

Town of Perdido Beach
Council Meeting Minutes
Town Hall – 9212 County Road 97
February 16, 2017 – 6:30pm

The Town Council of the Town of Perdido Beach met in regular session on February 16, 2017 at 6:30 pm at the Town Hall with Mayor Kae Hamilton presiding. Mayor Hamilton called the Meeting to order at 6:30 pm.

Members Present: Council Members: Mayor Kae Hamilton, Councilman Gary Kiefer, Councilman Steve Love, Councilman Thomas Bloxham, Councilman Andrew Stewart and Councilman Oliver Guilford.

Others Present: Marcus McDowell -Town Attorney; Lynn Thompson Town Clerk and Members of the Town.

Invocation: Councilman Guilford

Pledge of Allegiance: All

Public Comments: None

ITEM: Minutes: January 12, 2017 Workshop and January 19, 2017 Council Meeting.

There was a motion by Councilman Stewart, seconded by Councilman Guilford to waive the reading of the minutes. All voted in favor.

Motion by Councilman Stewart, second by Councilman Bloxham to approve the minutes.

No Discussion:

All in favor, motion carried to approve the minutes as presented.

ITEM: Financials: January Financial Report

Motion by Councilman Love, second by Councilman Guilford to approve the financial report.

No Discussion:

<u>“YES”</u>	<u>Roll Call Vote:</u>	<u>“NO”</u>
	<u>“ABSTAIN”</u>	
Councilman Kiefer		
Councilman Love		
Councilman Bloxham		
Councilman Stewart		
Councilman Guilford		
Mayor Hamilton		

All in favor, motion carried to approve the financial report.

Guest Speaker(s): None

Presentations: None

Ordinance:

ITEM: Ordinance 2017-01 RESCINDING ORDINANCE 2015-01 AS AMENDED AND ADOPTING ORDINANCE 2017-01 ADOPTING AN EMERGENCY OPERATING PLAN FOR THE TOWN OF PERDIDO BEACH.

Motion by Councilman Bloxham, second by Councilman Love for immediate consideration.

"YES"	<u>Roll Call Vote:</u> "ABSTAIN"	"NO"
Councilman Kiefer		
Councilman Love		
Councilman Bloxham		
Councilman Stewart		
Councilman Guilford		
Mayor Hamilton		
All in favor, motion carried unanimously for immediate consideration.		

Motion by Councilman Love, second by Councilman Guilford to waive the reading.

All in favor, motion carried unanimously

Motion by Councilman Bloxham, second by Councilman Guilford to adopt Ordinance 2017-01.
No Discussion:

"YES"	<u>Roll Call Vote:</u> "ABSTAIN"	"NO"
Councilman Kiefer		
Councilman Love		
Councilman Bloxham		
Councilman Stewart		
Councilman Guilford		
Mayor Hamilton		
All in favor, motion carried unanimously.		

Resolution(s):

ITEM: RESOLUTION 2017-04 AWARDDING REQUEST FOR PROPOSAL FOR PROFESSIONAL ARCHITECTURAL-ENGINEERING SERVICES TO PROVIDE A DESIGN PLAN TO RE-PURPOSE THE STORAGE BUILDING.

Motion by Councilman Bloxham, second by Councilman Guilford to adopt Resolution 2017-04.

Discussion:

"YES"	<u>Roll Call Vote:</u> "ABSTAIN"	"NO"
Councilman Kiefer		
Councilman Love		
Councilman Bloxham		

Councilman Stewart
Councilman Guilford
Mayor Hamilton

All in favor, motion carried unanimously.

ITEM: RESOLUTION 2017-05 RESCINDING RESOLUTION 2016-02 AS AMENDED AND ADOPTING RESOLUTION 2017-05 ADOPTING PUBLIC WORKS WORK ORDER POLICY.

Motion by Councilman Guilford, second by Councilman Bloxham for immediate consideration.

<u>Roll Call Vote:</u>		
“YES”	“ABSTAIN”	“NO”
Councilman Kiefer		
Councilman Love		
Councilman Bloxham		
Councilman Stewart		
Councilman Guilford		
Mayor Hamilton		

All in favor motion carried unanimously for immediate consideration.

Motion by Councilman Guilford, second by Councilman Bloxham to waive the reading.

All in favor, motion carried to waive the reading.

Motion by Councilman Bloxham, second by Councilman Guilford to adopt Resolution 2017-05.

