay on Hwy 98 until I-10. U-Turn at I-10 and go South on Hwy 98 back to Wilson Avenue. Turn Right onto Wilson Avenue until Main Street. Turn Right onto Main Street. Continue on Main Street, crossing over Hwy 98 onto North Main Street until you get to the Hwy 90 intersection. Return South on North Main Street, turn left on Pinehill Road, Complete Park Drive and Complete Pollard Road. Complete Area 2 and then head to Lake Forest when finished.

Crew 2

- Well Road to Wilson Avenue to Hwy 98. Turn South on Hwy 98 to Ryan Avenue, U-Turn and go North on Hwy 98 back to Johnson Road. Turn right on Johnson Road, turn right on Pine Street, turn right on Oak Street, turn right on Daphmont Drive, turn left on Warren Drive, turn left on Johnson Road. Turn right on Bailey Yelding Jr. Drive, turn left on Stanton Road, look left on Hwy 98 and address any needs, turn right on Hwy 98.

Turn left on Wilson Avenue, turn south on Main Street until North Winding Brook, turn right and complete N. Winding Brook, Villa Drive and Woodbridge Drive. Return to Main Street and go North, turn left on Maxwell Avenue, turn right on Captain O'Neal Drive. Follow Captain O'Neal Drive to Dryer Avenue to Old County Road to Santa Rosa Drive to Main Street. Turn South on Main Street, Turn Left on Daphne Avenue / CR 64 to CR 13.

Complete Area 1, head to Lake Forest when Complete

Crew 3

- Public Works Road to Rand Avenue to CR 13
Go North on CR 13 to Hwy 90. Turn left on Hwy 90 and complete all of Hwy 90. Return to Lake Forest and complete Bayview Drive and Ridgewood Drive.
Complete Lake Forest remaining Boulevards and loop streets.

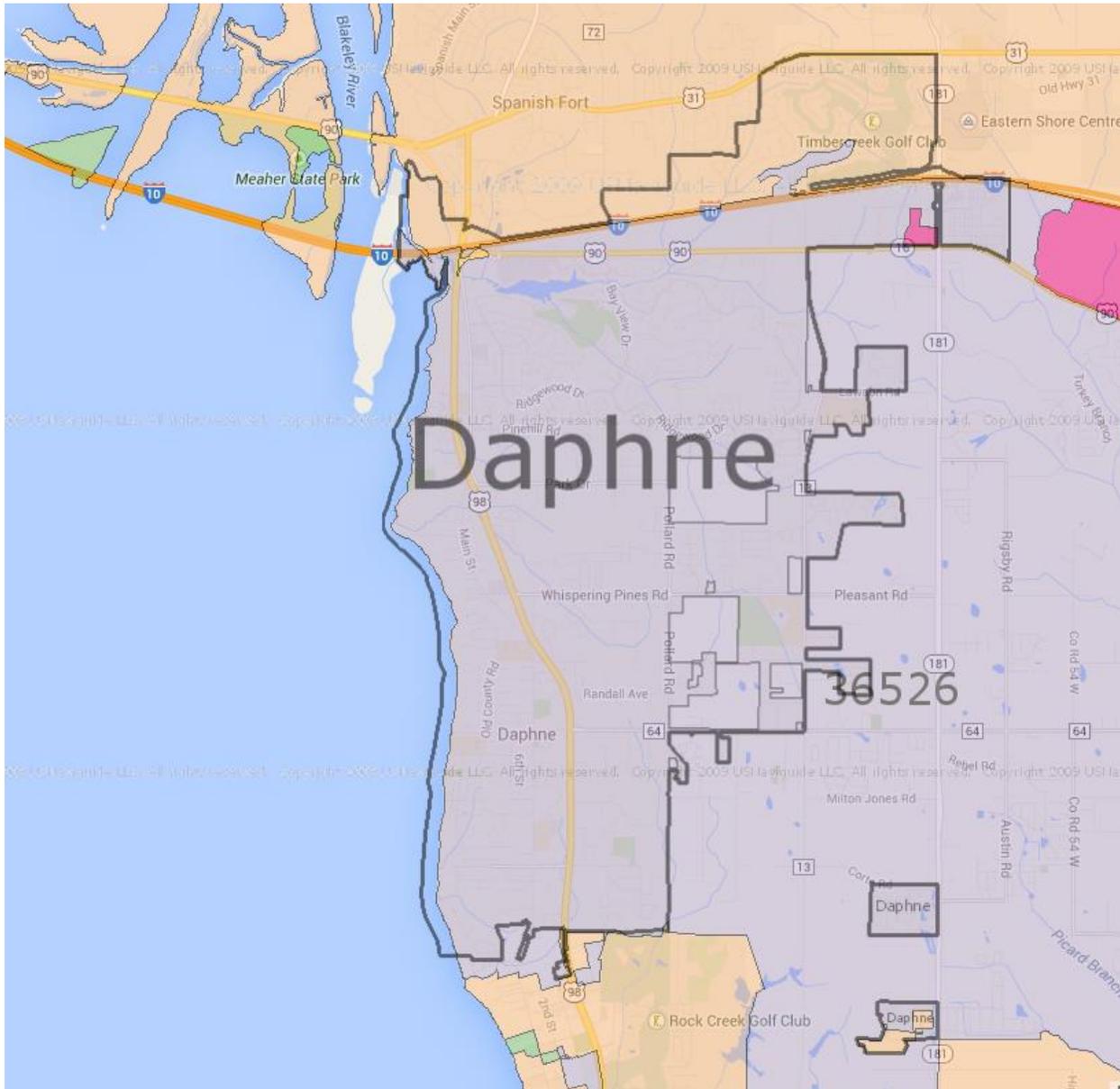
Crew 4

- Public Works Road to Rand Avenue to CR 13 to Milton Jones Road
Turn left on Milton Jones Road to Hwy 181. Turn right on Hwy 181 to Oldfield/Dunmore Subdivisions. U-turn on Hwy 181, head north. Check Pleasant Road, Check Champions Way and continue north until Hwy 31, U-turn and go Timbercreek. Complete Timbercreek Blvd and Pine Run.
Complete Area 5, once Complete head to Area 4 Non-LF sections.

APPENDIX G
ZONE MAPS AND CERTIFICATION FORMS

- **Debris Zone Map**
- **Truck Certification Forms**

Debris Management Plan



Debris Management Plan

Truck Certification Form Calculation Instructions

Instructions to take the necessary dimensions of corner wedge (refer to Figure B-6):

“a”: Along the side of the bed, measure the distance from the point where the rounded part of the bed starts, to the front corner of the bed.

“b”: Equal to “a.”

“c” and “d”: Along the side of the bed, mark the point where the rounded part of the bed starts, and along the front of the bed, also mark the point where the rounded part of the bed ends. Run a string between the two points and measure the distance between them; half of that distance is “c” and half of the distance is “d” (“c” and “d” are equal).

“e”: Measure the distance from the mid-point of the string that was stretched from the side to the front of the bed in the previous step to the rounded part of the bed.

Extra trailer: The volume calculations for the extra trailer would be simply length x width x height if the extra trailer has a rectangular bed. However, if the extra trailer also has round corners at the front, the volume calculation would be the same as explained above.

Instructions to take the necessary dimensions of round bottom truck (refer to Figure B-6):

“a”: The width of the bed.

“b”: The depth of the vertical portion (the side) of the bed.

“c” and “d”: Both are equal to half the width of the bed.

“e”: Run a string between the lower ends of the vertical portions of the bed (the sides), and measure the distance from the mid-point of the string to the bottom of the bed.

NOTE: All dimensions used in the above formulas must be in feet, with inches converted to fractions of feet, using the following conversions (for example, 8 feet, 5 inches should be written as 8.42 feet):

1 inch = .08 foot	7 inches = .58 foot
2 inches = .17 foot	8 inches = .67 foot
3 inches = .25 foot	9 inches = .75 foot
4 inches = .33 foot	10 inches = .83 foot
5 inches = .42 foot	11 inches = .92 foot
6 inches = .50 foot	

Debris Management Plan

Truck Information			
Make	Year	Color	License
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Truck Measurements			
Performed By:	<input type="text"/>	Date:	<input type="text"/>
Volume Calculated By:	<input type="text"/>	Date:	<input type="text"/>
Both Checked By:	<input type="text"/>	Date:	<input type="text"/>
Driver Information			
Name:	<input type="text"/>		
Address:	<input type="text"/>		
Phone Number:	<input type="text"/>		
Owner Information			
Name:	<input type="text"/>		
Address:	<input type="text"/>		
Phone Number:	<input type="text"/>		
Truck Identification:	<input type="text"/>		
Truck Capacity:	<input type="text"/>		
<div data-bbox="428 1243 1183 1740" style="border: 2px solid black; width: 465px; height: 237px; margin: 0 auto;"></div>			
Photo			

Figure B-5: Truck Certification Form

Debris Management Plan

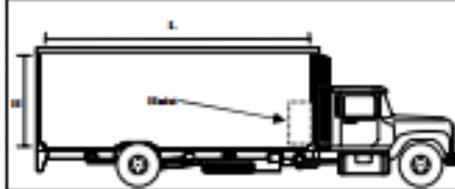
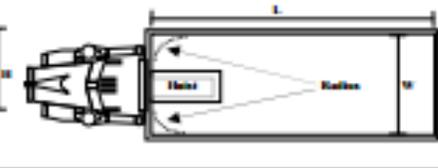
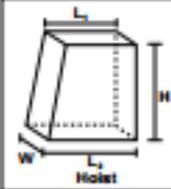
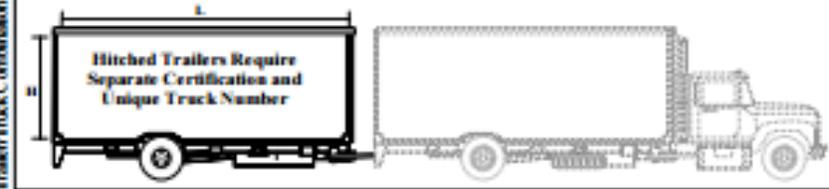
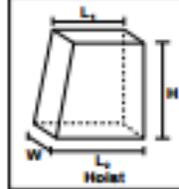
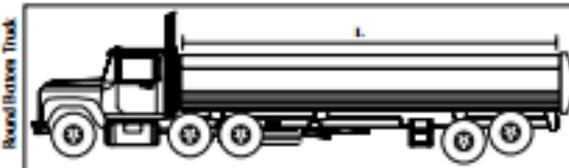
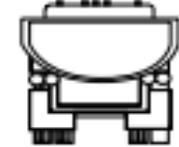
DUMP TRUCK			
Measurements			
Truck Measurements	Length (L) = <input style="width: 100px;" type="text"/>	Width (W) ft = <input style="width: 100px;" type="text"/>	Height (H) ft = <input style="width: 100px;" type="text"/>
Hoist Measurement	Length ₁ (L ₁) ft = <input style="width: 100px;" type="text"/>	Width _H (W _H) ft = <input style="width: 100px;" type="text"/>	Height _H (H _H) ft = <input style="width: 100px;" type="text"/>
	Length ₂ (L ₂) ft = <input style="width: 100px;" type="text"/>		
Radius	Radius ft = <input style="width: 100px;" type="text"/>	Height (H) = <input style="width: 100px;" type="text"/>	
Calculations			
Bed Volume (Basic)	$(L \times W \times H) / 27 =$ <input style="width: 100px;" type="text"/>	+ <input style="width: 50px;" type="text"/>	Cubic Yards
Hoist Volume	$((L_1 + L_2) / 2) \times W_H \times H_H / 27 =$ <input style="width: 100px;" type="text"/>	- <input style="width: 50px;" type="text"/>	
Radius Volume	$(3.14 \times R^2 \times H) / 27 =$ <input style="width: 100px;" type="text"/>	- <input style="width: 50px;" type="text"/>	
Total	= <input style="width: 100px;" type="text"/> cyd		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; text-align: center;">  </div> <div style="width: 20%; text-align: center;">  </div> <div style="width: 30%; text-align: center;">  </div> <div style="width: 15%; text-align: center;">  </div> </div>			
EXTRA TRAILER			
Measurements			
Truck Measurements (Basic)	Length (L) = <input style="width: 100px;" type="text"/>	Width (W) ft = <input style="width: 100px;" type="text"/>	Height (H) ft = <input style="width: 100px;" type="text"/>
Hoist Measurement	Length ₁ (L ₁) ft = <input style="width: 100px;" type="text"/>	Width _H (W _H) ft = <input style="width: 100px;" type="text"/>	Height _H (H _H) ft = <input style="width: 100px;" type="text"/>
	Length ₂ (L ₂) ft = <input style="width: 100px;" type="text"/>		
Radius	Radius ft = <input style="width: 100px;" type="text"/>	Height (H) = <input style="width: 100px;" type="text"/>	
Calculations			
Bed Volume (Basic)	$(L \times W \times H) / 27 =$ <input style="width: 100px;" type="text"/>	+ <input style="width: 50px;" type="text"/>	Cubic Yards
Hoist Volume	$((L_1 + L_2) / 2) \times W_H \times H_H / 27 =$ <input style="width: 100px;" type="text"/>	- <input style="width: 50px;" type="text"/>	
Radius Volume	$(3.14 \times R^2 \times H) / 27 =$ <input style="width: 100px;" type="text"/>	- <input style="width: 50px;" type="text"/>	
Total	= <input style="width: 100px;" type="text"/> cyd		
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%; text-align: center;">  </div> <div style="width: 35%; text-align: center;">  </div> </div>			
ROUND BOTTOM TRUCK			
Measurements			
Truck Measurements	Length (L) ft = <input style="width: 100px;" type="text"/>	Diameter (D) ft = <input style="width: 100px;" type="text"/>	
Calculations			
Approx. Volume $(3.14 \times (D/2)^2 \times L) / 27 =$ <input style="width: 100px;" type="text"/> cyd (round bottom portion only)			Cubic Yards
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%; text-align: center;">  </div> <div style="width: 35%; text-align: center;">  </div> </div>			

Figure B-6: Truck Dimensions

APPENDIX H
PUBLIC WORKS RESOURCES

- **Emergency Contact List**
- **Public Works Equipment and Vehicle Inventory**

Debris Management Plan

City of Daphne Emergency Contact Numbers

Title	Name and Address	Phone Number and Email
Mayor	Dane Haygood PO Box 400 1705 Main Street Daphne, AL 36526	251-621-9000 Business 251-463-2888 Cell Mayorsoffice@daphneal.com
Fire Department	James White PO Box 400 28280 N. Main Street Daphne, AL 36526	251-621-2836 Business 251-626-9646 Home 251-583-8938 Cell 251-621-2811 Fax daphfire@bellsouth.net
Vol. Fire Chief	Melvin McCarley PO Box 694 1707 Sixth Street Daphne, AL 36526	251-621-3182 Business 251-626-2493 Home 251-379-6779 Cell 251-621-3189 Fax
Police Department	David Carpenter PO Box 400 1502 Highway 98 Daphne, AL 36526	251-621-2834 Business 251-626-2852 Home 251-583-5555 Cell 251-621-3597 Fax dcarpenter@daphnepolice.org
EM Coordinator	Chip Martin PO Box 400 1705 Main Street Daphne, AL 36526	251-621-2815 Business 251-626-7897 Home 251-583-8940 Cell 251-621-0067 Fax Chipmartin@bellsouth.net
EM Asst. Coordinator	Scott Taylor PO Box 400 1502 Hwy 98 Daphne, AL 36526	251-621-9100 Business 251-626-0946 Home 251-583-5989 Cell 251-621-3597 FAX staylor@daphnepolice.org
EM Asst. Coordinator	Denise Penry PO Box 400 Daphne, AL 36526	251-621-3182 Business 251-767-3251 Cell 251-621-3189 Fax accountantpw@bellsouth.net
City Representative @ EOC	Danny Dillard PO Box 400 Daphne, AL 36526	251-621-3182 Business 251-928-4083 Home 251-510-8258 Cell bldginspector@bellsouth.net

