

**SPECIAL CALLED
CITY COUNCIL MEETING AGENDA
1705 MAIN STREET, DAPHNE, AL
SEPTEMBER 23, 2014
BUSINESS MEETING
6:30 P.M.**

1. CALL TO ORDER

2. ROLL CALL/INVOCATION / PLEDGE OF ALLEGIANCE

3. DISCUSS:

1.) FY 2015 BUDGET

Attachments

- Amendments by Councilmembers
- September 18th Special Finance Committee Meeting Minutes & Packet
- Ordinance 2014-44 / Adopting the FY 2015 Budget / 2nd Read
- Ordinance 2014-45 / Extending FY 2014 Budget Authority

4. ANY OTHER ITEM DEEMED NECESSARY

5. ADJOURN

TOMMIE CONAWAY
FY2015 BUDGET AMENDMENTS

Operating Budget

- Eliminate one of the Deputy Finance Directors

Personnel

- Remove the General Governmental Director
- Change the Assistant HR Director to Safety & Training Coordinator
- Re-Classifications
 - Environmental Program Manager
 - Young Adult Librarian

PAT RUDICELL

FY2015 BUDGET AMENDMENTS BY

Operating Budget:			Savings
Page 5 ¶78600054201	Delete	\$19,200 – Community Events	\$19,200
Mayor’s Proposal	Delete	PT Marketing Position	\$24,476.69
Page 6 ¶786079.54201	Reduce	From \$ 31,000 to \$23,000	\$ 8,000
<i>CC Temp & OT</i>	Delete	<i>\$13,000</i>	<i>\$13,000</i>

Goal: Establish a Position of Director / Convention Visitors Bureau at a cost of \$46,476.69:

Annualized offset to cost without a PT Events Assistant:

\$ 8,000	Taste of the Eastern Shore		
\$19,200	Community Events		
<u>\$24,476.69</u>	PT Marketing Position		
\$51,676.69		Savings	\$5,079.66

Annualized cost for Position of Director / Convention & Visitors Bureau / Civic Center Position with PT Events Assistant at a cost of \$65,745.68:

\$ 8,000	Taste of the Eastern Shore		
\$19,200	Community Events		
\$24,476.69	PT Marketing Position		
<u>\$13,000</u>	Delete Temps & Overtime for Civic Center		
\$64,676.69		Additional Cost of	\$1,068.99

**CITY OF DAPHNE, ALABAMA
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: DIRECTOR, CVB & CIVIC CENTER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to promote and market City of Daphne, and as a destination for major events, conferences, tournaments, and tourism in general; this position has secondary responsibility for directing and coordinating operations and activities of the Convention and Visitors' Bureau, the Daphne Civic Center, and Bayfront Park, to include coordination of facilities management, sales/marketing, and special events. The emphasis of this position is on operational management to an emphasis on marketing, outreach, and public relations for the City of Daphne; while the incumbent retains responsibility for managing the Civic Center, it is expected that this position will focus more on strategic planning and rely more heavily on subordinates to run the day-to-day functions of the center. Success in this position is measured by volume of tourism, volume of tourism revenue, the collective success of individual events, and repeat tourism business.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; manages and resolves employee issues; and provides direction to volunteers and the advisory board.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise; prepares guidelines for continued employee training.

Promotes and markets the City of Daphne as a destination in order to increase visitors for meetings, conventions, conferences, trade shows, tournaments, sporting events, motor coach tours and individual travelers; develops and implements a strategic operating and marketing plan for promotion and marketing of the City of Daphne and for servicing individual visitors and groups; develops marketing and promotional collateral and advertising campaigns; maintains awareness of competition and conducts market research; and provides City leaders with a vision and direction for sustaining existing and developing new local tourism projects.

Serve as a liaison with City, County and community organizations in coordinating special events, tours and tourism activities; maintain a contact database of community businesses, facilities, activities, and assets; maintains good relationships with state tourism industry, local organizations, and hospitality properties; represents the City of Daphne in local, state and regional travel associations; serves on various boards in an effort to increase presence in the industry; and coordinates with various agencies, businesses, and organizations as needed to promote the City and pursue general and specific opportunities for tourism and convention business.

Serves as a liaison to meeting planners, event organizers, and other clients or potential visitors to the City: facilitates services and solves problems as needed to ensure the success of their activities; coordinates between visitors, City facilities and services, host properties (retail, hotel, restaurant) and the community in general during both the planning phases and the actual events; and provides information to meeting planners, visitors, tour operators, and travel writers. Prepares and manages annual budget for the Convention and Visitor's Bureau, Civic Center and Bayfront Park; identifies/implements strategies to reduce costs and improve services; provides oversight and accountability for sponsorship and donated funds; conducts research for pricing rates and rental inventory.

Provides overall direction of facility operation and development to meet goals and objectives; oversees long-range and short-range planning; ensures implementation of facility plans within budgets and schedules to effectively meet the facility needs.

Directs and coordinates the administration of facility operations and services such as space utilization, security, capital expenditures, maintenance, housekeeping, utilities, and telecommunications.

Oversees facility planning; directs (or consults as end user on design for) construction and/or remodeling of facilities; oversees administration of outside contracts and services; manages facility improvement projects and monitors expenditures to ensure performance within budget requirements.

Prepares yearly marketing plans for facilities; prepares sales and marketing initiatives; conducts prospecting for new clients.

Plans, directs, and manages city events such as the Baldwin County Home and Garden Spectacular, the Taste of the Eastern Shore, the Baldwin County Bridal Extravaganza, concerts, tradeshow, music festivals, and other events.

Prepares continued development plans for support departments; develops, implements, and monitors accounting and customer service systems.

Prepares and updates standard operational procedures for operation of the Civic Center and Bayfront Park.

Develops and implements strategies and objectives required to maximize business relationships and facility usage.

Prepares meeting materials for Buildings and Property Committee and other city/departmental meetings.

Performs event marketing, public relations, and advertising; designs, modifies, and writes copy for floor plans, brochures, advertisements, event posters, flyers, and other marketing materials; develops quality radio, film, television, and newsprint advertising.

Develops and coordinates marketing initiatives with industry, organizations, hotels, restaurants, city services, shopping facilities, resorts, and vacation locations; coordinates marketing meetings with businesses, schools, government agencies, groups, and associations.

Develops quality community programs and special events pertaining to the Civic Center and Bayfront Park; prepares budgets, promotes community awareness, and provides all levels of support.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; ensures that facilities and operations are in compliance with Section 504, EPA, and other local, state, and federal agencies; initiates any actions necessary to correct deviations or violations.

Prepares ordinances, rates, leases, and other documents for review by mayor and city council.

Coordinates event planning activities with various city departments.

Establishes proactive service/preventive maintenance programs and related service contracts for facilities-related equipment.

Attends functions and provides staff support as needed, including events scheduled on weekends or outside of normal work hours; greets and directs visitors/guests.

Operates a personal computer, audio/visual equipment, kitchen equipment, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer applications.

Attends meetings, serves on committees, and makes presentations as needed.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Marketing, Communications, Facility Management, or closely related field; supplemented by five (5) years previous experience and/or training that includes special event planning/coordination (major events), facility management, sales/marketing, personnel management, budget administration, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of a valid Alabama driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

The City of Daphne, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

AMENDMENTS BY JOHN LAKE

- **Increase Community Action Contribution to** **\$2,500**
- **Increase Prodissee Pantry Contribution to** **\$2,500**
- **Move the Executive Building**
Maintenance to Capital Budget **\$30,000**
- **Combine Health, Medical and Dental Together**
- **Freeze Finance Director Hiring until**
discussion on combining Finance Director and
Treasurer Position
- **Delete One (1) Deputy Finance Director Position**
And replace with an Accountant

2015 Daphne Budget Proposed Amendments Randy Fry

Operating	Balance
Proposed Surplus	(\$548,780)
Delete Fee Increase \$270,000	(\$278,780)
Expenses Considerations	Savings
Disability Adjustment	\$20,000
Blueprint to \$5,000 Page 3	\$12,500
Executive Travel to \$3,000 Page 7	\$12,000
Daphne Sign to \$0 Page 9	\$30,000
Capital Building to \$0 Back Page	\$30,000
Building Maintenance to \$0 Page 8	\$30,000
Community Event to \$0 Page 5	\$19,200
DHS Contribution to \$23k Page 8	\$ 8,000
Vacant Rec Coordinator to \$0 Page 130	\$56,000
Total	\$217,700 (\$496,480)
Add to Resurfacing \$150,000 to 250k Revised Surplus	(\$346,480)
Council to review spending options throughout the year on these items	

Rebecca A. Hayes

Randy Fry

From: Randy Fry
Sent: Tuesday, September 23, 2014 6:36 AM
To: Randy Fry
Cc: Christine Ciancetta; Rebecca A. Hayes; Tommie Conaway; Pat Rudicell; John Lake; Ron Scott; Robin LeJeune; Joe Davis; Suzanne Henson; Dane Haygood
Subject: Re: Proposed budget amendments attached

I would also support a 10k allocation to pursue quality webcast of council meetings live through our website.

Randy Fry
Daphne City Council
District 4

On Sep 22, 2014, at 2:15 PM, "Randy Fry" <councildistrict4@daphneal.com> wrote:

No problem. Add the 17k back in on my list. Thanks

Randy Fry
Daphne City Council
District 4

On Sep 22, 2014, at 2:08 PM, "Christine Ciancetta" <cciancetta@daphneal.com> wrote:

Randy,

\$17,000 needs to be added to the budget for Senior Programs at recreation. This was missed the first time around. Attached is the back-up.