Discussion:
Motion approved based on budget restraints.

<u>Roll Call Vote:</u>		
“YES”	“ABSTAIN”	“NO”
Councilman Kiefer		
Councilman Love		
Councilman Bloxham		
Councilman Stewart		
Councilman Guilford		
Mayor Hamilton		

All in favor, motion carried unanimously.

No Discussion:

<u>Roll Call Vote:</u>		
“YES”	“ABSTAIN”	“NO”
Councilman Kiefer		
Councilman Love		
Councilman Bloxham		
Councilman Stewart		

Councilman Guilford
Mayor Hamilton
All in favor, motion carried unanimously.

Motions/Request from Council: None

Committee Reports/Recommendations:

(Reports are given in Workshop – any recommendations for the Town Council will be added to the Council Meeting Agenda for consideration by the Council and discussed at that time)

- Ad Hoc – Property Search
- Beautification:
- Budget and Finance:
- Buildings and Grounds:
- Communication:
- Public Safety:
- Public Works:
-

There were no committee recommendations made to the Town Council.

Council/Legal/Staff Comments:

- Mayor Hamilton reported that Baldwin County Solid Waste would begin driving down Pine Street to pick up resident's trash and debris instead of them having to take their containers to Magnolia Street for pick up.

Public Comments: (For Discussion and/or consideration on the next Council Agenda)

Other Business:

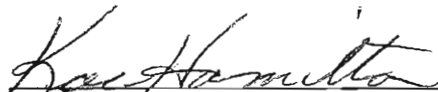
ITEM: Mayor's appointment to the Zoning Board of Adjustment:

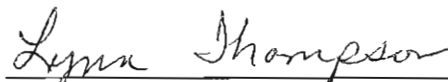
Mayor Hamilton appointed Bill McGrath to the Zoning Board of Adjustment

Adjourn:

Being no further business there was a motion by Councilman Guilford, second by Councilman Bloxham to adjourn. The meeting ended at 7:10 pm.

ATTEST:


