

**CITY OF DAPHNE
CITY COUNCIL MEETING AGENDA
1705 MAIN STREET, DAPHNE, ALABAMA
JUNE 15, 2015
6:30 P.M.**

1. CALL TO ORDER

**2. ROLL CALL
INVOCATION /**

PLEDGE OF ALLEGIANCE

3. APPROVE MINUTES: Council Meeting Minutes / June 1, 2015

Council Work Session Minutes / June 8, 2015

4. REPORTS OF STANDING COMMITTEES:

A. FINANCE COMMITTEE – Fry

Review minutes / June 8th

1.) Ordinances:

a.) Appropriation of Funds: Recreational Facilities Master Planning & Pre-Design / **Ordinance 2015-33**

b.) Setting Forth the Signatories for the City of Daphne / **Ordinance 2015-34**

c.) Property Purchase / Lake Forest property / Lot 62 Sub Unit 25 / **Ordinance 2015-35**

2.) Resolutions:

a.) Confiscated Funds Signatories / **Resolution 2015-42**

3.) Financial Reports:

➤ Treasurer's Report / May 2016

➤ Sales & Use Tax Collections / April 2015

➤ Lodging Tax Collections / April 2015

B. BUILDINGS & PROPERTY COMMITTEE - Davis

C. PUBLIC SAFETY - Rudicell

Review minutes / May 26th

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

Review minutes / January 8th

Staff Report / June 4th meeting

B. DOWNTOWN REDEVELOPMENT AUTHORITY – Conway

C. INDUSTRIAL DEVELOPMENT BOARD – Davis

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.) Events Permit / Free (*Forever Receiving Equality Everywhere*) / Walk / November 21, 2015

10. PUBLIC PARTICIPATION

11. RESOLUTIONS AND ORDINANCES:

RESOLUTIONS:

a.) Resolution 2015-42.....Confiscated Funds Signatories

ORDINANCES:

1ST READ

a.) Ordinance 2015-33..... Appropriation of Funds / Daphne Master Planning & Pre-Design

b.) Ordinance 2015-34..... Setting Forth the Authorization of Certain City Officials as Designated Signatories on Various Accounts of the City of Daphne

c.) Ordinance 2015-35.....Appropriation of Funds / Property Purchase / Lake Forest Lot 62-Sub Unit

12. COUNCIL COMMENTS

13. ADJOURN

**CITY OF DAPHNE
CITY COUNCIL**

ROLL CALL

CITY COUNCIL:

COUNCILMAN RUDICELL	PRESENT ____	ABSENT ____
COUNCILMAN LAKE	PRESENT ____	ABSENT ____
COUNCILMAN FRY	PRESENT ____	ABSENT ____
COUNCILMAN SCOTT	PRESENT ____	ABSENT ____
COUNCILMAN LEJEUNE	PRESENT ____	ABSENT ____
COUNCILMAN DAVIS	PRESENT ____	ABSENT ____
COUNCIL PRESIDENT CONAWAY	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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**JUNE 1, 2015
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 President Conaway called the meeting to order at 6:30 p.m.

2. ROLL CALL

COUNCIL MEMBERS PRESENT:

Tommie Conaway; Pat Rudicell; John Lake; Randy Fry; Ron Scott; Robin LeJeune; Joe Davis.

Also present: Mayor Haygood, (*arrived at 6:40 p.m.*); Rebecca Hayes, City Clerk; Sarah Toulson, Assistant City Clerk; Jay Ross, City Attorney; Kevin Boucher, Adams & Reese ; James White, Fire Chief; Vickie Hinman, HR Director; David McKelroy, Recreation Director; Richard Johnson, Public Works Director; Margaret Thigpen, Civic Center Director; Suzanne Henson, Senior Accountant/Treasurer; Richard Merchant, Building Official; Tonja Young, Library Director; Adrienne Jones, Planning Director; Dorothy Morrison, DRA and Beautification Committee; Larry Cooke, BZA; David Connor, Attorney for City of Spanish Fort; Mike McMillan, Mayor of the City of Spanish Fort.

Absent: David Carpenter, Police Chief; Michael Hoyt, Municipal Judge; Vickie Hinman, HR Director.

INVOCATION/PLEDGE OF ALLEGIANCE:

Reverend Brad McClain, Chaplin for the Police Department gave the invocation.

3. APPROVE MINUTES:

May 26, 2015 Council Meeting Minutes

There being no corrections the May 26, 2015 minutes were approved as written.

4. REPORT OF STANDING COMMITTEES:

A. FINANCE COMMITTEE – Fry

The next meeting will be next Monday at 4:30 p.m. They have invited the grant consultant for an update, and they have asked for an update on a quarterly basis.

B. BUILDINGS & PROPERTY COMMITTEE – Davis

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

C. PUBLIC SAFETY COMMITTEE – Rudicell

The next meeting will be June 15th at 4:30 p.m..

D. CODE ENFORCEMENT/ORDINANCE COMMITTEE – Scott

The May 26th minutes are in the packet, and the next meeting will be June 15th after the Public Safety meeting at 5:30 p.m..

E. PUBLIC WORKS COMMITTEE – LeJeune

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

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5. REPORTS OF SPECIAL BOARDS & COMMISSIONS:

A. *Board of Zoning Adjustments* – Adrienne Jones

The next meeting will be June 4th at 6:00 p.m.

B. *Downtown Redevelopment Authority* – Conaway

The May 21 minutes are in the packet. The next meeting will be June 24th at 5:30 p.m.

C. *Industrial Development Board* – Davis

The next meeting will be June 29th at 6:00 p.m., and is open to the public. The DISC project is moving along at a good pace. The banks are interested in helping with the project.

D. *Library Board* – Lake

The next meeting will be June 11th at 4:00 p.m.

E. *Planning Commission* – Scott

The April 23rd minutes are in the packet along with the staff report for the May 28th meeting. The next meeting is the Site Review meeting on June 17th at 8:30 a.m., and the Planning Commission on June 25th at 5:00 p.m.

F. *Recreation Board* – LeJeune

The next meeting will be June 10th at 6:30 p.m. at the Recreation Center. Mr. Patton gave information last Tuesday on the Scope of Work, and he would like to see this done so they can get to work. The Park Team will be meeting soon.

G. *Utility Board* – Fry

The April 29th minutes are in the packet. They had a meeting last week on the mid-year financial review. They are performing well. They had a consultant to give information on restructuring at the Utilities. The next meeting will be June 24th at 5:00 p.m.

6. MAYOR'S REPORT

Mayor Haygood introduced the new Finance Director, Kelli Kichler. He said that there was a memo from the new Senior Programs Manager on the progress at the center.

7. CITY ATTORNEY REPORT:

No report.

8. DEPARTMENT HEAD COMMENTS:

David McKelroy – Recreation Director – reported Art in the Park is Thursday 10:00 a.m. – 1:00 p.m. Wet & Wild Wednesday will be next Wednesday.

Tonja Young – Library Director – reported there were several hundred children at the Summer Read Program kickoff.

Richard Johnson – Public Works Director – reported a road closure at Rolling Hills Drive. The LFPOA Sidewalk Ribbon Cutting will be Saturday, June 6th at 10:00 a.m. at Ridgewood Drive and Lawson Road.

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9. CITY CLERK REPORT:

Mrs. Hayes reported that Sarah Toulson was leaving the city and this is her last council meeting. She said that she will miss Sarah, has that she has been a wonderful assistant.

10. PUBLIC PARTICIPATION

Ms. Victoria Phelps – 111 Worchester Drive – invited everyone out to the ribbon cutting for the sidewalks. She mentioned that this was a major milestone in infrastructure for Lake Forest.

11. RESOLUTIONS & ORDINANCES:

RESOLUTIONS:

- a.) **Resolution 2015-39**.....Consent to De-Annexation of Certain Real Property from the City of Daphne to be Incorporated into the City Limits of The City of Spanish Fort

- b.) **Resolution 2015-40**.....Authorizing ADECA CDBG Application

- c.) **Resolution 2015-41**.....Authorizing All-Way Stops at the Intersection of North and South Lamhatty Lanes and Tawasha Court / Tiawasee Trace Subdivision

MOTION BY Councilman Rudicell to wave the reading of Resolutions 2015-40. *Seconded by Councilman LeJeune.*

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Rudicell to adopt Resolution 2015-40. *Seconded by Councilman Lake.*

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman LeJeune to wave the reading of Resolution 2015-41. *Seconded by Councilman Fry.*

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman LeJeune to adopt Resolution 2015-41. *Seconded by Councilman Davis.*

MOTION CARRIED UNANIMOUSLY

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MOTION BY Councilman Davis to waive the reading of Resolution 2015-39. *Seconded by Councilman Rudicell.*

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Davis to adopt Resolution 2015-39. *No Second*

MOTION FAILED FOR LACK OF A SECOND

ORDINANCES:

2ND READ

- a.) **Ordinance 2015-28.** Appropriation of Funds: Redistricting to Establish Voting Districts
- b.) **Ordinance 2015-29.** Appropriation of Funds: Round-A-Bout @County Roads 13 & 64 / ATRIP Project / Intergovernmental Project with Baldwin County
- c.) **Ordinance 2015-30.**Appropriation of Funds: Sidewalk Improvements for FY2015
- d.) **Ordinance 2015-31.**Appropriation of Funds: 2014 Assistance to Firefighters Grant (AFG) / (19) Self-Contained Breathing Apparatus
- e.) **Ordinance 2015-32.**Lodging Tax Appropriation: Bayfront Park Drive Improvements / Water Line Installation

MOTION BY Councilman Lake to waive the reading of Ordinances 2015-28, 2015-29, 2015-30, 2015-31 and 2015-32. *Seconded by Councilman Fry.*

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Scott to adopt Ordinance 2015-28. *Seconded by Councilman Fry.*

MOTION CARRIED UNANIMOUSLY

**JUNE 1, 2015
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REGULAR BUSINESS MEETING
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MOTION BY Councilman Lake to adopt Ordinance 2015-29. *Seconded by Councilman Fry.*

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Lake to adopt Ordinance 2015-30. *Seconded by Councilman Scott.*

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Lake to adopt Ordinance 2015-31. *Seconded by Councilman Fry.*

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Davis to adopt Ordinance 2015-32. *Seconded by Councilman Lake.*

MOTION CARRIED UNANIMOUSLY

12. COUNCIL COMMENTS

Councilman Lake said that Sarah will be missed along with her sense of humor and for getting things done which was very much appreciated. He complimented Mr. LeJeune for pushing the sidewalk project along, and gave kudos to Public Works for their hard work. He complimented Tonja Young on how she handles all the children.

Councilman Fry is looking forward to the Lake Forest ribbon cutting. He reminded everyone of the Daphne Art Center's Farm Fair this weekend starting at 8:00 a.m. at city hall. He pointed out the CDBG application will complete the sewer system in Daphne. He welcomed Ms. Kichler as the new Finance Director. He told Sarah that she will be missed.

Councilman Scott said ditto for Sarah, and that she was a great addition to the city and will be missed. He said not only are the sidewalks finished, but they are in Phase 4 of the road projects in Lake Forest, and now the city has the Back Nine 33 acres for use for trails. Finance has submitted the CAFR report. He applauds the Finance Department, and said it is great to have a Finance Director on board.

Councilman LeJeune – welcomed Ms. Kichler to the city. He will miss Sarah, but is excited to see what she can do. She is still in the city. He appreciates the sidewalks, and the work done to improve Lake Forest. He said they are looking for names for the park. He welcomed Mr. Conner and Mayor McMillan, and is looking forward to meeting with them regarding the de-annexation.

Councilman Davis apologized to Mrs. Jones if he offended her by his comments earlier. He said that Sarah had done a good job with the Buildings and Property Committee. He welcomed Ms. Kichler.

Councilman Rudicell thanked Sarah, and said he appreciated all that she has done for the council.

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Council President Conaway recognized Representative Randy Davis.

Mayor Haygood thanked all for coming tonight. He said some things need to be worked out with regards the de-annexation. There is some concern over the timing with the Legislative Session. He said they need the facts to make a decision. He Sarah has done a great job, and he knows she will be successful. He said she will be on the Beautification Committee, and thanked her for the job she has done, and wished her the best.

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 7:24 P.M.

Respectfully submitted by,

Certification of Presiding Officer

Rebecca A. Hayes,
City Clerk

Tommie Conaway,
Council President

**JUNE 8, 2015
CITY COUNCIL WORK SESSION
1705 MAIN STREET
DAPHNE, AL
6:30 P.M.**

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

Absent: Pat Rudicell.

Also present: Mayor Haygood; Rebecca Hayes, City Clerk; Britton Bonne, Adams & Reese; David McKelroy, Recreation Director; Richard Johnson, Public Works Director; Sherree Hilburn, Payroll & Benefits; Vickie Hinman, HR Director; Kelli Kichler, Finance Director; Suanne Henson, Senior Accountant; Margaret Thigpen, Civic Center Director; Adrienne Jones, Planning Director; Tonja Young, Library Director,, Michael Hoyt, Municipal Judge.

Absent: Jay Ross, City Attorney.

Council President Conaway called the meeting to order at 6:40 p.m.

**1. PRESENTATION: PRESENTATION: DAPHNE TRANSIT HUB / MATTHEW BROWN ;
EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION**

Mr. Brown presented information regarding a transit hub in the City of Daphne. The MPO has the money, but they need to know if the city is behind the project. They will spend \$50-60,000 over the next four fiscal years. The purpose of the hub is to transport people from the Eastern Shore to Mobile.

Consensus is for the Mayor, Richard Johnson and Mrs. Jones to bring two or three locations to council for review.

Mr. Brown said he will need a resolution stating the city is in support of the transit hub by July 23rd.

2. DEPARTMENT HEAD PAY ADJUSTMENT

Council discussed how to handle the pay adjustment for the department heads. Council wants to do it right, and they feel that they need to look into the pay scale for the city. Council requested copies of job descriptions and pay scales from other cities and the 2012 Archer study.

Consensus of Council is to have a special called Finance Committee meeting to formulate a plan so that they can make a recommendation to council by July.

3. ANYTHING ELSE DEEMED NECESSARY

Mrs. Rebecca Hayes, City Clerk, mentioned to council that she had given them a handout regarding a meeting with Governor Bentley June 25th in Mobile, and needs to know who wants to attend so she can get them registered. She also discussed with council the plan of action for redistricting, and one idea is for a Public Notice to get input from the citizens where they can come to the Library and City Hall where maps will be available and they can draw or write suggestions on the maps for council to review. Mrs. Hayes also discussed with council the plan for meeting with each council member regarding the lines for their district. Councilman Davis had a problem with meeting with each councilmember separately to discuss their district lines. He did not feel it was right, and he wanted to discuss it with the whole council. He wants a motion on the agenda that council will meet as a whole to discuss the redistricting.

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CITY COUNCIL WORK SESSION
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DAPHNE, AL
6:30 P.M.**

Consensus of council was to have a motion on the agenda for how to proceed with meeting with council for redistricting discussions. They were in favor of the Public Notice and getting input from citizens.

THERE BEING NO FURTHER BUSINESS TO DISCUSS, THE MEETING ADJOURNED AT 8:05 P.M.

Respectfully submitted by,

Certification of Presiding Officer:

Rebecca A. Hayes,
City Clerk

Tommie Conaway,
Council President

CITY OF DAPHNE
FINANCE COMMITTEE MINUTES
June 8, 2015
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, Councilman Joseph Davis, Councilman Ron Scott, Councilman Pat Rudicell, Councilman Robin LeJeune, Finance Director Kelli Kichler, Senior Accountant Suzâne Henson, Revenue Officer Jamie Smith, Accounting Technician Sue Moody, and City Attorney Britton Bonner. Councilman John Lake and SAIL Site Coordinator Jane Ellis arrived at 4:36 p.m.

