

Town of Perdido Beach  
Council Meeting  
Town Hall – 9212 County Road 97  
September 13, 2018 – Immediately Following Workshop Meeting

The Town Council of the Town of Perdido Beach met in regular meeting on September 13, 2018, at Town Hall, immediately following Workshop with Mayor Kae Hamilton presiding. Mayor Hamilton called the Meeting to order at 7:10 pm.

**Members Present:** Council Members: Mayor Kae Hamilton, Councilman Steve Love and Councilman Thomas Bloxham and Councilman Guilford.

**Members Absent:** Councilman Gary Kiefer and Councilman Andrew Stewart

**Others Present:** Marcus Mc Dowell-Town Attorney; Heather Reed, Ecological Consulting Services, Inc; Lynn Thompson- Town Clerk and Members of the Town.

**Public Comments:** None

**Minutes:**

**ITEM:** Approve August 9, Workshop, August 9, 2018 Council Meeting Minutes.

Motion by Councilman Love, second by Councilman Bloxham to approve the minutes as presented

No Discussion.

All in favor to approve the minutes as presented.

**Financial Report:**

**ITEM:** Approve August 2018 Financial Report

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

No Discussion.

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

**Presentations:** None

**Ordinances:** None

**Resolutions:**

**ITEM:** Resolution 2018-06 TO REPEAL RESOLUTION 2018-03 AND CONFIRM THE APPOINTMENT OF TOWN CLERK/TREASURER FOR THE 2016-2020 ADMINISTRATION.

Motion by Councilman Bloxham, second by Councilman Guilford to amend the title of the Resolution.

All in favor, motion carried.

Motion by Councilman Bloxham, Second by Councilman Love for immediate consideration

**Roll Call Vote:**  
"YES" "ABSTAIN" "NO"

Councilman Love  
Councilman Bloxham  
Councilman Guilford  
Mayor Hamilton

All in favor, motion carried unanimously.

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 Resolution 2018-06.

**Roll Call Vote:**  
"YES" "ABSTAIN" "NO"

Councilman Love  
Councilman Bloxham  
Councilman Guilford  
Mayor Hamilton

All in favor, motion carried unanimously.

**Motions/Request from Council:** None

### COMMITTEE REPORTS

*(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-Alabama Bicentennial Celebration Committee:**

Chair-Councilman Andrew Stewart

**Beautification Committee-Chair Mayor Kae Hamilton:**

**Budget and Finance Committee-Chair Councilman Steve Love** (Written Report Attached)

**Buildings & Grounds Committee-Chair Councilman Tom Bloxham:**

**Communication Committee-Chair Steve Foster:**

**Public Safety-Chair Councilman Gary Kiefer:**

**Public Works-Chair Councilman Oliver Guilford:**

***There were no committee recommendations to the Council.***

**Council/Legal/Staff Comments:**

**Public Comments:**

(For discussion and/or consideration on the next Council Workshop Agenda)

**Other Business:**

Constitution Day commemorates the formation and signing of the U.S. Constitution by thirty-nine men on September 17, 1787, recognizing all who are born in the United States or by naturalization, have become citizens.

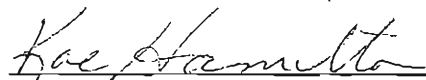
At the request of the Bon Secour Chapter of DAR, the Town of Perdido Beach declared September 17,- 23, 2018 as Constitution Week.

Motion by Councilman Love, seconded by Councilman Guilford declaring by proclamation September 17 -23, 2018, as Constitution Week.

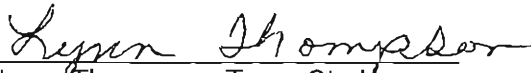
All in favor, motion carried unanimously. (Proclamation attached)

**Adjourn:**

Being no further business there was a motion by Councilman Guilford, second by Councilman Bloxham to adjourn. The meeting ended at 7:20 pm.