Kae Hamilton, Mayor


Lynn Thompson, Town Clerk

9:27 AM

02/16/17

Cash Basis

Town of Perdido Beach
Profit & Loss Budget Performance
 January 2017

	Jan 17	Budget	Oct '16 - Jan 17	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · INCOME					
4100 · Donations	0.00	20.84	0.00	83.28	250.00
4200 · Interest Income	19.94	16.66	73.77	66.72	200.00
4300 · Motor vehicle(MV) License Tax	28.46	14.75	70.62	59.00	177.00
4319 · Added Excise Tax	0.00	8.34	34.66	33.28	100.00
4329 · Petroleum Fees	22.59	20.84	92.91	83.28	250.00
4333 · Offshore Oil/Gas Distribution	386.28	800.00	386.28	800.00	800.00
4510 · Vehicle Adv/brem/Probate Judge	233.70	833.34	3,756.26	3,333.28	10,000.00
4520 · Sales Tax ALDOR	941.41	600.00	2,603.56	2,400.00	7,200.00
4560 · Business Licenses	6,361.33	4,062.50	7,545.33	4,062.50	16,250.00
4750 · Ad valorem/Property Tax	9,390.34	10,000.00	31,810.23	30,000.00	40,000.00
4800 · Miscellaneous	0.00	416.67	0.00	1,666.64	5,000.00
4850 · Permit Fees	50.00	12.50	50.00	50.00	150.00
4900 · FRANCHISE FEES	846.81	1,291.67	3,534.64	5,166.68	60,000.00
4000 · INCOME - Other	0.00		0.00	0.00	0.00
Total 4000 · INCOME	18,280.86	18,098.11	49,958.26	47,804.66	140,377.00
4400 · Grant Money					
4402 · Tourism Grant	0.00		0.00	0.00	0.00
4403 · Stormwater Management	0.00	0.00	29,978.88	0.00	50,000.00
Total 4400 · Grant Money	0.00	0.00	29,978.88	0.00	50,000.00
Total Income	18,280.86	18,098.11	79,937.14	47,804.66	190,377.00
Gross Profit	18,280.86	18,098.11	79,937.14	47,804.66	190,377.00
Expense					
5000 · GENERAL GOVERNMENT DEPARTMENT					
5005 · Attorney Fees	1,000.00	1,000.00	4,000.00	4,000.00	12,000.00
5010 · Accounting	5,250.00	5,250.00	5,250.00	5,250.00	5,250.00
5011 · Interest/Fees	0.00	16.67	126.78	66.64	200.00
5020 · Offices Supplies	204.38	91.67	370.71	366.64	1,100.00
5025 · US Postal Service	342.40	41.67	342.40	166.64	500.00
5030 · Web Site Expense	607.45	41.67	607.45	166.64	500.00
5040 · Computer Expense	108.20	166.67	590.53	666.64	2,000.00
5045 · Electric Expense	0.00	150.00	646.37	600.00	1,800.00
5046 · Trash Pick Up	0.00	0.00	63.00	100.00	400.00
5050 · Gas Expense	0.00	200.00	79.00	200.00	400.00
5066 · Security System	0.00	0.00	0.00	0.00	5,400.00
5060 · Telephone & DSL	264.66	291.67	1,044.10	1,166.64	3,500.00
5070 · Insurance	0.00		4,098.00	4,500.00	4,500.00
5085 · Training/Dues	614.00	100.00	614.00	1,200.00	2,000.00
5090 · TRAVEL EXPENSE	0.00	125.00	118.80	500.00	1,500.00
5095 · Misc.	0.00	969.17	13.08	3,876.64	11,630.00
5200 · Planning Commission	0.00	83.33	0.00	333.36	1,000.00
5201 · Zoning Board of Adjustment	0.00	83.33	0.00	333.36	1,000.00
5300 · COMMITTEES					
5320 · BEAUTIFICATION COMMITTEE	0.00	41.67	0.00	166.64	500.00
5340 · BUILDING & GROUNDS COMMITTEE	41.49	416.67	3,521.49	1,666.64	5,000.00
5345 · COMMUNICATION COMMITTEE	0.00	83.33	0.00	333.36	1,000.00
5350 · SAFETY COMMITTEE	0.00	83.33	0.00	333.36	1,000.00
5360 · PUBLIC WORKS COMMITTEE	22,927.86	13,750.00	28,328.66	55,000.00	165,000.00
Total 5300 · COMMITTEES	22,969.35	14,375.00	31,850.15	57,500.00	172,500.00
Total 5000 · GENERAL GOVERNMENT DEPARTMENT	31,360.44	22,985.85	49,814.37	80,993.20	227,180.00
5600 · Grant (FEMA)	0.00		0.00	0.00	0.00
5601 · Grant (TOURISM)	0.00		0.00	0.00	0.00
5602 · Stormwater Management Grant	616.00	7,260.00	16,640.00	29,040.00	43,560.00

9:27 AM

02/16/17

Cash Basis

Town of Perdido Beach
Profit & Loss Budget Performance
January 2017

	Jan 17	Budget	Oct '16 - Jan 17	YTD Budget	Annual Budget
66000 · PAYROLL EXPENSES	2,599.20	2,541.67	10,332.77	10,166.68	30,500.04
66900 · Reconciliation Discrepancies	0.00		0.00	0.00	0.00
Total Expense	34,575.64	32,787.52	76,787.14	120,199.88	301,240.04
Net Ordinary Income	-16,294.78	-14,689.41	3,150.00	-72,395.22	-110,863.04
Net Income	-16,294.78	-14,689.41	3,150.00	-72,395.22	-110,863.04