Also in attendance were, Public Works Director Richard Johnson, City Clerk Rebecca Hayes, Civic Center Director Margaret Thigpen, Library Director Tonja Young, Recreation Director David McKelroy, Environmental Program Manager Ashley Campbell, and Mr. Larry Cooke, BZA.

I. PUBLIC PARTICIPATION

A. Introduction of the new Finance Director/Treasurer – Ms. Kelli Kichler

Mr. Fry welcomed the new Finance Director/Treasurer, Kelli Kichler and said he had heard she was off to a great start.

B. Fiscal Year 2014 Audit - Mr. Rian Turner, Crow Shields Bailey PC

Mr. Rian Turner reviewed the FY2014 CAFR (Comprehensive Annual Financial Report). Mr. Turner stated the City received a clean audit opinion and noted the CAFR has been presented for review to the Government Finance Officers Association and we were waiting for a response for that potential award. Mr. Turner stated that the City's net position was up 2% (\$1.6 million) and liabilities decreased by 5%. Mr. Turner stated the City's single largest revenue source is Sales Tax. Mr. Turner continued the review and asked if there were any questions. Mr. Scott discussed some items noted in the audit, the Sewer Assessments that had not been billed out over the last 1½ years and the late submittal of the Library Grant check. Ms. Young answered that she was now handling the receiving of the grant paperwork so that will be taken care of. Ms. Kichler stated that the sewer assessments had been mailed out on Wednesday of last week and that controls would be put in place to monitor the grant monies. Mr. Turner continued to discuss the audit and encouraged everyone to read the Management Discussion and Analysis letter.

II. BUSINESS LICENSE REPORT

1. Report: New Business Licenses – May, 2015

The Business Licenses Report was included in the packet. Total business license issued YTD is up 390 from last year

147 - Total Business License issued in May - down 18 from May 2014 (165 licenses issued).

70 - Renewals – out of the 147

63 - New businesses with *7 of those having a physical location in Daphne* and

14 - Prior year licenses.

Ms. Smith stated there was a separate report listing the 7 new businesses with a physical location in Daphne. Ms. Smith noted that she has included the district number that the new businesses are located in and is working with Mrs. Conaway on updating more information for that report. Ms. Smith stated she included a report showing a breakdown by territory for Business License fees collected for May 2015. Ms. Smith reviewed the Business License Delinquency report. Discussion continued on the Delinquency report.

III. HUMAN RESOURCES BUSINESS

A. Update on Human Resources Department Activity

Mrs. Sherree Hilburn reviewed the Human Resource Report including open position status.

Positions

Planner (Community Development)
PT Marketing Coordinator
PT Library Aide
IT Computer Services Technician
SWW Sr.
PSW Mowing
Executive Assistant
Firefighter
Site Containment Inspector
Asst. City Clerk

Status

Reviewing applications
Reviewing applications
Reviewing applications
Scheduling 2nd Interviews
Posting: June 1-8 (Internal)
Posting: June 1-8
Posting: June 8-22
DOH: 6/11/2015
DOH: 5/28/2015
Pre-employment background

Safety Committee

One "no fault" injury, one "no fault" property damage and two "at fault" property damages reported for the month. Primary drivers of passenger vans required to get annual physicals by our insurance carrier. They are not required to have a CDL license. Next Safety Committee meeting is June 24, 2015 @ 10:00 a.m.

HR projects/meetings:

- Oral Board interviews for Police Officer on June 16, 2015
- Meetings for Benefits Fair have started
- Collecting information for salary survey (Directors, City Judge, City Prosecutor)
- Reviewing proposals for Long-Term Disability and Life Insurance
- Purchasing Card Printer for ID Badges
- Summer Coaches paperwork completed
- New Employee Orientation to be held this summer
- Relay for Life fundraiser: Drawing for TV/BluRay DVD player – Jan Dickson

Mrs. Hayes noted she and the Mayor are reviewing and very close to selecting someone for the Assistant City Clerk position. Mrs. Hilburn noted that \$4,200 was raised for Relay for Life.

IV. CURRENT BUSINESS

A. Approve previous months minutes

The previous minutes were approved.

B. Financial Reports

1. Treasurer's Report: May, 2015

Mrs. Henson reviewed the Treasurer's Report and noted:

- Total Unrestricted Funds - \$ 10,840,698
- Increase from Last Year's Unrestricted Funds - \$554,814
- # of months of Unrestricted cash to cover monthly operating Expenses & Debt Service – 4.9 months compared to the previous year – 4.9 months

Included in the packet are graphs that show that activity is on track with the previous year.

Mrs. Henson reviewed the Encumbrance report and noted all pending invoices had been paid and the police and Animal Shelter monies had been cleared. Mrs. Henson noted that Mrs. Thigpen was working on getting quotes for the Civic Center sign and Mr. McKelroy was working on quotes for the Senior area flooring so those encumbrances should be cleared once those projects were complete.

The Treasurer's Report as of May, 2015 Total Unrestricted Funds - \$10,840,698 and Total City Funds - \$19,261,986 was presented to be filed for audit.

2. Sales and Use Taxes: April, 2015

Mrs. Henson reviewed the Sales & Use Tax Reports and Graphs: \$1,144,698 was collected for April, 2015:

- YTD Variance over Budget – (\$36,037) -.5%
- Percent change from last year's collections + 3.1 %

Discussion continued on the Sales Tax Report.

3. Lodging Tax Collections, April, 2015

Mrs. Henson reviewed the Lodging Tax Collections Report and noted the collections for April 2015 were \$101,196 which is up \$14,951 from April's 2014's collections of \$86,245 .

- YTD Variance over Budget: \$47,464; + 4.4%
- Percentage change from last year's collections: + 14.8%

4. Lodging Tax Fund : Statement of Rev over Exp, April, 2015

Mrs. Henson reviewed the Lodging Tax Fund report and noted the unreserved balance for Bayfront related purchases is \$1,920,038 and recreation,- \$569,939.

5. Correction/Court Fund Report, April, 2015

Mrs. Henson reviewed the Correction/ Court Fund Report and reported that \$17,832 has been transferred to date from the court portion of the fund to the corrections for the purchase of inmate meals/equipment. Discussion continued on different types of purchases made from these funds.

6. Debt Service Fund Statement of Rev Over Exp, through March, 2015

Ms. Kichler stated that revenues of \$361,993 have been collected through 3/31/15 and the cash balance at 3/31/15 is \$2,143,579.

7. Debt Service Summary Activity, through March 2015

Ms. Kichler noted the Debt Summary shows the debt activity through 3/31/15 but noted this does not include the Capital Leases approved in the FY2015 Budget because those payments were not made until May. Ms. Kichler noted the report shows the original debt issued (\$63,496,155), beginning of the year balance (\$37,300,930), and balance as of 3/31/15 (\$36,308,449). Discussion continued that the Jubilee Square debt is included in this fund/report but not Enterprise fund debt.

8. Capital Projects Funds Balance Sheet, through March 2015

Ms. Kichler reviewed the Capital Projects Funds Balance Sheet and the activity for each capital fund: Capital Reserve, 2006 Construction, 2012 Construction, and 2014 Capital Improvements Fund.

9. Capital Projects Funds Statement of Rev Over Exp, through March, 2015

Ms. Kichler reviewed the Statement of Revenues over Expenditures and noted there are some grant receivables due. Ms. Kichler noted there are currently some ATRIP monies pending payment.

10. Enterprise Funds Statement of Net Position, March, 2015

Ms. Kichler reviewed the Enterprise Funds report.

11. Enterprise Funds Statement of Revenues, Expenses, and Changes in Net Position, March 2015

Ms. Kichler stated that as of March, 2015 the garbage fund was \$23,556 revenues over expenditures and Civic Center required a transfer from the General Fund in the amount of \$96,122 and BayFront transfer - \$48,696. Discussion continued what an asset the Civic Center was to the City.

Ms. Kichler reviewed the Enterprise Debt Summary Activity through 3/31/15. Discussion continued on the different financial reports on several funds that Ms. Kichler had prepared through mid-year (March, 2015.) Mr. Fry asked if March would be closed soon. Ms. Kichler stated that once she completed reconciling all funds through March, 2015 the months would be closed in Munis financial software.

12. Bills Paid Reports – May, 2015

The Bills Paid Report was presented in the packet.

C. Appropriation Request: (Ordinance)

GENERAL FUND:

1. Lake Forest property, Lot 62 Sub Unit 25, Melanie Loop/Edgar Circle Project Drainage Repair - \$7,500

Mr. Johnson reviewed the project and noted this property needs to be purchased due to drainage issues as a result of the April 29th Rain Event. Mr. Johnson stated that after the drainage repairs were made upstream some downstream drainage issues found. Mr. Johnson noted that this property purchase was not eligible for FEMA and NRCS reimbursement and should be handled separately.

Motion by Mr. Davis to appropriate \$7,500 from General Fund to purchase the Lake Forest Lot 62 Sub Unit 25 property. Seconded by Mr. Scott. Motion carried.

LODGING TAX FUND:

2. Recreational Facilities – Master Plan & Design Engineering Cost - \$168,100

Mr. LeJeune reviewed the project and the need to get funding in place for the Master Plan and noted there is a Park's Team meeting scheduled for June 18th. Mr. LeJeune stated that Mr. Jay Dickson, Volkert Engineering would give additional information on getting the project started. Mr. Dickson reviewed Volkert's Master Plan. Mr. Scott emphasized that all the engineers involved in the project need to be at the meetings and part of the Master plan. Mr. Dickson said absolutely everyone would be included in the meeting. Mr. Dickson reviewed the Design and Construction Phase services cost - \$168,100. Mr. Johnson stated that he believed the City may already have a topography map for some these areas. Mrs. Campbell stated that she may have some of the environmental permits needed also. Mr. Dickson stated they would be reviewing which permits the City has in place.

Motion by Mr. LeJeune to appropriate \$168,100 from the Lodging Tax Fund for the Master Planning and Pre-Design for the Daphne Recreation Facilities. Seconded by Mr. Scott. Motion carried.

D. Update (2) Signatory Ordinances – Confiscated Account & ALL other City Accounts

Mrs. Henson discussed that the Confiscated account ordinance needed to be updated and that the City's new Finance Director/Treasurer, Kelli Kichler needed to be added as a signer to all accounts.

E. Update Pay Scale for Director level positions, City Judge, City Prosecutor

Mr. Fry noted due to time limitations the pay scale update for Director level positions, City Judge, and City Prosecutor would be discussed at the Council Work Session that followed the Finance Meeting. A comparison of pay scales from similar surrounding municipalities was included in the packet.

F. TV Equipment for recording Council Meetings

Discussion was made that the Mayor had requested this item be on the agenda. Mrs. Hayes said she did not receive any additional backup from the Mayor. Mrs. Hayes said she does know the Mayor wants to upgrade the projectors to Televisions. Mr. Fry stated this item could be brought up by the Mayor at the Work Session if needed.

G. Update on 2011 U. S. Fish & Wildlife Grant: Bay Front Park Sign

Mrs. Campbell stated she had made a few phone calls and was waiting for a call back to confirm the status and deadline of the grant.

H. Update on City Grant Consulting Services: Adams & Reese, Mr. Britton Bonner

Mr. Fry introduced Mr. Bonner, City's legal counsel for Grant consulting services. Mr. Bonner reviewed the available grant monies available to the City of Daphne. Mr. Bonner stated there are currently three submittals for the City, the Mayor has submitted one NFWF (National Fish and Wildlife Foundation) project-\$2 million for sewer, Ashley has submitted two environmental (watershed) projects: Yancey Branch Watershed Restoration - \$5,484,810 & D'Olive Creek Watershed property acquisition-\$900,000. Mr. Bonner stated the Daphne Utility Board has three projects submitted. Mr. Bonner stated that the first round will focus on economic and infrastructure projects. Discussion continued on what projects could be submitted and if they could be submitted for all three grant options/buckets: Alabama Gulf Coast Recovery Council (AGCRC) / Gulf Coast Ecosystem Restoration Council (Federal Council) / & National Fish and Wildlife Foundation (NFWF). Mr. Dickson stated he would submit for all options/buckets. Discussion continued on the grant process and what type projects should be presented. BP grant monies were discussed. Mr. Bonner stated it is the Governor's discretion to decide what projects to approve for BP funds. Mr. Scott stated there is the possibility after an audit that funding approval could be rescinded.

Mr. Bonner said he would be sending out a survey/questionnaire to Department Heads to list all grants the City has applied for and which have been awarded. Mr. Bonner stated this will help Adams & Reese see where the successes have been and where there has not been success.

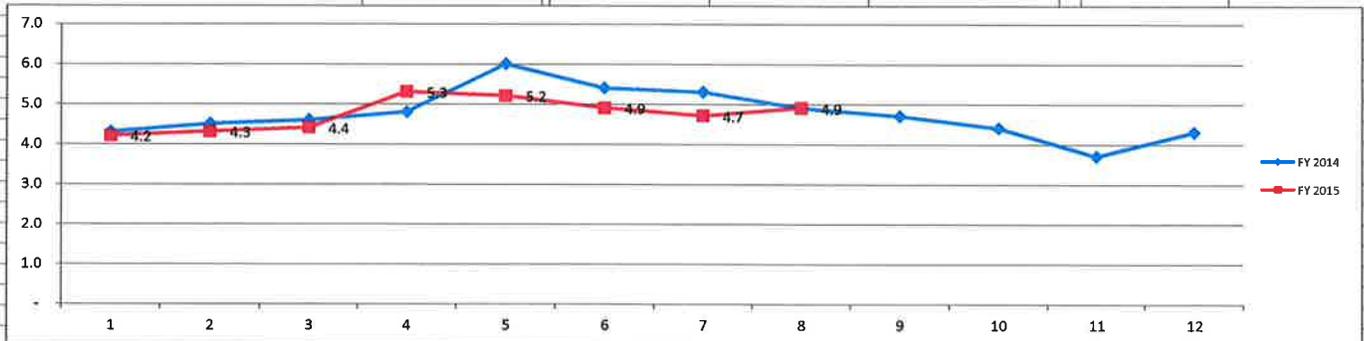
V. OLD BUSINESS

VI. ADJOURN The meeting adjourned at 6:15 p.m.

TREASURER'S REPORT

As of May 31, 2015

Account Type/Title	Bank / Brokerage	5/31/2015	4/30/2015	Increase (Decrease) from last Month	Balance Last Year 5/31/14	Increase (Decrease) from Last Year
GENERAL FUND & ENTERPRISE FUNDS	Compass Bank1	\$ 5,471,455	\$ 4,886,006	\$ 585,449	\$ 5,626,223	\$ (154,768)
INVESTMENT FUND	Raymond James	5,272,916	5,288,918	(16,002)	\$ 5,197,697	\$ 75,219
MUNICIPAL COURT	Compass Bank2	96,327	110,960	(14,633)	\$ 106,886	\$ (10,559)
Total Unrestricted Funds		10,840,698	10,285,884	554,814	\$ 10,930,806	\$ (90,108)
SPECIAL REVENUE FUNDS						
MUNICIPAL COURT	Compass Bank1	23,906	16,608	7,298	7,938	15,968
SELF INSURANCE	Compass Bank1	59,993	76,131	(16,138)	54,952	5,041
FLEX SPENDING	Compass Bank1	(4,584)	(9,889)	5,305	(3,116)	(1,468)
4 CENT GAS TAX	PNC Bank1	135,135	130,714	4,421	81,721	53,414
7 CENT GAS TAX	PNC Bank2	432,160	426,483	5,677	399,297	32,863
TREE & FLOWER	Compass Bank1	19,700	19,700	-	11,200	8,500
SAIL SITE	PNC3/Compass1	1,706	(3,194)	4,900	520	1,186
NON-MAJOR STORMS	Compass Bank1	(1,055,032)	(693,237)	(361,795)	(6,958)	(1,048,074)
BP OIL SPILL	Compass Bank1	426,768	426,768	0	426,768	0
FEDERAL DRUG FORFEITURES	Compass Bank1	20,544	20,544	(0)	41,228	(20,684)
LOCAL DRUG FORFEITURES	Compass Bank1	20,628	20,860	(232)	19,987	641
LIBRARY	Compass Bank1	(10,286)	(4,373)	(5,913)	1,073	(11,359)
CONCESSION STAND	Compass Bank1	(3,867)	(3,805)	(62)	(6,627)	2,760
COURT TRAINING & EQUIPMENT	Compass Bank2	30,585	29,917	668	25,269	5,316
COURT JUDICIAL ADMINISTRATIVE	Compass Bank2	117,159	112,463	4,696	67,844	49,315
COURT CORRECTION	Compass Bank2	173,567	174,002	(435)	192,878	(19,311)
LODGING TAX	Compass Bank1	2,445,385	2,379,808	65,577	1,174,097	1,271,288
		2,833,467	3,119,500	(286,033)	2,488,071	345,396
CAPITAL PROJECT FUNDS						
CAPITAL RESERVE	Wells Fargo Bank1	2,187,152	2,034,533	152,619	1,682,022	505,130
2012 CONSTRUCTION	Regions Bank	-	-	-	519,387	(519,387)
2014 CAPITAL IMPROVEMENTS	Compass Bank	782,204	782,187	17	-	782,204
		2,969,356	2,816,720	152,636	2,201,409	767,947
DEBT SERVICE FUNDS						
DEBT SERVICE	Wells Fargo Bank2	2,618,465	2,270,019	348,446	1,500,566	1,117,899
Total Restricted Funds		8,421,288	8,206,239	215,049	6,190,046	2,231,242
Total City Funds		\$ 19,261,986	\$ 18,492,123	\$ 769,863	\$ 17,120,852	\$ 2,141,134
# of Months of UNRESTRICTED Cash to cover monthly Operating Expenses & Debt Service		4.9	4.7		4.9	