  
\_\_\_\_\_  
Kae Hamilton, Mayor

ATTEST:

  
\_\_\_\_\_  
Lynn Thompson, Town Clerk



**RESOLUTION 2018-06 TO REPEAL RESOLUTION 2018-03 AND CONFIRM THE  
APPOINTMENT OF TOWN CLERK/TREASURER FOR THE 2016-2020  
ADMINISTRATION.**

**WHEREAS**, the Town Council of the Town of Perdido Beach, Alabama, desires to make appointment of the Town Clerk/Treasurer to serve the Town for the 2016-2020 administration.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Perdido Beach, Alabama, that:

**Section 1.** Lynn Thompson shall be appointed to the position of Town Clerk/Treasurer effective upon adoption of this resolution.

**Section 2.** Compensation:

A. Cash Compensation:

- a. Wage: \$16.00 per hour paid weekly – 52 pay periods per year
- b. Travel Allowance: **per mile allowance** (per current federal guidelines) when traveling on official business. Reasonable room and meals are also reimbursable.
- c. Retirement Funding: Not applicable at this time.
- d. Vacation Pay: **Ten (10) days** paid vacation per year subject to work restraints, and to be taken in no less than 1 day increments. Maximum of 5 days may be carried over until the next year, with maximum of 15 days accrued untaken at any one time. In case of termination in good standing Clerk/Treasurer will be monetarily compensated for time accrued and unused at time of termination.
- e. Time worked *over* forty (40) hours will be compensated by time and a half. One hour worked = one and one half hour pay.

B. Other Benefits:

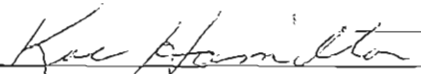
- a. Personal Time Off: Twelve (12) days per year for personal leave such as funerals, family emergencies, sickness, etc. Must be approved by the Mayor and taken in no less than 1 hour increments. Personal time not used at the end of the year will be carried over and added to the upcoming year's allotted personal time.
- b. Medical Insurance: Not applicable at this time.

- c. Holiday Schedule: Holiday schedule will coincide with the Town Holiday Schedule.
- d. Professional Job Training: Available per Town Operating Budget approved by Mayor. Fiscal year runs from October 1 – September 30.
- e. Office/Working Hours: 8:30AM – 4:30PM

***RESOLUTION 2013-18 is hereby repealed, such repeal to become effective on the effective date of the adoption of this Resolution.***

***ATTACHED EXHIBIT "A"***  
***Town Clerk/ Treasurer Job Description***  
***Town Clerk/Treasurer Compensation Package***  
***Employee Performance Evaluation***

ADOPTED this 13<sup>th</sup> day of September 2018 by the Town Council of the Town of Perdido Beach, Alabama, in regular session assembled.

  
\_\_\_\_\_  
Kae Hamilton Mayor

ATTEST:

  
\_\_\_\_\_  
Lynn Thompson, Town Clerk



## Town Clerk/Treasurer

### **DESCRIPTION:**

Performs administrative duties; manages files, records, and other correspondence; drafts contracts, legal notices correspondence, job descriptions; prepares ordinances and resolutions, serves as election manager; prepares and maintains files. Prepares and maintains city equipment lists; generates bids for purchases; and communicates with insurance company regarding claims and adjustments. Promotes positive relations between the Town and its constituents, officials, and employees; oversees duties related to planning and zoning, responds to requests for information from the public; collects budget and audit information. Prepares weekly payroll, quarterly and year end tax reports and other duties as assigned.

### **EXAMPLES OF DUTIES:**

#### **Records Management-**

Attends all regular and special meetings of the Town Council, and Planning Commission.  
Records and transcribes minutes, ordinances, resolutions, agendas, and correspondence.  
Composes letters from general instructions.  
Prepares documents needed at council work sessions.  
Researches prior ordinances and resolutions.  
Maintains permanent files for contracts, easements, deeds, ordinances, resolutions, minutes, official budgets, audits for Town.  
Gathers information and maintains census data.  
Prepares and maintains lists of all boards, committees, authorities, and monitors time for appointments or adjustments to be made.  
Maintains list of town employees, appointees, and elected officials subject to the state Ethics Law and submits list to the Ethics Commission.  
Work with auditors to help complete the annual audit.  
Work with Budget and Finance Committee to help prepare the annual budget.