Town of Perdido Beach Checking and Deposit Detail As of January 31, 2017

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
ASSETS									267,532.78
Current Assets									234,532.78
Checking/Savings									234,532.78
1000 · Capital Improvement Fund									0.00
Total 1000 · Capital Improvement Fund									0.00
1200 · General Fund - Centennial									234,532.78
Check	01/04/2017	2655	US Postal Service	Business <Lic...	X	5025 · US Post...	-244.40	-244.40	234,288.38
Paycheck	01/06/2017	2657	Lynn Thompson		X	-SPLIT-	-456.49	-456.49	233,831.89
Check	01/06/2017	2656	Tom Bloxham	Reimburse for...	X	5340 · BUILDI...	-41.49	-41.49	233,790.40
Check	01/09/2017	2658	Centurylink		X	5060 · Telepho...	-264.66	-264.66	233,525.74
Deposit	01/09/2017			Deposit	X	-SPLIT-	51.05	51.05	233,576.79
Deposit	01/12/2017			Deposit	X	4520 · Sales T...	363.87	363.87	233,940.66
Paycheck	01/13/2017	2659	Lynn Thompson		X	-SPLIT-	-456.49	-456.49	233,484.17
Liability Check	01/13/2017	draft	United States Treas...	80-0472714	X	-SPLIT-	-1,981.14	-1,981.14	231,503.03
Deposit	01/19/2017			Deposit	X	-SPLIT-	896.81	896.81	232,399.84
Deposit	01/19/2017			Deposit	X	-SPLIT-	1,174.84	1,174.84	233,574.68
Deposit	01/19/2017			Deposit	X	-SPLIT-	1,146.41	1,146.41	234,721.09
Deposit	01/19/2017			Deposit	X	-SPLIT-	995.01	995.01	235,716.10
Check	01/19/2017	2660	Marcus McDowell-T...	January retain...	X	5005 · Attorne...	-1,000.00	-1,000.00	234,716.10
Deposit	01/20/2017			Deposit	X	4510 · Vehicle ...	121.43	121.43	234,837.53
Paycheck	01/20/2017	2661	Lynn Thompson		X	-SPLIT-	-456.49	-456.49	234,381.04
Liability Check	01/20/2017	draft	Alabama Dept. of R...	R006270618	X	2400 · Payroll ...	-279.35	-279.35	234,101.69
Deposit	01/20/2017			Deposit	X	4333 · Offshor...	386.28	386.28	234,487.97
Check	01/20/2017	2662	Computer Backup, Inc	Printer/scann...	X	5040 · Comput...	-89.00	-89.00	234,398.97
Check	01/20/2017	2663	Foster & Foster Aut...	Wessite main...	X	5030 · Web Sit...	-607.45	-607.45	233,791.52
Check	01/20/2017	2664	Grant, Sanders & Ta...	2016 year en...	X	5010 · Account...	-5,250.00	-5,250.00	228,541.52
Check	01/20/2017	2665	Gene's Dozer Service	WO # 2016-0...		5360 · PUBLIC...	-1,600.00	-1,600.00	226,941.52
Check	01/20/2017	2666	Gene's Dozer Service	WO # 2016 0...		5360 · PUBLIC...	-2,996.00	-2,996.00	223,945.52
Check	01/20/2017	2667	Gene's Dozer Service	WO # 2016-0...		5360 · PUBLIC...	-17,910.56	-17,910.56	206,034.96
Check	01/20/2017	2668	Vulcan signs	Signage #30...	X	5360 · PUBLIC...	-421.30	-421.30	205,613.66
Check	01/20/2017	2669	Office Depot		X	5020 · Offices ...	-148.52	-148.52	205,465.14
Check	01/20/2017	2670	Enveloc, Inc.	December Ba...	X	5040 · Comput...	-19.20	-19.20	205,445.94
Check	01/20/2017	2671	Office Depot		X	5020 · Offices ...	-15.88	-15.88	205,430.06
Check	01/20/2017	2672	Office Depot		X	5020 · Offices ...	-39.98	-39.98	205,390.08
Check	01/20/2017	2673	Volkert, Inc	Professional s...	X	5602 · Stormw...	-616.00	-616.00	204,774.08
Check	01/20/2017	2674	SARPC	Dues 2017	X	5085 · Training...	-614.00	-614.00	204,160.08
Deposit	01/20/2017			Deposit	X	4510 · Vehicle ...	112.27	112.27	204,272.35
Check	01/23/2017	2675	US Postal Service	(2) rolls stamps	X	5025 · US Post...	-98.00	-98.00	204,174.35
Deposit	01/23/2017			Deposit	X	-SPLIT-	1,107.11	1,107.11	205,281.46
Deposit	01/26/2017			Deposit		-SPLIT-	704.36	704.36	205,985.82
Deposit	01/26/2017			Deposit	X	4750 · Ad valor...	9,390.34	9,390.34	215,376.16
Deposit	01/26/2017			Deposit	X	4520 · Sales T...	577.54	577.54	215,953.70
Deposit	01/26/2017			Deposit		-SPLIT-	1,233.60	1,233.60	217,187.30
Paycheck	01/27/2017	2676	Lynn Thompson			-SPLIT-	-456.49	-456.49	216,730.81
Deposit	01/31/2017			Interest	X	4200 · Interest ...	19.94	19.94	216,750.75
Total 1200 · General Fund - Centennial								-17,782.03	216,750.75