Encumbrances FY 05 - FY 14: \$98,459 (as of 5/31/15)

1003-280281

Reserve for Encumbrances			
5/31/2015	FY 05	30,000.00	Civic Center: Electronic Signage
	FY 2010	5,012.18	Upgrading City Hall Telecommunications
	FY 2013	50,000.00	Recreation-Senior Center flooring
	FY 2014	13,446.70	Library mold remediation/Bldg. repairs (Ord. 2014-13)
	Total	98,458.88	

SALES & USE TAXES

*Adjusted to accrued collections

FY 2015 BUDGET vs ACTUAL

ACTUAL COLLECTIONS

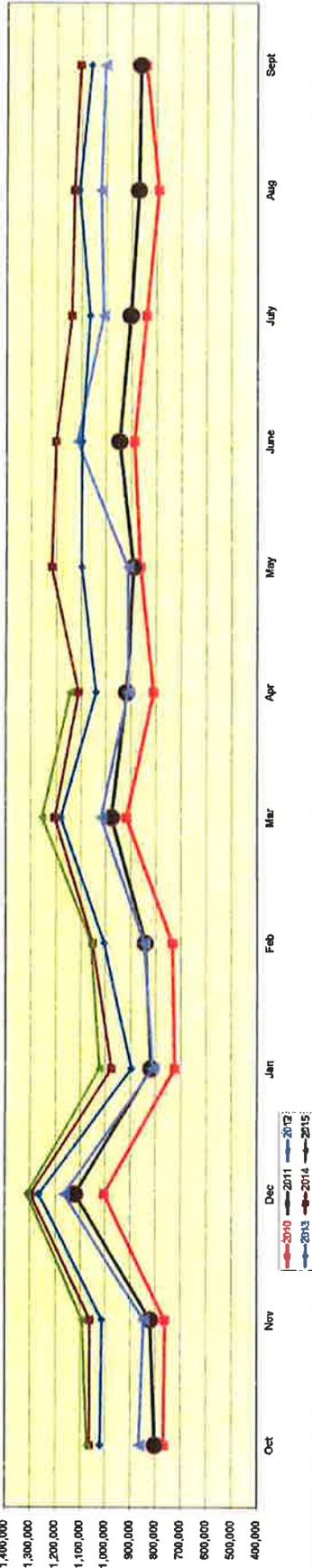
	2010	2011	2012	2013	2014	2015	7/8 Year Sparklines	Budget	Monthly Variance	YTD Variance	% of Budget
October	764,641.13	800,512.03	864,727.27	1,019,065.37	1,062,861.14	1,073,260.88		1,072,524	767.37	767.37	0.1%
November	761,955.37	819,834.09	845,342.45	1,011,813.96	1,061,121.86	1,092,961.96		1,099,932	23,029.75	23,797.12	2.2%
December	1,004,037.20	1,121,383.45	1,165,135.62	1,266,051.50	1,298,075.20	1,312,012.89		1,388,651	(76,637.74)	(52,840.62)	-5.5%
January	723,504.28	817,230.14	809,785.59	895,717.19	974,224.69	1,023,171.34		1,000,908	22,263.07	(30,577.55)	2.2%
February	733,335.60	840,768.01	845,101.34	1,004,349.50	1,051,602.29	1,056,996.02		1,070,994	(13,987.73)	(44,575.28)	-1.3%
March	916,657.55	976,181.39	1,018,721.43	1,181,007.55	1,205,342.67	1,256,397.38		1,254,014	2,383.78	(42,191.50)	0.2%
April	809,588.73	916,536.59	911,438.60	1,039,769.87	1,110,085.05	1,144,698.61		1,138,545	6,153.77	(36,037.73)	0.5%
May	862,254.54	889,945.33	911,839.30	1,098,548.05	1,218,956.40			1,179,034			
June	887,262.68	946,206.78	1,114,149.53	1,097,507.32	1,202,126.66			1,247,928			
July	839,192.33	902,457.24	1,010,193.08	1,065,215.02	1,139,120.72			1,178,374			
August	790,713.80	871,437.04	1,021,267.76	1,110,126.44	1,129,483.17			1,182,762			
September	841,035.40	863,630.36	1,004,661.04	1,058,958.43	1,104,411.74			1,153,953			
Totals	9,934,178.61	10,766,122.45	11,522,363.01	12,946,130.20	13,558,411.59	7,959,529.08		13,937,617	(96,037.73)		-0.5%

Budgeted Dollar Increase FY14 vs FY15	379,205
Budgeted Percent Increase FY14 vs FY15	2.8%

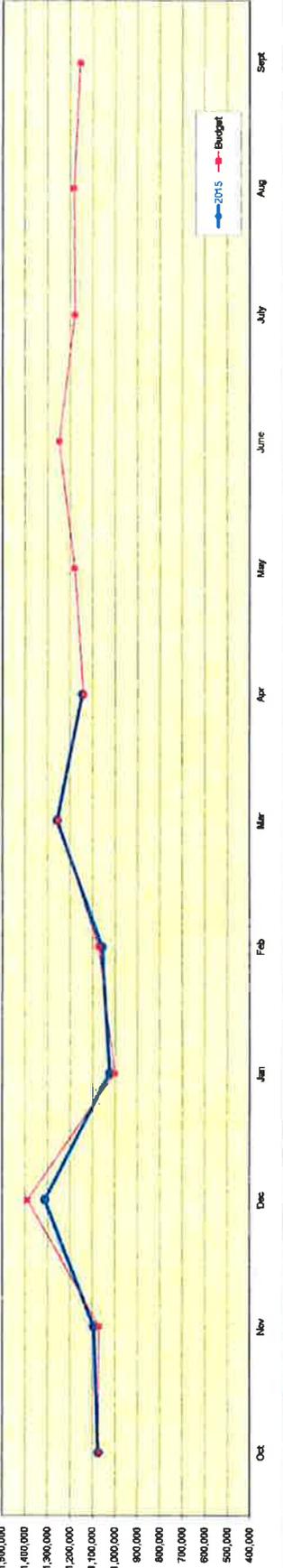
Fiscal Year Changes Year Over Year

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	6/7 Year Sparklines	6/7 Year Sparklines	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
October	35,870.90	64,215.24	154,336.10	10,428.74	10,428.74			4.7%	8.0%	17.8%	17.8%	1.0%
November	57,878.72	25,508.36	166,471.51	31,840.10	31,840.10			7.6%	3.1%	19.7%	19.7%	3.0%
December	117,346.25	43,752.17	100,915.88	12,937.89	12,937.89			11.7%	3.9%	8.7%	8.7%	1.0%
January	93,725.86	(7,444.55)	85,931.60	48,946.65	48,946.65			13.0%	-0.9%	10.6%	10.6%	5.0%
February	107,432.41	4,333.33	159,248.16	5,393.73	5,393.73			14.6%	0.5%	18.8%	18.8%	0.5%
March	59,523.84	42,540.04	162,286.12	51,054.71	51,054.71			6.5%	4.4%	15.9%	15.9%	4.2%
April	106,947.86	(5,097.99)	128,331.27	34,613.56	34,613.56			13.2%	-0.6%	14.1%	14.1%	3.1%
May	27,690.79	21,893.97	186,708.75					3.2%	2.5%	20.5%	20.5%	0.0%
June	58,944.10	167,942.75	(16,642.21)					6.6%	17.7%	-1.5%	-1.5%	0.0%
July	63,264.91	107,735.84	55,021.94					7.5%	11.9%	5.4%	5.4%	0.0%
August	80,723.24	149,830.72	88,858.68					10.2%	17.2%	8.7%	8.7%	0.0%
September	22,594.96	141,030.66	54,297.39					2.7%	16.3%	5.4%	5.4%	0.0%
Annual \$ Cha	831,943.84	756,240.56	1,325,767.19	195,216.18	195,216.18			8.4%	7.0%	11.5%	16.6%	2.6%

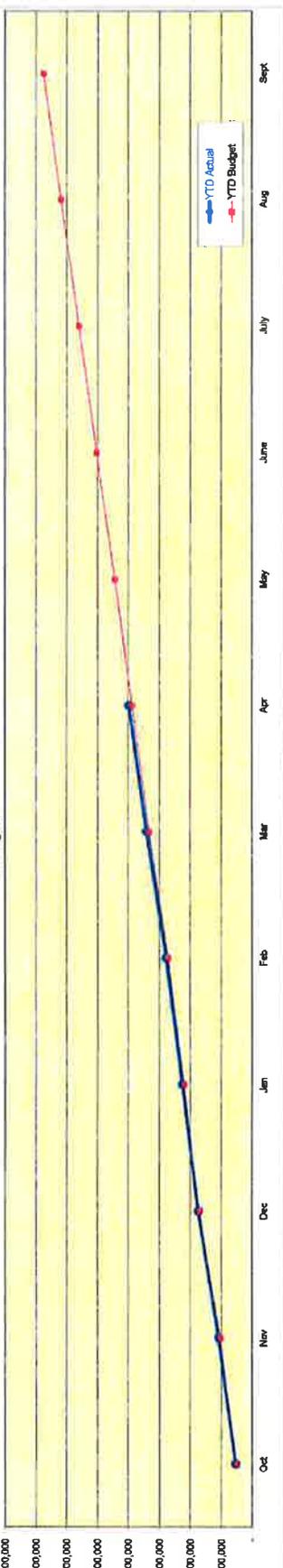
Sales & Use Tax Comparisons



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

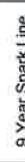
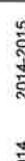
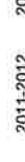
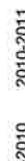
	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	10 Year Spark Line
October	39,405.56	56,001.39	52,002.53	51,578.40	48,382.05	74,581.63	
November	33,763.37	48,329.73	47,568.08	43,459.48	43,912.92	77,289.64	
December	31,571.38	47,210.56	42,279.22	40,495.14	39,122.53	69,585.61	
January	42,883.70	49,006.12	41,917.34	47,548.01	43,198.04	72,323.09	
February	46,998.32	43,052.68	47,346.50	54,207.03	49,784.71	92,153.01	
March	52,771.52	67,422.43	70,058.33	64,325.47	71,954.97	112,752.43	
April	41,531.05	48,487.83	51,939.06	47,434.55	86,245.34	101,196.07	
May	66,820.96	67,880.48	54,740.45	68,448.49	107,155.55		
June	79,822.84	67,544.77	69,822.91	71,090.69	127,920.37		
July	91,906.47	76,631.86	79,417.90	94,310.47	139,397.37		
August	63,323.58	52,820.33	50,417.73	52,427.99	93,733.35		
September	52,662.79	45,216.75	46,968.89	45,148.35	71,790.24		
Total	643,461.54	659,604.93	654,478.84	680,474.07	922,597.44	599,881.48	

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

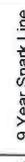
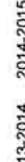
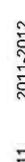
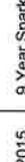
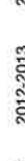
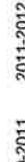
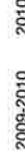
FY 2015 BUDGET vs. ACTUAL

	Budget	Monthly Variance	YTD Variance	% of Budget
October	80,009.54	(5,427.91)	(5,427.91)	-6.8%
November	70,478.07	6,811.57	1,383.66	9.7%
December	64,883.32	4,702.29	6,085.95	7.2%
January	72,491.46	(168.37)	5,917.58	-0.2%
February	78,568.01	13,585.00	19,502.58	17.3%
March	107,164.01	5,588.42	25,091.00	5.2%
April	78,823.33	22,372.74	47,463.74	28.4%
May	101,531.42			0.0%
June	119,019.92			0.0%
July	137,740.01			0.0%
August	89,428.46			0.0%
September	74,862.45			0.0%
Total	1,075,000.00	47,463.74		4.4%

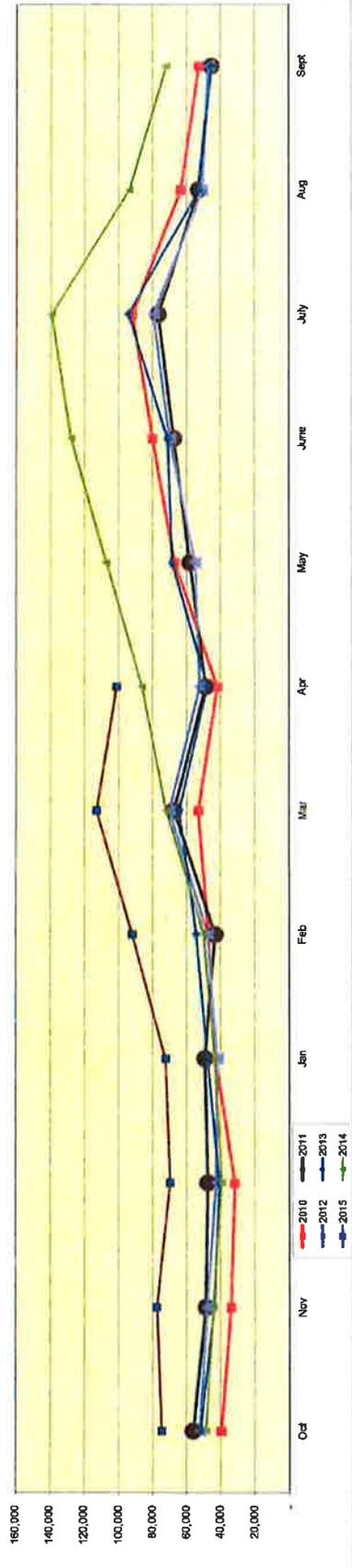
CHANGE IN DOLLARS

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	9 Year Spark Line
October	(7,137.64)	16,595.83	(3,998.86)	(424.13)	(3,620.48)	26,199.58	
November	(6,415.32)	14,566.36	(761.65)	(4,108.60)	(3,655.16)	33,376.72	
December	(6,573.31)	15,639.18	(4,931.34)	(1,784.08)	(3,156.89)	30,463.08	
January	3,177.66	6,122.42	(7,068.78)	5,630.67	1,280.70	29,125.05	
February	299.31	(3,945.64)	4,293.82	6,860.53	2,438.21	42,368.30	
March	(459.33)	14,650.91	2,635.90	(5,732.86)	1,896.64	40,787.46	
April	(2,746.70)	6,956.78	3,451.23	(4,504.51)	34,306.28	14,950.73	
May	23,527.22	(8,940.48)	(3,140.03)	13,708.04	52,415.10		
June	23,328.73	(12,278.07)	2,278.14	1,267.76	58,097.46		
July	31,286.69	(15,274.61)	2,785.04	14,892.67	59,979.57		
August	18,686.76	(10,503.25)	(2,402.80)	2,010.26	43,315.62		
September	17,232.17	(7,446.04)	1,752.14	(1,820.54)	24,821.35		
Total	94,205.24	16,143.39	(5,126.09)	25,995.23	268,118.60	217,280.92	

