

CITY OF DAPHNE
1705 MAIN STREET, DAPHNE, AL
CITY COUNCIL BUSINESS MEETING AGENDA
December 7, 2020
6:30 P.M.

1. CALL TO ORDER

2. ROLL CALL

INVOCATION Pastor Rife Stewart, Destiny Church
PLEDGE OF ALLEGIANCE

3. APPROVE MINUTES: Council Meetings – November 16, 2020

4. REPORTS OF STANDING COMMITTEES

A. FINANCE COMMITTEE – Conaway

Review the minutes from the November 16, 2020 meeting.

Treasurer's Report – October 2020

Unrestricted Fund Balance - \$18,597,884

Total Cash Balance - \$28,714,681

Sales Tax – September 2020: \$1,763,718

Lodging Tax – September 2020: \$114,168

MOTION to recommend to Council to change the payment process for legal services of the Court Judge from a 1099 independent contractor to a part-time employee with money for payroll taxes to be transferred from existing payroll funds in the budget.

B. BUILDINGS & PROPERTY COMMITTEE – Phillips

C. PUBLIC SAFETY COMMITTEE – Hughes

D. CODE ENFORCEMENT/ORDINANCE COMMITTEE – Olen

E. PUBLIC WORKS COMMITTEE – Coleman

5. REPORTS OF SPECIAL BOARDS & COMMISSIONS

A. BOARD OF ZONING ADJUSTMENTS – Adrienne Jones

B. DOWNTOWN REDEVELOPMENT AUTHORITY – Conaway

C. INDUSTRIAL DEVELOPMENT BOARD – Scott

D. LIBRARY BOARD –Phillips

E. PLANNING COMMISSION – Olen

Review the minutes from the October 22, 2020 meeting and the report from the November 19, 2020 meeting.

F. RECREATION BOARD – Hughes

G. UTILITY BOARD – Goodlin

6. MAYOR'S REPORT

7. CITY ATTORNEY REPORT

8. DEPARTMENT HEAD REPORTS

City Council Agenda – December 7, 2020

9. CITY CLERK’S REPORT

MOTION to approve the Women’s Care Medical Center Walk-a-thon on March 27, 2021 from 8:00am – 10:00am at Village Point Park.

MOTION to approve the Olde Towne Daphne Neighborhood Christmas Party on December 13, 2020 from 3:30pm – 5:00pm to be held at May Day Park with a road closure of Captain O’Neal Drive from College Avenue to Nicholson Avenue.

MOTION to approve the Operation Royalty Rescue “Run to the Rescue” 5k on January 9, 2021 from 8:00am – 9:00am.

MOTION to approve the SEEDS 5k and Fun Run on March 6, 2021 from 6:00am-11:30am.

MOTION to approve the publication and set a public hearing on January 19, 2021 for the AJD Family Limited Partnership Pre-Zoning Amendment located Southeast of intersection of County Road 64 and Friendship Road.

MOTION to approve the publication and set a public hearing on January 19, 2021 for the AJD Family Limited Partnership Annexation Petition located Southeast of intersection of County Road 64 and Friendship Road.

MOTION to approve the Jubilee Festival on October 16-17, 2021 at Lott Park with the use of Lott Park and a portion of Main Street from Lea Avenue to the north corner of Lott Park.

MOTION to approve the Christmas Get Together Block Party located at 8456 Mackie Lane on December 19, 2020 from 11:00am – 6:00pm.

MOTION to approve the settlement release and easement with Nathan Cox for the property located at 101 Belrose Avenue and to authorize the Mayor to execute documentation related to the settlement.

10. PUBLIC PARTICIPATION

11. RESOLUTIONS & ORDINANCES

A. RESOLUTIONS:

2020-71 – Bid Award: 2020 – R – MBNEP/NFWF/ADEM 319 Tiawasee Creek Sub-Watershed Management & Restoration Project

2020-72 – Bid Award: 2021 – A – Police Vehicle Equipment

B. 2nd READ ORDINANCES:

2020-42 – City Hall Parking Lot Addition - \$327,886

2020-43 – Additional Drainage Study for Improvements for: North Main Street Fire Station #2

C. 1ST READ ORDINANCES:

2020-44 – FY2021 Personnel and Capital Budget

12. COUNCIL COMMENTS

13. ADJOURN

**NOVEMBER 16, 2020
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 Doug Goodlin called the meeting to order at 6:30pm.

2. ROLL CALL:

COUNCIL MEMBERS PRESENT: Tommie Conaway, Benjamin Hughes, Steve Olen, Ron Scott, Doug Goodlin, Joel Coleman and Angie Phillips

Also Present: Candace Antinarella, City Clerk; Mayor LeJeune; Jay Ross, City Attorney; Kelli Reid, Finance Director; Conrad Bates, IT Department; Chief Brown, Fire Department; Chief Carpenter, Police Department; Adrienne Jones, Planning Director; Ange Baggett, Marketing; Tonja Young, Library; Troy Strunk, Director of City Development; Vickie Hinman, HR Department; and Jessica Linne, Assistant City Clerk.

INVOCATION/PLEDGE OF ALLEGIANCE

Invocation was given by Pastor Ricardo Johnson, Legacy Family Church.

3. APPROVAL OF MINUTES:

The minutes from the October 19, 2020 and November 2, 2020 regular meetings were approved.

4. REPORT OF STANDING COMMITTEES:

A. FINANCE COMMITTEE

Councilwoman Conaway said the minutes from the October 19, 2020 meeting are in the packet. She gave the Treasurer's report – unrestricted fund balance - \$18,079,424; Total Cash Balance - \$28,322,931; Sales Tax for August 2020 - \$1,685,961.09; Lodging Tax for August 2020 - \$78,837.34.

B. BUILDINGS & PROPERTY COMMITTEE

Councilwoman Phillips said the next meeting is December 14th at 5:15pm. She said the October 2020 Construction Reports are in the packet.

C. PUBLIC SAFETY COMMITTEE

Councilman Hughes said the next meeting is December 14th at 4:30pm. He said the minutes from the October 12th meeting are in the packet.

D. CODE ENFORCEMENT/ORDINANCE COMMITTEE

Councilman Olen said the next meeting is December 7th at 4:30pm.

E. PUBLIC WORKS COMMITTEE

Councilman Coleman said the next meeting is December 7th at 5:30pm.

**MOTION by Councilman Coleman to approve the Downtown Redevelopment Authority's street light project to include electrical outlets with approval to pay additional street lighting costs with new installed lights. Seconded by Councilman Scott.
MOTION CARRIED UNANIMOUSLY.**

5. REPORTS OF SPECIAL BOARDS & COMMISSIONS:

A. Board of Zoning Adjustments

Mrs. Jones said there was no report.

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B. Downtown Redevelopment Authority

Councilwoman Conaway said the Downtown Redevelopment Authority will meet on November 19th at 5:30pm.

C. Industrial Development Board

Councilman Scott said the next meeting is December 8th at 11:30am.

D. Library Board

Councilwoman Phillips said the next meeting is December 10th at 4:30pm.

E. Planning Commission

Councilman Olen said the next meeting is November 19th at 5:00pm. He said the minutes from the September 24th meeting and the report from the October 22nd meeting are in the packet.

F. Recreation Board

Councilman Hughes said the next meeting is November 18th at 6:30pm.

G. Utility Board

Councilman Goodlin said there is not meeting in November. He said the next meeting is December 2nd. He said the minutes from the September 2020 meeting are in the packet.

6. MAYOR'S REPORT:

Mayor LeJeune said it had been a great first few weeks in office. He said the new track at the high school has been installed. He said the City had their Veteran's Day program that past Wednesday. He thanked multiple individuals for speaking at it as well for their help. Mayor LeJeune shared the upcoming Christmas events. He said the SEEDS golf tournament was last Friday and over \$10,000 was raised.

7. CITY ATTORNEY REPORT:

City Attorney said there were a few actions that needed the Council to go into Executive Session at the end of the meeting. He said no action would be needed, but he needed to discuss pending litigation as well as the buying/selling of real property with the Council.

City Attorney asked Patrick Dungan, attorney with Adams and Reese, to share on the guardrail maintenance agreement with Jubilee Farms. Mr. Dungan shared with the Council. He said if it was the will of the Council, they could consider suspending rules to adopt the maintenance agreement

**MOTION by Councilman Scott to suspend the rules to add the Guardrail Maintenance Agreement with Jubilee Farms on the agenda to be considered for adoption at the evening's meeting. Seconded by Councilwoman Conaway.
City Clerk called roll.**

Councilwoman Conaway	Aye
Councilman Olen	Aye
Councilman Coleman	Abstained
Councilman Scott	Aye
Councilman Hughes	Aye
Councilwoman Phillips	Aye
Council President Goodlin	Aye

MOTION CARRIED.

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**MOTION by Councilman Scott to adopt the maintenance agreement and authorize the Mayor to enter into an agreement. Seconded by Councilwoman Conaway. Councilman Coleman abstained.
MOTION CARRIED.**

8. DEPARTMENT HEAD COMMENTS:

Chief Carpenter shared that they had new officers graduating from the Academy soon.

9. CITY CLERK'S REPORT:

City Clerk shared that the Downtown Redevelopment Authority meeting on Thursday will take place in the Conference Room instead of Chambers to accommodate Planning Commission in Chambers.

**MOTION by Councilman Coleman to approve the 020 – Restaurant Retail Liquor to Taco Mama Baldwin LLC located at 6883 US Highway 90, Suite 117, Daphne, Alabama. Seconded by Councilwoman Phillips.
MOTION CARRIED UNANIMOUSLY.**

**MOTION by Councilman Coleman to approve the 020 – Restaurant Retail Liquor to Nagoya Japanese Steakhouse LLC located at 29075 US Highway 98, Daphne, Alabama. Seconded by Councilwoman Phillips.
MOTION CARRIED UNANIMOUSLY.**

**MOTION by Councilwoman Phillips to approve the Shadow Barons Parade on February 13, 2021 from 6:45pm – 8:45pm with a rain date of February 14, 2021. Seconded by Councilman Coleman. Councilwoman Phillips stated that this was contingent with the health and social distancing guidelines.
MOTION CARRIED UNANIMOUSLY.**

**MOTION by Councilwoman Conaway to approve City Council Committee and Board assignments. Seconded by Councilman Scott.
MOTION CARRIED UNANIMOUSLY.**

10. PUBLIC PARTICIPATION:

Public Participation opened at 6:51pm.

Kevin Spriggs, Daphne, said the Council should consider looking at the Business License fees when considering the budget.

Willie Johns, 22605 Pollard Road, asked the Council to replace the lights at May Day Pier. He recommending building a handicap pier at the pier also. Councilman Scott inquired what is taking place to fix these items at the pier. Troy Strunk shared with the Council what is being done to address the issues.

Kay Francis Williams, 1501 Conaway Street, said she was speaking on behalf of residents in regard to the Ordinance 2020-37 that was up for consideration to be adopted. She asked the Council not to adopt the Ordinance.

Public Participation closed at 7:03pm.

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11. RESOLUTIONS & ORDINANCES:

A. RESOLUTIONS:

2020-66 – Resolution in Support of the D'Olive Bay Boat Ramp Parking Lot Improvements

2020-67 – Setup New Depository Account and Transfer of Funds for: Capital Reserve Fund Account

2020-68 – City Hall Parking Lot Addition Bid Award – Rob Middleton Construction LLC - \$322,386.03

2020-69 – Resolution Declaring Certain Personal Property Surplus and Authorizing the Mayor to Dispose of Such Property – 2010 Ford Crown Vic

2020-70 – Resolution Providing for Disaster Debris Removal on Publicly Serviced Roadways/Rights of Way that are Privately Owned, Maintained or Gated

**MOTION by Councilman Coleman to waive the reading of Resolutions 2020-66, 2020-67, 2020-68, 2020-69 and 2020-70. Seconded by Councilman Scott.
MOTION CARRIED UNANIMOUSLY.**

**MOTION by Councilman Scott to adopt Resolution 2020-66. Seconded by Councilman Coleman.
MOTION CARRIED UNANIMOUSLY.**

**MOTION by Councilman Coleman to adopt Resolution 2020-67. Seconded by Councilwoman Phillips.
MOTION CARRIED UNANIMOUSLY.**

**MOTION by Councilwoman Phillips to adopt Resolution 2020-68. Seconded by Councilman Coleman.
MOTION CARRIED UNANIMOUSLY.**

**MOTION by Councilwoman Phillips to adopt Resolution 2020-69. Seconded by Councilman Coleman.
Councilman Scott asked the City Attorney if they had reviewed this Resolution. Mr. Dungan said that this Resolution meets a FEMA requirement.
MOTION CARRIED UNANIMOUSLY.**

ORDINANCES:

B. 2nd READ ORDINANCES:

2020-37 – John and Deborah Kim Zoning Amendment located Southwest Corner of Pollard Road and County Road 64

2020-38 – ODRG 2019, LLC Zoning Amendment located Southwest of Van Avenue and Main Street

2020-39 – Amending Ordinance 2017-81 - Establishing a Policy for Community Grants

2020-40 – Appropriation: 2020-Q-Pollard Road Sidewalk-TAPAA-TA17 (933) - \$148,792

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MOTION by Councilman Scott to waive the reading of Ordinances 2020-37, 2020-38, 2020-39 and 2020-40. Seconded by Councilwoman Phillips.

MOTION CARRIED UNANIMOUSLY.

**MOTION by Councilman Scott to consider Ordinance 2020-37 for discussion. There was no second.
MOTION FAILED.**

**MOTION by Councilman Scott to adopt Ordinance 2020-38. Seconded by Councilwoman Phillips.
MOTION CARRIED UNANIMOUSLY.**

**MOTION by Councilman Coleman to adopt Ordinance 2020-39. Seconded by Councilwoman Phillips.
MOTION CARRIED UNANIMOUSLY.**

**MOTION by Councilwoman Conaway to adopt Ordinance 2020-40. Seconded by Councilman Hughes.
MOTION CARRIED UNANIMOUSLY.**

Councilman Scott asked the City Attorney since there was no second on the motion concerning Ordinance 2020-37, does that mean the rezoning was denied and there can be no action on the property for a year. City Attorney confirmed Councilman Scott's statement. Mr. Ross said no second is the same as a denial.