11:04 AM

02/09/17

**Special Revenue
Reconciliation Detail**
1200 - 4 & 5 Cent Gas Tax, Period Ending 01/31/2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						10,645.58
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	01/10/2017			X	125.67	125.67
Deposit	01/31/2017			X	0.91	126.58
Total Deposits and Credits					<u>126.58</u>	<u>126.58</u>
Total Cleared Transactions					<u>126.58</u>	<u>126.58</u>
Cleared Balance					<u>126.58</u>	<u>10,772.16</u>
Register Balance as of 01/31/2017					<u>126.58</u>	<u>10,772.16</u>
Ending Balance					<u><u>126.58</u></u>	<u><u>10,772.16</u></u>

4:18 PM

02/08/17

**Special Revenue
Reconciliation Detail**
1300 - 7 Cent Gas Tax, Period Ending 01/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,563.75
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	01/10/2017			X	145.22	145.22
Deposit	01/31/2017			X	0.99	146.21
Total Deposits and Credits					146.21	146.21
Total Cleared Transactions					146.21	146.21
Cleared Balance					146.21	11,709.96
Register Balance as of 01/31/2017					146.21	11,709.96
Ending Balance					146.21	11,709.96

11:26 AM

02/09/17

Town of Perdido Beach-Capital Improvement Fund
Reconciliation Detail
Capital Improvement -Centennial, Period Ending 01/31/2017

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						42,402.94
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	01/31/2017			X	3.60	3.60
Total Deposits and Credits					3.60	3.60
Total Cleared Transactions					3.60	3.60
Cleared Balance					3.60	42,406.54
Register Balance as of 01/31/2017					3.60	42,406.54
Ending Balance					3.60	42,406.54

11:37 AM

02/09/17

Town of Perdido Beach Oil Acct
Reconciliation Detail
Centennial Bank-SPECIAL ACCOUNT, Period Ending 01/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						101,781.46
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2017			X	12.97	12.97
Total Deposits and Credits					12.97	12.97
Total Cleared Transactions					12.97	12.97
Cleared Balance					12.97	101,794.43
Register Balance as of 01/31/2017					12.97	101,794.43
Ending Balance					12.97	101,794.43

11:40 AM

02/09/17

Town of Perdido Beach Money Market
Reconciliation Detail
Centennial Bank, Period Ending 01/31/2017

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						814,946.35
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2017			X	103.82	103.82
Total Deposits and Credits					103.82	103.82
Total Cleared Transactions					103.82	103.82
Cleared Balance					103.82	815,050.17
Register Balance as of 01/31/2017					103.82	815,050.17
Ending Balance					103.82	815,050.17



TOWN OF PERDIDO BEACH

RESOLUTION 2017-04 AWARDING REQUEST FOR PROPOSAL FOR
PROFESSIONAL ARCHITECTURAL-ENGINEERING SERVICES FOR THE TOWN OF
PERDIDO BEACH, ALABAMA

WHEREAS, THE Town of Perdido Beach solicited requests for proposals for Professional Architectural-Engineering Services to provide a design plan for the repurposing of the Town's storage building to a Community/Town Meeting Facility for the Town of Perdido Beach and on January 27, 2017 at 9:00 o'clock am opened those requests received;


WHEREAS, the Building and Grounds Committee has reviewed and evaluated all submissions; and has recommended to the Town Council the proposal submitted by **ADAMS-STEWART ARCHITECTS, LLC** is determined to be the proposal that best suits the needs of the Town.

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Perdido Beach, Alabama, as follows:

SECTION 1: Accepts **ADAMS-STEWART ARCHITECTS, LLC'S** proposal to provide a design plan to repurpose the Town's storage building into a Community/Town meeting facility;

SECTION 2: This Resolution shall become effective immediately upon its adoption as required by law.

APPROVED and adopted this 16th day of February, 2017 by the Town Council in Regular session assembled and under the Seal of the Town of Perdido Beach, Alabama.


Kae Hamilton, Mayor

ATTEST:


Lynn Thompson, Town Clerk



Town of Perdido Beach

ORDINANCE 2017-01 RESCINDING ORDINANCE 2015-01 AS AMENDED AND ADOPTING
ORDINANCE 2017-01 ADOPTING AN EMERGENCY OPERATING PLAN FOR THE TOWN
OF PERDIDO BEACH.

