CITY OF DAPHNE
1705 MAIN STREET, DAPHNE, AL
CITY COUNCIL BUSINESS MEETING AGENDA
NOVEMBER 6, 2017

1. CALL TO ORDER

2. ROLL CALL
INVOCATION Spanish Fort Sophomore Cadet Airman First Class Dorian Griffen
PLEDGE OF ALLEGIANCE JROTC Students

PRESENTATION: Daphne/Spanish Fort JROTC Cadets

3. APPROVE MINUTES: **Council Meeting minutes** – October 16, 2017 3

4. REPORTS OF STANDING COMMITTEES

A. FINANCE COMMITTEE – Rudicell
Review Minutes of October 16, 2017 as well as Finance reports. 8

MOTION to release the $4,781.83 encumbrance for the Daphne High School communications equipment (evolved from a FY2010 Encumbrance).

MOTION to approve the transfer of $5,192.52 from Police Patrol FY2018 (Personnel) Budget line item to Police Admin Temporary Part-Time (Operating) Budget line item.

B. BUILDINGS & PROPERTY COMMITTEE – LeJeune

B. PUBLIC SAFETY COMMITTEE – Davis

C. CODE ENFORCEMENT/ORDINANCE COMMITTEE – Goodlin
Review minutes of October 2, 2017 16

E. PUBLIC WORKS COMMITTEE – Coleman
Museum Minutes of October 9, 2017 18

5. REPORTS OF SPECIAL BOARDS & COMMISSIONS

A. BOARD OF ZONING ADJUSTMENTS – Adrienne Jones

B. DOWNTOWN REDEVELOPMENT AUTHORITY – Conaway

C. INDUSTRIAL DEVELOPMENT BOARD – Davis

D. LIBRARY BOARD – Rudicell

E. PLANNING COMMISSION – Scott
Review minutes of September 28, 2017 and report of October 26, 2017 21

MOTION: To set a Public Hearing Date for ***<u>December 18, 2017</u>*** to consider revisions to the City of Daphne Zoning Map 28

F. RECREATION BOARD – LeJeune

G. UTILITY BOARD – LeJeune

6. MAYOR'S REPORT

7. CITY ATTORNEY REPORT

8. DEPARTMENT HEAD REPORTS

9. CITY CLERK'S REPORT

MOTION: To approve Criterion Consulting K-12 to move forward with Phase II of the school feasibility study.

ELECTION OF OFFICERS

10. PUBLIC PARTICIPATION

11. RESOLUTIONS & ORDINANCES

RESOLUTIONS:

2017-53 - Bid Award: 2018-A-The Porch – Daphne Public Library 30

2ND READ ORDINANCES:

NONE

1ST READ ORDINANCES

2017-84 - Additional Appropriation: The Porch-Daphne Public Library-Architect fees for the Construction phase 31

12. COUNCIL COMMENTS

13. ADJOURN

October 16, 2017
CITY COUNCIL MEETING
REGULAR BUSINESS MEETING
1705 MAIN STREET
DAPHNE, AL
6:30 P.M.

1. CALL TO ORDER:
There being a quorum present Councilman Scott called the meeting to order at 6:30 p.m.

2. ROLL CALL
COUNCIL MEMBERS PRESENT: Ron Scott, Joel Coleman; Doug Goodlin; Joe Davis; Tommie Conaway; Pat Rudicell.

Absent: Councilman Robin LeJeune

Also Present: Dane Haygood, Mayor; Candace Antinarella, City Clerk; Jay Ross, City Attorney; James White, Fire Chief; David McKelroy, Recreation Director; Adrienne Jones, Planning Director; Kim Sparks, Building Department; Kelli Kichler, Finance Director/Treasurer; David Carpenter, Police Chief; BJ Eringman, Public Works; Tonja Young, Library Director; Margaret Thigpen, Civic Center Director; Betsy Schneider, Operations Director; Vickie Hinman, Human Resources Director.

INVOCATION/PLEDGE OF ALLEGIANCE:
Mayor Dane Haygood gave the invocation.

3. APPROVE MINUTES:
The October 2, 2017 Council Meeting minutes stand approved as written.

Presentation – Dorothy Morrison along with Mayor Haygood and Councilman Joe Davis presented the 2017 Most Attractive Large Commercial Business Award to Eastern Shore Hyundai. The award was accepted by Toni Fassbender

Public Hearing – Fred L. Corte property - opened at 6:45pm
Steve Humphries spoke and gave an overview on the proposed development.
John Lake asked the City to look at the traffic conditions associated with this property.
Public Hearing closed at 6:47pm

Public Hearing – Bertolla Properties, LLC property - opened at 6:49pm
Steve Humphries spoke and gave an overview on the proposed development.
Public Hearing closed at 6:50pm

4. REPORT OF STANDING COMMITTEES:
A. FINANCE COMMITTEE – Rudicell
Report taxes and balances from meeting held earlier today.

B. BUILDINGS & PROPERTY COMMITTEE – LeJeune
No report.

C. PUBLIC SAFETY COMMITTEE – Davis
The Committee met on October 9, 2017.

D. CODE ENFORCEMENT/ORDINANCE COMMITTEE – Goodlin
The next meeting is November 6 at 4:30pm.

E. PUBLIC WORKS COMMITTEE – Coleman
Next meeting is November 6 at 5:30pm.

5. <u>REPORTS OF SPECIAL BOARDS & COMMISSIONS:</u>

***A. Board of Zoning Adjustments* –** Adrienne Jones
No report.

***B. Downtown Redevelopment Authority* –** Conaway by Scott
Next meeting is October 25, 2017 at 5:30pm.

***C. Industrial Development Board* –** Davis
Next meeting is tomorrow at 5:30pm.

***D. Library Board* –** Rudicell
Discussed the Porch Project bid process.

***E. Planning Commission* –**Scott
The next Planning Commission meeting is October 26, 2017 at 5:00 pm.

***F. Recreation Board* -** LeJeune
No report.

***G. Utility Board* –** LeJeune
Daphne Utilities has been in the news with issues but a statement has been issued. The next meeting is October 25, 2017 at 5:00pm

6. *<u>MAYOR'S REPORT</u>*
Mayor Haygood reported that the City received notification from the Alabama Historic Commission of an award of a $5,000 grant for Museum improvements. He also mentioned the City received confirmation of the AMIC Loss Control Report and the City passed it with flying colors.

7. *<u>CITY ATTORNEY REPORT</u>:*
No report.

8. *<u>DEPARTMENT HEAD COMMENTS:</u>*
Kelli Kichler – The City Audit begins November 13, 2017.

9. *<u>CITY CLERK'S REPORT:</u>*

MOTION BY Councilman Rudicell to rescind its motion to the City Council for Cathy Barnette to serve on the Environmental Advisory Committee representing District 2. Seconded by Councilman Goodlin.
MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Rudicell to appoint Del Armstrong to serve on the Environmental Advisory Committee representing Council District 6. Seconded by Councilman Coleman.
MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Rudicell to appoint Mathew Laws to serve on the Environmental Advisory Committee representing Council District 6. Seconded by Councilman Coleman.
MOTION CARRIED UNANIMOUSLY

MOTION BY Councilwoman Conaway to appoint Justice Manning to serve on the Environmental Advisory Committee representing Council District 5. Seconded by Councilman Goodlin.