Christine

From: Randy Fry
Sent: Monday, September 22, 2014 1:12 PM
To: Rebecca A. Hayes; Tommie Conaway; Pat Rudicell; John Lake; Ron Scott; Robin LeJeune; Joe Davis; Suzanne Henson; Christine Ciancetta; Dane Haygood
Subject: Proposed budget amendments attached

Some of these were brought up at the finance committee meeting. We can go over when approving the minutes for the record. I would like to see each of these discussed. For personnel drop the administrator position, change HR position to safety coordinator. I agree with the other mayor recommendations. I would like to find a way to fund the fire dept positions if possible. Thanks

Randy Fry
Daphne City Council
District 4

RON SCOTT

FY2015 BUDGET AMENDMENTS

Page 3 Remove general government Advisory Position

Reduce Blue Print for Tomorrow \$17,500

**Page 7 Under general government reduce executive
 travel from \$15,000 to \$5,000**

Page 18 Under general government reduce travel from \$15,000 to \$10,000

ROBIN LEJEUNE

FY2015 BUDGET AMENDMENTS

		SAVINGS
	Reduce the Capital request of Police Tahoe leases from 6 to 5	(\$9,500)
Page 5 Section 40 78600	Reduce the Community Events in the Civic Center budget(<i>peach section</i>) to \$0	(\$19,200)
Page 64 Section 12 14400	Reduce Fire OT from \$150,000 to \$120,000	(\$30,000)
Page 64 Section 12 14400	Reduce Fire PT OT from \$75,000 to \$70,000	(\$5,000)
Page 34 Section 61 126231	Reduce Equipment Maintenance from \$25,500 to \$20,000	(\$5,500)
Page 3 Section 40 120200	Reduce Blue Print for Tomorrow from \$17,500 to \$5,000	(\$12,500)

Those give a total savings of \$81,700

Add 1 Fireman \$50,000

Add \$25,000 to a separate line for New Recreation Development and/or New Construction for newly acquired Parks

Remaining \$6,700 to be used for Reclassifications that were given to us late and we're not put in budget

Thanks
Robin

JOE DAVIS

FY2015 BUDGET AMENDMENTS

(1) ELIMINATE

- \$ 47,876.12. - Accountant I (realign Finance Department)
- \$ 46,612.87. - Yard Manager. (continue how it is handled now)

(2) SEND TO BUILDING & PROPERTY COMMITTEE THEN FINANCE

- Renovation & Building Improvements
- Require ALL property insurance policies be reviewed at renewal & as new items are added

(3). ADD to BUDGET

- \$ 39,698. - Safety & Training Officer within H R
- \$ 4,843. - Upgrade Environment Program Manager
- N E P support for FY 2015 as a percentage (%) of the average grants obtained in FY 2013 &. FY 2014
- Revenue from late fees & penalties - SET AT 50% of the FEE/COST per month delinquent

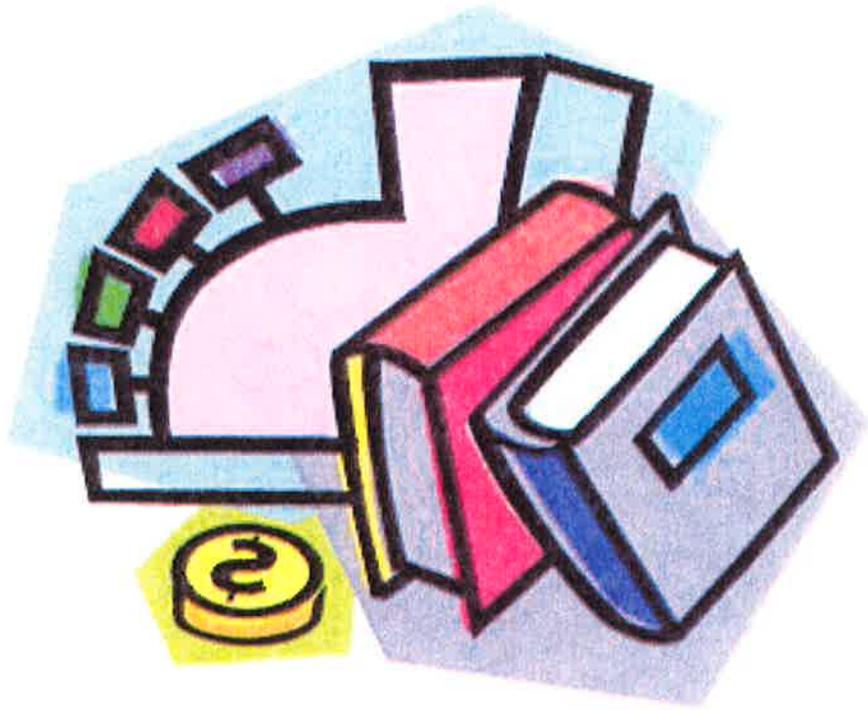
And include all collection cost. Aggressive collection of ALL current late/delinquent accounts

(4) REDUCE The Following -

- Reduce Building Maintenance (City Hall) to \$ 12,000
- Reduce ALL Supply line items by 5 % to leave \$ 500,000 revenue over expenses in the FY 2015 Budget

All our suggestions should receive consideration. Joe Davis III

CITY OF DAPHNE



**FY 2015
Mayor's
Proposed Budget
Version 1.0**

FY 2015 CAPITAL REQUESTS

MAYORS PROPOSED

General Government	GENERAL FUND		LODGING TAX		CONTINGENT	SCHEDULE	NOTES
	CAPITAL EXPENSE	LEASING	RECREATION	WATERFRONT			
Human Resources	\$6,000	Munis HR Training	OPERATING EXP	\$0			Note: 1
Finance	\$55,000	Munis Upgrade	FY14 EXPENSE	\$0			Note: 2
Building Maintenance	\$30,000	Ford F250 Extended Cab Truck	?????	\$0	\$7,000		(\$1,750)
Building Maintenance	\$165,000	70' Aerial Lift	xxxx	\$0			Note: 3

General Government Total:	\$256,000		\$0	\$7,000	\$0	\$0	\$0	(\$1,750)
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Public Safety

Public Safety	GENERAL FUND	LODGING TAX	CONTINGENT	SCHEDULE	NOTES			
	CAPITAL EXPENSE	LEASING	RECREATION	WATERFRONT				
Fire	\$200,000	Fire Station #3 Remodel						
Volunteer Firefighters	(\$200,000)	VFD Contributions, FS#3 Remodel, FY15 - Payoff of FS#1.			Note: 4			
Fire	\$775,000	75 Aerial Ladder Truck	PJ LEASING	\$0	\$165,000	***	(\$123,750)	Note: 5
Search & Rescue	\$27,000	F250 - Necessary for towing & deploying our Fire Dept's equipment	REDEPLOY_PW_F350	\$0				
PD - Administration	\$40,000	Replace Flooring at Justice Center	PJ_CF	\$0		\$40,000	Note: 6	
PD - Administration	\$9,840	Replace Fire Alarm System at Justice Center		\$9,840			Note: 6	
PD - S.W.A.T.	\$13,500	Tactical Radio Headsets	CONFISCATED FUNDS	\$0		\$13,500	Note: 7	
PD - Patrol	\$267,000	6 Tahoes - Replacement Vehicles & Equipment	PJ_CF-LEASING	\$0	\$57,000	***	(\$28,500)	Note: 8
PD - Detective	\$18,500	Professional Polygraph Examiner's Basic Training (Non-Capital)	PJ-CF COURT	\$0		\$18,500	Note: 9	
PD - Corrections	\$10,000	Jail Kitchen Upgrade	FY14_EXPENSE	\$0			Note: 10	
PD - Code Enforcement	\$39,250	Vehicle & Equipment (only if new personnel request is approved)	PJ_CF-LEASING	\$0	\$7,500		(\$1,875)	Note: 8

Public Safety Total:	\$1,200,090		\$9,840	\$229,500	\$0	\$0	\$72,000	(\$154,125)
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Public Works

Public Works	GENERAL FUND	LODGING TAX	CONTINGENT	SCHEDULE	NOTES			
	CAPITAL EXPENSE	LEASING	RECREATION	WATERFRONT				
PW - Solid Waste	\$140,000	Knuckleboom Truck	LEASING	\$0	\$30,000		(\$15,000)	Note: 11
PW - Streets	\$75,000	Sewer Jetter	xxxx	\$0				Note: 12
PW - Streets	\$42,000	Ford F450 Crew Cab Chassis	LEASING	\$0	\$9,000		(\$2,250)	
PW - Streets	\$132,000	Cat D5 Bulldozer	LEASING	\$0	\$23,000		\$0	Note: 13
PW - Streets	\$114,000	Cat 430	LEASING	\$0	\$18,000		(\$13,500)	Note: 13
PW - Grounds	\$170,000	60 Bucket Truck	LEASING	\$0	\$36,000		(\$18,000)	Note: 14
PW - Grounds	\$50,000	Water Truck	xxxx	\$0				
PW - Grounds	\$7,500	Stump Grinder		\$7,500				
PW - Facility Support	\$60,000	Equipment Shed	xxxx	\$0				Note: 15
PW - Mech Maintenance	\$20,000	Oil/Grit-Water Separator	xxxx	\$0				Note: 15
PW - Parks: May Day	\$24,000	Gazebo / Shade-Shelter Structure - 30x40	LODGING-REC	\$0		\$24,000		Note: 16
PW - Parks: Park City	\$17,500	Gazebo / Shade-Shelter Structure	LODGING-REC	\$0		\$17,500		Note: 16

Public Works Total:	\$852,000		\$7,500	\$116,000	\$41,500	\$0	\$0	(\$48,750)
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Recreation

Recreation	GENERAL FUND	LODGING TAX	CONTINGENT	SCHEDULE	NOTES			
	CAPITAL EXPENSE	LEASING	RECREATION	WATERFRONT				
Recreation	\$5,000	Sod Cutter		\$5,000				
Recreation	\$18,000	Toro Drag Machine	xxxx	\$0				Note: 15
Recreation	\$15,000	2 - John Deere Gator Utility Vehicle		\$7,500				
Recreation	\$32,000	Chemical Sprayer	????	\$0				
Recreation	\$35,000	Compact John Deer Tractor 4066M with Loader	xxxx	\$0				
Recreation	\$37,500	3 - John Deere Z Trac Mowers (One w/ Bag Catcher, Two Without)		\$15,000				Note: 17
Recreation	\$20,000	Concrete pads for bleachers at soccer & new batting cages at Trione Park	LODGING-REC	\$0		\$20,000		Note: 16
Recreation	\$10,000	Refurbish bathrooms at Trione Park	LODGING-REC	\$0		\$10,000		Note: 16
Recreation	\$10,000	Turf for concrete pads in batting cages	LODGING-REC	\$0		\$10,000		Note: 16
Recreation	\$20,000	3 - Pavilions at Trione Park	LODGING-REC	\$0		\$20,000		Note: 16
Recreation	\$20,000	Fencing for Trione & Lott Parks	LODGING-REC	\$0		\$20,000		Note: 16
Recreation	\$46,000	2 - 2015 Dodge R1500 Crew Cabs P/U		\$23,000				Note: 18
Recreation	\$3,600	Upgrade 15 year old Telephone System (Split b/w Rec & Civic Center)		\$3,600				

Recreation Total:	\$272,100		\$54,100	\$0	\$80,000	\$0	\$0	\$0
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Civic Center & Bayfront