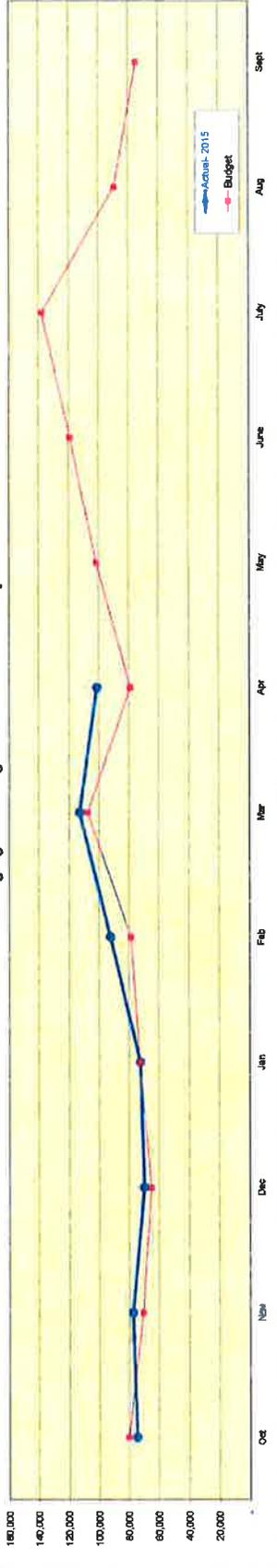
CHANGE IN PERCENTAGE

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	9 Year Spark Line
October	29.6%	-7.7%	-0.8%	-7.5%	35.1%	
November	30.1%	-1.6%	-9.5%	-8.3%	43.2%	
December	33.1%	-11.7%	-4.4%	-8.1%	43.8%	
January	12.5%	-16.9%	11.8%	3.0%	40.3%	
February	-9.2%	9.1%	12.7%	4.9%	46.0%	
March	21.7%	3.8%	-8.9%	2.6%	36.2%	
April	14.3%	6.6%	-9.5%	38.8%	14.8%	
May	-15.4%	-5.7%	20.0%	48.9%		
June	-18.2%	3.3%	1.8%	45.4%		
July	-19.9%	3.5%	15.8%	43.0%		
August	-19.8%	-4.8%	3.8%	46.2%		
September	-16.5%	3.7%	-4.0%	34.6%		
% Change	2.4%	-0.8%	3.8%	29.1%	36.2%	

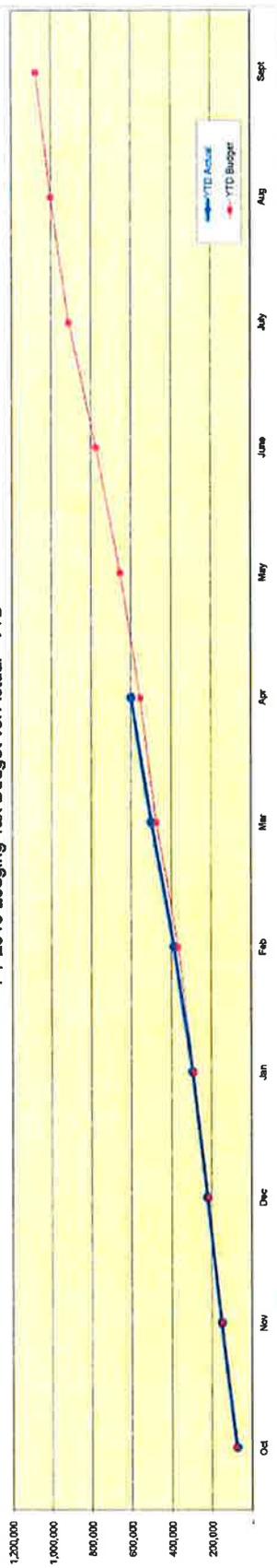
Lodging Tax Comparisons Year over Year



FY 2015 Lodging Tax Budget vs. Actual - Monthly



FY 2015 Lodging Tax Budget vs. Actual - YTD



FINANCE COMMITTEE MEETING - 6-8-15
Lodging Tax Fund - DRAFT
Statement of Revenues Over(Under)Expenditures
For the Fiscal Year ended September 30

	ACTUAL FY 1995-2004	ACTUAL FY 2005-2010	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	DRAFT URB FY 2014	DRAFT URB 5/31/15	Total
Revenues								
Lodging Taxes	1,596,764.95	3,506,472.72	659,604.93	654,478.84	680,474.07	922,597.94	671,671.72	6,692,065.17
Settlement	30,000.00	-	-	-	-	-	-	30,000.00
Donations	240,300.00	10,000.00	-	-	-	-	-	250,300.00
Grants	498,100.00	1,390,048.13	21,768.93	52,629.91	98,059.17	-	-	2,060,606.14
Total Revenues	2,365,164.95	4,906,520.85	681,373.86	707,108.75	778,533.24	922,597.94	671,671.72	11,032,971.31
Expenditures								
Industrial Development Board	45,002.65	175,428.43	32,980.25	32,723.95	34,023.69	92,652.93	87,317.32	500,129.22
Downtown Redevelopment Authority	-	-	-	97,877.29	34,023.69	42,540.38	33,583.57	208,024.93
Cost of Debt Issuance	112,241.61	-	-	-	-	-	-	112,241.61
	157,244.26	175,428.43	32,980.25	130,601.24	68,047.38	135,193.31	120,900.89	820,395.76
BayFront Property Related Exp								
Bay Front Property	4,684,723.62	666,067.18	-	-	-	-	-	5,350,790.80
Bay Front Parking Lot	-	105,793.06	-	-	-	24,028.11	-	129,821.17
Bay Front Swing Bench	-	3,896.87	-	-	-	-	-	3,896.87
Bay Front New Floors	-	-	-	-	-	-	23,758.35	23,758.35
Bay Front Park Improvements	-	2,358.75	500.00	-	-	-	-	2,858.75
Bay Front Park Deck	-	-	-	-	20,000.00	-	-	20,000.00
Bay Front Restrooms	-	44,139.11	1,947.28	-	-	-	-	46,086.39
Bay Front/VP Invasive Species Grant	-	-	10,823.95	47,163.35	24,852.02	3,181.25	-	86,020.57
Boardwalk Parking Lot - Gator Alley	-	-	-	-	-	17,459.00	100,655.91	118,114.91
Boardwalks & Walking Trails	-	-	-	2,535.00	-	-	-	2,535.00
Building Improvements	48,956.54	56,000.97	-	44,158.00	-	-	-	149,115.51
Captain O'Neal Sidewalk	-	25,413.49	-	-	-	-	-	25,413.49
D'Olive Creek Pedestrian Bridge	-	85,279.08	7,965.00	-	98,627.66	2,043.73	-	193,915.47
Gator Alley Bridge	-	-	-	-	8,174.90	1,097.45	-	9,272.35
May Day Playground Eqpt	-	30,792.49	-	-	-	-	-	30,792.49
May Day Boat Ramp	-	414,655.63	18,247.24	-	-	-	-	432,902.87
May Day Parking Lot	-	271,248.90	-	-	-	-	-	271,248.90
May Day Drainage	-	5,000.00	-	-	-	-	-	5,000.00
May Day Sand Movement Study	-	12,273.50	15,726.50	20,634.00	14,147.00	-	-	62,781.00
May Day Grounds & Landscaping	-	-	-	5,000.00	-	-	-	5,000.00
Mobile Bay NEP Contribution	-	-	-	7,000.00	-	-	-	7,000.00
Property Improvements	1,712.30	2,244.00	-	2,629.57	-	-	-	6,585.87
Village Point Grant - Brdwlk - ADECA	-	-	-	-	-	-	7,654.15	7,654.15
Williams Property (1/2) Brdwlk Prkng Lot	-	-	-	-	-	47,138.87	-	47,138.87
Total Bay Front Related Exp	4,735,392.46	1,725,163.03	55,209.97	129,119.92	165,801.58	94,948.41	132,068.41	7,037,703.78
Recreation Exp								
<i>(Rec Loan from GF-\$643,644 Forgiven 6/1/14)</i>								
Sports Complex Entrance Rd (FY12-14)	-	-	-	51,647.38	779,444.30	48,517.98	-	879,609.66
Softball/Football Lighting (FY11)	-	-	449,084.04	-	-	-	-	449,084.04
Bathroom/Concessions (2) (FY10-11)	-	1,152.00	273,593.93	-	-	-	-	274,745.93
Bleachers (4) (FY11)	-	-	50,000.00	-	-	-	-	50,000.00
Fence/Net Replacmnt-net of Ins (FY11)	-	-	2,062.50	-	-	-	-	2,062.50
Repair-Blchr/Conces Roof-net of Ins (FY11)	-	-	23,197.52	-	-	-	-	23,197.52
Total Recreation Exp	-	1,152.00	797,937.99	51,647.38	779,444.30	48,517.98	-	1,678,690.65
Other Financing Sources (Uses)								
Debt Proceeds	5,177,983.00	-	-	-	-	-	-	5,177,983.00
Transfers from General Fund	353,433.00	(353,433.00)	-	-	-	643,643.56	-	643,643.56
Transfers to Debt Service (Debt pd 9/20)	(3,042,540.12)	(1,080,638.30)	(166,139.22)	(167,064.00)	(103,080.00)	(137,838.00)	(101,216.00)	(4,798,515.64)
Transfers to Gen Fund	(20,322.18)	-	-	-	-	-	-	(20,322.18)
Other Financing Sources (Uses)	2,468,553.70	(1,434,071.30)	(166,139.22)	(167,064.00)	(103,080.00)	505,805.56	(101,216.00)	1,002,788.74
Rev & Financing Sources Over								
(Under) Expend & Financing Uses	(58,918.07)	1,570,706.09	(370,893.57)	228,676.21	(337,840.02)	1,149,743.80	317,486.42	2,498,960.86

Reserve: In-Progress Projects: BdWalk Repairs: as of 9/14 **(8,982.90)**
Reserve for Recreation **(569,939.21)**
Unreserved **1,920,038.75**

Lodging Taxes were levied 9/95 @ 3%
12/97 increase to 4% (Ord 1997-28) / 4/14 increase to 6% (Ord 2014-06)
FY 01 IDB Contributions started / DTR Authority added FY 10
DTR: FY 10-\$32,173.09/ FY 11-\$32,980.25/FY 12-\$32,723.95=\$97,877.29
Current Allocations: 13% IDB
5% Downtown Redevelopment
32% Debt Service & Bay Front Property Uses:
Acq, Dev, & Maint
50% Recreation Related Capital

As of June 1, 2014:
Original Recreation Loan \$1,678,700
Repaid from Collections \$ (1,035,056)
Loan Balance 6/1/14 \$643,644
Ord 2014-27 Debt Forgiven \$ (643,644)
Recreation Balance Owed \$0

Prior Mo Unreserved
1,902,978.86

Prior Mo Res for Rec
519,341.17

CITY OF DAPHNE, ALABAMA
Statement of Revenues and Expenditures and Changes in Fund Balance
Debt Service Fund
For the Period Ended March 31, 2015

REVENUES	
Sales, use, luxury tax	\$ 361,923
Interest/investment earnings	70
	<hr/>
Total revenues	<u>361,993</u>
 EXPENDITURES	
Current:	
Cost of debt issuance	124,738
Discount on warrants	16,768
Debt service:	
Principal	4,392,480
Interest	698,280
	<hr/>
Total expenditures	<u>5,232,266</u>
Deficiency of revenues under expenditures	<u>(4,870,273)</u>
 OTHER FINANCING SOURCES (USES)	
Transfers from Lodging Tax Fund	76,010
Transfers from General Fund	2,628,801
Transfers to 2014 Construction Fund	(782,108)
Issuance of debt	10,000,000
Payment to refunded bond escrow agent	(7,034,096)
	<hr/>
Total other financing sources (uses)	<u>4,888,607</u>
Net change in fund balances	18,334
Fund balances, 10/1/2014	<u>2,125,245</u>
Fund balances, 3/31/2015	<u>\$ 2,143,579</u>
Cash Balance at 3/31/2015, Debt Service Operating Account	<u>\$ 2,143,579</u>

CITY OF DAPHNE, ALABAMA

DEBT SUMMARY ACTIVITY - GENERAL FUND
FOR THE PERIOD ENDED MARCH 31, 2015

	Original Issue	Balance 10/1/2014	Additions	Refunding Payments	Payments	Balance 3/31/2015	YTD Interest Paid
Warrants:							
* 2002 Ltd Ob Rev Warrants	\$ 5,700,000	\$ 4,087,732	\$ -	\$ -	\$ (218,206)	\$ 3,869,526	\$ 143,718
2003 Refunding Warrants	6,455,000	2,015,000	-	(2,015,000)	-	-	27,028
2006 Refunding and Imp Warrants	25,230,000	17,185,000	-	(6,600,000)	(1,185,000)	9,400,000	225,122
2010 Refunding Warrants	2,035,000	1,060,000	-	-	(345,000)	715,000	12,844
2012 Refunding and Imp Warrants	13,495,000	12,660,000	-	-	(460,000)	12,200,000	201,816
2014 Refunding and Imp Warrants	10,000,000	-	10,000,000	-	(100,000)	9,900,000	86,411
	<u>62,915,000</u>	<u>37,007,732</u>	<u>10,000,000</u>	<u>(8,615,000)</u>	<u>(2,308,206)</u>	<u>36,084,526</u>	<u>696,938</u>
Capital Leases:							
2013-A1 Capital Lease - Mowers	207,845.26	69,274.40	-	-	(69,274.40)	-	1,247
2013-B Capital Lease - Fire Truck	373,310.00	223,923.32	-	-	-	223,923	-
	<u>581,155.26</u>	<u>293,197.72</u>	<u>-</u>	<u>-</u>	<u>(69,274.40)</u>	<u>223,923</u>	<u>1,247</u>
Totals	<u>\$ 63,496,155</u>	<u>\$ 37,300,930</u>	<u>\$ 10,000,000</u>	<u>\$ (8,615,000)</u>	<u>\$ (2,377,480)</u>	<u>\$ 36,308,449</u>	<u>\$ 698,185</u>

Remaining FY 2015 Debt Payments:

	Principal	Interest	Total
8/1/2015 2012 Warrants	\$ -	\$ 197,216	\$ 197,216
8/15/2015 2013-B Lease	73,117.15	4,635.21	77,752.36
9/30/2015 2006 Warrants	-	201,421.88	201,421.88
9/30/2015 2010 Warrants	-	9,393.75	9,393.75
9/30/2015 2014 Warrants	-	115,947.50	115,947.50
	<u>\$ 73,117</u>	<u>\$ 528,615</u>	<u>\$ 601,732</u>

* Debt payments are currently paid through January 2012, thus 38 months in arrears. Arrearage includes \$982,069 in principal and \$1,080,619 in interest