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilwoman Conaway to approve Apollo's Mystic Ladies' Mardi Gras parade on February 2, 2018. Seconded by Councilman Rudicell.

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Goodlin to approve Congregation Mayim Chayim's Public Hanukkah Menorah Lighting on December 19, 2017. Seconded by Councilman Coleman.

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Coleman to approve City of Daphne's Keep Daphne Beautiful event on May 19, 2018. Seconded by Councilwoman Conaway.

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Davis to approve City of Daphne's Public Works Equipment Show on May 16, 2018. Seconded by Councilman Coleman.

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilwoman Conaway to approve the LSK Lupus Awareness Walk on March 17, 2018. Seconded by Councilman Goodlin.

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Goodlin to approve the YMCA Elf Ride on December 14, 2018. Seconded by Councilman Davis.

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Coleman to set Public Hearing date for November 20, 2017 and approve advertising to consider allowing chickens within the city limits of Daphne. Seconded by Councilman Rudicell.

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilman Rudicell to hold Special Called Meetings on October 30, 2017 beginning at 4:00pm for an employment related matter and 5:00pm for a Work Session for an update on the school feasibility study, all in council chambers. Seconded by Councilwoman Conaway.

MOTION CARRIED UNANIMOUSLY

10. *PUBLIC PARTICIPATION*

Becky Park – SEEDS – Invited the council to the SEEDS golf tournament on November 2 at noon. Thanked the City for their support of SEEDS.

Amber Sullivan - 12106 Chaucer Ave – wanted to let everyone know on October 16, the democratic candidate, Doug Jones, will be in Daphne.

John Lake – 100 Paige Circle – recommended looking at Tacoma Washington's recent decision on chickens. He also stated that roosters make a lot of noise. Also mentioned the City calendar.

11. *<u>RESOLUTIONS:</u>*

MOTION BY Councilman Goodlin to waive the reading of Resolution 2017-52 – Requesting Transit Stop Locations and Improvements in the City of Daphne. Seconded by Councilwoman Conaway.

MOTION CARRIED UNANIMOUSLY

MOTION BY Councilwoman Conaway to adopt Resolution 2017-52 – Requesting Transit Stop Locations and Improvements in the City of Daphne. Seconded by Councilman Davis.

MOTION CARRIED UNANIMOUSLY

<u>ORDINANCES:</u>

<u>2nd READ</u>

MOTION BY Councilman Goodlin to waive the reading of Ordinances 2017-82 and Seconded by Councilman Davis. Councilman Coleman abstained from the vote.

AYE –Davis, Conaway, Goodlin, Rudicell. MOTION CARRIED

MOTION BY Councilwoman Conaway to approve Ordinances 2017-82 – Annexation: Fred L. Corte property and Seconded by Councilman Davis. Councilman Coleman abstained from the vote.

AYE –Davis, Conaway, Goodlin, Rudicell. MOTION CARRIED

MOTION BY Councilwoman Conaway to table Ordinances 2017-83 – Annexation: Bertolla Properties, LLC until November 20, 2017 and Seconded by Councilman Goodlin. Councilman Coleman abstained from the vote.

AYE –Davis, Conaway, Goodlin, Rudicell. MOTION CARRIED

<u>1st READ</u>

NONE

12. <u>COUNCIL COMMENTS</u>

Councilman Goodlin congratulated the City of Gulf Shores on the decision to start a city school system. He also said it's hard to get a sense of community when children in Daphne go to different schools and look forward to our study.

Mayor Haygood commended Rod & Jane Drummond on their 64th wedding anniversary.

13. <u>ADJOURN:</u>

MOTION BY Councilman Davis to adjourn. Seconded by Councilman Rudicell.

MOTION CARRIED UNANIMOUSLY

THERE BEING NO FURTHER BUSINESS TO DISCUSS, THE MEETING ADJOURNED AT 7:26 P.M.

Respectfully submitted by,

____
Candace G. Antinarella, City Clerk

Certification of Presiding Officer

____
Ron Scott, Council President

CITY OF DAPHNE
FINANCE COMMITTEE MINUTES
OCTOBER 16, 2017
4:30 P.M.

I. CALL TO ORDER/ROLL CALL

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

Present were:

Chairman Mr. Pat Rudicell
Councilwoman Mrs. Tommie Conaway
Councilman Mr. Joel Coleman
Councilman Mr. Doug Goodlin
Councilman Mr. Ron Scott
Councilman Mr. Joe Davis

Absent: Councilman Mr. Robin LeJeune

Finance Director Ms. Kelli Kichler, Senior Accountant Mrs. Suzanne Henson, Human Resource Director Mrs. Vickie Hinman, Revenue Officer Mrs. Jamie Smith, Mayor Dane Haygood and City Attorney Mr. Jay Ross and Mr. Patrick Dungan.

Also Present:

Public Works Deputy Director Mr. William Eringman
Civic Center Director Mrs. Margaret Thigpen
Library Director Ms. Tonja Young
Operations Manager Mrs. Betsy Schneider
City Clerk Mrs. Candace Antinarella
Community Development Director Mrs. Adrienne Jones
Architects: Mr. Mac Walcott and Mr. Michael Triplett, Walcott Adams Verneuille Architects (WAV)

II. PUBLIC PARTICIPATION

A. Sidewalks for W. J. Carroll Intermediate School

Mr. Taylor Wilkins discussed the City participating with Baldwin County Board of Education to install sidewalks at W. J. Carroll Elementary School so that children would not have to walk through the traffic pattern. Mr. Wilkins explained that his son attends W. J. Carrol. Mr. Wilkins handed out a drawing of where he thought the sidewalks would create the safest route for the children to walk to and from school. Discussion continued that this was Baldwin County Board of Education (BCBE) property so this would need to be a joint project. Mr. Scott asked the Mayor if he would speak to the principal of W.J. Carroll School and propose the project be done with City labor and BCBE providing the materials. Mayor Haygood said he would be more than happy to speak with the principal of W. J. Carrol School. Discussion continued that the information could be brought back to the Buildings and Property Committee meeting in November. Mayor Haygood discussed the importance of planning the placement of sidewalks and prioritization of sidewalks involving the school routes. Mr. Coleman thanked Mr. Wilkins for noticing the need for this sidewalk for the safety of the children.

Discussion continued on sidewalks and the Planning Commission involvement. Ms. Jones discussed there is a provision in the Ordinance that a waiver on sidewalks has to be approved by the Planning commission by recommendation of the Public Works Director. Discussion continued on various subdivision sidewalks in common areas and detention areas. Mr. Scott noted the subdivision has to be in Daphne city limits before the City can require sidewalks. Mrs. Jones says she reviews common areas and retention areas need for sidewalks in subdivisions.

III. APPROVE MINUTES FOR THE PREVIOUS MEETING

The previous minutes were approved.