Civic Center & Bayfront	GENERAL FUND	LODGING TAX	CONTINGENT	SCHEDULE	NOTES			
	CAPITAL EXPENSE	LEASING	RECREATION	WATERFRONT				
Civic Center	\$12,000	Floor Scrubber	OPERATING_EXPENSE	\$12,000				Note: 1
Civic Center	\$1,000	Interior Painting		\$10,000				
Civic Center	\$10,000	Kitchen Equipment		\$0				
Civic Center	\$100,000	Loss of Voltage Monitoring System	xxxx	\$0				
Civic Center	\$7,028	Upgrade 15 year old Telephone System (Split b/w Rec & Civic Center)		\$7,000				Note: 1
Bayfront	\$25,000	Windows	LODGING-WATER	\$0		\$25,000		Note: 19
Bayfront	\$20,000	Flooring	LODGING-WATER	\$0		\$20,000		Note: 19

Civic Center & Bayfront Total:	\$175,028		\$29,000	\$0	\$0	\$45,000	\$0	\$0
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Garbage & Recycling

Garbage & Recycling	GENERAL FUND	LODGING TAX	CONTINGENT	SCHEDULE	NOTES				
	CAPITAL EXPENSE	LEASING	RECREATION	WATERFRONT					
Enterprise Fund: Garbage	\$265,000	Garbage Truck Replacement	LEASING	\$0	\$56,000			(\$28,000)	Note: 11
Enterprise Fund: Garbage	\$20,000	Complete Automated Arm Assembly		\$20,000					

Garbage & Recycling Total:	\$285,000		\$20,000	\$56,000	\$0	\$0	\$0	(\$28,000)
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FY 2015 CAPITAL REQUESTS:	\$3,040,238		\$120,440	\$408,500	\$121,500	\$45,000	\$72,000	(\$232,625)
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FY15 CAPITAL BUDGET								
GENERAL FUND	\$244,315							
LODGING TAX - RECREATION	\$121,500							
LODGING TAX - WATERFRONT F	\$45,000							
TOTAL	\$410,815							
FUTURE BUDGET OPERATIONAL IMPACT								
GENERAL FUND (5 year)	\$356,500							
VFD LADDER TRUCK COMMITMENT	(\$165,000)							
TOTAL	\$191,500							

(\$52,000) Already Included in Budget
 \$120,440 (\$232,625) Scheduling FY15 Savings (\$232,625)
 \$123,875

- Notes:**
- Shift to operating
 - Core upgrade an FY14 expense. TCM module can be explored later.
 - Richard Johnson indicates not needed at this time.
 - Need to discuss with VFD.
 - Leasing option with Volunteers paying expense (est \$130k)
 - Confiscated Funds or Court Fund.
 - PJ Exercise or Confiscated Funds
 - PJ Exercise or Leasing as Operating Budget Expense
 - PJ Exercise or Confiscated Funds (if eligible expense)
 - FY14 Expenses via Court Fund.
 - Proposed to be included as a Operating Expense in the Mayor's Proposed Budget.
 - Need to explore used equipment option.
 - CAT Lease. 3 Year FMV Lease (not \$1 buyout, service included)
 - Leasing Options?????
 - Move to FY16 Request
 - Recreational Expense from Lodging Tax.
 - Leasing options exist. 5 Year Lease = \$7,500/Yr. Purchase the Bagger unit in FY15.
 - Leasing options exist. 5 Year Lease = \$5,000/Yr/Vehicle.
 - Lodging Tax - Waterfront Property \$\$\$\$

FY 2015 New Personnel Requests

REGULAR PAYROLL													MAYOR RECOMMENDATION				HIRING TIMELINE		
Job Class Description	Pay Type Description	Account Description	Grade	Step	Hourly Rate	Annual Salary	Over Time	Total Wages	Payroll Related Total	Other Personnel	Total Payroll	Most Critical	PJ	Upgrades & Overlap	TOTAL	Start Date	FY15 Savings	Notes	
Assistant HR Director	BASE SAL	Assistant HR Director	27	1	\$20.76	\$43,178.00	\$0.00	\$43,178.00	\$6,502.61	\$6,782.56	\$56,463.16	\$56,463.16			\$56,463.16	11/01/14	(\$4,705.26)		
General Governmental Director	BASE SAL	General Governmental Director	29	3	\$22.97	\$47,778.85	\$0.00	\$47,778.85	\$7,195.49	\$6,802.01	\$61,776.35	\$61,776.35			\$61,776.35	12/01/14	(\$10,296.06)		
Marketing Coordinator	BASE SAL	Marketing Coordinator (20 Hrs)	23	4	\$20.38	\$21,195.10	\$0.00	\$21,195.10	\$3,191.98	\$89.61	\$24,476.69	\$24,476.69			\$24,476.69				
ACCT 1	BASE SAL	ACCOUNTANT I	17	4	\$17.18	\$35,733.57	\$0.00	\$35,733.57	\$5,381.48	\$6,761.08	\$47,876.12				\$0.00				
ACCT TECH	F/T HRLY	TECHNICIAN-REVENUE	11	4	\$13.97	\$29,059.89	\$0.00	\$29,059.89	\$4,376.42	\$6,732.87	\$40,169.17	\$40,169.17			\$40,169.17	04/01/15	(\$20,084.59)		
PLANNER	BASE SAL	Upgrade from GIS TECH to PLANNER	18	4	\$1.93	\$4,009.04	\$0.00	\$4,009.04	\$603.76	\$16.95	\$4,629.76			\$4,629.76	\$4,629.76	12/01/14	(\$771.63)	NOTE: 1	
FIRE FIGTR	F/T HRLY	FIREFIGHTER	PF20	1	\$12.87	\$36,146.76	\$0.00	\$36,146.76	\$5,443.70	\$8,094.22	\$49,684.69				\$0.00				
FIRE FIGTR	F/T HRLY	FIREFIGHTER	PF20	1	\$12.87	\$36,146.76	\$0.00	\$36,146.76	\$5,443.70	\$8,094.22	\$49,684.69				\$0.00				
FIRE FIGTR	F/T HRLY	FIREFIGHTER	PF20	1	\$12.87	\$36,146.76	\$0.00	\$36,146.76	\$5,443.70	\$8,094.22	\$49,684.69				\$0.00				
CODE ENF	F/T HRLY	CODE ENFORCEMENT OFFICER	12	4	\$14.50	\$30,157.30	\$0.00	\$30,157.30	\$4,541.69	\$7,108.33	\$41,807.31		\$41,807.31		\$41,807.31	04/01/15	(\$20,903.66)		
Yard Manager	BASE SAL	Yard Manager	16	4	\$16.64	\$34,613.70	\$0.00	\$34,613.70	\$5,212.82	\$6,786.35	\$46,612.87				\$0.00				
Deputy PW Director	BASE SAL	Deputy Public Works Director	27	4	\$22.52	\$46,835.36	\$0.00	\$46,835.36	\$7,053.41	\$6,838.02	\$60,726.79			\$12,000.00	\$12,000.00			NOTE: 2	
SOL WST SR	F/T HRLY	SR PUBLIC SERVICE WORKER-SW	11	4	\$13.97	\$29,059.26	\$0.00	\$29,059.26	\$4,376.33	\$8,454.79	\$41,890.38				\$0.00				
STREET SR	F/T HRLY	SR PUBLIC SERVICE WORKER-STR	11	4	\$13.97	\$29,059.89	\$0.00	\$29,059.89	\$4,376.42	\$8,252.57	\$41,688.88				\$0.00				
CREW LEADR	F/T HRLY	CREW LEADER-GROUNDS	13	4	\$15.04	\$31,277.38	\$0.00	\$31,277.38	\$4,710.37	\$7,913.83	\$43,901.58				\$0.00				
PSW-GRNDS	F/T HRLY	PUBLIC SERVICE WORKER-GROUNDS	6	4	\$11.30	\$23,504.52	\$0.00	\$23,504.52	\$3,539.78	\$7,572.41	\$34,616.71				\$0.00				
PSW-GRNDS	F/T HRLY	Upgrade to SR PSW	11	3	\$2.02	\$4,210.96	\$0.00	\$4,212.98	\$634.17	\$184.96	\$5,032.12			\$5,032.12	\$5,032.12	04/01/15	(\$2,516.06)		
SLDWST WKR	F/T HRLY	SOLID WASTE WORKER	6	4	\$2.02	\$4,210.96	\$0.00	\$4,212.98	\$634.17	\$184.96	\$5,032.12			\$5,032.12	\$5,032.12	04/01/15	(\$2,516.06)		
PSW-GRNDS	F/T HRLY	Upgrade to SR PSW	11	5	\$1.59	\$3,314.69	\$0.00	\$3,316.28	\$499.19	\$145.59	\$3,961.07				\$0.00				
PSW-GRNDS	F/T HRLY	"Contingent On Call" Park/Activity Attendant			\$10.00	\$7,500.00	\$0.00	\$7,500.00	\$1,129.50	\$31.71	\$8,661.21				\$0.00				
PSW-GRNDS	F/T HRLY	"Contingent On Call" Park/Activity Attendant			\$10.00	\$7,500.00	\$0.00	\$7,500.00	\$1,129.50	\$31.71	\$8,661.21				\$0.00				
EVNT ASST	F/T HRLY	Civic Center EVENT ASSISTANT	5	5	\$11.04	\$22,966.84	\$0.00	\$22,966.84	\$3,458.81	\$6,913.02	\$33,338.67	\$0.00			\$0.00				
IT TECHNICIAN	F/T HRLY	IT Network/SysAdmin/Helpdesk Technician	14	5	\$15.27	\$31,761.00	\$0.00	\$31,761.00	\$4,738.00	\$7,595.00	\$44,094.00	\$44,094.00				\$44,094.00	04/01/15	(\$22,047.00)	NOTE: 3
TOTALS:								\$595,372.21	\$89,617.00	\$119,481.00	\$804,470.21	\$226,979.38	\$41,807.31	\$26,693.99	\$295,480.68	FY15 SAVINGS	(\$83,840.31)		

Position Upgrades:

PSW-GRNDS	F/T HRLY	PUBLIC SERVICE WORKER-MOWING	6	5	\$11.59	\$24,109.28	\$0.00	\$24,109.28	\$3,630.86	\$14,048.98	\$41,789.11							
			11	3	\$13.62	\$28,320.24	\$0.00	\$28,320.24	\$4,265.03	\$14,233.94	\$46,819.21							
					\$2.02	\$4,210.96	\$0.00	\$4,210.96	\$634.17	\$184.96	\$5,030.09							
PARK PSW	F/T HRLY	PUBLIC SERVICE WORKER	6	9	\$12.73	\$26,483.60	\$0.00	\$26,483.60	\$3,988.43	\$7,743.27	\$38,215.30							
			11	5	\$14.33	\$29,798.29	\$0.00	\$29,798.29	\$4,487.62	\$7,888.86	\$42,174.77							
					\$1.59	\$3,314.69	\$0.00	\$3,314.69	\$499.19	\$145.59	\$3,959.47							
GIS TECH	F/T HRLY	GIS MANAGER	16	2	\$15.7799	\$32,822	\$0	\$32,822	\$4,943	\$5,934	\$43,699							
Planner	BASE SAL	PLANNER	18	4	\$17.7073	\$36,831	\$0	\$36,831	\$5,547	\$5,951	\$48,329							
					\$1.93	\$4,009.04	\$0.00	\$4,009.04	\$603.76	\$16.95	\$4,629.76							