Debris Management Plan

City of Daphne Employee Emergency Call List

Name	Number	Name	Number
A		C	
John Asher 927 Boykin Street Bay Minette, AL 36507	251-295-0493 (M) 251-937-6326 (H) John.archer20@yahoo.com	Graham Cox 803 Camellia Lane Daphne, AL 36526	251-635-7422 (M)
B		D	
James Baggett 8524 Westminister Ct. Spanish Fort, AL 36527	251-626-0413(H)	William Curry PO 807 Daphne, AL 36526	251-597-2445 (M)
Henry Banks 10208 Mission Trace Fairhope, AL 36532	251-284-6089 (M)	Terry Davis 7921Magnolia Crest Drive Irvington, AL 36544	251-289-7863(M)
Malcolm Barge 1010 Stanton Road Daphne, AL 36526	251-367-2151 (M) 251-621-8694 (H)	Louis Dixon PO 147 Daphne, AL 36526	251-518-2769(M)
Frank Barnett 9359 Chamberlain Lane Daphne, AL 36526	251-454-4876 (M) 251-626-9101 (H) Frank.barnett@att.net	Brent Durham 102 Brookwood Circle Daphne, AL 36526	251-300-0375(M)
E		F	
Amos Bauer 7851 State Hwy 98 Fairhope, AL 36532	251-404-0956 (M) 251-990-8115 (H) amosafb@yahoo.com	Kerry Elliotte PO 7167 Spanish Ft. 36577	251-583-6698 (M)
Tommy Bertagnolli Jr. 16206 Upland Court Loxley, AL 36551	251-776-0065 (M)	Mark Ferencak 12100 Meadow Road Fairhope, AL 36532	251-348-3446 (H) Ferencak78@gmail.com
Roy Bindon 320 5th Street Mobile, AL 36611	251-545-0427 (M) Roy_bindon@live.com	Timothy Flowers 13468 Roberts Road Loxley, AL 36551	251-401-0712 (M)
Candice Bishop 18891 County Road 33 Fairhope, AL 36532	251-599-6986 (M) Cbishop1@bellsouth.net	Shane Friday 104 Asbury Hill Daphne, AL 36526	251-463-3017
G		H	
Ray Burton 11277 Hersele Loop Daphne, AL 36526	256-794-8787(M) 251-288-4421(H) rayfordburton@yahoo.com	Leon Gill 30912 Spanish Brook East Spanish Fort, AL 36527	251-232-3040
C		I	
Connie Champion 925 Dauphin Circle Daphne, AL 36526	251-234-7124(M) Crazycc95@yahoo.com	Steven Gigg 9557 Poet's Corner Daphne, AL 36527	251-458-1316
Ronny Champion 925 Dauphin Circle Daphne, AL 36526	251-583-9602 (M)	Michele Hanson 1207 Randall Avenue Daphne, AL 36526	251-747-1348
Ryan Cluster 21325 Annandale Drive #91 Robertsdale, AL 36567	251-716-1550 (M)	Darrell Harris PO 324 Daphne, AL 36526	251-367-1474
J		K	
Dwayne Coley Cherryhill Dr. Daphne, AL 26526	251-593-6858 (B) 251-367-0032 (M)	Carl Jackson 26275 CR 13 N Daphne, AL 36526	251-379-4638 (B) 251-725-2027(M)
Clement "Buck" Conaway PO 145 Daphne, AL 36526	251-379-6781(B) 251-508-2634(M)		

Debris Management Plan

City of Daphne Employee Emergency Call List

Name	Number	Name	Number
J- Continued		M- Continued	
Claude Rusty Jackson 26275 CR 13 N Daphne, AL 36526	251-895-5159(M)	Daryl Means 11130 Larry Street Daphne, AL 36526	251-402-8087
Calvin James PO 1391 Daphne, AL 36525	251-455-0815(M)	Tracey Miller 16480 Gaineswood Drive North Fairhope, AL 36532	251-554-3808
Ronald Jemison 25481 South Pollard Rd. South Daphne, AL 36526	251-210-5289(M)	Joseph Mixon 30023 Douglas Ct. South Spanish Fort, AL 36527	251-626-3058 251-442-7009
Freddie Johnson 3996 Stanton Road South Daphne, AL 36526	251-379-6774 251-454-9643(M)	Markes Mosley 9303 CR 64 Daphne, AL 36526	251-518-2808 Markesmosley77m@gmail.com
Richard Johnson 27120 Bit & Spur Drive Daphne, AL 36526	251-379-1305 251-458-4890(M)	N	
		Ray Newman 25719 Newman Rd Daphne, AL 36526	251-626-7726(H) 251-533-0425(m)
Randy Jones PO 1856 Bay Minette, AL 36507	251-284-8223(M)	Ken Nichols 7071 Camellia Del Lane Bon Secour	251-949-5400(H) 251-979-3128(M) tknichols@centurylink.net
John Julian 104 Rolling Hill Drive Daphne, AL 36526	561-797-5721(M)	P	
		Randy Pennycuff 16466 Pointer Drive Foley, AL 36535	251-978-4233 impalaranday@gmail.com
L			
Josheph Little 361 Burton Street Daphne, AL 36526	251-622-1950(M)	Denise Penry 21550 1st Street Silverhill, AL 36576	251-767-3251 penrypd@hotmail.com
Throne Locke PO 2351 Daphne, AL 36526	251-402-2365(M)	Will Pickett 2072 Grimes Street Loxley, AL 36551	251-964-6933 251-327-6254 Willpickett2@gmail.com
Robert Lucas 21477 County Road 49 Silverhill, AL 36576	251-214-7208	R	
		Cyndi Ramsay 22967Wheatley Street Robertsdale, AL 36567	251-947-7525(H) 251-490-7526(M) Ramc_56@yahoo.com
M			
Melvin McCarley 1208 Randall Ave. Daphne, AL 36526	251-379-6779(B) 251-802-0382(M)	John Rohm 17741 Hwy 181 Fairhope, AL 36532	251-454-9508(M)
Bill McMann 19620 O'Brien Ave. Daphne, AL 36526	251-599-3809(M)	Larry Rudolph 31230 Stage Coach Road Apt. F45 Spanish Fort, AL 36527	251-382-2599 (M)

Debris Management Plan

City of Daphne Employee Emergency Call List- Continued

Name	Number
S	
Robert Salter PO Box 2952 Daphne, AL 36526	251-472-6232(M)
Eric Seals 34894B Pine Road South Stapleton, AL 36578	251-379-6786(B) 251-232-4901(M) Shiznit874@gmail.com
James Sewell 1309 Johnson Road Daphne, AL 36526	251-222-2236(M)
Luke Sledge 7040Herman Sledge Road Bay Minette, AL 36507	251-937-9197 251-404-0951
Calvin Stallworth	251-408-3836 251-442-8549
Chris Stanton 11796 Balsam CT Spanish Fort, AL 36527	251-802-6226 Cdsanton64@gmail.com
Robert Stockton 12837 Keller Road Fairhope, AL 36532	251-209-6139 Jazzberry_tp1@yahoo.com
Paul Strasser 420 Ridgewood Drive Daphne, AL 36526	251-370-0492
W	
Vodie Cutter Watts PO Box 211 Loxley AL 36551	251-621-0296(H)
Greg White 1412 Wilson Avenue Daphne, AL 36526	251-232-3087(M)
Terry White 7 North Pine Street Mobile, AL 36604	251-423-8381(M)
Adam White 1045 Sea Cliff Drive N. Daphne, AL 36526	251-367-1996(M)
John Wright 604 Daphmont Drive Daphne, AL 36526	850-602-6559(M)
Z-	
Phillip Zirlott 9556 CR 34 #25 Fairhope, AL 36532	251-213-1156 251-716-0231 251-210-5664 Phillipzirlott32@gmail.com

Debris Management Plan

Equipment List

PW Vehicles by Department

Vehicle No.	Year	Model	Make	Date Acquired	Vin. No.
Mowing					
43	1989	3910	Ford Tractor	1989	BB58019B
1172	2006	1445 Series II	John Deere Mower	2006	TC1445D061044
1173	2006	1445 Series II	John Deere Mower	2006	TC1445D060750
1333	2010	1565 Series	John Deere Mower	2010	TC1565D090166
1334	2010	1565 Series	John Deere Mower	2010	TC1565D090170
1335	2010	1565 Series	John Deere Mower	2010	TC1565D090169
1336	2010	1565 Series	John Deere Mower	2010	TC1565D090167
1338	2010	1565 Series	John Deere Mower	2010	TC1565D090168
6020	2008		Holland Hydra Mower	2008	Z8BD09932
6610			Tractor		
1427	2012	F150	Ford Pick-up Truck	2005	1FTVX1CF8CKE37678
1199	1994	C3500	GMC FKAT Bed Pick-up Truck	1994	1GDJC34N4RE530289
Street					
31	1990	1/2 Ton	GMC Pick-up Truck	1990	16TD14H7L2526563
1319	2009	600	TYMOC 600 Street Sweeper	2009	1HTJTSKNOAH194115
1396	2013	R1500 1/2 Ton	Dodge Pick-up Truck 1/2 Ton	2013	1C6RD6KP3S205420
99	1998	LT8501	Ford Dump Truck	1998	1FDYW86FOWVA48090
1431	2013	M2106	Dump Truck	2013	1FVACYBS1DHFE4798
1203	2008	F550	Truck	2008	1FDAF56R88EA61970
1137	2005	F450	Ford Truck	2005	1FDXF46P05ED25889
1107	2005	C8500	GMC Dump Truck	2005	1GDP8C13X5F525181
775	2000	F450SD	Ford Pick Up Truck	2000	1FDXW46S9YEC84834
771	2000	F650	Ford Flatbed Dump Body Truck	2000	3FDWF6587YMA34211
107	1998	F150	Ford Pick-up Truck	1998	1FTZF17WXWNB38596
80	1996	F150	Ford Pick-up Truck	1996	1FDYW86FOWVA40890
1423	2012	P4D2RID	Falcon Asphalt Recycler	2012	1FTEF15N9TLB82234
1425	2012	8x24	Bye Rite Barricade Trailer	2012	5VBE246CRBB2241
1399	2012	8x24	Bye Rite Barricade Trailer	2012	5VTBE2426CRBB1235
1179	2010	8x24	Bye Rite Barricade Trailer	2010	BR824X2948EQP2006
1178	2006	8x24	Bye Rite Barricade Trailer	2006	BR24X3076EQP2006
1148	2006	8x24	Flatbed Utility Trailer	2006	BR824X6797EQP2006
1147	2006	8x24	Flatbed Utility Trailer	2006	BR824X6724EQP2006
501	1995		Econoline Tandem Axle Equip. Trailer	1995	42EEDPLW27T1001188
1424	2012	3000Roller	Mauldin Tow Behind Roller Comp	2012	2YG02557-557K30PKH
3180	2007	924G	Caterpillar Wheel Loader	2007	DDA03180
3365	2007	924G	Caterpillar Wheel Loader	2007	DDA03365
1143-L		430DIT	Caterpillar Back hoe Loader		BML05453
1145-L		420D	Caterpillar Back hoe Loader		FDP24219
59	1994	Excavator	Caterpillar Excavator	1994	06YM00838
58	1993	214B Excavator	Caterpillar Excavator Rubber Tire	1993	09MF00498
51	1989	570	Grader	1989	Td6359D211945

Debris Management Plan

PW Vehicles by Department - Continued

Vehicle No.	Year	Model	Make	Date Acquired	Vin. No.
Building Maintenance					
934	2005		John Boat	2005	1M5BM161621E54352
1123	2005	Bye Rite	Trailer 6 x 10 Recycle Trailer	2005	BR610X6106AFG2005
1299	2009	350	JLG Hydraulic Lift	2009	5DYAC20169P003144
1129	2006	E150 Van	Ford Van	2006	1FTRE14W96HA46434
973	2003	F-150	Pick-up Truck	2003	1FTRX17WO3NB25364
1128	2006	E-150	Ford Van	2005	1GTRE14W76HA4633
1364	2010	20HP	Yamaha Boat Motor	2010	6AHKS1028736
1444	2011	30AM	JLG Vertical Lift	2011	900032941
Solid Waste- Recycle					
1375	2012	20 CY Rear Lo	International	2012	1HTWCAA8CJ5588607
1374	2012	20 CY Rear Lo	International	2012	1HTWCAAR6CJ588606
BP16	2011	236B3	Caterpillar 236B3 Skid St	2011	A9HO1347
1031		F250	Ford Pick-up Truck	2004	1FTNX20LO4EC96343
1185	2006	6X10	6x10 Recycle Trailer	2006	BR610X3268AFG2006
1125	2006	6X10	6x10 Recycle Trailer	2006	BR610X6108AFG2005
1122	2006	6X10	Bye Rite 6x10 Recycle Trailer	2006	BR610X6105AFG2005
1120	2006	6X10	Bye Rite 6x10 Recycle Trailer	2006	BR610X6103AFG2005
1124	2006	6X10	Bye Rite 6x10 Recycle Trailer	2006	BR610X6107AFG2005
1121	2006	6X10	Bye Rite 6x10 Recycle Trailer	2006	BR610X6104AFG2005
1119	2006	6X10	Bye Rite 6x10 Recycle Trailer	2006	BR610X0391AFG2005
Solid Waste-Trash					
1005	2004	FL70	Freightliner Trash L	2004	1FVABTAK74HM83403
1323	2010	M2106	Freightliner KNUC	2010	1FVACXDT6ADAT2610
1324	2010	M2106	Freightliner KNUC	2010	1FVACXDT8ADAT2611
1325	2010	M2106	Freightliner KNUC	2010	1FVACXTXADAT2612
Solid Waste Garbage					
1397	2012	R1500	Dodge Truck	2012	1C6RD6KP4CS201179
1127	2006	E350	Ford Van	2006	1FBNE31LO6HA45813
1440	2013	LEU613-28CY	Mack LEU61328CY Automatic	2013	1M2AU02CXDM007841
1384	2012	LEU613-28-CY	Mack LEU61328CY Automatic	2012	1M2AU020C0CM006714
1330	2010	22CY Side Car	22CY Side Car Side Loadin	2010	5VCA3DHF6AH210409
1329	2010	T370	Kenworth Heil 16CY Garbage Truck	2010	2NKHHN8X8AM272146
1205	2007	CONDOR	American Lafrance Con	2007	5SHANCY57RZ13897
1142	2005	CONDOR	Sterling Condor Dual D	2005	49HHBVCY5RN68128
Janitorial					
1388	2011	Ranger	Ford Pick-up Truck	2011	1FTKR1AD38PA84640
100	1998	Silverado	Chevrolet 1/2 Ton Pick-up Truck	1998	2GCEC19R2W1216062

**APPENDIX I
OPERATIONAL CHECKLISTS**

- **Pre-Season**
- **Increased Readiness**
- **Response Phase I - Immediate Response**
- **Response Phase II Recovery Operations**
- **Project Completion and Closeout**

PRE- SEASON CHECKLIST

Hurricane Season is June 1- November 30. These are items to update and address at the beginning of every season. The party responsible for update is in parenthesis.