MOTION BY Mr. Davis to approve the previous months Finance Committee minutes. Seconded by Mr. Coleman. MOTION CARRIED UNANIMOUSLY

IV. HUMAN RESOURCES BUSINESS

A. Update on Human Resources Department Activity

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

Positions	**Status**
Solid Waste Coordinator	***Hired as of Friday***
Building Maintenance Tech.	Interviewing
Facilities Manager	Scheduling interviews
Police Officer (3)	Test 11/2/17
Police Dispatcher (1)	Posting: 10/12 – 10/31
Executive Assistant	Posting: 10/9 – 10/23 – ***55 applications received to date***
Receptionist	Posting: 10/9 – 10/23 – ***101 applications received to date***
Solid Waste Worker, Sr	Reviewing Applications – ***Scheduling Interviews***
Mechanic	Reviewing Applications
Public Works Director	Reviewing Applications – ***Interviews Scheduled***

Safety Committee

Safety Committee met on September 30th. No new injuries to report this month. Three property damages reported. Email to go out to departments regarding the issuance of ID badges (for employees without building access required) requesting photo of each employee in department requiring a badge. PW is now on a rotating attendance schedule so that PW & SW will be represented at each meeting. Parks/Recreation and PD not represented at meeting. Each City department should be represented at each monthly meeting. **Next Safety Committee meeting**: October 25 @ 10:00 a.m. Discussion was made on the departments routinely not represented at the meeting.

Other HR projects/meetings/events:

- AMIC Loss Control representative/annual review – ***report will be available at next month's meeting***
- I-9 Seminar (New Guidelines) – October 13 (Sandi attended)
- New Employee Orientation – October 19 - ***for approximately 20 employees***
- Reminder to employees vacation accruals before end of year – ***HR will be sending this report out soon***

Mrs. Hinman stated the ID Badge equipment is now available to put employee pictures on their badge. Mrs. Hinman said just stop by HR if you need your picture put on your badge.

B. Overtime Report

Ms. Kichler stated the Overtime report would be presented at November's meeting since payroll accruals for the last pay period need to be done for the final FY2017 overtime report.

V. BUSINESS LICENSE REPORT

A. Report: New Business Licenses – September, 2017

Mrs. Smith reviewed the following reports and information:

- Code enforcement issued 11 warnings resulting in businesses becoming compliant and $871 in revenue.
- New Businesses with a physical location in Daphne - 11

BUSINESS LICENSE COUNT through 9/30/2017	
Issued THIS MONTH:	
NEW Licenses	**60**
RENEWAL Licenses **(2017)**	**28**
PRIOR YEAR Licenses (**2016 and Prior**)	2
Total Issued THIS MONTH	**90**
Total Issued THIS MONTH - PREVIOUS YEAR	110
Net Gain/-Loss Current VS Previous Yr MONTH	**-20**
Total Issued YTD 2017	**4,557**
Total Issued YTD - PREVIOUS YEAR	4,611
Net Gain/-Loss Current VS Previous Yr YTD	**-54**

Business License Fee Historical Comparison 2016 / 2017				
	FY 16	FY 17	+/- Previous Year	Budget 2017 * $2,045,000
October	$5,892.75	$7,103.71	$1,210.96	($2,037,896.29)
November	$7,656.25	$11,604.68	$3,948.43	($2,026,291.61)
December	$7,656.25	$33,347.73	$25,691.48	($1,992,943.88)
January	$1,236,825.76	$1,301,664.28	$64,838.52	($691,279.60)
February	$615,428.56	$603,134.76	($12,293.80)	($88,144.84)
March	$90,794.16	$154,190.39	$63,396.23	$66,045.55
April	$39,137.36	$42,906.33	$3,768.97	$108,951.88
May	$27,396.28	$27,884.36	$488.08	$136,836.24
June	$32,559.45	$13,209.58	($19,349.87)	$150,045.82
July	$8,199.85	$16,453.52	$8,253.67	$166,499.34
August	$20,710.32	$9,297.88	($11,412.44)	$175,797.22
September	$13,543.59	$6,906.77	($6,636.82)	$182,703.99
Year to Date	$2,105,800.58	$2,227,703.99	**$121,903.41**	**$182,703.99**

*** Amounts include penalty and interest.**

VI. SALES & LODGING TAX REPORT

A. Sales and Use Taxes: August, 2017

Mrs. Henson reviewed the Sales & Use Tax Reports and Graphs: $1,293,258.59 was collected for August, 2017 which was up $77,972.20 from August 2016's collections:

- YTD Variance over Budget - $453,507.37

B. Lodging Tax Collections, August, 2017

Mrs. Henson reviewed the Lodging Tax Collections Report and noted the collections for August, 2017 were $87,604.55 which is up $7,910.53 from August 2016's collections :

- YTD Variance over Budget: $ 91,156.44

Mrs. Henson handed out a Lodging Tax collection report that showed FY2010 - FY2017 collections with notations when the following storms occurred: Hurricanes Katrina, Harvey, Irma, Nate and the BP Oil Spill event. Mrs. Henson noted that there had been a request made to see Lodging Tax collections for the months that the last few storms hit and what effect the storm had on revenue collections. Mrs. Henson noted she also made a note of what state the storm made landfall in since the storms that hit states farther away would have a different effect on Daphne's Lodging Tax collections. Mrs. Henson noted you need to know when the storms hit to understand why there are fluctuations in the Lodging Tax collections for those months.

C. Lodging Tax Fund : Statement of Rev over Exp, September, 2017

Mrs. Henson reviewed the Lodging Tax Statement of Revenues over Expenditure report for **September**, 2017.

- Unreserved balance for Bayfront related purchases - $ 1,298,444.63
- Recreation related purchases - $ 843,201.94

Mrs. Henson noted that recent expenditures for Bay Front/VP Invasive Species, D'Olive Bay Boat Ramp Construction, D'Olive Bay Marina Lease & Related Cost, Village Point Park Preserve-Parking Lot *are* reflected in the report. Ms. Kichler stated that there would be an updated Lodging Tax report for September 2017 to reflect any accruals made for year end.

VII. FINANCIAL SCHEDULES & REPORTS

A. Financial Reports

1. Treasurer's Report: September, 2017

Ms. Kichler reviewed the Treasurer's Report:

TREASURER'S REPORT As of September 30, 2017					
Account Type/Title	9/30/2017	8/31/2017	Increase (Decrease) from last Month	9/30/2016	Increase (Decrease) from Last Year
Total Unrestricted Cash Balance	13,137,990	11,644,850	1,493,141	12,922,841	215,149
Total Restricted Cash Balance	20,328,231	20,173,300	154,931.15	9,165,911	11,162,320
Total City Cash Balance	$ 33,466,221	$ 31,818,149	$ 1,648,072	$ 22,088,752	$ 11,377,469
	Encumbrance Total as of		9/30/2017	$ 162,631.34	

Ms. Kichler noted the increase in the restricted cash is mostly from the 2017 Construction Fund monies. Mr. Scott asked if the PILOT fees had been received from Riviera Utilities. Ms. Kichler answered yes the Riviera PILOT fee payment was received at the end of September. Mr. Scott discussed an audit done on Mediacom several years ago and the additional revenue was received as a result of the audit. Mr. Scott asked Ms. Kichler if she would check and see if she could find some audit companies and what the cost would be for a current audit to be done. Mr. Scott discussed a lot of new houses have been built and sometimes the companies may not have all new address coded correctly as Daphne. Ms. Kichler stated that generally the audit companies fee is based on the percentage of their collections. Discussion continued on what organizations should be requested to be audited and the revenue from each.

The Treasurer's Report as of* SEPTEMBER*, 2017 Total Unrestricted Cash Balance - $13,137,990 and Total City Cash Balance - $33,466,221 was presented to be filed for audit.