C. 1ST READ ORDINANCES:

2020-42 – City Hall Parking Lot Addition - \$327,886

2020-43 – Additional Drainage Study for Improvements for: North Main Street Fire Station #2

12. COUNCIL COMMENTS:

Councilman Scott said he participated in the SEEDS golf tournament and it was a good event. He said it was good to see so much involvement from the hurricane.

Councilman Coleman thanked the Mayor and staff for sending out the flyer about upcoming city information.

Councilwoman Conaway thanked everyone for coming out that night. She said the Education Advisory Committee meets on November 23rd at 11:00am.

Councilman Hughes said he attended the Veteran's Day Program and it was great.

Councilman Olen echoed what others had said concerning the Veteran's Day Program and thanked everyone for coming out that evening.

Mayor LeJeune thanked everyone for coming out that evening. He said they are working on the pier situation.

Councilman Goodlin congratulated the Spanish Fort Football team and the Daphne High School Football teams for a job well done.

City Attorney certified that the Council should enter into an Executive Session concerning matters of pending litigation, potential threatened litigation as well as the potential buying and selling of real property. He said it should take 15 minutes. He said no action is needed from the Council.

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**MOTION by Councilman Scott to enter into Executive Session. Seconded by Councilwoman Phillips.
City Clerk called roll.**

Councilwoman Conaway	Aye
Councilman Olen	Aye
Councilman Coleman	Aye
Councilman Scott	Aye
Councilman Hughes	Aye
Councilwoman Phillips	Aye
Council President Goodlin	Aye

MOTION CARRIED UNANIMOUSLY.

13. ADJOURN:

THERE BEING NO FURTHER BUSINESS TO DISCUSS, COUNCIL ADJOURNED INTO EXECUTIVE SESSION AT 7:19PM.

Respectfully submitted by,

Certification of Presiding Officer,

Candace G. Antinarella, CMC, City Clerk

Doug Goodlin, Council President

CITY OF DAPHNE
FINANCE COMMITTEE MINUTES
NOVEMBER 16, 2020
4:30 P.M.

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 4:30 p.m.

Present were:

Chairperson Mrs. Tommie Conaway

Councilman Mr. Steve Olen

Councilman Mr. Joel Coleman

Councilman Mr. Doug Goodlin

Councilman Mr. Ron Scott

Councilman Mr. Ben Hughes

Councilwoman Mrs. Angie Phillips

Also Present: Mayor Robin LeJeune, Finance Director Mrs. Kelli Reid, Senior Accountant Mrs. Suzanne Henson, Human Resource Director Mrs. Vickie Hinman, Deputy Director Human Resources Hannah Noonan, City Clerk Mrs. Candace Antinarella, Executive Director of City Development Troy Strunk, Director of Events and Marketing Mrs. Ange Baggett, Deputy Public Works Director Mr. William Eringman, City Attorneys Mr. Jay Ross and Patrick Dungan, and Engineer Lee Rambo – Jade Engineering.

II. PUBLIC PARTICIPATION

There was no public participation.

III. APPROVE MINUTES FOR THE PREVIOUS MEETING

The previous minutes were approved.

IV. HUMAN RESOURCES BUSINESS

A. Update on Human Resources Department Activity

Mrs. Vickie Hinman reviewed the Human Resource Report:

- Posted positions – 7
- Reviewing/Testing/Interviewing/Background check - 7
- Promotion/Internal Transfer - 0
- New Hires – 3
- Open positions - 0

Mrs. Hinman reviewed the monthly Safety Committee meeting topics discussed and noted that Human Resources will assist with setting up some in-house safety training regarding usage of chain saw and post hurricane clean up. Mrs. Hinman noted they are working on an Infectious Disease Policy for the City and reviewing a point-based safety rewards program that will be presented to the committee when complete.

Other Human Resource projects and events:

- Reviewing/updating policies for employee handbook
- Conversion of Flexible Spending Account with new company
- Developing Onboarding through ESS Portal to include New Hire Orientation, Employee Handbook & Safety Manual, and Stormwater Management Program videos.
- Developing and revising job descriptions

Mayor LeJeune discussed the issues of receiving limited applications for public works positions and noted that a lot of the applicants are not meeting the job skills requirements to perform the work. Mayor LeJeune discussed the need to look at making some changes for these public works position job grades.

V. BUSINESS LICENSE REPORT

A. Report: New Business Licenses – October, 2020

Mrs. Reid reviewed the following reports and information:

- Code enforcement issued 7 warnings resulting in businesses becoming compliant and \$1,532.50 in revenue.
- New Businesses with a physical location in Daphne - 16
- Simplified Sellers Use Tax collections - \$83,616.89 and YTD collections - \$83,616.89

Business License Fee Historical Comparison 2020 / 2021				
	FY 20	FY 21	+/- Previous Year	<u>Budget 2021</u> <u>\$2,390,000</u>
October	\$15,924.77	\$13,897.75	(\$2,027.02)	(\$2,376,102.25)
Year to Date	\$15,924.77	\$13,897.75	(\$2,027.02)	(\$2,321,102.25)
All amounts include penalty and interest.				

BUSINESS LICENSE COUNT through 10/31/2020	
NEW Licenses	66
RENEWAL Licenses (2020)	23
Total Issued THIS MONTH	89
Total Issued THIS MONTH - PREVIOUS YEAR	79
Net Gain/-Loss Current VS Previous Yr MONTH	10
Total Issued YTD 2020	3,926
Total Issued YTD - PREVIOUS YEAR	4,651
Net Gain/-Loss Current VS Previous Yr YTD	-725

Mrs. Phillips asked if the simplified sellers use tax report could include multiple years of collection for comparison. Mrs. Reid said this report would be updated to include multiple years.

VI. SALES & LODGING TAX REPORT

A. Sales and Use Taxes: September, 2020

Mrs. Henson reviewed the Sales & Use Tax Reports: \$1,763,717.73 was collected for September, 2020 which was up \$242,752.45 from September 2019's collections:

- YTD Variance over Budget - \$1,921,572.52

Mr. Goodlin asked for discussion on lowering the sales tax rate for Daphne. Discussion continued from other Council members that there are several large projects pending and personnel vacancies to address before the true balance of reserves can be determined. Mrs. Reid noted that approximately \$1 million of the reserves is from vacancies over the past couple years and some of those vacancies will soon be filled. Discussion continued that the City also has to initially fund the debris cleanup cost from Hurricane Sally damage until FEMA reimbursement is received. The Mayor discussed the Business License rate. Discussion continued that a better time frame to discuss lowering the sales tax rate would be during next year's budget presentation.

B. Lodging Tax Collections, September, 2020

Mrs. Henson reviewed the Lodging Tax Collections Report and noted the collections for September, 2020 were \$114,167.63 which is up \$ 31,023.65 from September 2019's collections.

- YTD Variance over Budget - (\$250,879.27)

Mrs. Reid noted that the decrease in Lodging Tax collections due to COVID-19 has been reported to the State of Alabama since this is a statewide issue.

C. Lodging Tax Fund : Statement of Rev over Exp, October, 2020

Mrs. Henson reviewed the Lodging Tax Statement of Revenues over Expenditure report for **October, 2020**.

- Unreserved balance for Bayfront related purchases - \$1,472,412.38
- Recreation for related purchases - \$646,172.21

VII. FINANCIAL SCHEDULES & REPORTS

A. Financial Reports

1. Treasurer's Report: October, 2020

Mrs. Reid reviewed the Treasurer's Report:

TREASURER'S REPORT					
As of October 31, 2020					
Account Type/Title	10/31/2020	9/30/2020	Increase (Decrease) from last Month	10/31/2019	Increase (Decrease) from Last Year
GENERAL FUND & ENTERPRISE FUNDS	\$ 12,618,580	\$ 12,080,893	\$ 537,686	\$ 8,031,368	\$ 4,587,212
CERTIFICATE OF DEPOSIT	-	-	-	505,908	\$ (505,908)
INVESTMENT FUND	5,893,756	5,931,586	(37,830)	5,669,872	\$ 223,884
CREDIT CARD ACCOUNT	85,548	66,945	18,604	15,803	\$ 69,745
Total Unrestricted Cash Balance	18,597,884	18,079,424	518,460	14,222,951	4,374,933
SPECIAL REVENUE FUNDS					
AGENCY FUNDS					
MUNICIPAL COURT	(50)	1,995	(2,046)	(149)	99
SELF INSURANCE	220,024	217,664	2,359	174,540	45,484
FLEX SPENDING	24,550	22,236	2,314	25,781	(1,231)
OPEB TRUST INVESTMENT FUND	521,600	524,677	(3,077)	-	521,600
	4,033,478	4,025,611	7,867	3,477,469	556,009
CAPITAL PROJECT FUNDS					
CAPITAL RESERVE	4,209,833	4,357,390	(147,556)	2,426,716	1,783,117
2019 CAPITAL IMPROVEMENTS	-	-	-	919,811	(919,811)
	4,209,833	4,357,390	(147,556)	3,346,527	863,306
DEBT SERVICE FUNDS					
DEBT SERVICE	1,873,485	1,860,506	12,979	1,766,414	107,071
Total Restricted Cash Balance	10,116,797	10,243,507	(126,710)	8,590,410	1,526,387
Total City Cash Balance	\$ 28,714,681	\$ 28,322,931	\$ 391,749	\$ 22,813,361	\$ 5,901,320
Encumbrance Total as of			10/31/2020	\$ 924,537.83	

Mrs. Reid reviewed the City's bank accounts and the purpose for each account. Discussion continued on the plan to fund the City's OPEB liability.

The Treasurer's Report as of OCTOBER, 2020 Total Unrestricted Cash Balance - \$18,597,884 and Total City Cash Balance - \$28,714,681 was presented to be filed for audit.

2. Encumbrance Report

- Encumbrance balance is - \$924,537.83 as of October, 2020.

Mrs. Reid noted that there are several projects listed that need to be completed and most already have plans in place.

3. Outstanding Appropriations

Mrs. Reid noted the largest projects on the report are Road Resurfacing (*project was stopped during hurricane debris cleanup*), Bayfront Streetscape, and Tennis Center (*project has recently started*). Discussion continued on sidewalk projects and the topic was requested to be placed on the next Public Works Committee meeting agenda.

4. Financial Overview: Debt Summaries & Monthly Financial Statements, September, 2020

Mrs. Reid reviewed the preliminary Financial Statements:

Mrs. Reid noted the final September monthly financial reports will be presented after the annual audit.

Debt Summary Schedules (General & Enterprise Funds), **October, 2020**

- Jubilee Square: Debt payments are currently fully paid through December 2019 thus 10 months in arrears. Arrearage includes \$163,321 in principal and \$53,162 in interest.

Mrs. Reid noted she was still checking on paying down the Musco Lighting note payable but the note has been sold to a new bank and is waiting to get a response from that bank.

Mrs. Reid noted the preliminary year to date transfers for each of the enterprise funds were as follows:

	<u>FY 2020</u>
Solid Waste Fund	\$ 434,221
Civic Center Fund	\$ 342,933
Bayfront Park Fund	(\$ 23,167)

Mrs. Reid noted this will be the final transfer for the Bayfront.

5. Unfunded Future Projects Expenditure Summary

Mrs. Reid reviewed the Unfunded Future Projects Expenditure Summary.

6. Summary of Budgetary Amendments

Mrs. Reid reviewed the General Fund budgetary amendments made to the FY2020 Budget.

- Total Appropriations Year to Date – \$64,400
- Adjusted Expenses over Revenue – (\$3,810,478)

B. Bills Paid Reports – October, 2020

The Bills Paid Report were previously presented electronically.

VIII. BIDS (Resolution)

A. 2020-R- MBNEP/NFWF/ADEM 319 Tiawasee Creek Sub-Watershed Management & Restoration Project

Mrs. Henson stated the bid just opened Thursday, November 12, 2020, has been reviewed by the Engineer, and Mrs. Campbell is checking the references. Mrs. Henson noted that since the City has not previously done business with Clarkco Oilfield Services, Inc. that references were being checked. Mrs. Henson stated the bid tab and engineer's letter recommending to award to the low bidder, Clarkco Oilfield Services, Inc. was distributed as a handout. Mrs. Campbell discussed that she had contacted the three references given by the low bidder and had already received a favorable reference from one listed reference which also stated they had hired Clarkco for a second project. Mrs. Campbell was asked to discuss the scope of the project. Mrs. Campbell stated that this is a grant funded project through MBNEP, NFWF, and ADEM and it will cover two locations: one located on the west side of the Public Works property and another across from Trione Sports Complex (abandoned stormwater facility donated to the City). Mr. Lee Rambo, Jade Engineering also reviewed the project and noted he had a lengthy discussion with the low bidder on work they had done on similar projects. Discussion continued on the project and it was recommended it be awarded pending no negative references were received.

MOTION BY Mr. Scott to recommend to Council to award the A. 2020-R- MBNEP/NFWF/ADEM 319 Tiawasee Creek Sub-Watershed Management & Restoration Project bid to Clarkco Oilfield Services, Inc. in the amount of \$460,788.67 as bid. Seconded by Mr. Coleman.
MOTION CARRIED UNANIMOUSLY

B. 2021-A-Police Vehicle Equipment

Mrs. Henson reviewed the bid and stated this is generally a standard annual bid. Last year the Police Department purchased the equipment through contract and allowed the dealership that the City purchased the police vehicles from to install the equipment at the time of purchase. This process delayed the delivery of the vehicles so the Police Department decided to bid the equipment out again as they had in previous years. Mrs. Henson noted that a GSA contract for the same equipment was evaluated but the manufacturer of the equipment advised a lot of municipalities were getting lower cost through bidding locally. Mrs. Henson noted that the Police Department's recommendation letter to award to ProLogic ITS LLC was included in the packet and that Captain Beedy had advised her that the cost bid to outfit a patrol vehicle and admin vehicle was competitive with previous year's cost.