CITY OF DAPHNE, ALABAMA
Balance Sheet
Capital Project Funds
March 31, 2015

	Capital Reserve Fund	2006 Construction Fund	2012 Construction Fund	2014 Construction Fund	Total Capital Project Funds
ASSETS					
Cash, equity in pooled cash	\$ 1,523,524	\$ -	\$ 326,276	\$ 782,169	\$ 2,631,969
Taxes receivable	-	-	-	-	-
Grants receivable					
ATRIP, Lake Forest Phase III	327,171	-	-	-	327,171
ATRIP, Lake Forest Phase IV	40,771	-	177,329	-	218,100
Other receivables	165,454	886,251	-	-	1,051,705
Total assets	\$ 2,056,920	\$ 886,251	\$ 503,605	\$ 782,169	\$ 4,228,945
LIABILITIES					
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -
Total liabilities	-	-	-	-	-
DEFERRED INFLOWS OF RESOURCES					
Deferred revenue - grant revenue	248,185	-	141,864	-	390,049
Deferred revenue - special assessments	-	886,251	-	-	886,251
Total deferred inflows of resources	248,185	886,251	141,864	-	1,276,300
FUND BALANCES					
	1,808,735	-	361,741	782,169	2,952,645
Total liabilities, deferred inflow of resources, and fund balances	\$ 2,056,920	\$ 886,251	\$ 503,605	\$ 782,169	\$ 4,228,945

CITY OF DAPHNE, ALABAMA
Statements of Revenues, Expenditures, and Changes in Fund Balance
Capital Project Funds
For the Period Ended March 31, 2015

	Capital Reserve Fund	2006 Construction Fund	2012 Construction Fund	2014 Construction Fund	Total Capital Project Funds
REVENUES					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Grant revenue	-	-	-	-	-
Interest/investment earnings (loss)	39	-	106	76	221
Special assessments	-	-	-	-	-
Total revenues	39	-	106	76	221
EXPENDITURES					
Current expenditures:					
Banking services	-	-	160	15	175
Drainage repairs - Donette	14,291	-	-	-	14,291
Total current expenditures	14,291	-	160	15	14,466
Capital outlay:					
North Main Street	19,855	-	-	-	19,855
Sewer Projects - 6 Locations	10,735	-	-	-	10,735
Phase IV Lake Forest	33,027	-	120,802	-	153,829
Total capital outlay	63,617	-	120,802	-	184,419
Total expenditures	77,908	-	120,962	15	198,885
Income (loss) before other financing sources (uses)	(77,869)	-	(120,856)	61	(198,664)
OTHER FINANCING SOURCES (USES)					
Transfers in (out)	-	-	-	782,108	782,108
Total other financing sources (uses)	-	-	-	782,108	782,108
Net change in fund balance	(77,869)	-	(120,856)	782,169	583,444
Fund balance, 10/1/2014	1,886,604	-	482,597	-	2,369,201
Fund balance, ending	\$ 1,808,735	\$ -	\$ 361,741	\$ 782,169	\$ 2,952,645

CITY OF DAPHNE, ALABAMA
Enterprise Funds
Statement of Net Position
March 31, 2015

	Garbage and Recycling	Civic Center	Bay Front Park	Total
ASSETS				
Current assets:				
Cash, equity in pooled cash	\$ 198,489	\$ (16,262)	\$ (13,313)	\$ 168,914
Due from Utility Board	109,049	-	-	109,049
Other receivables, net of allowance for doubtful accounts of \$115,761	-	-	-	-
Total current assets	<u>307,538</u>	<u>(16,262)</u>	<u>(13,313)</u>	<u>277,963</u>
Noncurrent assets:				
Capital assets:				
Roads	135,102	-	-	135,102
Facilities	241,199	93,778	80,476	415,453
Vehicles	1,315,987	15,047	-	1,331,034
Rental equipment and supplies	-	61,761	-	61,761
Equipment and office furniture	88,787	388,751	-	477,538
Total capital assets	<u>1,781,075</u>	<u>559,337</u>	<u>80,476</u>	<u>2,420,888</u>
Less: accumulated depreciation	<u>(1,320,878)</u>	<u>(485,315)</u>	<u>(41,982)</u>	<u>(1,848,175)</u>
Total noncurrent assets	<u>460,197</u>	<u>74,022</u>	<u>38,494</u>	<u>572,713</u>
Total assets	<u>\$ 767,735</u>	<u>\$ 57,760</u>	<u>\$ 25,181</u>	<u>\$ 850,676</u>
LIABILITIES				
Current liabilities:				
Accounts payable	\$ -	\$ -	\$ -	\$ -
Interest payable	802	-	-	802
Unearned revenue	-	9,015	8,520	17,535
Capital lease payable - current	61,130	-	-	61,130
Total current liabilities	<u>61,932</u>	<u>9,015</u>	<u>8,520</u>	<u>79,467</u>
Noncurrent liabilities:				
Capital lease payable - noncurrent	71,578	-	-	71,578
Compensated absences	13,984	7,207	2,402	23,593
Post employment benefits	42,691	11,994	9,923	64,608
Total noncurrent liabilities	<u>128,253</u>	<u>19,201</u>	<u>12,325</u>	<u>159,779</u>
Total liabilities	<u>190,185</u>	<u>28,216</u>	<u>20,845</u>	<u>239,246</u>
NET POSITION	<u>577,550</u>	<u>29,544</u>	<u>4,336</u>	<u>611,430</u>
Total liabilities and net position	<u>\$ 767,735</u>	<u>\$ 57,760</u>	<u>\$ 25,181</u>	<u>\$ 850,676</u>

CITY OF DAPHNE, ALABAMA
Enterprise Funds
Statement of Revenues, Expenses, and Changes in Net Position
For the Period Ended March 31, 2015

	Garbage and Recycling	Civic Center	Bay Front Park	Total
Operating revenues:				
Rental fees	\$ -	\$ 130,671	\$ 54,048	\$ 184,719
Community events	-	3,580	-	3,580
Charges for services	633,149	-	-	633,149
Charges: carts/recycle bins	25,078	-	-	25,078
Other revenues	-	-	-	-
Total operating revenues	<u>658,227</u>	<u>134,251</u>	<u>54,048</u>	<u>846,526</u>
Operating expenses:				
Wages	175,886	54,591	50,618	281,095
Overtime	12,159	913	847	13,919
Payroll related	25,116	7,392	6,853	39,361
Other personnel expense	67,421	11,111	10,299	88,831
Total personnel services	<u>280,582</u>	<u>74,007</u>	<u>68,617</u>	<u>423,206</u>
Advertising	3,390	1,153	485	5,028
Community programs	-	-	-	-
Depreciation	125,198	3,743	2,566	131,507
Employee support	674	865	-	1,539
Equipment purchases, rental, and lea	-	3,524	-	3,524
Fuel	43,470	635	635	44,740
Garbage and debris removal	3,710	1,112	489	5,311
Insurance	26,871	34,079	15,934	76,884
Landfill fees	78,786	-	-	78,786
Maintenance	61,719	16,945	984	79,648
Supplies	125	2,070	-	2,195
Other services	5,824	11,853	5,160	22,837
Professional services	-	4,250	-	4,250
Trustee assignments	-	5,768	-	5,768
Uniforms	2,210	217	-	2,427
Utilities	2,112	70,152	7,874	80,138
Total operating expenses	<u>634,671</u>	<u>230,373</u>	<u>102,744</u>	<u>967,788</u>
Operating income (loss)	<u>23,556</u>	<u>(96,122)</u>	<u>(48,696)</u>	<u>(121,262)</u>
Non-operating revenues (expenses):				
Interest expense	(2,814)	-	-	(2,814)
Total non-operating revenues (expenses)	<u>(2,814)</u>	<u>-</u>	<u>-</u>	<u>(2,814)</u>
Loss before contributions	20,742	(96,122)	(48,696)	(124,076)
Capital contributions- general fund	-	96,122	48,696	144,818
Change in net position	20,742	-	-	20,742
Total net position, 10-1-2014	556,808	29,544	4,336	590,688
Total net position, 3-31-2015	<u>\$ 577,550</u>	<u>\$ 29,544</u>	<u>\$ 4,336</u>	<u>\$ 611,430</u>

CITY OF DAPHNE, ALABAMA

**DEBT SUMMARY ACTIVITY - ENTERPRISE FUNDS
FOR THE PERIOD ENDED MARCH 31, 2015**

Original Issue	Balance 10/1/2014	Additions	Payments	Balance 3/31/2015	YTD Interest Paid
\$ 251,540	\$ 78,166	\$ -	\$ (12,834)	\$ 65,331	\$ 467
216,070	89,253	-	(21,877)	67,377	1,102
234,910	78,380	-	(78,380)	(0)	1,325
\$ 702,519	\$ 245,799	\$ -	\$ (113,091)	\$ 132,708	\$ 2,894

Capital Leases:

- 2011-A Capital Lease-Recycle Trucks (2)
- 2011-B Capital Lease-Garbage Trucks (2)
- 2013-A2 Capital Lease-Garbage Truck

Totals

Remaining FY 2015 Debt Payments:

Principal	Interest	Total
\$ 12,911	\$ 390	\$ 13,301
12,988	313	13,301
13,066	236	13,301
11,046	443	11,489
11,119	370	11,489
\$ 61,130	\$ 1,753	\$ 62,883

- 4/19/2015 2011-A Capital Lease
- 7/19/2015 2011-A Capital Lease
- 9/30/2015 2011-A Capital Lease
- 6/21/2015 2011-B Capital Lease
- 9/21/2015 2011-B Capital Lease



Crow Shields Bailey^{PC}

Reaching beyond the numbers.

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April 24, 2015

To the Honorable Mayor Dane Haygood
and the City Council
City of Daphne, Alabama

In planning and performing our audit of the financial statements of City of Daphne, Alabama (the City), for the year ended September 30, 2014 we considered the City's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

However, during our audit, we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated April 24, 2015, on the financial statements of City of Daphne, Alabama.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various City personnel, and we will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. Our comments are summarized in the attachment.

This report is intended solely for the information and use of management, and others within in the City and is not intended to be and should not be used by anyone other than these specified parties.

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To the Honorable Mayor Dane Haygood
and the City Council
April 24, 2015
Page 2 of 3

Sewer Special Assessment

As a result of turnover within the finance department, the City failed to bill sewer special assessment for fiscal year 2014. The lapse in internal control cost the City an estimated \$165,000 in lost fiscal year 2014 revenue. We believe that tighter controls over the billing process could have prevented the error from occurring during the transition. Proper checks and balances would have prompted the Finance department to inquire whether or not the assessment was billed appropriately. In addition, we recommend that the City cross-train employees within the finance department to ensure that each aspect of the month end closing process is complete. This would give employees the skills and awareness necessary to complete another employees' task in the event further turnover occurs.

Misplaced Checks

In May of 2014, the City received a federal grant check from the Alabama Public Library Services in the amount of \$13,701.24. The check was received directly by the City of Daphne Library and was subsequently lost by the recipient. The check was found and deposited in December of 2014. We recommend that the City implement policy to require that all payments be sent directly to the Finance department and not to other departments. If policies had been in place, the check would have been received, processed and deposited timely.

Capital Assets

The method of recordkeeping for fixed asset accounting should be revamped. Capital Assets are the single most significant balance on the Statement of Net Position, and as such demands that substantial attention to detail and care be taken to ensure that balances, including depreciation and accumulated depreciation, are correct. We believe that Capital Asset software would provide the capabilities needed to properly account for the City's capital assets. Going forward, such software could also provide asset tracking capability (in combination with an asset identification process) to prevent or detect misappropriation or loss of capital assets.

Compensated Absences

The City currently uses an 80% realization rate of all accrued vacation in the calculation of compensated hours. We recommend the City assume 100% realization of hours eligible to be carried over.



To the Honorable Mayor Dane Haygood
and the City Council
April 24, 2015
Page 3 of 3

Self-Insured Dental

The City should calculate and maintain a reserve account for claims incurred but not reported for self-insured dental. U.S. Generally Accepted Accounting Principles call for such a reserve to be estimated for self insured risks. The creation of a reserve account will assist the City should the Self Insured Dental Plan experience any unexpected claims or other losses.

During fieldwork it was determined that BCBS is not currently providing any backup documentation along with the weekly claims invoice. The City's Human Resources department along with our staff called BCBS and the City should now have access to this documentation on the City's BCBS portal. We recommend that this information be reviewed along with invoices to ensure that claims are being paid for individuals covered by the City's plan as well as for other quality control measures.

Deferred Revenues

According to GASB pronouncements, to be recognized as revenue under the modified accrual basis of accounting, which applies to governmental funds, payment must be received during the year or within 60 days subsequent year end in order to be considered "available" for current period use. Payments received more than 30 or 60 days after year end, depending on the source, are considered to be deferred revenues. In an instance noted during the audit, deferred revenues were not correctly recorded for grant funds received after year end. Again, we believe this is another case where more stringent internal review processes could have prevented the mistake.

Prior Period Adjustment

During fiscal year 2012, the City encumbered \$200,000 for the City's portion of a capital asset purchased for the City of Daphne Fire Department. The capital asset was purchased during fiscal year 2013 and rather than booking the receivable net of the City's portion, the City incorrectly recorded contribution revenue and the corresponding receivable for the total amount of the capital asset. This oversight resulted in contribution revenue and the corresponding receivable being overstated for the 2013 fiscal year. This required a prior period adjustment in the current year to restate the net position of government-wide financial statements at September 30, 2013. We recommend that the City implement procedures for the review of internally generated monthly financial statements with special attention to capital asset purchases. An additional review of the monthly financials may have led to the discovery and correction of the error in a timelier manner.



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April 24, 2015

To the Honorable Mayor Dane Haygood
 and the City Council
 City of Daphne, Alabama

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of City of Daphne, Alabama for the year ended September 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 26, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Daphne, Alabama are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City of Daphne, Alabama's financial statements were:

Management's estimate of the allowance for doubtful accounts is based on management's assessment that 100% of receivables from one enterprise fund will be uncollectable. We evaluated the key factors and assumptions used to develop the allowance for doubtful accounts in determining that it is reasonable in relation to the financial statements taken as a whole.

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To the Honorable Mayor Dane Haygood
and the City Council
April 24, 2015
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Management's estimate of the liability for other postemployment benefits is based on actuarial valuations that include estimates and assumptions regarding (1) turnover rate, (2) retirement rate; (3) health care cost trend rate; (4) mortality rate; (5) discount rate; and (6) the period to which the costs apply. We evaluated the key factors and assumptions used to develop the liability for other postemployment benefits in determining that it is reasonable in relation to the financial statements taken as a whole. Note 18 to the financial statements discloses the other postemployment benefits and is considered to be a significant disclosure.

Management's estimate of compensated absences is based on an estimated realization rate of 80%. The estimated realization rate is applied to account for the differences in reporting periods of the City of Daphne financial statements, a fiscal year end, and the calendar year period used to calculate employee vacation time. The estimated realization rate is used to estimate the City's liability for compensated absences at the end of the fiscal year. We evaluated the key factors and assumptions used to develop the estimate of compensated absences in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of Capital Assets in Note 6 to the financial statement is sensitive because capital assets are the single most significant balance on the Statement of Net Position.

The disclosure of Long Term Debt in Note 10 to the financial statement is sensitive due to the significance of the liabilities involved. This disclosure also includes compensated absences and other post employment benefits involving significant estimates. In addition, Note 11 to the financial statements details conduit debt obligations in which the City was required to provide financing, in the form of a warrant, in the amount of \$5,700,000 for the development of a shopping center in Daphne, Alabama.

The disclosure of Defined Benefit Pension Plan in Note 17 to the financial statement involves significant estimates based on actuarial valuations provided by the Retirement Systems of Alabama.

The disclosure of Concentration of Revenue Sources in Note 26 to the financial statement indicates that the City receives 48% of its annual sales, use and luxury taxes from ten business accounts.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.