2. Encumbrance Report

- Encumbrance balance is - $162,631.34 as of 9/30/17

Ms. Kichler reviewed the Encumbrance Report and noted the only change from last month was the padlocks for the ballfields at the High school were bought so that line item was removed. Discussion continued on the Daphne High School communication equipment encumbrance and the purpose reclassifications over seven year history of this encumbrance. Discussion continued concerning the City's support for this project and that DHS could come back and request monies when the equipment was needed.

MOTION BY Mr. Scott to recommend to Council to release the $4,781.83 encumbrance for the Daphne High School communications equipment (evolved from a FY2010 Encumbrance). Seconded by Mr. Goodlin. *MOTION CARRIED UNANIMOUSLY*

3. Outstanding Appropriations

Ms. Kichler reviewed the outstanding appropriations report and highlighted the following projects: Lodging Tax Fund appropriations- Bayfront, Lott Park fencing, and Capital Reserve funds: Recreation: Trione Park / Daphne Sports Park, The Porch and the TAP Grant for Sidewalks on County Road 13. Mr. Rudicell asked how long do the projects stay on the report. Ms. Kichler noted she clears off completed projects after year-end so that completed projects will not be on the next year's report.

4. Financial Overview: Debt Summaries & Monthly Financial Statements, August 2017

Ms. Kichler reviewed the following Financial Statements:

- Debt Summary Schedules (General & Enterprise Funds), September, 2017
    - Jubilee Square debt payments are currently fully paid through September 2015 thus 24 months in arrears. Arrearage includes $789,928 in principal and $474,723 in interest. Ms. Kichler estimated that if the current trend of collections continues the City should pay off this debt within five months of the 20 year term. Ms. Kichler said the question "is the City is not paying more interest for Jubilee Square debt because payments are in arrears" is often asked and she stated the answer is "no" the City is not paying more interest.
- Budgetary Comparison Schedule, August 2017
    - Percentage used as of 8/31/17 – Personnel – 82%, Operating-73%, Capital-63%
- General Fund, August 2017
- Debt Service Fund, August 2017
- Special Revenue Funds, August, 2017
- Capital Projects Funds Balance Sheet, August 2017
- Enterprise Funds Statement of Net Position, August, 2017

Monthly Financial Statements –August 2017 Financial Highlights

General Fund:

		FY 2017	FY 2016	Change
• YTD Net Income (Loss):	$	$(328,918)	$1,040,999	$<1,369,917>

- Total sales tax collected year to date is approximately $468,000 over prior year and $453,500 over budgeted income
- Grant revenue is currently down $973,000. This is attributable to the Tiawasee Creek grant revenue received in FY 2016. There is also a reduction reflected in Public works expenditures for the same amount in the year to year comparison.
- Unassigned Fund Balance: $12,181,240
- Outstanding Encumbrances: $137,631

Debt Service Fund/Outstanding Debt:

- Outstanding Warrant Balance as of August 31, 2017: $41,972,457
- Outstanding Capital Lease Balance as of August 31, 2017:
    - General Fund: $1,072,455
    - Enterprise Funds: $492,261

Capital Project Funds (Capital Reserve, 2014 Construction, and 2016 Construction, 2017 Construction):

- Recreation park improvements at Trione and Park Drive year to date are $1,342,499
- Whispering Pines sewer project has been fully completed with year to date expenditures of $1,107,874

Special Revenue Funds (13 separate funds):

- Seven Cent Tax Fund – Largest expenditure includes $165,000 spent on turning lanes at Sehoy Blvd. Approximately 50% of the cash balance has been expended in FY 2017.
- Lodging Tax Fund –
    - Bayfront Unreserved Fund Balance: $1,319,532
    - Recreation Unreserved Fund Balance: $799,282
    - Total lodging tax collected year to date is approximately $59,000 over prior year and $91,000 over budgeted income.

Enterprise Funds (Solid Waste, Civic Center, and Bayfront):

- Year to date transfers for each of the enterprise funds were as follows:

	FY 2017	FY 2016	Change
Solid Waste Fund	$318,465	$446,571	$ <128,106>
Civic Center Fund	$250,965	$278,363	$ < 27,398>
Bayfront Park Fund	$140,862	$136,336	$ < 4,526>

Ms. Kichler noted the FY2017 audit will start on November 13, 2017.

5. Future Projects Summary

Ms. Kichler reviewed the Unfunded Future expenditures and noted that a couple projects have been removed from this list since they are funded in the FY2018 Budget. Mr. Rudicell asked about the status on the Bayfront Drive Master Plan and the Amphitheater. Mr. Coleman stated they are in the early stages of the Amphitheater design phase. Mr. Scott asked if the streetscape project was moving forward for Bayfront Drive. Mr. Coleman answered yes that is moving forward. Mayor discussed that the Amphitheater designs were presented at the Council retreat and they had an estimated budget from $800,000 to $3 million with cost varying according to the amenities and green space. Mr. Davis discussed that there may be issues with constructing the Amphitheater at one location and therefore may be a need to look at other potential locations. Mayor Haygood discussed some potential locations. Discussion continued on considering other locations that may be more feasible for the project.

8. Summary of Budgetary Amendments

Ms. Kichler stated the amounts in the report are the same as reported last month but she had added a column for status that shows whether the FY17 budgeted monies will be fully encumbered or partially encumbered. Mr. Ron asked about the feasibility study monies appropriated for the school system. Ms. Kichler explained that she has some invoices on her desk to be paid and that approximately 60% will need to be encumbered. Ms. Kichler noted the monies encumbered will be listed on the encumbered report for October.

9. Investment Fund

Ms. Kichler reviewed the Investment Account Analysis report and noted currently the value is down. Discussion was made on the $40,669.79 fees paid for FY17. Discussion continued on available options for the City's investments. Ms. Kichler stated she could ask Mr. Scott Hunter to come to a meeting to discuss the City's investment options. Ms. Kichler noted there are restrictions on how a municipality's monies can be invested.

- Investment Account Balance, 10-1-16 - $5,454,088.33
- Investment Account Balance, 9-30-17 - $5,379,342.16
- Net Change/Loss in Value- FY2017 – ($34,076.38)
- Fees paid for FY2017 - $40,669.79

B. Bills Paid Reports – September, 2017

The Bills Paid Report was presented in the packet. Discussion was made on the process and timeframe that Accounts Payable bills are paid. Ms. Kichler stated once the invoice reaches Finance it is paid within a week or two – according to what day the invoice is received. Ms. Kichler stated that check runs are generally done on Thursdays. Ms. Kichler reviewed the invoice approval and payment process.

VIII. BID / ADDITIONAL APPROPRIATION FOR ARCHITECT FEES FOR CONSTRUCTION PHASE:
A. 2018-A-THE PORCH – DAPHNE PUBLIC LIBRARY

Ms. Henson noted that the bid recommendation from the Architect was included in the bid packet and that Mr. Eringman was deferring to the Architects recommendation since the City had not had any projects done by the low bidder.