WHEREAS, municipal corporations may from time to time adopt ordinances to carry into effect or discharge the powers and duties conferred by the applicable provisions of the Emergency Management Act, Section 11-45-1, Code of Alabama, 1975, to provide for the safety, preserve the health, promote the prosperity and improve the morals, order, comfort and convenience of the inhabitants of the municipality; and

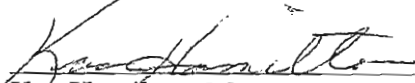
WHEREAS, a municipality's authority to carry out an emergency operating procedure stems from the Alabama Emergency Management Act and a municipality's police power; and

WHEREAS, it is important for a municipality to have an emergency operating procedure in writing and in place prior to a disaster; and

WHEREAS, the Town Council of the Town of Perdido Beach believes it to be in the best interest of the Town to adopt the plan described in Exhibit "A".

NOW, THEREFORE, be it ordained that Ordinance 2017-01 is hereby adopted by the Town Council of the Town of Perdido Beach.

ADOPTED this **16th Day of February 2017** in regular session assembled and under the Seal of the Town of Perdido Beach, Alabama.


Kae Hamilton, Mayor

ATTEST:


Lynn Thompson, Town Clerk

CERTIFICATE OF PUBLICATION

This is to certify that Ordinance 2017-01 of the Town of Perdido Beach, Alabama, was published by posting on at least (3) bulletin boards in the Town from February 16, 2017 until March 16, 2017 at the following locations:

- (1) Town Hall
- (2) Perdido Beach Volunteer Fire Department
- (3) Saint Andrews by the Sea Church
- (4) Perdido Beach Baptist Church

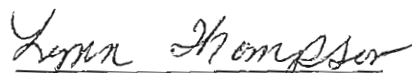

Lynn Thompson, Town Clerk

Exhibit "A"

Emergency Operating Plan for the Town of Perdido Beach for Fiscal Year 2017 The Town Council of the Town of Perdido Beach in Concert with the Perdido Beach Volunteer Fire Department

Emergency Procedures

- The Perdido Beach VFD will serve as the Point Of Distribution for public emergency supplies.
- Councilman Chris Byrd will serve as the VFD Communications Officer
- Mayor Hamilton will serve as the Town Communications Officer
- Tommy Resmondo will serve as liaison between the Town and the VFD
- Public Safety Representative Gary Kiefer will serve as the coordinator between Baldwin County Emergency Management and the Town of Perdido Beach.
- Chain of Command: Alabama EMA - Baldwin County EMA – Town of Perdido Beach – Perdido Beach VFD (top down)
- Chief Ken Wright or a designated officer will serve as the Incident Commander
- The VFD will serve as the Emergency Operating Center (EOC)
- The VFD will identify duties and assign leaders to man the "Distribution Center"

Evacuation

- In case of a declared evacuation order as a result of expected landfall of a hurricane the VFD will go door to door (residences on the waterfront) and will warn off water residents by driving through the town announcing by loud speaker. In case of other emergencies notification will be case specific.
- Residents on the waterfront will be asked to sign a letter of "notification" that they were warned to evacuate. If no one is at home a written notice will be left.
- VFD members will remain on site at VFD in case of expected landfall of Category 3 hurricane or less. They, too, will evacuate in case of hurricanes of intensity greater than CAT 3.
- VFD members will respond to calls up to the point when winds reach 45 mph.
- VFD will assemble a "special needs" list of individuals in the community who may need special assistance with transportation or special needs shelters.
- The Town will issue re-entry passes.

Debris Removal

- VFD will clear emergency access (as required for safe passage) prior to arrival of the Town's designated debris removal contractor.
- Designated contractor will clear emergency access routes (debris will be piled on rights-of-way first 70 hours after landfall)
- Designated contractor will clear rights-of-way and haul debris to a designated certified collection site (Town has an account with Baldwin County Solid Waste to use Baldwin County landfills designated for debris collection)
- Emergency Access Routes are identified as: County Road 97/Escambia Ave., Magnolia St., Baldwin St., Riggs St., Tuscaloosa Ave., Neumann Dr. and Faires Rd.
- Crowder Gulf, Inc. is the Town's primary contractor and Byrd Contracting is the secondary contractor to perform emergency debris removal.
- Thompson Engineering is the Town's debris monitoring contractor.



Town of Perdido Beach

RESOLUTION 2017-05 RESCINDING RESOLUTION 2016-02 AS AMENDED AND ADOPTING RESOLUTION 2017-05 ADOPTING PUBLIC WORKS WORK ORDER POLICY.

WHEREAS, the Town Council of the Town of Perdido Beach has authority to establish policies.