- Employee Directory - directory of emergency contact information for all employees (PW Administrative Assistant)
- Local Suppliers List - List of local suppliers where we keep contracts or open purchase orders (PW Accountant)
- Lake Forest Dam Agreement - Contact information for all parties involved in the decision making process for the Dam (PW Director)
- Vehicle and Equipment Inventory - Detailed list of vehicles and equipment (PW Accountant)
- Hot Spot List - List of Areas of known issues (PW Superintendent)
- Officials Contact List - List of contact information for key EM personnel (EM Coordinator)
- Initial Push Map - Ensure that map is updated (PW Accountant /GIS)
- Disaster Crews - Determine individuals that will be assigned (PW Superintendent)
- Disaster Assessment Map - Ensure map is updated (PW Accountant/GIS)
- Review Relevant Ordinances (PW Director)
- Review Memorandums of Understanding /Agreements (PW Director)
- Review Debris Management Contracts (PW Director)

INCREASED READINESS CHECKLIST

When the County is placed in the five (5) day "Cone of Uncertainty" forecast or "Watch" phase, the City of Daphne should increase their state of readiness by performing the following tasks:

- Alert Key Personnel
- Review the Debris Management Plan with Supervisors and Command Staff
- Make Copies and download all relevant data to a CD or a portable drive
- Review Supply Lists for Department
- Alert supply companies of potential order (Rock, Fuel, Sand etc.)
- Contact Debris Management Contractors and Place on Standby

RESPONSE PHASE I IMMEDIATE RESPONSE CHECKLIST

When the threat of severe weather has passed and the winds reach the designated threshold for safe travel, the City will begin the Response phase of disaster work.. The Response is broken into two phases; the Immediate Response Phase and the Recovery Operations Phase. In the Immediate Response Phase, the City should address the following item:

- Assist Responding Departments with Life Protecting Operations
- Conduct Damage Assessment
- Begin Emergency Debris Clearance / "Push Operations" (First 70 Hours)
- Photograph damaged areas, facilities and infrastructure
- Activate Debris Removal and Monitoring Contractor (if used)
- If needed, coordinate Contractor aided emergency road clearance and identify zones/areas
- Begin Truck Certification
- Determine if additional Debris Management Sites will be needed and prepare DMS site plan
 - Collect Soil samples, lease agreements etc.
- Conduct briefings with Elected Officials
- Coordinate Media Press Releases
- Coordinate with Baldwin County EMA and the Alabama Emergency Management Agency to Request Information /Meeting with FEMA Public Assistance Officer

RESPONSE PHASE II RECOVERY OPERATIONS CHECKLIST

When immediate lifesaving measures have concluded and the emergency road clearance operations are complete, the City will transition into Phase II of response which is recovery. This Phase will focus on collecting the debris, development and management of debris management sites, reducing and recycling and final disposal. The following checklist items are recommended for this phase:

- Identify and secure monitors
- DOCUMENT, DOCUMENT, DOCUMENT and retain all records for final closeout /review and potential Audit
- Begin Truck Certification
- Review Site plan for the DMS and initiate accordingly
- Prioritize Road Areas/Zones
- Initiate Press Release on Debris Removal Schedule and Segregation of curb side debris
- Begin ROW Clean-up
 - Vegetative
 - C & D
 - Specialty
 - Parks

- Coordinate with External Agencies (ADEM, NRCS etc.)
- Identify ineligible Debris on ROW
- Maintain and evaluate ROW Cleanup initiatives
- Maintain contact with FEMA representative for review and approval of specialty debris removal efforts.
- Begin specialty debris removal (demolition, marine, sand, etc.)
- Monitor City DMS facility and the need for opening an additional site
- Coordinate Debris Removal in Parks
- Initiate Leaner/Hanger Removal
- Begin processing Contractor Invoices
- Continue Press Releases

PROJECT COMPLETION AND CLOSEOUT CHECKLIST

As debris operations progress, maintaining, evaluating and documenting debris efforts is priority. The following checklist items should be considered as the recovery phase transitions back to normalcy:

- Finalization of debris removal efforts
- Completion of Specialty debris removal initiatives
- Continue Press Releases regarding final pass schedule
- Coordinate with Debris contractor on final removal and disposal efforts
- Closeout and remediation of DMS locations
- Conduct Project Closeout meetings with FEMA debris representative
- Conduct Review and closeout with Contractor on property damages and Citizen complaints.

- **NPDES Permit - Tallent Lane Solid Waste Facility**

APPENDIX K
FEMA FACT SHEETS AND POLICY GUIDANCE

- **Labor Costs- Emergency Work** (FEMA RP9525.7)
 - Emergency Contracting vs. Emergency Work (FEMA 9580.4)
- **Applicant's Contracting Checklist** (FEMA RP 9580.201)
- **Debris Monitoring** (FEMA 9580.203)
 - Tower Monitor Log
 - Roving Monitor Report
 - Daily Issue Log
- **Debris Removal from Private Property** (DAP 9523.13)
- **Demolition of Private Structures** (DAP 9523.4)
- **Hand Loaded Trucks and Trailers** (FEMA RP 9523.12)
- **Debris Removal on Federal -Aid Roads** (FEMA 9580.214)

CITY OF DAPHNE

RESOLUTION 2016-24

**A RESOLUTION OPPOSING ALABAMA LEGISLATIVE HOUSE BILL 516
OF THE 2016 LEGISLATIVE SESSION REGARDING THE DE-ANNEXATION
OF CERTAIN PROPERTY PARCELS OF REAL PROPERTY FROM THE CITY OF
DAPHNE AND SUBSEQUENT ANNEXATION INTO THE TERRITORIAL LIMITS OF
THE CITY OF SPANISH FORT**

WHEREAS, the City of Spanish Fort previously requested that certain parcels of real property totaling approximately 4.19 acres north of I-10 and subject to the Spanish Fort Town Center, but within the territorial limits of the City of Daphne, Alabama be de-annexed from the City of Daphne into the City of Spanish Fort by introducing through local legislation and House Bill 695 in the 2015 regular session of the Alabama Legislature to accomplish the same; and,

WHEREAS, on June 1, 2015 at the City of Daphne City Council's regularly scheduled meeting, Resolution 2015-39 to support the de-annexation and subsequent annexation regarding that certain parcel of real property totaling 4.19 acres north of I-10 and subject to the Spanish Fort Town Center restrictions and subsequent annexation appeared on the Daphne City Council for a vote, but such Resolution supporting the proposed Legislative Act failed to be considered; and

WHEREAS, Alabama House Bill 516 has recently been introduced into the Regular Session of the 2016 Alabama Legislature and if passed would be a de-annexation of the 4.19 acres from the City of Daphne, and subsequently the said real property would be annexed into the City of Spanish Fort; and,

WHEREAS, the City of Daphne City Council does not support Alabama House Bill 516 for de-annexation from the City of Daphne, and subsequent re-annexation of the 4.19 acre tract into the City of Spanish Fort; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, THAT the City Council does not believe that it is in the best interest, health, safety and welfare of the citizens of the City of Daphne to consent and support the current proposed legislation known as Alabama House Bill 516.

BE IT FURTHER RESOLVED that certified copies of this Resolution shall be, upon passage, delivered forthwith by the City of Daphne City Clerk to each member of the Baldwin County Delegation.

APPROVED AND ADOPTED by the Mayor and the City Council of the City of Daphne, Alabama, on this the 18th day of April, 2016.

Dane Haygood, Mayor

ATTEST:

Rebecca A. Hayes, City Clerk

RESOLUTION NO. 2016-25
BID AWARD: 2016-I-ROCK MATERIAL

WHEREAS, The City of Daphne is required under section 41-16-20 of the Code of Alabama to secure competitive bids for items in excess of \$15,000; and

WHEREAS, The City of Daphne acknowledges that the cost for the ROCK MATERIAL will exceed this amount; and

WHEREAS, Staff has reviewed the bids for the ROCK MATERIAL and determined that the bid as presented is reasonable; and

WHEREAS, Staff recommends the bid for the ROCK MATERIAL be awarded to Vulcan Materials Company.

NOW, THEREFORE BE IT RESOLVED, AND IT IS HEREBY RESOLVED, THAT THE MAYOR AND CITY COUNCIL OF THE CITY OF DAPHNE, hereby accept the bid of Vulcan Materials Company for unit cost (delivered) as follows:

Crushed Aggregate 825-A	- \$35.75
Crushed Aggregate 825-B	- \$31.75
#57 Limestone	- \$36.75
#78 Pea Gravel	- No Bid
Rip Rap – Class I	- \$52.00
Rip Rap – Class II	- \$52.00

as specified in BID SPECIFICATION NO. 2016-I-ROCK MATERIAL.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS _____ day of _____, 2016.

Dane Haygood, Mayor

ATTEST:

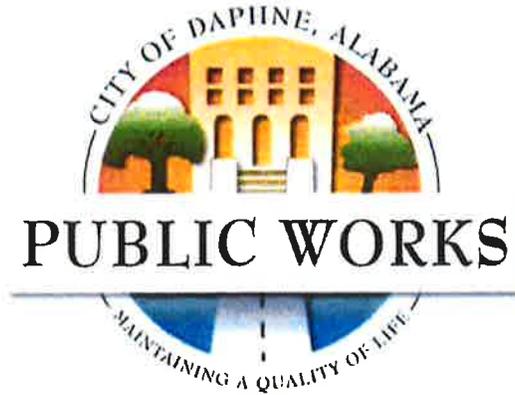
Rebecca A. Hayes, City Clerk

Dane Haygood
Mayor

Rebecca Hayes
City Clerk

Kelli Kichler, CPA
Finance Director/Treasurer

Richard Johnson, P. E.
Director of Public Works



Tommie Conaway
District 1

Pat Rudicell
District 2

John L. Lake
District 3

Randy Fry
District 4

Ronald Scott
District 5

Robin Lejeune
District 6

Angela Phillips
District 7

To: Kelli Kichler, CPA, Finance Director
Suzanne Henson, Senior Accountant

From: Richard Johnson, P. E., Public Works Director

**Richard D.
Johnson, PE**

Digitally signed by Richard D. Johnson,
PE
DN: cn=Richard D. Johnson, PE, o=City of
Daphne, ou=Division of Public Works,
email=rjohnson@daphneal.com, c=US
Date: 2016.03.31 15:58:04 -05'00'

Date: March 31, 2016

Re: Bid 2016-I-Rock

Bids were solicited for the purchase of rock materials. These purchases will be made regularly throughout the year by the Street Department for maintenance and construction.

Only one bid was received and I recommend Vulcan Materials Company be selected as the contracted vendor. Although they were the only bidder, their prices are in line with market value.

Please call me if you have any questions.

**CITY OF DAPHNE
BID OPENING MINUTES
BID DOCUMENT NO: 2016-I-ROCK
March 23, 2016
11:30 A.M. @ CITY HALL**

Those present were as follows:

Ms. Suzanne Henson Senior Accountant
Mr. Richard Johnson Public Works Director

7 bid invitations were mailed, 1 sealed bids were received.

Richard Johnson opened the bids presented and the bids were read aloud as follows:

<u>VENDOR</u>	<u>COST PER TON</u>
<u>Vulcan Materials Company</u>	Crushed Aggregate 825-A - \$35.75
	Crushed Aggregate 825-B - \$31.75
	#57 Limestone - \$36.75
	#78 Pea Gravel - <i>No Bid</i>
	Rip Rap – Class I - \$52.00
	Rip Rap – Class II - \$ 52.00



Suzanne Henson, Sr. Accountant

RESOLUTION NO. 2016-26 BID AWARD: 2016-J-ASPHALT

WHEREAS, The City of Daphne is required under section 41-16-20 of the Code of Alabama to secure competitive bids for items in excess of \$15,000; and

WHEREAS, The City of Daphne acknowledges that the cost for ASPHALT will exceed this amount; and

WHEREAS, Staff has reviewed the bids for ASPHALT and determined that the bid as presented is reasonable; and

WHEREAS, Staff recommends the bid for ASPHALT be awarded to H.O. Weaver & Sons, Inc..