MOTION BY Mrs. Phillips to recommend to Council to award the 2021-A-Police Vehicle Equipment bid to ProLogic ITS LLC for unit cost bid. Seconded by Mr. Hughes.
MOTION CARRIED UNANIMOUSLY

IX. APPROPRIATION REQUESTS: (Ordinance)

There were no appropriation requests.

X. NEW BUSINESS

A. FY2021 Capital & Personnel Budget

Mrs. Reid gave out a handout including an All Funds Budget Summary, Capital, and Personnel request for FY2021. Discussion was made on the budget requests. Mr. Coleman recommended the budget discussion be placed on the next Council work session and all agreed.

B. Discuss paying Judge Hoyt for legal services through payroll vs Accounts Payable

Mrs. Reid stated that Judge Michael Hoyt had requested that he be paid by the City through payroll as a part-time employee instead of a 1099 independent contractor. Mr. Jay Ross stated that the state statute does not address specifically how payment is to be made for these services and that payment is being processed both ways throughout the state. Discussion continued that with this change the City will now be responsible paying associated payroll taxes.

MOTION BY Mr. Scott to recommend to Council to change the payment process for legal services of the Court Judge from the a 1099 independent contractor to a part-time employee with money for payroll taxes to be transferred from existing payroll funds in the budget. Seconded by Mr. Ben Hughes.
MOTION CARRIED UNANIMOUSLY

XI. OLD BUSINESS

No old business was discussed.

XII. ADJOURN The meeting adjourned at 5:57 p.m.

The City of Daphne
Planning Commission Minutes
Regular Meeting of October 22, 2020
Council Chamber, City Hall - 5:00 P.M.

Call to Order:

Chairman called the regular meeting of the City of Daphne Planning Commission to order at 5:02 p.m. The number of members present constitutes a quorum.

Call of Roll:

Members Present:

James "Bo" White
Andrew Prescott, Vice Chairman
Ron Scott
Phillip Hodgson, Secretary
Marybeth Bergin, Chairman
Ed Kirby
Kevin Spriggs

Staff Present:

Adrienne Jones, AICP, Director of Community Development
Jan Vallecillo, Planning Coordinator
Patrick Dungan, Attorney
Troy Strunk, Executive Director, City Development

The first order of business is the approval of the minutes.

Chairman asked for questions, comments or corrections to the minutes *of the regular meeting of September 24, 2020. There being none, minutes are approved as submitted.*

An introductory presentation was given by Dwayne Smith, representative of Anchor Engineering, requesting site plan review of the renovation of an existing building located at the southeast corner of North Main Street and Van Buren Street. He advised of a revision to the notes on the site plan and stated that the improvements required by the city and associated with the right-of-way are to be negotiated by City Council.

Chairman asked for Ms. Jones to explain the requirement of site plan review for an existing commercial site. Ms. Jones advised that a change in use, requires that the site to come into compliance with the Land Use Ordinance. Because the improvements warranted are located in the right-of-way, i.e., parking, landscaping and sidewalks, staff's recommendation is to forward this portion of the review to City Council as it is outside of the Planning Commission's jurisdiction.

Chairman asked for Commission questions or comments.

Chairman asked about the party responsible for the improvements and commented about a revised memorandum from the Deputy Public Works Director to recommend that Public Works not perform any work in the right-of-way and to require an agreement be negotiated between the owner and City Council.

The City of Daphne
Planning Commission Minutes
Regular Meeting of October 22, 2020
Council Chamber, City Hall - 5:00 P.M.

Mr. Strunk stated staff does not agree with expending city funds or the use of city employees to construct the necessary improvements in the right-of-way on a commercial site.

Mr. Scott advised that he was opposed to city-funded improvements and asked if the owner is in agreement with completion of the improvements prior to the issuance of a certificate of occupancy. Mr. Smith indicated that the owner understands and is agreeable to incurring the cost of the improvements.

For clarification, Chairman asked if an agreement is required prior to the installation of improvements on the right-of-way. Ms. Jones stated correct.

Chairman asked for Commission questions or comments and a motion.

A Motion was made by Mr. Hodgson and **Seconded** by Mr. Prescott **to approve Daphne Package Store site plan, contingent upon Community Development's receipt of an executed agreement between the City and the business owners, i.e., Brittney, L.L.C., with regard to the construction of improvements including, but not limited to, parking, driveways, sidewalks, landscaping, etc., within the public rights-of-way of North Main Street and Van Buren Street. There was no discussion on the motion. The Motion carried unanimously.**

The next order of business is site plan review for Oakside Village.

An introductory presentation was given by Cherice Brannan, representative of Dewberry, of an apartment complex located south and adjacent to Lake Forest Boulevard and north of Country Club Drive. She advised that the owner presented a waiver of the sidewalk requirement, and Public Works recommended denial of that request.

Mr. Kirby recused himself from discussion and action on the agenda item.

Ms. Jones stated the current zoning of R-4 allows for a maximum of fifty-foot, three-story, multi-family development consisting of fourteen units per acre; however, the developer proposes a two-story, twenty-four unit apartment complex with associated parking, landscaping and sidewalks. She stated, as mentioned, there is a request for a waiver to the sidewalk requirement, and staff's recommendation is in lieu of a sidewalk along the frontage that sidewalks are required to be installed in the median. Article 11-11, provides that sidewalks are required and talks about the connection between existing and planned sidewalk. A super majority vote of the Planning Commission, six members, and a favorable recommendation from the Public Works Director is required to grant a waiver of the sidewalk requirement.

Chairman asked for Commission questions or comments.

Mr. Scott advised that he was opposed to a waiver of the sidewalk requirement and city-funded installation of a sidewalk along a right-of-way. Mr. Spriggs concurred.

The City of Daphne
Planning Commission Minutes
Regular Meeting of October 22, 2020
Council Chamber, City Hall - 5:00 P.M.

Chairman asked for Commission questions or comments and a motion.

A Motion was made by Mr. Scott and **Seconded** by Mr. Spriggs *to deny the request for a sidewalk exemption. There was no discussion on the motion. The Motion carried unanimously.*

A Motion was made by Mr. Scott and **Seconded** by Mr. Hodgson *to approve Oakside Village site plan with the following condition: the certificate of occupancy for the development will be withheld until sidewalks have been addressed as per an executed agreement between the City and the developer. There was no discussion on the motion. The Motion carried. Mr. Kirby abstained.*

The next order of business is preliminary/final plat review for Russell Estate Subdivision.

An introductory presentation was given by Daryl Russell, representative of the owners, requesting preliminary/final plat review of a three-lot subdivision consisting of four-point four-two acres located southeast of Sixth Street and College Avenue.

Chairman asked for Commission questions or comments.

Chairman opened the floor to public participation. No one came forth. She closed public participation and asked for a motion.

Ms. Jones advised of the receipt of a letter in support of the subdivision provided by Cathy Barnette, adjacent property owner.

A Motion was made by Mr. Prescott and **Seconded** by Mr. Hodgson *to approve Russell Estate preliminary/final subdivision plat. There was no discussion on the motion. The Motion carried unanimously.*

The next order of business is public participation.

Chairman asked for public participation.

Don Whitt, President, and Glenn Miller, Vice President, of Loma Alta Towers POA, as well as, Hal Callaway and Peggy Miller, board members and residents, spoke in opposition of the approval of Oakside Village Apartments and expressed concerns about the adverse effect on the Crepe Myrtles in the median and traffic on Lake Forest Boulevard; as well as, expressed the need for a sidewalk for those residents whom exercise in Lake Forest Subdivision.

The next order of business is the attorney's report.

Mr. Dungan stated no report.

The next order of business is commissioner's comments.

Commissioners and Director expressed their appreciation for Councilman Scott and Ed Kirby's service to the Planning Commission; welcomed Kevin Spriggs, and announced the appointment of Steve Olen, Councilman District 2, to the Planning Commission in November.

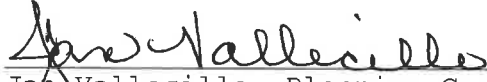
The City of Daphne
Planning Commission Minutes
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Council Chamber, City Hall - 5:00 P.M.

The next order of business is director's comments.

Director advised of the upcoming meeting dates. Site Preview is Thursday, November 12, and the Regular Meeting is November 19, 2020.

There being no further business, the meeting was adjourned at 5:42 p.m.

Respectfully submitted by:



Jan Vallecillo, Planning Coordinator

Approved: November 19, 2020



Marybeth Bergin, Chairman

CITY OF DAPHNE
PLANNING COMMISSION AGENDA
REGULAR MEETING OF NOVEMBER 19, 2020
COUNCIL CHAMBERS, CITY HALL - 5:00 P.M.

AS Report

1. **CALL TO ORDER:** 5:03 p.m.
2. **CALL OF ROLL:** Marybeth Bergin, James "Bo" White, Andrew Prescott, Steve Olen, Kevin Spriggs, and Phillip Hodgson

3. **APPROVAL OF MINUTES:**

Review of minutes of the regular meeting of October 22, 2020. **(Approved)**

4. **NEW BUSINESS:**

A. **PSYCHIC STUDIO PLANNING COMMISSION APPROVAL:** **(Approved)**

1. Planning Commission approval of a psychic services business in B-2, General Business zone located north of the intersection of Shriner Avenue and U.S. Highway 98 service road, 29159 U.S. Highway 98. Business owner/operator: Jenna Marks. Property Owner: Spriggs Enterprises, Inc. Granted Planning Approval for Psychic Studio for a trial period ending December 31, 2020.

B. **THE RESERVE OF DAPHNE, PHASE THREE PRELIMINARY PLAT REVIEW:**

1. **File SDP20-03:** **(Approved)**

Subdivision: The Reserve at Daphne, Phase Three

Zoning(s): *PRD, Planned Residential Development, Baldwin County District 15, in the Extraterritorial Planning Jurisdiction of Daphne*

Location: North of the intersection of County Road 64 and Montelucia Way
Area: 36.09 Acres $\pm$, (82) lots
Owner: GCOF Reserve at Daphne, L.L.C., Tania Lazzari & Langdon Conaway
Developer: 68V Pay Dirt, L.L.C. - Andrew Dolan
Agent: Dewberry - Al Finley and Casey Hill
Surveyor: Dewberry - Victor Germain
Engineer: Dewberry - Justin Britt

C. **PRE-ZONING AMENDMENT AND ANNEXATION:** **(Favorable recommendation to City Council)**

1. **File PZA20-01:** **AJD Family Limited Partnership**

Present Zoning: RSF-2, Single Family District, and B-2, Neighborhood Business District, Baldwin County District 15, in the Extraterritorial Planning Jurisdiction of Daphne

Proposed Zoning: B-2, General Business

Location: Southeast of the intersection of County Road 64 and Friendship Road
Area: 1.84 Acres $\pm$
Owner: ADJ Family Limited Partnership - Iris Patricia Defilippi
Agent: No Off Season - Brannon Willisson
Agent: White-Spunner Realty - Matt White
Surveyor: McCrory & Williams - Merlin Miller

CITY OF DAPHNE
PLANNING COMMISSION AGENDA
REGULAR MEETING OF NOVEMBER 19, 2020
COUNCIL CHAMBERS, CITY HALL - 5:00 P.M.

Report

2. File ANX20-02: (Favorable recommendation to City Council)

Presentation to be given by Brannon Willisson, representative of No Off Season, requesting annexation of one-point eight four acre parcel into the City of Daphne located southeast of the intersection of County Road 64 and Friendship Road as B-2, General Business. The subject property is currently zoned, RSF-2, Single Family District, and B-2, Neighborhood Business District, Baldwin County District 15, in the Extraterritorial Planning Jurisdiction of Daphne. Owner(s): AJD Family Limited Partnership - Iris Patricia Defilippi.

D. JUBILEE FARMS PLANNED UNIT DEVELOPMENT:

1. MASTER PLAN AMENDMENT:

File MPA20-02: (Approved)

Presentation to be given by Al Finley or Casey Hill, representative of Dewberry, requesting a master plan revision of Jubilee Farms Subdivision.

E. ADMINISTRATIVE PRESENTATIONS:

1. File AP20-16: (Approved)

Presentation to be given by Adrienne Jones, Director of Community Development, requesting the second extension of time for the preliminary plat of the Reserve of Daphne, Phase Two Subdivision. Subdivision approved by the Planning Commission on November 29, 2018: One-year extension was granted on November 15, 2019.

2. File AP20-17: (Approved)

Presentation to be given by Adrienne Jones, Director of Community Development, requesting the second extension of time for the preliminary plat and site disturbance permit issued for Diamante Subdivision, Phase Three. Subdivision approved by the Planning Commission on February 22, 2018, and the Site Disturbance Permit was issued on December 17, 2018: One-year extension was granted on November 15, 2019.

3. File AP20-18: (Approved)

Presentation to be given by Adrienne Jones, Director of Community Development, requesting the second extension of time for the site disturbance permit issued for Saint Augustine Subdivision, Phase Five. Subdivision approved by the Planning Commission on November 29, 2018: One-year extension was granted on November 15, 2019.

4. File AP20-19: (No action taken)

Presentation to be given by Ashley Campbell, Environmental Programs Manager, regarding the Storm Water Facility Maintenance Program.

CITY OF DAPHNE
PLANNING COMMISSION AGENDA
REGULAR MEETING OF NOVEMBER 19, 2020
COUNCIL CHAMBERS, CITY HALL - 5:00 P.M.