THEREFORE, Public Works Work Order Policy is established as follows:

Town of Perdido Beach

Public Works Committee

Work Order Process

The work order system has been established to provide a framework for management of public works maintenance and capital projects. A coding system has been developed to allow for tracking of costs for the various areas of responsibility under the purview of the committee. Additionally, a work order form template has been produced to provide specific instructions for contractors, capture pertinent information, and document work performed for use in budgeting and invoice clearance.

Public works projects are categorized as one of three types:

1. Maintenance
2. Repairs
3. Upgrades (Capital expenditure)

Maintenance activities such as grass cutting, road grading, and tree trimming performed by contracted vendors and are performed on an as needed basis. With the exception of emergency repairs, where there is imminent danger to public safety or where delayed action will cause further deterioration, all repairs costing in excess of \$ 2500.00 must be submitted to the town council for approval. All upgrade or capital expenditure projects must be submitted to the town council for approval.

When public works capital expenditure projects are identified, a request for budgeted expenditure must be submitted to the town council. Upon approval of a budget a vendor must be identified. In the event that no contract exists with a vendor, the Mayor is responsible for establishing a contract.

All public works projects are subject to the Code of Alabama. Projects are tracked by the work order process. No Public works projects may begin without a work order. The work order process is as follows:

1. The Mayor, a Councilperson, or a member of the Public Works Committee initiates the work order filling in the pertinent fields on the form and signing it in the "Initiated by" field.
2. The filled in work order is then submitted to the Town Clerk who initials it, logs it in and submits it for approval by the Mayor.
3. Once the work order has been approved and signed by the Mayor, the Town Clerk makes a copy for the vendor.
4. The Town Clerk then ensures that the vendor is notified to pick up his copy and commence work.
5. Upon completion of the work the vendor must return a copy of the work order to the Town Clerk with the "Started", "Completed", "Man Hours Worked", and "Material Cost" fields filled in.
6. A member of the Public Works Committee or a designee will perform an inspection of the work, certify that the work has been completed satisfactorily and signoff on the work order.

Completed work orders are held by the Town Clerk to be reconciled with vendor invoices.

Town of Perdido Beach
PUBLIC WORKS COMMITTEE
Project Codes

1. Roadways
 - 1.1. Maintenance
 - 1.2. Repair
 - 1.3. Upgrades (Capex)
2. Parkways
 - 2.1. Maintenance
 - 2.2. Repair
 - 2.3. Upgrades (Capex)
3. Drainage
 - 3.1. Maintenance
 - 3.2. Repair
 - 3.3. Upgrades (Capex)
4. Signage
 - 4.1. Maintenance

4.2. Repair

4.3. Upgrades (Capex)

5. Erosion Control

5.1. Maintenance

5.2. Repair

5.3. Upgrades (Capex)

6. Waterfront Access

6.1. Maintenance

6.2. Repair

6.3. Upgrades (Capex)

7. Debris Control

7.1. Oversight

8. Utilities

8.1. Oversight

Definitions:

Maintenance –Projects that are routine infrastructure maintenance done normally done under contract with established vendors. When no established vendor relationship exists or a contracted vendor is unavailable, maintenance projects may be performed by qualified vendors subject to the bidding regulations.

Examples:

- Parkway cutting and maintenance.
- Grading of existing roadways.
- Tree and brush trimming.
- Digging out clogged drainage pipes.

Repair – Repair of damaged infrastructure that does not modify existing infrastructure.

Examples:

- Signage replacement.
- Road edge repairs.
- Filling potholes.
- Adding rock to eroded roadways.

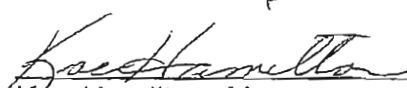
Upgrades – Capital expenditure projects that significantly alter existing infrastructure.

Examples:

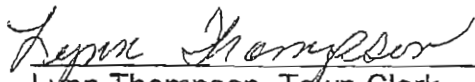
- Any project that requires professional engineering.
- Roadway paving.
- Opening new rights of way.
- Drainage upgrades.

Repeal of Resolution No. 2016-02 adopted by The Town of Perdido Beach, on January 11, 2016 is hereby repealed, such repeal to become effective on the effective date of this Resolution.

ADOPTED AND APPROVED this **16th day of February, 2017** by the Town Council in regular session assembled and under the Seal of the Town of Perdido Beach, Alabama.


Kae Hamilton, Mayor

ATTEST:


Lynn Thompson, Town Clerk