#### **Clerical-**

Publishes legal notices regarding all public hearings.  
Prepares all memoranda, letters, and any other correspondence.  
Types departmental correspondence and reports as required under the direction of the Mayor.  
Seeks bids for purchases.  
Operates office equipment including, but not restricted to computer, fax, typewriter, adding machine and copier.  
Prepares and maintains equipment lists for departments; includes additions, adjustments, and deletions.

#### **Communication and Public Relations-**

Answers phone in a courteous manner; transfers calls and takes messages.  
Works to promote positive relations with staff, consultants, Mayor, Council members and the Public.  
Responds to the public regarding city business (zoning, general information).  
Notifies the Webmaster of new appointments or re-appointments to be added to the Town's website.  
Provides companies with essential information regarding city offices and officials.

Responds to various governmental surveys  
Responsible for surveys regarding council members, department heads, and Town departments and services.  
Responds to requests for census information.  
Contracts with vendors for necessary building repairs.

**Budgets and Insurance-**

Generates budget status reports for the Mayor and Budget and Finance Committee.  
Maintains departmental files including bank statements, budgets, accident information, insurance claims, and warranties  
Prepares all insurance adjustments for new, replacement, and deleted city property.  
Maintains complaints from citizens against the Town  
Contacts insurance company regarding add-ons when new vehicles or other properties are acquired.

**Elections and Related Duties-**

Serves as election manager (appointed).  
Assists Board of Registrars with election-related activities.  
Oversees the testing of voting machines.  
Assists in identifying poll workers.  
Orders all ballots for voting purposes.  
Responsible for overseeing absentee ballots.  
Maintains essential level of knowledge of city, county, and state election laws.  
Prepares, updates and maintains town voting lists.

**TYPICAL QUALIFICATIONS:**

High school diploma or G.E.D. required.  
One year supervisory experience in city government.  
Typing speed of 30 wpm required.  
Willing to work overtime as required.  
Willing to attend necessary training sessions.  
Willing to comply with Town of Perdido Beach rules and regulations.  
Must be bonded.  
Must have a valid Alabama Driver's License.  
Must be a certified Alabama Notary Public

**SUPPLEMENTAL INFORMATION:**

Knowledge of Town of Perdido Beach policies and procedures.  
Knowledge of Alabama State Code as it pertains to municipalities.  
Knowledge of basic governmental accounting.  
Knowledge of basic bookkeeping procedures.  
Skill in operating office machines.  
Skill in typing at a speed of 30 wpm.  
Ability to verbally communicate effectively.  
Skill in developing plans, budgets, and schedules.  
Ability to establish and maintain an effective working relationship with associates and the public.  
Ability to make competent and timely decisions.  
Ability to maintain records efficiently and accurately.  
Ability to make computations and tabulations rapidly and accurately.  
Ability to provide janitorial services for the Town Hall and Community Center, ie cleaning, set up meeting room, trash or schedule cleaning service as requested.  
The Town of Perdido Beach is dedicated to providing equal opportunity for employment to all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other protected status

## Town of Perdido Beach

### Town Clerk/Treasurer Compensation Package

- Salary Range \$25,000 to \$35,000
- Salary Paid Weekly - 52 pay periods per year 40 hours each
- Travel allowance: per mile allowance (per current federal guidelines)
- Retirement Funding: not applicable at this time.
- Health insurance: not applicable at this time.
- Vacation Pay: Five days after first year and Ten days thereafter per year subject to work restraints, and to be taken in no less than 1 day increments. Maximum of 5 days may be carried over until the next year, with a maximum of 15 days accrued untaken at any 1 time. In case of termination in good standing Clerk/Treasurer will be monetarily compensated for vacation time accrued and unused at time of termination.
- Time worked over 40 hours will be compensated by time and one half. One hour worked = one and one half hour pay.
- Personal Time Off: Up to twelve days per year for paid personal leave such as funerals, family emergencies, sickness, ect. Must be approved by the Mayor in advance and taken in no less than 1 hour increments. No monetary value is provided for this at termination.
- Holiday schedule: Holiday schedule will coincide with the Town Holiday schedule.
- Professional Job Training: Available per Town Operating Budget approved by Mayor. Fiscal year Oct 1- Sept 30.
- Office /Working Hours: 8:30Am-4:30Pm
- Weekly log sheets of hours worked and comp hours taken will be maintained for audit.
- Raises will be based on merit and real economic growth rate for that year approved by Town Council.
- Merit portion 0-5% will be based on interview form completed by Mayor with Town Council input and approval.
- Evaluation will be based on Job description performance with rating scale.