Report

5. File AP20-20: (No action taken)

Presentation to be given by Adrienne Jones, Director of Community Development, regarding a proposed amendment to the Parking Provisions and Definition of Terms of the Land Use and Development Ordinance.

5. PUBLIC PARTICIPATION: None presented

6. ATTORNEY'S REPORT: No report

7. COMMISSIONER'S COMMENTS: Commissioners welcomed Kevin Spriggs and Steve Olen to the Planning Commission.

8. DIRECTOR'S COMMENTS:

Ms. Jones presented the following:

a. City Council Meeting:

1. Approval of ORDG L.L.C. Zoning Amendment from B-3 to R-6(G) and denial of John & Deborah Kim Zoning Amendment on November 16, 2020; and,

She advised of the selection of the members of the Comprehensive Plan Consultant Selection Committee. The upcoming meeting dates are site preview, December 9, and Regular Meeting, December 17, 2020. Mentioned the upcoming Christmas holiday festivities to be held at the city and wished everyone a Happy Thanksgiving!

9. ADJOURNMENT: 5:47 p.m.



City of Daphne Event Permit Application

Date of Application: 11/6/2020 Permit Requested: ☒ Event/Fundraiser ☐ Parade/Run ☐ Band

Contact Information

Organization Name: Women's Care Medical Center
Contact Name: Sue Leavins E-mail Address: admin@womenscare
Address: P.O. Box 1660 18555 Carolina Dr. Robertsdale, AL 36567 Medicalcenter.org
Primary Phone Number: 251-947-2111 Secondary: 251-406-4007

Event Information

Event Name: Walk A Thon Event Date: March 27, 2021
Event Location: Village Point Park # Participants/Vehicles: _____
Start Time: 8:00 AM Stop Time: 10:00 AM Assembly Time: 7:30 Set-up
Special Requests: None
Road Closures Requested: ☐ Yes ☒ No

Special Instructions

Approval: Internal Use Only

Date Routed: November 12, 2020

Fire Dept: _____

Police Dept: approved via email

Public Works: approved via email

Parks & Recreation: _____

Only required if event interrupts traffic near Daphne parks

For Special Event/Band Permits:

Council Member: _____
District # _____ Signature _____

For Parade/Run Permits & Use of City Grounds:

City Council: _____
Date of Approval _____

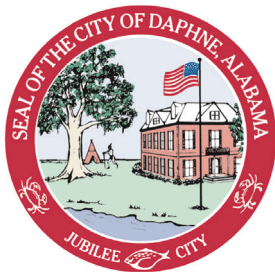
Not valid unless stamped "Approved"

Parade/Run Permits ONLY

☐ Fee Paid: \$ _____ ☐ N/A ☐ Waived

☐ Insurance Filed ☐ N/A

Route Selection: ☐ 1 ☐ 2 ☐ 3 ☐ 4



City of Daphne

Event Permit Application

Date of Application: _____ Permit Requested: ☐ Event/Fundraiser ☐ Parade/Run ☐ Band

Contact Information

Organization Name: _____

Contact Name: _____ E-mail Address: _____

Address: _____

Street / P.O. Box

City/State/Zip Code

Primary Phone Number: _____ Secondary: _____

Event Information

Event Name: _____ Event Date: _____

Event Location: _____ # Participants/Vehicles: _____

Start Time: _____ Stop Time: _____ Assembly Time: _____

Parades/Runs Only

Special Requests: _____

_____ Road Closures Requested: ☐ Yes ☐ No

Special Instructions

Approval: Internal Use Only

Date Routed: _____

Fire Dept: _____

Police Dept: _____

Public Works: _____

Parks & Recreation: _____

Only required if event interrupts traffic near Daphne parks

Not valid unless stamped "Approved"

Use of Alcohol

For Special Event/Band Permits:

Parade/Run Permits ONLY

City Clerk: _____

Signature

☐ Fee Paid: \$ _____ ☐ N/A ☐ Waived

For Parade/Run Permits & Use of City Grounds:

☐ Insurance Filed ☐ N/A

City Council: _____

Date of Approval

Route Selection: ☐ 1 ☐ 2 ☐ 3 ☐ 4



City of Daphne Event Permit Application

Date of Application: 10/29/2020 Permit Requested: ☐ Event/Fundraiser ☒ Parade/Run ☐ Band

Contact Information

Organization Name: Operation Royalty Rescue 501c3 Nonprofit

Contact Name: Cat Holladay E-mail Address: acgholladay@gmail.com

Address: 7765 Eagle Creek Dr, Daphne, AL 36526

Primary Phone Number: 352-318-7719 Secondary: 251-609-0262

Event Information

Event Name: Run to the Rescue, race against trafficking Event Date: 1/9/2021

Event Location: Parade Route 3 # Participants/Vehicles: 70-100

Start Time: 8:00am Stop Time: 9:00am Assembly Time: 7:45am

Special Requests: I am unable to find the route maps online. I found only Route 3 for the Jubilee Run in the past would like to know where each route is for planning purposes. Thank you! Road Closures Requested: ☒ Yes ☐ No

Special Instructions

Rain date request of 1/30 or 2/6

Approval: Internal Use Only

Date Routed: 11/3/2020

Fire Dept: approved via email

Police Dept: approved via email

Public Works: _____

Parks & Recreation: _____

Only required if event interrupts traffic near Daphne parks

For Special Event/Band Permits:

Council Member: _____
District # Signature

For Parade/Run Permits & Use of City Grounds:

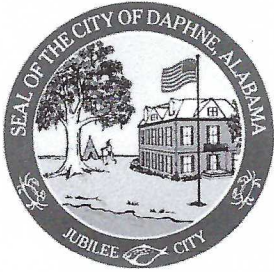
City Council: _____
Date of Approval

Parade/Run Permits ONLY

☐ Fee Paid: \$ _____ ☐ N/A ☐ Waived

☐ Insurance Filed ☐ N/A

Route Selection: ☐ 1 ☐ 2 ☐ 3 ☐ 4



City of Daphne

Event Permit Application

Date of Application: July 15, 2020 Permit Requested: ☐ Event/Fundraiser ☒ Parade/Run ☐ Band

Contact Information

Organization Name: SEEDS
Contact Name: Beth Dunn E-mail Address: Seedsindaphne@gmail.com
Address: P.O. Box 460, Daphne, AL 36526
Primary Phone Number: 251-581-0141 Secondary: 251-802-5002

Event Information

Event Name: SEEDS 5K Fox Run Event Date: March 6, 2021
Event Location: City Hall # Participants/Vehicles: _____
Start Time: 6 AM Stop Time: 11:30 AM Assembly Time: Friday March 5th -
Special Requests: Route - Diagram 3 for both races
Road Closures Requested: ☒ Yes ☐ No

Special Instructions

The race is Saturday morning at 8 AM, 9 AM Fox Run.
We will set up Friday afternoon the 5th at noon inside
City #

Approval: Internal Use Only

Date Routed: November 24, 2020
Fire Dept: approved via email
Police Dept: approved via email
Public Works: approved via email
Parks & Recreation: _____
Only required if event interrupts traffic near Daphne parks

For Special Event/Band Permits:

Council Member: _____
District # Signature

For Parade/Run Permits & Use of City Grounds:

City Council: _____
Date of Approval

Parade/Run Permits ONLY

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

To: Office of the City Clerk
From: Adrienne D. Jones, AICP 
Director of Community Development
Subject: AJD Family Limited Partnership
Pre-Zoning Amendment
Date: November 20, 2020

MEMORANDUM

PRESENT ZONING: B-2, Neighborhood Business District,
and RSF-2, Single Family District,
Baldwin County District 15,
Exterritorial Planning Jurisdiction

PROPOSED PRE-ZONING: B-2, General Business

LOCATION: Southeast of intersection of County
Road 64 and Friendship Road

RECOMMENDATION: At the Thursday, November 19, 2020,
regular meeting of the Daphne
Planning Commission, six members
were present and the motion carried
unanimously for a favorable
recommendation for the above
mentioned pre-zoning amendment.

Attached please find the appropriate documentation and
action of the Daphne Planning Commission.

Upon receipt of said documentation, please prepare an
ordinance for placement on the City Council agenda for
placement on the City Council agenda to set a public
hearing.

Thank you,
ADJ/jv

attachment(s)

1. Pre-Zoning Application
2. Legal Description (Exhibit A)
3. Boundary Survey (Exhibit B)
4. Adjacent property owners list
5. Community Development Report

FILE
25
11/20/20
4:45 am



APPLICATION FOR REZONING OR PRE-ZONING

Office use only: Rev. 072816

Date Submitted October 19, 2020

Application Number:

Planning Commission Public

ZA- or PZA- 20-01

Hearing Date: November 19, 2020

Legibly print or type responses below. Indicate N/A or an "X" where item is not applicable.

SITE DATA

Site Location (Address or General Proximity to Nearest Intersection):

**On the East side of Friendship Road 1779.58
feet South of Baldwin County Rd 64**

PPIN#(s):

a portion of 10505

Gross Site Area (acreage): **1.84+/- Acres**

Requested Zoning or Pre-Zoning: **B-2**

Current Zoning Designation(s):
**Baldwin County Planning District 15:
B-2 & RSF-2**

Amended Request:

Initials: Date:

Current Land Use:
undeveloped

Anticipated Land Use: **combine with Lot 10, Italian
Settlement to create one legal lot of record**

Provide Legal Description (if necessary attach separate page entitled "Legal Description for [Name of Applicant]":
See attached

Specify other recently approved or pending requests related to the subject property. Circle the answer(s).

☒ **Annexation** ☐ Subdivision ☐ Site Plan ☐ Special Exception ☐ Variance ☐ Specify Other

APPLICANT & AGENT INFORMATION

**If an LLC or LLP or Corporation, provide name and signature of
Registered Member or Agent and provide a copy of Articles of
Incorporation.*

Name of Current Owner: **AJD Family Limited Partnership
Iris Patricia DeFilippi**

Mailing Address: **27484 Rigsby Road
Daphne, AL 36526**

Phone/Fax: 251-239-0615
E-mail:

Name of Authorized Agent:
Matt White c/o White-Spunner Realty, Inc.

Mailing Address: **3201 Dauphin Street, Suite A
Mobile, AL 36606**

Phone/Fax: (251) 471-1000
E-mail: matt@white-spunnerrealty.com

Name of Developer*: **Willisson Properties, LLC
Brannon Willisson**

Phone/Fax:
E-mail:

Other:

Phone/Fax:
E-mail:

I, the applicant, certify that all of the above facts are true and correct to the best of my knowledge. I hereby agree to allow the City of Daphne to post a sign on the subject property notifying the general public of this request.

Applicant's Signature: <u>Iris Patricia DeFilippi</u>	Iris Patricia DeFilippo	Date <u>10-19-2020</u>
Agent's Signature: <u>Matt White</u>	Matt White	Date <u>10-19-2020</u>

ADDITIONAL INFORMATION

We, the undersigned, constituting all of the owners of the described real property do hereby execute and file this written petition asking and requesting that our property be annexed into the corporate limits of the City of Daphne, Alabama, under the authority of Section 11-42-20 through 11-42-24, Code of Alabama 1975.

Initials: EPD

We further certify that said property is contiguous to the city limits of Daphne, Alabama. A map and written legal description of said property is hereto attached.

Initials: EPD

We certify that the property is a single or multiple parcels under single or multiple ownership.
Circle appropriate response:

Initials: EPD

We certify that we fully understand that upon annexation, the subject property shall be subject to all laws and codes administered by the City of Daphne, including, but not limited to, the zoning code, the subdivision regulations and the municipal code of the City of Daphne.

Initials: EPD

SELECT ONE OF THE FOLLOWING OPTIONS

- ☒ Option# 1: We do hereby request pre-zoning of the subject property to the following zoning classification(s): B-2, and certify that a petition for rezoning, associated fees and documents have been submitted prior to or concurrently with this petition.

Initials: EPD

Or

- ☐ Option# 2: We do hereby certify that we understand fully that upon annexation the subject property will be zoned R-1, Low Density Single Family Residential.

Initials: _____

We do hereby request that the Planning Commission and City Council give such notice, hold such hearing and adopt such ordinance and do all such things or acts as is required by law so that the corporate limits of the City of Daphne, Alabama shall be rearranged so as to include such territory.

IN WITNESS WHEREOF, we have hereunto subscribed our names this, the 19 day of October, 2020.