NOW, THEREFORE BE IT RESOLVED, AND IT IS HEREBY RESOLVED, THAT THE MAYOR AND CITY COUNCIL OF THE CITY OF DAPHNE, hereby accept the bid of H. O. Weaver & Sons, Inc. for unit cost as follows:

424A-336 Superpave Bituminous Concrete Wearing Surface Layer, 3/8" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$52.00	Furnished only (picked up) per ton
424A-336 Superpave Bituminous Concrete Wearing Surface Layer 3/8" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$58.00	Furnished and delivered per ton
424A-340 Superpave Bituminous Concrete Wearing Surface Layer, 1/2" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$50.50	Furnished only (picked up) per ton
424A-340 Superpave Bituminous Concrete Wearing Surface Layer, 1/2" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$56.50	Furnished and delivered per ton
424A-341 Superpave Bituminous Concrete Wearing Surface Layer, 3/4" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$50.00	Furnished only (picked up) per ton
424A-341 Superpave Bituminous Concrete Wearing Surface Layer, 3/4" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$56.00	Furnished and delivered per ton
424B-635 Superpave Bituminous Concrete Upper Binder Layer, 3/4" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$47.50	Furnished only (picked up) per ton
424B-635 Superpave Bituminous Concrete Upper Binder Layer, 3/4" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$53.50	Furnished and delivered per ton
424B-636 Superpave Bituminous Concrete Upper Binder Layer, 1" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$45.00	Furnished only (picked up) per ton
424B-636 Superpave Bituminous Concrete Upper Binder Layer, 1" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$51.00	Furnished and delivered per ton
424B-637 Superpave Bituminous Concrete Upper Binder Layer, 1 1/2" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$45.00	Furnished only (picked up) per ton
424B-637 Superpave Bituminous Concrete Upper Binder Layer, 1 1/2" Maximum Aggregate Size Mix, ESAL Range "A/B"	\$51.00	Furnished and delivered per ton
Cold Mix Asphalt (patch)	No Bid	Furnished only (picked up) 35 lb. bag
Cold Mix Asphalt (patch)	No Bid	Furnished only (picked up) 50 lb. bag

as specified in BID SPECIFICATION NO. 2016-J-ASPHALT.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE,
ALABAMA, THIS _____day of _____, 2016.**

Dane Haygood, Mayor

ATTEST:

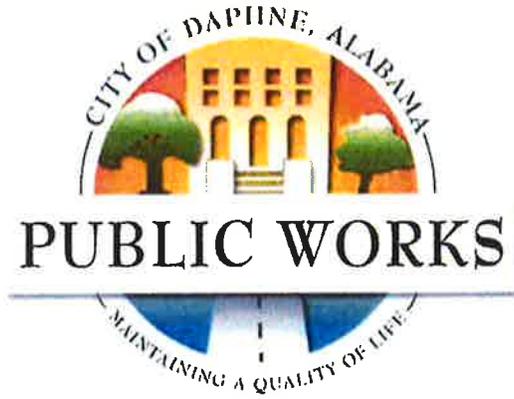
Rebecca A. Hayes, City Clerk

Dane Haygood
Mayor

Rebecca Hayes
City Clerk

Kelli Kichler, CPA
Finance Director/Treasurer

Richard Johnson, P. E.
Director of Public Works



Tommie Conaway
District 1

Pat Rudicell
District 2

John L. Lake
District 3

Randy Fry
District 4

Ronald Scott
District 5

Robin Lejeune
District 6

Angela Phillips
District 7

To: Kelli Kichler, CPA, Finance Director
Suzanne Henson, Senior Accountant

From: Richard Johnson, P. E., Public Works Director

**Richard D.
Johnson, PE**

Digitally signed by Richard D. Johnson,
PE
DN: cn=Richard D. Johnson, PE, o=City
of Daphne, ou=Division of Public
Works,
email=rjohnson@daphneal.com, c=US
Date: 2016.03.31 15:56:55 -05'00'

Date: March 31, 2016

Re: Bid 2016-J-Asphalt Material

Bids were solicited for the purchase of asphalt material. These purchases will be made regularly throughout the year by the Street Department for maintenance and construction.

Two bids were received and I recommend Hosea O. Weaver & Sons Inc be selected as the contracted vendor. They were the lowest bidder and their prices are in line with market value. See attached spreadsheet.

Please call me if you have any questions.

CITY OF DAPHNE

BID: 2016-J-ASPHALT

January 3, 1900
March 23, 2016
11:30 A.M. CITY HALL

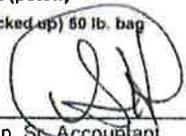
Those present were as follows:
Ms. Suzanne Henson
Mr. Richard Johnson

Senior Accountant
PW Director

4 bid invitations were mailed/picked up, 2 sealed bids were received.

Mr. Johnson opened the bids presented and the bids were read aloud as follows:

	VENDOR	
	Mobile Asphalt Co. LLC	H. O. Weaver & Sons, Inc.
424A-336 Superpave Bituminous Concrete Wearing Surface Layer, 3/8" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished only (picked up) per ton	\$60.00	\$52.00
424A-336 Superpave Bituminous Concrete Wearing Surface Layer 3/8" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished and delivered per ton	\$65.00	\$58.00
424A-340 Superpave Bituminous Concrete Wearing Surface Layer, 1/2" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished only (picked up) per ton	\$54.00	\$50.50
424A-340 Superpave Bituminous Concrete Wearing Surface Layer, 1/2" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished and delivered per ton	\$59.00	\$56.50
424A-341 Superpave Bituminous Concrete Wearing Surface Layer, 3/4" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished only (picked up) per ton	\$50.00	\$50.00
424A-341 Superpave Bituminous Concrete Wearing Surface Layer, 3/4" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished and delivered per ton	\$55.00	\$56.00
424B-635 Superpave Bituminous Concrete Upper Binder Layer, 3/4" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished only (picked up) per ton	\$50.00	\$47.50
424B-635 Superpave Bituminous Concrete Upper Binder Layer, 3/4" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished and delivered per ton	\$55.00	\$53.50
424B-636 Superpave Bituminous Concrete Upper Binder Layer, 1" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished only (picked up) per ton	\$48.00	\$45.00
424B-636 Superpave Bituminous Concrete Upper Binder Layer, 1" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished and delivered per ton	\$53.00	\$51.00
424B-637 Superpave Bituminous Concrete Upper Binder Layer, 1 1/2" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished only (picked up) per ton	\$48.00	\$45.00
424B-637 Superpave Bituminous Concrete Upper Binder Layer, 1 1/2" Maximum Aggregate Size Mix, ESAL Range "A/B" Furnished and delivered per ton	\$53.00	\$51.00
Cold Mix Asphalt (patch) Furnished only (picked up) 35 lb. bag	\$0.00 \$15.00/Bag	\$0.00 No Bid
Cold Mix Asphalt (patch) Furnished only (picked up) 60 lb. bag	\$0.00 No Bid	\$0.00 No Bid
	\$650.00	\$616.00



Suzanne Henson, Sr. Accountant

RESOLUTION NO. 2016-27
BID AWARD: 2016-K-PINE STRAW

WHEREAS, The City of Daphne is required under section 41-16-20 of the Code of Alabama to secure competitive bids for items in excess of \$15,000; and

WHEREAS, The City of Daphne acknowledges that the cost for the PINE STRAW will exceed this amount; and

WHEREAS, No bids were received and therefore can be negotiated; and

WHEREAS, Staff has reviewed the negotiated bid for the PINE STRAW and determined that the bid as presented is reasonable; and

WHEREAS, Staff recommends the negotiated bid for the PINE STRAW be awarded to SiteOne Landscape Supply.

NOW, THEREFORE BE IT RESOLVED, AND IT IS HEREBY RESOLVED, THAT THE MAYOR AND CITY COUNCIL OF THE CITY OF DAPHNE, hereby accept the negotiated bid of SiteOne Landscape Supply for unit cost in the amount of \$4.25/bale as specified in BID SPECIFICATION NO. 2016-K-PINE STRAW.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS _____ day of _____, 2016.

Dane Haygood, Mayor

ATTEST:

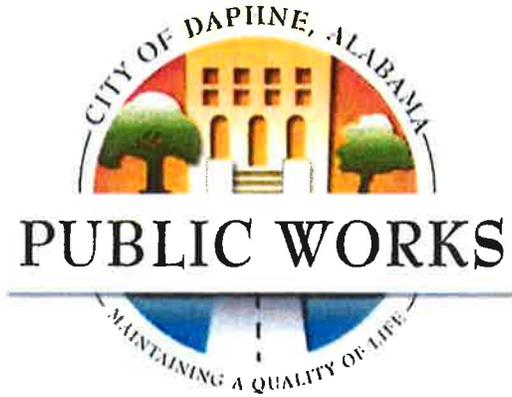
Rebecca A. Hayes, City Clerk

Dane Haygood
Mayor

Rebecca Hayes
City Clerk

Kelli Kichler, CPA
Finance Director/Treasurer

Richard Johnson, P. E.
Director of Public Works



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Robin Lejeune
District 6

Angela Phillips
District 7

To: Kelli Kichler, CPA, Finance Director
Suzanne Henson, Senior Accountant

From: Richard Johnson, P. E., Public Works Director

Date: March 31, 2016

Re: Bid 2016-K-Pine Straw

**Richard D.
Johnson, PE**

Digitally signed by Richard D. Johnson,
PE
DN: cn=Richard D. Johnson, PE, o=City
of Daphne, ou=Division of Public Works,
email=rjohnson@daphneal.com, c=US
Date: 2016.03.31 15:57:17 -05'00'

Bids were solicited for the purchase of pine straw. These purchases will be made regularly throughout the year by the Grounds Department for maintenance of citywide landscaping.

Only one bid was received and I recommend Site One Landscape Supply be selected as the contracted vendor. Although they were the only bidder, their prices are in line with market value.

Please call me if you have any questions.

**CITY OF DAPHNE
BID OPENING MINUTES
BID DOCUMENT NO: 2016-K-PINE STRAW
MARCH 23, 2016
11:30 A.M. CITY HALL**

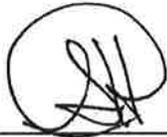
Those present were as follows:

Mr. Richard Johnson PW Director
Ms. Suzanne Henson Senior Accountant

4 bid invitations were mailed/picked up, 1 sealed bids were received.

Richard Johnson opened the bids presented and the bids were read aloud as follows:

<u>VENDOR</u>		<u>COST</u>
SiteOne Landscape Supply	Long Leaf Pine Straw -	\$4.25 /Bale



Suzanne Henson, Sr. Accountant

RESOLUTION NO. 2016-28

BID AWARD: 2016-L-RECYCLED ROCK MATERIAL

WHEREAS, The City of Daphne is required under section 41-16-20 of the Code of Alabama to secure competitive bids for items in excess of \$15,000; and

WHEREAS, The City of Daphne acknowledges that the cost for the RECYCLED ROCK MATERIAL will exceed this amount; and

WHEREAS, Staff has reviewed the bids for the RECYCLED ROCK MATERIAL and determined that the bid as presented is reasonable; and

WHEREAS, Staff recommends the bid for the RECYCLED ROCK MATERIAL be awarded to Asphalt Services, Inc..

NOW, THEREFORE BE IT RESOLVED, AND IT IS HEREBY RESOLVED, THAT THE MAYOR AND CITY COUNCIL OF THE CITY OF DAPHNE, hereby accept the bid of Asphalt Services, Inc. for unit cost (delivered) as follows:

CRUSHED CONCRETE AGGREGATE (CCA)	
BASE MATERIAL - Equivalent to 825-TYPE A	No Bid
CRUSHED CONCRETE AGGREGATE (CCA)	
BASE MATERIAL - Equivalent to 825-TYPE B	\$25.00
CLASS 1 RC RIP RAP	\$ 42.00
CLASS 2 RC RIP RAP	\$ 42.00
CLASS 3 RC RIP RAP	No Bid
CLASS 4 RC RIP RAP	No Bid
CLASS 5 RC RIP RAP	No Bid

as specified in BID SPECIFICATION NO. 2016-L-RECYCLED ROCK MATERIAL.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS _____ day of _____, 2016.

Dane Haygood, Mayor

ATTEST:

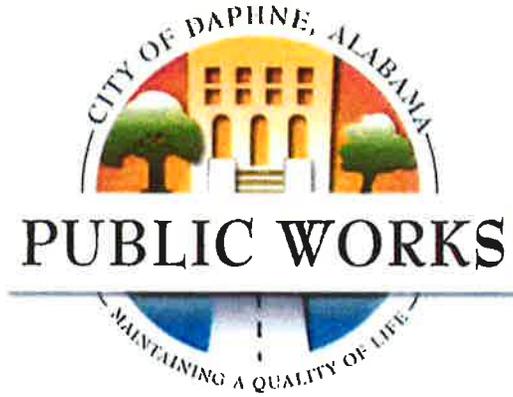
Rebecca A. Hayes, City Clerk

Dane Haygood
Mayor

Rebecca Hayes
City Clerk

Kelli Kichler, CPA
Finance Director/Treasurer

Richard Johnson, P. E.
Director of Public Works



Tommie Conaway
District 1

Pat Rudicell
District 2

John L. Lake
District 3

Randy Fry
District 4

Ronald Scott
District 5

Robin Lejeune
District 6

Angela Phillips
District 7

To: Kelli Kichler, CPA, Finance Director
Suzanne Henson, Senior Accountant

From: Richard Johnson, P. E., Public Works Director

Date: March 31, 2016

Re: Bid 2016-L-Recycled Rock

**Richard D.
Johnson, PE**

Digitally signed by Richard D. Johnson,
PE
DN: cn=Richard D. Johnson, PE, o=City of
Daphne, ou=Division of Public Works,
email=rjohnson@daphneal.com, c=US
Date: 2016.03.31 15:57:39 -05'00'

Bids were solicited for the purchase of recycled rock material. These purchases will be made regularly throughout the year by the Street Department for maintenance and construction.

Only one bid was received and I recommend Asphalt Services Inc be selected as the contracted vendor. Although they were the only bidder, their prices are in line with market value.

Please call me if you have any questions.

CITY OF DAPHNE
BID OPENING MINUTES
BID DOCUMENT NO: 2016-L-RECYCLED ROCK
 March 23, 2016
 11:30 A.M. @ CITY HALL

Those present were as follows:

Ms. Suzanne Henson Senior Accountant
 Mr. Richard Johnson PW Director

1 bid invitations were mailed, 1 sealed bids were received.

Richard Johnson opened the bids presented and the bids were read aloud as follows:

VENDOR

COST PER TON

Asphalt Services, Inc.

A. CRUSHED CONCRETE AGGREGATE (CCA) BASE MATERIAL - Equivalent to 825-TYPE A	No Bid
B. CRUSHED CONCRETE AGGREGATE (CCA) BASE MATERIAL - Equivalent to 825-TYPE B	\$25.00
C. CLASS 1 RC RIP RAP	\$ 42.00
D. CLASS 2 RC RIP RAP	\$ 42.00
E. CLASS 3 RC RIP RAP	No Bid
F. CLASS 4 RC RIP RAP	No Bid
G. CLASS 5 RC RIP RAP	No Bid



 Suzanne Henson, Sr. Accountant

CITY OF DAPHNE

RESOLUTION 2016-29

**ADEM 319 – WATERSHED MANAGEMENT PROJECT ENGINEERING SERVICES:
Low Impact Development (LID) and Leadership in Energy and Environmental Design
(LEED) Project Engineering Services**

WHEREAS, the City of Daphne has advertised and received Request for Proposals for engineering services for the ADEM 319 Watershed Management project, and

WHEREAS, JADE CONSULTING, LLC was the sole qualifying firm to submit a proposal; and

WHEREAS, the Principal for JADE CONSULTING, LLC, Trey Jinright, P.E. is by experience, qualifications and practice an expert in Low Impact Development (LID) design and construction; and

WHEREAS, the Principal for JADE CONSULTING, LLC, Trey Jinright, P.E. is certified in Leadership in Energy and Environmental Design (LEED); and

WHEREAS, JADE CONSULTING, LLC has provided LID and LEED Engineering consulting services to the City of Daphne (pro bono and contracted) on numerous environmentally sensitive infrastructure projects within the City; and

WHEREAS, the City of Daphne desires to establish JADE CONSULTING, LLC to provide engineering services for the ADEM 319 Watershed Management Project; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Daphne, Alabama, that:

1. JADE CONSULTING, LLC is a qualified and/or certified Low Impact Development (LID) and Leadership in Energy and Environmental Design (LEED) Engineering Consultant; and
2. JADE CONSULTING, LLC is already an approved engineering firm for services provided to the City of Daphne
3. The Mayor is Authorized to enter into the attached contract with JADE CONSULTING, LLC for professional services for the ADEM 319 Watershed Management Project Engineering Services.

ADOPTED AND APPROVED on this the _____ day of _____ 2016.