### EMPLOYEE PERFORMANCE EVALUATION

Employee's Name \_\_\_\_\_ Date of Hire \_\_\_\_\_  
Job Title \_\_\_\_\_ Department \_\_\_\_\_  
Date Employee Began Present Position \_\_\_\_\_  
Period Covered \_\_\_\_\_ To \_\_\_\_\_ Date of Evaluation \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Department Supervisor \_\_\_\_\_

#### Evaluation Instructions

This form is designed to allow the supervisor evaluate the employee's performance over the specified period. Each of the areas should be discussed and the employee given suggestions for improving his performance. The following categories are used to rank an employee's performance.

- 5 Excellent Employee's performance consistently exceeds expectations of his/her position
- 4 Very Good Employee's performance meets and occasionally exceeds expectations of his/her position.
- 3 Satisfactory Employee's performance meets expectations of his/her position.
- 2 Satisfactory Employee's performance is below the expectations of his/her position.
- 1 Warning Employee's performance does not meet the minimum acceptable level for his/her position.

#### Position Knowledge

Degree to which the employee understands essential functions of the position. Also degree to which the employee utilizes other resources effectively to gain knowledge needed for the position.

Ranking       5    4    3    2    1

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. Work Quality

Accuracy, neatness, effective completion of assignments, and attention to detail.

Ranking  5  4  3  2  1

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

## 3. Productivity

Volume of work completed and effective use of resources to make best use of time.

Ranking  5  4  3  2  1

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

## 4. Teamwork

Willingness to work with others and considers coworkers ideas. Ability to get along with coworkers and treat them with respect.

Ranking  5  4  3  2  1

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

## 5. Dependability

Degree to which the employee can be relied upon to follow instructions, complete assigned tasks, and attend meetings.

Ranking  5  4  3  2  1

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**6. Judgment**

Degree to which the employee uses sound reasoning to make decisions and has necessary information for making the decisions.

Ranking  5  4  3  2  1

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**7. Initiative**

Willingness to accept responsibility independently. Eagerness to learn and use new methods to accomplish tasks.

Ranking  5  4  3  2  1

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**8. Adaptability**

Ability to work under changed or new situations or working conditions.

Ranking  5  4  3  2  1

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**9. Work Planning**

Ability to organize work to accomplish the tasks assigned. Ensures that the plan is consistent with the team goals.

Ranking  5  4  3  2  1

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**10. Overall Evaluation**

Overall ranking for employee considering all factors above and any other relevant information.

Ranking  5  4  3  2  1

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Employee's Strengths**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

---

**Areas for Improvement**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

---

**Employee's Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Signatures**

_____ Employee Signature	_____ Date
_____ Immediate Supervisor Signature	_____ Date
_____ Department Supervisor Signature	_____ Date

CHECKING ACCOUNT ENDING BALANCES AS OF AUGUST 30, 2018

General Operating Fund Account	\$203,064.66
4 & 5 Cent Gas Tax Account	\$1,331.37
7 Cent Gas Tax Account	\$1,520.04
Capital Improvement Fund Account	\$3,397.39
Special Account Money Market	\$118,599.41
Special Account	\$26,133.24

Budget and Finance Meeting Report  
Town Council Meeting  
September 11, 2018

- The Committee met September 11, 2018 and is continuing to review the various financial reports to ensure expenditures are in line with the budget. Income and expenses seem to be in line for the month of August with income being \$8997.94 over budget for the year and the year to date numbers for expense are \$16451.02 below budget. Final numbers will be provided for year end in October.
  - The General Fund had \$203,064.66 in it as of 08/31/2018. This number is like your checking account and varies daily. Income remains ahead of the budget projection by. Expenses are in line with the Budget at this time and actually lower than projected. This will even out as the months pass. We have to remain vigilant of Budget constraints.
  - The special BP account has \$118,599.41 left in it which represents the money remaining to be spent on the State Street project. The special BP checking account has \$26,133.24 remaining in it as of 8/31/18. Of this money \$14,130.36 is committed to remodeling of the storage building.
  - The committee finished work on next year's budget and you have a copy to review and approve in October.
  - All work on the Town Clerk job description, job duties, salary range, and criteria for raises has been completed, as requested by Council.