Legal Description Attached (Exhibit A)? Yes Map or Survey Attached (Exhibit B)? Yes
Recorded Subdivision Plat OR Preliminary/Final Subdivision plat approved by Planning Commission
Attached (Exhibit C)? No Acreage 1.84
Subdivision Name _____ Lot Number(s) _____

Names and Signature of ALL property owners OR principle of corporation's designee:

Signature: Iris Patricia DeFilippi Signature: Iris Patricia DeFilippi
AJD Family Limited Partnership

Printed Name: Iris Patricia DeFilippi Printed Name: _____

Mailing Address: 27484 Rigsby Road Mailing Address: _____
Daphne, AL 36526

ANNEXATION & PREZONING
OF PROPERTY EAST OF
NO OFF SEASON GYM

ADJACENT PROPERTY OWNER'S
LIST

WILLISSON PROPERTIES, LLC
ATTN: BRANNON WILLISSON
9457 SANIBEL LOOP
DAPHNE, AL 36526

AJD FAMILY LIMITED
PARTNERSHIP
ATTN: IRIS PATRICIA DeFILIPPI
27487 RIGSBY ROAD
DAPHNE, AL 36526

HALL, H W & MARTHA ALICE
112 THIRD ST
ITHACA, NY 14850

JOHNSON, DELORES E
25627 FRIENDSHIP RD
DAPHNE, AL 36526

DALE, HELEN YVONNE & DALE,
RICKY
25619 FRIENDSHIP RD
DAPHNE, AL 36526

CUNNINGHAM, DONNA H
25604 FRIENDSHIP RD
DAPHNE, AL 36526

EXHIBIT "A"

DESCRIPTION OF PROPERTY TO BE PREZONED TO B-2:

BEGINNING AT A HUTCHINSON, MOORE AND RAUCH CAPPED REBAR FOUND AT THE NORTHEAST CORNER OF LOT 10, AMENDED PLAT, ITALIAN SETTLEMENT BUSINESS PARK - PHASE I, AS PER PLAT RECORDED ON SLIDE NO. 2439-D OF THE PROBATE COURT RECORDS OF BALDWIN COUNTY, ALABAMA; THENCE RUN S 89°28'29" E 400.00 FEET TO A POINT; THENCE RUN S 00°12'28" W 200.00 FEET TO A POINT ON THE NORTH BOUNDARY OF LOT 4, TRIONE TRACE, AS PER PLAT RECORDED ON SLIDE NO. 1594-A OF SAID PROBATE COURT RECORDS OF BALDWIN COUNTY, ALABAMA; THENCE ALONG SAID NORTH BOUNDARY OF LOT 4, TRIONE TRACE, RUN N 89°28'29" W 400.00 FEET TO A HUTCHINSON, MOORE AND RAUCH CAPPED REBAR FOUND AT THE SOUTHEAST CORNER OF SAID LOT 10, ITALIAN SETTLEMENT BUSINESS PARK - PHASE I; THENCE ALONG THE EAST BOUNDARY OF SAID LOT 10, ITALIAN SETTLEMENT BUSINESS PARK - PHASE I, RUN N 00°12'28" E 200.00 FEET TO THE POINT OF BEGINNING. CONTAINING 79,998 SQUARE FEET OR 1.84 ACRES, MORE OR LESS.

ROBIN LEJEUNE
MAYOR

ADRIENNE D. JONES, AICP,
COMMUNITY DEVELOPMENT
DIRECTOR/ZONING ADMINISTRATOR



CITY COUNCIL
TOMMIE CONAWAY
DISTRICT 1
STEVE OLEN
DISTRICT 2
JOEL COLEMAN
DISTRICT 3
DOUG GOODLIN
DISTRICT 4
RON SCOTT
DISTRICT 5
BENJAMIN HUGHES
DISTRICT 6
ANGIE PHILLIPS
DISTRICT 7

November 6, 2020

NOTICE OF PUBLIC HEARING

A petition for PRE-ZONING will be considered by the Daphne Planning Commission for AJD Family Limited Partnership containing 1.84 acres +/- located southeast of the intersection of County Road 64 and Friendship Road, zoned B-2, Local Business District, and RSF-2, Single Family District, Baldwin County District 15, in the Extraterritorial Planning Jurisdiction, to be pre-zoned as B-2, General Business. A petition to annex said property has also been submitted.

Said petition will also be considered by the Daphne City Council pursuant to Alabama Code 11-52-85. The application is available for review at City Hall in the Department of Community Development, 1705 Main Street, during regular business hours. An informal site preview meeting will be held on Thursday, November 12, 2020 at 8:30 a.m. in the Council Chambers of City Hall. The public is invited to attend: limited participation may be allowed by the chairman.

The public hearing will be held by the Daphne Planning Commission on Thursday, November 19, 2020 at 5:00 p.m. in the Council Chambers of City Hall. You may submit your views in writing, in person, or by representation.

Adrienne D. Jones, Director

AJD Family Limited Partnership Pre-Zoning Amendment

P. O. Box 400 - Daphne, Alabama 36526
Phone: 251.620.1700



AJD FAMILY LIMITED PARTNERSHIP PREZONING PETITION

AJD FAMILY LIMITED PARTNERSHIP

APPLICATION:

Prezoning Petition

LOCATION:

Southeast of the intersection
of County Road 64 and
Friendship Road
Northeast of the intersection
of Jonesboro Road and
Friendship Road

APPLICANT:

AJD Family Limited
Partnership

AREA:

1.84 ac

PPIN:

10505

ZONING:

B-2, Neighborhood
Business & RSF-2
Residential Single Family
(ETJ)

PROPOSED ZONING:

B-2, General Business

EXISTING PRECEDENT:

Yes

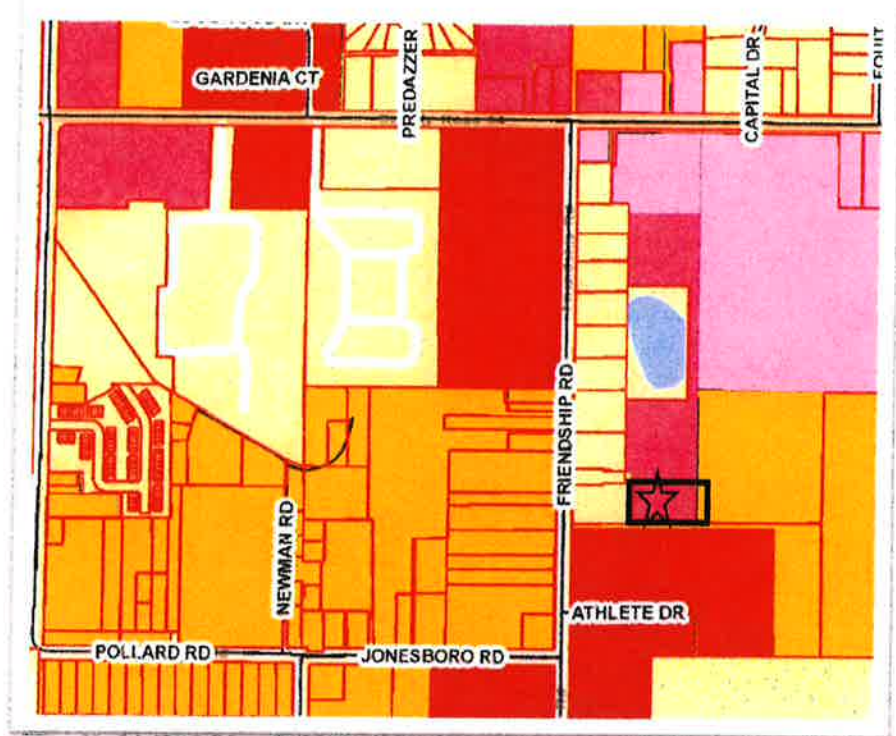
COMPREHENSIVE PLAN:

Consistent

RECOMMENDATION:

Approval with No
Reversionary Clause

*Adjoining property owner notices
have been distributed and the notice
for a public hearing for this petition
has been properly advertised in
accordance with applicable sections of
the Code of Alabama.*



Baldwin County Zoning Map



Google Earth Aerial Imagery

AJD FAMILY LIMITED PARTNERSHIP

Existing Conditions: 1.84 acre+/- Agricultural
Existing Zoning: RSF-2 Residential Single Family and B-2, Neighborhood Business (ETJ)
Proposed Zoning: B-2, General Business

Surrounding Zonings/Uses:

North – B-2, Neighborhood Business (ETJ)/ Agricultural land

South – B-3, General Business (ETJ)/Church

West – B-2, General Business (Daphne)/No Off Season Gym

East – RSF-2, Residential Single Family (ETJ)/Agricultural land

Existing Utility Service Providers:

Water – Belforest Water	Sewer – Daphne Utilities
Gas – Daphne Utilities	Electric – Riviera Utilities

Affected City Service Providers:

Fire Protection-Station 1
Police Protection-Police Beat 1
Public Works

The Comprehensive Plan

The comprehensive plan's overarching policy regarding land development encourages harmony and compatibility. The following are some Land Use Goals and Objectives from the Plan that are applicable to this application.

Goal: Grow sensibly by anticipating land use needs. *Objective:* Promote and manage growth on undeveloped lands in a manner that will be compatible with, and complementary to, existing adjacent developed properties.

The applicant proposes to prezone the subject property to B-2, General Business in order to sell the land to Willison Properties, LLC, which is the owner of No Off Season Gym. The gym is located immediately to the west with frontage along Friendship Road (Lot 10 of Italian Settlement Business Park, Phase 1, amended plat).

The petitioner also proposes to annex the 1.84 acre tract into the City Limits in order to accommodate future expansion. The proposed zoning is consistent with the existing B-2 zoned lot in the City of Daphne. Therefore, it would be appropriate to approve the Prezoning petition and associated annexation request.

EXHIBIT "A"

DESCRIPTION OF PROPERTY TO BE ANNEXED INTO THE CITY OF DAPHNE:

BEGINNING AT A HUTCHINSON, MOORE AND RAUCH CAPPED REBAR FOUND AT THE NORTHEAST CORNER OF LOT 10, AMENDED PLAT, ITALIAN SETTLEMENT BUSINESS PARK - PHASE I, AS PER PLAT RECORDED ON SLIDE NO. 2439-D OF THE PROBATE COURT RECORDS OF BALDWIN COUNTY, ALABAMA; THENCE RUN S 89°28'29" E 400.00 FEET TO A POINT; THENCE RUN S 00°12'28" W 200.00 FEET TO A POINT ON THE NORTH BOUNDARY OF LOT 4, TRIONE TRACE, AS PER PLAT RECORDED ON SLIDE NO. 1594-A OF SAID PROBATE COURT RECORDS OF BALDWIN COUNTY, ALABAMA; THENCE ALONG SAID NORTH BOUNDARY OF LOT 4, TRIONE TRACE, RUN N 89°28'29" W 400.00 FEET TO A HUTCHINSON, MOORE AND RAUCH CAPPED REBAR FOUND AT THE SOUTHEAST CORNER OF SAID LOT 10, ITALIAN SETTLEMENT BUSINESS PARK - PHASE I; THENCE ALONG THE EAST BOUNDARY OF SAID LOT 10, ITALIAN SETTLEMENT BUSINESS PARK - PHASE I, RUN N 00°12'28" E 200.00 FEET TO THE POINT OF BEGINNING. CONTAINING 79,998 SQUARE FEET OR 1.84 ACRES, MORE OR LESS.

ROBIN LEJEUNE
MAYOR

CANDACE G. ANTINARELLA
CITY CLERK

ADRIENNE D. JONES, AICP
COMMUNITY DEVELOPMENT
DIRECTOR/ZONING
ADMINISTRATOR



CITY COUNCIL
TOMMIE CONAWAY
DISTRICT 1
STEVE OLEN
DISTRICT 2
JOEL COLEMAN
DISTRICT 3
DOUG GOODLIN
DISTRICT 4
RON SCOTT
DISTRICT 5
BENJAMIN HUGHES
DISTRICT 6
ANGIE PHILLIPS
DISTRICT 7

November 20, 2020

AJD Family Limited Partnership, LLC
Attn.: Iris Patricia DeFilippi
27484 Rigsby Road
Daphne, AL 36526

Subject: Pre-zoning Application #PZA20-01

Dear Ms. DeFilippi,

On November 19, 2020, the Daphne Planning Commission made a favorable recommendation to the City Council to pre-zone the 1.84-acre subject property from Baldwin County District 15, B-2, Neighborhood Business District & RSF-2, Single Family District to B-2, General Business.

Additionally, the Planning Commission also made a favorable recommendation to the City Council to annex the subject property into the Daphne corporate limits.

Documentation of this recommendation will be sent to the City Clerk for further processing. If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in black ink, reading 'Adrienne D. Jones'.

Adrienne D. Jones, AICP
Community Development Director

cc: Matt White - Email
Candace Antinarella, City Clerk
File

To: Office of the City Clerk
From: Adrienne D. Jones, AICP, 
Director of Community Development
Subject: AJD Family Limited Partnership
Annexation Petition
Date: November 20, 2020

MEMORANDUM

PRESENT ZONING: B-2, Neighborhood Business District,
and RSF-2, Single Family District,
Baldwin County District 15,
Exterritorial Planning Jurisdiction

LOCATION: Southeast of intersection of County
Road 64 and Friendship Road

RECOMMENDATION: At the Thursday, November 19, 2020,
regular meeting of the Daphne
Planning Commission, six members
were present and the motion carried
unanimously for a favorable
recommendation for the above
mentioned annexation petition.

Attached please find the appropriate documentation and
action of the Daphne Planning Commission.

Upon receipt of said documentation, please prepare an
ordinance for placement on the City Council agenda for
placement on the City Council agenda to set a public
hearing.

Thank you,
ADJ/jv

attachment(s)

1. Petition for Annexation
2. Legal Description (Exhibit A)
3. Boundary Survey (Exhibit B)
4. Community Development Report

FILE
11/20/20
9:14am

**PETITION FOR ANNEXATION OF CERTAIN PROPERTY
INTO THE CORPORATE LIMITS OF THE MUNICIPALITY
OF THE CITY OF DAPHNE, ALABAMA**

(_____)

The undersigned corporation, AJD Family Limited Partnership, files this petition with the Clerk of the City of Daphne requesting the property hereafter described, commonly referred to as, No Off Season Gym Addition, to be annexed into the City of Daphne, a municipal corporation incorporated under the laws of the State of Alabama, and submits the following in support of the petition:

1. **Description of Property:** The description of the property which the petitioner requests to be annexed into the City of Daphne is described in **Exhibit "A"** attached hereto and made a part of this petition as fully set out herein (the "Property").

2. **Map of Property:** Attached hereto as **Exhibit "B"** and made a part of this petition, is a map of the property showing its relationship to the corporate limits of the municipality of the City of Daphne.

3. **Owner:** The petitioner, AJD Family Limited Partnership, is the owner of the property hereby sought to be annexed into the corporate limits of the City of Daphne.

4. **Specific Conditions:** This petition is conditioned upon the adoption of an ordinance, which shall include specifically the conditions requested below upon annexing the said property into the corporate limits of the City of Daphne.

Requested zoning, if other than R-1: B-2

Any other conditions which may apply upon annexation:

5. Code: This Petition is filed pursuant to the provisions of Article 21, Chapter 42, Title 11, Code of Alabama, 1975, as amended.