Ms. Henson reviewed the project cost, appropriations and donations received, and the need for an additional appropriation of $20,000 for Architect fees for the construction phase of the project:

THE PORCH - DAPHNE PUBLIC LIBRARY		
Gift-Donantions:		
Friends of the Library	$	65,000.00
Daphne Library Foundation	$	75,000.00
City Budgeted monies		
Construction/Architect Svcs (FY17)	$	125,000.00
Additional Appropriation: Arch Fees: Const Phase- ***(Pending Approval)***	$	20,000.00
TOTAL MONIES AVAILABE FOR THE PORCH PROJECT	**$**	**285,000.00**
Expenditures:		
Construction Bid-Sunrise Contracting Svcs,Inc.	$	(243,500.00)
Architect (WAV) Fees: Bidding Phase	$	(18,600.00)
Architect Fees (WAV) : Construction Phase	$	(20,000.00)
*Daphne Foundation paid WAV for initial Design/drawings	$	6,368.75
Daphne Foundation reimbursed for Design fees out of Library Fund	$	(6,368.75)
Balance available for change orders...* **	**$**	**2,900.00**

****Note: Bid Contract cost includes $10,000 contingency monies for change orders*

Other Project monies available:		
Furnishings/Upgrades (FY18)	**$**	**25,000.00**
LSTA Grant monies for Technology	**$**	**15,000.00**

Mr. Scott stated that so many people had worked so hard on this project and there were so many organizations involved and donating funds. Mr. Goodlin asked if there was any issues with the construction phase being 180 days. Ms. Young answered no that the construction was separated from the main library area so this would not be a problem. Mayor Haygood asked if the timeframe bid for construction was consistent with the bid specifications. Mr. Walcott explained that the bid specifications did not list a specific timeframe to allow for a more competitive bid cost. Discussion continued on the bid.

MOTION BY Mr. Scott to recommend to Council to award the bid to Sunrise Contracting Services, Inc. in the amount of $243,500 as bid. Seconded by Mr. Davis.

MOTION CARRIED UNANIMOUSLY

MOTION BY Mr. Scott to recommend to Council to adopt an Ordinance to appropriate an additional $20,000 for Architect fees for the construction phase of The Porch project and to authorizing the Mayor to enter into any related agreements. Seconded by Mr. Conaway.

MOTION CARRIED UNANIMOUSLY

IX. NEW BUSINESS

A. A Discuss Transfer of Police Personnel wages from Patrol Full-Time Budget line item to Admin Temporary Part-Time budget line item *(Motion) (no appropriation needed – only a transfer of funds)*

Ms. Kichler reviewed the request for the Police department for approval to make a line item transfer of funds in the amount of $5,192.52 from FY2018 budgeted monies for wages (personnel budget) to temporary part-time (operating budget) to cover cost for Ms. Tracy Bishop to work part-time until the end of the calendar year.

MOTION BY Mr. Scott to recommend to Council approve the transfer of $5,192.52 from Police Patrol FY2018 (Personnel) Budget line item to Police Admin Temporary Part-Time (Operating) Budget line item. Seconded by Mr. Davis.

MOTION CARRIED UNANIMOUSLY

B. MBNEP Grant monies for FY2018

Mr. Goodlin passed out a handout and discussed the MBNEP grant monies in the FY2018 Budget and the pending lawsuit by Mobile Bay Keepers against the Daphne Utilities Board. Discussion continued that this is pending litigation and should be discussed in Executive Session. Mayor Haygood discussed everyone reviewing the current community grant agreement form and addressing enhancing future contractual forms. Mayor noted that the community grant payments are made in March of each year.

Mrs. Henson asked what information could be included in the minutes. City attorney Jay Ross answered from a procedural stand point that a motion was made and should be recorded.

MOTION BY Mr. Goodlin to recommend to Council to effective immediately, that the $50,000 in grant monies in the FY18 Budget to be given to MBNEP are hereby suspended and cannot be released to the MNNEP until the following: 1) The lawsuit against Daphne Utilities is resolved. 2) The results of the resolution are briefed to the Daphne City Council by the City attorney or Daphne Utility Board attorney and 3) a majority vote of the City Council and only the City Council can then release the funds to the MBNEP for FY2018.

Motion failed for lack of a second.

X. OLD BUSINESS

A. Nicholson Center operating expenditures for FY2017.

Ms. Kichler gave utility cost for Nicholson Center for FY2017 and noted that approximately $15,000 is spent each year for utilities. Ms. Kichler noted this does not include Insurance cost. *(Annual insurance cost for the Nicholson Center-$3,024*).

- Electricity $11,000
- Water $1,200
- Telephone - $180
- Building Maintenance $2,000

Mr. Scott discussed restrictions in the deed and uses of the building in the past years.

XI. ADJOURN

The meeting adjourned at 5:55p.m.

CODE ENFORCMENT/ORDINANCE COMMITTEE

October 2, 2017
City Hall Executive Conference Room
1705 Main Street
Daphne, AL
4:30 P.M.

Councilman Goodlin, Chairman
Councilman Ron Scott
Councilman Pat Rudicell
Councilwoman Tommie Conway
Councilman Joe Davis
Councilman Joel Coleman
Councilman Robin LeJeune

I. CALL TO ORDER/ROLL CALL
A quorum was present and called the meeting to order at 4:30 p.m.

Members Present: Doug Goodlin; Tommie Conaway; Pat Rudicell; Joe Davis; Joel Coleman; Robin LeJeune

Also Present: Candace Antinarella, City Clerk; Betsy Schneider, Operations Director; Dane Haygood, Mayor; Jamie Smith, Revenue Officer; BJ Eringman, Interim Public Works Director; David Carpenter, Police Chief; Lt. Kenny Hempfleng; Patrick Dungan, City Attorney; Mat Creel and William Kennedy, Code Enforcement.

Absent: Councilman Ron Scott

II. APPROVE MINUTES / September 5, 2017
The September 5, 2017 minutes approved unanimously.

III. PUBLIC PARTICIPATION
Dorothy Morrison requested more lighting at Gator Boardwalk.

IV. ORDINANCE REVIEW/DISCUSSION
Discussion of the Special Events Ordinance and the approved routes for events. A request was made for departments, in addition to Public Works, help with events as necessary.

Discussion of property setback rules as far as accessory structures. City Attorney will work on the wording of structures 200 sq. ft. and larger.

Discussion of the Budget and the Executive Director to City Development position and the roles this individual will play.

Mayor Haygood indicated the need for a formal resolution for the owner of the fireworks stand on the property recently annexed.

MOTION BY Councilman LeJeune to authorize Mayor Haygood to grandfather in the fireworks business owned by Roy Odom located on Highway 181. Seconded by Councilman Davis.
MOTION CARRIED UNANIMOUSLY

Discussion of allowing chickens in Daphne.

MOTION BY Councilman Rudicell to recommend to council to set a public hearing to consider allowing chicken within the city limits of Daphne. Seconded by Councilman LeJeune.
MOTION CARRIED UNANIMOUSLY

VI. OTHER BUSINES

None.

VII. NEXT MEETING / November 6, 2017

VIII. ADJOURN

MOTION BY Councilman Goodlin to adjourn. Seconded by Councilman Coleman.
MOTION CARRIED UNANIMOUSLY

THERE BEING NO FURTHER BUSINESS TO DISCUSS THE MEETING ADJOURNED AT 5:45 P.M.