Respectfully Submitted,

Steve Love

**Town of Perdido Beach**  
**Checking & Deposit Detail**  
 As of August 31, 2018

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>ASSETS</b>									230,101.11
<b>Current Assets</b>									197,101.11
<b>Checking/Savings</b>									197,101.11
<b>Capital Improvement Fund</b>									-2,629.75
Total Capital Improvement Fund									-2,629.75
<b>1000 · Capital Improvement Fund</b>									0.00
Total 1000 · Capital Improvement Fund									0.00
<b>1200 · General Fund - Centennial</b>									199,730.86
Check	08/01/2018	2995	Riviera Utilities	Town Hall		X	5045 · Electric ...	-141.96	199,588.90
Check	08/01/2018	2996	Riviera Utilities	Cimmunity Ce...		X	5045 · Electric ...	-93.30	199,495.60
Check	08/01/2018	3003	Inner Parish Securit...	Security @ w...		X	5054 · Security...	-246.40	199,249.20
Deposit	08/01/2018			Deposit		X	-SPLIT-	221.90	199,471.10
Check	08/01/2018	3002	1 Man & A Tractor	July Lawn Mtc		X	5340 · BUILDI...	-135.00	199,336.10
Check	08/01/2018	3004	Office Depot			X	5020 · Offices ...	-50.99	199,285.11
Paycheck	08/03/2018	3005	Lynn Thompson		Salary	X	-SPLIT-	-403.55	198,881.56
Deposit	08/06/2018			Deposit		X	-SPLIT-	1,591.28	200,472.84
Check	08/06/2018	3006	US Postal Service	certified mail		X	5025 · US Post...	-13.40	200,459.44
Deposit	08/09/2018			Deposit		X	-SPLIT-	795.98	201,255.42
Check	08/09/2018	3009	ADT Security	security system		X	5056 · Security...	-37.79	201,217.63
Check	08/09/2018	3010	ADT Security	security		X	5056 · Security...	-35.99	201,181.64
Check	08/09/2018	3011	Inner Parish Securit...	Security @ w...		X	5054 · Security...	-246.40	200,935.24
Check	08/09/2018	3012	Enveloc, Inc.	July Backup		X	5040 · Comput...	-22.70	200,912.54
Check	08/09/2018	3013	Office Depot			X	5020 · Offices ...	-85.53	200,827.01
Check	08/09/2018	3014	Centurylink			X	5060 · Telepho...	-308.58	200,518.43
Check	08/09/2018	3015	Centennial Bank			X	5095 · Misc.	-265.06	200,253.37
Check	08/09/2018	3007	Marcus McDowell-T...	August retainer		X	5005 · Attorne...	-1,000.00	199,253.37
Paycheck	08/10/2018	3008	Lynn Thompson		Salary	X	-SPLIT-	-403.53	198,849.84
Deposit	08/10/2018			Deposit		X	4523 · Simple...	321.90	199,171.74
Deposit	08/13/2018			Deposit		X	4902 · Transfe...	2,336.66	201,508.40
Deposit	08/13/2018			Deposit		X	-SPLIT-	45.38	201,553.78
Deposit	08/13/2018			Deposit		X	-SPLIT-	890.18	202,443.96
Check	08/13/2018	3016	Baldwin County Soli...			X	5046 · Trash ...	-174.00	202,269.96
Check	08/13/2018	3017	Inner Parish Securit...	Secirity @ wa...		X	5054 · Security...	-246.40	202,023.56
Deposit	08/16/2018			Deposit		X	4520 · ALDOR...	59.49	202,083.05
Paycheck	08/17/2018	3018	Lynn Thompson		Salary	X	-SPLIT-	-403.55	201,679.50
Deposit	08/17/2018			Deposit		X	4510 · Vehicle ...	1,751.97	203,431.47
Check	08/20/2018	3019	Inner Parish Securit...	Security @ w...		X	5054 · Security...	-246.40	203,185.07
Deposit	08/20/2018			Deposit		X	-SPLIT-	353.17	203,538.24
Deposit	08/20/2018			Deposit		X	4852 · Land U...	25.00	203,563.24
Paycheck	08/23/2018	3020	Lynn Thompson		Hourly	X	-SPLIT-	-403.55	203,159.69
Deposit	08/24/2018			Deposit		X	4520 · ALDOR...	537.76	203,697.45
Check	08/27/2018	3021	Inner Parish Securit...	Security @ w...		X	5054 · Security...	-246.40	203,451.05
Paycheck	08/30/2018	3022	Lynn Thompson		Hourly	X	-SPLIT-	-403.53	203,047.52
General Journal	08/31/2018	42RR...		Balance Adju...		X	66900 · Recon...	-0.04	203,047.48
Deposit	08/31/2018			Interest		X	4200 · Interest ...	17.18	203,064.66