DATED this 19 day of October, 2020

Respectfully submitted,

AJD Family Limited Partnership

Name of Corporation

By:

Iris Patricia DeFilippi

Iris Patricia DeFilippi

Its:

General Partner

STATE OF ALABAMA
COUNTY OF BALDWIN

I, Emma Ishee, the undersigned Notary Public in and for said county and state, hereby certify that Iris Patricia DeFilippi whose name as General Partner of AJD Family Ltd Partnership, an Alabama corporation, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day, that, being informed of the contents of the instrument, he/she as such officer and with full authority, executed the same voluntarily on the day the same bears date.

Given under my hand and official seal this the 19 day
of October, 2020.

Emma Ishee

NOTARY PUBLIC

My Commission Expires 02/06/2024

My commission expires: _____

Corporation's Address

27484 Rigsby Road

Daphne, AL 36526

EXHIBIT "A"

DESCRIPTION OF PROPERTY TO BE ANNEXED INTO THE CITY OF DAPHNE:

BEGINNING AT A HUTCHINSON, MOORE AND RAUCH CAPPED REBAR FOUND AT THE NORTHEAST CORNER OF LOT 10, AMENDED PLAT, ITALIAN SETTLEMENT BUSINESS PARK - PHASE I, AS PER PLAT RECORDED ON SLIDE NO. 2439-D OF THE PROBATE COURT RECORDS OF BALDWIN COUNTY, ALABAMA; THENCE RUN S 89°28'29" E 400.00 FEET TO A POINT; THENCE RUN S 00°12'28" W 200.00 FEET TO A POINT ON THE NORTH BOUNDARY OF LOT 4, TRIONE TRACE, AS PER PLAT RECORDED ON SLIDE NO. 1594-A OF SAID PROBATE COURT RECORDS OF BALDWIN COUNTY, ALABAMA; THENCE ALONG SAID NORTH BOUNDARY OF LOT 4, TRIONE TRACE, RUN N 89°28'29" W 400.00 FEET TO A HUTCHINSON, MOORE AND RAUCH CAPPED REBAR FOUND AT THE SOUTHEAST CORNER OF SAID LOT 10, ITALIAN SETTLEMENT BUSINESS PARK - PHASE I; THENCE ALONG THE EAST BOUNDARY OF SAID LOT 10, ITALIAN SETTLEMENT BUSINESS PARK - PHASE I, RUN N 00°12'28" E 200.00 FEET TO THE POINT OF BEGINNING. CONTAINING 79,998 SQUARE FEET OR 1.84 ACRES, MORE OR LESS.



AJD FAMILY LIMITED PARTNERSHIP ANNEXATION PETITION

AJD FAMILY LIMITED PARTNERSHIP ANNEXATION REQUEST

APPLICATION:

Annexation Petition

LOCATION:

Southeast of the intersection
of County Road 64 and
Friendship Road
Northeast of the intersection
of Jonesboro Road and
Friendship Road

APPLICANT:

AJD Family Limited
Partnership

AREA:

1.84 ac

PPIN#:

10505 (A Portion)

ZONING:

B-2, Neighborhood
Business & RSF-2
Residential Single Family
(ETJ)

ASSOCIATED

PREZONING:

B-2, General Business
(Same Agenda)

RECOMMENDATION:

Approval



REQUEST

The applicant proposes to annex 1.84 acres into the corporate limits of Daphne. There is an associated pre-zoning application that has been submitted for consideration on this same meeting agenda.

RECOMMENDATION

The Comprehensive Plan encourages expansion and annexation of land contiguous to the existing corporate limits. Staff recommends approval of the request to annex this land into the City of Daphne.

Code of Alabama Section 11-52-85

PRE-ZONING TERRITORY PROPOSED FOR ANNEXATION

Section 11-52-85 of the Code of Alabama allows “pre-zoning of property.” In this case, both requests have been submitted concurrently and are moving on the same path. The Planning Commission will make a recommendation to Council for zoning and also make a recommendation for annexation.

Code of Alabama Section 11-52-85

Pre-zoning of territory proposed for annexation by municipality. *(Highlights by staff)*

(a) A municipality which exercises its authority to zone territory within its corporate limits may pre-zone territory proposed for annexation into the corporate limits of the municipality prior to the effective date of the annexation by complying with this article. If all the requirements, including all notice and public hearing requirements, of this article are met, **the zoning shall become effective upon the date the territory is annexed into the corporate limits, or upon the date the zoning process is completed, whichever is later.**

(b) A municipality which exercises its authority to zone territory within its corporate limits shall pre-zone territory as provided in subsection (a) and issue a statement of zoning classification to an affected property owner if the individual property owner residing in the area to be annexed requests in writing that a zoning determination be made pursuant to this section prior to being annexed.

(c) Any pre-zoning established by a municipality pursuant to this section for territory proposed for annexation shall be null and void as to any portion of the territory that is not annexed into the corporate limits within 180 days of the initiation of annexation proceedings as provided by law.

(d) Nothing contained in this section shall allow a municipality to zone territory outside the corporate limits of the municipality that is not in the process of being annexed into the corporate limits of a municipality as provided by law.

(e) Section 6-5-127 shall be applicable to any property pre-zoned pursuant to this section.

(Act 2009-629, p. 1926, §1.)

EASTERN SHORE

CHAMBER OF COMMERCE

327 Fairhope Avenue, Fairhope, AL 36532 · 251.928.6387 · www.eschamber.com · office@eschamber.com

November 11, 2020

City of Daphne
Mayor Lejune & City Council
Post Office Box 400
Daphne, Alabama 36526

Re: 33rd Annual Jubilee Festival: October 16 & 17, 2021

Dear Mayor Lejune and City Council Members:

With great excitement, we are pleased to announce that the 33rd Annual Jubilee Festival is scheduled to be held October 16 & 17, 2021. As always, the continued support of the Mayor and City Council is essential for a successful event. Your tireless efforts in making the 2020 festival were greatly appreciated. At this time the Festival Committee would like to request the following from the City of Daphne:

1. Permission to block Main Street from Lea Avenue to the north corner of Lott Park
2. Permission to use Lott Park from noon on Friday, October 15, 2021 until Sunday, October 17, 2021 after 6:00 p.m. for hosting of the 33rd Annual Jubilee Festival.
3. Permission to use the city's event trailer and restroom trailer during the 33rd Annual Jubilee Festival.
4. Assistance from Police and Street Department with street closings and barricades from Friday, October 15 after 5:00 p.m. until Sunday, October 17, 2021 after 6:00 p.m.
5. Permission to place temporary banners to help promote the 33rd Annual Jubilee Festival. Specifics of the banners are as follows:
 - Banners to read: Jubilee Festival, October 16 & 17, 2021
 - Banners to be posted 2 weeks prior to event
 - Size of Banners to be 120" x 34"
 - Locations to include:
 - Santa Rosa & Main Street
 - Jubilee Mall
 - Johnson Road

8. Permission to place banners within the site of the festival.

9. Permission to place banner over road in Olde Towne two weeks prior to festival.

We respectfully ask that you place this request on the agenda for the next available City Council Meeting and contact Liz R. Thomson at the Eastern Shore Chamber of Commerce (928-6387 or lroberts@eschamber.com) with the date of the meeting.

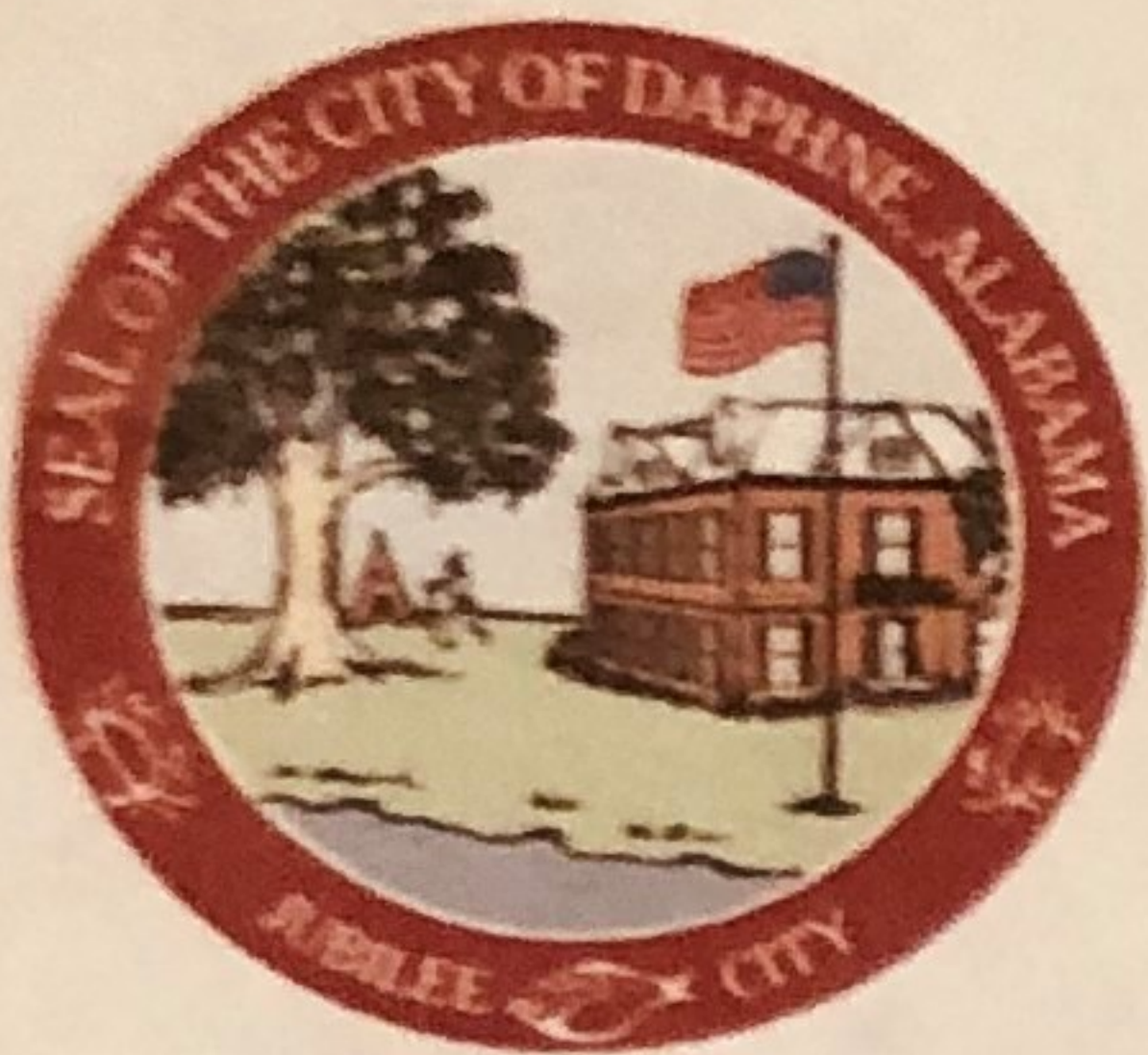
The Eastern Shore Chamber of Commerce and the Jubilee Festival Committee greatly appreciate the City's continued support of this annual event. We are looking forward to another great event for both the Chamber and the City. The success of the Jubilee Festival is only possible through the combined effort of the City, the Chamber and our volunteers. Again, thank you for your past and continued support.

Sincerely,



Casey Gay Williams
President

cc: City Council, Eastern Shore Chamber of Commerce Board of Directors



City of Daphne Event Permit Application

Date of Application: _____ Permit Requested: ☐ Event/Fundraiser ☐ Parade/Run ☐ Band

Contact Information

Organization Name: Gilbreth Block Party
Contact Name: Mike Gilbreth E-mail Address: Mg:lbreth64@gmail.com
Address: 8456 Mackie Lane
Primary Phone Number: 918-894-9330 Secondary: 918-231-8095

Event Information

Event Name: Christmas Get Together Event Date: 19/Dec/2020
Event Location: 8456 Mackie Lane # Participants/Vehicles: 7
Start Time: 11:00 A.M. Stop Time: 6:00 P.M. Assembly Time: 11:00 A.M.
Special Requests: Block Road From 8456 Mackie Lane
To 8462 Mackie Lane Road Closures Requested: ☒ Yes ☐ No

Special Instructions

Approval: Internal Use Only

Date Routed: _____

Fire Dept: _____

Police Dept: _____

Public Works: _____

Parks & Recreation: _____

Only required if event interrupts traffic near Daphne parks

For Special Event/Band Permits:

City Clerk: _____

Signature

For Parade/Run Permits & Use of City Grounds:

City Council: _____

Date of Approval

Not valid unless stamped "Approved"

☐ Use of Alcohol

Parade/Run Permits ONLY

☐ Fee Paid: \$ _____ ☐ N/A ☐ Waived

☐ Insurance Filed ☐ N/A

Route Selection: ☐ 1 ☐ 2 ☐ 3 ☐ 4

**CITY OF DAPHNE, ALABAMA
RESOLUTION 2020-71**

**2020-R-MBNEP/NFWF/ADEM 319 TIAWASEE CREEK
SUB-WATERSHED MANAGEMENT & RESTORATION PROJECT**

WHEREAS, the City of Daphne is required under section 39-1-1(E) of the Code of Alabama to secure competitive bids for public works contracts in excess of \$ 50,000; and

WHEREAS, the City of Daphne acknowledges that TIAWASEE CREEK SUB-WATERSHED MANAGEMENT & RESTORATION PROJECT will exceed \$50,000; and

WHEREAS, the City's goal is to support environmental endeavors which will improve water quality and lessen the potential for impacts to the City's watersheds which are part the greater Mobile Bay estuary.