(\$7,283.15) Est Timeline Savings

Notes:

- Not included is the additional \$7,281 Savings from the Timeline Savings of existing GIS Position.
- Overlap of 60 Days of PW Superintendent Retirement. PW Superintendent eliminated.
- Additional Savings of \$13,600 From Operating Budget Object 561812 (CMPT LABOR)

FY15 CAPITAL BUDGET

NEW PERSONNEL REQUESTS	\$295,480.68
OPERATING BUDGET SAVINGS ((\$13,600.00)
FY15 TIMELINE SAVINGS	(\$83,840.31)
TOTAL	\$198,040.37

FUTURE BUDGET OPERATIONAL IMPACT

RECURRING PERSONNEL COSTS	\$295,480.68
LESS ONE TIME OVERLAP	(\$12,000.00)
OPERATING BUDGET SAVINGS ((\$13,600.00)
FUTURE YEAR SAVINGS (PW)	(\$15,485.21)
TOTAL	\$254,395.47

Fiscal Year 2015 Budget - All Funds Summary

Mayor's 1.0

	TOTAL	Enterprise Funds				Debt Service Fund	Special Revenues Fund	Capital Projects Fund
		General Fund	Garbage/ Recycling	Civic Center	Bay Front Park			
Sales & Use Taxes	16,020,267	13,937,617	-	-	-	715,000	1,367,650	-
Ad Valorem Taxes	5,022,500	5,022,500	-	-	-	-	-	-
Business Licenses	1,700,000	1,700,000	-	-	-	-	-	-
PILOT Taxes	2,315,000	2,315,000	-	-	-	-	-	-
Luxury Taxes	700,000	700,000	-	-	-	-	-	-
Permits	399,800	399,800	-	-	-	-	-	-
Court Collections & Fines	424,000	379,000	-	-	-	-	-	-
Intergovernmental	546,183	221,478	-	-	-	-	45,000	-
Fees & Charges	2,301,975	301,050	1,375,000	240,225	110,500	-	24,705	300,000
Verizon Tower Lease	10,800	10,800	-	-	-	-	135,200	140,000
Enterprise Fund: Gab/Rec \$3 increase	270,000	-	270,000	-	-	-	-	-
Recreation	88,000	88,000	-	-	-	-	-	-
Grants	32,100	11,700	-	-	-	-	20,400	-
Interest	79,650	73,000	-	-	-	50	500	6,100
Miscellaneous	27,500	27,500	-	-	-	-	-	-
Total Estimated Revenues	29,937,775	25,187,445	1,645,000	240,225	110,500	715,050	1,593,455	446,100
Payroll	15,697,162	14,684,107	624,693	160,740	159,240	-	68,382	-
Payroll - Solid Waste to Enterprise Fund	-	(288,413)	288,413	-	-	-	-	-
FY 2015 Merit Raises	30,000	30,000	-	-	-	-	-	-
1.5% COLA Incease	150,093	150,093	-	-	-	-	-	-
Personnel	15,877,255	14,575,787	913,106	160,740	159,240	-	68,382	-
General Government	2,182,683	1,815,183	-	-	-	-	363,500	4,000
Public Safety	1,509,818	1,382,523	-	-	-	-	127,295	-
Public Works	2,831,168	2,036,593	604,575	-	-	-	-	190,000
Recreation	1,322,764	807,690	-	365,840	74,675	-	74,559	-
Operating - Solid Waste to Enterprise Fund	-	(211,090)	211,090	-	-	-	-	-
Copier Savings	(30,000)	(30,000)	-	-	-	-	-	-
Operating	7,816,433	5,800,899	815,665	365,840	74,675	-	565,354	194,000
General Long Term Debt Proceeds	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-
Debt Service	4,791,000	-	-	-	-	4,791,000	-	-
Transfers To/From Other Funds								
Transfers To Other Funds	(4,605,979)	(4,261,979)	-	-	-	-	(344,000)	-
Transfers From Other Funds	4,605,979	-	83,771	286,357	123,415	4,075,950	36,486	-
	-	(4,261,979)	83,771	286,357	123,415	4,075,950	(307,514)	-
TOTAL Estimated Revenues (Under) Appropriations	1,453,087	548,780	-	2	-	-	652,205	252,100

Prior to Community Grants & Capital / Personnel Requests

**GENERAL FUND
FISCAL 2015 BUDGET SUMMARY**

Mayor 1.0

	BUDGET				ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	FY 15	FY 14								
	FY 15 DEPT	MAYOR	AMEND	FY 14 ORIG	FY 2013	FY 12	FY 11	FY 10	FY 09	FY 08
ESTIMATED REVENUES										
Sales & Use Taxes	13,499,081	13,937,617	13,499,081	13,499,081	12,897,875	11,522,363	10,766,122	9,934,167	10,040,568	11,279,350
Ad Valorem Taxes	4,972,000	5,022,500	4,972,000	4,972,000	4,517,480	4,915,408	5,048,884	5,603,130	5,539,305	4,322,745
Business Licenses	1,630,910	1,700,000	1,630,910	1,630,910	1,687,587	1,569,235	1,460,700	1,400,404	1,484,968	1,592,999
PILOT Taxes	2,230,000	2,315,000	2,230,000	2,230,000	2,268,872	2,234,494	2,269,687	1,952,460	2,046,309	1,861,149
Luxury Taxes	703,000	700,000	703,000	703,000	709,916	730,322	673,890	679,324	656,166	626,526
Permits	427,625	399,800	427,625	427,625	485,664	300,746	379,737	338,664	428,533	755,758
Court Collections	443,000	379,000	443,000	443,000	395,113	362,904	432,640	401,835	438,638	371,702
Intergovernmental	230,478	221,478	230,478	230,478	292,270	242,715	199,113	220,397	270,176	195,574
Fees & Charges	277,050	301,050	277,050	277,050	352,073	301,470	285,701	286,604	204,940	219,903
Verizon Tower Lease	-	10,800	-	-	-	-	-	-	-	-
Recreation	111,410	88,000	111,410	111,410	-	123,683	132,275	137,068	137,039	130,955
Grants	93,950	11,700	93,950	93,950	166,999	317,517	568,652	419,052	327,265	314,111
Interest	112,000	73,000	112,000	112,000	2,467	184,046	231,257	57,386	78,083	305,893
Miscellaneous	18,300	27,500	18,300	18,300	71,764	102,160	230,416	259,457	151,945	80,958
Total Estimated Revenues	24,748,804	25,187,445	24,748,804	24,748,804	23,848,079	22,907,064	22,679,076	21,689,946	21,803,936	22,057,622
APPROPRIATIONS										
General Government	3,790,613	3,841,582	3,930,654	3,876,654	3,322,145	3,235,795	3,595,929	2,948,180	3,370,010	3,163,815
Copier Savings	-	(30,000)	-	-	-	-	-	-	-	-
Public Safety	10,221,636	9,912,243	10,118,992	9,595,676	9,695,059	9,541,430	8,931,173	8,585,266	8,653,939	8,595,095
Public Works	5,240,744	4,899,044	4,978,583	4,524,198	4,557,087	4,335,354	3,728,121	4,301,892	3,727,812	3,845,735
Solid Waste to Enterprise Fund	-	(499,503)	-	-	-	-	-	-	-	-
Recreation & Library	2,118,507	2,073,227	2,407,530	2,139,325	1,876,421	1,876,168	2,275,960	2,265,813	2,128,976	2,177,620
Total Appropriations	21,371,500	20,196,593	21,435,759	20,135,853	19,450,712	18,988,747	18,531,183	18,101,151	17,880,737	17,782,265
Estimated Revenues Over Appropriations Before Other Financing Sources & Uses	3,377,304	4,990,852	3,313,045	4,612,951	4,397,366	3,918,317	4,147,893	3,588,795	3,923,199	4,275,356
OTHER FINANCING SOURCES & USES										
Gen Long Term Debt Proceeds	-	-	-	-	581,155	-	-	506,969	146,678	-
Trans from Other Funds	-	-	-	-	-	-	-	-	6,799	83,204
Other Financing Sources	-	-	-	-	581,155	-	-	506,969	153,477	83,204
Allow for Comp Absences/Pay Plan	-	-	-	-	-	-	-	-	-	-
Transfers to Debt Service Fund	(3,781,950)	(3,731,950)	(3,720,144)	(3,720,144)	(3,436,291)	(2,875,483)	(2,808,244)	(2,892,612)	(2,610,186)	(2,640,775)
Transfers to Capital Reserve	-	-	(200,000)	(200,000)	(501,666)	(1,400,194)	(2,113,890)	(22,000)	(119,268)	-
Transfers to 99 Construction Fund	-	-	-	-	-	-	-	-	-	-
Transfers to Enterprise Funds	(315,866)	(409,772)	(571,660)	(452,160)	(409,449)	(483,165)	(462,780)	(468,767)	(599,934)	(677,065)
Transfer to Enterprise Fund (Solid Waste move)	-	(83,771)	-	-	-	-	-	-	-	-
Transfers to Special Revenue Funds	(36,486)	(36,486)	(38,423)	(38,423)	(30,926)	(31,311)	(51,248)	(324,817)	(201,182)	(78,964)
Other Financing Uses	(4,134,302)	(4,261,979)	(4,530,227)	(4,410,727)	(4,378,332)	(4,790,153)	(5,436,162)	(3,708,196)	(3,530,570)	(3,396,804)
Total Other FinSources (Uses)	(4,134,302)	(4,261,979)	(4,530,227)	(4,410,727)	(3,797,176)	(4,790,153)	(5,436,162)	(3,201,227)	(3,377,094)	(3,313,600)
Excess (Deficit) Est Rev Over (Under) Approp & Other Financing Uses	(756,998)	728,873	(1,217,182)	202,224	600,190	(871,836)	(1,288,268)	387,568	546,105	961,756
Merit Pay Increase	(45,000)	(30,000)	-	-	-	-	-	-	-	-
Allowance for 1.5% C.O.L.A. Adjustment (1)	(246,719)	(150,093)	-	-	-	-	-	-	-	-
Total Including Allowances For Merit Pay and Position Upgrades:	(1,048,717)	548,780	(1,217,182)	202,224	600,190	(871,836)	(1,288,268)	387,568	546,105	961,756

1. Allowance for C.O.L.A. Adjustment is based on a 1.5% increase to all wages beginning in the first pay period in JAN' 2015.