Town of Perdido Beach  
**Profit & Loss Budget Performance**  
 August 2018

	Aug 18	Budget	Oct '17 - Aug 18	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4901 - OTHER INCOME	0.00		13.47		
4000 - INCOME					
4100 - Donations	0.00		0.00	0.00	0.00
4200 - Interest Income	17.18	16.67	194.40	183.33	200.00
4300 - Motor vehicle (MV) License Tax	21.59	14.75	216.54	162.25	177.00
4319 - Added Excise Tax	0.00	8.34	80.71	91.66	100.00
4329 - Petroleum Fees	23.79	20.84	205.69	229.16	250.00
4333 - Offshore Oil/Gas Distribution	0.00	0.00	456.82	400.00	400.00
4460 - Alabama Trust fund	0.00		148.54	0.00	0.00
4610 - Vehicle Advalorem/Probate Judge	3,231.75	833.34	10,978.49	9,166.66	10,000.00
4620 - ALDOR - Sales Tax	673.48	833.34	11,790.77	9,166.70	10,000.00
4521 - ABC Tax - State of Alabama	0.00	8.34	33.25	91.66	100.00
4522 - Lodgings Tax	1,162.75		2,928.36		
4523 - Simple Sell Tax	321.90		3,608.04		
4560 - Business Licenses	86.50	148.00	18,562.24	16,352.00	16,500.00
4800 - Production Privilege	0.00		0.00	0.00	0.00
4750 - Ad valorem/Property Tax	0.00		39,729.30	40,000.00	40,000.00
4800 - Miscellaneous	181.90	208.34	2,099.85	2,291.70	2,500.00
4850 - Permit Fees	50.00		250.00	150.00	150.00
4852 - Land Use & Land disturbance	50.00		325.00		
4900 - FRANCHISE FEES	880.18	1,363.64	8,513.26	15,000.00	60,000.00
4000 - INCOME - Other	0.00		1,162.00		
<b>Total 4000 - INCOME</b>	<b>6,701.02</b>	<b>3,455.60</b>	<b>102,283.06</b>	<b>93,285.12</b>	<b>140,377.00</b>
<b>4400 - Grant Money</b>					
4403 - Stormwater Management	0.00		0.00	0.00	0.00
4404 - Storage Bldg BP	0.00	0.00	0.00	0.00	0.00
4405 - Property & Boat Launch	0.00		0.00	0.00	0.00
4406 - Alabama Bicentennial Commission	0.00		2,500.00		
<b>Total 4400 - Grant Money</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>
4901 - CARRY OVER FUNDS	0.00		0.00	42,000.00	42,000.00
4902 - Transfer from Special Revenue	2,336.66		27,085.17	73,000.00	73,000.00
4903 - Transfer from Capital Improveme	0.00		48,250.95		
<b>Total Income</b>	<b>9,037.68</b>	<b>3,455.60</b>	<b>180,112.65</b>	<b>208,285.12</b>	<b>255,377.00</b>
<b>Gross Profit</b>	<b>9,037.68</b>	<b>3,455.60</b>	<b>180,112.65</b>	<b>208,285.12</b>	<b>255,377.00</b>
<b>Expense</b>					
<b>5000 - GENERAL GOVERNMENT DEPARTMENT</b>					
5005 - Attorney Fees	1,000.00	1,000.00	11,000.00	11,000.00	12,000.00
5010 - Accounting	0.00	0.00	5,250.00	5,250.00	5,250.00
5011 - Interest/Fees	0.00	16.67	2,837.76	183.33	200.00
5012 - State cost of tax collections					
5012-A - deduction for cost of collectio	89.83		170.77		
5012 - State cost of tax collections - Other	0.00		25.04		
<b>Total 5012 - State cost of tax collections</b>	<b>89.83</b>		<b>195.81</b>		
5020 - Offices Supplies	136.52	91.67	1,049.00	1,008.33	1,100.00
5026 - US Postal Service	13.40	50.00	526.51	500.00	500.00
5030 - Web Site Expense	0.00	0.00	809.95	1,000.00	1,000.00
5040 - Computer Expense	22.70	166.67	957.05	1,833.33	2,000.00
5045 - Electric Expense	235.26	150.00	1,667.66	1,650.00	1,800.00
5048 - Trash Pick Up	174.00	100.00	696.00	400.00	400.00
5050 - Gas Expense	0.00		82.00	400.00	400.00
5054 - Security Support	1,232.00	1,000.00	3,172.40	4,000.00	5,000.00
5056 - Security System	73.78	25.00	522.56	375.00	400.00
5060 - Telephone & DSL	308.58	291.67	2,926.71	3,208.33	3,500.00