WHEREAS, the City of Daphne has received Alabama Department of Environmental Management ADEM 319 grants for Restoration of an TIAWASEE CREEK SUB-WATERSHED MANAGEMENT & RESTORATION PROJECT; and

WHEREAS, grant monies in the amount of \$395,000 are available for the TIAWASEE CREEK SUB-WATERSHED MANAGEMENT & RESTORATION PROJECT; and

WHEREAS, a contract for engineering services was bid and awarded to Jade Engineering for Tiawasee Creek Restoration grant projects and will be funded through remaining available grant funds; and

WHEREAS, the City of Daphne did receive bids for the TIAWASEE CREEK SUB-WATERSHED MANAGEMENT & RESTORATION PROJECT and has determined that the bid as presented is reasonable; and

WHEREAS, staff recommends the bid for TIAWASEE CREEK SUB-WATERSHED MANAGEMENT & RESTORATION PROJECT be awarded to Clarkco Oilfield Services, Inc..

NOW, THEREFORE BE IT RESOLVED, AND IT IS HEREBY RESOLVED, BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA that the City hereby

1. Accepts the bid from Clarkco Oilfield Services, Inc. in the amount of \$460,788.67 as specified in BID SPECIFICATION NO. **2020-R-MBNEP/NFWF/ADEM 319 TIAWASEE CREEK SUB-WATERSHED MANAGEMENT & RESTORATION PROJECT**
2. The Mayor is hereby authorized to enter into any agreements, on behalf of the City of Daphne, associated with the project.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS day of _____, 2020.

Robin LeJeune, Mayor

ATTEST:

Candace G. Antinarella, CMC, City Clerk

**CITY OF DAPHNE, ALABAMA
RESOLUTION 2020-72**

2021-A-POLICE VEHICLE EQUIPMENT

WHEREAS, The City of Daphne is required under section 41-16-20 of the Code of Alabama to secure competitive bids for items in excess of \$15,000; and

WHEREAS, The City of Daphne acknowledges that the cost for the Police Vehicle Equipment will exceed this amount; and

WHEREAS, Staff has reviewed the bids for the Police Vehicle Equipment and determined that the bid as presented is reasonable; and

WHEREAS, Staff recommends the bid for the Police Vehicle Equipment be awarded to ProLogic ITS LLC.

NOW, THEREFORE BE IT RESOLVED, AND IT IS HEREBY RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF DAPHNE, hereby accept the bid of ProLogic ITS LLC for unit cost as follows:

Emergency Equipment Package for PD 2021 Slick Top Tahoe				
	Model Number	Product Description	QTY	Unit Price/ea
1	SIFMS-	FEDERAL SIGNAL LOW PROFILE INTERIOR LIGHT BAR (BLUE/WHITE W/FULL FLOOD)	1	\$ 700.58
2	PF200S17	FEDERAL SIGNAL PATHFINDER 17 BUTTON LIGHT/SIREN CONTROL	1	\$ 818.71
3	OBD CABLE25-X	FEDERAL SIGNAL 25 OBD CABLE FOR PATHFINDER	1	\$ 93.56
4	ES100C	FEDERAL SIGNAL ES100C 100W SPEAKER	1	\$ 134.00
5	ESB-U	FEDERAL SIGNAL SPEAKER BRACKET	1	\$ 15.00
6	SIFMH-PF2	FEDERAL SIGNAL LOW PROFILE REAR INTERIOR LIGHT BAR (BLUE/AMBER SM)	1	\$ 730.99
7	MPSW9X-BW	FEDERAL SIGNAL WIDE ANGLE BLUE/WHITE (UNDER MIRROR)	2	\$ 105.26
8	MPSMW9-TAH21	FEDERAL SIGNAL TAHOE UNDER MIRROR MOUNT	1	\$ 18.01
9	MPS620UX-BW	FEDERAL SIGNAL ULTRA 6 BLUE/WHITE DUAL COLOR (SEE NOTES BELOW) MPS620U LOCATIONS-4 TOP CHANNEL, 2 SIDE PBX, 2 BOTTOM OF HATCH, 2	14	\$ 67.83
10	XSM2-BRW	FEDERAL SIGNAL DUAL XSTREAM BLUE/WHITE (REAR CARGO WINDOW)	2	\$ 174.26
11	MPSM6U-SPACRKT	FEDERAL SIGNAL 5 DEGREE WEDGE KIT(RUNNING BOARD)	4	\$ 12.86
12	RB-TAH21	FEDERAL SIGNAL TAHOE RUMBLER BRACKET	1	\$ 25.73
13	416300X-B	FEDERAL SIGNAL FLUSH MOUNT LED LIGHT BLUE (BACK REAR OF OEM BUMPER)	2	\$ 52.63
14	FHLP-TAH	FEDERAL SIGNAL WIG WAG PLUG-N-PLAY	1	\$ 63.29
15	MPS600U-WW	FEDERAL SIGNAL ULTRA 6 WHITE (CARGO WORK LIGHT)	1	\$ 64.32
16	PBX-08	FEDERAL SIGNAL TAHOE CENTER PUSH BUMPER	1	\$ 324.21
17	PBX-TC4L-4	FEDERAL SIGNAL 4 LIGHT TOP CHANNEL TAHOE MPS	1	\$ 20.11
18	EXPMOD24	FEDERAL SIGNAL EXPANSION MODULE 24 OUTPUT	1	\$ 167.25
19	RBKIT-2	FEDERAL SIGNAL RUMBLER 2 KIT	2	\$ 256.79
20	7160-0958	WIDE BODY CONSOLE WITH BROTHER POCKET JET PRINTER MOUNT	1	\$ 406.64

	Model Number	Product Description	QTY	Unit Price/ea
21	7160-0509	LEG KIT	1	\$ -
22	7160-1216-09	MONGOOSE	1	\$ 269.36
23	7110-1013	ARM REST	1	\$ 69.04
24	7160-0847	CUP HOLDER	1	\$ 37.66
25	7160-0086	Top Plate	1	\$ -
26	7160-0826	Mic Clip Holder	3	\$ 19.79
27	17040	Magnetic Mic Clip	3	\$ 26.48
28	7160-0250	NotePad™ Universal Computer Cradle	1	\$ 201.50
29	35-10025	Defender Front Partition	1	\$ 632.03
30	35-12025	Defender Rear Partition	1	\$ 253.84
31	35-16025	Defender Side Window Guards	1	\$ 96.01
32	VT-Tah/Expd_AA	E/Z-SUV Vault for Tahoe	1	\$ 1,060.81
33	35-120251	Defender Electronics Panel	1	\$ 297.39
				\$ -

Emergency Equipment Package for PD 2021 Admin Tahoe				
	Model Number	Product Description	QTY	Unit Price/ea
1	SIFMS-	FEDERAL SIGNAL LOW PROFILE INTERIOR LIGHT BAR (BLUE/WHITE W/FULL FLOOD)	1	\$ 700.58
2	PF2004	FEDERAL SIGNAL PATHFINDER 17 BUTTON LIGHT/SIREN CONTROL	1	\$ 643.27
3	OBD CABLE25-X	FEDERAL SIGNAL 25 OBD CABLE FOR PATHFINDER	1	\$ 93.56
4	ES100C	FEDERAL SIGNAL ES100C 100W SPEAKER	1	\$ 134.00
5	ESB-TAH21	FEDERAL SIGNAL SPEAKER BRACKET	1	\$ 15.00
6	SIFMH-PF2	FEDERAL SIGNAL LOW PROFILE REAR INTERIOR LIGHT BAR (BLUE/AMBER SM)	1	\$ 730.99
7	MPS620UX-BW	FEDERAL SIGNAL ULTRA 6 BLUE/WHITE DUAL COLOR (SEE NOTES BELOW)	8	\$ 67.83
8	XSM2-BRW	FEDERAL SIGNAL DUAL XSTREAM BLUE/WHITE (REAR CARGO WINDOW)	2	\$ 174.26
9	MPSM6U-SPACRKT	FEDERAL SIGNAL 5 DEGREE WEDGE KIT(RUNNING BOARD)	4	\$ 12.86
10	RB-TAH21	FEDERAL SIGNAL TAHOE RUMBLER BRACKET	1	\$ 25.73
14	FHLP-TAH	FEDERAL SIGNAL WIG WAG PLUG-N-PLAY	1	\$ 63.29
15	MPS600U-WW	FEDERAL SIGNAL ULTRA 6 WHITE (CARGO WORK LIGHT)	1	\$ 64.32
18	EXP MOD24	FEDERAL SIGNAL EXPANSION MODULE 24 OUTPUT	1	\$ 167.25
19	RBKIT-2	FEDERAL SIGNAL RUMBLER 2 KIT	2	\$ 256.79
23	MCS-EPIC13	13" EPIC Console Box Gamber Johnson	1	\$ 177.16
28	VT-Tah/Expd_AA	E/Z-SUV Vault for Tahoe	1	\$ 1,060.81

as specified in BID SPECIFICATION NO. 2021-A-POLICE VEHICLE EQUIPMENT.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE,
ALABAMA, THIS _____ day of _____, 2020.**

Robin LeJeune, Mayor

ATTEST:

Candace G. Antinarella, CMC, City Clerk

**CITY OF DAPHNE, ALABAMA
ORDINANCE 2020-42**

CITY HALL PARKING LOT ADDITION

WHEREAS, Ordinance 2020-32 approved and adopted the Fiscal Year 2021 Budget on September 21, 2020; and

WHEREAS, subsequent to the adoption of the Fiscal Year 2021 budget, the City Council has determined that certain appropriations are required and should be approved and made a part of the Fiscal Year 2021 budget; and

WHEREAS, subsequent to the adoption of the Fiscal Year 2021 budget, the City Council has determined that certain appropriations are required and should be approved and made a part of the Fiscal Year 2021 budget; and

WHEREAS, parking lot and drainage improvements are needed at City Hall for safety and maintenance purposes; and

WHEREAS, monies in the amount of \$9,800 were appropriated (*Ordinance 2020-20*) for design fees for the initial stage of the project; and

WHEREAS, bids were received for the City Hall Parking Lot Addition project; and

WHEREAS, the total construction cost for the project is \$340,186.03 (*Construction/Materials (Base Bid-\$322,386.03 + Engineering-CE&I-\$15,300 + Testing-\$2,500 = \$340,186.03 Total construction cost with \$12,300 spent in FY2020)*);

WHEREAS, an additional appropriation of \$327,886 is needed for construction of the City Hall Parking Lot Addition project for Fiscal Year 2021 Budget.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, that funds in the amount of **\$327,886** from the **General Fund** are hereby appropriated and made a part of the Fiscal Year 2021 Budget for the City Hall Parking Lot Addition project.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS _____ DAY OF _____, 2020.

Robin LeJeune, Mayor

ATTEST:

Candace G. Antinarella, CMC, City Clerk

**CITY OF DAPHNE, ALABAMA
ORDINANCE 2020-43**

**ADDITIONAL DRAINAGE STUDY FOR IMPROVEMENTS FOR: NORTH MAIN
STREET FIRE STATION #2**

WHEREAS, Ordinance 2020-32 approved and adopted the Fiscal Year 2021 Budget on September 21, 2020; and

WHEREAS, subsequent to the adoption of the Fiscal Year 2021 budget, the City Council has determined that certain appropriations are required and should be approved and made a part of the Fiscal Year 2021 budget; and

WHEREAS, Drainage improvements at North Main Street Fire Station are being reviewed; and

WHEREAS, monies were previously appropriated in the amount of \$9,400 for engineering for the North Main Street Fire Station drainage improvements; (Ord 2020-33); and

WHEREAS, a drainage study of the basin is required in the amount of \$15,600 to survey the roads, culverts, and full drainage path and to create a GIS LIDAR topography to assist in evaluating drainage improvements needed; and

WHEREAS, the City Council has determined it to be in the best interest of the City to evaluate this project and therefore an additional appropriation is needed in the amount of \$15,600 for the drainage study.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, that

1. Funds from the General Fund are hereby appropriated and made a part of the Fiscal Year 2021 budget in the amount of \$15,600 for the North Main Street Fire Station Drainage project
2. The Mayor is hereby authorized to execute any and all documents required in order for the City of Daphne to participate in such projects.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS _____ DAY OF _____, 2020.

Robin LeJeune, Mayor

ATTEST:

Candace G. Antinarella, CMC, City Clerk

**CITY OF DAPHNE, ALABAMA
ORDINANCE 2020 -44**

ADOPTING THE FISCAL YEAR 2021 CAPITAL AND NEW PERSONNEL BUDGET

WHEREAS, the Mayor of the City of Daphne has submitted to the City Council capital and personnel requests for Fiscal Year 2021 which begins October 1, 2020 and ends September 30, 2021 (the “FY21 Capital and Personnel Budget”); and

WHEREAS, the City Council has reviewed and considered such proposed capital and personnel requests; and

WHEREAS, the City Council has determined that funds are available for certain Fiscal 2021 appropriations and such appropriations should be considered, approved and made a part of the Fiscal Year 2021 budget; and

WHEREAS, City Departments have submitted new Personnel and Capital requirements; and

WHEREAS, the Mayor and City Council have reviewed such requests and prioritized them according to needs and available funds and has incorporated them into the FY21 Capital and Personnel Budget;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, that the Fiscal Year 2021 Capital and Personnel Budget is hereby appropriated in the amount \$4,438,600 (\$3,917,268 for capital equipment and 521,332 for personnel requests) from various funds. Such appropriations are itemized in the attached list and made a part hereof.

APPROVED AND ADOPTED by the Mayor and City Council of the City of Daphne, Alabama, this _____ day of _____, 2020.