To the Honorable Mayor Dane Haygood
and the City Council
April 24, 2015
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Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate. The following material misstatement detected as a result of audit procedures was corrected by management:

During fiscal year 2012, the City encumbered \$200,000 for the City's portion of a capital asset purchased for the City of Daphne Volunteer Fire Department. Rather than booking the receivable net of the City's portion, the City incorrectly recorded revenues and receivables for the total amount of the capital asset, overstating revenues and receivables. A prior period adjustment was made in fiscal year 2014 to restate the net position of the government wide financial statements, Capital Projects Fund at September 30, 2013.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 24, 2015.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and budgetary comparison information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses



To the Honorable Mayor Dane Haygood
and the City Council
April 24, 2015
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to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual non-major fund financial statements and the capital assets disclosure schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section and statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it

This information is intended solely for the use of the Mayor, City Council and management of City of Daphne, Alabama and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Crow Shields Bailey, PC

Crow Shields Bailey, PC

Public Safety Committee

Monday, May 26, 2015

Councilman Pat Rudicell
Councilman Randy Fry
Councilman Robin LeJeune
Councilman Ron Scott
Fire Chief James White
Public Works Director, Richard Johnson

Police Chief David Carpenter
Captain Scott Taylor
Tracy Bishop - Secretary
Councilwoman Tommie Conaway
Councilman John Lake
Councilman Joe Davis

Committee Members Attending:

Councilman Pat Rudicell, Councilman Robin LeJeune, Councilman Ron Scott, Councilman Randy Fry, Councilman Joe Davis, Richard Johnson, Chief James White, Captain Jud Beedy

CALL TO ORDER

Councilman Rudicell **convened** the meeting at 4:30 p.m.

PUBLIC PARTICIPATION – Suzanne Sims was in attendance to thank the council for putting a sidewalk on Magnolia Ave. She was requesting a crosswalk be painted on Main Street from Magnolia Avenue to Lott Park. Councilman Rudicell asked if there was a crosswalk from Lea Avenue to Lott Park. The answer was no. Richard Johnson stated that the closest crosswalk is at Christ the King Church. He is not opposed to painting a crosswalk at Magnolia but to remember that it is an unprotected crosswalk. They are very inexpensive and very doable. Councilman LeJeune made a motion and Councilman Davis seconded the motion. The motion passed to paint this crosswalk.

Mary Beth Bergen from 8838 N. Lamhatty Lane in Tiawasse Subdivision was in attendance requesting that the two way stop be converted to a 4 way stop in her neighborhood. The stop signs are in peculiar spots. She presented a petition from the Homeowners Association meeting. Councilman Scott agreed that the signs are in an awkward place and that her request was the most amicable solution. Richard Johnson stated that other neighborhoods provide the decorative posts so that will need to be provided. He will make sure that all signs are at the proper height. Councilman Scott moved that the resolution be brought to council for approval. Ms. Bergen also mentioned that they have two separate speed limits in their neighborhood. Richard Johnson stated that the new part of the neighborhood is 25 mph and the old edition is 30 mph. He mentioned that our default speed limit is 25 mph. It was mentioned that 20 mph was the original speed limit in neighborhoods and would like for all to be 20 mph. Mr. Johnson said that we don't even have 20 mph signs. Mr. Scott stated that unless the neighborhood formally asked to change it to 25 mph just to leave it as is.

Councilman Davis said that in Timbercreek there is a traffic light at Hwy 31 and one at Hwy 181. There is 26' of roadway, then a 23' median, and then 26' of roadway leading from one light to the other on Timbercreek Blvd. It is hard to drive 25 mph on this boulevard. It is a connector road and should be the original speed limit and leave the side streets 25 mph. He stated that the POA asked him to bring this up. Councilman Fry asked if they want it 30 mph or 35 mph. He told Mr. Davis that we would take it into consideration and to get a letter from the POA. Richard Johnson stated that there are no trees to block view on Timbercreek Blvd. Councilman Scott stated that as wide as is, a lot of landscapers park in the boulevard.

Shane Bergen from Lamhatty Lane read in the paper about pedestrians getting hit at Gator Alley. He handed out studies on crosswalks and designed some with solar lighting and ground lighting. He wanted to share with the committee for future reference. Councilman Scott said that Richard Johnson

will be his contact person and thanked him for his information. Councilman Rudicell asked if because of the location of the north precinct have there been more tickets written near Gator Alley since this incident. Captain Beedy will research and let him know tomorrow.

Victoria Phelps will advertise in the Lake Forester and an email blast on the speed limit change and thanked the committee. The signs will be changed in July. Lake Forest is having issues with median parking. Officers are telling them it's a POA problem. These are city streets and medians and there are no parking signs in the medians. Councilman Scott says research will be done to see what it what. Captain Beedy will check to see if there is an ordinance. Steve Sasser with LFPOA greatly appreciated the speed limit change and sidewalks. He stated that the POA board backs the committee 100% with their efforts to the get the speed limit changed.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes from April 2015 were adopted. Motion was made by Councilman LeJeune and seconded by Councilman Fry. Motion passed.

POLICE DEPARTMENT

- A. New Business** –Captain Beedy went over the stats. Councilman Rudicell asked if there has been any follow-up with Dollar General and Papa Murphy's issue from last month. Chief White spoke with the owner of Papa Murphy's. He is posting no parking-fire lane signs in front of the business. Councilman Scott asked if we could paint a red curb. Chief White said the shopping center would have to request it since its private property. Councilman Davis asked if it makes it illegal for anyone to park if signs are posted and the answer was yes. Councilman Rudicell asked if Billy Bullock is aware of these events and Chief White said he would have Chip Martin advise him. Captain Beedy mentioned that buying body cameras was not as easy as he thought. First you have to price the cameras, second the storage, and third the in car video systems compatibility. He has priced the body cameras with a dozen or so companies and they cost about \$30,000 for the 40 body cameras we need and an additional \$5,000-\$10,000 for storage. There is a company that offers cloud storage for about \$50,000 per year. There are many options available and we are still researching. It comes down to needing security in our storage. Councilman Rudicell asked if anyone had any input. He stated that they need something concrete for a budget request. Beedy mentioned that with Taser you get new replacement cameras every three years. Rudicell said he needs 5 and 10 year costs also and knows that body cameras are mission essential. Councilman Scott said there is no doubt that we need them. The mayor will be the go-to guy and we need to get the privacy issues addressed by the city's legal guys. Beedy stated that the IACP has a model policy on body cameras that the PD will base their policy on. Councilman LeJeune asked about grants. Beedy responded that the grants he has found are for departments over 250 officers or more. There was one grant Beedy found that stated that we would have to have matching funds from another source other than the City. The court has already been approached to no avail. Councilman Fry asked if he had talked to Adams and Reese (city grant writers). Fry recommends working with other departments our size and coming to Public Safety Committee with best functioning body cameras and getting with Adams and Reese on grants. Beedy stated that it was down to two cameras, Taser International and WatchGuard. Councilman Fry said it will be a special agenda item meeting and to come with the pros and cons to Adams and Reese. Councilman Davis

asked if there had been any collaboration between departments like Gulf Shores. They use Vieview. Beedy stated that we have several Vieview body cameras and that there had been no collaboration and haven't even gone that route. Fry mentioned that there are public safety consulting firms out there and that maybe we could spend a little money and see where to go on this. This might be worth pursuing, but we will need advice and capitalize on information from other departments.

Councilman LeJeune asked how the PD handles policy with traffic lights out at intersections. Beedy stated that they have no set policy but were sitting at the traffic lights today when they were out. As traffic backed up they would direct. LeJeune stated when he went through at 10 am it was terrible. He called the PD and the operator said the officer got called away. Beedy stated that 8 officers were out that day and it would have taken 6 to direct traffic effectively which would only have left 2 to take care of the whole city. LeJeune asked him to inform the operators how to answer the question on traffic lights.

FIRE DEPARTMENT

A: New Business – Chief White went over his stats. He stated there was a lot of action out at Station 3. Chief met with the architect last week on paint colors. One of their firefighter positions was filled by a volunteer. He currently has two recently vacated positions he's trying to fill.

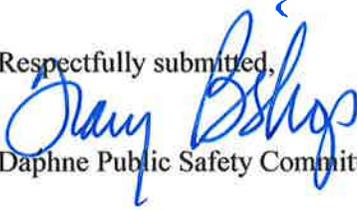
Old Business –

OTHER BUSINESS:

ADJOURN

There being no further business to discuss, Councilman Scott made a motion to adjourn the meeting at 5:30 p.m. Councilman LeJeune seconded. The next meeting will be Monday June 15, 2015 at 4:30 p.m. at City Hall Council Chambers.

Respectfully submitted,


Jay Bishop
Daphne Public Safety Committee

Patrol Division	Detective Division: (Capt. Beedy/Lt. Gulsby)	JAIL: (Capt. Taylor/Lt. Yelding)	Animal Control (Capt. Taylor/Lt. Yelding)	Crimes Reported This Month:
(Capt. Beedy/Lt. Hempfleng)				
# Complaints	1,298	Total Arrestees Received & Processed: 191	YTD	Arson 0
Accidents, Private Property	10	Arrestees by Agency: 73	1,062	Burglary - Commercial 3
Accidents, Roadway	77	# Cases Solved: 39	713	Burglary - Residence 2
Accidents, Traffic Homicide	0	Resulting in Total Arrests: 15	73	Burglary - Vehicle 1
Arrest, Controlled Substance	0	Felonies: 12	216	Criminal Mischief 3
Arrest, Drug Paraphernalia	6	Misdemeanors: 3	58	Disorderly Conduct 1
Arrest, Felony Marijuana	2	Houses Searched 0	2	Domestic Disturbance 10
Arrest, Misdemeanor Marijuana	2	Troopers 1	0	False Info to Police 1
Arrest, Alias Warrant	38	Other Agencies 0		Felony Assault 0
Arrest, DUI	9	Warrants: 0		Felony Theft 14
Arrest, Felony	8	Served 0		Harassment 4
Arrest, Misdemeanor	85	Agency Assists 0		Identity Theft 2
Assists, Motorist / Citizen	127	Recalls (Pd Fines) 0		Indecent Exposure 0
Citations	305	Total Warrants Served 0		Kidnapping 0
Drug Report	6	Meals Served \$4,084.35	\$27,544.77	Menacing 1
Routine Patrol/Special OPS	0	Medical Cost 4,748.31	15,751.62	Misdemeanor Assault 3
Searches, Vehicle	743	Worker Inmate Hours 180	1,116	Misdemeanor Theft 16
Security Checks	530			Murder 0
Warnings	192			Other Death Investigations 0
				Public Intoxication 1
				Public Lewdness 0
				Receiving Stolen Property 0
Drugs Seized:	4			Reckless Endangerment 2
Money Seized:	0			Resisting Arrest 4
Vehicles Seized:	0			Robbery 0
Vehicles Seized	0			Sex Crime Investigations 2
				Suicide 0
CMV Inspections / CMV OOS	43			Suicide, attempted 0
				Theft of Services 0
				Unauthorized Use of Services 1
				Weapon Offenses 1
				White Collar Crimes 4

David Carpent

CITY OF DAPHNE
FIRE DEPARTMENT MONTHLY REPORT
Report Period March 2015

	Current:	FY to Date:
Suppression:		
1-Fire/Explosion:	-	-
10-Fire, Other	0	2
11-Structure Fire/Commercial	0	1
11-Structure Fire/Residential	2	6
12-Fire in Mobile Property used as fixed structure	0	2
13-Mobile Property (vehicle) Fire	3	6
14-Natural Vegetation Fire	1	4
15-Outside Rubbish Fire	1	4
16-Special Outside Fire	1	1
17-Cultivated Vegetable Crop Fire	0	0
2-Overpressure Rupture:	0	0
3-Rescue Call and Emergency Medical Service Incidents:	165	463
4-Hazardous Conditions (No fire):	0	6
5-Service Call:	17	52
6-Good Intent Call:	13	49
7-False Alarm & False Call:	19	55
8-Severe Weather & Natural Disaster:	0	0
9-Other Situation:	2	2
Total Emergency Calls:	206	629
Monthly Total Calls:	214	659
Highest:		
	00:11:00	00:11:00
Lowest:		
	<00:01:00	<00:01:00
Average (Minutes/Seconds) :		
	00:05:12	00:05:12
Training Hours		
	429.25	1404.75
Property Loss - \$		
	\$6000.00	\$894,500.00
Fire Personnel Injuries by Fire/Civilian Injuries by Fire		
	0	0
Advance Life Support Rescues		
	136	357
Number of Patients Treated		
	169	467
Child Passenger Safety Seat Inspections/Installations		
	11	37
Pre-Plans		
	19	114
Classes		
	10	27
Persons Attending		
	102	222
Plan Reviews		
	2	6
Final/Certificate of Occupancy		
	0	3
General/Annual Inspections		
	46	328
General/Re-Inspections (Violation Follow-up - Annual)		
	60	142
Business Licenses		
	3	16
All Other/Misc. Activities		
	1	8
Total Activities:	106	615

Authorized by:

James White

9

CITY OF DAPHNE
BOARD OF ZONING ADJUSTMENT MINUTES
REGULAR MEETING OF JANUARY 8, 2015 - 6:00 P.M.
COUNCIL CHAMBERS, CITY HALL

Chairman stated the number of members present constitutes a quorum and the regular meeting of the Board of Zoning Adjustment was called to order at 6:00 p.m. and he asked for roll call.

Members Present:

Larry Cooke
Billy Mayhand
Willie Robison, Chairman
Frank Lamb
Philip Durant

Members Absent:

William Scully
Thomas Warner

Staff Present:

Adrienne D. Jones, Director of Community Development
Pat Johnson, Recording Secretary
Tony Hoffman, BZA Attorney

Chairman called for the **Approval of Minutes** of the October 2, 2014 meeting. There were no corrections, additions or deletions.

The Minutes were approved unanimously.

Chairman called the next item on the agenda, **Appeal #2014-10 C. Anne Smith**, a request for a Variance to the Daphne Land Use and Development Ordinance. The variance, if granted, would establish the lot area as fourteen thousand, one hundred and eighty-nine square feet, in lieu of the required fifteen thousand square feet. The property is Lot 15 & 16, Block 6, Dryer Subdivision, which is zoned R-2, Medium Density, Single Family Residential.

Ms. Jones displayed a Power Point Presentation of 611 Dryer Avenue. She stated Lot 15 & 16, Block 6, Mrs. Effie Dryer Subdivision predates our zoning regulations. The applicant will remove the house that exists and build a new home to live in. There is a related application going before the Planning Commission to make the two lots into one contingent upon your approval tonight, and public notice was properly distributed. I recommend approval.

Chairman opened the floor for discussion.

CITY OF DAPHNE
BOARD OF ZONING ADJUSTMENT MINUTES
REGULAR MEETING OF JANUARY 8, 2015 - 6:00 P.M.
COUNCIL CHAMBERS, CITY HALL

Ms. Smith stated my name is Charlotte Anne Smith and my current address is 28119 North Main Street. I believe Ms. Jones has stated everything pertaining to my request. I plan to build a three bedroom two bath, single story house.

The Board questioned whether the applicant had house plans already drawn up, and would current setbacks be applied.

Ms. Jones stated current setbacks will apply.

Chairman opened the floor for public participation.

The Chairman stated thank you. Is there anyone else that would like to speak in favor or opposition of the variance? Being none, the Chair closed the floor for public participation and entertained a motion.

A Motion was made by Mr. Durant and Seconded by Mr. Mayhand to approve Appeal #2014-10, C. Anne Smith, for a variance to establish the lot area as fourteen thousand, one hundred and eighty-nine square feet, in lieu of the required fifteen thousand square feet, at 611 Dryer Avenue, Lot 15 & 16, Block 6, Dryer Subdivision, which is zoned R-2, Medium Density, Single Family Residential.

Upon roll call vote, the motion carried unanimously.