FY 2015 COMMUNITY CONTRIBUTIONS REQUESTS

	Type	Budget FY 2013	Requests FY 2014	Budget FY 2014	Requests FY 2015	MAYOR BUDGET FY 2015
Community Agencies						
Alabama Veterans Memorial Cemetery					5,000	500
BC Heritage Museum			500	500	500	500
BC Humane Society					5,000	500
BC Volunteer Organizations Active In Disasters	Annual	1,000	1,000	500		500
Bond's Family Y.M.C.A. of South Alabama					5,000	2,500
Daphne Art Center	Annual	10,000	10,000	2,500	57,000	2,500
Boys & Girls Club						
C.A.R.E. House (Baldwin Co. Children's Advocacy Cntr)	Annual		2,500	500	1,500	500
Community Action Agency of South Alabama					15,000	3,000
The Exceptional Foundation					10,000	5,000
Lake Forest POA	One-Time	1,000				
Lighthouse	Annual	2,000	2,000	500	2,000	1,000
United Way of Baldwin County					1,000	1,000
Ecumenical Ministries	Annual	10,000	10,000	2,000	10,000	2,000
Lower Al Vietnam Veterans						
National Safety Council						
Prodiasee Pantry			10,000	2,000	10,000	2,000
Public Transit Coalition						
American Red Cross Gulf Coast		2,000			2,000	2,000
Ruff Wilson Youth Organization Cigarette Tax	Annual		27,000	27,000	27,000	27,000
Ruff Wilson Youth Organization Cigarette Tax REVENUE PASS THROUGH			(27,000)	(27,000)	(27,000)	(27,000)
Ruff Wilson Youth Organization-Request			20,000	10,000	5,000	5,000
Sante America						
Baldwin County Trailblazers						
Village Point Foundation						
Family Promise						
Honor Flight						
Battleship Memorial Park	Annual		2,500	500	2,000	750
		26,000	58,500	19,000	131,000	23,250
Community Events						
Art In The Park	Annual	6,000	6,000	6,000	6,000	6,000
Christmas Parade	Annual	4,400	4,400	4,400	4,000	4,000
Friends of Library (Story)						
Jubilee Easter Egg Hunt	Annual	4,600	4,600	4,600	4,800	4,600
Jubilee Girls						0
Dogwood Trail Mails						0
July 4th Celebration	Annual	14,500	15,000	15,000	15,000	15,000
Justice Center Opening						0
Lake Forest Yacht Race						0
Young Women of Year						0
		29,500	30,000	30,000	29,800	29,800
Schools						
Bayside Academy						0
Boy Scouts-Learning Life						0
Spanish Fort High School						0
Daphne Middle School						0
Daphne Youth Football						0
DHS DARE Conference						0
DHS Football	One-Time					0
DHS Baseball						0
DHS Recreation Facilities	Annual	20,000	20,000	15,000	20,000	18,000
DHS Fieldhouse						0
DHS: Band (\$10K Contribution, \$25K Loan)	One-Time	48,025				0
DHS: Dance Team						0
DHS: Girls Softball						0
Daphne High School: Taste of Eastern Shore						0
DHS: Swim Team						0
DHS: Security Cameras						0
DMS: Band						0
Taste of Eastern Shore	Annual	8,000	8,000	8,000		0
SEEDS Initiative	One-Time	100,000				0
SEEDS Annual Giving	Annual		35,000	35,000	35,000	35,000
		176,025	63,000	58,000	60,000	53,000
Community Recreation						
Daphne Art Center						0
Dixie Boys						0
Dixie Majors						0
Dixie Pre-majors						0
Seniors Club						0
Eastern Shore Hurricanes						0
Stokers Baseball						0
						0
Undesignated Contributions		23,000		3,000		0
Membership / Economic Development						
BC Economic Dev All	Annual	10,000	10,000	10,000		10,000
SARPC	Annual	11,482	13,000	13,000	11,482	11,482
Industrial Dev Board						
Mobile Bay NEP	Annual	10,000	10,000	5,000	30,000	10,000
ESC - ES Chamber of Commerce	Annual	6,000	6,000	6,000	6,000	6,000
ESC - Blue Print for Tomorrow	Annual	35,000	35,000	20,000	35,000	17,500
		72,482	74,000	54,000	82,482	54,982
TOTALS		327,007	225,500	164,000	303,282	161,032

	FY 2014	FY 2015
General Fund Revenues	24,748,804	25,100,745
0.50%	123,744	125,504
0.75%	185,616	188,256
1%	247,488.04	251,007

**CITY OF DAPHNE
FINANCE COMMITTEE MINUTES
SEPTEMBER 18, 2014
5:30 P.M.**

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:35p.m. Present were Chairperson Mrs. Conaway, Councilman Joseph Davis, Councilman Ron Scott, Councilman John Lake, Senior Accountant Suz anne Henson, and Deputy Finance Director Christine Ciancetta.

Also in attendance were Councilman Pat Rudicell, Councilman Robin LeJeune, Council President Randy Fry, Building Inspector Richard Merchant, Human Resource Director Vickie Hinman, Community Development Director Adrienne Jones, Police Captain Scott Taylor, Library Director Tonja Young, Civic Center Director Margaret Thigpen, Recreation Director David McKelroy and City Attorney Kevin Boucher.

I. PUBLIC PARTICIPATION

- A. Mr. Tim Swanson spoke on the budgeting process and the need for a strategic plan. Mr. Swanson discussed getting a budget out for the public to review and discussed cross training employees.

III. CURRENT BUSINESS

A. FY2015 Proposed Operating Budget

Mrs. Conaway started the meeting stating they would discuss the General Operating budget first and then move to the Capital then Personnel request. Mrs. Conaway stated she would start by giving each Council Member an opportunity to comment.

Mr. Davis started the review and discussed the need to be able to review this years totals to help evaluate what is needed for next year's budget. Mr. Davis discussed it is difficult to know what the budget needs to be without knowing the current year's numbers.

Mr. LeJeune discussed the following budget items:

- Blue Print for Tomorrow - \$17,500

Mr. LeJeune discussed that there is currently a budget line item listed for Blue Print for Tomorrow \$17,500 and \$6,000 for membership. Mr. LeJeune discussed that maybe Blueprint for Tomorrow should be part of the Community Contributions budget instead of a separate line item. Mr. Lejeune discussed he doesn't feel there is a return for the \$17,500 but does feel like the level of service received from the Chamber of Commerce is a value and a great savings for the City. Mr. Scott and Fry stated they were in favor of supporting the Chamber through Blueprint for Tomorrow program. Discussion was made on the City's arrangement with the Chamber of Commerce and the services they provide for the City of Daphne.

- Healthcare increases: FY14 - \$6,475 and FY15- \$15,170.

Discussion continued on Healthcare increases due to the Affordable Healthcare Act:

- City Hall Building Maintenance - \$22,000 + \$17,000 Amendment

Mr. LeJeune discussed City Hall Maintenance. Mrs. Ciancetta reviewed that \$25,000 was budgeted. Mrs. Henson noted there was a \$17,000 budget amendment for this account as well.

- Mechanical Equipment – FY14-\$6,500 – FY15-\$25,000

Mrs. Conaway requested all questions for Mr. Johnson be e-mailed to him.

- Joe Patrick Park Maintenance – FY14-\$764 – FY15-\$3,000

Mayor explained that \$4,000 was requested and cut to \$3,000. Mr. McKelroy explained the request is for improvements like covered roof areas to get this park up to par with the other parks.

- Parks Temp Services - \$12,000 increase

Mr. McKelroy explained this line item was cut 4-5 years ago and he would like to use temp labor again to try to get ahead of maintenance needs.

- Fire Personnel request: 3 Fire Fighters

Discussion continued on the three new Fire positions requested. Chief White explained he was requesting three positions to cover three shifts. Discussion was made that \$150,000 was budgeted for overtime for FY15 compared to \$45,000 budgeted for FY2014. Discussion was made on the savings in overtime that would occur if additional fire fighters were hired. The Mayor stated that there will be a savings but the amount will fluctuate according to personnel issues.

Mr. Scott discussed the following budget items:

- Executive Office Assistant (Receptionist) vacancy - \$25,901
- Executive Budget - Daphne Welcome Sign - \$30,000
- Executive Budget – Grant/Lobb - \$50,000

Mr. Scott asked about the IT inventory/billings

Mr. Fry discussed the following budget items:

- Not in favor of the increase for Garbage collection.

Mr. Lake agreed he was not in favor of the increase either.

- Reduce Disability Adjustment - \$20,000

Discussion was made on City's insurance and disability budget.

- Reducing the Blueprint for Tomorrow by \$5,000 to \$12,500
- Not in favor of the Daphne Sign - \$30,000
- Reduce Executive Travel by \$3,000 to \$12,000
- Reduce Executive Building Maintenance - \$30,000
- Reduce Civic Center Community Events -\$19,200 to \$0 – not used in last couple years.
- Reduce City's contribution to DHS for Civic Center event "Taste of Easter Shore" by \$8,000 to \$23,000
- Remove the vacant Recreation Coordinator position - \$56,000
- Addition was added after the meeting for Recreation Senior Programs - \$17,000

Mr. Lake discussed the following budget item:

- Employee healthcare plans and potential savings

Mr. Rudicell discussed the following budget items:

- Lodging Tax Fund and its purpose

Mr. Davis stated the ordinance states the funds are for the maintenance, development and acquisition of Bayfront property.

Mrs. Conaway discussed they liked the previous year's presentation of the budget because it showed more than two comparative years. Mrs. Ciancetta responded this is the report that Munis had available for her to prepare the budget from.

B. FY2015 Capital Request

Mr. Lake stated he was in favor of

- Fire Station #3 Renovations due to the environmental issues there.
- Munis Upgrade

Mrs. Ciancetta stated the Mayor is working on a core upgrade for Munis in FY14 for \$4,500 and the request for the TCM option/request in FY2015 Budget would allow the City to go paperless.

Mr. Fry state he did not have any problems with the Capital Budget presented.

Mr. Scott discussed that Recreation is a major project and discussed Lodging Tax Funds.

Mr. LeJeune discussed reducing the six Police vehicles requested to five since one was recently replaced due to flooding during the rainstorms.

Mr. Davis stated that leasing equipment is the way to go.