Daphne History Museum
Meeting Minutes

October 9, 2017

I. Call to order

Ken Balme called to order the regular meeting, followed by reciting the Pledge of Allegiance. Attendees: Ken Balme, Rachel Burt, Mickey Boykin, Helen Baroco, Al Guarisco, Lee Swetman, Arva Brown, Stephanie Middleton, Emily Hammond, Betty Baker, Jeanne Nelson, Greg McRae, Candice Bishop

II. **Approval of minutes from last meeting: September 11 , 2017** Made correction to typo in treasures report.

III. **Treasures Report:** Period 08/31/17-09/30/17 Opening balance $6,272.94 Deposits: $350 (bricks), Jubilee Fest $117.64, + $70 error Credits: $30 (ck #1342 P Forsman book) Ending balance $6780.58 Petty Cash $20.64

IV. Volunteer Assignments/Schedules Al will work 10/29 the 5th Sunday

V. Committee Reports

a) ***Exhibits/Events***: No Reports
b) ***Publicity/Social Media****:* <u>*Travel Advisor*</u> brought in a visitor (ancestor of F Manci Sr). Mickey opened for them as we were closed following hurricane Nate.
c) ***Cemetery:*** No reports.
d) ***Fund Raising & Volunteer Recruitment:*** See brick sale
e) ***Special Tours*** **:** None scheduled
f) ***Archives, Curation:*** No reports

VI. Unfinished/Ongoing business

Planning Calendar:

<u>Jubilee Festival</u>: Successful. Several bricks were sold and more commitments. Mayday dress display drew interest & dress owners agreeable to let us use them in future exhibits.

<u>Holiday Event</u>: 12/10/17 This would be an based on a program Harriet Outlaw gave on Baldwin County Immigration Cultural Committees. She would be on hand to help with the presentation. We would feature past and current Christmas customs of different counties/ nationalities. If we all pick a subject to research, we can have a great presentation. Emily & Jeanne suggested contacting the schools to inform the history classes.

a) ***Brick Sale***: 81 sold to date with several more to add.

b) ***200 Year Celebration:*** Nice progress with the sub committees on class room curriculums. Three sets of lesson plans for 4th and 9th grades, featuring Creek Indians, War of 1812 & Civil War within Baldwin County.

c) ***Building Improvements:*** City has added to the proposed 2018 budget funds for a fence along the cemetery. It would be period appropriate.

d) ***Name Change:*** In process, fees to be paid.

e) ***Impact 100:*** We did not make the final round. The rejection letter was vague & did not give viable reasons.

f) ***Grant Alabama Historical Society:*** No report.

VII. New Business & Announcements

- **Fly Creek Kiln**: Lee brought in a few new pieces of kiln furniture excavated from Fly Creek Pottery. They are pieces from USA Archive Dept. Also noted, USA Archive Museum is a worthwhile visit. It is very well done and informative.

- **Paid Director**: Ken submitted a request of a paid director, referencing several reasons why it would benefit The Museum and The City.

- **Portable Display Stand**: Stephanie did research of a display stand for use in future events. The costs would be under $250 for a nice table top with some accessories. Motion was made, and passed unanimously for the purchase of one. The one agreed upon can transported easily by car and accessories and parts added accordingly.

VIII. Adjournment

Ken Balme adjourned the meeting.

Minutes submitted by: Rachel Burt

Next regular meeting: Monday November 13, 2017 @ 10AM!

To: Office of the City Clerk

From: Adrienne D. Jones,
Community Development Director

Subject: Planning Commission Minutes and Report

Date: October 27, 2017

MEMORANDUM

Attached please find a copy of the approved minutes for the City of Daphne Planning Commission regular meeting of September 28, 2017, and the report of the regular meeting of October 26, 2017 for placement on the Monday, November 6, 2017 City Council agenda for review.

Should you have any questions or comments in this regard, please do not hesitate to call.

ADJ/jv

From the Office of ....

Adrienne D. Jones,
Community Development Director
P. O. Box 400
Daphne, Alabama 36526
251-621-3184 ph
251-621-3185 fx

FILE
10/27/17
11:20 am

The City of Daphne
Planning Commission Minutes
Regular Meeting of September 28, 2017
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 5:00 p.m. The number of members present constitutes a quorum.

Call of Roll:

Members Present:

Andrew Prescott
Charles Smith, Secretary
Marybeth Bergin, Chairman
Phillip Hodgson, Vice Chairman
Ron Scott
Hudson Sandefur
Chief White

Staff Present:

Adrienne Jones, Director of Community Development
Jan Vallecillo, Planning Coordinator
Patrick Dungan, Attorney
Brennan Walters, Planner

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 August 24, 2017. There being none, minutes are approved as submitted.***

The next order of business is site plan review for Stanton Road Office.

An introductory presentation was given by David Shumer, representative of Barton & Shumer Engineering, requested site plan review of two professional office buildings with associated drainage, parking, utilities, and landscaping located southeast of U.S. Highway 98 and Stanton Road and stated the Public Works Director commented that a sidewalk waiver is realistic in this location as there is no connectivity in this particular commercial/industrial subdivision.

Chairman asked for Commission questions or comments, the order in which the developer plans to build, and about the ADEM permit. Mr. Shumer stated that the owner will construct building two first and will acquire an ADEM permit after approval.

Chief White asked if the landscape plan is in compliance. Ms. Jones confirmed.

Mr. Scott, spoke in opposition of a waiver and asked for consideration of strengthening the ordinance regarding sidewalk requirements.

Chief White mentioned that Stanton Road is a fire route for the fire station on Profit Drive and is concerned about pedestrians walking in the street.

Mr. Hodgson asked if the Commission can require a sidewalk, after the fact. Ms. Jones stated the council could consider an assessment in those areas that require the installation of sidewalks.

Chairman asked for Commission questions or comments and for a motion.

A **Motion** was made by Mr. Hodgson and **Seconded** by Mr. Prescott ***to approve Stanton Road Office site plan.***

An **Amended Motion** was made by Mr. Hodgson and **Seconded** by Mr. Prescott ***to approve Stanton Road Office site plan with a waiver to the sidewalk requirement. There was no discussion on the motion. The Motion carried unanimously.***

The next order of business is preliminary/final plat review for First Eastern Shore Subdivision.

An introductory presentation was given by Linda Lee, representative of First Eastern Shore Baptist Association, and stated the purpose of this subdivision is to facilitate a request to purchase a portion of the subject property described as the western most part of the property from the road frontage of Old County Road, extending east four hundred feet. Per the plat submitted, the property is one hundred fifty-four point five-three feet wide at Old County Road resulting in proposed lot one, one-point three-five acres, which if approved will be sold to Micah Gill. At site preview meeting, David Green submitted several questions concerning this request of which she would like to address now.

Chairman stated yes ma'am.

Ms. Lee stated Mr. Gill plans to build a single-family residence on lot one. Currently, the association has no plans to further subdivision lot two. Also, the subdivision came about due to his offer. The dimensions were proposed by him so that he would have a large residential lot. If there are no other concerns related to the submitted plat, the association respectfully request this plat be approved.

Chairman asked for Commission questions or comments.

Chief White asked if the Masonic Lodge was a part of this property. Ms. Lee stated no, it is to parcel to the north.

Chairman asked for Commission questions or comments and opened the floor to public participation.

David Green, 315 Beall Lane, expressed his concern about the current zoning and further subdivision of property.

Chairman stated the property is zoned R-1 and multiple residential homes cannot be proposed on that lot without further subdividing and obtaining approval of this body.

Chairman closed public participation.

Chairman asked for Commission questions or comments and for a motion.

A **Motion** was made by Mr. Prescott and **Seconded** by Mr. Scott ***to approve First Eastern Shore Subdivision, preliminary/final plat. There was no discussion on the motion. The Motion carried unanimously.***

The next order of business is preliminary/final plat review for Montrose Oaks Subdivision.