DANE HAYGOOD, MAYOR

ATTEST:

REBECCA HAYES, CITY CLERK

ADEM 319 – WATERSHED MANAGEMENT PROJECT ENGINEERING SERVICES AGREEMENT

WHEREAS, the City desires to use qualified Consulting Engineers to perform certain professional planning, programming, and engineering services employing Low Impact Development (LID) and Leadership in Energy and Environmental Design (LEED) Project Engineering Services as outlined in the Scope of Services;

WHEREAS, the qualified Consulting Engineers desires to perform said professional services for the City;

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter stipulated to be kept and performed, JADE Consulting, LLC, hereto agree as follows:

ARTICLE I - SCOPE OF SERVICES

The City will assign Projects to a qualified Consulting Engineer (to be referred to as Engineer) on an equitable rotation basis based on work to be performed. The Scope for each individual Project will be prepared by the City Public Works Director in conjunction with the selected Engineer.

Once a Scope is agreed upon for a Project, the selected Engineer will prepare a Construction Cost Estimate and schedule required to complete that Project and will submit that to the City for approval. The professional services to be provided will be based on the enclosed fee schedule. Once the Project Scope and corresponding Professional Fee Cost Estimate and schedule have been approved by the City, a Notice to Proceed and the fee summary will be prepared for that Project in accordance with the enabling Ordinances and/or Resolutions.

SECTION I - GENERAL SERVICES

The Engineer shall perform the following professional engineering services relating to infrastructure improvements and other Projects as authorized by the City, unless otherwise mutually agreed to in writing:

A. Survey, Design, and Letting

1. Attend meetings regarding proposed projects.
2. Prepare preliminary layouts and sketches if needed.
3. Prepare preliminary construction cost estimates.
4. Field surveys for design and layout.
5. Design the work.
6. Prepare detailed contract drawings and specifications for construction.
7. Prepare construction estimates of quantities and cost.
8. Assembling and mailing Contract Documents on behalf of the City.
9. Assist the City in receiving bids.
10. Tabulate bids and make recommendations concerning award.
11. Assist the City in the award of the Contract.

B. Construction Services

1. Attend meeting with the City officials as required and assist in administering the construction contracts.
2. Recover and/or furnish reference line and bench marks for control of the work.
3. Review shop drawings and manufacturer's drawings pertaining to the improvements for compliance with the design concept.
4. Review laboratory, mill and shop tests of materials to be incorporated into the work.
5. Provide field reviews of the work and interpret the plans and specifications by periodic visits to the site by one or more design engineers.
6. Provide the services of a resident project representative, and assistants if required, in order to determine the contractor's compliance with the plans and specifications. The ENGINEER will endeavor to protect the City against defects and deficiencies in the work of contractors, but does not guarantee the work or performance of the contractors. Duties, Responsibilities, and Limitations of Authority of Resident Project Representative have been attached to this Agreement in Appendix A.
7. The ENGINEER is not responsible under this Agreement to act as foreman, superintendent, and safety engineer or for the safety of the contractor's personnel nor is the engineer responsible for the contractor's means and methods or the contractor's delivery of the project.
8. Review and certify as complete the contractor's estimates for work performed, for payment by the City.
9. Make final review of the construction upon completion and revise the construction drawings to show the project "record drawing", and certify that in accord with knowledge required to meet professional engineering standards of practice, the project was built in general conformance with the Construction Contract Plans and Specifications.
10. Field measure pay quantity items of work for preparation of final construction estimate for approval by contractor and payment by the City.
11. The City will provide Laboratory services for all soils studies, material testing, and reports and for all inspectors and tests requiring the services of a laboratory throughout the construction of the project. The engineer shall have the right to rely on the accuracy and completeness all such services, studies, tests and reports.
12. The ENGINEER will furnish the City with up to a reasonable number of sets of all plans, reports, and specifications. Additional sets will be furnished at cost.

C. Work Not Included

Specialized services, unless specifically stated in the established Project Scope, such as laboratory testing of materials, subsurface borings and activities of a similar nature, which require specialized equipment and technicians are not part of this Agreement. These special services also include the performance of property, or boundary surveys, services on calculations of special assessment, or operating manuals and operator training. The ENGINEER is not responsible under this Agreement to audit contractor's payrolls or records, or to check payrolls for compliance with wage rates or to act as foreman, superintendent, safety engineer, or for the safety of the contractors personnel, or to enforce governmental clauses made part of the construction contract as to consideration of the City receiving governmental loans or grants. Anything not listed above or later agreed to mutually in writing shall not constitute any portion of engineer's scope of services hereunder.

SECTION II - SPECIAL SPECIAL/ADDITIONAL SERVICES

Upon mutual written agreement between the City and the Engineer, the Engineer shall accomplish such special services as required by the City. When the Engineer is requested to provide special services, such services may be provided by Engineer's own forces or through subcontracts with other professionals. However, contracts with other professionals for special services must have the written approval of the City before the work is initiated. Special services which may be requested include, but are not necessarily limited to the following:

- A. Land Surveys and Engineering as necessary to establish property boundaries and prepare descriptions, and prepare property maps required for property right-of-way or easement acquisition purposes.
- B. Soils and Material Investigations including test borings, laboratory and field testing of soils and materials and related reports as required for design and construction quality control purposes.
- C. Engineering Surveys (other than required for design and construction) to include topographic surveys, base fine surveys, cross section surveys, aerial photography, etc., as required and approved by the City.
- D. Assistance to the City as expert witness in litigation arising from development or construction of any project.
- E. Accomplishment of special surveys and investigations, and the preparation of special reports and drawings as may be requested or authorized in writing by the City.
- F. Prepare pre-applications and applications for federal and/or state assistance grants for funding of projects.
- G. Assist the City, or other engineers engaged by the City, as requested in the development of information required to complete and submit permit applications or permit compliance responses.
- H. Attend meetings with the City and other governmental agencies as requested during planning and permitting processes.
- I. Perform other services as requested by the City.

ARTICLE II - GENERAL PROVISIONS

SECTION I - RESPONSIBILITIES OF THE CITY

The Engineer agrees to provide professional services for all services included in Article I - Scope of Services and the City agrees to pay the Engineer as compensation for its services as specified below:

Fees - It is mutually agreed that compensation to the ENGINEER will be as follows:

- A. For all work associated with Survey, Design, and Letting as specified in General Services, the fee shall be based on either (a) a percentage of the estimated construction

cost of each individual construction project as specified below, or (b) a lump sum basis for each individual construction project, as authorized by the City.

*If the project is undertaken by the City, fees shall be corrected based on “Actual” Construction cost.

The percentage of construction cost for determination of Survey, Design, and Letting fees based on a percentage of construction costs shall be in accordance with the following:

CONSTRUCTION COSTS		SURVEY, DESIGN, & LETTING PHASE – FEE %	
\$	\$	GDBP*	RRR**
Less than	\$ 100,000	10.5%	9%
\$ 100,000	\$ 250,000	9.5%	8%
\$ 250,000	\$ 500,000	8.5%	7%
\$ 500,000	\$ 750,000	7.75%	6.25%
\$ 750,000	\$1,000,000	7.5%	6%
\$1,000,000	\$2,000,000	7%	5.5%
\$2,000,000	\$4,000,000	6.75%	5.25%
\$4,000,000	And above	6.25%	5%

*GDBP – Grading, Drainage, Base, and Pavement Projects

**RRR - Resurfacing, Restoration and Rehabilitation Projects

It is mutually agreed that the ENGINEER's Design fee by this method shall not be less for construction cost in the lower range of one construction step than is available by utilizing the maximum construction cost and percentage for the preceding lower construction step.

For all work associated with Survey, Design, and Letting required to complete detailed plans and specifications for individual construction projects, payment shall be made periodically, based on City approved percentage of completion of the plans and specifications for each project.

- B. For all work associated with construction services as specified in Construction Services, the fee shall be based on either (a) a percentage of the construction cost of each individual construction project as specified below, or (b) a lump sum basis for each individual construction project, as authorized by the City. The percentage of construction costs for determination of construction services fees based on a percentage of construction costs shall be in accordance with the following:

CONSTRUCTION COSTS		CONSTRUCTION (CE&I) PHASE – FEE % (Includes Material Testing)	
\$	\$	GDBP*	RRR**
Less than	\$ 100,000	15.00%	15.00%
\$ 100,000	\$ 250,000	15.00%	15.00%
\$ 250,000	\$ 500,000	15.00%	15.00%
\$ 500,000	\$ 750,000	15.00%	15.00%
\$ 750,000	\$1,000,000	15.00%	15.00%
\$1,000,000	\$2,000,000	15.00%	15.00%
\$2,000,000	\$4,000,000	15.00%	15.00%
\$4,000,000	And above	15.00%	15.00%

*GDBP – Grading, Drainage, Base, and Pavement Projects

**RRR - Resurfacing, Restoration and Rehabilitation Projects

It is mutually agreed that the ENGINEER's Construction Services fee by this method shall not be less for construction cost in the lower range of one construction step than is available by utilizing the maximum construction cost and percentage for the preceding lower construction step.

The length of time covered by the above fee shall be the length of time in calendar days in which construction contractors will have to complete the various contracts and will be agreed upon by the City and the ENGINEER prior to issuance of contract documents and will be so stated therein. The City will reimburse the Engineer for Construction Phase Services required in completion of the project beyond the agreed to calendar days due to the delinquency or insolvency of the contractor or for any reason beyond the control of the Engineer, other than time extensions granted the contractor due to an increase in the scope of work.

No additional compensation shall be paid to the Engineer until project time is exceeded 115% of contracted calendar days. Compensation shall be made on the basis of on a cost of average daily fee basis calculated as follows:

Payment to be made within 30 days after receipt of certified invoices by the Engineer.

- C. For all work associated with Special Services as specified in that section, The City shall submit a scope of work requested to the selected or qualified engineer(s). The selected or qualified engineer(s) shall submit a "lump sum" quote for the Special Services outlined in the scope of work. The selected or qualified engineer(s) shall be paid on a lump sum

basis for each individual Special Service construction project, as authorized by the City. The quoted fee shall remain fixed unless the City changes the scope of work significantly altering construction cost or quantities in excess 10% of the original bid cost. Prior to acceptance of the change order or a significant change in scope of work, the engineer must submit an amended quote for approval. This fee change should correlate with the same percentage rate increase of the construction cost.

- D. Partial payments for all services performed by the Engineer under the terms of the Agreement shall be made no more often than monthly to the Engineer by the City upon receipt and approval of invoices and other evidence of performance as may be deemed necessary by the City. The City is allowed up to forty-five (45) days of the date of invoice to make payment of properly submitted and approved invoices.
- E. For Projects involving a supplemental agreement, the scope of services and amount of compensation to be paid will be included herein.
- F. The City will pay the Engineer for special services performed by sub-consultants at the actual invoice amount times a factor of 1.10 for assisting and coordinating the sub-consultants services. Prior to the City authorizing the employment of sub-consultants, the full provisions of Article II, Section I, Subsection C apply.
- G. The City as purchaser of the services described herein shall pay any applicable sales tax in the manner and in the amount as required by law.

SECTION III - MISCELLANEOUS

- A. Extra Work: It is mutually understood and agreed that the City will compensate the Engineer for services resulting from significant changes in general scope of a project or its design, including but not necessarily limited to, change in size, complexity. Project schedules, character of construction, revisions to previously accepted studies, reports, design documents or contract documents and for preparation of documents for separate bids, when such revisions are due to causes beyond the Engineer control and when requested or authorized by the City. Compensation for such extra work when authorized by the City shall be mutually agreed upon prior to beginning the extra work.
- B. Extra Work caused by deficiency in design: It is mutually understood and agreed that extra work caused by errors and omissions of the engineer shall not be subject to compensation by the City and shall be the sole burden of the engineer. In addition if said deficiencies in design lead to project time overruns the obligation of the engineer to manage the construction remains without any expectation of compensation for the additional time.
- C. Ownership of Documents and Electronic Media: All documents and electronic media including Drawings, CAD files and Specifications prepared or furnished by Engineer (and Engineer's independent professional associates and consultants) pursuant to this Agreement are instruments produced for and shall be owned by the City. If these documents are reused by the City or others on extensions of the Project or on any other project will be at Owner's sole risk and without liability or legal exposure to the original Engineer, or to Engineer independent professional associates or consultants, and the City shall indemnify and hold harmless the Engineer and Engineer's independent professional associates and consultants from all claims, damages, losses and expenses

including attorney's fees arising out of or resulting therefrom. If the City directs the Engineer to use data from another Firm in the preparation of designs, the City shall hold harmless the Engineer for deficiencies in the design due to inaccurate data.

- D. Responsibility of the Engineer: The Engineer shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by the Engineer under this Agreement. These services when performed in accordance with the standard of care practices shall be the limit of the Engineers responsibility under this Agreement. The Engineer shall, without additional compensation, correct or revise any errors, omissions or other deficiencies in his designs, drawings, specifications, reports and other services.
- E. Responsibility for Claims and Liability: To the fullest extent permitted by law, the total liability, in the aggregate, of Engineer and Engineer's officers, directors, employees, agents and independent professional associates and consultants, and of any of them to the City and anyone claiming by, through or under the City, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to Engineer's services, the project or this agreement from any cause or causes whatsoever, including but not limited to the negligence, errors, omissions, strict liability or breach of contract Engineers or Engineer's officers, director, employees, agents or independent professional associates or consultants, or any of them, shall not exceed the total insurance proceeds paid on behalf of Engineer by Engineer's Insurer in settlement or satisfaction of owner's claims under the term and conditions of Engineer's insurance policies applicable thereto (Excluding fees, cost and expenses of investigation, claims adjustment, defense, and appeal).
- F. Insurance: Engineer shall furnish the City with Certificate of Insurance from a carrier approved by the Finance Director confirming following coverage(s):

Professional Liability Insurance

Professional Errors and Omissions (E&O)	Limits of Liability
Per Claim	\$1,000,000.00
In the aggregate	\$1,000,000.00

Commercial General Liability

Bodily Injury and Property Damage	Limits of Liability
Each Occurrence	\$500,000.00
General Aggregate	\$2,000,000.00
Products Completed	
Operations Aggregate	\$2,000,000.00

Workers' Compensation and Employers Liability

Workers' Compensation	Statutory
Bodily Injury	
Each Accident	\$100,000.00
Disease Each Employee	\$100,000.00
Disease - Policy Limit	\$500,000.00

Automobile

Bodily Injury Per Person/Occurrence	\$500,000.00/\$500,000.00
Property Damage	\$100,000.00
Uninsured Motorist Per Person/Occurrence	\$100,000.00/\$300,000.00

- G. Termination: In the event of failure by the Engineer to fulfill in timely and proper manner his obligations under this Agreement, or if the Engineer violates any of the covenants, contracts, or stipulations of this Agreement, the City shall thereupon have the right to terminate that Engineer's involvement in this Agreement by written notice to the Engineer of such termination, specifying the effective date thereof at least five days before the effective date of such termination.

- H. Contract Period: All contracts, agreements, provisions and stipulations of this Agreement shall remain in full force for a period of three (3) years from the date of the Agreement, and for such periods as the contract time may be extended by mutual written agreement between the City and the participating Engineer(s).