Mrs. Conaway was thankful to see the Munis upgrade and leases in the capital budget.

Various questions were asked of the department heads about their Capital request and they answered.

C. FY2015 Personnel Request

Mr. Scott discussed the Deputy Finance Director and the Finance Director position. The Mayor stated that there was a previous Technician position in Finance that was not filled and he felt we needed higher skilled positions for reporting in Finance. Mr. Scott noted at a previous council meeting there was a discussion that reporting deadlines had been missed so we need to focus on hiring a Finance Director. Mr. LeJeune also discussed

increasing the Finance Director's salary. Mr. Fry asked the Mayor when he would be reviewing for the Finance Directors position. The Mayor noted there were approximately 20 applications for Deputy Finance Director and 9 for Finance Director and they were now advertising in the Government Finance Officer Association Job Board to try to get a larger application pool. The Mayor stated he welcomed any Council member participating in the applicant reviewing process. Mr. Fry ask for a schedule. The Mayor stated he was waiting on GFOA to complete the current advertising and that would end on September 30, 2014.

Mr. Lake discussed the following:

- Restructuring the Treasurer position to include the Finance Director position and Council have participation in hiring/appointing that position.

Mr. Lake discussed Council's responsibility for the fiscal stability of the City.

Mr. Fry stated:

- Not in favor of the General Governmental Director
- Would like to change the Assistant HR Director to a Safety Coordinator
- In favor of hiring 3 new Fire Fighters
- In favor of hiring 3 new Fire Fighters - if possible

Mr. Scott stated:

- Would also like to change the Assistant HR Director to a Safety Coordinator
- In favor of hiring 3 new Fire Fighters
- Revenue Technician is a critical need
- In favor of hiring a Deputy PW Director
- Not sure on the IT Position

Mr. LeJeune stated:

- In favor of the General Governmental Director - would like to see it as a two year contract position.
- In favor of the HR Assistant position.
- In favor of hiring 2 new Fire Fighters
- Concerned on the salary of the Code Enforcement Officer's Salary
- Still reviewing the IT position but agrees the current IT Coordinator is overworked

Mr. LeJeune asked Captain Taylor if Police had contracted with a new IT company. Captain Taylor stated they only use the City's IT department now. Mr. LeJeune also asked the Mayor about the Recreation Coordinator position and if it's job description needed revamping?

Mr. Rudicell stated:

- Not in favor of the Part-time Marketing position
- In favor of reclassifying the Civic Center Director as a Convention and Visitors Bureau Director – Mr. Rudicell handed out information on the new position and associated cost (Annual - \$65,746 & w/o P/T Event Assistant \$46,597)

Mr. Davis

- Was in favor of the General Governmental Director
- In favor of the Deputy PW Director
- Upgrade of the GIS Technician to the Planning Assistant position
- In favor of the Revenue Technician position

Mrs. Conaway

- Not in favor of the General Governmental Director position
- Would like to change the Assistant HR Director to a Safety Coordinator

Mrs. Conaway offered councils assistance to hire vacant positions in a more timely manner.

The Mayor reviewed the budget process going through the department request to compiling the numbers for the budget presentation. The Mayor noted he was concerned that there was not more request from Council to hear his review of what are needed personnel wise. The Mayor noted discussions with individuals involved in other municipal entities as well as individuals in the private sector who were surprised at the lack of administrative / operations positions within the City of Daphne.

The Mayor reviewed his top 6 personnel request in order of priority:

1. General Governmental Director
2. HR Assistant
3. IT
4. Revenue Technician
5. Marketing Director
6. Code Enforcement

The Mayor stated he does believe hiring the 3 new Fire Fighters will save on overtime – but not dollar for dollar

The Mayor noted he does support upgrades in three positions presented and that there were three request added later which can be included with the budget.

- Environmental Program Manager – \$51,996 salary/yr – Reclassification approved by Archer
- Young Adult Librarian – \$36,831 salary/yr – Reclassification approved by Archer
- Convention & Visitors Bureau & Civic Center Director & Adv & Marketing Budget - \$53,888/yr – Restructure of Job Description prepared by Archer

Mayor noted he had worked hard to create a surplus in the budget proposal (General Fund Operating Surplus \$548,780 – prior to Capital and Personnel request).

VI. ADJOURN The meeting adjourned at 8:14 p.m.

2015 Daphne Budget Proposed Amendments Randy Fry

Operating	Balance
Proposed Surplus	(\$548,780)
Delete Fee Increase \$270,000	(\$278,780)
Expenses Considerations	Savings
Disability Adjustment	\$20,000
Blueprint to \$5,000 Page 3	\$12,500
Executive Travel to \$3,000 Page 7	\$12,000
Daphne Sign to \$0 Page 9	\$30,000
Capital Building to \$0 Back Page	\$30,000
Building Maintenance to \$0 Page 8	\$30,000
Community Event to \$0 Page 5	\$19,200
DHS Contribution to \$23k Page 8	\$ 8,000
Vacant Rec Coordinator to \$0 Page 130	\$56,000
Total	\$217,700 (\$496,480)
Add to Resurfacing \$150,000 to 250k Revised Surplus	(\$346,480)

Council to review spending options throughout the year on these items

* Recreation Senior Programs - \$17,000
 Add per C. Cioneetta & Randy Fry

Rebecca A. Hayes

From: Randy Fry
Sent: Tuesday, September 23, 2014 6:36 AM
To: Randy Fry
Cc: Christine Ciancetta; Rebecca A. Hayes; Tommie Conaway; Pat Rudicell; John Lake; Ron Scott; Robin LeJeune; Joe Davis; Suzanne Henson; Dane Haygood
Subject: Re: Proposed budget amendments attached

I would also support a 10k allocation to pursue quality webcast of council meetings live through our website.

Randy Fry
Daphne City Council
District 4

On Sep 22, 2014, at 2:15 PM, "Randy Fry" <councildistrict4@daphneal.com> wrote:

No problem. Add the 17k back in on my list. Thanks

Randy Fry
Daphne City Council
District 4

On Sep 22, 2014, at 2:08 PM, "Christine Ciancetta" <cciancetta@daphneal.com> wrote:

Randy,

\$17,000 needs to be added to the budget for Senior Programs at recreation. This was missed the first time around. Attached is the back-up.

Christine

From: Randy Fry
Sent: Monday, September 22, 2014 1:12 PM
To: Rebecca A. Hayes; Tommie Conaway; Pat Rudicell; John Lake; Ron Scott; Robin LeJeune; Joe Davis; Suzanne Henson; Christine Ciancetta; Dane Haygood
Subject: Proposed budget amendments attached

Some of these were brought up at the finance committee meeting. We can go over when approving the minutes for the record. I would like to see each of these discussed. For personnel drop the administrator position, change HR position to safety coordinator. I agree with the other mayor recommendations. I would like to find a way to fund the fire dept positions if possible. Thanks

Randy Fry
Daphne City Council
District 4

Suzanne Henson

Subject: FW: RE-CLASSIFICATIONS
Attachments: Environmental Program Manager (June 2014).pdf; Young Adult Librarian (June 2014).pdf

From: Christine Ciancetta
Sent: Monday, September 22, 2014 2:04 PM
To: Suzanne Henson
Subject: FW: RE-CLASSIFICATIONS

I think the 3rd position is the Civic Center position. Also \$17,000 was missing from the budget for Senior Programs (Recreation) that needs to be added as well.

Christine

From: Vickie Hinman
Sent: Thursday, September 18, 2014 3:55 PM
To: Dane Haygood
Cc: Christine Ciancetta; Richard Merchant
Subject: FW: RE-CLASSIFICATIONS

Mayor,

I understand the re-classifications for Environmental Program Mgr. and Young Adult Librarian that were reclassified by the Archer Company in June (see below) were left out of the budget. Here's the information that can be provided to the Council tonight showing the upgrades of the two positions.

Vickie

From: Vickie Hinman
Sent: Thursday, June 26, 2014 3:01 PM
To: Dane Haygood
Subject: RE-CLASSIFICATIONS

Mayor,

I received these re-classifications today. Both employees were submitted to you in April to receive merit increases by their department head. If you have time we can meet tomorrow regarding any classification changes and salaries.

Young Adult Librarian - current salary on the pay scale is: Grade 8/Step 10 - \$14.26 per hour. Salary would move to Grade 18/Step 1 - \$16.34 per hour (\$36,831 annually)

Environmental Program Manager - current salary on the pay scale is: Grade 20/Step 12 - \$22.67 per hour. Salary would move to Grade 22/Step 14 - \$24.997 per hour (\$51,996 annually)

Thanks,
Vickie



Vickie Hinman
HR Director
vhinman@daphneal.com
City of Daphne, Alabama - "The Jubilee City"
Phone: 251-621-9000 Web: www.daphneal.com



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Conyers, Georgia 30013
(770) 860-8614

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(614) 891-7034

Chicago, Illinois:
1033 Skokie Blvd, Suite 350
Northbrook IL 60062-4133
(847) 513-5516

Affiliates in:
California
Colorado
Virginia

June 26, 2014

Vickie C. Hinman, Interim Director
Daphne Human Resources
PO Box 400
Daphne, Alabama 36526

Re: Evaluation for Environmental Program Manager

Dear Vickie:

Per your request, the Archer Company has reviewed the information submitted for the Environmental Program Manager classification. We utilized the Archer Job Evaluation System in order to objectively evaluate the classifications and place them in a recommended pay grade; this is in keeping with the methodology used to make recommendations for all of the positions in the City's pay plan. Our recommendations are as follows:

Increase the pay grade for 6880 Environmental Program Manager from grade 20 to grade 22 (exempt): We have revised the job evaluation to reflect the additional duties and responsibilities that were submitted by the Building Inspections Department. The primary changes pertain to an increased role as the subject matter expert regarding the NPDES Stormwater permit requirements, an increased focus on public outreach and education, and more independence with regard to oversight of the City's ordinances and program compliance.

The Archer Company will revise the class specification for 6880 and submit it under separate cover.

Thank you for your continued interest in working with the Archer Company to maintain the county's pay plan. If you have any questions or require further assistance, please do not hesitate to call me.

Sincerely,

Chip King
Regional Director

Enclosures
/ck



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Affiliates in:
California
Colorado
Virginia

June 26, 2014

Vickie C. Hinman, Interim Director
Daphne Human Resources
PO Box 400
Daphne, Alabama 36526

Re: Reclassification Request for Louise Youngblood (Young Adult Librarian)

Dear Vickie:

Per your request, the Archer Company has reviewed the request for reclassification for Louise Youngblood who is serving as the Young Adult Librarian for the Daphne Library. We utilized the Archer Job Evaluation System in order to objectively evaluate the classifications and place them in a recommended pay grade; this is in keeping with the methodology used to make recommendations for all of the positions in the City's pay plan. Our recommendations are as follows:

Add a new classification, 8066 Young Adult Librarian, to the City's pay plan in grade 18 (exempt): This position functions as a professional librarian over the Young Adult collection and services; work is directly comparable to that performed by the Children's Librarian and the Reference Librarian. This classification will require a MLS degree with a preference for previous library experience.