Town of Perdido Beach  
**Profit & Loss Budget Performance**  
 August 2018

	Aug 18	Budget	Oct '17 - Aug 18	YTD Budget	Annual Budget
5070 · Insurance	0.00		4,897.00	4,500.00	4,500.00
5085 · Training/Dues	0.00		1,020.00	2,000.00	2,000.00
6090 · TRAVEL EXPENSE	0.00		0.00	1,500.00	1,500.00
5095 · Misc.	265.05		3,338.05	3,189.00	3,189.00
5200 · Planning Commission	0.00		0.00	500.00	500.00
5201 · Zoning Board of Adjustment	0.00		0.00	500.00	500.00
5300 · COMMITTEES					
5310 · AD HOC Bicentennial	0.00		0.00	500.00	500.00
5320 · BEAUTIFICATION COMMITTEE	0.00		32.34	500.00	500.00
5340 · BUILDING & GROUNDS COMMITTEE	135.00		3,068.09	5,000.00	5,000.00
5345 · COMMUNICATION COMMITTEE	0.00		0.00	500.00	500.00
5350 · SAFETY COMMITTEE	0.00		3,519.35	1,000.00	1,000.00
5360 · PUBLIC WORKS COMMITTEE	0.00		151,528.28	165,000.00	165,000.00
<b>Total 5300 · COMMITTEES</b>	<b>135.00</b>		<b>158,148.06</b>	<b>172,500.00</b>	<b>172,500.00</b>
<b>Total 6000 · GENERAL GOVERNMENT DEPARTMENT</b>	<b>3,686.13</b>	<b>2,891.68</b>	<b>199,096.52</b>	<b>215,497.32</b>	<b>218,239.00</b>
5425 · Carry Over & Shared funds 12-13	0.00		0.00	0.00	0.00
5602 · Stormwater Management Grant	0.00		0.00	0.00	0.00
6803 · Storage Bldg	0.00		1,375.87	0.00	0.00
5604 · Property & Boat Launch	0.00		0.00	0.00	0.00
66000 · PAYROLL EXPENSES	2,755.84	2,750.00	28,823.88	30,250.00	33,000.00
68900 · Reconciliation Discrepancies	0.04		0.05		
<b>Total Expense</b>	<b>6,442.01</b>	<b>5,641.68</b>	<b>229,296.30</b>	<b>245,747.32</b>	<b>251,239.00</b>
<b>Net Ordinary Income</b>	<b>2,595.67</b>	<b>-2,186.08</b>	<b>-49,183.65</b>	<b>-37,462.20</b>	<b>4,138.00</b>
<b>Net Income</b>	<b>2,595.67</b>	<b>-2,186.08</b>	<b>-49,183.65</b>	<b>-37,462.20</b>	<b>4,138.00</b>