- I. Successors and Assigns:
 - 1. The City and Engineer each is hereby bound and the partners, successors, executors, administrators and legal representatives of the City and Engineer (and to the extent permitted by paragraph 2, the assigns of the City and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.
 - 2. Neither the City nor Engineer shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Engineer from employing such independent professional associates and consultants as Engineer may deem appropriate to assist in performance of services hereunder.
 - 3. Nothing under this Agreement shall be construed to give any right or benefits in this Agreement to anyone other than the City and Engineer, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the City and Engineer and not for the benefit of any other party.

- J. Right of Entry: OWNER shall furnish right-of-way on the property for CONSULTANT to perform undisturbed the Services hereunder. CONSULTANT shall take reasonable precautions to minimize damage to the property during the course of its services. OWNER acknowledges that a certain amount of damage, wear and tear, and depreciation is likely to result from CONSULTANT'S operations on the property in furtherance of CONSULTANT'S Services under this Agreement. The cost for restoration or remediation of damaged property which may result from CONSULTANT'S operations is not included in CONSULTANT'S compensation hereunder unless explicitly stated otherwise in this Agreement. If the property is damaged during CONSULTANT'S

operations and if OWNER desires CONSULTANT to restore or remediate the property to its former condition, CONSULTANT will do so for additional costs in accordance with the fee schedule referenced herein.

SECTION IV – FEDERAL GRANT REQUIREMENTS

- A. Drug-free Workplace. 40 CFR 32.600 requires subawardees of section 319(h) grant funds to certify that they maintain a drug-free workplace. By signing and submitting the section 319(h) grant application, the applicant certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any grant-related activity.
- B. Lobbying. Federal restrictions regarding lobbying are provided in 40 CFR 34.100 and OMB Circulars A-87 and A-122. Federal grant funds may not be used to influence (or attempt to influence) a federal employee. If nonfederal funds have been used to influence (or attempt to influence) a federal employee, the subawardee must submit Standard Form LLL (“Disclosure of Lobbying Activities”).
- C. Nondiscrimination. 40 CFR 7.30 prohibits discrimination under any program or activity receiving EPA assistance on the basis of race, color, national origin, gender, handicap, or age. It also requires that recipients of federal funds provide public notification that they do not discriminate (40 CFR 7.95).
- D. Competition. 40 CFR 31.36 requires that all procurement transactions be conducted in a way that provides open and free competition. Purchases for projects must be made on a competitive basis to ensure that fair and reasonable prices are obtained for goods and services. Federal regulations require documentation of cost or price analysis in connection with every procurement action regardless of amount.
- E. Conflict of Interest. 40 CFR 31.36 requires standards of conduct to avoid conflict of interest. Recipients of federal funds may not participate in the selection, award, or administration of a contract if real or apparent conflict of interest would result.
- F. Copyrights. 40 CFR 31.34 grants EPA a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for federal government purposes, (1) the copyright in any work developed under a subgrant, or contract under a grant or subgrant, and (2) any rights of copyright to which a subawardee or a contractor purchases ownership with grant support.
- G. Financial Specifications. Financial requirements for subawardees of section 319(h) grant funds are categorized by the following topics: allowable costs, matching funds, and state-specific requirements regarding the payment process..
- H. Allowable costs. All costs charged to EPA grants must be eligible, necessary, and reasonable for performing the tasks outlined in the approved project work plan. The costs, including match, must be incurred during the period of performance of the project. The costs also must be allowable, meaning that the costs must conform to specific federal requirements (40 CFR parts 30 and 31; OMB Circulars A-87 and A-122). In addition, costs must be well documented.
- I. Financial management. 40 CFR 31.20 requires that subawardees meet specific standards regarding financial reporting, accounting records, internal control, budget control, allowable cost, source documentation, and cash management.
- J. Matching funds. Matching funds are the portion of the allowable project costs that the subawardee (or third party) contributes to a grant or cooperative agreement. Subawardees may be required to provide matching funds, although the percent amount varies from state to state. All matching funds must conform to the same laws, regulations, and grant conditions as the federal funds in the grant

(CWA section 319(h)(3), 40 CFR 35.265). Subawardees should check with their state project officer for state-specific matching fund requirements.

- K. **Payment processes.** EPA's payments for subawardees' contractors (excluding overhead) is limited to the maximum daily rate for a GS-18. Maximum daily rates may change annually or more often. The current 2003 rate is set at \$513.60. This amount does not include transportation and subsistence costs, in accordance with normal travel reimbursement practices. Subawardees may pay consultants more than this amount, but the excess amount may not be paid with federal grant funds. State-determined payment processes are used to pay subawardees. The length of time for subawardees to receive payment from states varies by state (Public Law 99-591, 40 CFR 31.36(j)).
- L. **Operation and Maintenance.** Subawardees are required to properly operate and maintain any management practices implemented with 319 funds (USEPA, 1996).
- M. **Procurement Methods.** Subawardees may use their own procurement procedures provided that the procedures conform to applicable federal laws and standards as described in 40 CFR 31.36. Subawards may not be made to any party that has been debarred or suspended or is considered ineligible for participation in federal assistance programs.
- N. **Contracting with small and minority businesses.** Recipients of section 319(h) grants that employ subcontractors must comply with the six affirmative steps described in 40 CFR 31.36 to ensure that minority- and women-owned firms are used when possible.
- O. **Property Management.** Property management and procedures are detailed in 40 CFR part 31 and OMB Circulars A-21, A-87, and A-122. Property (e.g., equipment, supplies) purchased in whole or in part with federal funds should be itemized. Property purchased with these funds must be returned to the state nonpoint source agency or EPA or disposed of per agreement with the awarding agency upon completion of the project (or termination of the contract).
- P. **Quality Assurance.** When environmental data are being collected during the course of a section 319 project, a Quality Assurance Project Plan (QAPP) must be followed in accordance with specific EPA guidelines (40 CFR 31.45 and 30.54). QAPPs outline the procedures that a monitoring project will use to make sure that samples are collected, data are stored, and reports are written to ensure quality high enough to meet the needs of the project. Subawardees should discuss QAPP requirements with the state as early in the grant process as possible. Specific guidelines on writing a QAPP are provided at <http://www.epa.gov/quality1/qs-docs/g5-final.pdf> and <http://www.epa.gov/volunteer/qappcovr.htm>.
- Q. **Record-Keeping Specifications.** Section 319 grant recipients are required to retain all records pertaining to federally sponsored activities or projects for 3 years after the date of submission of the final financial status report or final date of reconciliation of outstanding issues (40 CFR 31.42). The records must be available and accessible to the state or EPA, as requested, for review or audit.
- R. **Reporting Specifications.** All section 319(h) grants are subject to EPA's general grant regulations at 40 CFR parts 31 and 35, subpart A, which specify various basic grant reporting requirements. Section 319(h) contains additional provisions. The basic reporting requirements specified include subaward performance reports, nonpoint source progress reports, and financial status reports, although states might refer to them by different names, such as project report or NPS project progress report (CWA section 319(h)). States may also require subawardees to report project information through the section 319 Grants Reporting and Tracking System (GRTS). See Table 2 in Chapter 4 for examples of GRTS information that might be requested.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement in duplicate as of the _____ day of _____, 20_____.

ATTEST:

The City of Daphne

Signature
City Clerk

Signature
Mayor

JADE CONSULTING
Post Office Box 1929
Fairhope, AL 36533

ATTEST:

Signature

Signature

Title

Title

Appendix A – Resident Construction Surveillance Representative (Page 1/3)

A. General

Resident Construction Surveillance Representative is Engineer's Agent, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding his actions. Resident Construction Surveillance Representative's dealings in matters pertaining to the on-site work shall in general be only with the Engineer and Contractor, and dealings with subcontractors shall only be through or with the full knowledge of Contractor. Written communication with the City will be only through or as directed by Engineer.

B. Duties and Responsibilities

Resident Construction Surveillance Representative will:

1. Conferences: Attend preconstruction conferences. Attend progress meetings and other job conferences as required in consultation with Engineer.
2. Schedules: Review the progress schedule, schedule of Shop Drawing submissions and schedule of values prepared by Contractor.
3. Representative:
 - a. Serve as Engineer's Representative with Contractor, working principally through Contractor's superintendent and assist him in understanding the intent of the Contract Documents. Assist Engineer in serving as the City's Representative with Contractor when Contractor's operations affect the City's on-site operations.
 - b. As requested by Engineer, assist in obtaining from the City additional details or information, when required at the job site for proper execution of the Work.
4. Advise Engineer and Contractor or its superintendent immediately of the commencement of any Work requiring a Shop Drawing or sample submission if the submission has not been approved by Engineer.
5. Review of Work, Rejection of Defective Work, Inspections and Tests:
 - a. Conduct, on-site observations of the Work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - b. Report to Engineer whenever he believes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or does not meet the requirements of any inspections, tests or approval required to be made or had been damaged prior to final payment; and advise Engineer when he believes Work should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

Appendix A – Resident Construction Surveillance Representative (Page 2/3)

- c. Verify that tests, equipment and systems start-ups and operating and maintenance instructions are conducted as required by the Contract instructions are conducted as required by the Contract Documents and in presence of the required personnel', and that Contractor maintains adequate records thereof; observe, record and report to Engineer appropriate details relative to the test procedures and start-ups.
 - d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the outcome of these inspections and report to Engineer.
6. Interpretation of Contract Documents: Transmit to Contractor Engineer's clarifications and interpretations of the Contract Documents.
7. Modifications: Consider and evaluate Contractors suggestions for modifications in Drawings or Specifications and report them with recommendations to Engineer.
8. Records and Reports:
 - a. Maintain at the job site orderly files for correspondence, reports of job conferences, Shop Drawings and samples, submissions, reproductions of original Contract Documents including all addenda, change orders, field orders, additional Drawings issued subsequent to the execution of the Contract, Engineer's clarifications and interpretations of the Contract Documents, Progress Reports, and other Project related documents.
 - b. Keep a diary or log book recording hours on the job site, weather conditions, data relative to questions of extras or deductions, list of visiting officials and representatives of manufacturers, fabricators, suppliers and distributors, daily activities, decisions, observations in general and specific observations in more detail as *in* the case of observing test procedures. Send copies to Engineer.
 - c. Record names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment.
 - d. Furnish Engineer periodic reports as required of the Work and Contractor's compliance with the approved progress schedule.
 - e. Consult with Engineer in advance of scheduling major tests, inspections or start of important phases of the Work.
 - f. Report immediately to Engineer upon the occurrence of any accident.
9. Payment Requisitions: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward them with recommendations to Engineer, noting particularly their relation to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.

10. Completion:

- a. Before Engineer issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion of correction.
- b. Conduct final inspection in the company of the Engineer, the city and the Contractor and prepare a final list of items to be completed or corrected.
- c. Verify that all items on final list have been completed or corrected and make recommendations to Engineer concerning acceptance.

C. Limitations of Authority

Except upon written instructions of Engineer, Resident Construction Surveillance Representative:

1. Shall not authorize any deviation from the Contract Documents or approve any substitute materials or equipment.
2. Shall not exceed limitations on Engineer's authority as set forth in the Contract Documents.
3. Shall not undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent.
4. Shall not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences of procedures of construction.
5. Shall not advise on or issue directions as to safety precautions and programs in connection with the Work.
6. Shall not authorize the City to occupy the Project in-whole or in part, unless it is in the City's best interest.
7. Shall not participate in specialized field or laboratory test, unless directed by the City.
8. Shall not accept shop drawings or submittals, as these shall be made to the Engineer.

Dane Haygood
Mayor



Richard D. Johnson, PE
Public Works Director

Memorandum

To: Suzanne Henson, Senior Accountant

From: Richard D. Johnson, P.E.; Public Works Director

CC: Randy Fry, Chairman, Finance Committee; Ashley Campbell, EPM; **Richard D. Johnson, PE**

Date: 04-08-2016

Re: RFQ for Engineering Design Services for Low Impact Development (LID) and Leadership in Energy and Environmental Design (LEED) standards and practices

Digitally signed by Richard D. Johnson, PE
DN: cn=Richard D. Johnson, PE, o=City of Daphne, ou=Division of Public Works, email=rjohnson@daphneal.com, c=US
Date: 2016.04.08 14:18:45 -05'00'

The Public Works Department in cooperation with Environmental Programs sent out Requests for Qualifications (RFQ) seeking proposals from qualified firms or individuals to provide engineering and other professional services related to Civil Engineering for Site and Drainage Infrastructure Projects employing Low Impact Development (LID) and Leadership in Energy and Environmental Design (LEED) standards and practices. This updated RFQ is a requirement for participation in the ADEM 319 Grant Program. The RFQ is attached.

The sole qualifying firm to submit a proposal was JADE Consulting, LLC. Their proposal is attached. JADE Consulting, LLC meets or exceeds all Professional Engineering Services Minimum Qualifications laid out in the request.

It is my recommendation that the City Council accepts the statement of qualifications and reaffirms by resolution that JADE, Consulting be designated as the City's "On Call" Engineer for Low Impact Development (LID) and Leadership in Energy and Environmental Design (LEED) Project Engineering Services for the City of Daphne.

Thanks,

RDJ

CITY OF DAPHNE
RFQ: ADEM 319 WATERSHED MANAGEMENT PROJECT: PROFESSIONAL ENGINEERING SERVICE
4-8-16 @ 11:30 A.M.

PRESENT WERE:

Ashley Campbell

EPM, City of Daphne

Suzanne Henson

Senior Accountant

7 bid invitations were mailed/picked up , 1 sealed bids were received.

Mrs. Campbell opened the bids presented and the bids were read aloud as follows:

ENGINEERING FIRMS:

Jade Consulting, LLC



JINRIGHT & ASSOCIATES DEVELOPMENT ENGINEERS
CONSULTING, LLC

March 30, 2016

Mayor Dane Haygood
City of Daphne
P.O. Box 400
Daphne, Alabama 36526

RE: Request for Qualifications (RFQ) for Professional Services,
ADEM 319 Watershed Management Project

Dear Mr. Haygood,

JADE Consulting, LLC (hereafter the JADE Consulting Team) is pleased to present this Statement of Qualifications (SOQ) in response to the City of Daphne's "Request for Qualifications (RFQ)" relating to the ADEM 319 Watershed Management Project. JADE is capable and very willing to assist the City in meeting its professional service needs.

POINT OF CONTACT:

JADE Consulting, LLC
Attn: Perry C. "Trey" Jinright, III
P.O. Box 1929 Fairhope, AL
(251) 928-3443 (Office)
(251) 928-3665 (Fax)
tjinright@jadengineers.com

We feel that **experience**, **organization**, and **hard work**, provide the essential keys to a successful project. JADE has the experience, qualifications and manpower necessary to insure that your project objectives are exceeded. We sincerely appreciate the opportunity to be considered for this contract and trust that you will find our qualifications more than sufficient to achieve your desired goals.