An introductory presentation was given by Kirk Clayton, representative of Goodwin, Mills & Cawood, requesting preliminary/final plat review of a six-lot subdivision consisting of approximately three-point seven-three acres in the extraterritorial planning jurisdiction located northwest of Gabel and 3rd Street, asked for a waiver of the sidewalk requirement, and stated the City of Fairhope is committed to the installation of a two-inch sanitary sewer on Gabel Street.

Chairman asked for Commission questions or comments.

Mr. Scott stated it is difficult to require the installation of sidewalks that the county will maintain.

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

A **Motion** was made by Mr. Scott and **Seconded** by Mr. Hodgson ***to approve Montrose Oaks Subdivision, preliminary/final plat with a waiver to the sidewalk requirement. There was no discussion on the motion. The Motion carried unanimously.***

The next order of business is preliminary plat review for Oldfield Subdivision, Phase Four.

An introductory presentation was given by Steve Pumphrey, representative of Dewberry/Preble-Rish, requesting preliminary plat review of a fifty-three lot subdivision consisting of approximately seventeen-point three-nine acres located west of Oldfield Subdivision, Phase One, and stated this phase is consistent with the master plan, and the easements shown on the plat and construction plans have been revised. Also, for this phase, the contractor will continue to use the construction entrance to the north.

Chairman asked for Commission questions or comments.

Mr. Scott asked for confirmation that the construction entrance is the farm road to the north. Mr. Pumphrey confirmed.

Mr. Scott asked if the Baldwin County Board of Education has been notified. Mr. Pumphrey stated cities have begun providing subdivision plats to them. Ms. Jones stated she provided the Board with the master plan for Oldfield Subdivision.

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

A **Motion** was made by Mr. Scott and **Seconded** by Mr. Hodgson ***to approve Oldfield Subdivision, Phase Four preliminary plat with a condition that the construction access for this phase will be through the farm to market road to the north. There was no discussion on the motion. The Motion carried unanimously.***

The next order of business is the vacation of right-of-way for Sarah Rife.

An introductory presentation was given by Dayna Oldham, owner, requesting to vacate twenty-five feet of the right-of-way of Church Street to acquire the grassed area adjacent to the street and an easement will remain for utility services.

Chairman asked for Commission questions or comments.

Mr. Scott commented the city is in the process of installing a privacy fence along the west property line of city hall, and stated the Public Works Director is in favor of the vacation of right-of-way with conditions.

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

A **Motion** was made by Mr. Scott and **Seconded** by Mr. Sandefur ***of a favorable recommendation to vacate a portion of Church Street with the following conditions: all public utility easements are accommodated and/or preserved prior to vacation; access is not inhibited to any city-owned property (Daphne Art Center); and any and all other recorded and/or prescriptive easements remain in place. There was no discussion on the motion. The Motion carried unanimously.***

The next order of business is an administrative presentation for a proposed amendment to the Land Use Ordinance.

Ms. Jones reported briefly on her findings regarding the minimum standards & setbacks for subdivision record plats and prior subdivision regulations in preparation of an amendment to the ordinance for lots of record.

The next order of business is the election of officers.

Chairman opened the floor for nominations for Chairman. Mr. Scott nominated Ms. Bergin. The nominations were closed. With no other nominations, Ms. Bergin is Chairman.

Chairman opened the nominations for Vice Chairman. Mr. Scott nominated Mr. Hodgson. The nominations were closed. With no other nominations, Mr. Hodgson is Vice Chairman.

Chairman opened the nominations for Secretary. Mr. Scott nominated Mr. Smith. The nominations were closed. With no other nominations, Mr. Smith is Secretary.

The next order of business is public participation.

Chairman asked for public participation.

None presented.

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

Mr. Dungan stated no report.

The next order of business is commissioner's comments.

None presented.

The next order of business is director's comments.

Ms. Jones presented that the upcoming meeting dates are site preview, October 18 & regular meeting, October 26, 2017.

There being no further business, the meeting was adjourned at 5:41 p.m.

Respectfully submitted by:

Jan Vallecillo

Jan Vallecillo, Planning Coordinator

Approved: October 26, 2017

Mary E Bergin

Marybeth Bergin, Chairman

CITY OF DAPHNE
PLANNING COMMISSION AGENDA
REGULAR MEETING OF OCTOBER 26, 2017
COUNCIL CHAMBERS, CITY HALL - 5:00 P.M.

A5

REPORT

1. **CALL TO ORDER:** 5:00 p.m.

2. **CALL OF ROLL:** Chief White, Hudson Sandefur, Ron Scott, Phillip Hodgson, Marybeth Bergin, Andrew Prescott, and Angie Phillips

3. **APPROVAL OF MINUTES:**

Review of minutes for the regular meeting of September 28, 2017 **(Approved as submitted)**

4. **NEW BUSINESS:**

A. SITE PLAN REVIEW:

1. **File SP17-19:** **(Approved)**

Site:	**Ideacom of the Gulf Coast Building Addition**
Zoning:	***B-2, General Business***
Location:	26376 Pollard Road, southeast of Pollard and Well Roads
Area:	1.25 ± Acres
Owner(s):	Ideacom of the Gulf Coast - John Robb
Agent:	Primary Builders - Jacque Cory
Engineer:	Lieb Engineering - Chris Lieb

B. FINAL PLAT REVIEW:

1. **File SDF17-05:** **(Approved)**

Subdivision:	**Oldfield, Phase 2B**
Zoning(s):	***R-3, High Density Single Family Residential, and R-6(G), Garden or Patio Home***
Location:	South and west of Oldfield Subdivision, Phase One
Area:	34.56 Acres ±, (76) lots
Owner(s):	Smart Living, L.L.C. - Louis Breland
Agent:	Dewberry/Preble-Rish - Steve Pumphrey
Engineer:	Dewberry/Preble-Rish – Jason Estes
Surveyor:	Dewberry/Preble-Rish - David Diehl

C. PRELIMINARY PLAT REVIEW:

1. **File SDP17-13:** **(Approval of plat with a caveat that we advise the County of our concerns about adding to the noncompliance of fire safety regulations and ask them to consider opening a connection between Bay Branch and Plantation Hills, Braga Drive, to give a second access to Highway 90 to both subdivisions)**

Subdivision:	**Plantation Hills South, Phase 3**
Zoning(s):	***RSF-2, Single Family District, Baldwin County District 28, in the Extraterritorial Planning Jurisdiction***
Location:	South of U.S. Highway 90 adjacent to Plantation Hills South, Phase 1 and 2
Area:	17.09 Acres ±, (26) lots
Owner(s):	Benchmark Homes Group, L.L.C. – R. H. Radcliff
Agent:	Dewberry/Preble-Rish - Steve Pumphrey
Engineer:	Dewberry/Preble-Rish – Jason Estes
Surveyor:	Dewberry/Preble-Rish - David Diehl

D. **ZONING AMENDMENTS: (Favorable Recommendation)**

E. **ADMINISTRATIVE PRESENTATION:**

Land Use Discussion by Community Development Director (No action taken)

5. **PUBLIC PARTICIPATION:** None presented

6. **ATTORNEY'S REPORT:** No report

7. **COMMISSIONER'S COMMENTS:** None presented

8. **DIRECTOR'S COMMENTS:**

Ms. Jones presented the following:

a. City Council Actions:
   1. Approved annexation for Fred L. Corte, Blackstone Lakes Subdivision, on October 16, 2017;
   2. Tabled vote on Bertolla Properties, L.L.C, Jubilee Farms Subdivision, to November 20, 2017;
   3. Set a public hearing to discuss the issue of chickens on November 20, 2017;

b. The upcoming meeting dates are site preview, November 8 & regular meeting, November 16, 2017.