Mr. Cooke	Aye
Mr. Mayhand	Aye
Mr. Lamb	Aye
Mr. Durant	Aye
Mr. Robison	Aye

The Chairman stated the request for a variance establishing the lot area as fourteen thousand, one hundred and eighty-nine square feet is granted and you may pick up your paperwork in the morning at the office of Community Development around 9:00 o'clock. He also stated Mr. Scully is not here tonight because he felt like Dr. Smith being his daughter's dentist was a conflict of interest.

There being no other business the Chairman called for a Motion to Adjourn.

A Motion was made by Mr. Lamb and Seconded by Mr. Mayhand to adjourn. There was no discussion on the motion.

CITY OF DAPHNE
BOARD OF ZONING ADJUSTMENT MINUTES
REGULAR MEETING OF JANUARY 8, 2015 - 6:00 P.M.
COUNCIL CHAMBERS, CITY HALL

The Motion carried unanimously.

The meeting was adjourned at 6:08 p.m.

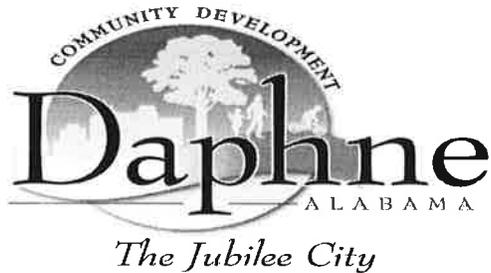
Respectfully submitted by:

Pat Johnson, Recording Secretary

APPROVED: June 4, 2015



Willie Robison, Chairman



**CITY OF DAPHNE
BOARD OF ZONING ADJUSTMENT AGENDA
JUNE 4, 2015 - 6:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

1. **CALL TO ORDER** - 6:00 p.m.
2. **CALL OF ROLL** - Present W. Robison, B. Mayhand, F. Lamb, P. Durant, L. Cooke
3. **APPROVAL OF MINUTES** - *Approved*

January 8, 2015
4. **OLD BUSINESS**
5. **NEW BUSINESS** - *Approved*

Appeal #2015-01 D. R. Horton

A request for a Variance to the Daphne Land Use and Development Ordinance has been filed with the City of Daphne, Board of Zoning Adjustment. The Variance, if approved proposes to change the side yard setback to nine feet and sixty-eight inches, in lieu of the required ten feet. The property is 10166 Dunmore Drive, Dunmore Subdivision, which is zoned R-3, High Density, Single Family Residential.

6. **ADJOURNMENT** - 6:35 p.m.



City of Daphne Event Permit Application

Date of Application: 5/13/15 Permit Requested: Event/Fundraiser Parade/Run Band

Contact Information

Organization Name: FREE (Forever receiving equality everywhere)
Contact Name: Jasmine C. Mason E-mail Address: Chane90@gmail.com
Address: P.O. Box 854 Daphne AL 36526
Primary Phone Number: (251) 454-0041 Secondary: (251) 626-4817

Event Information

Event Name: Victims No More (AN ACT OF COURAGE) Walk Event Date: 11/21/2015
Event Location: Old Town of Daphne # Participants/Vehicles: 100
Start Time: 10:00 AM Stop Time: 12:00 Assembly Time: 9:00 A.M.
Special Requests: Sum 10am 7am

Road Closures Requested: Yes No

Special Instructions

Approval: Internal Use Only

Date Routed: 5-18-2015
Fire Dept: [Signature]
Police Dept: [Signature]
Public Works: [Signature]
Parks & Recreation: [Signature]

Not valid unless stamped "Approved"

For Special Event/Band Permits:

Council Member: _____
District # _____ Signature _____

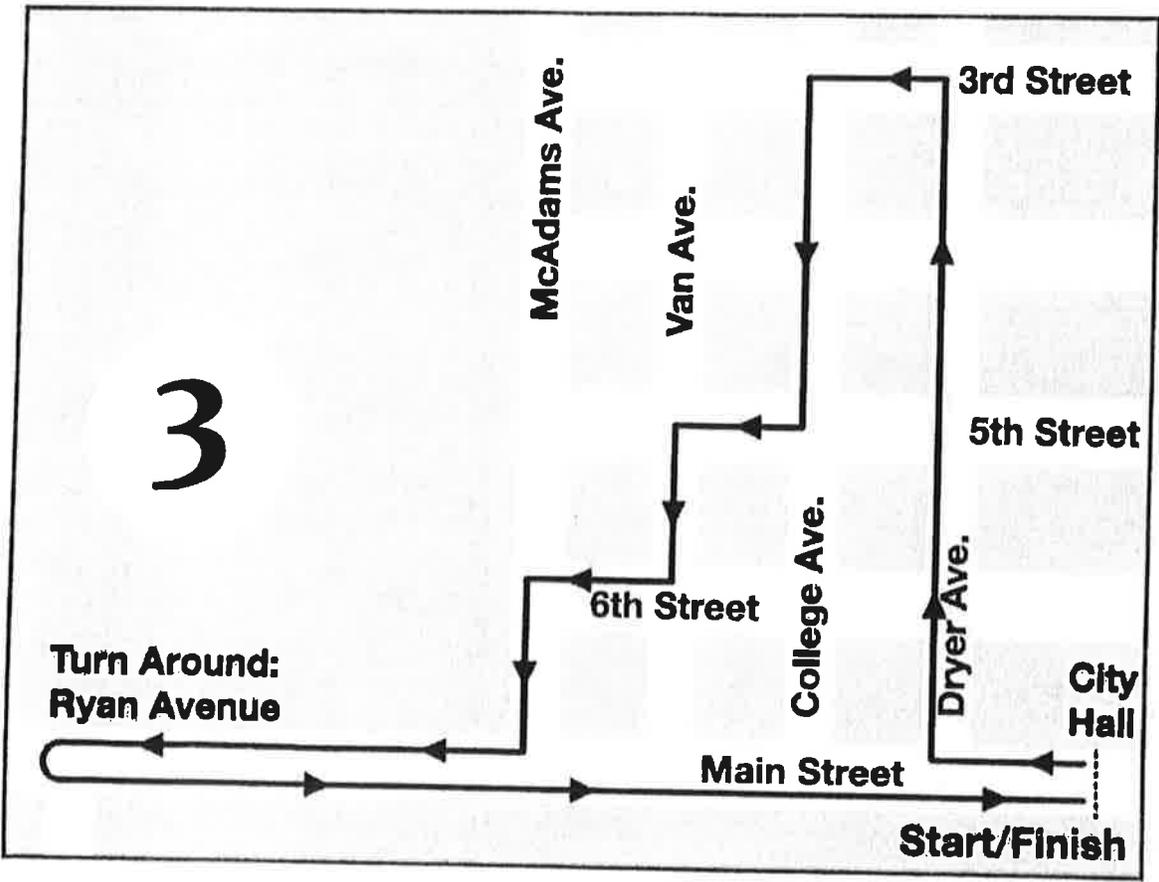
For Parade/Run Permits & Use of City Grounds:

City Council: 6-15-15
Date of Approval _____

Parade/Run Permits ONLY

Fee Paid: \$ _____ N/A Waived
 Insurance Filed N/A
Route Selection: 1 2 3 4

3



RESOLUTION 2015-42

Confiscated Funds Signatories

WHEREAS, a separate bank account for Confiscated Funds was heretofore established and authorized by Resolution 1999-60; and

WHEREAS, the signatories for such Confiscated Funds were established to be the current Mayor or Finance Director and certain representatives from the Daphne Police Department; and

WHEREAS, revisions to the authorized signatories as listed in Resolution 2013-37 are needed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daphne that:

- 1) The authorized signatories for the Confiscated Funds account are hereby established as the Mayor or Finance Director and Captain Judson Beedy or Lieutenant Brian Gulsby; and
- 2) All other provisions of Resolutions 1999-60, 2006-19, 2007-67, and 2013-37 remain in full force and effect.

ADOPTED AND APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, this _____ day of _____, 2015.

Dane Haygood, Mayor

ATTEST:

Rebecca A. Hayes, City Clerk

ORDINANCE 2015-33
DAPHNE RECREATIONAL FACILITIES: MASTER PLANNING & PRE-DESIGN APPROPRIATION

WHEREAS, Ordinance 2014-44 approved and adopted the Fiscal Year 2015 Budget on September 23, 2014; and

WHEREAS, subsequent to the adoption of the Fiscal Year 2015 budget, the City Council has determined that certain appropriations are required and should be approved and made a part of the Fiscal Year 2015 budget; and

WHEREAS, Ordinance 2012-48 sets forth an allocation of Lodging Tax proceeds that may be used for certain recreational grounds capital items; and

WHEREAS, the Daphne Facilities project meets such recreational grounds capital criteria; and

WHEREAS, Engineers have been selected by Council to provide services and oversee the following segments of the project:

- Project Program Manager - Volkert & Associates
- Grass Athletic Consultant - Lose & Associates (HMR)
- Tennis Courts – Hatch Mott McDonald

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Daphne, Alabama, that the Fiscal Year 2015 Budget is hereby amended to include an appropriation from the Lodging Tax Fund for the Master Planning and Pre-Design Daphne of the Recreational Facilities in the amount of \$168,100.

APPROVED AND ADOPTED by the City Council of the City of Daphne, Alabama, this ___ day of _____, 2015.

Dane Haygood, Mayor

Attest:

Rebecca A. Hayes, City Clerk

DRAFT

City of Daphne Recreation Facilities

Master Planning, Design and Construction Phase Services

May 26, 2015

SUMMARY OF SERVICES

Volkert proposes the following Scope of Services:

Phase 1: Pre-Design Services

- A) Site surveying
- B) Environmental Investigations
- C) Master Planning

Phase 2: Design Services

- A) Project Administration
- B) Civil engineering
- C) Landscape architectural
- D) Architectural design
- E) Mechanical engineering
- F) Electrical engineering

Phase 3: Construction Phase Services

- A) Construction Contract Administration
- B) Construction Site Representation
- C) Technical support for bidding
- D) Technical support for construction administration

I. **SCOPE OF SERVICES**

Phase 1: Pre-Design Services

A. SITE SURVEYING

Prepare topographic surveys of Parcels A, B & C as shown on the attached aerial photographs, located on the City of Daphne's properties near Park Drive and at Lott and Trione Parks. The Topographic Survey will be performed to the current Minimum Standard of Practice for Surveys in Alabama to category 1 precision as detailed in the regulations. The map of survey will be prepared at 1"=100' scale or a scale approved by client to show the property on a single sheet. The Map will show wetlands as delineated by others, flood zones, setbacks and zoning issues that can be indicated graphically. Utilities, drainage ways and culverts, rights-of-way and easements will be shown to the extent that they are visible in the field or that

Volkert is made aware of by the Owner in lieu of a title report. The bearings will be relative to current published data for Alabama State Grid.

The topography and Benchmarks will be set relative to local published datum for NAVD 88 elevations. The Map of survey will be prepared at a scale of 1"=30'. The survey will show 1' interval contours prepared from spot shots at minimum 50' interval and along break lines.

B. ENVIRONMENTAL INVESTIGATIONS

This task includes identifying and reporting potential environmental effects of the proposed park improvements and corresponding existing or additional environmental permitting coordination or acquisition requirements. It is understood that previous wetland delineations and corresponding permitting performed for the City's Park Drive property and approved by the USACE are still valid.

C. MASTER PLANNING

Task 1: Park Planning Team Workshop

In this task we will gather and assemble information regarding the sites, prepare for the Parks Planning Team (PPT) workshop, conduct the workshop, prepare a preliminary program which will be prioritized based on the workshop results and compile decisions made and direction provided by the PPT in the workshop.

Preparation for the workshop will include preparing a presentation and boards that illustrate park planning options considered to date, key planning and design issues to be considered with respect to each park site and refine techniques for decision making and prioritization during the meeting. The planning team will also re-visit the site inventory and analysis conducted during the proposal and will visit each site once again prior to the workshop.

We will conduct the workshop with the PPT in Daphne. The workshop will include an overview of existing master plan options, development of specific goals and objectives, criteria for evaluating options, development of potential options, evaluation of the options, prioritization for plan implementation and an initial review of park programming details through the use of an Athletic Complex Checklist. This checklist will assist in defining the program for recreation facilities, material and systems selection, etc., that will guide the master plan and establish baselines for development of the opinions of probable cost. The desired outcome of the workshop will be to develop a consensus on what facilities are to be developed at which park site, a preliminary program for each site and facilities, the priorities for each facility for implementation and the budgetary constraints that the phasing plan needs to be developed under and general direction regarding the desired arrangement of facilities at each site. Following completion of the workshop, we will develop a written and graphic summary of the results of the workshop including key decisions made for distribution to the participants. This will form the basis for the development of preliminary master plan options.

Key Task Outcomes:

- Consensus on what facilities are to be developed at which park site

- Preliminary program for each site and the facilities
- Implementation priority for each facility
- Budgetary constraints
- General direction regarding the desired arrangement of facilities on each site

Task 2: Preliminary Master Plan Development Options

Following the workshop, we will utilize the results of the PPT workshop, program information, the results of the site inventory and analysis to prepare up to two (2) alternative conceptual master plans for each park site. The concept plans will illustrate the location, size, type, character, and scale of the proposed improvements in a diagram format. We will review these concepts at a meeting with the PPT to receive their input. A top-level comparative cost will be discussed with the PPT for each option. During this meeting, we will come to a consensus with the PPT regarding a preferred direction on a master plan option for each site.

Key Task Outcomes:

- Selection of a preferred master plan option for each site

Task 3: Draft Master Plan Synthesis

In this task, we will refine the preferred alternative diagram based on input received from the PPT public into a more finished preliminary plan that will more accurately depict the location, scale, and character of the proposed improvements within each park. For the Park Drive site, we will prepare a preliminary grading plan in order to more accurately estimate costs for earthwork. We will prepare initial preliminary opinions of probable costs for the implementation of the plans for each park and phasing recommendations based on the budgetary constraints and priorities developed in the PPT workshop. This information will be presented at a meeting with the PPT for review and comment.

Key Task Outcomes:

- Refinement of master plans
- Preliminary grading plan for Park Drive
- Phasing recommendations
- Project budget definition and refinement
- Consensus on plans to be presented to the City Council

Task 4: Preliminary Final Master Plan Refinement

Based on comments received from the PPT, we will complete final rendered plans for each site and a brief written final report documenting the master planning process, which will contain

reduced copies of the rendered plan, supporting documentation, and the opinions of probable cost. Copies of the final draft plan and report will be provided to the PPT for review and comment.

Key Task Outcomes:

- Preparation of final draft master plan and report
- Draft copies of the final plan and report submitted to the PPT for review
- Make any necessary revisions as a result of PPT comments
- Prepare copies of the final plan and report for submission to City Council

Task 5: Final Master Plan Refinement

- Present the draft final plan to City Council.

Key Task Outcomes:

- Approval of the plan by the City Council subject to any revisions they may require
- Make any necessary revisions as a result of comments received

Task 6: Final Master Plans

Make any necessary revisions to the draft plan and report as a result of comments received and submit the final deliverables to include:

- One mounted copy of the color rendered conceptual master plan for each park
- 10 copies (more or less depending on Client requirements) of the final written report documenting the planning process including a reduced copy of the color rendered master plan, recommended phasing of construction, preliminary opinions of probable cost by phase
- Electronic copies of the color rendered master plan and final report in .pdf format.

Key Task Outcomes:

- Completion of the Master Planning Phase

Task 7: Signage and Branding Concepts

Provide signage and branding options that will coincide with the City's overall master signage and branding program. Meet with designated personnel with the City to develop signage concepts that will allow readily recognizing City of Daphne park facilities and corresponding uses.

Key Task Outcomes:

- Developing a branding program and signage design that will consistently identify Daphne parks and corresponding activities

Phase 2: Design Services

Volkert will coordinate with all designated project design consultants to monitor project progress including completion schedules, construction budget costs, and required permit & planning submittals. Monthly reports will be provided to the City for tracking the project progress including completed and anticipated tasks, schedules and costs.