Best Regards,

JADE CONSULTING, LLC

Perry C. Jinright, III, P.E.
Managing Member
tjinright@jadengineers.com

STATEMENT OF QUALIFICATIONS

In response to:

City of Daphne

Request for Qualifications (RFQ) for Professional Services:

ADEM 319 Watershed Management Project

Submitted: March 30, 2016

JADE CONSULTING, LLC
P.O. Box 1929
Fairhope, AL 36533

(251) 928-3443 (Office)
(251) 928-3665 (Fax)
Contact: Perry C. "Trey" Jinright, III, P.E.

Table of Contents (Section 2)

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7	Quality of Municipal, Utility, & Private Sector Client Services	7
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3 Insurance Coverage

JADE Consulting's insurance coverage is as follows:

Commercial vehicle Liability	\$ 1 million
Commercial General Liability	\$ 1 million/ \$2 million
Professional Engineers Liability	\$ 3 million/ \$3 million
Worker's Compensation	\$ 2 million

These current coverages will exceed any City of Daphne policy requirements.

4 Firm Qualifications

JADE Consulting LLC- Alabama Certificate No. CA- 3157-E

At JADE, our philosophy is to maintain a *Core* group of managers, environmental specialists and professional engineers, while "hand-selecting" the very "best" Team members for specific projects. In addition to providing services in their own respective areas of expertise, our *Core* group of professionals, serve as the Project Managers and remain the key points of contact throughout the duration of a project.

We have found that this method of Team selection helps ensure that the *most qualified* and *experienced* specialists are utilized for the specific needs of a project. This business model helps best achieve our client's goals while staying extremely competitive with our fees.

JADE Consulting, LLC was established in 2006 with a goal of providing clients with exceptional personal service. We have enjoyed the continued opportunity to support the Eastern Shore Chamber as a member of the organization since 2008. We provide development engineering services with a licensed Engineer in 14 each states including the states of Alabama, Florida, Mississippi, Louisiana, Colorado, and Georgia. Our extremely efficient and motivated staff has served the engineering, and design needs of Developers, State, County and local government agencies, industry contractors and individuals on projects of varying size and complexity. We are conscientious in our efforts to produce exceptional products in a timely manner while maintaining a cost effective project. We have a track record of being able to produce these services in a remarkably proficient manner.

Our firm is proud to be one of a few firms with a LEED AP on staff. We feel that sustainable development is the responsibility of the industry. Our ability to specialize in low impact development design techniques has allowed our home office to be designated as a local award winning project in storm water management. JADE's key point of contact for this project, Perry C. "Trey" Jinright III, is a **LEED Accredited Professional**. Mr. Jinright is also a licensed Alabama Professional Engineer (Civil) and a graduate of Auburn University's College of Engineering. JADE will strive to incorporate the principles of nationally recognized environmental standards such as, Low Impact Design (LID) and LEED principles, into plans for future infrastructure upgrades, in order to meet the goal of promoting and implementing "Green Infrastructure" technology.

JADE incorporates many LEED principles into site design including our new office complex which was recently recognized for its "Green Design" by the City of Fairhope, Alabama. JADE served as the LEED

Statement of Qualifications: City of Daphne LID/GI Regulations and Incentives

AP for the recently completed and LEED certified Baldwin County Realtors Association main office building in Robertsedale. Both of these projects included the use of bio-retention ponds, pervious paving and native landscaping, to list a few of their characteristics that set them apart. Recently JADE prepared a presentation at the request of the City of Fairhope's Environmental Advisory Committee that focused on how Innovative Storm Water Control Methods could be adapted to existing developments.

5 Resident Professional Engineer

Perry C. "Trey" Jinright, III, P.E. LEED AP

Project Team Leader/Managing Member– JADE Consulting, LLC.
B.S. Civil Engineering, Auburn University, Alabama 1995

Qualifications Summary

NICET, Level I & II – Highway Construction
Roadway Technician, Alabama Department of Transportation
Haestad Methods -*Pond Pack, Storm Cad*- Storm Water Modeling
Haestad Methods -*Flow Master, Culvert Master*- Storm Water Modeling
HEC-RAS Training LEED Accredited Professional
Low Impact Development (LID) applications for Water Resource Management
Assisted City of Daphne with Revised Land Use and Development Ordinance-suggested LID inclusion

Professional Engineer Registration

Alabama – 25748	Florida – 61289
Mississippi – 16405	Louisiana – 33119
Texas- - 106450	Kansas
Arkansas	Colorado
Georgia	Montana
Ohio	Utah
Wyoming	New Jersey

Professional Experience

Mr. Jinright serves as Supervising Professional Engineer and the Managing Member of JADE Consulting LLC. Following graduation from Auburn University, Mr. Jinright worked with his family-owned heavy civil construction company as Vice-President of Operations where he has extensive supervisory and design experience in the construction industry, He served as Project Manager/Estimator on federal, state, municipal, and private heavy civil projects of varying size and scope. Many of these projects included management and oversight of waste water treatment collection systems. He later joined a leading engineering consulting firm in the Mobile area, where he served as a Managing Member with duties that covered the bulk of the company's largest waste water, potable water, commercial, transportation, and residential projects.

Mr. Jinright established JADE Consulting, LLC, which is based in Fairhope, Alabama, in October 2006. Mr. Jinright provides a wealth of experience in the management, analysis and design of Civil Engineering. Our extremely efficient and motivated staff is able to produce these services in a remarkably proficient manner.

6 Key Personnel Qualifications

Paul W. Marcinko, E.I.

5 yrs. Civil Engineering Experience
Project Manager – JADE Consulting, LLC

Education

B.S. Civil Engineering, 2010
Auburn University, Auburn, Alabama

Specialized Training and Certifications

AutoCAD Civil 3D Experience
AutoCAD Level 1 certification from Hagerman & Company (June 2012)
Civil 3D personalized training from Hagerman & Company (Feb. 2013)
Qualified Credentialed Inspector (Oct. 2014)
SiteOps Certified (Blueridge Analytics)
SITEOPS and AutoCAD Civil 3D Workflow
3D Visualization with SITEOPS and Trimble Sketch Up
HEC-RAS training
HEC-HMS training
Computer Literacy: Windows and Apple Macintosh systems
Microsoft Office Professional Package (Word, Excel, and PowerPoint)
MATLAB and Visual Basic programming languages
Microstation with InRoads
HCS+ Highway Capacity Software

Professional Involvements & Registration

Engineer Intern — 16287 Alabama
American Society of Civil Engineers (ASCE) Member
Institute of Transportation Engineers (ITE) Member

Role & Responsibility

Paul has over three years of experience with developing construction plan sets using AutoCAD Civil 3D by designing grading plans, pipe networks, and detailed construction documents. Experience in general construction and engineering fields gathered from an early age. Paul is very well organized, excellent communication skills with a strong ability to multi-task and work efficiently. Ability to learn quickly from the teaching of others while using common sense practices and excellent problem solving skills

Lee Rambo

3 yrs. Civil Engineering Experience
Quality Control Engineer – JADE Consulting, LLC

Statement of Qualifications: City of Daphne LID/GI Regulations and Incentives

Education

B.S. Civil Engineering, 2012
 Auburn University, Auburn, Alabama
 Specialized Training and Certifications
 AutoCAD Civil 3D
 Familiar with Infection Control Procedures
 USACE QCM & OSHA Trained
 Environmental Engineering
 Geotechnical Engineering
 Construction Management
 Project Management
 Surveying
 Reinforced Concrete
 Hydraulics
 Urban Hydraulic System Design
 USACE Construction Quality Management
 OSHA 30 hr. Certification

Role & Responsibility

Lee as Quality Control Manager, will ensure that the Quality Control Plan is adhered to and issues notices and report as appropriate. Lee will promote a "Quality First" philosophy on the project by daily interaction with on-site trades.

Amy E. Thomas

Project Manager
 BA, Environmental Sciences, University of California, Santa Barbara 1996

Qualifications Summary

12 yrs. Stormwater project management experience with industrial, commercial and consulting entities.

Professional Experience

Envirosure Solutions, LLC Tempe, AZ (July 2008 - July 2009): Stormwater Pollution Prevention Program (SWPPP) research and development, technical writing and review for a variety of commercial and industrial sites in multiple states, pursuant to Federal, State and Local agency requirements. On-site stormwater compliance audits, including Best Management Practices (BMP) inspection. Assistance with deficiency correction and agency reporting.

WestLand Resources Inc., Tucson, AZ (March 2005 – September 2006): Development, review and revision of SWPPPs for mining and construction operations. On-site audits of BMP effectiveness and stormwater compliance. Environmental impact analysis including hydrological, geographical and biological research for commercial and industrial development projects.

Reed & Graham, Inc., San Jose, CA (March 2000 – March 2005): Stormwater responsibilities included development and implementation of a SWPPP, sample collection, data analysis, BMP effectiveness assessment, maintenance and improvement, reporting and management of related water quality permits (sanitary and industrial wastewater discharge).

Statement of Qualifications: City of Daphne LID/GI Regulations and Incentives

Celite/World Minerals, Inc., Santa Barbara County, CA (November 1995 – March 2000): Management of various EHS projects including stormwater at a large scale mining and manufacturing operation. Stormwater responsibilities included restoration and monitoring (native species propagation/revegetation and invasive species eradication), SWPPP implementation, erosion control planning, BMP installation, maintenance and repair, botanical and wildlife survey assistance and dust reduction.

Department of Public Works - Flood Control District, Santa Barbara, CA (June 1995-June 1996): Supervision of construction, erosion control and revegetation activities in creeks, wetlands and flood control basins. Conducted post-flood damage assessment, revegetation, botanical and biological monitoring, plant species collection and propagation. Also assisted with the preparation of local, state and federal agency permit applications for flood control maintenance activities.

L. Chad Watkins, RLA, ASLA, CDT, LEED AP

Project Landscape Architect – WAS Design, Inc.

Mississippi State University

Bachelor of Landscape Architecture, 2001

Registration:

Landscape Architect: Alabama - #518 (2002)

Florida - #LA6666896 (2007)

Experience

Mr. Watkins has worked on a wide variety of Landscape Architecture and Planning projects in his career. As a principal of the firm, he also serves as President, and his responsibilities include business development and information technology. Mr. Watkins is experienced in all phases of Landscape Architecture, including site master planning; hardscape, landscape, irrigation, and landscape lighting design; landscape grading and drainage, and amenity design.

Representative Projects:

Hoover Comprehensive Plan - Hoover, Alabama*

Andalusia Comprehensive Plan - Andalusia, Alabama *

Pensacola Regional Airport – Landscape Redevelopment Plan; Pensacola, Florida

East Intracoastal Waterway Overlay District Master Plan – Gulf Shores, Alabama

Magnolia Springs Zoning Ordinance – Magnolia Springs, Alabama**

Daphne Landscape Ordinance – Daphne, Alabama**

Salvation Army Kroc Center (LEED Project) – Biloxi, Mississippi**

Compass Bank (LEED Project) – Jacksonville, Florida**

Pensacola Junior College, South Santa Rosa Campus, Center Building One (LEED Project) –

7 Quality of Municipal, Utility & Private Sector Client Service

Our firm is proud to be one of a few firms with a LEED AP on staff. We feel that sustainable development is the responsibility of the industry. Our ability to specialize in low impact development design techniques has allowed our home office to be designated as a local award winning project in storm water management. JADE's key point of contact for this project, Perry C. "Trey" Jinright III, is a **LEED Accredited Professional**. Mr. Jinright is also a licensed Alabama Professional Engineer (Civil) and a graduate of Auburn University's College of Engineering. JADE will strive to incorporate the principles of nationally recognized environmental standards such as, Low Impact Design (LID) and

 Statement of Qualifications: City of Daphne LID/GI Regulations and Incentives

LEED principles, into plans for future infrastructure upgrades, in order to meet the goal of promoting and implementing "Green Infrastructure" technology.

JADE incorporates many LEED principles into site design including our new office complex which was recently recognized for its "Green Design" by the City of Fairhope, Alabama. JADE served as the LEED AP for the recently completed and LEED certified Baldwin County Realtors Association main office building in Robertsedale. Both of these projects included the use of bio-retention ponds, pervious paving and native landscaping, to list a few of their characteristics that set them apart. Recently JADE prepared a presentation at the request of the City of Fairhope's Environmental Advisory Committee that focused on how Innovative Storm Water Control Methods could be adapted to existing developments. This presentation pointed out the vast opportunities that are available to existing developments for a storm water management retrofit. This presentation was also presented to the American Public Works Association –Alabama Chapter 2011 State Conference. Please find enclosed a copy of the presentation.

Sample Projects

1- *Baldwin County Association of Realtors New Office Building (LEED CERTIFIED)*

JADE Consulting served as the LEED AP and civil engineer for this project. The project used many low impact development techniques such as rain gardens and pervious parking to achieve this designation

Owner Contact: Mr. Rance Reehl 251-928-1708

City Contact: Mr. Greg Smith, Robertsedale City Engineer 251-947-8955

2- *City of Fairhope – Volanta Gulley Watershed Management Plan*

JADE Consulting prepared a drainage basin study and presentation to the City a watershed management plan that identified Low Impact Development Retro-Methods available for areas with existing developed watershed.

3- *City of Daphne – Gator Alley park improvements*

JADE Consulting prepared a drainage basin study and construction documents that included low impact design techniques to improve water quality and pedestrian safety improvements.

4- *City of Daphne – Well Road storm water retrofit opportunities*

JADE Consulting prepared preliminary design drawings to the City of Daphne that identified Low Impact Development Retro-Methods available for areas within the existing right of way.

5- *City of Gulf Shores– Waterway Village District street and parking improvements*

JADE Consulting prepared full civil engineering design and construction surveillance services to the City of Gulf Shores urban redevelopment project located on the south bank

Statement of Qualifications: City of Daphne LID/GI Regulations and Incentives

of the intercostal waterway. This project included many LID techniques that have help improve stormwater quality and mitigate drainage problems within this redeveloped section of the City.

6- *Baldwin County– Culvert Replacement Project*

JADE Consulting prepared full civil engineering design and construction surveillance services to the Baldwin County for a project that included the replacement of roadway culverts at 13 each separate locations.

7- *Baldwin County– Live Oak Landing*

JADE Consulting prepared a full masterplan for the Live Oak Land and Bicentennial Park. We prepared full civil engineering design for phase 1 of the project that included boat ramps, floating docks, fishing piers, and expanded parking facilities.

8 Supporting information

Please see enclosed SOQ.

Resolution 2016-30

**AUTHORIZING LETTING OF BID
AND DISMISSAL OF CURRENT CONTRACT FOR 2015-M-DISASTER DEBRIS REMOVAL &
DISPOSAL SERVICES**

WHEREAS, the City of Daphne is required under section 39-1-1(E) of the Code of Alabama to secure competitive bids for public works contracts in excess of \$ 50,000; and

WHEREAS, the City of Daphne acknowledges that in the event of a natural disaster the cost for the DISASTER DEBRIS REMOVAL & DISPOSAL will exceed \$ 50,000; and

WHEREAS, the City of Daphne awarded 2015- M-DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES to Crowder Gulf LLC; and

WHEREAS, the City of Daphne acknowledges that in the event of a declared emergency disaster that FEMA Eligibility requirements will have to be met to receive any type of reimbursement and these requirements must be followed by the City and the awarded Contractor and his subcontractors; and

WHEREAS, FEMA has advised that stricter guidelines will need to be followed before funding will be allowed through FEMA Grant program;

WHEREAS, the City of Daphne specifies in the bid specifications that FEMA guidelines must be followed.