9. **ADJOURNMENT:** 5:34 p.m.

To:	Office of the City Clerk
From:	Adrienne D. Jones, Community Development Director
Subject:	Revised City of Daphne Zoning Map
Date:	October 27, 2017

MEMORANDUM

At the, October 26, 2017, regular meeting of the City of Daphne Planning Commission, seven members were present. The motion carried unanimously to set forth a ***favorable recommendation*** of acceptance of the above-mentioned revision to the zoning map containing annexation, zoning changes and street acceptance that were approved between April 1, 2017 and October 31, 2017.

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 of Monday, November 6, 2017 to set the public hearing.

Thank you,
ADJ/jv

cc: file

attachment(s)

1. Zoning Map Planning Report (Copy Attached)
2. Zoning Map (Display - Posted in Council Chambers)

FILE
10/27/17
9:20 am

Zoning & Street Map Codifications April 1, 2017 through October 31, 2017

Applicant	Council Approval Date	Council Action Ordinance #		Property Size (Acres)	
Annexation by Council Action					
S. Hickory, Inc.	6/05/17	2017-38		79.72	
George Kalasountas	6/05/17	2017-46		17.8	
Malbis Plantation, Inc.	8/21/17	2017-62		77.5	
The Citizens Bank	9/5/17	2017-75		1.36	
Fred Corte	10/16/17	2017-82		73.53	
Annexation Action by State of Alabama Legislation	**Effective Date**	**Act #**		**Property Size (Acres)**	
Parcel 1--Dollar General	7/01/17	Act# 2017-163		1.37	
Parcel 2--Palladian Apartments	7/01/17	Act# 2017-163		20	
Parcel 3--Chevron Gas Station	7/01/17	Act# 2017-163		1	
Parcel 4--JMO Subdivision	7/01/17	Act# 2017-163		4.67	
Rezoning or Prezoning Petitions		**Ordinance #**	**Old/New Zoning Classification**	**Property Size (Acres)**	
S. Hickory, Inc.	6/05/17	2017-37	Prezone to R-3 *Zoning effective as of 6/5/17*	79.72	
George Kalasountas	6/05/17	2017-45	Prezone to B-2(A) *Zoning effective as of 6/5/17*	17.8	
Fred L. Corte	8/21/17	2017-60	Prezone to PUD (Blackstone Lakes) *Zoning effective as of 10/16/17pending*	73.53	*
Malbis Plantation, Inc.	8/21/17	2017-61	Prezone to R-3 *Zoning effective as of 8/21/17*	77.5	
Legislative Annexation –Parcel 1	8/21/17	2017-63	Zoned to B-2A	1.37	
Legislative Annexation –Parcel 2	8/21/17	2017-64	Zone to R-7(A)	20	
Legislative Annexation –Parcel 3	8/21/17	2017-65	Zone to B-2	1	
Legislative Annexation –Parcel 4	8/21/17	2017-66	Zone to B-2(A)	4.67	
The Citizens Bank	9/05/17	2017-74	Prezone to B-1(A) *Zoning effective as of 9/5/17*	1.36	
Street Acceptance Requests		**Resolution #**	**$ Maintenance Bond**	**Linear Feet**	
Caroline Woods Phase 3B	5/15/17	2017-30	43,217.75	1,360	
Oldfield Phase 2	9/05/17	2017-50	124,017.93	2,039.94	

*Map changes for pre-zoned property occur after said land is officially annexed into the city limits.

Previously adopted Street Map 5/15/17 Resolution 2017-29 Previously adopted Zoning Map 7/05/17 Ordinance 2017-49

City GIS zoning, street and city limits shapefiles have been updated to include all applicable above-noted amendments; however County parcel file updates are pending release.

HISTORICAL NOTES: Street Map adopted Resolution 2016-73 on October 3, 2016. Zoning map adopted Ordinance 2016-69 on November 21, 2016.

CITY OF DAPHNE, ALABAMA
RESOLUTION NO. 2017-53

2018-A-THE PORCH: DAPHNE PUBLIC LIBRARY

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 PORCH: DAPHNE PUBLIC LIBRARY will exceed this amount; and

WHEREAS, Staff has reviewed the bids for THE PORCH: DAPHNE PUBLIC LIBRARY and determined that the bid as presented is reasonable; and

WHEREAS, the Daphne Library Foundation, a non-profit corporation, pledges to donate $75,000, and the Friends of the Daphne Public Library, Inc. a non-profit corporation, pledges to donate $65,000 for THE PORCH: DAPHNE PUBLIC LIBRARY project; and

WHEREAS, an appropriation by the City of Daphne (Ordinance 2016-56) in the amount of $125,000 was included in the FY2017 Budget; and

WHEREAS, LSTA (Library Services and Technology Act) grant monies in the amount of $15,000 are available for technology equipment with the City's match of $5,000 included in the FY2018 Budget; and

WHEREAS, Staff recommends the bid for THE PORCH: DAPHNE PUBLIC LIBRARY be awarded to Sunrise Contracting 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 accept the bid of Sunrise Contracting Services, Inc. in the amount of $243,500 as specified in BID SPECIFICATION NO. 2018-A-THE PORCH: DAPHNE PUBLIC LIBRARY.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS _______ day of _________, 2017

____
Dane Haygood, Mayor

ATTEST:

____
Candace G. Antinarella, City Clerk

CITY OF DAPHNE, ALABAMA
ORDINANCE 2017-84
ADDITIONAL APPROPRIATION: THE PORCH: DAPHNE PUBLIC LIBRARY – ARCHITECT FEES FOR THE CONSTRUCTION PHASE

WHEREAS, Ordinance 2017-77 approved and adopted the Fiscal Year 2018 Budget on October 2, 2017; and

WHEREAS, subsequent to the adoption of the Fiscal Year 2018 budget, the City Council has determined that certain appropriations are required and should be approved and made a part of the Fiscal Year 2018 budget; and

WHEREAS, The Porch: Daphne Public Library project bids have been received and staff has reviewed the bids for Porch: Daphne Public Library and determined that the low bid as presented is reasonable; and

WHEREAS, the Daphne Library Foundation, a non-profit corporation, pledges to donate $75,000, and the Friends of the Daphne Public Library, Inc. a non-profit corporation, pledges to donate $65,000 for Porch: Daphne Public Library project; and

WHEREAS, LSTA (Library Services and Technology Act) grant monies in the amount of $15,000 are available for technology equipment with the City's match of $5,000 included in the FY2018 Budget; and

WHEREAS, The City of Daphne appropriated $125,000 in the FY2017 Budget in Ordinance 2016-56 for The Porch project, however additional funding of $20,000 is needed for Architect fees for the construction phase;

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

1. Funds in the amount of **$20,000** from the **Capital Reserve Fund** are appropriated and made a part of the Fiscal Year 2018 budget for the Architect fees for the construction phase of The Porch 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 project.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE ALABAMA this ____ day of __________, 2017.

Attest:

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Dane Haygood, Mayor

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Candace G. Antinarella, City Clerk