### Special Revenue Reconciliation Detail

1200 - 4 & 5 Cent Gas Tax, Period Ending 08/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,207.90
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 Items</b>						
Deposit	08/08/2018			X	123.36	123.36
Deposit	08/31/2018			X	0.11	123.47
<b>Total Deposits and Credits</b>					<u>123.47</u>	<u>123.47</u>
<b>Total Cleared Transactions</b>					<u>123.47</u>	<u>123.47</u>
<b>Cleared Balance</b>					<u>123.47</u>	<u>1,331.37</u>
<b>Register Balance as of 08/31/2018</b>					<u>123.47</u>	<u>1,331.37</u>
<b>Ending Balance</b>					<u>123.47</u>	<u>1,331.37</u>

**Special Revenue  
Reconciliation Detail**  
1300 · 7 Cent Gas Tax, Period Ending 08/31/2018

---

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,377.59
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	08/08/2018			X	142.32	142.32
Deposit	08/31/2018			X	0.13	142.45
Total Deposits and Credits					142.45	142.45
Total Cleared Transactions					142.45	142.45
Cleared Balance					142.45	1,520.04
Register Balance as of 08/31/2018					142.45	1,520.04
Ending Balance					<u>142.45</u>	<u>1,520.04</u>

**Town of Perdido Beach-Capital Improvement Fund**  
**Reconciliation Detail**  
 Capital Improvement -Centennial, Period Ending 08/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,397.10
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	08/31/2018			X	0.29	0.29
<b>Total Deposits and Credits</b>					0.29	0.29
<b>Total Cleared Transactions</b>					0.29	0.29
<b>Cleared Balance</b>					0.29	3,397.39
<b>Register Balance as of 08/31/2018</b>					0.29	3,397.39
<b>Ending Balance</b>					0.29	3,397.39

1:07 PM

09/10/18

**Town of Perdido Beach Oil Acct**  
**Reconciliation Summary**  
Centennial Bank-SPECIAL ACCOUNT, Period Ending 08/31/2018

---

	<u>Aug 31, 18</u>	
Beginning Balance	28,467.60	
Cleared Transactions		
Checks and Payments - 1 item	-2,336.66	
Deposits and Credits - 1 item	2.30	
Total Cleared Transactions	<u>-2,334.36</u>	
Cleared Balance	<u>26,133.24</u>	
Register Balance as of 08/31/2018	26,133.24	
Ending Balance	26,133.24	

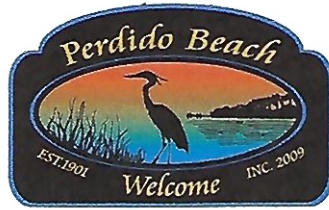
1:11 PM  
09/10/18

**Town of Perdido Beach Money Market**  
**Reconciliation Detail**  
Centennial Bank, Period Ending 08/31/2018

---

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						118,584.30
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	08/31/2018			X	15.11	15.11
Total Deposits and Credits					15.11	15.11
Total Cleared Transactions					15.11	15.11
Cleared Balance					15.11	118,599.41
Register Balance as of 08/31/2018					15.11	118,599.41
Ending Balance					15.11	118,599.41

---



**WHEREAS:** The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

**WHEREAS:** September 17, 2018, marks the two hundred and thirty-first anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS:** It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

**WHEREAS:** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

**NOW, THEREFORE I,** Kae Hamilton by virtue of the authority vested in me as Mayor of the Town of Perdido Beach, Alabama do hereby proclaim the week of September 17 through 23 as

**CONSTITUTION WEEK**

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the Town of Perdido Beach to be affixed this 13<sup>th</sup> day of September of the year of our Lord two thousand eighteen.

Signed Kae Hamilton

Attest Lynn Thompson

SEAL