WHEREAS, the bid contract for Disaster Recovery Services must be updated in order to be compliant with FEMA regulations therefore requiring a new bid be let for a new contract.

NOW, THEREFORE BE IT RESOLVED, AND IT IS HEREBY RESOLVED, THAT THE MAYOR AND CITY COUNCIL OF THE CITY OF DAPHNE, hereby cancel the 2015-M- DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES with Crowder Gulf LLC upon award of a new contract.

APPROVED AND ADOPTED by the City Council of the City of Daphne, Alabama, this ____ day of _____ , 2016.

Dane Haygood, Mayor

ATTEST:

Rebecca A. Hayes, City Clerk

CITY OF DAPHNE

RESOLUTION 2016-31

**RESOLUTION FOR ADOPTING:
PURCHASING POLICY FOR ALL GRANT PROGRAMS**

WHEREAS, the City of Daphne receives grant funding from a variety of Federal, State, and Local governmental agencies for a wide range of projects and activities; and

WHEREAS, most grants require municipal governments adopt and implement a Policy regarding Standards of Conduct and a Policy regarding Procurement Methods; and

NOW, THEREFORE IT BE RESOLVED that the Daphne City Council has adopted a Policy regarding Standards of Conduct and a Policy regarding Procurement Methods that comply with the applicable laws, rules and regulations of all grant programs including Federal, State, Local and other governmental agencies programs; and

BE IT FURTHER RESOLVED that a copy of these documents are attached to this Resolution, the Mayor is authorized to sign these documents on behalf of the City, and a copy of these documents will be kept on file at City Hall and will be available for review by the public as requested.

APPROVED AND ADOPTED by the City Council of the City of Daphne, Alabama, this ____ day of _____, 2016.

Dane Haygood, Mayor

Attest:

Rebecca A. Hayes, City Clerk

City of Daphne
Methods of Procurement Policy

The City of Daphne, will follow the procurement methods described below and will ensure that all contracts will be in writing, include the appropriate state, federal, and local clauses, and that all contracts will be authorized by the Daphne City Council. Further, the City will ensure that the procurement of labor, services, or materials will be conducted in accordance with these local written procedures that conform to 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, Title 41, Code of Alabama (Bid Law), and Title 39, Code of Alabama (Public Works Law). All procurement follows one of the following methods:

1. Small Purchase

- a. See State Bid Law (Title 41, Code of Alabama) 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230),
 1. Price or rate quotations for purchases or contracts with an aggregate cost \$15,000 or less must be obtained from at least three (3) qualified sources. (No purchase or contract involving an amount in excess of \$15,000 shall be divided into parts involving amounts \$15,000 or less for the purpose of avoiding the requirements of the Bid Law.) File documentation is required.
- b. See Public Works Law (Title 39, Code of Alabama) and 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230,
 1. Price or rate quotations for professional services with an aggregate cost of \$100,000 or less must be obtained from at least three (3) qualified sources. File documentation and contract for professional services are required.
 2. Contracts for public works involving \$50,000 or less may be let without advertising or sealed bids. Price or rate quotations must be obtained from at least three (3) sources. (No public work involving a sum in excess of \$50,000 shall be split into parts involving sums of \$50,000 or less for the purposes of evading the Public Works Law.) File documentation is required.

2. Sealed Bids

- a. See State Bid Law (Title 41, Code of Alabama),
 1. All purchases in excess of \$15,000 shall be advertised by posting notice thereof on a bulletin board maintained outside the purchasing office and in any other manner and for any length of time as may be determined. Sealed bids shall also be solicited by sending notice by mail or other electronic means to all persons, firms, or corporations who have filed a request in writing that they be listed for solicitation on bids for the particular items that are set forth in the request. All bids shall be sealed when received and shall be opened in public at the hour stated in the notice.
 2. All original bids together with all documents pertaining to the award of the contract shall be retained in accordance with a retention period of at least seven years established by the Local Government Records Commission and shall be open to public inspection.
- b. See Public Works Law (Title 39, Code of Alabama),
 1. Definition of Public Works: The construction, repair, renovation, or maintenance of public buildings, structures, sewers, waterworks, roads, bridges, docks, underpasses, and viaducts as well as any other improvement to be constructed, repaired, renovated, or maintained on public property and to be paid, in whole or in part, with public funds or with financing to be retired with public funds in the form of lease payments or otherwise.
 2. Before entering into any contract for a public works involving an amount in excess of \$50,000, the awarding authority shall advertise for sealed bids. If the awarding authority is the state or a county, or an instrumentality thereof, it shall advertise for sealed bids at least once each week for three consecutive weeks in a newspaper of general circulation in the county or counties in which the improvement or some part thereof, is to be made. If the awarding authority is a municipality, or an instrumentality thereof, it shall advertise for sealed bids at least once in a newspaper of general circulation published in the municipality where the awarding authority is located. If no newspaper is published in the municipality, the awarding authority shall advertise by posting notice thereof on a bulletin board maintained outside the purchasing office and in any other manner and for the length of time as may be determined. In addition to bulletin board notice, sealed bids shall also be solicited by sending notice by

mail to all persons who have filed a request in writing with the official designated by the awarding authority that they be listed for solicitation on bids for the public works contracts indicated in the request. For all public works contracts involving an estimated amount in excess of \$500,000, awarding authorities shall also advertise for sealed bids at least once in three newspapers of general circulation throughout the state.

3. The advertisements shall briefly describe the improvement, state that plans and specifications for the improvement are on file for examination in a designated office of the awarding authority, state the procedure for obtaining plans and specifications, state the time and place in which bids shall be received and opened, and identify whether prequalification is required and where all written prequalification information is available for review. All bids shall be opened publicly at the advertised time and place.

3. Competitive Negotiations

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- a. See 2 CFR Chapter I, and Chapter II, Parts 200, Subpart D—Post Federal Award, §200.320 Methods of procurement to be followed.
- b. Requests for proposals will be publicized and identify all evaluation factors and their relative importance.
- c. Proposals will be solicited from an adequate number of qualified sources.
- d. Grantees will have a method for conducting technical evaluations of the proposals received and for selecting awardees.
- e. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- f. Grantees may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

4. Noncompetitive Negotiations

Procurement by noncompetitive proposals or “sole source” is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies: the item is available only from a single source; the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; the awarding agency authorizes noncompetitive proposals; and after solicitation of a number of sources, competition is determined inadequate.

- a. Proper documentation that one or more of the above circumstances existed.
- b. There is no conflict of interest by the parties involved.
- c. Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.

5. Price/Cost Analysis

Grantees must perform a cost or price analysis in connection with every procurement action including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, grantees must make independent estimates before receiving bids or proposals.

- a. A cost analysis must be performed when the offeror is required to submit the elements of his estimated cost, e.g., under professional, consulting, and architectural engineering services contracts.
- b. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation.
- c. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.
- d. Grantees will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed.

- e. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- f. Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles. Grantees may reference their own cost principles that comply with the applicable Federal cost principles.
- g. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

City of Daphne
Standards of Conduct Policy

No employee, officer, or agent of the City of Daphne shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved (such a conflict would arise when: the employee, officer, or agent; or any member of his immediate family, his partner, or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award).

The officers, employees, or agents of the City of Daphne, will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. (The City of Daphne may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.)

To the extent permitted by state (Title 36, Chapter 25, Alabama Code) or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the officers or employees of the City of Daphne, or agents, or by contractors or their agents.

**CITY OF DAPHNE, ALABAMA
ORDINANCE NO. 2016-25**

**Ordinance to Rezone Property Located at the
Northwest Corner of the Intersection of Main Street and Dryer Avenue
Christ the King Catholic Church**

WHEREAS, Christ the King Catholic Church as the owner of certain real property located within the City of Daphne, Alabama, has requested that said property be rezoned from R-2, Medium Density Family Residential District to B-1, Local Business District; and,

WHEREAS, said real property is located at the northwest corner of the intersection of Main Street and Dryer Avenue, and more particularly described as follows:

LEGAL DESCRIPTION

Commencing at the Northeast corner of Section 19, Township 5 South, Range 2 East, Baldwin County, Alabama, Thence South, along the East line of said Section 19, for 867.06 feet; Thence N-89⁰-24'-57"-W, leaving the East line of said Section 19, for 214.01 feet to a crimp top iron pipe and the Point of Beginning of the parcel herein described; Thence S-00⁰-18'-46"-W for 129.81 feet to a point on the North right of way line of Dryer Avenue, (34-foot public R\W); Thence N-89⁰-35'-26"-W, along the North right of way line of said Dryer Avenue, for 99.90 feet; Thence N-00⁰-19'-30"-E, leaving the North right of way line of said Dryer Avenue, for 225.97 feet to a crimp top iron pipe; Thence S-89⁰-29'-17"-E for 99.95 feet to a crimp top iron pipe; Thence S-00⁰-18'-46"-E for 95.99 feet to the Point of Beginning and containing 22569 square feet or 0.5181 acres, more or less.

WHEREAS, at the City of Daphne Planning Commission meeting on January 28, 2016 the Commission considered said request and set forth a unanimous favorable recommendation to the City Council of the City of Daphne that said property be rezoned; and,

WHEREAS, due notice of said proposed rezoning has been provided to the public as required by law through publication and open display at the Daphne Public Library and City Hall, a public hearing was held before the City Council on April 4, 2016; and,

WHEREAS, the City Council of the City of Daphne after due consideration and upon consideration of the recommendation of the Planning Commission, and the public hearing deemed that said application for rezoning of the above described real property is proper and in the best interest of the health, safety and welfare of the citizens of the City of Daphne, Alabama.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, as follows:

SECTION I: ZONING

That above described real property is hereby rezoned from R-2, Medium Density Family Residential District to B-1, Local Business District, and that the zoning ordinance and zoning map be amended to reflect the said zoning change.

SECTION III: REPEALER.

All other City Ordinances or parts thereof in conflict with the provisions of this Ordinance, in so far as they conflict, are hereby repealed.

SECTION IV: SEVERABILITY.

The provisions of this Ordinance are severable. If any provision, section, paragraph, sentence, or part thereof shall be held unconstitutional or invalid, such decision shall not affect or impair the remainder of said Ordinance, it being the legislative intent to ordain and enact each provision, section, paragraph, sentence, and part thereof separately and independently of each other.

SECTION V: EFFECTIVE DATE.

This Ordinance shall take effect and be in force from and after the date of its approval by the City Council of the City of Daphne and after publication as required by law.

ADOPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS _____ day of _____, 2016.

Dane Haygood,
Mayor

ATTEST:

Rebecca A. Hayes, City Clerk

EXHIBIT "A"
LEGAL DESCRIPTION FOR
CHRIST THE KING CATHOLIC CHURCH

Commencing at the Northeast corner of Section 19, Township 5 South, Range 2 East, Baldwin County, Alabama, Thence South, along the East line of said Section 19, for 867.06 feet; Thence N-89⁰-24'-57''-W, leaving the East line of said Section 19, for 214.01 feet to a crimp top iron pipe and the Point of Beginning of the parcel herein described; Thence S-00⁰-18'-46''-W for 129.81 feet to a point on the North right of way line of Dryer Avenue, (34-foot public R\W); Thence N-89⁰-35'-26''-W, along the North right of way line of said Dryer Avenue, for 99.90 feet; Thence N-00⁰-19'-30''-E, leaving the North right of way line of said Dryer Avenue, for 225.97 feet to a crimp top iron pipe; Thence S-89⁰-29'-17''-E for 99.95 feet to a crimp top iron pipe; Thence S-00⁰-18'-46''-E for 95.99 feet to the Point of Beginning and containing 22569 square feet or 0.5181 acres, more or less

CITY OF DAPHNE, ALABAMA

ORDINANCE NUMBER 2016-26

AN ORDINANCE ADOPTING A POLICY OF APPOINTMENT OR REAPPOINTMENT OF BOARDS AND COMMITTEES

WHEREAS, the City of Daphne has a number of boards and committees that are appointed by the City Council; and

WHEREAS, the City of Daphne wishes to standardize the manner in which these appointments are made; and

WHEREAS, the City of Daphne has determined that it is in the best interests of its citizens to establish certain provisions relating to these appointments; and

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF DAPHNE, ALABAMA:

The following rules and regulations shall apply to appointments to boards and committees other than the City Council itself:

SECTION I: POLICY FOR DAPHNE CITY APPOINTMENTS

1. Appointments as used in this policy shall only refer to appointments to entities other than the City of Daphne ("City") Council.
2. Appointments shall be for the remaining time left in the term and shall not begin a new term unless otherwise directed by law.
3. Appointments may be discussed in a City Council work shop or committee meeting but shall be voted on by the City Council at a Council meeting.
4. If a board or committee member's term expires and no Council action has been made, said member is deemed not to have been reappointed but merely serves as a temporary or acting member until a replacement appointment or reappointment occurs. A member may resign in writing from their appointment at any time.
5. Any resident within the City's police jurisdiction may be appointed to any board or committee unless it otherwise conflicts with any Daphne Ordinance or state law.
6. No person convicted of a felony may serve on any City board or committee unless waived by the majority of council.
7. Resumes for nominations to a vacancy or to replace an acting member shall be submitted to the City clerk no later than one day prior to the meeting for consideration. An acting member of a board or committee need not submit a resume unless they have been convicted of a crime during their tenure on the board or committee.

SECTION II. APPOINTMENT OF CITY COUNCIL MEMBERS ON OTHER BOARDS

Where a council member is required to be appointed to a committee or board, other than a City board or committee the following policy shall apply:

The council members may volunteer for said appointment in writing prior to the meeting and submit it to the City Clerk for inclusion on the agenda. Whether other members have volunteered or not, a vote will be held to appoint a member to the board. Nominations from the floor during the meeting may be accepted at the discretion of the Council President. Self-nominations from the floor will not be permitted unless there are no nominations, nor members who volunteered in writing before the meeting. Where practicable a member from each district should be represented.

SECTION III: SEVERABILITY

The provisions of this Ordinance are severable. If any provision, section, paragraph, sentence or part thereof shall be held to be unconstitutional or invalid, such decision shall not affect or impair the remainder of this Ordinance, it being the legislative intent to ordain and enact each provision, section, paragraph, sentence and part thereof separately and independently of each other.

SECTION III: REPEALER

All other City Ordinances or parts thereof in conflict with the provisions of this Ordinance, in so far as they conflict, are hereby repealed.

SECTION IV: EFFECTIVE DATE

This Ordinance shall become effective immediately and be in full force after final passage and publication as required by law.

ADOPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA ON THE __ DAY OF _____, 2016

Dane Haygood, Mayor

ATTEST:

Rebecca A. Hayes, City Clerk