The Archer Company will prepare a class specification for this class and submit it under separate cover.

Thank you for your continued interest in working with the Archer Company to maintain the county's pay plan. If you have any questions or require further assistance, please do not hesitate to call me.

Sincerely,

Chip King
Regional Director

Enclosures
/ck

* Submitted by Councilman Pat Rudicell @ Finance Meeting
9-18-14

ANNUALIZED CONVENTION AND VISITORS BUREAU

	Annual Salary/total wages	Payroll Related	Other Personnel	Proposed Total Payroll	Current Total Payroll	With P/T Event Ass't	Without P/T Event Ass't
Director	\$ 56,496.00	\$ 8,163.67	\$ 9,142.32	\$ 73,801.99	\$ 66,704.96	\$ 7,097.03	\$ 7,097.03
P/T Event Ass't	\$ 16,651.00	\$ 1,998.12	\$ 499.53	\$ 19,148.65	\$ -	\$ 19,148.65	\$ -
Office Supplies						\$ 2,500.00	\$ 2,500.00
Advertising						\$ 22,000.00	\$ 22,000.00
Travel/Tradeshows						\$ 3,000.00	\$ 3,000.00
Marketing (brochures & swag)						\$ 6,000.00	\$ 6,000.00
Marketing (brochures & swag)						\$ 6,000.00	\$ 6,000.00
						\$ 65,745.68	\$ 46,597.03

Estimated CC/BF

Temp/Overtime Cost

Savings to 2015

Budget

(\$13,000.00) \$ -

FISCAL 2015 CONVENTION AND VISITORS BUREAU

		Annual							
	Start date	Annual Salary/total wages	Payroll Related	Other Personnel	Proposed Total Payroll	Current Total Payroll	With P/T Event Ass't	Without P/T Event Ass't	
Director									
Grade 32, Step 7	10/30/2014	\$ 52,150.15	\$ 7,535.70	\$ 8,359.84	\$ 68,045.69	\$ 66,704.96	\$ 1,340.73	\$ 1,340.73	
P/T Event Ass't									
Grade 5, Step 5	3/22/2015	\$ 11,527.53	\$ 1,400.60	\$ 118.73	\$ 13,046.86	-	\$ 13,046.86	-	
Office Supplies									
Advertising									
Travel/Tradeshows									
Marketing (brochures & swag)									
Marketing (brochures & swag)									
							\$ 6,000.00	\$ 6,000.00	
							\$ 6,000.00	\$ 6,000.00	
							\$ 53,887.59	\$ 40,840.73	

Estimated CC/BF
Temp/Overtime Cost
Savings to 2015
Budget

(\$13,000.00) \$

CITY OF DAPHNE, ALABAMA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR, CVB & CIVIC CENTER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to promote and market City of Daphne, and as a destination for major events, conferences, tournaments, and tourism in general; this position has secondary responsibility for directing and coordinating operations and activities of the Convention and Visitors' Bureau, the Daphne Civic Center, and Bayfront Park, to include coordination of facilities management, sales/marketing, and special events. The emphasis of this position is on operational management to an emphasis on marketing, outreach, and public relations for the City of Daphne; while the incumbent retains responsibility for managing the Civic Center, it is expected that this position will focus more on strategic planning and rely more heavily on subordinates to run the day-to-day functions of the center. Success in this position is measured by volume of tourism, volume of tourism revenue, the collective success of individual events, and repeat tourism business.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; manages and resolves employee issues; and provides direction to volunteers and the advisory board.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise; prepares guidelines for continued employee training.

Promotes and markets the City of Daphne as a destination in order to increase visitors for meetings, conventions, conferences, trade shows, tournaments, sporting events, motor coach tours and individual travelers; develops and implements a strategic operating and marketing plan for promotion and marketing of the City of Daphne and for servicing individual visitors and groups; develops marketing and promotional collateral and advertising campaigns; maintains awareness of competition and conducts market research; and provides City leaders with a vision and direction for sustaining existing and developing new local tourism projects.

Serve as a liaison with City, County and community organizations in coordinating special events, tours and tourism activities; maintain a contact database of community businesses, facilities, activities, and assets; maintains good relationships with state tourism industry, local organizations, and hospitality properties; represents the City of Daphne in local, state and regional travel associations; serves on various boards in an effort to increase presence in the industry; and coordinates with various agencies, businesses, and organizations as needed to promote the City and pursue general and specific opportunities for tourism and convention business.

Serves as a liaison to meeting planners, event organizers, and other clients or potential visitors to the City; facilitates services and solves problems as needed to ensure the success of their activities; coordinates between visitors, City facilities and services, host properties (retail, hotel, restaurant) and the community in general during both the planning phases and the actual events; and provides information to meeting planners, visitors, tour operators, and travel writers. Prepares and manages annual budget for the Convention and Visitor's Bureau, Civic Center and Bayfront Park; identifies/implements strategies to reduce costs and improve services; provides oversight and accountability for sponsorship and donated funds; conducts research for pricing rates and rental inventory.

Provides overall direction of facility operation and development to meet goals and objectives; oversees long-range and short-range planning; ensures implementation of facility plans within budgets and schedules to effectively meet the facility needs.

Directs and coordinates the administration of facility operations and services such as space utilization, security, capital expenditures, maintenance, housekeeping, utilities, and telecommunications.

Oversees facility planning; directs (or consults as end user on design for) construction and/or remodeling of facilities; oversees administration of outside contracts and services; manages facility improvement projects and monitors expenditures to ensure performance within budget requirements.

Prepares yearly marketing plans for facilities; prepares sales and marketing initiatives; conducts prospecting for new clients.

Plans, directs, and manages city events such as the Baldwin County Home and Garden Spectacular, the Taste of the Eastern Shore, the Baldwin County Bridal Extravaganza, concerts, tradeshow, music festivals, and other events.

Prepares continued development plans for support departments; develops, implements, and monitors accounting and customer service systems.

Prepares and updates standard operational procedures for operation of the Civic Center and Bayfront Park.

Develops and implements strategies and objectives required to maximize business relationships and facility usage.

Prepares meeting materials for Buildings and Property Committee and other city/departmental meetings.

Performs event marketing, public relations, and advertising; designs, modifies, and writes copy for floor plans, brochures, advertisements, event posters, flyers, and other marketing materials; develops quality radio, film, television, and newsprint advertising.

Develops and coordinates marketing initiatives with industry, organizations, hotels, restaurants, city services, shopping facilities, resorts, and vacation locations; coordinates marketing meetings with businesses, schools, government agencies, groups, and associations.

Develops quality community programs and special events pertaining to the Civic Center and Bayfront Park; prepares budgets, promotes community awareness, and provides all levels of support.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; ensures that facilities and operations are in compliance with Section 504, EPA, and other local, state, and federal agencies; initiates any actions necessary to correct deviations or violations.

Prepares ordinances, rates, leases, and other documents for review by mayor and city council.

Coordinates event planning activities with various city departments.

Establishes proactive service/preventive maintenance programs and related service contracts for facilities-related equipment.

Attends functions and provides staff support as needed, including events scheduled on weekends or outside of normal work hours; greets and directs visitors/guests.

Operates a personal computer, audio/visual equipment, kitchen equipment, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer applications.

Attends meetings, serves on committees, and makes presentations as needed.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Marketing, Communications, Facility Management, or closely related field; supplemented by five (5) years previous experience and/or training that includes special event planning/coordination (major events), facility management, sales/marketing, personnel management, budget administration, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of a valid Alabama driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

The City of Daphne, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ORDINANCE 2014-44

ADOPTING THE FISCAL YEAR 2015 OPERATING BUDGET

WHEREAS, the Mayor of the City of Daphne has submitted to the City Council an operating budget for Fiscal Year 2015 which begins October 1, 2014 and ends September 30, 2015 (the "FY15 Operating Budget"); and

WHEREAS, the City Council has reviewed and considered such proposed operating budget; and

WHEREAS, the City Council believes that the attached proposed operating budget is a viable spending plan for the City during the next fiscal year;

WHEREAS, the City's procedures require the adoption of the budget by Ordinance; and

WHEREAS, if the amounts budgeted for departmental operating items or purposes are not required to be utilized for such items or purposes, then upon written approval by the Mayor or the Finance Director, these amounts may be expended for other departmental items or purposes, provided that the total amount of the adopted operating budget is not exceeded; and

WHEREAS, the Mayor is authorized to approve all applications for grants during the fiscal year with the understanding that grant awards requiring an additional appropriations will be presented to Council for approval.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Daphne, Alabama, that the FY15 Operating Budget in which total revenues exceed appropriations the amount of \$1,453,087 and general fund revenues exceed appropriations in the amount of \$548,780; which includes an allowance for merit pay increases totaling \$30,000 and an allowance for a 1.5% Cost of Living Adjustment totaling \$150,093, representing a pro-rated amount to be effective beginning the first pay period of January 2015 as attached hereto and made a part hereof;

Approved and adopted on this the _____ day of _____, 2014.