Volkert will develop the preliminary design, specifications and scopes of work descriptions for each park that are to be constructed within the available budget funds based on the selected Master Plan improvements. Design services performed by Volkert and the other consultants selected by the City for identified areas will include the various design disciplines necessary to prepare the final construction plans and technical specifications for receiving construction bids for the park improvements and for support during construction. Submittals to the City for review, comment and approval will include a 30% complete submittal by Volkert to further verify the estimated costs and define the specifications, along with a 50% complete submittal, a 90% complete submittal and a 100% complete submittal by HMR/Lose for the grass athletic field improvements and by Hatch, Mott, McDonald for the tennis facility and the remaining required facilities by Volkert for issuing for construction bids.

A. CIVIL ENGINEERING SERVICES

Volkert will provide civil engineering design services to include preliminary site layout, roadway and parking lot design, site utilities design, grading/drainage/erosion control design, earthwork calculations, opinion of probable construction cost (OPCC) and technical specifications for the selected Master Plan improvements and the final design for items that are not included in the HMR/Lose and Hatch, Mott, McDonald scopes of work. Specific items are noted as follows:

Site Layout Design

Provide professional Civil Engineering design services illustrating the location of proposed improvements. Coordinate geometry will be provided for critical site features. This information will be provided in a format such that the successful contractor will be able to locate items on the proposed site.

Roadway and Parking Lot Design

Provide professional Civil Engineering design services illustrating the proposed entrance roadway and parking lot location, size, and elevations. Plan and profile drawings will be drawn as required for local review and approval. Plans will include the following items:

1. Centerline geometry(horizontal and vertical) and plan dimensions;

2. Inlet locations;
3. Typical roadway and parking lot sections;
4. Curb and gutter details;
5. Sidewalk size and location;
6. Roadway and parking lot location for layout purposes;
7. Details as required.

Site Utilities Design

Provide professional Civil Engineering design services illustrating the proposed sanitary sewer system, connection to existing sanitary sewer service, and water system layout and design as required for local review and approval. Plans will include the following items:

1. Sanitary sewer location and size;
2. Sewer profile (if necessary);
3. Connection to existing adjacent sewer service location;
4. Water line size and locations;
5. Fire Hydrant locations, as required;
6. Connection of water line to main;
7. Tap and meter locations;
8. Details as required.

Hydraulic computations will be prepared for regulatory reviews and approval. This design will be in accordance with the regulations, standards and specifications of the State and local agencies having jurisdiction.

Grading, Drainage and Storm Water Management System Design/ Phased Erosion Control Design

Provide professional Civil Engineering design services to illustrate site grading, surface conveyances, proposed storm water drainage system. Plans will include the following items:

1. Horizontal and vertical alignments of piped and surface conveyances;
2. Typical ditch sections;
3. Grading, as required;
4. Retaining wall design (as required);
5. Details for storm water collection and conveyance;
6. Temporary sediment ponds, as required;
7. Storm water detention areas, as required;
8. Erosion, sediment and pollution controls.

Storm water calculations will be accomplished using approved methods. Temporary sediment ponds may be required as part of the project detention/erosion and sediment controls. The storm water design will accommodate on-street and off-street drainage. A storm water management report (hydrology and hydraulics) will be prepared as required. Plans will also include erosion, sediment and pollution controls using accepted Best Management Practices (BMP's). In addition, a Storm Water Pollution Prevention Plan (SWPPP) will be developed.

B. LANDSCAPE ARCHITECTURAL SERVICES

Provide landscape architectural design services for the proposed complex. Services are to include the overall project design focusing upon vehicular/pedestrian circulation, sports field layout and design, hardscape design, irrigation design and planting design.

Planting Design

Provide professional landscape architectural design services illustrating the proposed planting design for the areas immediately adjacent to the ball field complexes and other areas as permitted by the budget. Plans will illustrate the following items:

- a. Plant location;
- b. Plant type;
- c. Plant name (scientific and common);
- d. Plant size;
- e. Notes;
- f. Details;
- g. Quantity.

Plans will be drawn to a known scale.

Irrigation Design

Provide professional irrigation for the sports fields and common areas in the parks. Plans will be drawn to a known scale and will illustrate the following:

1. Point of connection to water source;
2. Meter size and location;
3. Backflow size and location;
4. Controller location;
5. Main line size and routing;
6. Valve size, type and location;
7. Lateral line size and routing;
8. Irrigation head, type, and location;
9. Quick coupler location;
10. Notes and details;

Hardscape Design

Provide professional landscape architectural design services illustrating the proposed hardscape features for the project area. Proposed features are to focus on the following areas:

1. Plaza areas between ball fields and adjacent buildings;
2. Amenity areas;
3. Specialty pavement.

Plans will illustrate the following:

1. Material type and finishes;
2. Dimensions and layout;
3. Spot elevations and slopes;
4. Drainage inlets and piping;
5. Utility locations;
6. Notes, details, etc.

Sports Field Design:

Provide professional landscape architectural design services illustrating the proposed sports fields. Plans will illustrate the following:

1. Sports field layout, design and grading;
2. Turf design and details
3. Fencing, backstop, and dugouts;
4. Irrigation;
5. Sports field equipment locations (goals, foul poles, etc.)
6. Notes, details, etc.

Site Wayfinding Signage

Provide design, specifications and an overall site map for the on-site wayfinding/directional signage for each park complex and for other areas that provide direction to the various park complexes.

C. ARCHITECTURAL/STRUCTURAL DESIGN SERVICES

Provide professional architectural and structural engineering design services for the proposed buildings in the parks. Plans will include:

1. Plans and elevations;
2. Building and wall sections;
3. Details;
4. Room finish and door schedule;
5. Structural framing plans and details;
6. Building foundation and slab design.

D. MECHANICAL ENGINEERING DESIGN SERVICES

Provide professional mechanical engineering design for the proposed buildings. Services are to include the following items:

1. HVAC design;
2. Waste, vent and domestic hot and cold water piping to all toilet and concession areas and any other fixtures requiring plumbing;
3. Coordinate site plumbing requirements with site civil engineers;

E. ELECTRICAL ENGINEERING DESIGN SERVICES

Provide professional electrical engineering design services for the site, sports fields, roadways, parking lots and buildings. Specific items included are as follows:

1. Site electrical distribution;
2. Sports field lighting;
3. Parking area and roadway lighting;
4. Building electrical design;
4. Notes and details.

Phase 3: Construction Phase Services

A. TECHNICAL SUPPORT FOR BIDDING SERVICES

Provide professional services related to supporting the City of Daphne to include bidding and awarding of the construction contract for the project. These services will begin upon the successful completion of final construction documents and will occur on an as needed basis. Specific items included are as follows:

1. Preparation of a project manual including all front end and technical specifications necessary for bidding the project.
2. Assist with advertisement and solicitation of bids;
3. Prepare addendums as required during the bid phase;
4. Conduct a pre-bid meeting;
5. Prepare and issue meeting minutes of pre-bid meeting;
6. Respond to contractor questions;
7. Prepare certified bid tabulation;
8. Submit recommendation of award;

B. TECHNICAL SUPPORT FOR CONSTRUCTION ADMINISTRATION SERVICES

Provide professional services related construction administration of the project on an as needed basis. These services will begin at the pre-construction meeting and end with project closeout services. Specific items included are as follows:

1. Pre-construction conferences;
2. Review and approval of contractor shop drawings, submittals, progress schedule, and schedule of values and monitor for performance during the contract period;
3. Review and approval and recommendation of payment of contractor monthly pay requests;
4. Conduct monthly construction progress meeting and issue meeting minutes;
5. Review change order requests;
6. Provide necessary interpretations and clarifications of the contract documents;
7. Provide periodic site visits (at least twice per month) to observe the progress of construction;
8. Participate in punch list inspection;
9. Issue notice of Substantial Completion;

10. Conduct final project closeout.
11. Warranty Inspection

II. ASSUMPTIONS

Volkert will provide the above noted services based upon a given set of assumptions. These assumptions are as follows:

- A) Appropriate sanitary sewer, water, gas, electric and communication services are available to the site; off-site design services can be provided as an additional service.
- B) Construction administration services are based upon a twelve month construction schedule;
- C) Total project construction budget is to be determined with the completion of the master plan.
- D) Construction is currently expected to commence and be completed by early 2017. It is assumed that the work will be bid in a single bid package and the construction contract will be awarded to a single General Contractor on a lump sum basis.
- E) Project is to be funded with 100% local funds such that there is no regulatory requirements outside the City that will govern the design and construction process other than those typically required by the State for erosion control, environmental protection, etc.
- F) Services/Information by Others
 1. Geotechnical and geophysical investigations are not included however Volkert can assist the City in procuring these services and providing coordination.
 2. Testing and geotechnical services during construction are not included herewith;
 3. Permit and recording fees, cost for advertisement for bids, etc. and all other associated costs to be paid by the City of Daphne;
 4. Schedule is dependent upon the timely receipt of critical information such as receipt of permits, responses from regulatory authorities, Owner and Contractor;
 5. Zoning changes, re-platting, and/or subdivision of property by others.

III. ADDITIONAL SERVICES

Volkert is available to provide additional services as requested by client as needed. These services are as follows:

- A. Traffic studies;
- B. Construction staking surveys;
- C. Any environmental studies and reports, sink hole disturbance permitting, wetland mitigation, ARAP permits for wetland mitigation and/or stream relocation, etc. other than those included in Master Planning.
- D. Archeological studies;
- E. Preparation of utility and access easements;
- F. Revisions to plans to incorporate text revisions issued by bid document addendums;
- G. Preparation of multiple, separate construction contract packages;
- H. As-built surveys and/or construction record surveys;

- I. Services resulting from significant changes in general scope or character of the project or its design following approval of the 50% and 90% submittals and during construction, particularly those resulting from differing field conditions discovered during construction (such as, but not limited to, soil conditions);
- J. Record drawing preparation based upon markups prepared by the general contractor;
- K. Development of site plan graphics and perspective drawings for marketing purposes other than those identified as part of Basic Services;
- L. ALTA/ACSM land title surveys;
- M. Platting and recording services;
- N. Mortgage surveys and or surveys for title companies and lending institutions;
- O. Resident Project Representation (RPR) services.
- P. Construction phase services beyond the date of substantial completion if the Contractor exceeds the construction contract time.

Other Additional Services can be provided for a negotiated lump sum fee or on a per hourly rate basis of actual labor cost multiplied by a multiplier of 3.0.

IV. TIME OF PERFORMANCE

Volkert is prepared to begin work immediately upon receipt of a signed professional services agreement or written authorization to proceed. The work will be completed as quickly as possible in order to get the project issued for bid as soon as possible.

V. OWNER'S RESPONSIBILITIES

Volkert strives to work closely with our clients. In order for the project team to function efficiently certain information is needed to be provided by the Owner and other interested stakeholders. These items and responsibilities are noted below:

- A. Provide information as required to support development of Volkert's scope as required in the project agreement for services;
- B. Provide review comments in a timely manner;
- C. Provide single point of contact for project coordination purposes.

VI. DELIVERABLES

The following is an anticipated list of deliverables that will be produced as a part of this effort.

- 1. Topographic surveys;
- 2. 2 copies of 30%, 50%, 90% and 100% complete submittals;
- 3. 2 complete sets of construction plans, notes, project manual, and details (plans will be distributed to bidders using a virtual plan room);
- 4. Meeting notes and site observation reports;
- 5. Opinions of Probable Construction Cost(OPCC)

VII. COMPENSATION

The compensation to be paid to Volkert for providing requested services shall be as follows:

Master Planning/Pre-Design Services

- A. Topographic Survey
 - i. Park Drive - \$21,000 Lump Sum
 - ii. Lott Park - \$8,500 Lump Sum
 - iii. Trione Park - \$19,600 Lump Sum
- B. Master Planning
 - i. Task 1 – PPT Workshop - \$17,000 Cost Plus
 - ii. Task 2 – Preliminary Master Plan Development Options - \$37,000 Cost Plus
 - iii. Task 3 – Draft Master Plan Synthesis - \$21,000 Cost Plus
 - iv. Task 4 – Preliminary Final Master Plan Refinement - \$19,000 Cost Plus
 - v. Task 5 – Final Master Plan Refinement - \$7,000 Cost Plus
 - vi. Task 6 – Final Master Plan - \$4,000 Cost Plus
 - vii. Task 7 – Signage and Branding Development - \$9,000 Cost Plus
- C. Environmental Review - \$5,000 Cost Plus
- D. Total Estimated Fee - \$163,100

Design and Construction Phase Services

Volkert proposes to provide Project Administration services on a cost plus basis with a 3.0 multiplier with a current estimated maximum fee of \$150,000 for the design and construction duration of the selected Phase 1 Master Plan improvements.

The Volkert proposes to complete the preliminary design (30% Complete) services on a cost plus basis with a 3.0 multiplier with a current estimated maximum fee of \$212,000. Volkert will invoice monthly for work completed based on actual monthly costs.

The fee for performing the remaining 50%, 90% and 100% design plans and construction phase services will be based on a negotiated percent of construction fee of the actual construction costs. Until the final construction cost is known, monthly progress payments will be made based on a percent of the design or construction is completed, as appropriate, based on the estimated construction costs. This percentage will include the fees for the design and construction phase services to be provided Volkert/Barge, Waggoner, Sumner and Cannon, Inc., HMR/Lose and Associates and Hatch, Mott and McDonald.

ORDINANCE NO. 2015-34

An Ordinance Setting Forth the Authorization of Certain City Officials as Designated Signatories on Various Accounts of the City of Daphne, Alabama.

BE IT ORDAINED BY THE CITY COUNCIL OF DAPHNE, ALABAMA AS FOLLOWS:

SECTION 1: The following Officers of the City of Daphne, Alabama, be and hereby are officially designated as the appropriate and authorized signatories on the various City accounts of the City of Daphne, Alabama:

Mayor	Dane Haygood
Finance Director	Kelli Kichler
Councilmember	John L. Lake
Councilmember	Pat Rudicell

SECTION 2: All checks, drafts, and all other financial transfers shall be signed by two (2) of the above-designated signatories.

SECTION 3: Any ordinance or resolution previously adopted which in any way conflicts with this Ordinance is hereby deemed repealed in its entirety with the exclusion of Resolution 2013-37 which prescribes signatories for the Confiscated Funds account.

SECTION 4: The provisions of this Ordinance are severable. If any part of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, such declaration shall not affect the remaining parts.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, THIS _____ day of _____, 2015.

Dane Haygood, Mayor

ATTEST:

Rebecca A. Hayes, City Clerk

ORDINANCE 2015-35

Lake Forest – Lot 62-Sub Unit 25 Property Purchase

WHEREAS, Ordinance 2014-44 approved and adopted the Fiscal Year 2015 Budget on September 23, 2014; and

WHEREAS, subsequent to the adoption of the Fiscal Year 2015 budget, the City Council has determined that certain appropriations are required and should be approved and made a part of the Fiscal Year 2015 budget; and

WHEREAS, several properties have had drainage issues with the last occurrence being during the 16.5" rainfall for the period of April 29-30, 2014; and

WHEREAS, the repair of this public infrastructure is necessary to preserve the health, safety, and convenience of the public; and

WHEREAS, this purchase is NOT eligible for FEMA reimbursement; and

WHEREAS, the cost to purchase the property is \$7,500.

NOW, THEREFORE, BE IT ORDAINED, that the Fiscal Year 2015 Budget is hereby amended to include an appropriation in the amount of \$7,500 from the General Fund for purchase of the Lake Forest, Lot 62, Sub Unit 25 (PPIN:017540).

APPROVED AND ADOPTED by the City Council of the City of Daphne, Alabama, this ___ day of _____, 2015.

Dane Haygood, Mayor

Attest:

Rebecca A. Hayes, City Clerk