Robin LeJeune, Mayor

ATTEST:

Candace Antinarella, CMC, City Clerk

Summary of FY 2021 Capital Budget Requests - Mayor Funded

Description		Acquisition Type	Total Cost	Mayor Approved	FY 2021 Cost	Source of Funds
Public Safety:						
Police - Administration	Security Door Access System	Purchase	15,053	15,053	15,053	General Fund
Police - Patrol	SRO New Vehicle - Virtual School	Lease	57,600	57,600	7,000	General Fund
Police - Patrol	SRO Hiring One Time Costs - Virtual School	Purchase	11,649	11,649	11,649	General Fund
Police - Patrol	6 Tahoes - Annual Police Vehicle Refresh	Lease	310,520	310,520	35,000	General Fund
Fire - Fire Station #5	One Time Outfitting Costs for 9 New Firefighters	Purchase	42,587	42,587	42,587	General Fund
Fire - Fire Station #5	Fire Truck #5 Equipment Costs	Purchase	28,478	28,478	28,478	General Fund
Fire - Fire Station #5	Fire Station All Furnishing for Station #5	Purchase	23,501	23,501	23,501	General Fund
Public Works: Solid Waste						
PW - Garbage	Garbage Truck	Lease	325,000	325,000	36,000	General Fund
PW - Trash	Knuckleboom	Lease	165,000	165,000	18,500	General Fund
PW - Trash	Knuckleboom	Lease	165,000	165,000	18,500	General Fund
Public Works:						
PW - Mowing	Outfront Mower	Purchase	39,000	39,000	39,000	General Fund
PW - Mowing	Outfront Mower	Purchase	39,000	39,000	39,000	General Fund
PW - Trash	Supervisor Truck	Purchase	35,000	35,000	35,000	General Fund
PW-Streets	Heavy Equipment Trailer	Purchase	35,000	35,000	35,000	General Fund
PW - Mechanical	Tire Machine	Purchase	33,000	33,000	33,000	General Fund
PW - Grounds	Mini Excavator	Purchase	40,000	40,000	40,000	General Fund
Building Maintenance	2021 Chevrolet 2500 Truck	Purchase	45,000	45,000	45,000	General Fund
Building Maintenance	Dump Trailer	Purchase	10,000	10,000	10,000	General Fund
Building Inspection:						
Building Inspection	Ford F150 (Replacement Vehicle)	Purchase	30,000	30,000	30,000	General Fund
Building Inspection	Ford F150 (Replacement Vehicle)	Purchase	30,000	30,000	30,000	General Fund
Infrastructure & Facilities:						
Building Maintenance	Museum Renovation and Repairs	Purchase	50,000	50,000	50,000	General Fund
Building Inspection	Building Inspection Office Modifications	Purchase	15,000	15,000	15,000	General Fund
Building Maintenance	Executive Office Furnishing and Flooring	Purchase	25,000	25,000	35,000	General Fund
Building Maintenance	Repaint Recreation/Senior Center	Purchase	20,000	20,000	20,000	General Fund
Building Maintenance	Repaint and Lobby Furniture - Civic Center	Purchase	50,000	50,000	50,000	General Fund
Building Maintenance	Pole Barn (60x120) - Grounds	Purchase	45,000	45,000	45,000	General Fund
Infrastructure	Road Repaving	Purchase	1,000,000	600,000	600,000	General Fund
				100,000	100,000	Four Cent Gas Fund
				100,000	100,000	Seven Cent Gas Fund
				200,000	200,000	Ten Cent Gas Fund
Infrastructure	Lott Park Bradford Pear/Tree Replacement	Purchase	10,000	10,000	10,000	General Fund
Infrastructure	Olde Towne/Main Street Master Plan	Purchase	50,000	50,000	50,000	General Fund
Infrastructure	Sidewalks	Purchase	191,000	191,000	191,000	Capital Reserve
Infrastructure	Main Street Lighting Upgrades for Electrical Plugs	Purchase	15,000	15,000	15,000	General Fund
						General Fund
						General Fund
Infrastructure	Trione Park Parking Lot Paving and Curbing	Purchase	200,000	200,000	200,000	General Fund
Culture and Recreation:						
		Purchase				
Parks & Recreation	Sprayer Spreader	Purchase	10,000	10,000	10,000	General Fund
Parks & Recreation	Zero Turn Mower	Purchase	11,500	11,500	11,500	General Fund
Parks & Recreation	Zero Turn Mower	Purchase	11,500	11,500	11,500	General Fund
Parks & Recreation	Splash Pad	Purchase	250,000	250,000	250,000	General Fund
Parks & Recreation	Trione Concession - Allocation #2	Purchase	200,000	200,000	200,000	General Fund
Parks & Recreation	Lott Park - Pavilion and Plaza Upgrades/Demolish Building	Purchase	60,000	60,000	60,000	General Fund
	Less: Encumbered Funds - Pavilion		(50,000)	(50,000)	(50,000)	General Fund
Parks & Recreation	Lott Park - Covered Benches - Pickleball Area	Purchase	10,000	10,000	10,000	General Fund
Parks & Recreation	Sports Complex - Playgrounds in Softball and Baseball Area	Purchase	140,000	140,000	140,000	General Fund
Parks & Recreation	Sports Complex - Shade Sails over Picnic Table Area	Purchase	15,000	15,000	15,000	General Fund
Parks & Recreation	Sports Complex - Walking Trails	Purchase	60,000	60,000	60,000	Lodging Fund
Parks & Recreation	Dog Park Additional Upgrades	Purchase	25,000	25,000	25,000	General Fund
Parks & Recreation	Sports Complex - T Ball Field	Purchase	450,000	450,000	450,000	General Fund
Other:						
Community	All Inclusive Park - Additional Allocation	Purchase	200,000	200,000	200,000	General Fund
Schools	High School Baseball Field Upgrades	Purchase	20,000	20,000	20,000	General Fund
OPEB	Transfer to OPEB Fund	Purchase	250,000	250,000	250,000	General Fund
Total New Capital Requests:			4,814,388	4,814,388	3,916,268	

SOURCE OF FUNDS	
General Fund	3,325,268
Capital Reserve	191,000
Four Cent Gas	100,000
Seven Cent Gas	100,000
Ten Cent Gas	200,000
	<u>3,916,268</u>

Summary of FY 2021 New Personnel Funded Requests

Description	Grade & Step		Total Annual Salary	Total Annual Taxes and Benefits	Total Annual Cost	Hire Date	Annualized Cost	FY 2021 Cost
Human Resources:								
Human Resources Intern	\$15/hr	Part Time	15,000	1,197	16,197		16,197	16,197
Police Department:								
School Resource Officer - Virtual School	20P / 1	Full Time	45,056	24,054	69,110	1/1/2021	69,110	50,674
Less: Reimbursement from County			(50,000)		(50,000)	1/1/2021	(50,000)	(50,000)
Patrol: Temporary Corporal Position	22/7	Full	53,224	25,126	78,350		78,350	78,350
Less: Vacant Corporal on Military Leave	22/7	Full	(53,224)	(25,126)	(78,350)		(78,350)	(78,350)
Animal Control - Part Time	11/1	Part Time	20,449	1,806	22,255	1/1/2021	22,255	16,691
			15,505	24,054	19,110		41,365	17,365
Fire Department:								
Fire Station #5 Staffing Consisting of Three Shifts of Firefighter, Medic, and Lieutenant:								
Shift A		Full	130,375	71,149	201,524	3/1/2021	201,524	117,556
Shift B		Full	130,375	71,149	201,524	3/1/2021	201,524	117,556
Shift C		Full	130,375	71,149	201,524	3/1/2021	201,524	117,556
			391,125	213,447	604,572		604,572	352,667
Public Works Director - Decrease Grade from 38 to 37: Further information to come for addition of City Engineer								
Facilities Administration:								
Facilities Manager	27/12	Full Time	69,202	28,481	97,683	12/17/2020	97,683	73,262
Less: Facilities Director	36/12	Full Time	(92,643)	(32,449)	(125,092)	12/17/2020	(125,092)	(93,819)
			(23,442)	(3,968)	(27,409)		(27,409)	(20,557)
Building Inspection:								
Building Inspector	19/4	Full Time	45,011	23,001	68,012	1/1/2021	68,012	51,009
Recreation:								
(6) Part Time Athletic Program Associates	\$15/Hr	Part Time	54,000	7,911	61,911	1/1/2021	61,911	46,433
Spray Technician	13/4	Full Time	37,627	22,786	60,414	1/1/2021	60,414	45,310
Less: Part Time Public Service Worker	6/1	Part Time	(13,125)	(2,405)	(15,530)	10/1/2020	(15,530)	(15,530)
Tennis Coordinator	19/4	Full Time	45,011	24,118	69,129	6/1/2021	69,129	23,043
Recreation Director	34/2	Full Time	70,907	28,789	99,696	12/17/2020	99,696	74,772
Less: Recreation Manager	28/7	Full Time	(64,813)	(27,690)	(92,502)	12/17/2020	(92,502)	(69,377)
							183,118	104,652
Total Personnel Costs - ALL FUNDS							885,854	521,332

CITY OF DAPHNE, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: TENNIS FACILITY COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the operation of a publicly owned tennis and pickle ball facility including scheduling courts, maintaining calendar, assisting with lessons, tournaments etc. and general maintenance of tennis facility. This position reports to Director of Parks and Recreation.

ESSENTIAL FUNCTIONS

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

Schedule use of tennis, pickle ball courts, bocce courts; make reservations, and maintain calendar; schedule and coordinate the use or rentals of courts and/or equipment with leagues.

Responsible for ensuring the observation of facility during scheduled use of court; enforce and explain all facility rules and regulations including rules concerning dress, conduct and equipment.

Responsible for maintaining supplies for the operation of Lott Park; cleans and maintains facilities as necessary, makes sure courts are free of debris and standing water before allowing players on courts; general oversight of Lott Park and activities.

Responsible for coordinating tournaments, camps, and special events; provide additional support as necessary for leagues and tournament play.

Manages relationships with third party vendors, providers, and programs, and ensures compliance pursuant to city policy.

Makes recommendations on tennis program facilities rules and policies; provide tennis instructions in accordance with City direction; responsible for facility rentals for tournaments and tennis lessons at Lott Park.

May be responsible for maintaining inventory, cash receipts, reconciliation associated with any tournaments or lessons the City may choose to implement at Lott Park.

Answers phone, emails and provides information to the public; update web and social media related to program activities and calendars.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; previous experience as Tennis coach or instructor preferred; must have knowledge of Tennis match strategy; must know tennis curriculum given by USTA; supplemented by 2 or more years participating, supporting and/or coordinating public tennis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, or traffic hazards.

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

CITY OF DAPHNE, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DIRECTOR, PARKS AND RECREATION

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform the professional and administrative work in directing the recreational/athletic programs, Lott Park tennis and pickleball courts; projects and activities of City parks and sports complex; responsible for promotion of City's facilities to attract sporting events.

ESSENTIAL FUNCTIONS

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

Directs, supervises and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Organizes and prioritizes department workload; coordinates work schedules to provide adequate coverage at events; makes work assignments; monitors work in progress and inspects completed work.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Plans, organizes, implements, monitors and evaluates city recreational/athletic programs and activities; evaluates current programs for effectiveness and recommends/implements changes as appropriate; assesses the need for new programs; recommends and implements new programs.

Directs development of quarterly/annual calendar of activities/events for recreation center, parks, and alternate sites; supervises the scheduling of classes, clinics, games, tournaments, practices, field trips, and other activities.

Consults with mayor, city council, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Supervises remodeling and/or construction of facilities; coordinates activities with engineers, architects and contractors; prepares bid specifications for projects, materials, and equipment; evaluates athletic bid specifications and bid awards; makes recommendations or selections on vendors to provide athletic equipment.

Coordinates department activities with those of other departments, outside agencies, or others as needed.

Develops and implements departmental budget; monitors expenditures.

Develops, updates, and implements departmental policies and procedures.

Develops and implements long and short-term goals for the department.

Represents the City at local, regional and national athletic events and conferences.

Supervises the selection and scheduling of instructors, referees, umpires, coaches, and other officials; reviews instructor contracts.

Supervises the rental of city recreational facilities to the public.

Supervises and assists in processing of program/activity registrations and refunds.

Supervises accounts receivable; ensures that receipt of moneys, issuance of receipts, balancing of receipts and ledger, preparation of bank deposits, and maintenance of records is in compliance with established standards and procedures.

Oversees department petty cash fund, including dispensing funds, logging expenditures, submitting receipts for reimbursement, balancing fund, and maintaining records.

Performs various tasks associated with recreation programs, which may include assisting with facility/equipment set-up, maintaining athletic equipment, and maintaining fields and concession facilities; operates athletic field maintenance equipment and concession equipment as needed; operates a passenger vehicle or truck to transport people and equipment to/from activity sites as needed.

Visits various activity sites to inspect employees, grounds, center and sites for quality, quantity, condition, work habits, and safety procedures.

Coordinates park maintenance/repair work and preparation of athletic fields.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Oversees creation of quarterly brochures reflecting activities, locations, dates, and times; distributes information to public.

Prepares or completes various forms, reports, correspondence, performance evaluations, brochures, flyers, budget reports, check requests, refund requests, schedules, bid documents, quotes, purchase orders, rental permits, press releases, or other documents.

Receives various forms, reports, correspondence, time sheets, registration forms, schedules, accident reports, rental agreements, contracts, budget reports, purchase orders, check requests, quotes, bid documents, invoices, policies, manuals, reference materials, educational materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains file system of departmental records.

Maintains inventory of departmental equipment and supplies; initiates orders for new or replacement materials.

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

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates with mayor, city council members, employees, other departments, instructors, volunteers, sports officials, students, consultants, the public, officials, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Promotes recreational programs within the community; provides education and information; gives speeches and presentations; prepares/distributes educational materials.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to employees or other departments as needed.

Performs general housekeeping/maintenance tasks associated with department facilities, which may include cleaning office and work areas, cleaning gym and lobby, cleaning restrooms, cleaning concession areas, or maintaining athletic equipment.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Recreation, Sports Management, Physical Education, Business Management, or closely related field; supplemented by seven (7) to ten (10) years of experience and/or training involving progressively responsible sports management, physical education, recreational programming, fitness/health, and business administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

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

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

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

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

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, vibrations, bright or dim light, or traffic hazards.

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