Dane Haygood, Mayor

ATTEST:

Rebecca A. Hayes, City Clerk

Fiscal Year 2015 Budget - All Funds Summary

Mayor's 1.0

	Enterprise Funds						
	General Fund	Garbage/ Recycling	Civic Center	Bay Front Park	Debt Service Fund	Special Revenues Fund	Capital Projects Fund
TOTAL							
Sales & Use Taxes	13,937,617	-	-	-	715,000	1,367,650	-
Ad Valorem Taxes	5,022,500	-	-	-	-	-	-
Business Licenses	1,700,000	-	-	-	-	-	-
PILOT Taxes	2,315,000	-	-	-	-	-	-
Luxury Taxes	700,000	-	-	-	-	-	-
Permits	399,800	-	-	-	-	-	-
Court Collections & Fines	424,000	-	-	-	-	-	-
Intergovernmental	221,478	-	-	-	-	45,000	-
Fees & Charges	301,050	1,375,000	240,225	110,500	-	24,705	300,000
Verizon Tower Lease	10,800	-	-	-	-	135,200	140,000
Enterprise Fund: Gab/Rec \$3 increase	270,000	270,000	-	-	-	-	-
Recreation	88,000	-	-	-	-	-	-
Grants	32,100	-	-	-	-	20,400	-
Interest	79,650	-	-	-	50	500	6,100
Miscellaneous	27,500	-	-	-	-	-	-
Total Estimated Revenues	29,937,776	1,645,000	240,225	110,500	715,050	1,593,455	446,100
Payroll	14,684,107	624,693	160,740	159,240	-	68,382	-
Payroll - Solid Waste to Enterprise Fund	(288,413)	288,413	-	-	-	-	-
FY 2015 Merit Raises	30,000	-	-	-	-	-	-
1.5% COLA Increase	150,093	-	-	-	-	-	-
Personnel	15,877,255	913,106	160,740	159,240	-	68,382	-
General Government	1,815,183	-	-	-	-	363,500	4,000
Public Safety	1,382,523	-	-	-	-	127,295	-
Public Works	2,831,168	604,575	-	-	-	-	190,000
Recreation	1,322,764	-	365,840	74,675	-	74,559	-
Operating - Solid Waste to Enterprise Fund	(211,090)	211,090	-	-	-	-	-
Copier Savings	(30,000)	-	-	-	-	-	-
Operating	7,816,433	815,665	365,840	74,675	-	565,354	194,000
General Long Term Debt Proceeds	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-
Debt Service	4,791,000	-	-	-	4,791,000	-	-
Transfers To/From Other Funds	-	-	-	-	-	-	-
Transfers To Other Funds	(4,605,979)	-	-	-	-	-	-
Transfers From Other Funds	4,605,979	83,771	286,357	123,415	4,075,950	(344,000)	-
	-	83,771	286,357	123,415	4,075,950	36,486	-
TOTAL Estimated Revenues (Under) Appropriations	1,453,087	-	2	-	-	652,205	252,100

Prior to Community Grants & Capital / Personnel Requests

**GENERAL FUND
FISCAL 2015 BUDGET SUMMARY**

Mayor 1.0

	BUDGET				ACTUAL											
	FY 15		FY 14		FY 2013		FY 12		FY 11		FY 10		FY 09		FY 08	
	FY 15 DEPT	MAYOR	AMEND	FY 14 ORIG												
ESTIMATED REVENUES																
Sales & Use Taxes	13,499,081	13,937,617	13,499,081	13,499,081	12,897,875	11,522,363	10,766,122	9,934,167	10,040,568	9,934,167	10,040,568	11,279,350	11,279,350	10,040,568	11,279,350	11,279,350
Ad Valorem Taxes	4,972,000	5,022,500	4,972,000	4,972,000	4,517,480	4,915,408	5,048,884	5,603,130	5,539,305	5,603,130	5,539,305	4,322,745	4,322,745	5,539,305	4,322,745	4,322,745
Business Licenses	1,630,910	1,700,000	1,630,910	1,630,910	1,687,587	1,569,235	1,460,700	1,400,404	1,484,968	1,400,404	1,484,968	1,592,999	1,592,999	1,484,968	1,592,999	1,592,999
PILOT Taxes	2,230,000	2,315,000	2,230,000	2,230,000	2,268,872	2,234,494	2,269,687	1,952,460	2,046,309	1,952,460	2,046,309	1,861,149	1,861,149	2,046,309	1,861,149	1,861,149
Luxury Taxes	703,000	700,000	703,000	703,000	709,916	730,322	673,890	679,324	656,166	679,324	656,166	626,526	626,526	656,166	626,526	626,526
Permits	427,625	399,800	427,625	427,625	485,664	300,746	379,737	338,664	428,533	338,664	428,533	755,758	755,758	428,533	755,758	755,758
Court Collections	443,000	378,000	443,000	443,000	395,113	362,904	432,640	401,835	438,638	401,835	438,638	371,702	371,702	438,638	371,702	371,702
Intergovernmental	230,478	221,478	230,478	230,478	292,270	242,715	199,113	220,397	270,176	220,397	270,176	195,574	195,574	270,176	195,574	195,574
Fees & Charges	277,050	301,050	277,050	277,050	352,073	301,470	285,701	286,604	204,940	286,604	204,940	219,574	219,574	286,604	219,574	219,574
Vertzon Tower Lease		10,800														
Recreation	111,410	88,000	111,410	111,410		123,683		137,068		137,068		130,955	130,955	137,068	130,955	130,955
Grants	93,950	11,700	93,950	93,950	166,999	317,517	568,652	419,052	327,265	419,052	327,265	314,111	314,111	327,265	314,111	314,111
Interest	112,000	73,000	112,000	112,000	2,467	184,046	231,257	57,386	78,083	57,386	78,083	305,893	305,893	78,083	305,893	305,893
Miscellaneous	18,300	27,500	18,300	18,300	71,764	102,160	230,416	259,457	151,945	259,457	151,945	80,958	80,958	151,945	80,958	80,958
Total Estimated Revenues	24,748,804	25,187,445	24,748,804	24,748,804	23,848,079	22,907,064	22,679,076	21,689,946	21,803,936	21,689,946	21,803,936	22,057,622	22,057,622	21,689,946	22,057,622	22,057,622
APPROPRIATIONS																
General Government	3,790,613	3,841,582	3,930,654	3,876,654	3,322,145	3,235,795	3,595,929	2,948,180	3,370,010	2,948,180	3,370,010	3,163,815	3,163,815	3,370,010	3,163,815	3,163,815
Copier Savings		(30,000)														
Public Safety	10,221,636	9,912,243	10,118,992	9,595,676	9,695,059	9,541,430	8,931,173	8,585,266	8,653,939	8,585,266	8,653,939	8,595,095	8,595,095	8,653,939	8,595,095	8,595,095
Public Works	5,240,744	4,899,044	4,978,583	4,524,198	4,557,087	4,335,354	3,728,121	4,301,892	3,727,812	4,301,892	3,727,812	3,845,735	3,845,735	3,727,812	3,845,735	3,845,735
Solid Waste to Enterprise Fund		(499,503)														
Recreation & Library	2,118,507	2,073,227	2,407,530	2,139,325	1,876,421	1,876,168	2,275,960	2,265,813	2,128,976	2,265,813	2,128,976	2,177,620	2,177,620	2,265,813	2,177,620	2,177,620
Total Appropriations	21,371,500	20,196,593	21,435,759	20,135,853	19,450,712	18,988,747	18,531,183	18,101,151	17,880,737	18,101,151	17,880,737	17,782,265	17,782,265	17,880,737	17,782,265	17,782,265
Estimated Revenues Over Appropriations Before Other Financing Sources & Uses	3,377,304	4,990,852	3,313,045	4,612,951	4,397,366	3,918,317	4,147,893	3,588,795	3,923,199	3,588,795	3,923,199	4,275,356	4,275,356	3,923,199	4,275,356	4,275,356
OTHER FINANCING SOURCES & USES																
Gen Long Term Debt Proceeds					581,155			506,969	146,678		506,969	146,678	83,204	6,799	83,204	83,204
Trans from Other Funds					581,155			506,969	153,477		506,969	153,477	83,204	6,799	83,204	83,204
Allow for Comp Absences/Pay Plan																
Transfers to Debt Service Fund	(3,781,950)	(3,731,950)	(3,720,144)	(3,720,144)	(3,436,291)	(2,875,483)	(2,808,244)	(2,892,612)	(2,610,186)	(2,892,612)	(2,610,186)	(2,640,775)	(2,640,775)	(2,892,612)	(2,640,775)	(2,640,775)
Transfers to Capital Reserve			(200,000)	(200,000)	(501,666)	(1,400,194)	(2,113,890)	(22,000)	(119,268)	(22,000)	(119,268)			(119,268)		
Transfers to 99 Construction Fund																
Transfers to Enterprise Funds	(315,866)	(409,772)	(571,660)	(452,160)	(409,449)	(483,165)	(462,780)	(468,767)	(599,934)	(468,767)	(599,934)	(677,065)	(677,065)	(468,767)	(599,934)	(677,065)
Transfer to Enterprise Fund (Solid Waste move)		(83,771)														
Transfers to Special Revenue Funds	(36,486)	(36,485)	(38,423)	(38,423)	(30,926)	(31,311)	(51,248)	(324,817)	(201,182)	(324,817)	(201,182)	(78,964)	(78,964)	(324,817)	(201,182)	(78,964)
Other Financing Uses	(4,134,302)	(4,261,979)	(4,530,227)	(4,410,727)	(4,378,332)	(4,790,153)	(5,436,162)	(3,708,196)	(3,530,570)	(3,708,196)	(3,530,570)	(3,396,804)	(3,396,804)	(3,708,196)	(3,396,804)	(3,396,804)
Total Other FinSources (Uses)	(4,134,302)	(4,261,979)	(4,530,227)	(4,410,727)	(3,797,176)	(4,790,153)	(5,436,162)	(3,201,227)	(3,377,094)	(3,201,227)	(3,377,094)	(3,313,600)	(3,313,600)	(3,377,094)	(3,313,600)	(3,313,600)
Excess (Deficit) Est Rev Over (Under) Approp & Other Financing Uses	(756,998)	728,673	(1,217,192)	202,224	600,190	(871,836)	(1,288,268)	387,568	546,105	(871,836)	(1,288,268)	961,756	961,756	(871,836)	961,756	961,756
Merit Pay Increase	(45,000)	(30,000)														
Allowance for 1.5% C.O.L.A. Adjustment (1)	(246,719)	(150,093)														
Total Including Allowances For Merit Pay and Position Upgrades:	(1,048,717)	548,780	(1,217,192)	202,224	600,190	(871,836)	(1,288,268)	387,568	546,105	(871,836)	(1,288,268)	961,756	961,756	(871,836)	961,756	961,756

1. Allowance for C.O.L.A. Adjustment is based on a 1.5% increase to all wages beginning in the first pay period in JAN' 2015.

ORDINANCE 2014-45

An Ordinance Extending Fiscal Year 2014 Budget Authority

WHEREAS, Fiscal Year 2015 will begin October 1, 2014; and

WHEREAS, the Fiscal Year 2015 budget will not be approved and adopted by October 1, 2014 by the Daphne City Council; and

WHEREAS, it is necessary to extend the authority of the Fiscal Year 2014 budget in order to continue essential departmental operations pending the approval and adoption of the Fiscal Year 2015 budget.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Daphne, Alabama, that departmental operations shall continue under the authority of the Fiscal Year 2014 budget until such time as the Fiscal Year 2015 budget is adopted but not to extend past January 1, 2015.

APPROVED AND ADOPTED by the City Council of the City of Daphne this _____ day of _____, 2014.

Dane Haygood, Mayor

ATTEST:

Rebecca A. Hayes, City Clerk